

APPENDIX R

TRANSPORTATION FACILITIES GUIDE (TFG) INSTRUCTIONS

A. TFG TUTORIAL

1. General. The purpose of the TFG Tutorial is to provide the user with necessary information and step-by-step procedures to use the TFG on-line application system effectively. The TFG contains information on transportation facilities of the Army, Navy, Air Force, Marine Corps and the Defense Logistics Agency (DLA), and is used to determine the proper routing for Department of Defense (DOD) freight and passenger movements. The TFG is expanded to include Outside Continental United States (OCONUS) freight and passenger movement offices. The TFG Tutorial Manual is intended for use by all personnel who need to view, update, and report on data from the TFG system.

2. TFG Procedures. The purpose of these new TFG procedures is to inform users, the Military Traffic Management Command (MTMC), the Services, and OCONUS Commands of changed requirements for initiating and updating TFG records, for publishing TFG information, for including additional information in the TFG, and for prescribing the actions required of the Services, OCONUS Commands, Parent Organizations, and other Agencies using the web based TFG system.

a. The automated web-based TFG system allows the user to initiate and update a TFG record directly on-line, in an interactive mode.

b. Previous procedures requiring users to report TFG information to MTMC and requiring subsequent publication of regulations and instructions by the Services are no longer in effect and will not be used. OCONUS Commands will use the automated web-based TFG system in lieu of command-unique published TFGs.

c. The TFG will now include Continental United States (CONUS) Safe Haven, Refuge, and Secure Holding information and concurrently will include the capability to update MTMC Pamphlet 385-1, Safe Haven/Refuge and Secure Holding Locations, on-line.

d. Service headquarters and Parent organizations/Agencies have the following new responsibilities for administration of the TFG:

- (1) Authorizing activities to register and obtain passwords to use the TFG.
- (2) Designating site coordinators for the TFG.
- (3) Assuring each shipping and receiving activity initiates a TFG record.
- (4) Reconciling activity Government Bill of Lading Office Codes (GBLOCs) and Department of Defense Activity Address Codes (DODAACs).
- (5) Assuring that TFG data is accurate, complete, and timely.

(6) Assuring that shipping and receiving activities update TFG records every 120 days.

B. ACCESSING THE TFG WEB-BASED SYSTEM

1. The procedures described herein apply to use of the web-based Electronic Transportation Acquisition (ETA) TFG system. All Department of Defense (DOD), Defense Logistics Agency (DLA), and other Agency freight shipping and receiving activities will use this system to initiate and maintain their respective TFG records. The ETA TFG system is available for use worldwide. Each user must first obtain a password to use the web-based ETA TFG system to initiate and update a TFG record.

2. Password Requests and Issuance. The user must have a personal computer (PC) and an Internet browser to access the web-based TFG for the purpose of initiating or updating a TFG record. The following procedures apply to ETA password requests and issuance:

a. Access your web browser from your PC and enter either <https://eta.mtmc.army.mil> or <http://www.mtmc.army.mil>.

b. When the MTMC screen appears, click on the “ETA” button.

c. When the ETA screen appears, click on the “Register” tab located at the top of the screen.

d. When the next ETA screen appears, click on the “CFM” button and then select your role (TFG/TDR Updates Only, or ITO, or Carrier, or whatever is appropriate to your activity).

e. Click on the “Generate Request Form” button.

f. Fill out the Request form when it appears.

g. Click on the “Submit Request” bar.

h. Receive your User Identification (ID) instantly.

i. Receive your password by e-mail several days later.

3. Using the ETA TFG System. Once the user receives a password, the following procedures apply to accessing and using the system:

a. Access your web browser and enter either <https://eta.mtmc.army.mil> or <http://www.mtmc.army.mil>.

b. When the MTMC screen appears, click on the “ETA” button.

c. When the ETA screen appears, position the cursor on the “General” button.

d. Move the cursor to the next column to the right of “General.”

e. Click on the “Transportation Facilities Guide Update” line.

f. When the next screen appears, enter your User ID and password to log-on.

g. In addition to a password, all system users must download the Java Initiator one time, and then exit and re-enter the system. This must be done prior to using the system the first time. This action needs to be accomplished only one time, and is valid for all ETA component application software systems. Instructions for the downloading are displayed on the ETA TFG log-in screen.

h. Begin using the ETA TFG system to initiate or to update your TFG record.

4. Accessing the ETA TFG Tutorial.

a. An on-line TFG Tutorial is available on the web for viewing by actual and potential TFG system users. The Tutorial describes in detail what data goes in each block in the TFG record and the wide variety of system options available to the user. The following procedures apply to accessing and viewing the Tutorial (note that no password is needed to view the ETA TFG system Tutorial):

(1) Access your web browser and enter <http://www.mtmc.army.mil/transys/cfm/index/htm>.

(2) Scroll to the bottom of the page (screen) and click on “Site Map.”

(3) When the next screen appears, scroll down to “Tutorials.”

(4) Click on “TFG Forms Tutorial.”

(5) Review the Tutorial.

b. The TFG Tutorial is also available from the TFG Main Menu once a user has entered the system by using a password. Select the “Tutorial” from the Main Menu tool bar while you are initiating or updating your TFG record. When you are finished using the Tutorial, you may then exit the tutorial, return to your previous place and continue to initiate or update your record.

5. TFG System Capabilities.

a. The TFG is available for “View Only”, so the user may view another activity's TFG record. The following procedures apply to accessing the TFG “View Only” mode:

(1) Access your web browser and enter either <https://eta.mtmc.army.mil> or <http://www.mtmc.army.mil>.

(2) When the MTMC screen appears, click on the “ETA” button.

(3) When the ETA screen appears, position the cursor on the “General” button.

(4) Move the cursor to the next column to the right of “General.”

- (5) Click on the “Transportation Facilities Guide View” line.
- (6) When the next screen appears, select the “TFG View Only” option.
- (7) Begin viewing TFG records.

b. A TFG record may only be updated by the owning activity granted a password.

6. User Support. The MTMC Freight Systems Office provides TFG system user support through its CONUS Freight Management (CFM) system office, as follows:

a. ETA TDR on-line system Tutorial. This is described in paragraph C below. All users and potential users are encouraged to familiarize themselves with the contents of the Tutorial in advance of using the system.

b. Help Desk support. The CFM Help Desk is available to respond to TFG questions and problems encountered. Hours of operation are Monday through Friday from 0630 to 1830 hours Eastern Standard Time. Telephone numbers are as follows:

1 (800) 336-4906 (calls from CONUS only)
Commercial (703) 428-2222
DSN 328-2222
Fax Commercial (703) 428-3481
Fax DSN 328-3481.

C. USING THE WEB-BASED TFG SYSTEM

1. Purpose of the TFG. The purpose of the web-based TFG tutorial is to provide the users with information and step-by-step procedures to use the TFG on line application system effectively. The TFG contains information on transportation facilities of the Army, Navy, and Air Force, Marine Corps, the DLA, and the Department of State, and is used to determine proper routing for DOD freight and passenger movements between points within CONUS and OCONUS. The TFG Tutorial is intended for use by all personnel who need to view, update, and report on data from TFG system. Any trouble or problems with the TFG system should be reported immediately to the CFM Help Desk at the above listed telephone numbers. All TFG users are encouraged to contact the CFM Help Desk for assistance if there are any questions about the use of the system.

2. Accessing the System. The TFG System can be accessed through one of the methods explained in this paragraph. Once the TFG System is accessed, the TFG Main Menu will be displayed (Figure R-1).

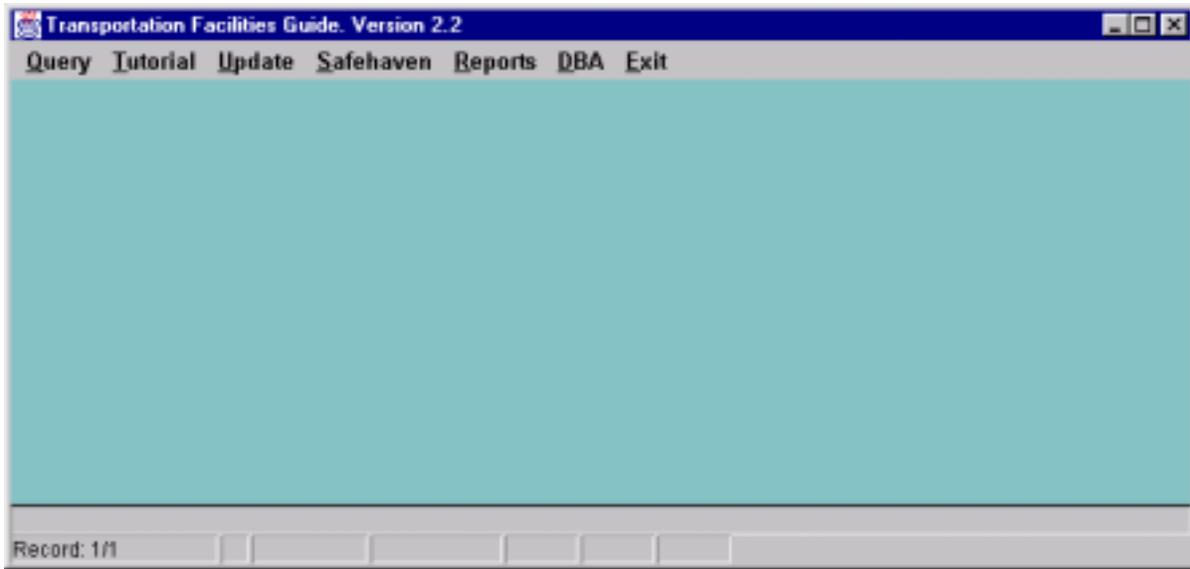


Figure R-1. TFG Main Menu Screen

a. X-Window Emulators: An X-Window emulator (such as Exceed) can be used to access the Graphical User Interface (GUI) version of the TFG application.

b. Web Browsers: Clicking on the URL and pointing to the TFG Application accesses the TFG.

(1) The first time the TFG System is accessed via the Web from a particular client browser, the user is prompted to download the Java Initiator Plug-in. The user should respond to the prompt by clicking on the link to download the Java Initiator file. A pop-up window displays prompting the user to save the file in a directory on the client machine.

(2) Exit the browser and find the Java Initiator file you just downloaded and double click on it. The file will expand and install itself. Please accept all the default settings until the installation is complete. Once the installation is complete, you can restart your browser to run the TFG System through the normal Web access.

(3) After the initial setup, the TFG System can be accessed directly using the URL <https://eta.mtmc.army.mil> or <http://www.mtmc.army.mil>.

3. Processing Procedures. The TFG data is accessed through a series of screens. All users can query the data (see Paragraph C.4 for detailed instructions). Only owners of a record can access the update option for that record (see Paragraph C.5 for detailed instructions). Both the user and the Data Base Administrator (DBA) may access the Reports option (see Paragraph C.7 for detailed instructions). Only the DBA may access the DBA option (see Paragraph C.8 for detailed instructions).

4. Querying TFG Data.

a. All users may query TFG data. From the TFG Main Menu point to the “Query” option and click on the left mouse button. The TFG General Query Screen displays (Figure R-2).

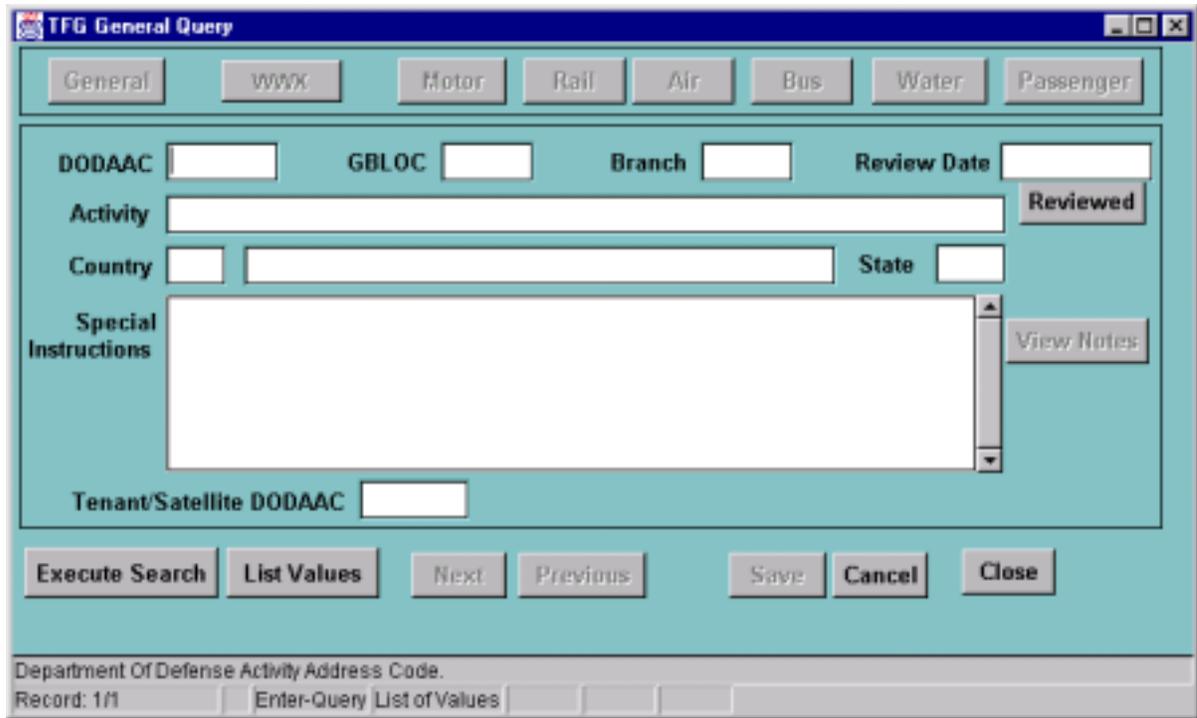


Figure R-2. TFG General Query Screen

b. Enter a “DODAAC” (EX: FB3333) and click on the “Search” button at the bottom of the screen to initiate a search. The activity record for the “DODAAC” will be displayed on the screen (Figure R-3).

c. The search can also be performed on Tenant/Satellite DODAAC by entering the Tenant/Satellite DODAAC and click on the “Execute Search” button. The information for the Parent DODAAC will be displayed.

The screenshot shows a web-based application window titled "TFG General Query". At the top, there are several tabs: "General", "WWX", "Motor", "Rail", "Air", "Bus", "Water", and "Passenger". The "General" tab is selected. Below the tabs, there are several input fields and buttons:

- DODAAC:** FB3333
- GBLOC:** NONE
- Branch:** DLA
- Review Date:** 18-MAY-1999
- Activity:** My test activity field name xxxxx
- Country:** US (dropdown), UNITED STATES (text)
- State:** VA (dropdown)
- Special Instructions:** General test remarks. Note 3, Note 6, Note 9. This a testof the scrolling limitation of application running on the web.

Buttons include "Reviewed" (next to Activity), "View Notes" (next to Special Instructions), "Enter Search", "List Values", "Next", "Previous", "Save", "Cancel", and "Close". At the bottom, it says "Department Of Defense Activity Address Code." and "Record: 1/1".

Figure R-3. TFG General Query Screen (including data)

d. The TFG General Query screen contains fields for viewing general activities data stored in the TFG database. Once you perform a query and retrieve information for activities, you can access additional screens through the buttons at the top of the screen as detailed in Paragraphs C.4.g and C.4.h. Records may be queried by DODAAC, GBLOC, and Branch of Service, Country Code, Country Name, or State as detailed in paragraph C.4.f.1.

e. In Query mode, the buttons which are dimmed out (such as Save and Cancel) are not active and the related function can not be performed.

(1) If a list of valid values for a field is available, the "List Values" button will be active or highlighted. To display the list, position the cursor on the field and click on the "List Values" button.

(2) If Note numbers (e.g., Note 1, 10) appear in the Special Instructions field, position the cursor on the "View Notes" button and click on the mouse to display the "TFG Notes" screen (Figure R-4). For information regarding the contents of Remarks field, see Attachment A.

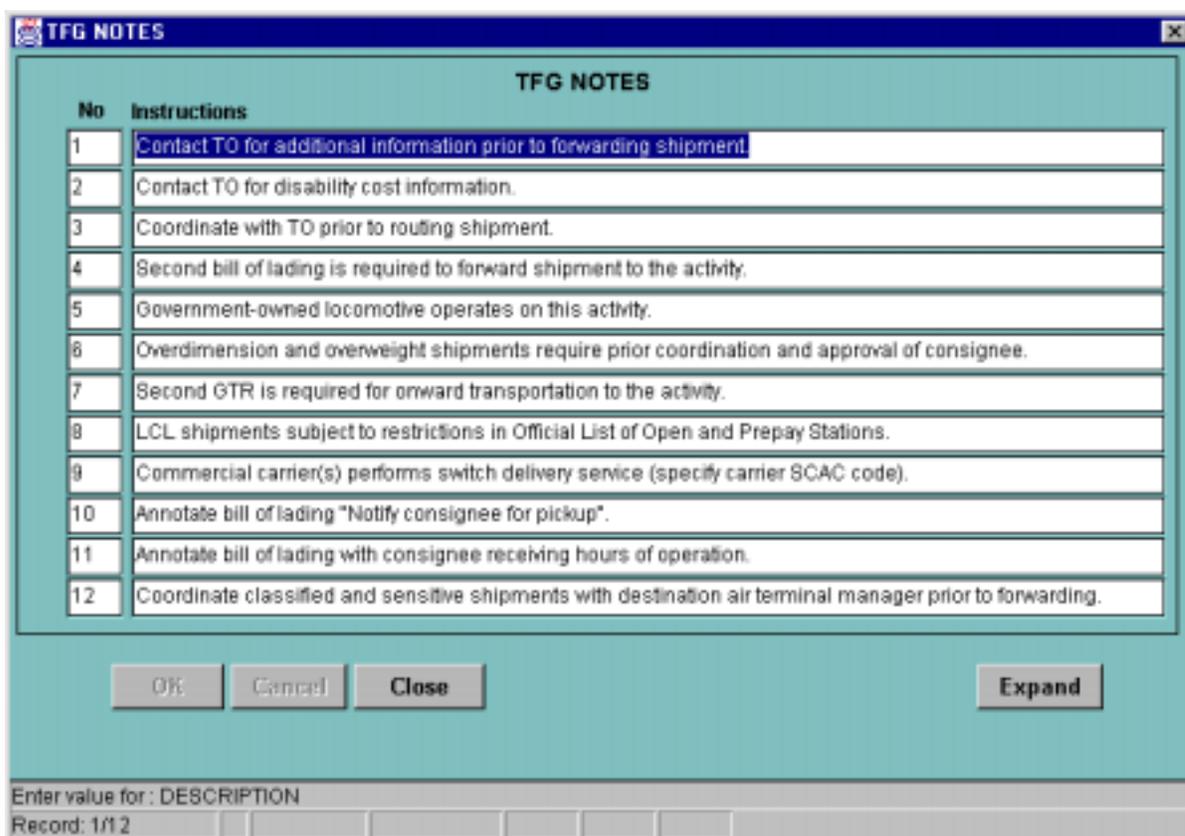


Figure R-4. TFG Notes Screen (query mode)

f. Query by DODAAC, GBLOC, Branch, Country Code, or State.

(1) Click on the "Search" button to initiate a new search. Type the "DODAAC" of the activity you wish to view, or click on the GBLOC, Branch, Country Code, Country Name, or State and enter the desired value. If the entire GBLOC or DODAAC is not known, part of the name plus a wild card character may be used to retrieve records. The wildcard character replaces any remaining characters. For example to search for all DODAACs that begin with "FD", type "FD%" in the DODAAC field. The percent sign (%) is the wildcard character and can be used anywhere in the field.

(2) Click on the "Enter Search" button. The system searches for DODAAC or GBLOC activity records that fit within the specified range. The first activity record in the specified range of DODAACs or GBLOCs displays on the screen. Use "Next" or "Previous" buttons to move back and forth between the available records.

(3) Press the "Tab" key to move from field to field or directly click on the mouse button inside the desired field to move the cursor to that field.

(4) For viewing additional information of the General Section, click on the "General" button. This part is explained in paragraph C.4.g.

g. Query General Information.

From the “TFG General Query” screen, click on the “General” button at the top left. The “General Information” screen will be displayed (Figure R-5). The selection of different options from this screen is detailed in paragraphs C.4.g.(1) through C.4.g.(6).

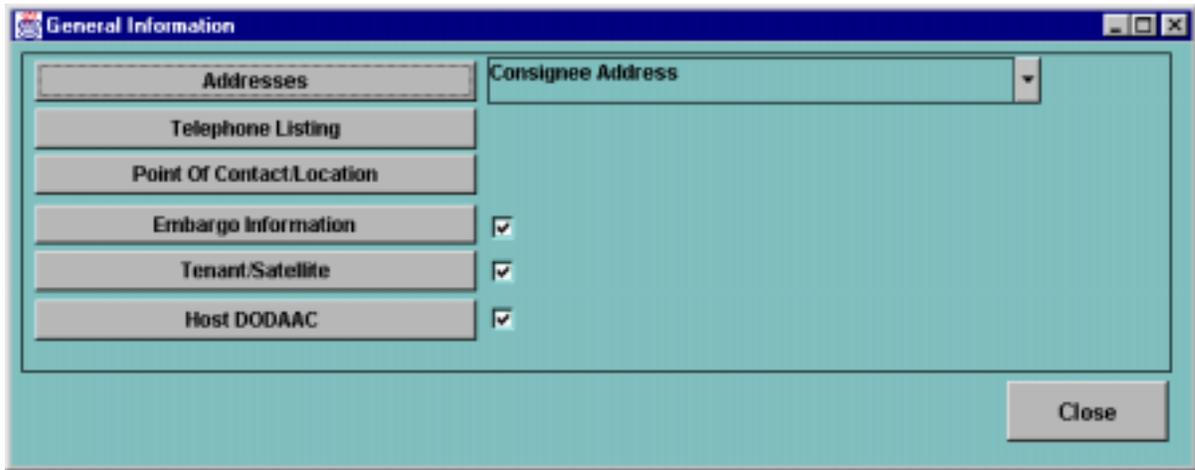


Figure R-5. General Information Screen

(1) Query Address Information.

The Address Information can be viewed with four different options. To choose one of the Address options, click on the icon at the right corner of the Consignee Address field (The Consignee Address is the default option). A pop-up window will be displayed with four different options as shown in Figure R-6. Click on the desired Address option. The “Consignee Address” will be changed to the selected option.

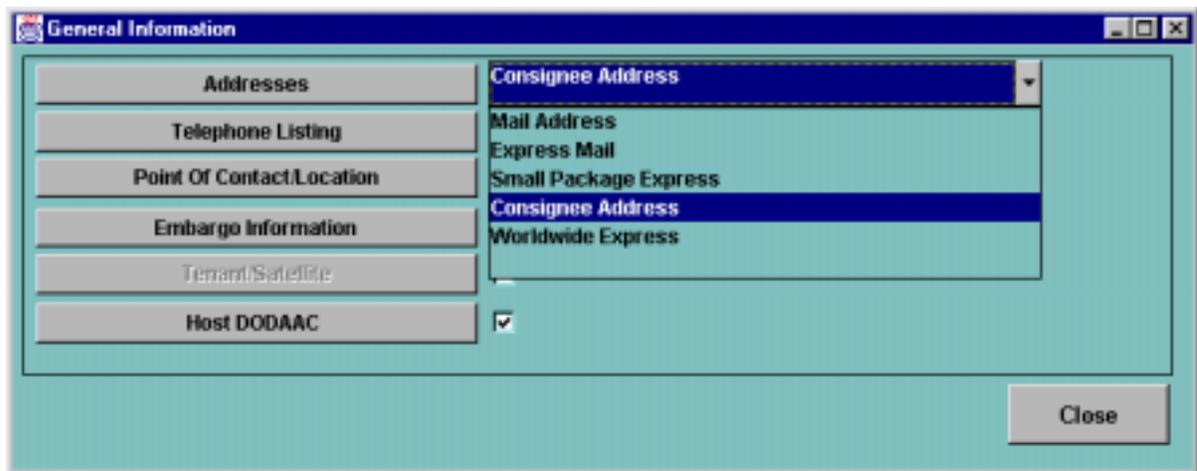


Figure R-6. Pop-up Address options

After choosing the desired option, position the cursor on the “Addresses” option and click on the mouse. The “Consignee Address” screen will be displayed (Figure R-7). Notice

that the title of the Screen is “Consignee Address”. The title will be changed according to different Address options.

Consignee Address

Address: Consignee Address for FB3333.xxx

City: Arlington State: VA Zip: 22223-2222

Buttons: Save, Cancel, Close, Delete, List Values

Enter value for : ADDRESS_LINE
Record: 1/1

Figure R-7. Consignee Address Screen

Click on the “Close” button to exit from the “Address” screen and return to the “General Information” Screen.

(2) Query Telephone Listing.

From the “General Information” screen, position the cursor on the second option, “Telephone Listing” and click on the mouse. The “TFG Telephone Directory” screen will be displayed (Figure R-8). Five telephone listings are displayed on the screen at one time. To view additional records, scroll through the list using the scroll bar at the right of the directory list.

Telephone Country Code

Office Name	DSN	Commercial	Hours
TO/Tic Mgr	642-9922	703-234-9922 XT 2343	0700-1700 M-F
MTMC POC	642-9923	703-234-9923 XT 2344	8:00-5:00 M-F
Receiving	642-9912	703-234-9912 XT 2343	8:00-5:00 M-F
FAX Number	642-9914	703-234-9914 XT 3344	8:00-5:30 M-F
Shipping	642-9915	703-234-9915	8:00-5:00 M-T

Save Cancel **Close** List Values Insert Delete Copy Paste Expand

DSN telephone number; use format 999-9999 Ext or 999-999-9999 Ext.
Record: 1/?

Figure R-8. TFG Telephone Directory Screen

Click on the “Close” button to exit from the “Telephone Listing” screen and return to the “General Information” Screen.

(3) Query Point of Contact.

From the “General Information” screen, position the cursor on the third option, “Point of Contact/Location” and click on the mouse. The “Point of Contact/Location” screen will be displayed (Figure R-9).

Point Of Contact

Name Phone
 E-MAIL

Location

County/Province Population
 Location
 Message Address

Save Cancel **Close**

Figure R-9. Point of Contact/Location Screen

Click on the “Close” button to exit from the “Point of Contact/Location” screen and return to the “General Information” Screen.

(4) Query Embargo Information.

From the “General Information” screen, position the cursor on the fourth option, “Embargo Information” and click on the mouse. The “Embargo Information” screen will be displayed (Figure R-10).

The screenshot shows a window titled "Embargo Information" with a teal background. It contains several input fields: "ID" with the value "1", "Start Date" with "01-OCT-1997", "End Date" with "12-DEC-1997", "Freight Embargoed" with "FREIGHT", and "Reason" with "HAZARDOUS MATERIAL". Below these fields are four buttons: "Save", "Cancel", "Close", and "Delete". At the bottom of the window, there is a status bar with the text "Type of embargo." and "Record: 1/1".

Figure R-10. Embargo Information Screen

Click on the “Close” button to exit from the “Embargo Information” screen and return to the “General Information” Screen.

(5) Query Tenant/Satellite Information.

From the “General Information” screen, position the cursor on the fifth option, “Tenant/Satellite” and click on the mouse. The “Tenant/Satellite” screen will be displayed (Figure R-11). Five records are displayed on the screen at one time. To view additional records, scroll through the list using the scroll bar at the right of the Tenant/Satellite list.

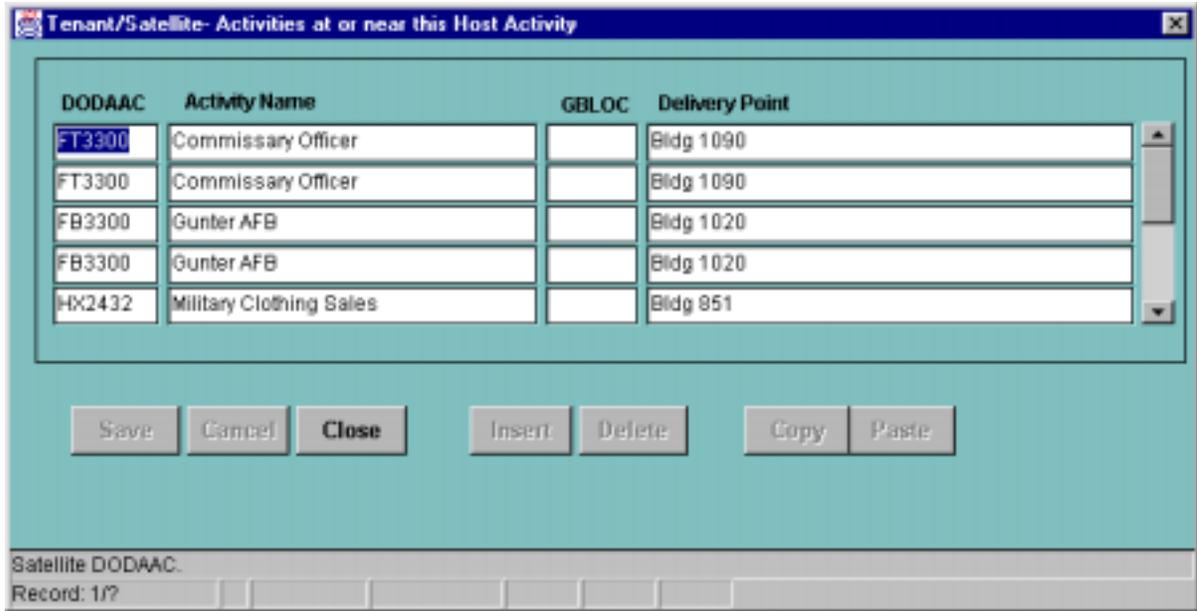


Figure R-11. Tenant/Satellite Information Screen

Click on the “Close” button to exit from the “Tenant/Satellite Information” screen and return to the “General Information” Screen.

(6) Query Host DODAAC Information.

From the “General Information” screen, position the cursor on the sixth option, “Host DODAAC” and click on the mouse. The “Host DODAAC” Information screen will be displayed (Figure R-12).

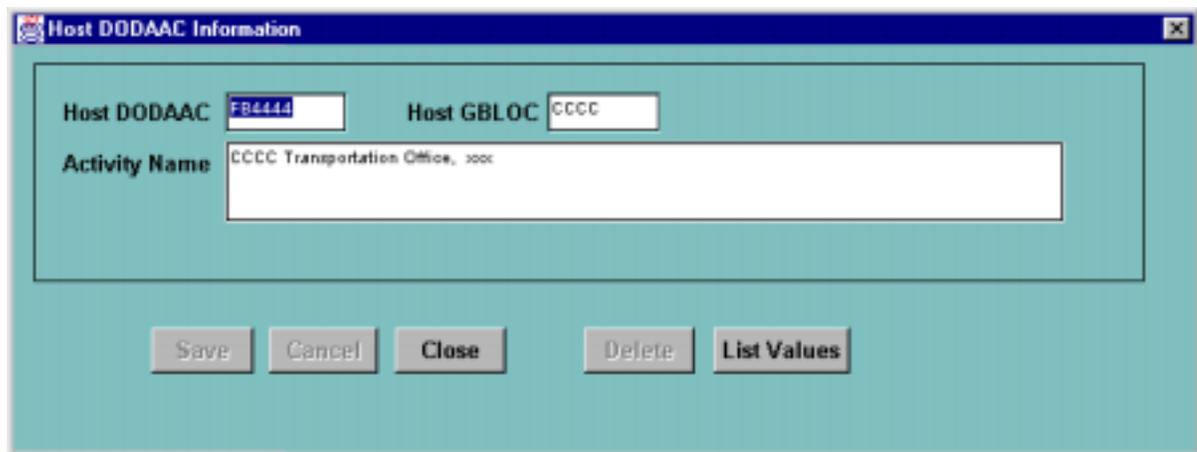


Figure R-12. Host DODAAC Information Screen

Click on the “Close” button to exit from the “Host DODAAC Information” screen and return to the “General Information” Screen.

After performing a query for any options of the “General Information” screen, click on the “Close” button to return to the “TFG Query” screen.

h. Query Worldwide Express (WWX) Address Information

From the TFG General Query Screen, click on the “WWX” button at the top of the screen. The “Worldwide Express” screen will be displayed (Figure R-13).

The screenshot shows a software window titled "Worldwide Express". Inside the window, there is a form with the following fields and controls:

- Address:** A large, empty text input field.
- City:** A text input field.
- State/Province:** A small text input field.
- Zip/Postal Code:** A text input field.
- Country:** A small text input field followed by a larger text input field.

Below the form, there are five buttons: "Save", "Cancel", "Close", "Delete", and "List Values".

At the bottom of the window, there is a status bar with the text "Enter value for : ADDRESS_LINE" and "Record: 1/1".

Figure R-13. Worldwide Express Address Screen

i. Query Shipping and Receiving Information.

A query can be initiated only from the General Query screen. Follow the instructions in paragraph C.4 for querying general information, retrieve the data for the activity you wish to view. Once the requested activity appears, the Shipping and Receiving Information (i.e. size of motor shipment, type of bulk liquids) can be viewed through the icons at the top of the General Query screen. There are six available options for shipping methods. These options are explained in paragraphs C.4.i.(1) through C.4.i.(6).

(1) Querying Motor Shipping and Receiving Information

Click on the “Motor” button at the top of the General Query screen. The “Motor Information” screen will be displayed (Figure R-14).

The screenshot shows a software window titled "Motor information" with a light blue background. At the top, there are three tabs: "Motor Destination", "Capacity", and "Safehaven". The "Capacity" tab is selected. Below the tabs, there are several input fields and checkboxes. The "Repship required?" checkbox is checked. The "A&E Facilities?" checkbox is checked. The "Prelodge?" checkbox is unchecked. The "Bulk Liquid by Tank Truck?" checkbox is unchecked. The "Min. # of loads" field is empty. The "N.E.W. Capacity" field contains the number "13". The "Multiple Stop Deliveries" checkbox is unchecked. The "Type of Bulk Liquid Received" field is empty. The "Commodity" field is empty. The "Consignee Approval?" checkbox is unchecked. The "Transit Facilities?" checkbox is checked. The "Prearrange Delivery?" checkbox is checked. Below these fields is a "More ..." button. At the bottom of the form area, there is a "Remarks" field containing the text "MOTOR AREA TEST DATA" and a "View Notes" button. At the very bottom of the window, there are four buttons: "Save", "Cancel", "Close", and "Expand". A status bar at the bottom left shows "Record: 1/1".

Figure R-14. Motor Information Screen (First Page)

This screen is the first page of the Motor Shipping and Receiving Information. Press the “Tab” key to move from field to field or directly click on the mouse button inside the desired field to move the cursor to that field.

If Note numbers (e.g., Note 1, 10) appear in the Remarks field, position the cursor on the “View Notes” button and click on the mouse to display the “TFG Notes” screen (refer to Figure R-4). For information regarding the contents of Remarks field, see Attachment 1.

Additional Motor Information can be viewed by clicking on the “More” button. The second page of the Motor Information is shown in Figure R-15.

Additional motor information

Containerized Cargo Facilities?

Limiting Factors?

Size

Weight

Remarks

Heavy Lift Type Equipment

Maximum Capacity-Tons

Location

Advanced notice to Consignee required?

Save Cancel Close

Figure R-15. Motor Information Screen (Second Page)

The Motor Destination Information can be viewed by clicking on the “Motor Destination” button at the top of the first page of the Motor Information (Figure R-16).

Motor Destination

No.	Service Code	Type	Commodity Code	Name
<input type="text" value="1"/>	<input type="text" value="TL"/>	<input type="text" value="TL"/>	<input type="text" value="AEAB"/>	<input type="text" value="A & E, Class A or B"/>

SPLC Country Code Zip

Disability Cost Load Disability Cost Unload

Destination

Save Cancel Close Insert Delete List Values Next Previous

Enter value for : SERV_CODE
Record: 1/? List of Values

Figure R-16. Motor Destination Screen

The Motor Capacity Information can be viewed by clicking on the “Capacity” button at the top of the first page of the Motor Information (Figure R-17).

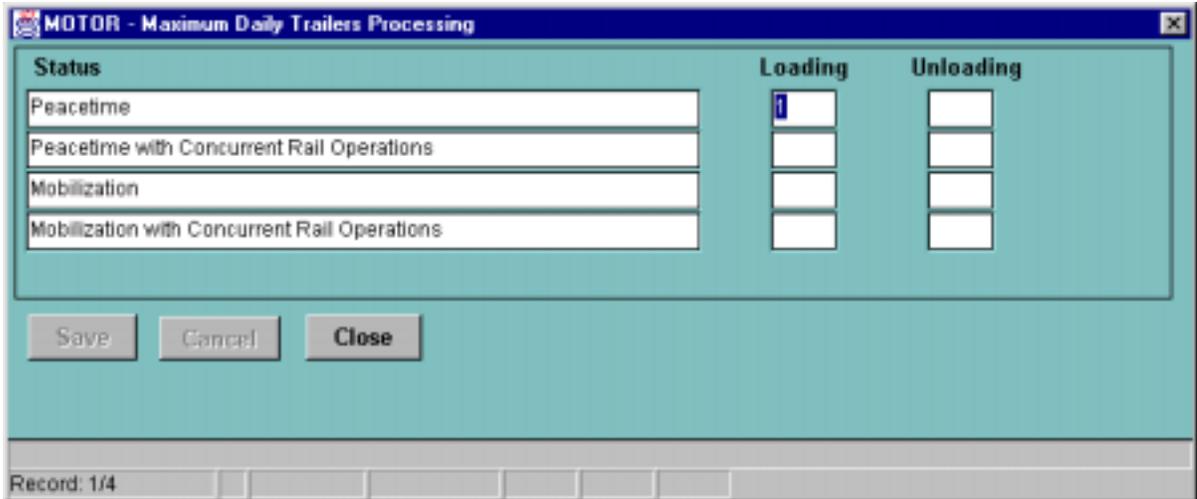


Figure R-17. Motor Maximum Capacity Screen

The Safe Haven Information can be viewed by clicking on the “Safehaven” button at the top of first page of the Motor Information. Refer to paragraph C.6 for detail information on this option.

(2) Querying Rail Shipping and Receiving Information.

Click on the “Rail” button at the top of the General Query screen. The “Rail Destination Information” screen will be displayed (Figure R-18).

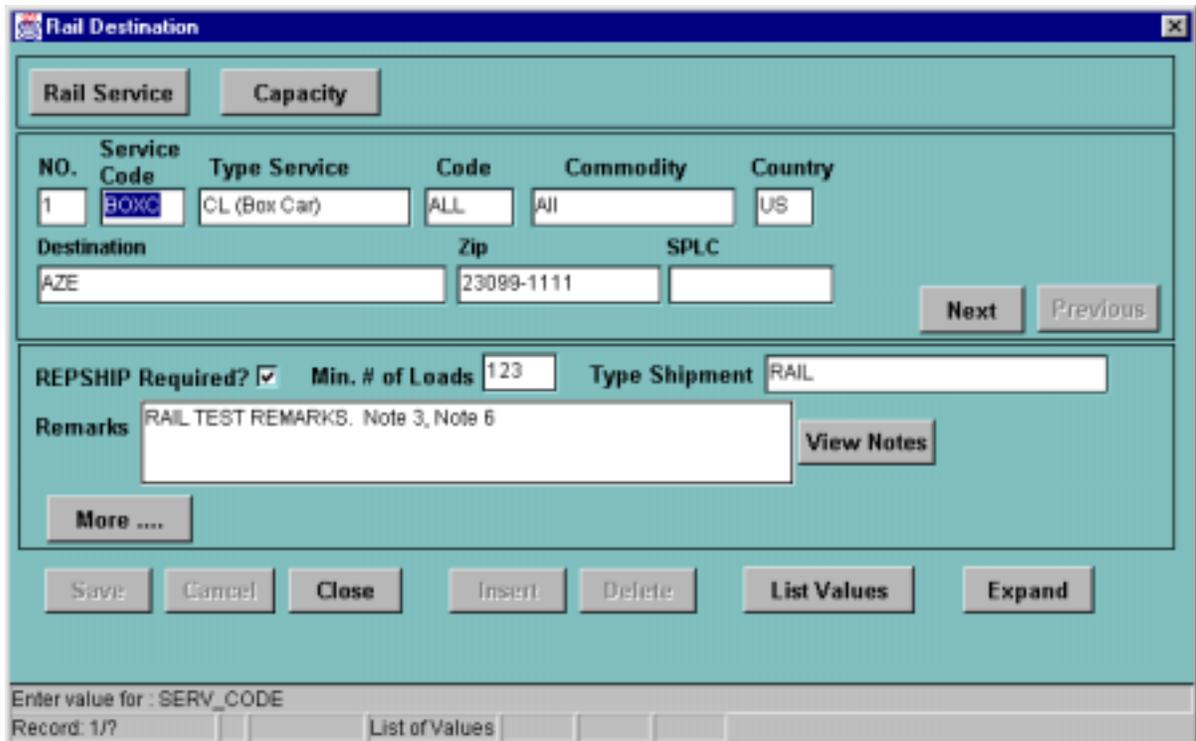


Figure R-18. Rail Destination Information Screen (First Page)

This screen is the first page of the Rail Shipping and Receiving Information. Press the “Tab” key to move from field to field or directly click on the mouse button inside the desired field to move the cursor to that field.

If Note numbers (e.g., Note 1, 10) appear in the Remarks field, position the cursor on the “View Notes” button and click on the mouse to display the “TFG Notes” screen (refer to Figure R-4). For information regarding the contents of Remarks field, see Attachment 1.

Additional Rail Information can be viewed by clicking on the “More” button. The second page of the Rail Information is shown in Figure R-19.

Bulk liquids by Tank Car?	<input checked="" type="checkbox"/>	Type Bulk Liquids Received	XXXX
Containerized Cargo Facilities?	<input checked="" type="checkbox"/>	Heavy Lift Type Equipment	YES
Limiting Factors?	<input type="checkbox"/>	Maximum Capacity-Tons	1234
Size	1234	Location	BACK OF LOT
Weight	12	Advance Notice to Consignee required?	<input checked="" type="checkbox"/>
Remarks	MORE RAIL TEST REMARKS		
Storage Space (Rail Cars)	12	A&E Facilities?	<input checked="" type="checkbox"/>
Sidings	12	N.E.W Capacity	<input checked="" type="checkbox"/>
Main Line	12	Consignee Approval Prior to Shipment?	<input checked="" type="checkbox"/>
Other	12		
Transit Facilities?	<input checked="" type="checkbox"/>		

Save Cancel Close

Figure R-19. Rail Destination Information Screen (Second Page)

The Rail Service Information can be viewed by clicking on the “Rail Service” button at the top of the first page of the Rail Destination Information (Figure R-20).

SCAC	Carrier	Type Deli	Distance	Ramp Portable	Ramp Stationary	Disability Cost Load	Disability Cost Unload
ARZ	Arizona Bus Lines	DIRC	9809	ramp portable	ramp station	82899	82899

Buttons: Save, Cancel, Close, Insert, Delete, List Values, Expand

Enter value for : SCAC
Record: 1/1 List of Values

Figure R-20. Rail Service Screen

The Rail Capacity Information can be viewed by clicking on the “Capacity” button at the top of the first page of the Rail Information (Figure R-21).

Status	Loading	Unloading
Peace time	2934	2904

Buttons: Save, Cancel, Close

Record: 1/1

Figure R-21. Rail Maximum Capacity Screen

(3) Querying Air Shipping and Receiving Information.

Click on the “Air” button at the top of the General Query screen. The “Air Destination Information” screen will be displayed (Figure R-22).

Figure R-22. Air Destination Information Screen

Press the “Tab” key to move from field to field or directly click on the mouse button inside the desired field to move the cursor to that field.

If Note numbers (e.g., Note 1, 10) appear in the Remarks field, position the cursor on the “View Notes” button and click on the mouse to display the “TFG Notes” screen (refer to Figure R-4). For information regarding the contents of Remarks field, see Attachment 1.

The Air Service Information can be viewed by clicking on the “Air Service” button at the top of the Air Destination Information (Figure R-23).

SCAC	Carrier
A3	AMTRACK

Buttons: Save, Cancel, Close, Insert, Delete, List Values

Status: Enter value for: SCAC, Record: 1/1

Figure R-23. Air Service Screen

The Air Commercial and Military Support Equipment Information can be viewed by clicking on the “Commercial Support Equipment” and “Military Support Equipment” buttons at the top of Air Destination Information (Figure R-24 and Figure R-25).

Name of Commercial Cargo Airport	Stairs?	Tow Tractors?	Air Starters?	Power Units?	Maintenance Lift Trucks?	Lavatory Service Truck?
MORE	<input checked="" type="checkbox"/>					
NONE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					

Buttons: Save, Cancel, Close, Insert, Delete

Status: Record: 1/2

Figure R-24. Commercial Ground Support Equipment Screen

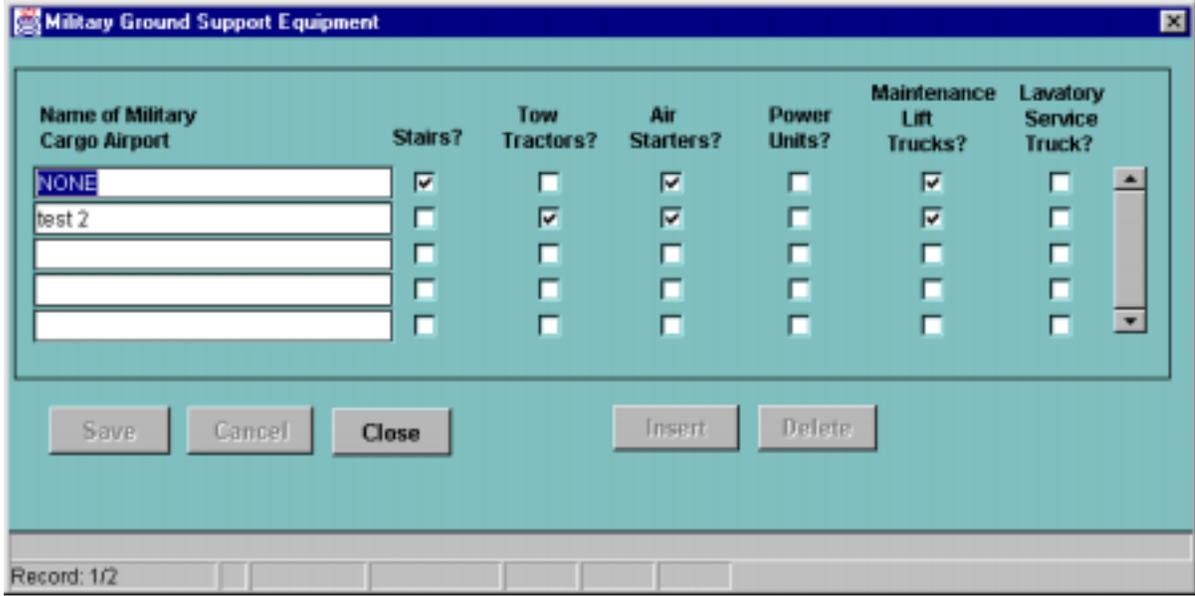


Figure R-25. Military Ground Support Equipment Screen

(4) Querying Bus Shipping and Receiving Information.

Click on the “Bus” button at the top of the General Query screen. The “Bus Destination Information” screen will be displayed (Figure R-26).

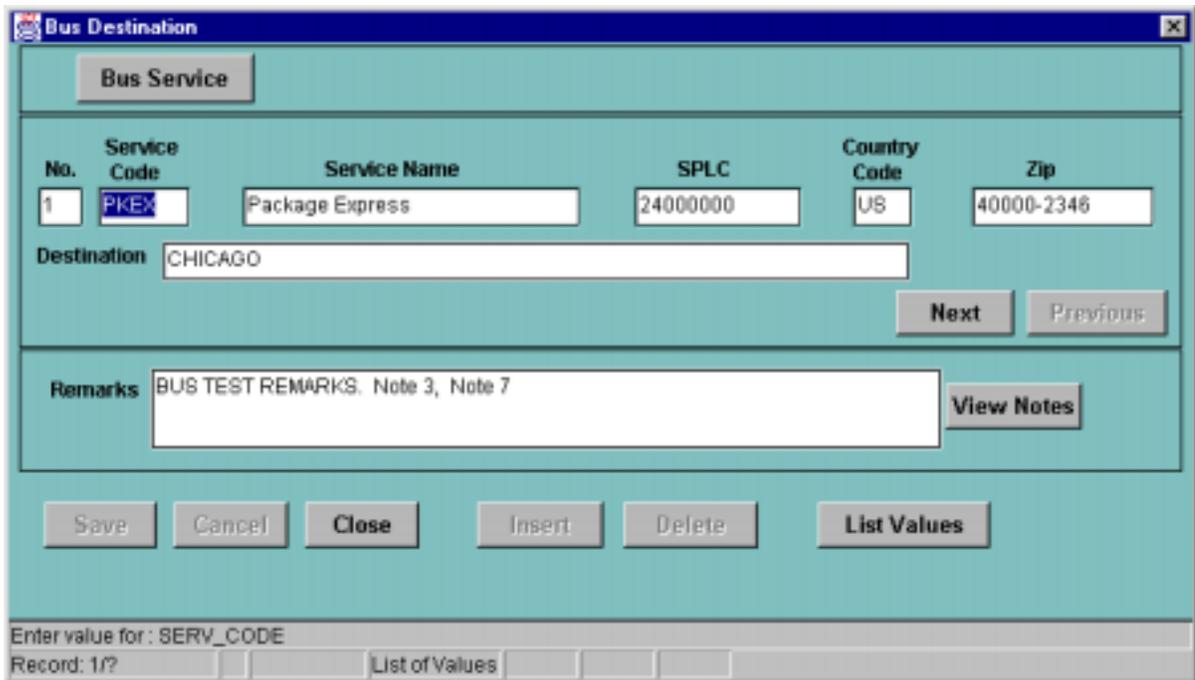


Figure R-26. Bus Destination Information Screen

Press the “Tab” key to move from field to field or directly click on the mouse button inside the desired field to move the cursor to that field.

If Note numbers (e.g., Note 1, 10) appear in the Remarks field, position the cursor on the “View Notes” button and click on the mouse to display the “TFG Notes” screen (refer to Figure R-4). For information regarding the contents of Remarks field, see Attachment 1.

The Bus Service Information can be viewed by clicking on the “Bus Service” button at the top of the Bus Destination Information (Figure R-27).

SCAC	Carrier	Cargo Terminal Location	Distance
APV	Air Vets Bus	NORTH LOOP	1234
GHHR	Galveston Houston	DOWNTOWN	1222
SP	Southern Pacific	UPTOWN	5

Buttons: Save, Cancel, Close, List Values, Insert, Delete

Enter value for : SCAC
Record: 1/3 List of Values

Figure R-27. Bus Service Screen

(5) Querying Water Shipping and Receiving Information.

Click on the “Water” button at the top of the General Query screen. The “Water Destination Information” screen will be displayed (Figure R-28).

Figure R-28. Water Destination Information Screen

Press the “Tab” key to move from field to field or directly click on the mouse button inside the desired field to move the cursor to that field.

If Note numbers (e.g., Note 1, 10) appear in the Remarks field, position the cursor on the “View Notes” field and click on the mouse to display the note instructions screen (refer to Figure R-4). For information regarding the contents of the Remarks field, see Attachment 1.

Additional Water Information can be viewed by clicking on the “Commercial Facilities” and “Military Facilities” button at the Top of the Water Destination Information (Figures R-29 and R-30).

Commercial Facilities

Limiting Factors A&E Facilities

Destination: ANYWHERE OMN THE ATLANTIC SEABOARD

Heavy Lift Type Equipment: none Maximum Capacity-Tons: 12

Advance Notice to Consignee Required? Location: on the waterfront

Docks Number: 5 Berths Number:

Length: Width:

Length:

Vessel Capacity:

Water Depth:

Commodity Restrictions: NON HAZARDOUS

CarFloat Service? Lighterage Service? Containerized Cargo Facilities?

Save Cancel Close

Type of Traffic

Record: 1/1

Figure R-29. Commercial Facilities Screen

Military Facilities

Limiting Factors A&E Facilities

Destination

Heavy Lift Type Equipment Maximum Capacity-Tons

Advance Notice to Consignee Required? Location

Docks Number Berths Number

Length Width

Length

Vessel Capacity

Water Depth

Commodity Restrictions

CarFloat Service? Lighterage Service? Containerized Cargo Facilities?

Save Cancel Close

Type of Traffic
Record: 1/1

Figure R-30. Military Facilities Screen

By clicking on the “Limiting Factors” and “A&E Facilities” buttons at top of either the Commercial or Military Facilities screens, the following will be displayed to view the related information (Figures R-31 and R-32).

Limiting Factors

Limiting Factors?

Size

Weight

Remarks

Save Cancel Close

Figure R-31. Limiting Factors Screen

A&E Facilities

Class A&B?

N.E.W. Capacity

Consignee Approval Prior to Shipping?

Class C?

N.E.W. Capacity

Consignee Approval Prior to Shipping?

Figure R-32. A&E Facilities Screen

(6) Querying Passenger Shipping and Receiving Information.

Click on the “Passenger” button at the top of the General Query screen. The “Passenger Destination Information” screen will be displayed (Figure R-33).

Passenger Destination

Service NO.	Code	Type Service	Country
1	ACHT	Air Charter	AQ

Destination

Lodging? Gov't Facilities? Rate Latest Arrival Time

Commercial Travel Office: Name Location

GSA Travel Management Center?: Name Location

Remarks

Enter value for : SERV_CODE
Record: 1/?

Figure R-33. Passenger Destination Screen

Press the “Tab” key to move from field to field or directly click on the mouse button inside the desired field to move the cursor to that field.

If Note numbers (e.g., Note 1, 10) appear in the Remarks field, position the cursor on the “View Notes” button and click on the mouse to display the “TFG Notes” screen (refer to Figure R-4). For information regarding the contents of Remarks field, see Attachment 1.

The Passenger Traffic Information can be viewed by clicking on the “Passenger Air Service” button at the top of the Passenger Destination Information (Figure R-34).

City Airport Code	Passenger Airport	Distance-Hotel to Terminal	Taxi FARE: MIN MAX	Limosine MIN MAX	Bus MIN MAX	Rental Vehicles Available?
AAAA	a1	44	5.00 40.00	33.33	45.09	<input checked="" type="checkbox"/>
BBBB	b1	5555	55.00	456.00	456.90	<input type="checkbox"/>

Buttons: Save, Cancel, Close, List Values, Insert, Delete

Status: Record: 1/?

Figure R-34. Passenger Traffic Screen

The Passenger Hotel Information can be viewed by clicking on the “Passenger Lodging Service” button at the top of the Passenger Destination Information screen (Figure R-35).

Hotel/Motel: best western Hotel Id: 1

Location	Phone Country Code	Telephone #	Rate
location 1	1	111-111-1111	2222.56

FARE:

	Taxi	Limosine	Bus
MIN	234.45	999.20	90.00
MAX	99.88	90.22	

Airport Distance: 2222

Buttons: Save, Cancel, Close, Insert, Delete, List Values, Next, Previous

Record: 1/?

Figure R-35. Passenger Hotel Facilities Screen

From the Passenger Destination, click on “Passenger Other Services” button at the Top of the screen to view other related passenger services information (Figure R-36).

SCAC	Carrier	Terminal Distance	Rental Car Available?
LAYM	LA Yuma Freight Lines	234	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Buttons: Save, Cancel, Close, List Values, Insert, Delete

Record: 1/1 List of Values

Figure R-36. Passenger Other Services Screen

5. Updating Transportation Facilities Guide Data.

The record update function can be accessed only by the owner of the record or by the TFG DBA. The TFG General Update screen contains fields for entering general data for activities stored in the TFG database.

a. Update by DODAAC users.

From the TFG Main Menu, point to the “Update” option and click on the left mouse button. The related activity record for the DODAAC will be displayed automatically as shown in Figure R-37.

TFG General Update

General Motor Rail Air Bus Water Passenger

DODAAC FB3333 GBLOC NONE Branch DLA Review Date 15-JUN-1998

Activity My test activity field name xxxxx

Country US UNITED STATES State VA

Special Instructions General test remarks. Note 3, Note 6, Note 9. This a testof the scrolling limitation of appllication running on the web View Notes

Enter Search List Values Next Previous Save Cancel Close

Department Of Defense Activity Address Code.
Record: 1/1

Figure R-37. TFG General Update Screen

If no record is shown, the system will display the following messages:

“Query caused no records to be retrieved”

“You cannot perform Updates. Your Site may be locked. Call TFG System Administrator”.

When this happens, call the TFG DBA and ask them to unlock the record.

In update mode, the buttons at the bottom of the screen (such as “Save” and “Cancel”) are highlighted. This means that these functions are active and the related functions can be performed. For processing instructions, refer to the following paragraphs.

(1) Press the “Tab” key to move from field to field or directly click on the mouse inside the desired field to move the cursor to that field. Type the information in any field requiring a correction. When all fields are correct, you can perform any available function at the bottom of the screen. Click on the “Save” button to commit the changes to the database. A message displays indicating that the transaction is complete. To cancel the changes, click on the “Cancel” button. To delete a record, click on the “Delete” button.

(2) If a list of valid values for a field is available, the “List Values” button will be active or highlighted. To display the list, position the cursor on that field and click on the “List Values” button. To insert a value to the field from the list, highlight the desired value to select it and click on the “OK” button.

(3) If Note numbers (e.g., Note 1, 10) appear in the Special Instructions field, position the cursor on the “View Notes” button and click on the mouse to display the “TFG Notes” (Figure R-38). To insert the Note numbers to the Special Instructions field, click on the Note icons to select the desired Note numbers and click on the “OK” button. If a Note Instruction is too long to fit in the instruction field, the “Expand” button can be used. To expand a Note Instruction, click on the field to select it and click on the Expand button. For information regarding the contents of the Remarks field, see Attachment 1.

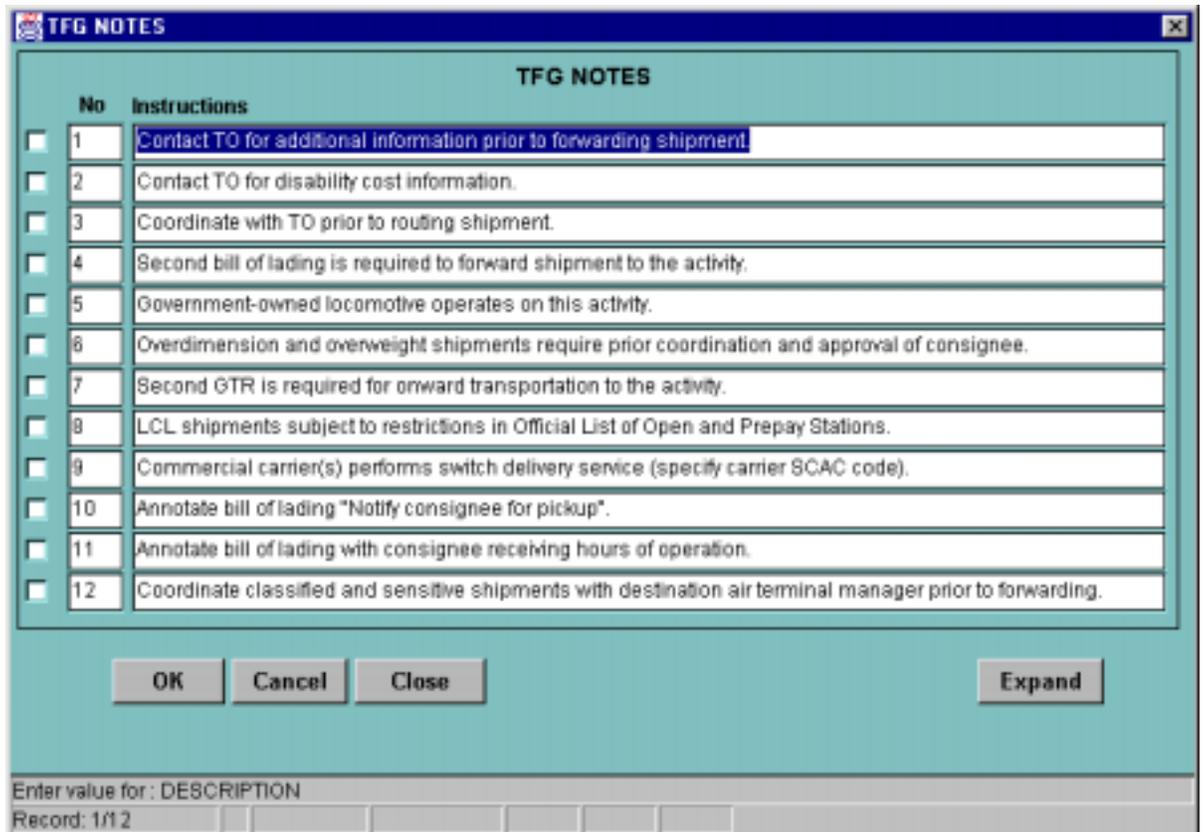


Figure R-38. TFG Notes Screen (Update Mode)

Additional site information can be accessed and updated through the buttons at the top of the TFG Update screen as detailed in paragraphs C.5.b and C.5.c.

b. Update by the TFG DBA.

The TFG DBAs can update any records. The process of retrieving the desired record for update is explained in the following sections.

From the TFG Main Menu, point to the “Update” option and click on the left mouse button. The TFG General Update Screen displays (Figure R-39).

The screenshot shows a software window titled "TFG General Update". At the top, there is a navigation bar with buttons for "General", "Motor", "Rail", "Air", "Bus", "Water", and "Passenger". Below this, the main form area contains several input fields: "DODAAC", "GBLOC", "Branch", and "Review Date". A large text area for "Activity" is present, along with "Country" and "State" fields. A "Special Instructions" text area is on the left, and a "View Notes" button is on the right. At the bottom left of the form is a "Tenant/Satellite DODAAC" field. A row of buttons includes "Execute Search", "List Values", "Next", "Previous", "Save", "Cancel", and "Close". The status bar at the bottom shows "Department Of Defense Activity Address Code.", "Record: 1/1", and "Enter-Query List of Values".

Figure R-39. TFG General Update Screen

(1) Type the “DODAAC” of the activity you wish to update, or click on the GBLOC, Branch, Country Code, Country Name, or State and enter the desired value. If the entire DODAAC or GBLOC is not known, part of the name plus a wildcard character may be used to retrieve records. The wildcard character replaces any remaining characters. For example, to search for all GBLOCs that begin with “FD” type “FD%”. The percent sign (%) is the wildcard character and can be used anywhere in the field.

(2) Click on the “Enter Search” button. The system searches for DODAAC or GBLOC activity records that fit within the specified range. The first activity record in the specified range of DODAACs or GBLOCs displays for update (Figure R-37). Use the “Next” and “Previous” buttons to move back and forth between available records.

(3) Press the “Tab” key to move from field to field or directly click on the mouse inside the desired field to move the cursor to that field.

(4) To retrieve and update additional information for the General Section, click on the “General” button at the top of the screen. This part is explained in paragraph C.5.b.

c. Updating General Information.

From the “TFG General Update” screen, click on the “General” button at the top left. The “General Information” screen will be displayed (Figure R-40). The selections of different options from this screen are detailed in paragraphs C.5.c.(1) through C.5.c.(6).

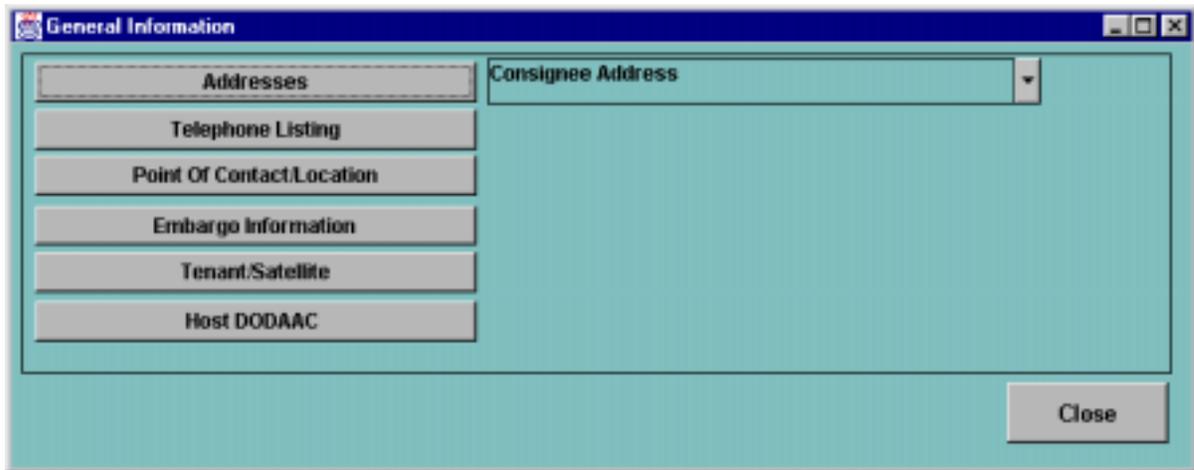


Figure R-40. General Information Screen

(1) Update Address Information.

The Address Information can be updated with four different options. To choose one of the Address options, click on the icon at the right corner of the Consignee Address field (The Consignee Address is the default option). A pop-up window will be displayed with four different options as shown in Figure R-41. Click on the desired Address option. The “Consignee Address” will be changed to the selected option.

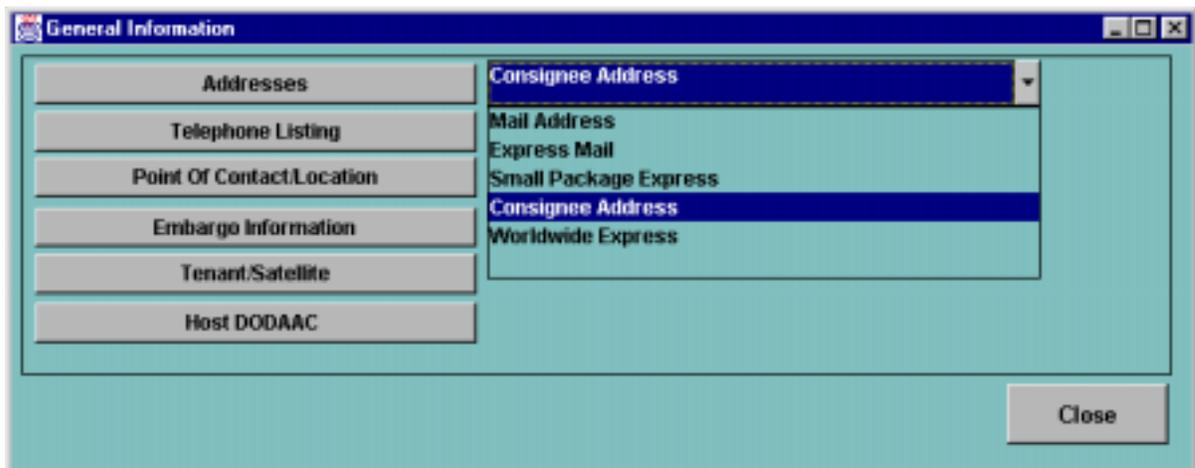


Figure R-41. Pop-up Address options Screen

After choosing the desired option, position the cursor on the “Addresses” section and click on the mouse. The “Consignee Address” screen will be displayed (Figure R-42). Notice that the title of the Screen is “Consignee Address”. The title will be changed according to different Address options.

Consignee Address

Address: Consignee Address for FB3333 xxx

City: Arlington State: VA Zip: 22223-2222

Buttons: Save, Cancel, Close, Delete, List Values

Enter value for : ADDRESS_LINE
Record: 1/1

Figure R-42. Consignee Address Screen

For information on how to use the “Save”, “Cancel”, “Delete” and “List Values” buttons, refer to paragraphs C.5.a.(1) and (2).

Click on the “Close” button to exit from the “Address” screen and return to the “General Information” screen.

(2) Update Telephone Listing.

From the “General Information” screen, position the cursor on the second option, “Telephone Listing” and click on the mouse. The “TFG Telephone Directory” screen will be displayed (Figure R-43). Five telephone listings are displayed on the screen at one time. To view additional records, scroll through the list using the scroll bar at the right of the directory list.

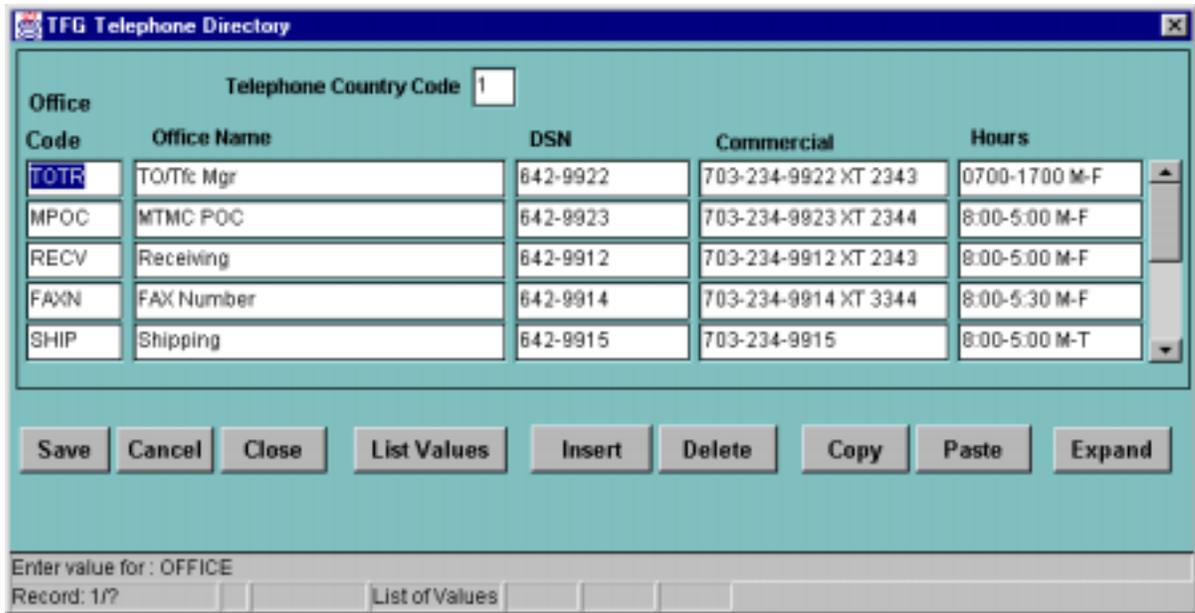


Figure R-43. TFG Telephone Directory Screen

For information on how to use the “Save”, “Cancel”, “Delete” and “List Values” buttons, refer to paragraphs C.5.a.(1) and (2).

To insert a record, click on the “Insert” button. This will create a blank record for inserting the new information. After entering the information, press on the “Save” button to commit the new Telephone Listing to the database.

To simplify the Insert and Update operations during Insert or Update, the “Copy” and “Paste” buttons can be used. To use these buttons, position the cursor on a field value that you want to copy, then click on the Copy button. This will keep the value of that field in memory, which can be copied to a different field using the Paste button. To place this value to a different field, click on the desired field, and then click on the Paste button.

Click on the “Close” button to exit from the “TFG Telephone Directory” and return to the “General Information” screen.

(3) Update Point of Contact/Location.

From the “General Information” screen, position the cursor on the third option, “Point of Contact/Location” and click on the mouse. The “Point of Contact/Location” screen will be displayed (Figure R-44).

Point Of Contact/Location Information

Point Of Contact

Name: lori barnhill Phone: 7036968762

E-MAIL: barnhill@baileys-ernh5.army.mil

Location

County/Province: loudon Population: 12000001

Location: a couple of miles down Route 9

Message Address: 1234 main st

Save Cancel Close

Figure R-44. Point of Contact/Location Screen

For information on how to use the “Save” and “Cancel” buttons, refer to paragraph C.5.a.(1).

Click on the “Close” button to exit from the “Point of Contact/Location” screen and return to the “General Information” Screen.

(4) Update Embargo Information.

From the “General Information” screen, position the cursor on the fourth option, “Embargo Information” and click on the mouse. The “Embargo Information” screen will be displayed (Figure R-45).

The screenshot shows a software window titled "Embargo Information". The window has a light blue background and a dark blue title bar. Inside the window, there are several input fields and buttons. The "ID" field contains the number "1". The "Start Date" field contains "01-OCT-1997" and the "End Date" field contains "12-DEC-1997". The "Freight Embargoed" field contains "FREIGHT" and the "Reason" field contains "HAZARDOUS MATERIAL". Below these fields are four buttons: "Save", "Cancel", "Close", and "Delete". At the bottom of the window, there is a status bar with the text "Type of embargo." and "Record: 1/1".

Figure R-45. Embargo Information Screen

For information on how to use the “Save”, “Cancel” and “Delete” buttons, refer to paragraph C.5.a.(1).

Click on the “Close” button to exit from the “Embargo Information” and return to the “General Information” Screen.

(5) Update Tenant/Satellite Information.

From the “General Information” screen, position the cursor on the fifth option, “Tenant/Satellite” and click on the mouse. The “Tenant/Satellite” screen will be displayed (Figure R-46). Five records are displayed on the screen at one time. To view additional records, scroll through the list using the scroll bar at the right of the Tenant/Satellite list.

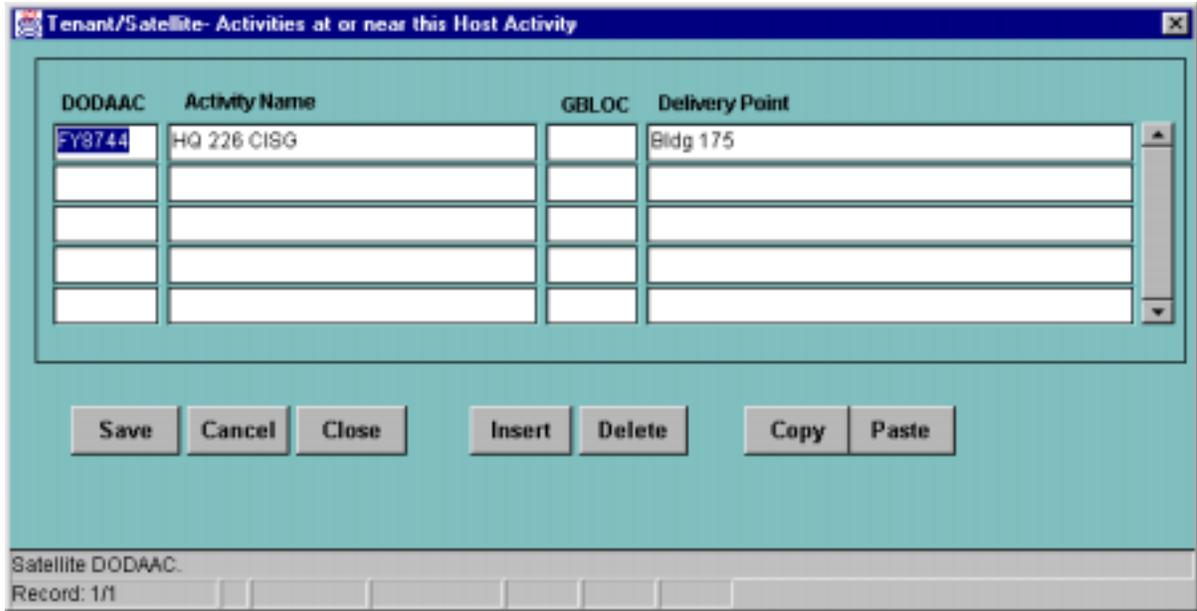


Figure R-46. Tenant/Satellite Information Screen

For information on how to use the “Save”, “Cancel” and “Delete” buttons, refer to paragraph C.5.a.(1).

To insert a record, click on the “Insert” button. This will create a blank record for inserting the new information. After entering the information, press on the “Save” button to commit the new telephone listing to the database.

To simplify the Insert and Update operations during Insert or Update, the “Copy” and “Paste” buttons can be used. To use these buttons, position the cursor on a field value that you want to copy, then click on the Copy button. This will keep the value of that field in memory, which can be copied to a different field using the Paste button. To place this value to a different field, click on the desired field, and then click on the Paste button.

Click on the “Close” button to exit from the “Tenant/Satellite Information” and return to the “General Information” screen.

(6) Update Host DODAAC Information.

From the “General Information” screen, position the cursor on the sixth option, “Host DODAAC” and click on the mouse. The “Host DODAAC Information” screen will be displayed (Figure R-47).

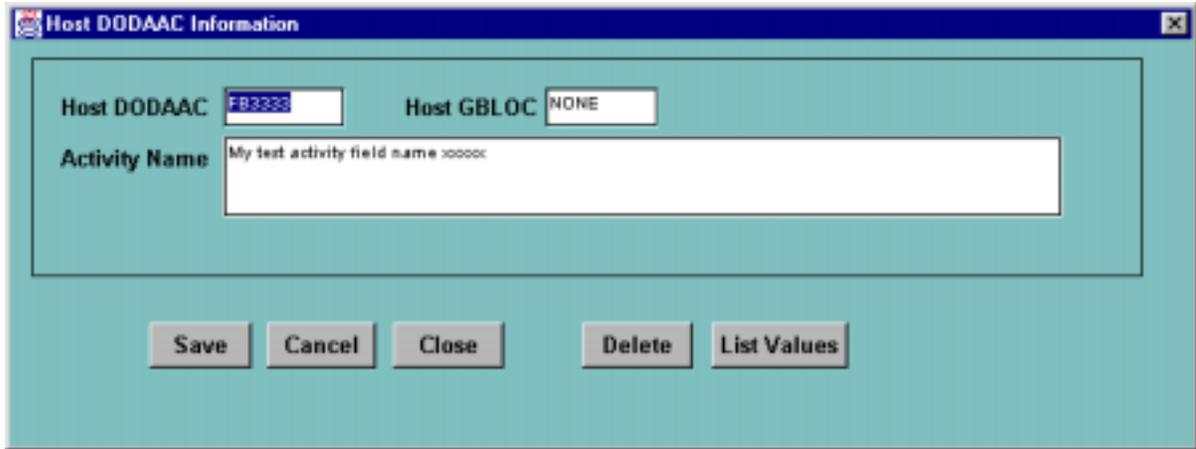


Figure R-47. Host DODAAC Information Screen

For information on how to use the “Save”, “Cancel”, “Delete” and “List Values” buttons, refer to paragraphs C.5.a.(1) and (2).

Click on the “Close” button to exit from the “Host DODAAC Information” and return to the “General Information” screen.

After performing an update on the General Information, click on the “Close” button to return to the “TFG General Update” screen.

d. Update Worldwide Express (WWX) Address Information.

From the TFG General Update Screen, click on the “WWX” button at the Top. The “Worldwide Express” Screen will be displayed for update. (Figure R-48).

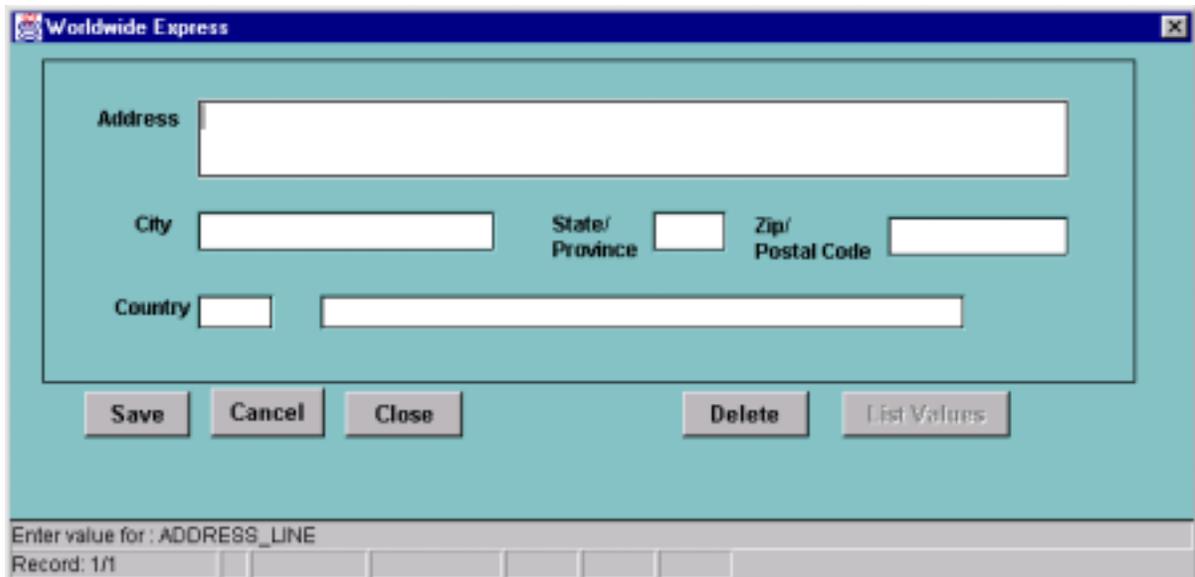


Figure R-48. Worldwide Express Address Screen

e. Update Shipping and Receiving Information.

An Update session can only be initiated from the General Update screen. Follow the instructions in paragraph C.5.a on how to retrieve data for the activity you wish to update. Once the requested activity appears, the Shipping and Receiving Information (i.e., size of motor shipment, type of bulk liquids) can be updated through the icons at the top of the General Update Screen. There are six available options for shipping methods. These options are explained in paragraphs C.5.e.(1) through C.5.e.(6).

(1) Updating Motor Shipping and Receiving Information.

Click on the “Motor” button at the top of the General Update screen. The “Motor Information” screen will be displayed (Figure R-49).

Motor information

Motor Destination Capacity Safehaven

Repship required? Min. # of loads 2 Commodity All

A&E Facilities? N.E.W. Capacity 0 Consignee Approval?

Prelodge? Multiple Stop Deliveries Transit Facilities? Prearrange Delivery?

Bulk Liquid by Tank Truck? Type of Bulk Liquid Received

More ...

Remarks View Notes

Save Cancel Close Expand

Enter value for: REMARKS
Record: 1/1

Figure R-49. Motor Information Screen (First Page)

For information on how to use the “Save”, “Cancel”, “Expand” and “View Notes” buttons, refer to paragraphs 5.a.(1) and (3).

Note: The small square boxes associated with some fields such as in “Repship Required” are called “check boxes”. Throughout the TFG application, these check boxes are used as a “Yes” or “No” value. The display state of a check box is always either checked or unchecked, which indicates whether a certain condition or value is true or false (“Yes” or “No”). If the condition is true (or the value is “Yes”), the box is checked. If the condition is false, the box is unchecked. The TFG users can toggle the state of a check box by clicking it with the mouse.

Click on the “Close” button to exit from the “Motor Information” and return to the “General Information” screen.

Additional Motor Information can be updated by clicking on the “More” button (Figure R-50).

Additional motor information

Containerized Cargo Facilities? Heavy Lift Type Equipment Forklift

Limiting Factors? Maximum Capacity-Tons 5

Size 40 Location Activity

Weight 20 Advanced notice to Consignee required?

Remarks

Save Cancel Close

Figure R-50. Motor Information Screen (Second Page)

The Motor Destination Information can be updated by clicking on the “Motor Destination” button at the top of the first page of the Motor Information (Figure R-51).

Motor Destination

No.	Service Code	Type	Commodity Code	Name
1	FRFR	Freight Forwarder	ALL	All

SPLC Country Code US Zip

Disability Cost Load 0 Disability Cost Unload 0

Destination

Save Cancel Close Insert Delete List Values Next Previous

Enter value for : SERV_CODE

Record: 1/? List of Values

Figure R-51. Motor Destination Screen

The Motor Capacity Information can be updated by clicking on the “Capacity” button at the top of the first page of the Motor Information (Figure R-52).

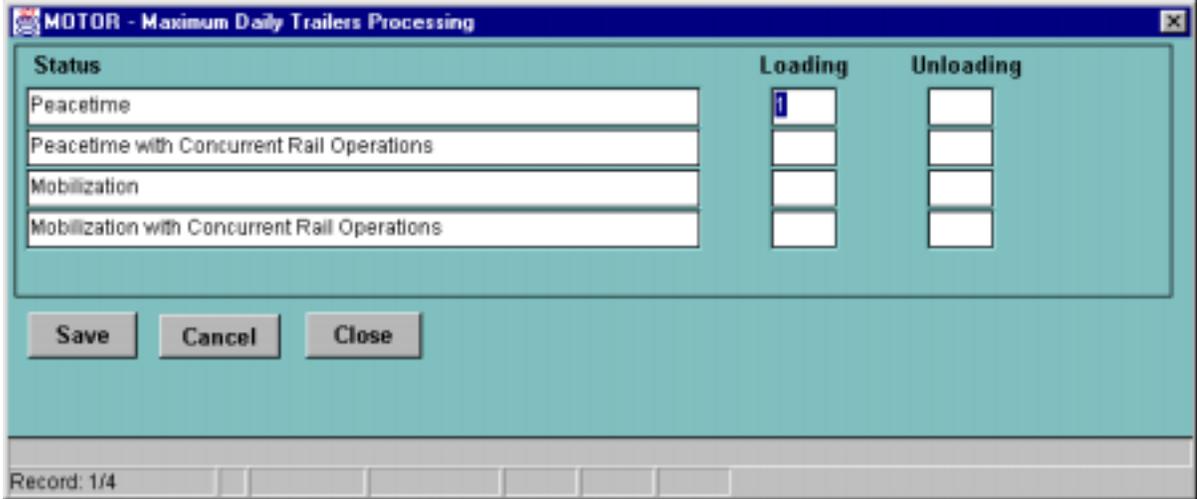


Figure R-52. Motor Maximum Capacity Screen

The Safe Haven Information can be updated by clicking on the “Safehaven” button at the top of the first page of the Motor Information. Refer to paragraph C.6.b (Safe Haven Update Screen), for detail information on this option.

(2) Updating Rail Shipping and Receiving Information.

Click on the “Rail” button at the top of the General Update screen. The “Rail Destination” screen will be displayed (Figure R-53).

Figure R-53. Rail Destination Screen (First Page)

For information on how to use the “Save”, “Cancel”, “Expand”, “List Values” and “View Notes” buttons, refer to paragraphs C.5.a.(1), (2), and (3).

To insert a record, click on the “Insert” button. This will create a blank record for inserting the new information. After entering the information, press on the “Save” button to commit the new rail destination information to the database.

Click on the “Close” button to exit from the “Rail Destination” and return to the “General Information” screen.

Additional Rail Information can be updated by clicking on the “More” button. The second page of the Rail Information is shown in Figure R-54.

Additional Rail Information

Bulk liquids by Tank Car? Type Bulk Liquids Received: 0000

Containerized Cargo Facilities? Heavy Lift Type Equipment: YES

Limiting Factors? Maximum Capacity-Tons: 1234

Size: 1234 Location: BACK OF LOT

Weight: 12 Advance Notice to Consignee required?

Remarks: MORE RAIL TEST REMARKS

Storage Space (Rail Cars): 12 A&E Facilities?

Sidings: 12 N.E.W Capacity:

Main Line: 12 Consignee Approval Prior to Shipment?

Other: 12

Transit Facilities?

Buttons: Save, Cancel, Close

Figure R-54. Rail Destination Screen (Second Page)

The Rail Service Information can be updated by clicking on the “Rail Service” button at the top of the first page of the Rail Destination Information (Figure R-55).

Rail Service to AZE

SCAC	Carrier	Type	Distance	Ramp	Ramp	Disability	Disability
		Deli		Portable	Stationary	Cost	Cost
						Load	Unload

Buttons: Save, Cancel, Close, Insert, Delete, List Values, Expand

Enter value for : SCAC
Record: 1/1 List of Values

Figure R-55. Rail Service Screen

The Rail Capacity Information can be updated by clicking on the “Capacity” button at the top of the first page of the Rail Information (Figure R-56).

Status	Loading	Unloading
Peacetime	30	10
Peacetime with Concurrent Truck Operations	20	10
Mobilization		
Mobilization with Concurrent Truck Operations		

Record: 1/4

Figure R-56. Rail Maximum Capacity Screen

(3) Updating Air Shipping and Receiving Information.

Click on the “Air” button at the top of the General Update screen. The “Air Destination Information” screen will be displayed (Figure R-57).

NO.	Service Code	Type Service	Code	Commodity	Country	Destination Airport
1	FRFW	Freight Forwarder	AE	Ammunition & Explos	AQ	My Airport

Zip: [] SPLC: 9C Distance: 600 Code: LOCL Type Delivery: Carrier

A&E Facilities: N.E.W Capacity: Consignee Approval Prior to Shipment?:

Remarks: OUR TEST REMARKS. Note 4, Note 7

Buttons: Save, Cancel, Close, Insert, Delete, List Values, Expand

Footer: Enter value for : SERV_CODE, Record: 1/?

Figure R-57. Air Destination Screen

For information on how to use the “Save”, “Cancel”, “Expand”, “List Values” and “View Notes” buttons, refer to paragraphs C.5.a.(1), (2), and (3).

To insert a record, position the cursor on the “Insert” button and click on the mouse. This will create a blank record for inserting the new information. After inserting the information, press on the “Save” button to commit the new record to the database.

Click on the “Close” button to exit from the “Air Destination” and return to the “General Information” screen.

The Air Service Information can be updated by clicking on the “Air Service” button at the top of the Air Destination Information (Figure R-58).

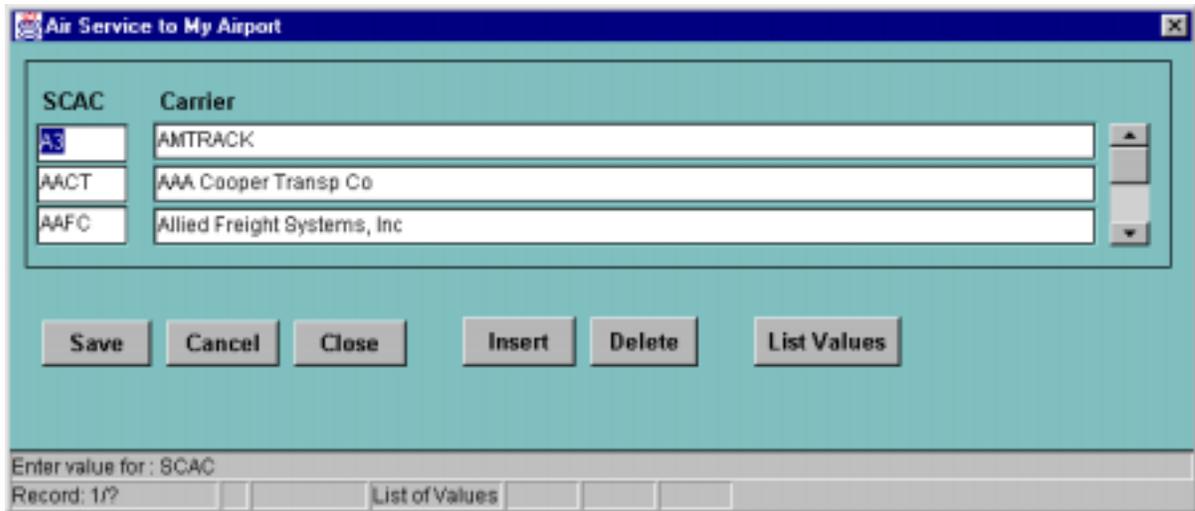


Figure R-58. Air Service Screen

The Air Commercial and Military Support Equipment Information can be updated by clicking on the “Commercial Support Equipment” and “Military Support Equipment” buttons at the top of the Air Destination Information screen (Figures R-59 and R-60).

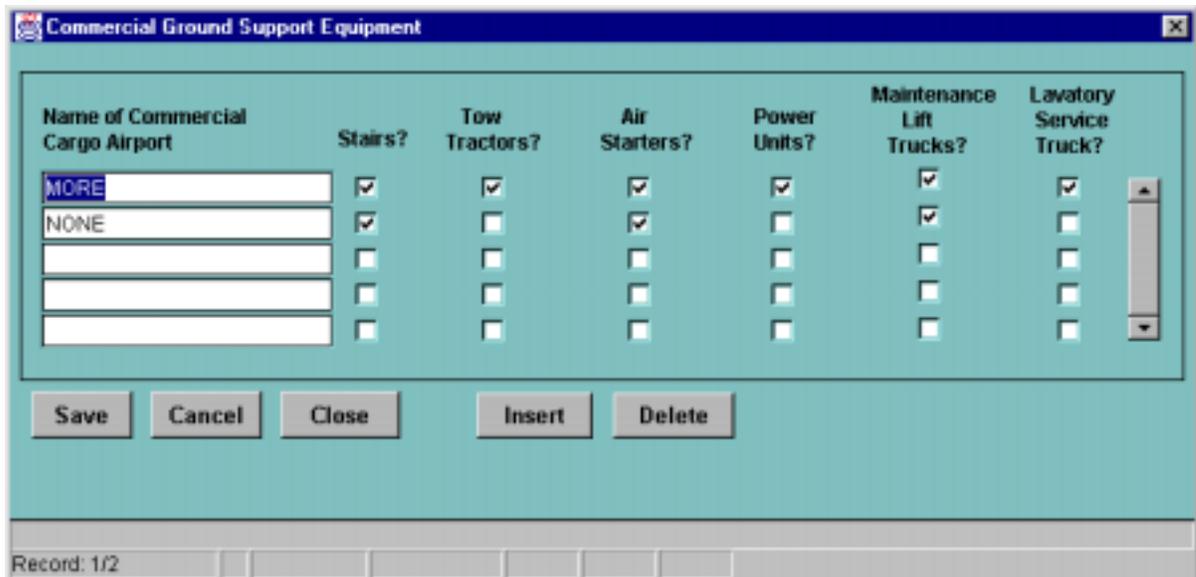


Figure R-59. Commercial Ground Support Equipment Screen

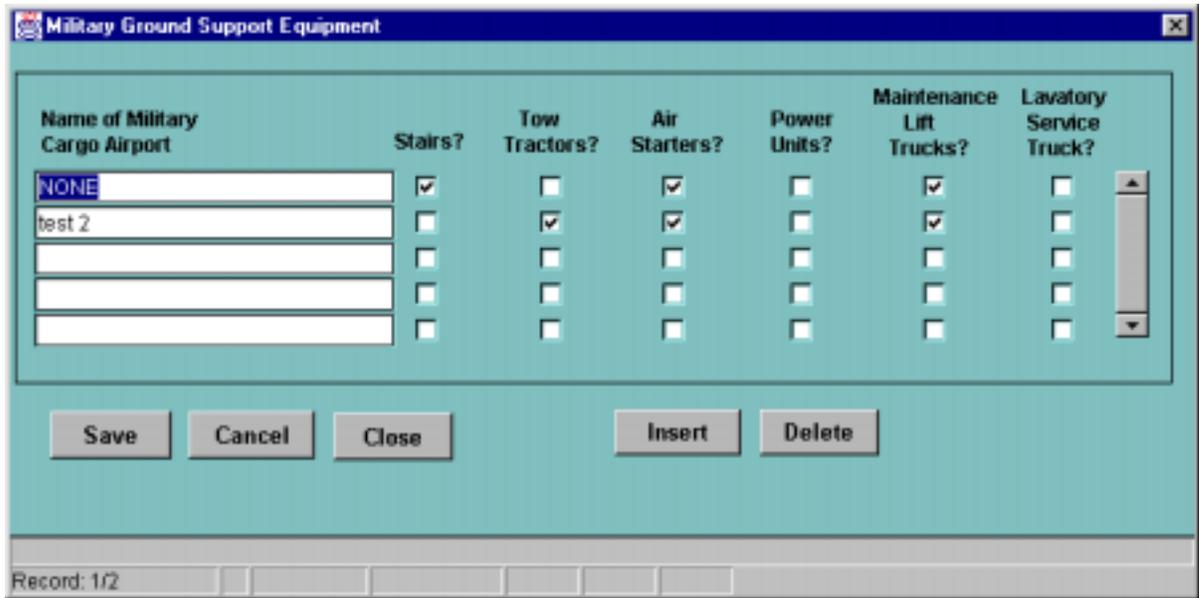


Figure R-60. Military Ground Support Equipment Screen

(4) Updating Bus Shipping and Receiving Information.

Click on the “Bus” button at the top of the General Update screen. The “Bus Destination Information” screen will be displayed (Figure R-61).

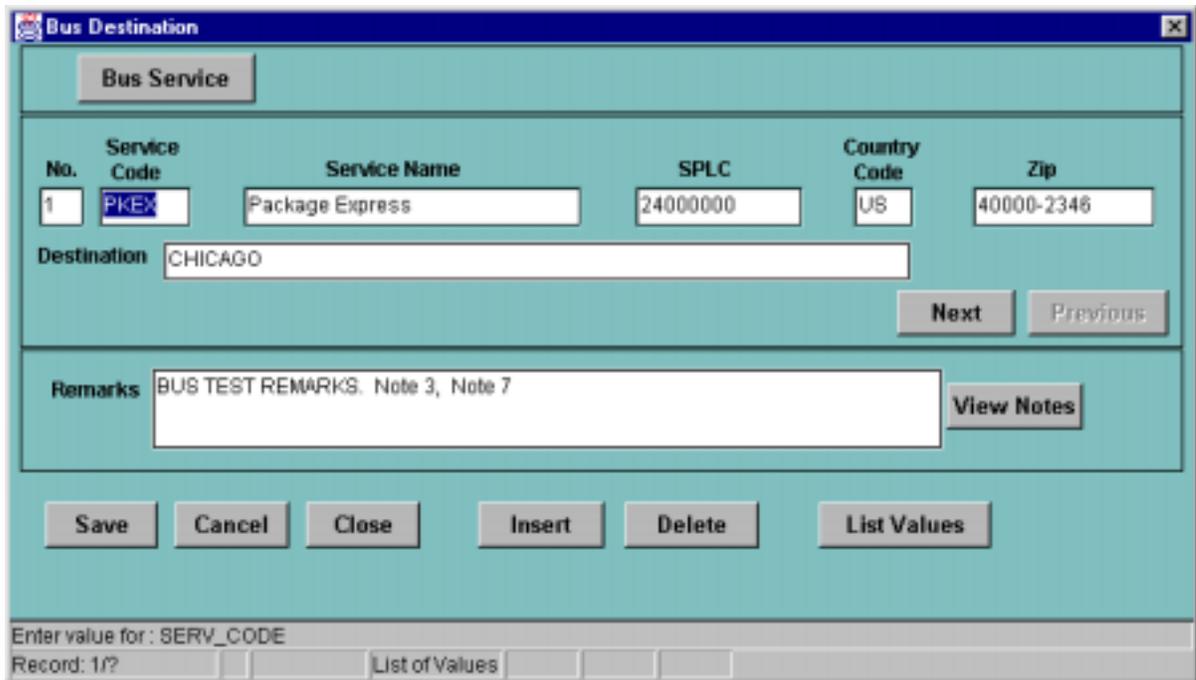


Figure R-61. Bus Destination Screen

For information on how to use the “Save”, “Cancel”, “List Values” and “View Notes” buttons, refer to paragraphs C.5.a.(1), (2), and (3).

To insert a record, position the cursor on the “Insert” button and click on the mouse. This will create a blank record for inserting the new information. After inserting the information, press on the “Save” button to commit the new record to the database.

Click on the “Close” button to exit from the “Bus Destination Information” and return to the “General Information” screen.

The Bus Service Information can be updated by clicking on the “Bus Service” button at the top of the Bus Destination Information (Figure R-62).

SCAC	Carrier	Cargo Terminal Location	Distance
AV	Air Vets Bus	NORTH LOOP	1234
GHHR	Galveston Houston	DOWNTOWN	1222
SP	Southern Pacific	UPTOWN	5

Buttons: Save, Cancel, Close, List Values, Insert, Delete

Enter value for: SCAC
Record: 1/3

Figure R-62. Bus Service Screen

(5) Updating Water Shipping and Receiving Information.

Click on the “Water” button at the top of the General Update screen. The “Water Destination Information” screen will be displayed (Figure R-63).

Commercial Facilities | Military Facilities

No. 1 | Service Code BARG | Service Name Barge Ship | SPLC | Country Code AQ | Zip

Water DODAAC | Water GBLOC | Distance

Destination MIAMI | Next | Previous

Repship required? Type of Traffic GENERAL SHIPPING

Remarks WATER TEST REMARKS. Note 2, Note 4, Note 11 | View Notes

Buttons: Save, Cancel, Close, List Values, Insert, Delete

Enter value for: SERV_CODE
Record: 1/?

Figure R-63. Water Destination Screen

For information on how to use the “Save”, “Cancel”, “List Values” and “View Notes” buttons, refer to paragraphs C.5.a.(1), (2), and (3).

To insert a record, position the cursor on the “Insert” button and click on the mouse. This will create a blank record for inserting the new information. After inserting the information, press on the “Save” button to commit the new record to the database.

Click on the “Close” button to exit from the “Water Destination Information” and return to the “General Information” screen.

Additional Water Information can be updated by clicking on the “Commercial Facilities” and “Military Facilities” button at the top of the Water Destination Information screen (Figures R-64 and R-65).

The screenshot shows a software window titled "Commercial Facilities". At the top, there are two tabs: "Limiting Factors" and "A&E Facilities". The main area contains several input fields and checkboxes:

- Destination:** ANYWHERE OMN THE ATLANTIC SEABOARD
- Heavy Lift Type Equipment:** none
- Maximum Capacity-Tons:** 12
- Advance Notice to Consignee Required?:**
- Location:** on the waterfront
- Docks Number:** 5
- Berths Number:** [empty]
- Length:** [empty]
- Width:** [empty]
- Length:** [empty]
- Vessel Capacity:** [empty]
- Water Depth:** [empty]
- Commodity Restrictions:** NON HAZARDOUS
- CarFloat Service?:**
- Lighthouse Service?:**
- Containerized Cargo Facilities?:**

At the bottom of the form area are three buttons: "Save", "Cancel", and "Close". Below the form area is a status bar with the text "Type of Traffic" and "Record: 1/1".

Figure R-64. Commercial Facilities Screen

Figure R-65. Military Facilities Screen

By clicking on the “Limiting Factors” and “A&E Facilities” buttons at top of either the Commercial or Military Facilities screens, the following screens will be displayed to update the related information (Figures R-66 and R-67).

Figure R-66. Limiting Factors Screen

The screenshot shows a window titled "A&E Facilities" with a light blue background. It contains two main sections for configuration. The first section is for "Class A&B?" and includes a checked checkbox, a text input field containing "110", and another checked checkbox for "Consignee Approval Prior to Shipping?". The second section is for "Class C?" and includes a checked checkbox, a text input field containing "120", and another checked checkbox for "Consignee Approval Prior to Shipping?". At the bottom of the window are three buttons: "Save", "Cancel", and "Close".

Figure R-67. A&E Facilities Screen

(6) Updating Passenger Shipping and Receiving Information.

Click on the "Passenger" button at the top of the General Update screen. The "Passenger Destination Information" screen will be displayed (Figure R-68).

Figure R-68. Passenger Destination Screen

For information on how to use the “Save”, “Cancel”, “Expand”, “List Values” and “View Notes” buttons, refer to paragraphs C.5.a.(1), (2), and (3).

To insert a record, position the cursor on the “Insert” button and click on the mouse. This will create a blank record for inserting the new information. After inserting the information, press on the “Save” button to commit the new record to the database.

Click on the “Close” button to exit from the “Passenger Destination Information” and return to the “General Information” screen.

The Passenger Traffic Information can be updated by clicking on the “Passenger Air Service” button at the top of the Passenger Destination Information (Figure R-69).

City Airport Code	Passenger Airport	Distance-Hotel to Terminal	FARE: MIN MAX	Taxi MIN MAX	Limosine MIN MAX	Bus MIN MAX	Rental Vehicles Available?
AAAA	a1	44	5.00 40.00	33.33	45.09	<input checked="" type="checkbox"/>	
BBBB	b1	5555	55.00	456.00	456.90	<input type="checkbox"/>	

Buttons: Save, Cancel, Close, List Values, Insert, Delete

Record: 1/?

Figure R-69. Passenger Traffic Screen

The Passenger Hotel Information can be updated by clicking on the “Passenger Lodging Service” button (Figure R-70).

Hotel/Motel: best western Hotel Id: 1

Location: location 1 Phone Country Code: 1 Telephone #: 111-111-1111 Rate: 2222.56

FARE:	Taxi MIN MAX	Limosine MIN MAX	Bus MIN MAX
Airport Distance: 2222	234.45 99.88	999.20 90.22	90.00

Buttons: Save, Cancel, Close, Insert, Delete, List Values, Next, Previous

Record: 1/?

Figure R-70. Passenger Traffic-Hotel Facilities Screen

From the Passenger Destination, click on “Passenger Other Services” to update other related passenger services information (Figure R-71).

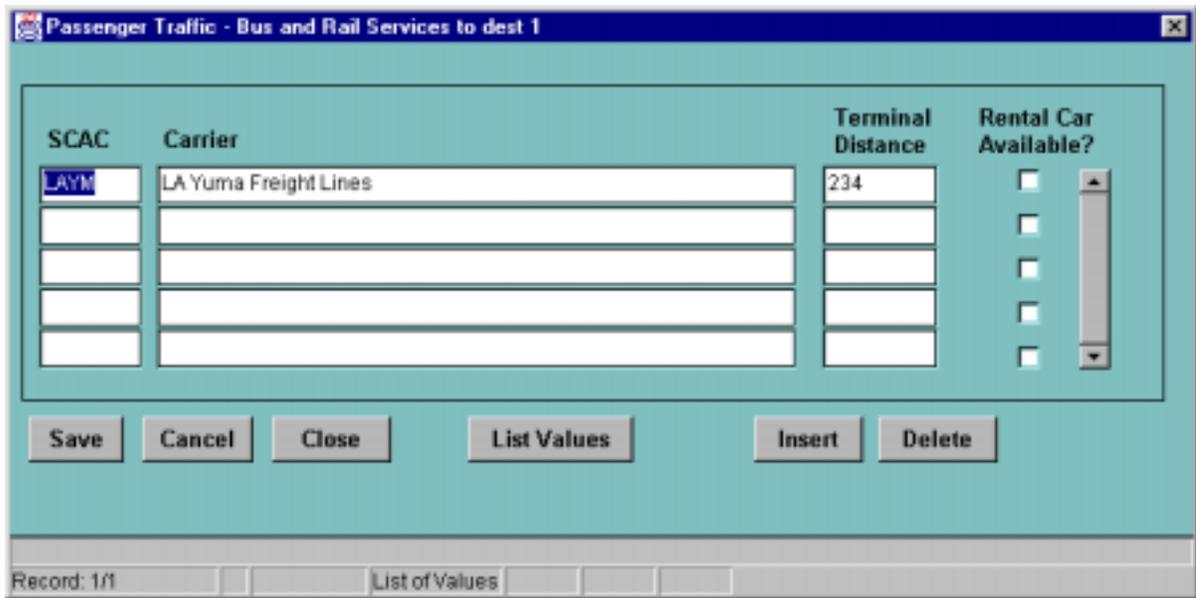


Figure R-71. Passenger Other Services Screen

6. Safe Haven.

From the TFG Main Menu, point to the “Safehaven” option and click on the left mouse button. A pop-up window displays four options. These options are listed below and are described in detail in paragraphs C.6.a through C.6.d.

- MTMC Pamphlet 385-1
- Safe Haven Update/Insert Screen
- Safe Haven Viewing Screen
- Pending Approval

a. MTMC Pamphlet.

This function will display the “MTMC Pam. 385-1” and is accessible to the general public. When this option is selected, the report cover sheet regarding the Safe Haven General Information will be displayed on the screen (Figure R-72).



Figure R-72. MTMC Pamphlet

Scroll down to view additional pages of the report's cover sheet and list of the Safe Haven Sites. A sample of the first page of the Safe Haven list is displayed in Figure R-73.

Figure R-74. Safe Haven Update Screen

(1) Connecting as a Security Officer.

If a Security Officer accesses the Safe Haven Update Screen, the user will be given a screen with no data displayed. The user can type the “DODAAC” of the Safe Haven Facilities to be updated, or click on the State and enter the desired value to search for all DODAACs in that particular state. If the entire DODAAC is not known, part of the name plus a wildcard character may be used to retrieve records. The wildcard character replaces any remaining characters. For example, to search for all DODAACs that begin with “FB” type “FB%”. The percent sign (%) is the wildcard character and can be used anywhere in the field.

Click on the “Enter Search” button. The system searches for DODAAC or DODAACs that fit within the specified range. The first activity record in the specified range of DODAACs displays for update (Figure R-75). Use the “Next” and “Previous” buttons to move back and forth between available records.

The screenshot shows a web-based form titled "Safe Haven Update Screen". The form contains the following fields and data:

- DODAAC:** A67CAM
- Name of Facility:** Hill Air Force Bases
- City:** Clearfield
- State:** UT
- Zone Code:** [Empty]
- Zone Name:** [Empty]
- Country:** US
- UNITED STATES:** [Empty]

Service Available	Driver Required to Stay w/Vehicle	Amenities	Hazard Division	N.E.W. Storage Capabilities
Safe Haven <input checked="" type="checkbox"/>	No	No	All Divisions Accepted	Unlimited
Refuge <input checked="" type="checkbox"/>				
Secure Holding Area-Non Emergency <input checked="" type="checkbox"/>				

Telephone Listing

Commercial	Commercial After Hours	DSN	DSN After Hours
(801)-777-7715	(801)-777-7715	777-7715	777-7715

Safe Haven Location: The Location is adjacent to I-15. The main gate exits at Clearfield UT.

Safe Haven: Approved (dropdown)
Refuge Facility: Approved (dropdown)
Secure Holding: Approved (dropdown)

Buttons: Enter Search, Save, Close, Insert, Delete, Cancel, List Values, Expand, Print Screen, Mail, Next, Previous.

Footer: Enter value for: DODAAC
Record: 1/?

Figure R-75. Safe Haven Update Screen (including data)

Press the “Tab” key to move from field to field or directly click on the mouse inside the desired field to move the cursor to that field.

(2) Connecting as a TO.

If a TO accesses the Safe Haven Update Screen, the site record will be displayed on the screen. Any field can be updated by pressing the “Tab” key to move from field to field or directly click on the mouse inside the desired field to move the cursor to that field. When a TO makes any changes to the values of the “Safe Haven,” “Refuge,” “Secure Holding,” “Driver Required to Stay with Vehicle,” “Hazard Division,” or “N.E.W. Storage Capabilities,” the status of the Safe Haven, Refuge and Secure Holding will be reset to “Pending Approval.” The following are the way the status will change for each Safe Haven related field.

(a) Safe Haven: any change will reset the Safe Haven approval status to “Pending Approval.”

(b) Refuge: any change will reset the Refuge approval status to “Pending Approval.”

(c) Secure Holding: any change will reset the Secure Holding approval status to “Pending Approval.”

(1) Driver Required to Stay with Vehicle: any change to this field will reset the Safe Haven Approval, Refuge Approval and Secure Holding Approval status to “Pending Approval.”

(2) Hazard Division: any change to this field will reset the Safe Haven Approval, Refuge Approval and Secure Holding Approval status to “Pending Approval.”

(3) Storage Capabilities: any change to this field will reset the Safe Haven Approval, Refuge Approval and Secure Holding Approval status to “Pending Approval.”

The purpose of resetting these fields is to allow the Security Officer to log on to the system and make the final approval for the status of the Safe Haven, Refuge and Secure Holding.

When a user updates the Safe Haven data and clicks on the “Save” button, a message similar to the following message will be sent to the Security Officer. The “Mail Button” will perform the same function.

DODAAC: FB3333.

Activity: Test Activity.

Safe Haven Information has been entered for DODAAC “FB3333”.

c. Safe Haven Query Screen.

All users may query Safe Haven data. From the Safe Haven Menu, point to the “Safe Haven Viewing Screen” option and click on the left mouse button. The Safe Haven Query Screen will be displayed (Figure R-76).

Enter a “DODAAC” (EX: FB3333) and click on the “Enter Search” button at the bottom of the screen to initiate a search. The Safe Haven record for the “DODAAC” will be displayed on the screen.

Safe Haven Query Screen

DODAAC: Name of Facility:

City: State: Country:

Service Available	Driver Required to Stay w/Vehicle	Amenities	Hazard Division	N.E.W. Storage Capabilities
Safe Haven <input checked="" type="checkbox"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="All Divisions Accepted"/>	<input type="text" value="Unlimited"/>
Refuge <input checked="" type="checkbox"/>				
Secure Holding Area-Non Emergency <input checked="" type="checkbox"/>				

Telephone Listing

Commercial	Commercial After Hours	DSN	DSN After Hours
<input type="text" value="(801)-777-7715"/>	<input type="text" value="(801)-777-7715"/>	<input type="text" value="777-7715"/>	<input type="text" value="777-7715"/>

Safe Haven Location:

Safe Haven: Refuge Facility: Secure Holding:

Buttons: Enter Search, Close, Next, Previous, List Values, Expand, Print Screen

Enter value for : DODAAC
Record: 1/?

Figure R-76. Safe Haven Query Screen

d. Pending Approval.

This option of the Safe Haven Menu can only be accessed by the Security Officer. From the Safe Haven Menu, point to the “Pending Approval” option and click on the left mouse button. The screen for the List of Safe Haven Pending Approval will be displayed (Figure R-77).

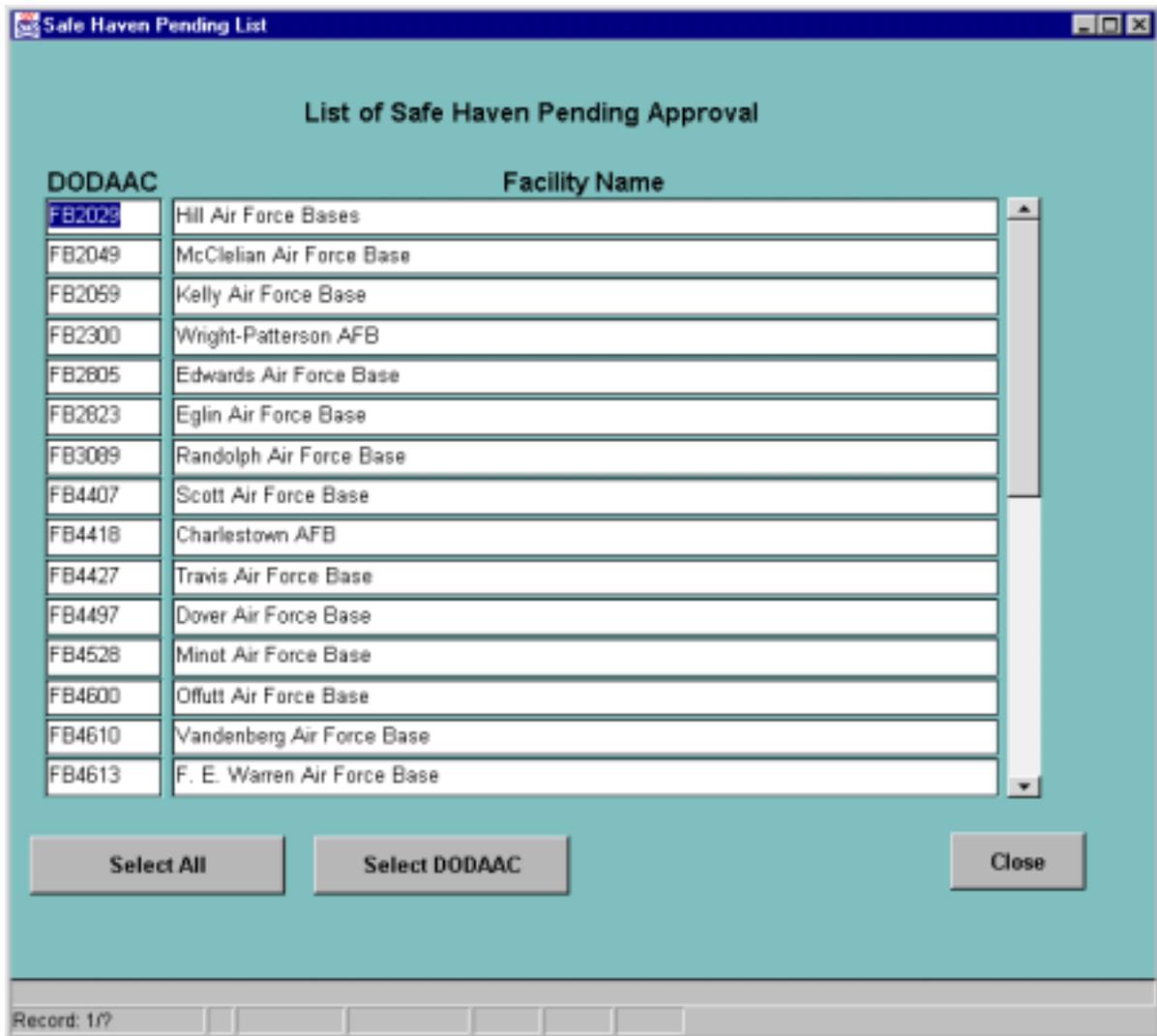


Figure R-77. Safe Haven Pending Approval Screen

To access the Safe Haven Update Screen and update a specific DODAAC information, select a DODAAC from the list by highlighting it, and then click on the “Select DODAAC” button.

To access any DODAAC information, click on the “Select All” button. The Safe Haven Update Screen will be displayed and the Security Officer can perform a search on any desired DODAAC for update. (Refer to Figure R-74, Safe Haven Update Screen).

7. Reports.

This function contains reports, which may be generated by the Database Administrator (DBA) and the Service Headquarters.

From the TFG Main Menu, point to the “Reports” option and click on the left mouse button. A pop-up window displays three options. These options are listed below and are described in detail in paragraphs C.7.a, b, and c.

When this option is selected, the first page of the report will be displayed on the screen (Figure R-79).

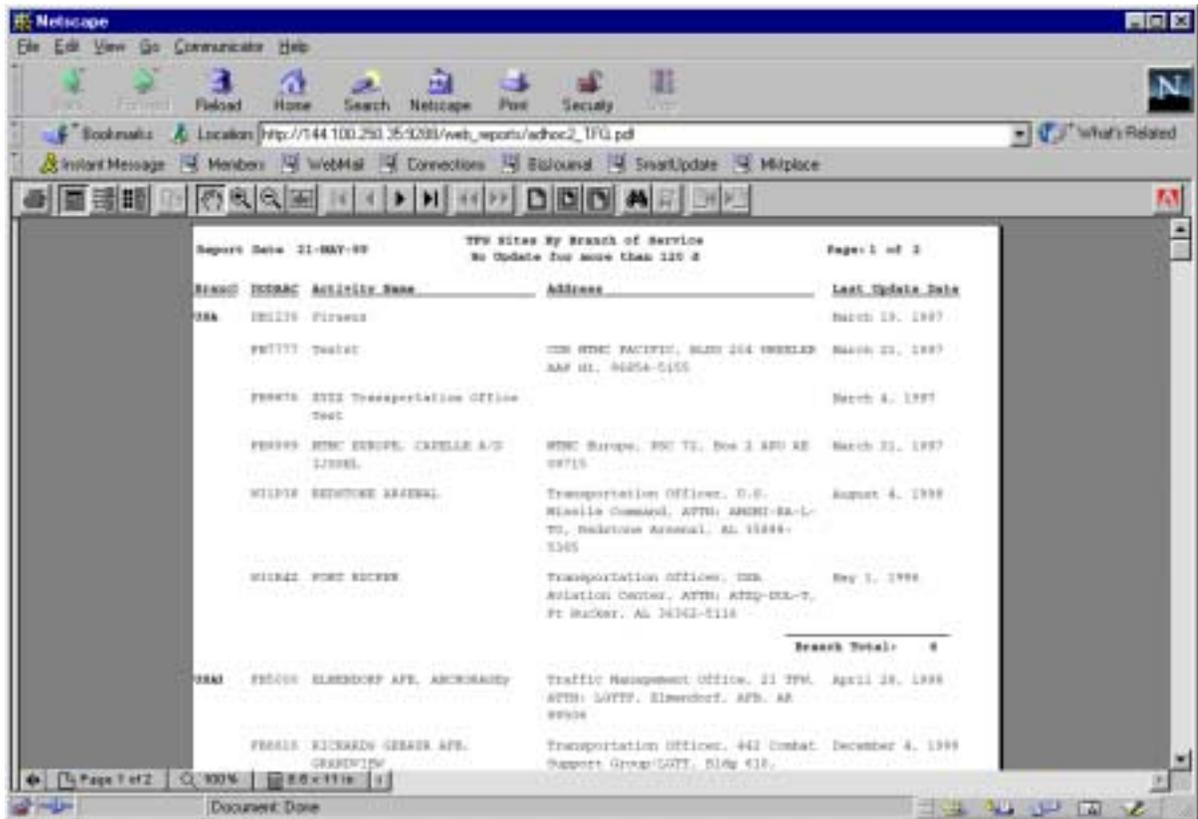


Figure R-79. TFG sites that need to update their records

(1) Scroll down to view additional pages.

(2) To end the report and return to the TFG Main Menu, go to the window's file option and select "close" or click on the "X" box at the right corner of the screen.

c. List of Incompatible Branches of Service, DODAACs and GBLOCs.

This report displays incompatible Branches of Service, DODAACs and GBLOCs using the Compatibility matrix. The report includes DODAAC, GBLOC, and the Branch of Service.

When this option is selected, the first page of the report will be displayed on the screen (Figure R-80).

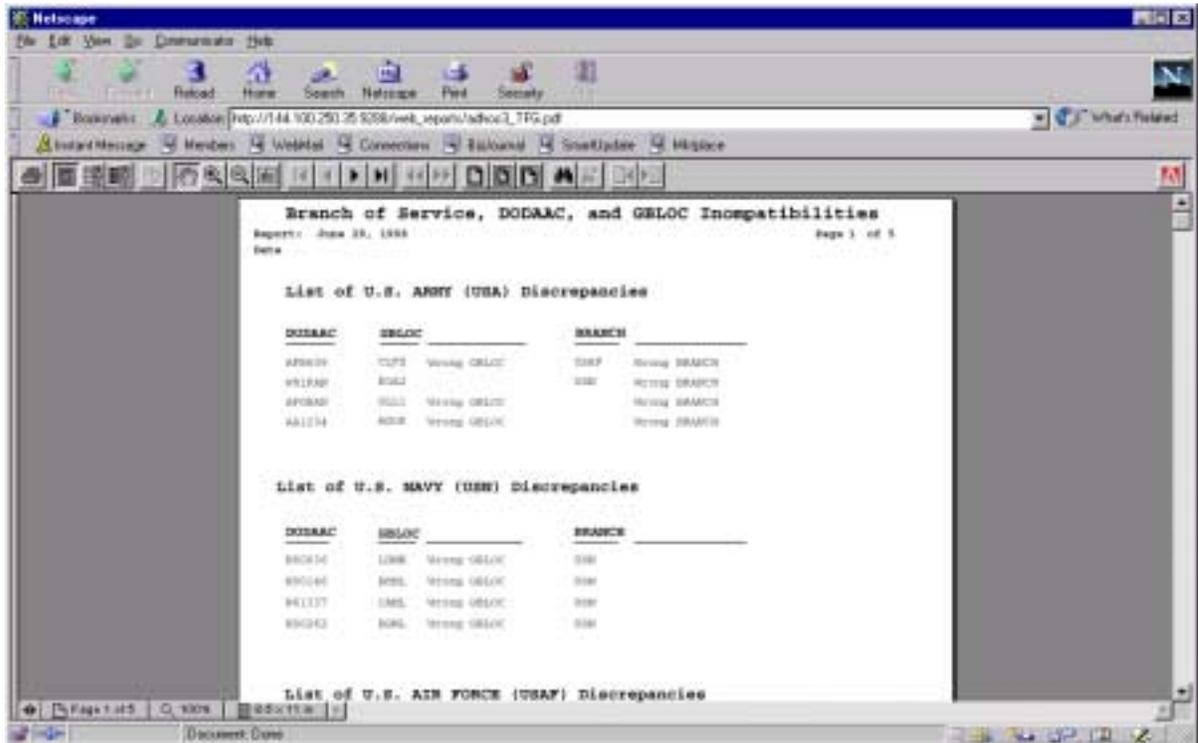


Figure R-80. List of incompatible Branches of Service, DODAACs and GBLOCs

(1) Scroll down to view additional pages.

(2) To end the report and return to the TFG Main Menu, go to the window's file option and select "close" or click on the "X" box at the right corner of the screen.

8. DBA Functions.

This function allows a user with DBA privileges to perform system administration tasks. When a user has DBA privileges, the DBA option on the main menu is highlighted and the user has access to it (Figure R-81). Otherwise this option will be dimmed out.

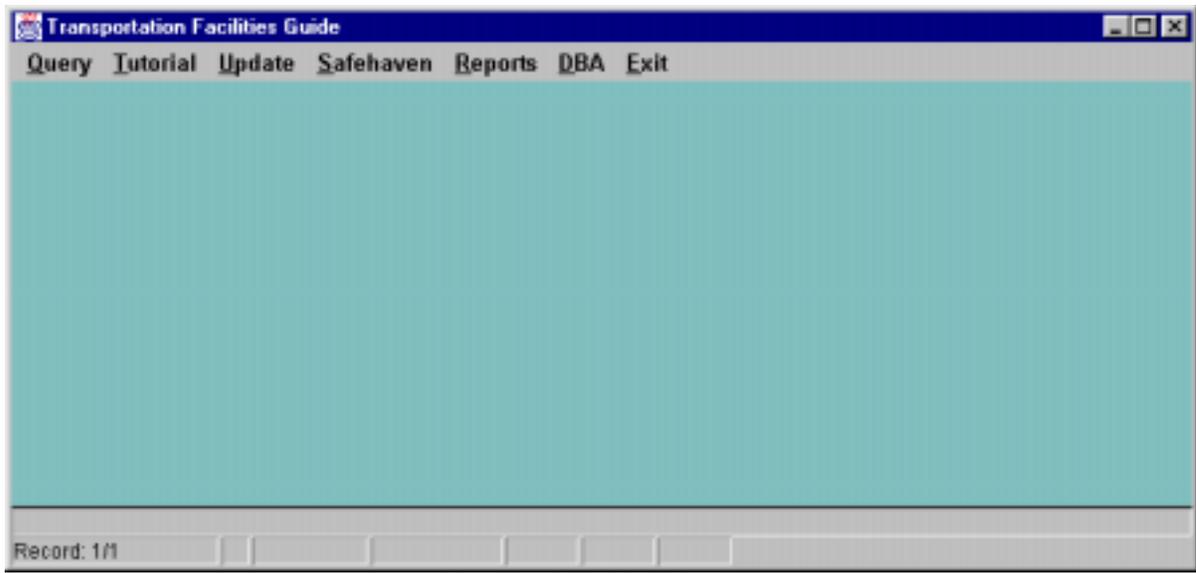


Figure R-81. TFG Main Menu Screen

Position the cursor on the DBA option of the TFG Main Menu and click on the left mouse button. A drop down menu appears which lists seven options listed below.

- Table Lookup
- Modify Login
- Add DODAAC
- Delete DODAAC
- Change DODAAC
- Run General Audit
- Run Audit with options

You can select any of the listed options from the drop down menu by positioning the cursor on that option and clicking on the left mouse button. The options in the drop down menu are described in detail in paragraphs C.8.a through C.8.g.

a. Table Lookup.

This option allows a DBA user to maintain the data in the Look Up table (Codes Reference table).

To access this option, position the cursor on the “Table Lookup” option and click on the mouse. The Look up Table screen displays (Figure R-82). The DBA user can proceed to create, view, delete or update the codes Reference table data.

Code Group	Code Service	Order No	Description	Flag	DODAAC
AD	MAIL	01	Mail Address	S	ALL
AD	EXPR	02	Express Mail	S	ALL
AD	SMPK	03	Small Package Express	S	ALL
AD	CONS	04	Consignee Address	S	ALL
AD	WWWX	05	Worldwide Express	S	ALL
AS	SCHD	01	Scheduled	S	ALL
AS	CHRT	02	Charter	S	ALL
AS	TAXI	03	Air Taxi	S	ALL
AS	FRFW	04	Freight Forwarder	S	ALL
AS	LOGA	05	Logair	S	ALL
AS	GKTR	06	Quicktrans	S	ALL

Record: 1/? List of Values

Figure R-82. Table Lookup Screen

b. Modify Login ID.

This option allows a DBA user to modify the Login ID of a DODAAC number for the purpose of enabling a user with a different Login to update the data for the DODAAC site.

To access this option, position the cursor on the “Modify Login” option and click on the mouse. The Modify Login ID screen is displayed (Figure R-83). The cursor is positioned on the DODAAC field.

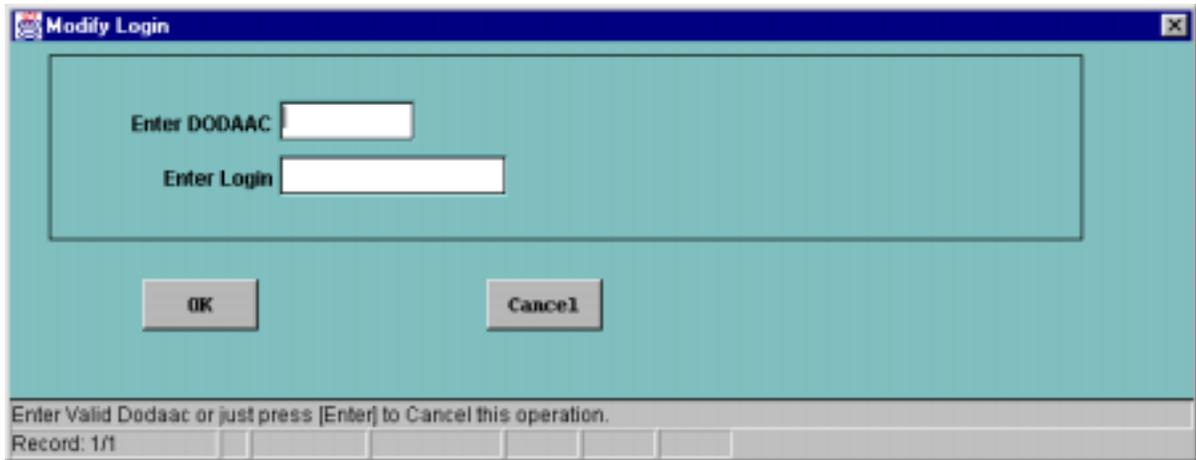


Figure R-83. Modify Login Screen

(1) Type the DODAAC number, and press the “Tab” key. The cursor advances to the Login ID field. The value in the Login ID field defaults to the value of the user Login ID if its previous value was the DODAAC number, or it defaults to the value of the DODAAC number if its previous value was the Login ID of the current user.

(2) Type the new Login ID, and click on the “OK” button. The cursor returns to the Main Menu.

NOTE: After completion of the update operations, the TFG DBA should always reset the Login ID of a DODAAC to the value of the DODAAC number. Failing to do so will prevent users at the related DODAAC site from updating their own data.

c. Add New DODAAC.

This option is used to create a new DODAAC when a new site is added to the system.

To access this option, position the cursor on the “ADD DODAAC” option and click on the mouse. The Add New DODAAC screen displays (Figure R-84). The cursor is positioned on the DODAAC field.

Figure R-84. Add New DODAAC Screen

(1) Enter the “DODAAC” and press on the “Tab” key or click the mouse on the next field (GBLOC). Proceed to enter the data in other fields and press “Tab” to move from field to field. All the fields on this screen are mandatory. You can cancel this operation by clicking on the “Cancel” button. The cursor will return to the Main Menu.

(2) After entering data in the last field (Login ID), the cursor returns to the Main Menu. A new DODAAC is created. You can now proceed to enter additional information for this new DODAAC by using the Update Option from the main menu (refer to paragraph C.5).

d. Delete a DODAAC.

Use this option with caution.

To access this option, position the cursor on the “Delete DODAAC” option and click on the mouse. The Delete a DODAAC screen displays (Figure R-85). The cursor is positioned on the DODAAC field.

Figure R-85. Delete DODAAC Screen

Enter the DODAAC number to be deleted and click on the “OK” button. If a valid DODAAC is entered, a pop-up window appears with the message "Are you sure you want to delete XXXXXX?". The “Yes” and “No” buttons display the two choices. “No” is the default (Figure R-86).

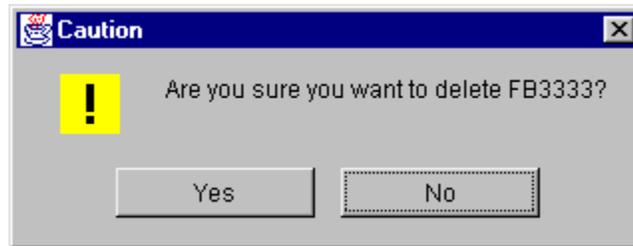


Figure R-86. Delete DODAAC Pop-Up Screen

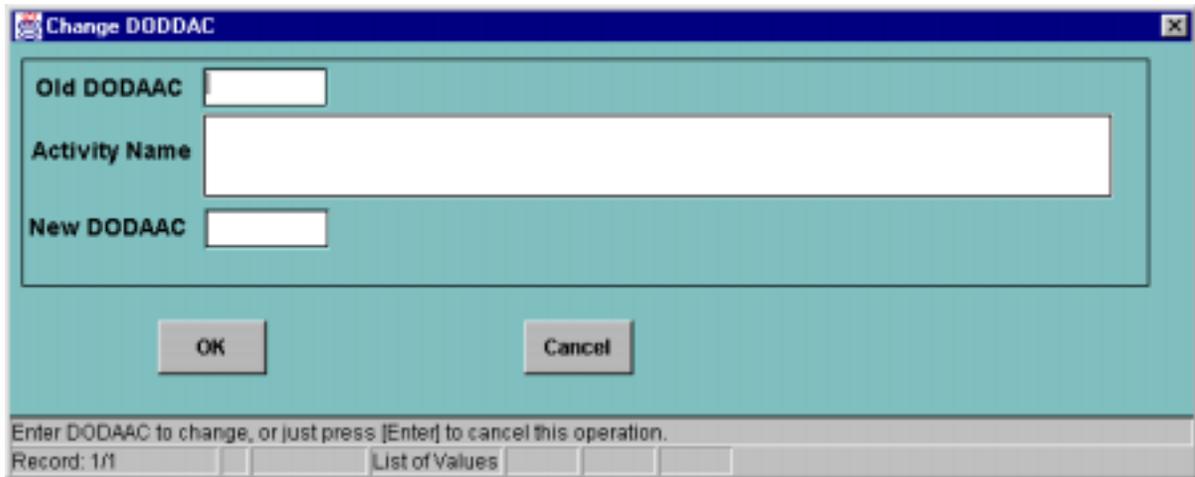
(1) If you click on the “Yes” button, the cursor returns to the main menu, and the DODAAC will be deleted from the database.

(2) If you click on the “No” button, the cursor returns to the main menu, and the delete operation is canceled.

e. Change DODAAC.

This option is used to change an existing DODAAC.

To access this option, position the cursor on the “Change DODAAC” option and click on the mouse. The Change DODAAC screen displays (Figure R-87). The cursor is positioned on the “Old DODAAC” field.



The screenshot shows a dialog box titled "Change DODAAC". It features three text input fields: "Old DODAAC", "Activity Name", and "New DODAAC". Below these fields are two buttons: "OK" and "Cancel". At the bottom of the dialog, there is a status bar with the text "Enter DODAAC to change, or just press [Enter] to cancel this operation." and a "Record: 1/1" indicator.

Figure R-87. Change DODAAC Screen

Enter the Old DODAAC and press on the “Tab” key. The Activity Name will be inserted automatically and the cursor moves to the “New DODAAC” field.

Enter the New DODAAC and click on the “OK” button. The Old DODAAC in the TFG database will be changed to the value of the New DODAAC. To cancel this operation, click on the “Cancel” button.

f. Run General Audit.

To generate a General Audit report, position the cursor on the “Run General Audit” option and click on the mouse. This report will generate the TFG Audit Trail. It will display the name of the tables that have been changed, Record ID, User ID, Action (Update, Insert, and Delete) and the Timestamp (Date and Time of the change).

When this option is selected, the first page of the report will be displayed on the screen (Figure R-88).

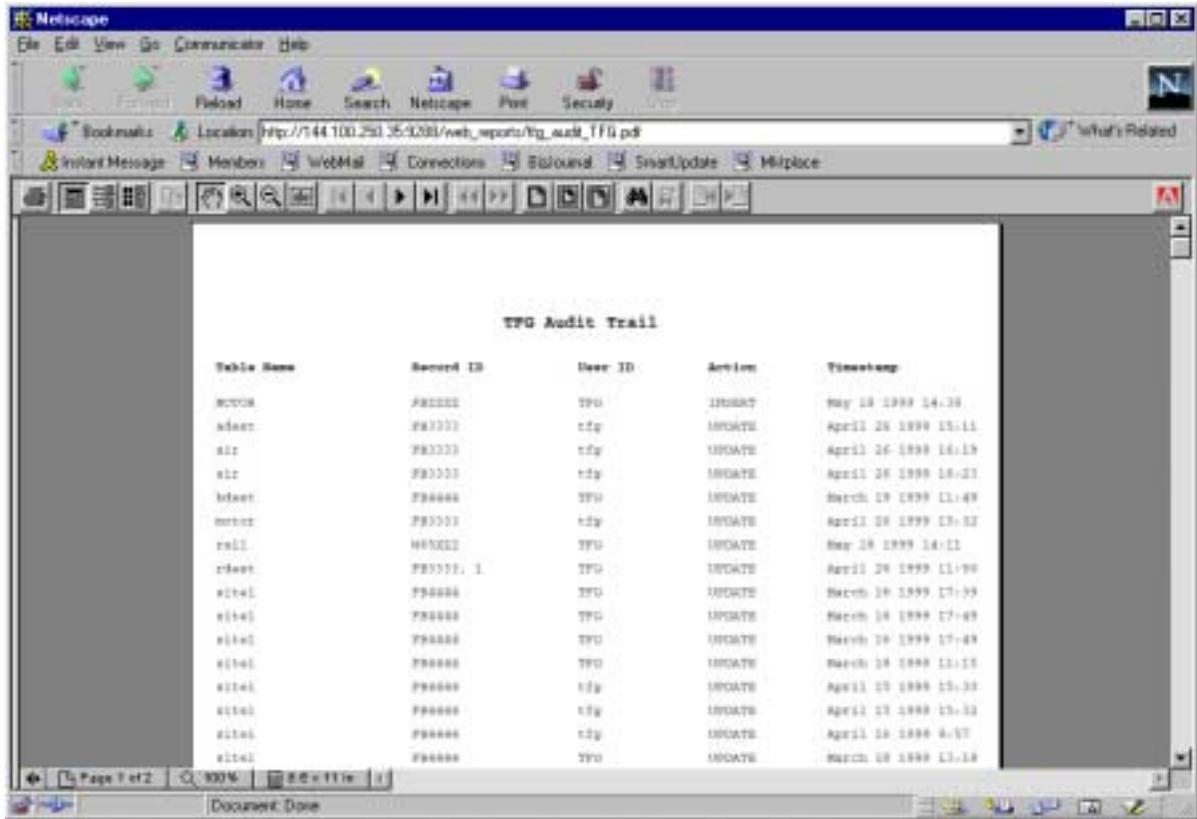


Figure R-88. General Audit Report

To end the report and return to the TFG Main Menu, go to the window's file option and select "close" or click on the "X" box at the right corner of the screen.

g. Run Audit with options.

To generate an Audit report in a specific range, position the cursor on the "Run Audit with options" and click on the mouse. The Audit Report Parameter Screen will be displayed (Figure R-89).

The screenshot shows a dialog box titled "Audit Report Parameter Screen". It contains four input fields: "DODAAC", "Start Date", "End Date", and "Table Name". Below the input fields are three buttons: "OK", "List Values", and "Cancel". At the bottom of the dialog, there is a status bar with the text "Department Of Defense Activity Account Code.", "Record: 1/1", and "List of Values".

Figure R-89. Audit Report Parameter Form

Enter the DODAAC, desired range of the beginning and ending dates of the report and the table name.

Click on the "OK" button. The first page of the report will be displayed on the screen (Figure R-90).

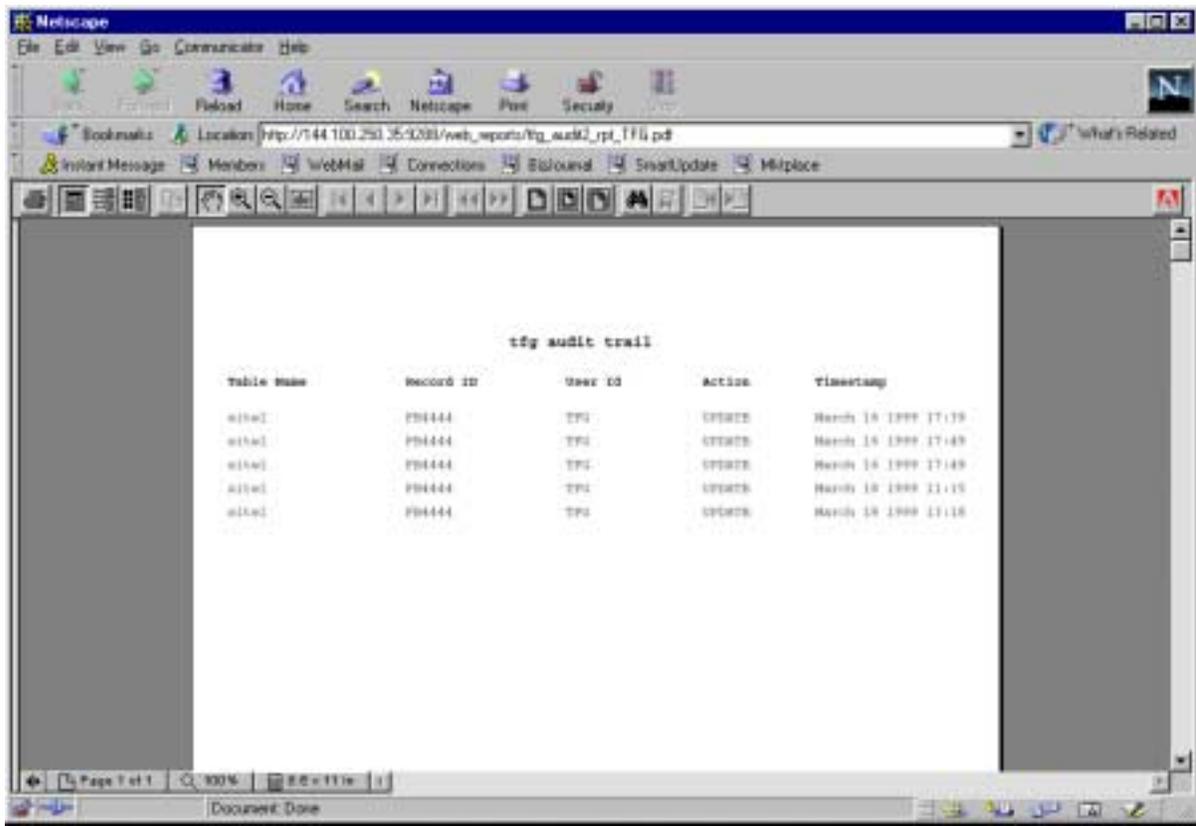


Figure R-90. Audit Report in a specific range

This report will display the table name, Record ID, User ID, Action (Update, Insert, and Delete) and the Timestamp (Date and Time of the change) for the specified range.

To end the report and return to the TFG Main Menu, go to the window's file option and select "close" or click on the "X" box at the right corner of the screen.

D. ACCESSING THE DOS-BASED SYSTEM

1. The DOS-based system may continue to be used by Services and activities who do not yet have Internet access or who have local unique security requirements. The preferred TFG system, however, is the web-based system. The user must have a personal computer (PC) to access the TFG. The system can be accessed either through a modem to an outside phone line or direct, using Internet Protocol (IP) Address 144.101.9.78. There are several ways to connect a PC to the CFM host system, each involves the use of a PC communications software. While the procedures outlined below are intended for PROCOMM PLUS, the user is advised to check with local information personnel for the correct communications software package installation.

2. First-Time Log-On Procedures. The following instructions are a one-time installation procedure to be followed only when a particular PC is used to access the TFG for the first time.

a. When the DOS “C:” prompt appears, type the following commands, pressing [ENTER] after each command:

```
CD PCPLUS [ENTER]
(“C:\PCPLUS” prompt will appear)
PCPLUS [ENTER]
```

The PROCOMM PLUS logo appears on the screen and PROCOMM PLUS initializes your modem. (Make a personal notation of the PROCOMM version number for later reference). Press any key to enter PROCOMM PLUS terminal mode.

b. To activate the menu line, press “Alt-D.” The Dialing Directory menu will appear. By using the arrow keys, you may select any available blank line. However, if in subsequent sessions you wish to use the accelerated log-on procedures described in paragraph D.4 below, you must select line 7 at this step.

c. Press “R” to select the REVISE ENTRY command. A pop-up menu displays.

(1) Type the interface name, i.e., MTMC-TFG, and press [ENTER].

(2) Type the phone number that was assigned to you with your log-on information and press [ENTER]. A pop-up menu displays a list of baud rates. Use the arrow keys to highlight the modem baud rate and press [ENTER].

(3) The cursor moves to the PARITY line and a pop-up menu displays options. Use the arrow keys to select “None” and press [ENTER].

(4) The cursor moves to the DATA BITS setting. If this setting is not “8,” type “8” and press [ENTER].

(5) The cursor moves to the STOP BITS setting. If this setting is not “1,” type “1” and press [ENTER].

(6) The cursor moves to the DUPLEX setting; PROCOMM PLUS highlights FULL, and a pop-up window displays with the word FULL highlighted. Press “Enter” to accept this selection.

(7) The cursor moves to the PORT option. DEFAULT is highlighted and a pop-up window displays additional port selections. Use the arrow keys to select the desired port and press [ENTER].

(8) The cursor and highlighting next moves to SCRIPT. Press [ENTER].

(9) The PROTOCOL specifications will display. Press [ENTER] to accept the default selection of XMODEM.

(10) The cursor moves to the TERMINAL option. A pop-up window displays additional options. Use the arrow keys to highlight VT/ANSI and press [ENTER]. Another list of options displays. Select VT102, and press [ENTER].

(11) The cursor moves to the MODE option and a pop-up window will appear with mode options. MODEM is highlighted. Press [ENTER].

(12) The cursor moves to PASSWORD. No entry is required. Press [ENTER].

(13) The cursor moves to META FILE. No entry is required. Press [ENTER].

(14) The cursor moves to KBD FILE. No entry is required. Press [ENTER].

(15) The cursor moves to NOTE FILE. No entry is required. Press [ENTER].

(16) A pop-up window displays the prompt “CLEAR LAST DATE AND TOTAL? (Y/N)”. It does not matter which key is pressed as the entry function has not yet been called.

(17) The prompt “ACCEPT THIS ENTRY? (Y/N)” displays. Press [ENTER] (“Y” is the default), or type “N” to revise this entry again.

(18) The prompt “SAVE ENTRY TO DISK? (Y/N)” displays. Press [ENTER] (“Y” is the default). The entry is saved and the REVISE ENTRY window is closed.

d. The Dialing Directory window displays with your new entry highlighted. Press “Enter” to dial the new entry. A message displays when the connection is made. When the baud rate is displayed, press [ENTER] twice in rapid succession. The Military Traffic Management Command (MTMC) Terminal Server screen displays with a list of available menu options. (See Figure R-91.)

```
PROCOMM PLUS on-line to tmmc-tfg at 2400 baud
2400

                Welcome to the MTMC Terminal Server
                Unauthorized access prohibited

                The following menu is a list of available HOSTS by Name

                Enter desired HOSTS and CR

                SUN1      CFM      DPS8      SOL      RATES      WHISTSUN      HPCFM1
                   SAACONS      SIMD      PIMD      BAILEYS-EMH2

baileysx-ts1
```

Figure R-91. MTMC Terminal Server Options Screen

e. At `baileysx-ts1>` prompt, type “HPCFM1” and press [ENTER]. This connects to the Hewlett Packard computer.

(1) At TFG Log-On prompt, type your assigned log-on and press [ENTER].

(2) At password prompt, type your assigned password and press [ENTER]. The password will not be displayed as it is typed.

(3) When “Term = (VT220)” displays, press [ENTER]. This message indicates the system has automatically set additional terminal settings.

f. The following prompt displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
```

Please type “y” and press ENTER if you need the copy(y/n/CR):

(1) Type “Y” and press [ENTER]. The following prompt displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
```

Please type “y” and press ENTER if you need the copy (y/n/CR): y
Press “Pg-Dn” key and choose the Kermit option now.

(2) Press “Pg Dn.” A pop-up menu displays a list of protocol options. Type “K” to select KERMIT and press [ENTER]. The pop-up window is replaced by another, indicating the transfer of data. As soon as downloading of protocol information is complete, the second pop-up window disappears and the following message displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
```

Please type “y” and press ENTER if you need the copy (y/n/CR): y
Press “Pg-Dn” key and choose the Kermit option now.

```
IF YOUR VERSION IS 1x, COPY PCPLUS.KB1 PCPLUS.KBD.
IF YOUR VERSION IS 2x, COPY PCPLUS.KB2 PCPLUS.KBD.
THEN REBOOT YOUR PC AND LOGIN TO THE TFG.
LOGGING YOU OUT NOW.
```

logout

[Connection to HPCFM1 closed by foreign host]

`baileysx-ts1>`

(3) Type "EXIT" and press [ENTER]. Press "Alt-X" to exit to DOS. Press "Y" to confirm. Press "Y" to hang up. You will then be returned to the "C:\PCPLUS" prompt.

g. Recall the PROCOMM version number you recorded at the beginning of your session. Type one of the following two commands, depending on your version number, and press [ENTER] at the end of the command:

For version 1.x: COPY PCPLUS.KB1 PCPLUS.KBD

For version 2.x: COPY PCPLUS.KB2 PCPLUS.KBD

(1) You are now able to log-on to TFG according to the normal log-on procedures described in paragraph D.3 below.

(2) To bypass the normal log-on procedures and accelerate entry into TFG, follow the procedures in paragraph D.4 below.

3. Normal Log-on Procedures.

a. When the DOS "C:" prompt appears, type the following commands, pressing [ENTER] at the end of each command:

CD PCPLUS [ENTER] ("C:\PCPLUS" prompt will appear.)

PCPLUS [ENTER] the PROCOMM PLUS logo will appear on the screen and PROCOMM PLUS initializes your modem. Press any key to enter PROCOMM PLUS terminal mode.

b. To activate the menu line, press "Alt-D." The Dialing Directory menu displays. Use the arrow keys to highlight the entry created for TFG.

c. Press [ENTER] to dial the entry. A message displays when the connection is made. When the baud rate is displayed, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays (see Figure R-91), with a list of available menu options.

d. At the baileysx-ts1> prompt, type "HPCFM1" and press [ENTER]. This connects to the Hewlett Packard computer.

(1) At the TFG Log-on prompt, type your assigned log-on and press [ENTER].

(2) At the password prompt, type your assigned password and press [ENTER]. The password will not be displayed as it is typed.

(3) When "Term = (VT220)" displays, press [ENTER]. This message indicates that the system has automatically set additional terminal settings.

e. The following prompt displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***  
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.  
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.
```

Please type "y" and press ENTER if you need the copy (y/n/CR):

f. Press [ENTER], or type “N” and press [ENTER]. If the log-on is successful, the Transportation Facilities Guide (TFG) Main Menu will appear (Figure R-92). Proceed to paragraph E, Processing Procedures.

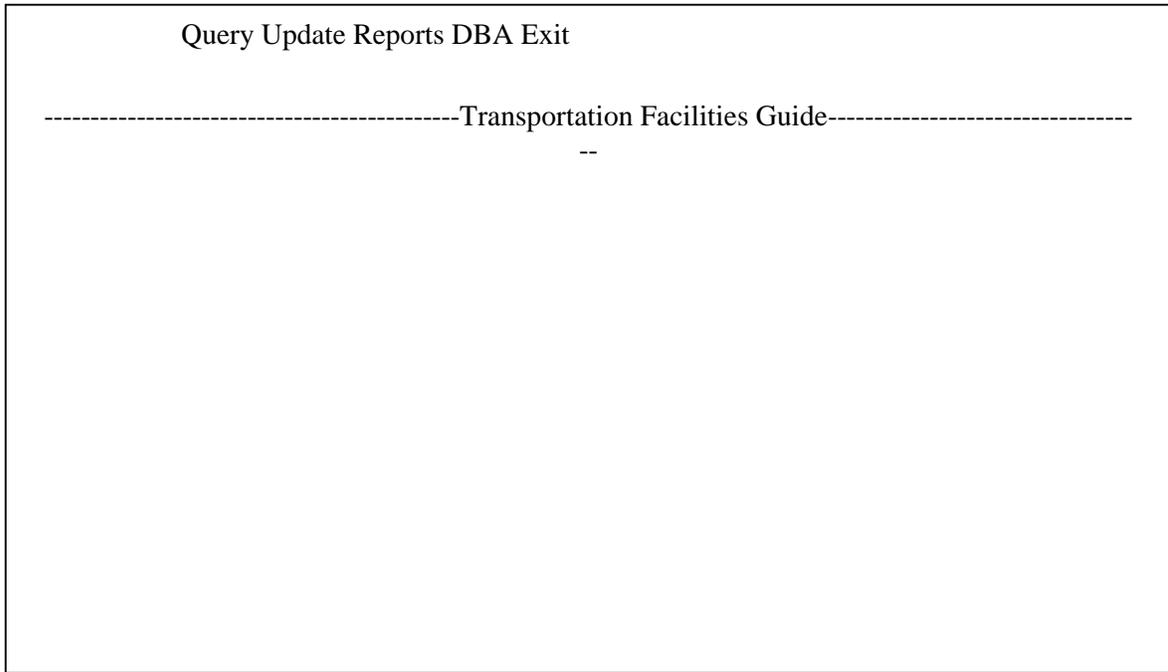


Figure R-92. Transportation Facilities Guide Main Menu

4. Accelerated Log-on Procedures.

a. Depending on the user's version of PROCOMM, type one of the following commands at the “C:\PCPLUS” prompt, pressing [ENTER] after the desired command.

For Version 1.x: TFG1
For Version 2.x: TFG2

The Dialing Directory window will appear. When the window disappears and the baud rate displays, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays (see Figure R-91) with a list of available menu options.

b. At the `baileysx-ts1>` prompt, type “HPCFM1” and press [ENTER]. This connects to the Hewlett-Packard computer.

(1) At the TFG Log-on prompt, type your assigned log-on and press [ENTER].

(2) At the password prompt, type your assigned password and press [ENTER]. The password will not be displayed as it is typed.

(3) When “Term = (VT220)” displays, press [ENTER]. This message indicates that the system has automatically set additional terminal settings.

- c. The following prompt displays:

*** WELCOME TO TFG/ORACLE APPLICATION ***
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.

Please type “y” and press ENTER if you need the copy(y/n/CR):

- d. Press [ENTER], or type “N” and press [ENTER]. The TFG Main Menu displays (Figure R-92). Proceed to paragraph E, Processing Procedures.

5. Field Module User Access.

- a. At the Field Module System Menu (Figure R-93), press “7” to access the CFM Host System Utilities, and press [ENTER]. The Host Utilities pop-up window displays (Figure R-94).

- b. Press “2” to access the Transportation Facilities Guide. The following prompt displays (Figure R-95):

Call the TFG Host System?

<Yes> <No>

The response “Yes” is highlighted.

- c. If you wish to be connected to the host system and continue processing, press [ENTER] to select the highlighted “Yes.” If you wish to discontinue access to the host, select “No” and press [ENTER].

- d. Depending on the PC communications software package used, the user may connect to the host in one of several ways. Continue using one of the following procedures:

- (1) For first-time log-on, continue at paragraph D.2.e;
- (2) For normal log-on, continue at paragraph D.3.d;
- (3) For accelerated log-on, continue at paragraph D.4.b.

E. PROCESSING PROCEDURES

The TFG data is accessed by scrolling through a series of screens. All users can query the data (see paragraph F for detailed instructions). Only owners of a record can access the update option for that record (see paragraph G for detailed instructions). Both the user and the Data Base Administrator (DBA) may access the Reports option (see paragraph H for detailed instructions). Only the DBA may access the DBA option (see paragraph I for detailed instructions).

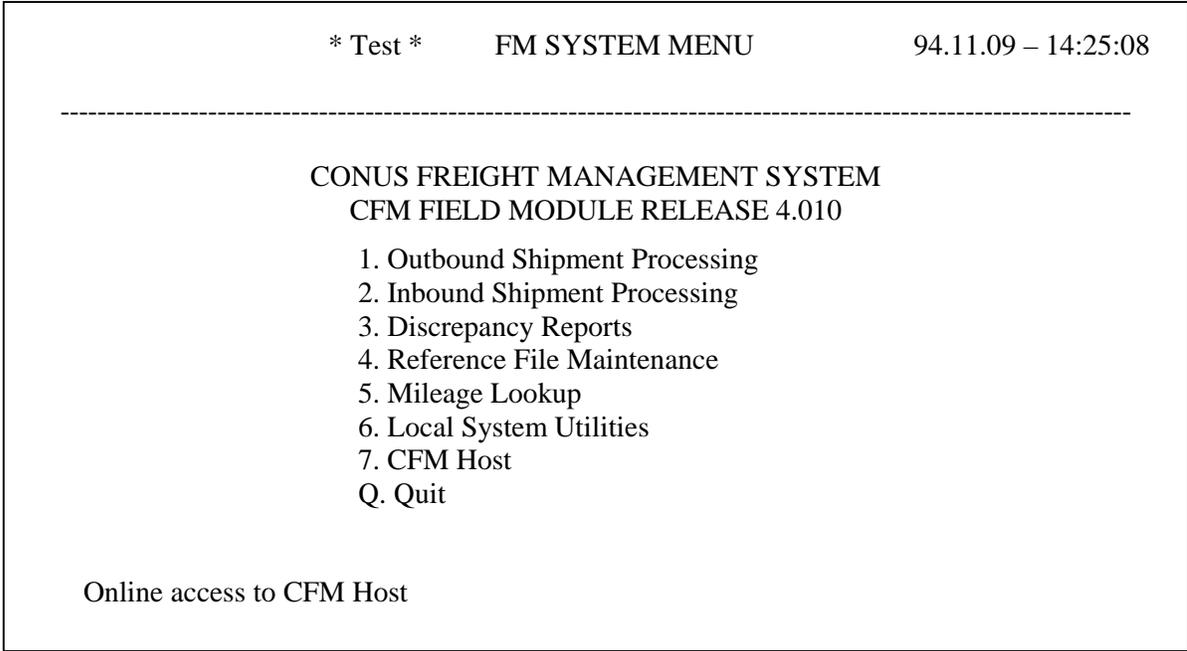


Figure R-93. Field Module System Menu

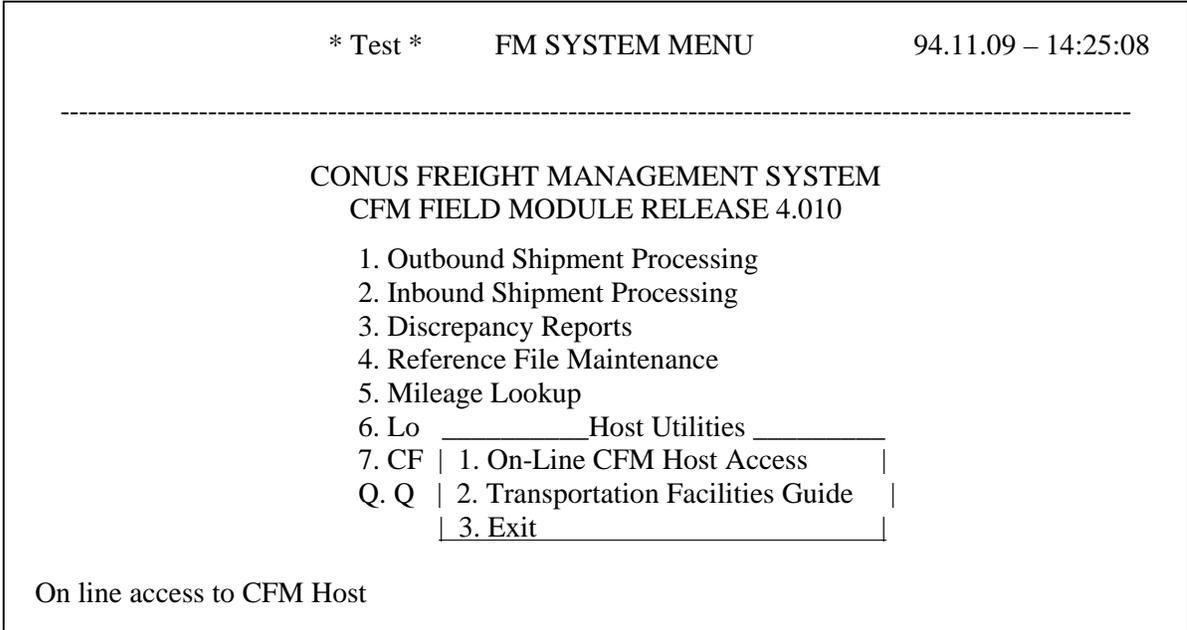


Figure R-94. Host Utilities Pop-Up Menu

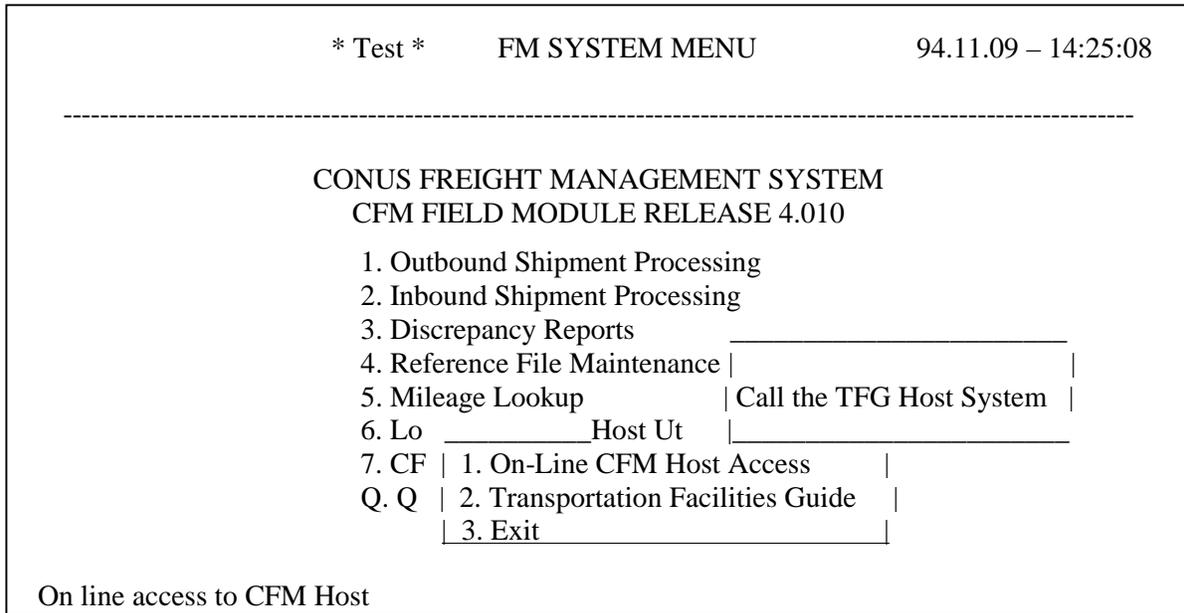


Figure R-95. Transportation Facilities Guide Prompt

F. QUERYING TFG DATA

1. All users may query TFG data. Press “Enter” to choose the highlighted Query option from the TFG main menu. The Transportation Facilities Guide General Section screen (Figure R-96) displays. At the bottom of the screen the words “Enter a query; press PF1 to execute, PF4 to cancel” appears with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

2. The Transportation Facilities Guide General Section screen contains fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform a query and retrieve information for activities, you can access all other screens on the various shipping methods as detailed in paragraphs F.4.a through F.4.f. Records may be queried by Department of Defense Activity Address Code (DODAAC), Government Bill of Lading Office Code (GBLOC), Branch of Service, or State as detailed in paragraph F.3.

TRANSPORTATION FACILITIES GUIDE GENERAL SECTION			
DODAAC Activity	GBLOC		
State	Branch		
Consignee Address			
City		State	Zip
Telephone directory			
TO/TFC DSN Com'l Hours	Receiving DSN Com'l Hours	Facsimile DSN Com'l Hours	
Special Instructions			
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			
Enter a query, press PF1 to execute, PF4 to cancel.			

Figure R-96. Transportation Facilities Guide General Section

3. Query by DODAAC, GBLOC, State, or Branch.

a. Type the DODAAC of the activity you wish to view, or press [ENTER] until the cursor moves to the GBLOC, State or Branch field. If the entire GBLOC or DODAAC is not known, part of the name plus a wild card character may be used to retrieve records. The wild card character replaces any remaining characters. For example, to search for all DODAACs that begin with “FD”, type “FD%” in the DODAAC field. The percent sign (%) is the wild card character and can be used anywhere in the field.

b. Press “Shift-F1” (SEARCH). The system searches for all DODAAC or GBLOC activity records that fit within the specified range. Figure R-97 displays. At the bottom of the screen, the word “Working ...” displays briefly. The first activity record in the specified range of DODAACs or GBLOCs displays on the screen. Use the “Up Arrow” and “Down Arrow” keys to move back and forth between the available records. A message displays when the last record is found.

c. Press “Enter” to move the cursor from field to field. On the first page of a record, the cursor only moves to the DODAAC, GBLOC, State and Branch fields. Press “PgDn” to move from one block of data to the next.

d. Press “Shift-F2” (NEXT SCREEN) to see more information (additional pages) of the general section (Figures R-98, R-99, and R-100). The DODAAC number displays on each page in the upper right corner, and the name of the activity appears on each page. If there is additional

information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window.

- e. Continue pressing “Shift-F2” (NEXT SCREEN) until “Page 4, General” displays. The general section contains a total of four pages.
- f. Press “Shift-F1” (PREV PAGE) to return to previous pages of the general section.
- g. Press “Shift-F3” (MENU SELECTIONS) to get information on the various shipping methods. See paragraphs F.4 and G.4 for details.
- h. Press “Shift-F4” (EXIT) to exit the query screens and return to the main menu.

TRANSPORTATION FACILITIES GUIDE GENERAL SECTION			
DODAAC Activity	GBLOC		
State	Branch		

Consignee Address			
City	State	Zip	
Telephone directory			

TO/TFC DSN	Receiving DSN	Facsimile DSN	
Com'l	Com'l	Com'l	
Hours	Hours	Hours	

Special	None		
Instructions			
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

Figure R-97. Transportation Facilities Guide General Section. (Figure 1 of 4)

Page 2	INQUIRY GENERAL	DODAAC

Activity		

POC Name	Phone	Review Date:

Mailing Address		
Express Mail		
Small Pack		

Message Address		
Country		
Location		
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-98. Transportation Facilities Guide General Section (Figure 2 of 4)

Page 3	INQUIRY GENERAL	DODAAC	

Activity			

Telephone Directory			
Office Name	DSN	Com'l	Hours

Population			

Tenant or Satellite Activities			
Name	DODAAC	GBLOC Delivery Point	
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

Figure R-99. Transportation Facilities Guide General Section (Figure 3 of 4)

Page 4	INQUIRY GENERAL	DODAAC

Activity Embargo in effect? Embargo Information		

ID		
Start_Date		End_Date
Freight Embargo		
Reason		

Host Activity? Host Information		

DODAAC Activity GBLOC		

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-100. Transportation Facilities Guide General Section (Figure 4 of 4)

TRANSPORTATION FACILITIES GUIDE
SECTION MENU
Choose:
1. Motor
2. Rail
3. Air
4. Bus
5. Water
6. Passenger
7. General
8. New Search
9. Quit

Figure R-101. Transportation Facilities Guide Section Menu

4. Transportation Facilities Guide Section Menu. The Transportation Facilities Guide Section Menu (Figure R-101) is used to view additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys. Each option is explained in paragraphs 4.a through 4.i below.

a. Querying Motor Shipping and Receiving Information. To view records on motor shipping and receiving, search for the activity to view on the first page of the general section (see Figure R-96). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs F.1 and F.2 for querying general information to retrieve data for activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press “Shift-F3”. The Transportation Facilities Guide Section menu screen displays (see Figure R-11).

(2) Type “1” and press [ENTER]. The first page of the Shipping and Receiving, Motor information screen (Figure R-102) displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for the motor section is retrieved and appears on the screen. Press “Enter” to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. To move from page to page, use the “Next Page” (Shift-F2) and “Previous Page” (Shift-F3) keys (Figures R-103 and R-104). (For information regarding the contents of the Remarks field, see Attachment 1).

Page 1		SHIPPING & RECEIVING, MOTOR			DODAAC FB1111	
ACTIVITY		Activity Name				
Code	Comm	Commodity	Destination	SPLC	Zip	Disability Cost Load Unload
RESHIP required?		Min. # of Loads			Commodity	
A&E Facilities?		N.E.W. Capacity			Consignee Approval?	
Prelodge? Prearrange Delivery? Remarks		Multiple Stop Deliveries?			Transit Facilities?	
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

Figure R-102. Motor Shipping and Receiving Information (Figure 1 of 3)

Page 2	SHIPPING & RECEIVING, MOTOR	DODAAC FB1111

ACTIVITY		
Safe Haven	N.E.W. Capacity	Refuge Facilities?
Bulk Liquids by Tank Truck?		
Type Bulk Liquids Received		
Containerized Cargo Facilities?		Heavy Lift type Equipment Crane
Limiting Factors?		Maximum Capacity
Size		Location Activity
Weight		Advance notice to Consignee required?
Remarks		
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-103. Motor Shipping and Receiving Information (Figure 2 of 3)

Page 3	SHIPPING & RECEIVING, MOTOR	DODAAC FB1111

ACTIVITY		
Maximum Daily Trailers Processing		
Status	Number of Trailers	
	Load	Unload
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-104. Motor Shipping and Receiving Information (Figure 3 of 3)

b. Querying Rail Shipping and Receiving Information. To view records on rail shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-96). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs F.1 and F.2 for querying general information to retrieve data for the activity or activities you wish to view. Once the requested activity appears on the screen, use the following directions.

(1) Press “Shift-F3” (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “2” and press [ENTER]. The first page of the Rail Shipping and Receiving Information screen (Figure R-105) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears in the center. Data for the rail section is retrieved and appears on the screen. Press “Enter” to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. Move from page to page of the rail section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-106 and R-107). (For information regarding the contents of the Remarks field, see Attachment 1).

Page 1		SHIPPING & RECEIVING, RAIL			DODAAC FB1111	

ACTIVITY	Activity Name					

# Code-Type Service	Code Commodity		Destination			
Zip	SPLC					
	Type	Ramp	Ramp	Cost	Cost	
#Carrier	SCAC Deli Dist	Portable	Stationary	Load	Unload	

RESHIP required?	Min. # of Loads		Type Shipment			
Remarks						

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

Figure R-105. Rail Shipping and Receiving Information (Figure 1 of 3)

Page 2	SHIPPING & RECEIVING, RAIL	DODAAC FB1111

ACTIVITY	Activity Name	
	Bulk Liquids by Tank Truck?	Type Bulk Liquids Received
	Containerized Cargo Facilities?	Heavy Lift-Type Equipment
	Limiting Factors?	Maximum Capacity
	Size	Location
	Weight	Advance notice to consignee required?
	Remarks	
	Storage Space (Rail Cars)	A&E Facilities?
	Sidings	N.E.W. Capacity
	Main Line	Consignee approval prior to shipping?
	Other	
	Transit Facilities?	

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-106. Rail Shipping and Receiving Information (Figure 2 of 3)

Page 3	SHIPPING & RECEIVING, RAIL	DODAAC FB1111

ACTIVITY		

	Maximum Daily Box Car Processing	
Status	# of Cars Load	# of Cars Unload

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-107. Rail Shipping and Receiving Information (Figure 3 of 3)

c. Querying Air Shipping and Receiving Information. To view records on air shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-96). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs F.1 and F.2 for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

(1) Press “Shift-F3” (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “3” and press [ENTER]. The first page of the Air Shipping and Receiving Information screen (Figure R-108) displays. The DODAAC from page one of the general section appears in the top right-hand corner. The activity name appears at the top-center. Data for the air section is retrieved and appears on the screen. Press “Enter” to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the air section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-109 and R-110). To move from one block of data to the next within a screen, use the “PgDn” key. (For information regarding the contents of the Remarks field, see Attachment 1).

Page 2		SHIPPING & RECEIVING, AIR		DODAAC FB1111	

ACTIVITY					
A&E Facilities?			N.E.W. Capacity		
Consignee Approval Prior to Shipment?					

Ground Support Equipment					

Commercial	Stairs?	Tow Tractors?	Air Starters?	Maintenance Power Units	Lavatory Lift Service Truck?

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT					

Figure R-108. Air Shipping and Receiving Information (Figure 1 of 3)

Page 1	SHIPPING & RECEIVING, AIR	DODAAC FB1111	

ACTIVITY			

#	Type Service	Commodity	Destination
Zip	SPLC	Distance Code	Type Delivery
#SCAC	Carrier		

Remarks			

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

Figure R-109. Air Shipping and Receiving Information (Figure 2 of 3)

Page 3	SHIPPING & RECEIVING, AIR	DODAAC FB1111				

ACTIVITY						

Ground Support Equipment						

Commercial	Stairs?	Tow Tractors?	Air Starters?	Maintenance Power Units	Lavatory Lift Truck?	Service Truck

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

Figure R-110. Air Shipping and Receiving Information (Figure 3 of 3)

d. Querying Bus Shipping and Receiving Information. To view records on bus shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-96). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs F.1 and F.2 for querying general information for the activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press “Shift-F3” (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “4” and press “Enter”. The only page of the Bus Shipping and Receiving Information screen (Figure R-111) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the bus section is retrieved and appears on the screen. Press “Enter” to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. (For information regarding the contents of the Remarks field, see Attachment 1).

Page 1	SHIPPING & RECEIVING, Bus	DODAAC FB1111	

ACTIVITY			

# Type Service	Destination		
Zip	SPLC		
# SCAC	Carrier	Terminal	Distance

Remarks			

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

Figure R-111. Bus Shipping and Receiving Information

e. Querying Water Shipping and Receiving Information. To view records from the TFG database that provide information on water shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-96). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs F.1 and F.2 for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

(1) Press “Shift-F3” (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “5” and press [ENTER]. The first page of the Water Shipping and Receiving Information screen (Figure R-112) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top center of the screen. Data for the water section is retrieved and appears on the screen. Press “Enter” to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the water section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-113 and R-114). (For information regarding the contents of the Remarks field, see Attachment 1).

Page 1	SHIPPING & RECEIVING, Water	DODAAC FB1111	

ACTIVITY			

# Type Service	Destination	SPLC	
#Zip	DODAAC	GBLOC	Distance

RESHIP required?	Type of Traffic		
Remarks			

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

Figure R-112. Water Shipping and Receiving Information (Figure 1 of 3)

Page 2		SHIPPING & RECEIVING, Water		DODAAC FB1111	

ACTIVITY					
COMMERCIAL FACILITIES					
Destination					
Heavy Lift-Type Equipment					
Advance Notice to Consignee Required?				Maximum Capacity	
Location					
Docks	Number	Berths	Number	Number	
	Length		Width	Length	
Vessel capacity					
Water depth					
Commodity Restrictions					
Carfloat Service?				Lighterage Service?	
Containerized Cargo Facilities?				Limiting Factors?	
A&E Facilities, Class A?				A&E Facilities, Class C?	

Figure R-113. Water Shipping and Receiving Information (Figure 2 of 3)

Page 3		SHIPPING & RECEIVING, Water		DODAAC FB1111	

ACTIVITY					
MILITARY FACILITIES					
Destination					
Heavy Lift-Type Equipment					
Advance Notice to Consignee Required?				Maximum Capacity	
Location					
Docks	Number	Berths	Number	Number	
	Length		Width	Length	
Vessel capacity					
Water depth					
Commodity Restrictions					
Carfloat Service?				Lighterage Service?	
Containerized Cargo Facilities?				Limiting Factors?	
A&E Facilities, Class A?				A&E Facilities, Class C?	

Figure R-114. Water Shipping and Receiving Information (Figure 3 of 3)

h. Querying Passenger Traffic Information. To view records on passenger traffic, search for the activity you wish to view on the first page of the general section (see Figure R-96). A query can only be performed from the first page of the general section. Follow the instructions in paragraphs F.1 and F.2 for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “6” and press [ENTER]. The first page of the Passenger Traffic Information screen (Figure R-115) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the passenger section is retrieved and appears in the screen. Press “Enter” to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the passenger section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-116 and R-117). (For information regarding the contents of the Remarks field, see Attachment 1.)

Page 1		PASSENGER TRAFFIC			DODAAC FB1111	

Activity:						

ID	Code	Type Service		Destination		

City						Rental
Airport	Terminal	Taxi		Limousine	Bus	Vehicles
ID	Code	Airport Distance	Fare	Fare		Available

Lodging?						
Gov't Facilities?		Rate		Latest Arrival Time		

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

Figure R-115. Passenger Traffic Information (Figure 1 of 3)

Page 2		PASSENGER TRAFFIC		DODAAC FB1111	

Activity:					

ID	Code	Type Service	Destination		

Other Services					
ID	Code	Type Service	Destination		

ID	SCAC	Carrier	Terminal Distance	Rental Car Available?	

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT					

Figure R-116. Passenger Traffic Information (Figure 2 of 3)

Page 3		PASSENGER TRAFFIC		DODAAC FB1111	

Activity:		MTMC MILITARY OCEAN TERMINAL BAY AREA			

Hotel/Motel			Hotel ID		

Location		Phone		Rate	
Airport Distance		Taxi Fare	Limousine Fare	Bus Fare	

Commercial Travel Office			GSA Travel Management Center?		
Name			Name		
Location			Location		

SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT					
No Hotel/Motel records found!					
Count: 1				<Replace>	

Figure R-117. Passenger Traffic Information (Figure 3 of 3)

i. General. This option is used to return to the general section (see Figure R-96) of the current DODAAC.

(1) Press “Shift-F3” (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “7” and press [ENTER]. The first page of the General section displays (see Figure R-97).

j. New Search. This option is used to start a new search for one or more records.

(1) Press “Shift-F3” (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “8” and press [ENTER]. The first page of a new General section displays (see Figure R-96).

k. Quit. This option is used to quit the current menu option and return to the TFG main menu.

(1) Press “Shift-F3” (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

(2) Type “9” and press [ENTER]. The Transportation Facilities Guide Main Menu displays (see Figure R-92).

G. UPDATING TRANSPORTATION FACILITIES GUIDE DATA

1. The update function of a record can be accessed only by the owner of that record. To highlight the “Update” function in the TFG main menu, press “Right Arrow”; press “Enter” to select it. The Transportation Facilities Guide General Section screen (Figure R-96) displays. At the bottom of the screen the words “Enter a query; press PF1 to execute, PF4 to cancel” appear with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

2. The Transportation Facilities Guide General Section screen contains fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform an update and retrieve information for your activity, you can access additional screens as detailed in paragraphs F.4.a through F.4.f. Records may be retrieved for update using DODAAC, GBLOC, Branch of Service, or State as detailed in paragraph F.3.

3. Retrieving a Record to Update by DODAAC, GBLOC, State, or Branch.

a. Type the DODAAC, GBLOC, State or Branch code of the activity. If the entire DODAAC or GBLOC is not known, part of the name plus a wild card character may be used to retrieve records. The wild card character replaces any remaining characters. For example, to search for all GBLOCs that begin with “FD” type “FD%.” The percent sign (%) is the wild card character and can be used anywhere in the field.

b. Press “Shift-F1” (SEARCH). The system retrieves the record to update and the first screen of the Transportation Facilities Guide General Section displays (Figure R-97). At the bottom of the screen, the word “Working ...” displays briefly. The fields display data automatically for this activity.

(1) Press “Enter” to move the cursor from field to field.

(2) Press “Shift-F2” (NEXT SCREEN) to see more information of the general section (Figures R-98, R-99, and R-100). The DODAAC number displays on each page in the upper right corner.

(3) Continue pressing “Shift-F2” (NEXT SCREEN) until “Page 4, General” displays. The general section contains a total of four pages.

c. Type the desired information in any field on any page requiring a correction. When all fields are correct, perform any available function option at the bottom of the screen; the transaction will then be updated automatically. A message displays indicating that the transaction is complete, along with the number of records posted and committed. Press “Enter” to acknowledge the message. The cursor returns to the page at which the function option was invoked at the beginning of this step.

d. To display a valid reference table or list for the Code, Comm, SCAC, State or Type “Del fields”, move the cursor to one of those fields and press the “Home” key. If there is additional information about an entry in that field, a pop-up window displays. Otherwise, a message displays indicating that the key is not used in that field.

(1) Use the “Up-Arrow” and “Down-Arrow” keys to pick the desired selection; the selection is highlighted. Press “Enter” to accept the selection. The new selection is inserted and the screen redisplay.

(2) Press “Shift-F4” to exit the pop-up window without changing the original selection. The screen redisplay.

e. To insert a new line entry in the Code, Comm, SCAC or Type “Del field”, move the cursor to one of those fields and press “Insert”. If the field is capable of insert entry, the cursor moves to the last entry in the list. Type the desired information in the specified field and press [ENTER]. If the information is not valid or not known, an error message displays. Continue entering data according to paragraph d above.

f. Press the “Delete” key to delete an entire line in the highlighted border of a record. All entries for the displayed line are deleted. Deletion of a line is immediate. There is no warning or confirmation message.

4. TFG Section Menu. The Transportation Facilities Guide Section Menu (Figure R-101) is used to update additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys, each of which is explained in paragraphs F.4.a through F.4.i.

5. Updating Shipping and Receiving Information. To update records on shipping and receiving methods, retrieve the record to be updated on the first page of the general section (see paragraph F.1). Once the required activity appears, use the following procedures:

a. Press “Shift-F3”. The Transportation Facilities Guide Section menu screen displays (see Figure R-101).

b. Type the desired selection and press [ENTER]. The specified Shipping and Receiving Information screen displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for each activity is retrieved and appears on the screen. Continue entering data according to paragraph F.3.a through f above.

c. When updating water shipping and receiving information, if the value in the Limiting Factor field on the second or third page is “Y”, a pop-up window displays (Figure R-118). Enter the desired information. Press “PgDn” to exit. If the value in the A & E Facilities is “Y”, a pop-up window displays (Figure R-119). Enter the desired information. Press “PgDn” to exit.

Page 3	SHIPPING and RECEIVING, Water	DODAAC FB1111

ACTIVITY		
MILITARY FACILITIES		
Destination		
Heavy Lift-Type Equipment		
Advance Notice to Consignee Required?		Maximum Capacity
Location		

Limiting Factors		

Size		
Weight		
Remarks		
PRESS <Page Down> to EXIT		

SHIFT + <F1> PREV PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-118. Limiting Factors Pop-Up Window for Water Shipping and Receiving

Page 3	SHIPPING and RECEIVING, Water	DODAAC FB1111

ACTIVITY		
MILITARY FACILITIES		
Destination		
Heavy Lift-Type Equipment		
Advance Notice to Consignee Required?		Maximum Capacity
Location		
Doc	A&E Facilities	
Ves	A&E Facilities, Class A&B	Class C?
Wat	N.E.W. Capacity	N.E.W. Capacity
	Cons. Approval Prior to Shipping?	Cons. Approval?
Com		
Car	PRESS <Page Down> to Exit	
Con		
A&E Facilities		A&E Facilities, Class C?
SHIFT + <F1> PREV PAGE <F3> MENU SELECTIONS <F4> EXIT		

Figure R-119. Ammunition and Explosives (A&E) Facilities Pop-Up Window for Water Shipping and Receiving

H. REPORTS

This function contains reports, which may be generated by the DBA and the user. Use the “Right Arrow” key to highlight the Reports function in the Transportation Facilities Guide Main Menu (Figure R-2), and press “Enter” to select. A pop-up window displays either one option for users, or two for the DBA. These options are described in detail in paragraphs H.1 and H.2 below.

1. DBA Reports. The DBA report lists all sites for a specified time period. The report includes the login-ID, last data updated, and number of updated records. When this option is selected, a pop-up window displays (Figure R-120), and the cursor moves to the Starting Date field.
 - a. Enter the starting date for the desired time period in DD-MON-YY format (i.e., 04-JUL-00), and press “Enter.” The cursor moves to the Ending Date field.
 - b. Enter the ending data for the desired period in DD-MON-YY format and press “Enter” twice. The first page of the requested report for the specified date range displays (Figure R-121).

Enter Parameter Values
Starting Date (DD-MON-YY):
Ending Date (DD-MON-YY):
SHIFT + <F4>

Figure R-120. DBA Report Entry Screen

- c. Press “Enter” to display additional pages.
- d. Press “Ctrl-C” to end the report and return to the TFG main menu.

2. User Report. The User Report lists only the owner records, which have been updated for a specific time period. The report includes login-ID, last date updated, and the number of updated records. When this option is selected, a pop-up window displays and the cursor moves to the Starting Date field (Figure R-122).

<u>Login-ID</u>	<u>Update Date</u>	<u>NO of Records</u>	
FB1111	14-JUL-00	4	
FB3333	05-JUL-00	1	
FB5555	15-JUL-00	1	
			Table of CAPACITY Page: 1
<u>Login-ID</u>	<u>Update Date</u>	<u>NO of Records</u>	
FB1111	14-JUL-00	4	
FB3333	05-JUL-00	1	
			Table of EMBARGO Page: 1
<u>Login-ID</u>	<u>Update Date</u>	<u>NO of Records</u>	
FB3333	05-JUL-00	4	

Figure R-121. Sample DBA Report

- a. Enter the starting date for the desired time period in DD-MON-YY format (i.e., 04-JUL-00), and press [ENTER]. The cursor moves to the Ending Date field.

b. Enter the ending date for the desired period in DD-MON-YY format and press [ENTER]. The cursor moves to the DODAAC field.

c. Enter the DODAAC of the requested facility and press [ENTER]. If the DODAAC field is blank, a pop-up window displays (Figure R-123).

(1) Press “Enter” (“Yes” is highlighted) to quit the report and return to the TFG main menu.

(2) Press “Tab” or use the arrow keys to move between choices.

(3) Highlight “No” or “Cancel” and press “Enter” to clear the pop-up window and return to the DODAAC field of the User Report Entry screen.

(4) If DODAAC is valid, the first page of the report displays (Figure R-124).

b. Press “Enter” to display additional pages.

Enter Parameter Values

Starting Date (DD-MON-YY):

Ending Date (DD-MON-YY):

SHIFT + <F4>

Enter value for the field: (DD-MON-YY)Count: 1

Figure R-122. User Report Entry Screen

Enter Parameter Values

CAUTION

Do you want to quit?

(Yes) (No) (Cancel)

Enter value for the field: DODAAC

Figure R-123. Missing DODAAC Pop-Up Window

		Table AIR	Page 1
<u>Login-ID</u>	<u>Update Date</u>		
FB2222	1-JUL-00		
		Table of AIR-DESTINATION	Page: 1
<u>Login-ID</u>	<u>Update Date</u>	<u>NO of Records</u>	
FB2222	01-JUL-00	1	
		Table of AIR-SERVICES	Page: 1
<u>Login-ID</u>	<u>Update Date</u>	<u>NO of Records</u>	
FB2222	01-JUL-00	1	
Enter value for the field: DODAAC			

Figure R-124. Sample User Report

I. DBA

This TFG function is executable only by the DBA. The function contains the following five options:

1. Look-Up Table Allows the DBA to update the look-up table. While this option is active, the “Home”, “Delete”, “Insert”, and all arrow keys function as described in paragraph G.3.d, e, and f.
2. Modify Login ID Grants record ownership permission.
3. Add New DODAAC Creates a new DODAAC when a new site is added to the system.
4. Delete a DODAAC Deletes a DODAAC record completely from the database.
5. Download Tables Downloads files from the ORACLE database to the FoxPro database. This process requires about 10 to 15 minutes to complete. While this function is in effect, press “Ctrl-W” to access the on-line help menu. The menu provides step-by-step instructions to perform the download function.

J. PROCEDURES FOR UPDATING TFGs

1. The TFG provides means for TOs to update and maintain their TFG data daily on shipping or receiving capabilities. The TO is responsible to ensure all TFG records for his/her shipping and receiving facility are kept current and are reviewed/updated no less than every 120 days. On-line maintenance responsibilities eliminate the need to generate message notifications.

2. TFG Tutorial (Paragraph A) provides users with necessary information and step-by-step procedures to use the TFG on-line application system.

3. Requests for passwords to the CFM System will be submitted to the Commander, MTMC, Attn: MTOP-PAS, 200 Stovall St., Alexandria VA 22332-5050.

K. PREPARATION INSTRUCTIONS FOR UPDATING TFGs

1. Preparation instructions for reporting activities are in Paragraph G of this Appendix.

2. Tenant and Satellite Activities. A separate TFG record will be entered into the CFM system by each major tenant and satellite activity when the information differs from that of the parent or host facility.

3. Destinations.

a. Sections b through g of each TFG record designate the optimum destination points to be shown on bills of lading (BL) and Government Transportation Requests (GTRs) for the various modes and methods of transportation. The use of an alternate destination point specified by the consignee due to traffic management considerations is authorized.

b. Shipments forwarded to activities should indicate the "Transportation Officer" as consignee.

4. TFG Record Instructions. This paragraph provides instructions for completing a TFG change in the CFM system. Enter the name of the military service or the agency of which the reporting activity is a part. Enter the official name of the activity.

a. General.

(1) Review Date. Enter date the TFG record was reviewed.

(2) Point of Contact (POC) Name. Indicate name of a technically qualified person who will be responsible for maintaining the activity TFG record.

(3) Phone. Enter Defense Switched Network (DSN) or commercial telephone number of the POC indicated above.

b. Address data.

(1) GBLOC. Enter appropriate Government Bill of Lading (GBL) office code as shown in Appendix Y.

(2) DODAAC. Enter appropriate activity address code as shown in the DOD Activity Address Directory (DOD 4000.25-6-M, Part I, Department of Defense Activity Address Directory (DODAAD)) (web site: <http://web7.whs.osd.mil/html/4000256m.htm>).

(3) Mail Address. Specify mail address of TO, including office symbol and 9-digit Zone Improvement Plan (ZIP) code.

(a) Express Mail. Specify exact location of the central receiving point where deliveries are to be made. Indicate complete address including warehouse, building, room number, name and the 9-digit ZIP code.

(b) Small Package Express. Same as (a) above.

(4) Message Address. Specify message address of TO, including office symbol.

(5) Consignee Address. Specify official title of individual (for example, Transportation Officer) and complete name, address, and ZIP code of activity designated to receive copies of advance shipping documents, including consignee copy of the BL.

(6) County. Specify county in which activity is located.

(7) Location. Select applicable condition, (a) or (b), below.

(a) When activity is within corporate limits of a town or city, specify its location, including identification of state and/or federal highway(s) connecting with main entrance or access road. Specify street address when deemed more useful.

(b) When activity is outside corporate limits of a town or city, specify its location, including identification of state and/or federal highway(s) connecting with main entrance or access road, together with highway and air mileage and direction of nearest entrance normally used for freight from closest point of the corporate limits of nearest town or city.

(8) Population. Specify the 2000 last decennial census population of the town or city named above. Population of the nearest town or city will be specified if more than one is named.

(9) Host Activity. Indicate by a “Yes” or “No” response whether a host or parent activity. If response is “No”, enter the name, DODAAC, and GBLOC applicable to the host or parent activity.

(10) Tenant or Satellite Activities. Tenant or satellite activities are those activities for which the host activity TO performs transportation services. (This does not include base activities which perform their own transportation functions, e.g., a DLA activity that cuts their own GBLs/Commercial Bills of Lading /Electronic Bills, receives their own freight, and has their own TFG record.) Indicate by a “Yes” or “No” response whether tenant or satellite activities are located on or near the host activity. If response is “Yes”, enter the following

information: name, DODAAC, GBLOC applicable to each major tenant or satellite activity, and building or warehouse delivery point designation within the activity where all shipments to such tenant or satellite activity are to be delivered. A separate Description of Transportation Facilities Report must be submitted by each major tenant and satellite activity that receives traffic management services that are different from a host activity. The name, DODAAC, and GBLOC of the host activity will be included for cross-reference purposes. See paragraph (9) above.

c. Telephone Directory Data. Specify DSN and commercial prefixes and extensions applicable to the TO and designated key activity functions during duty and non-duty hours as shown below. Specify the primary extension that would trigger an automatic connection to another available number(s) when the primary extension is busy. Also, specify hours of operation for key functions using the following day codes: M, T, W, Th, F, S, Su, and the abbreviation "EH" to indicate "Excluding Holiday." When considered necessary to facilitate the safe and timely arrival of freight and passenger movements, a maximum of five additional telephone entries may be included in (17) through (21) below.

(1) TO.

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(2) MTMC POC.

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(3) Shipping.

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(4) Receiving.

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(5) Emergency.

- (a) DSN.
 - (b) Commercial.
 - (c) Hours of Operation.
- (6) Emergency--After Duty Hours.
- (a) DSN.
 - (b) Commercial.
- (7) Express Mail.
- (a) DSN.
 - (b) Commercial.
 - (c) Hours of Operation.
- (8) Express Mail--After Duty Hours.
- (a) DSN.
 - (b) Commercial.
- (9) Small Package Express.
- (a) DSN.
 - (b) Commercial.
 - (c) Hours of Operation.
- (10) Small Package Express--After Duty Hours.
- (a) DSN.
 - (b) Commercial.
- (11) Safe Haven/Refuge.
- (a) DSN.
 - (b) Commercial.
 - (c) Hours of Operation.
- (12) Safe Haven/Refuge--After Duty Hours.

(a) DSN.

(b) Commercial.

(13) Passenger: (Indicate which passenger office applies, e.g., Commercial Travel Office (CTO), Travel Agency, or General Services Administration (GSA) Center).

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(14) Bachelor Officer Quarters Reservations.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(15) Airport Manager--Military.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(16) Airport Manager--Commercial.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(17) Other (specify).

(18) Other (specify).

(19) Other (specify).

(20) Other (specify).

(21) Other (specify).

d. Embargo in Effect. Indicate by a “Yes” or “No” response whether a military or commercial freight embargo is in effect on freight shipments to your activity. If response is “Yes,” further specify the self-explanatory information required by the following:

- (1) Identification.
- (2) Start Date.
- (3) Expected End Date.
- (4) Freight Embargoed.
- (5) Reason.

e. Special Instructions. Specify any required supplemental information to DOD routing authorities which, due to its broad and/or general nature, is deemed inappropriate for inclusion in a remarks field. The standard instruction notes at Attachment 1 will be used for remarks field entries. Use of these notes will reduce the amount of language required for data entry.

(1) Shipping and Receiving--Motor. Specify the following standard types of motor service:

- Truck Load (TL).
- Less-than-Truckload.
- Freight Forwarder.

(a) Commodity. For each of the three standard types of service specify each commodity category (such as Divisions 1.1, 1.2, or 1.3, Arms, Ammunition, and Explosives (AA&E), clothing, perishables, medical supplies, etc.) that requires motor carrier delivery to a different destination point (see paragraph 4.e.(1)(b) below). When all commodities for a specific type service are to be received at the same destination point, enter “All”. When more than one commodity category is entered for a type service, each commodity category will be listed separately, followed by the general commodity category “All Other”. Include Divisions 1.4, 1.5, or 1.6, AA&E in the applicable commodity category; i.e., All or All Other, except when any freight destination data applicable to the general commodity category does not apply to the shipment of Divisions 1.4, 1.5, or 1.6, AA&E. In such instances, list Divisions 1.4, 1.5, or 1.6, AA&E separately.

(b) Destination. For each type service and commodity category, specify the destination point(s) where a motor carrier is to make actual (physical) delivery of shipments. Complete entry exactly as it is to appear on a bill of lading. Include any additional information that will facilitate shipment delivery to the specified destination point, provided such information applies to all motor shipments of the same type service and commodity category; e.g., identification of a building or warehouse where shipments are to be delivered, gate entrance to be used, etc. If the destination point for any specialized commodity (such as Divisions 1.1, 1.2, or 1.3, AA&E) differs from that for general commodities, specify each specialized commodity and its applicable destination point.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) Standard Point Location Code (SPLC). Specify the SPLC that is applicable to each destination point named in paragraph 4.e.(1)(b) above.

(e) Disability Cost—Load/Unload. Disability costs are applicable only to Army and Navy TL shipments. Specify both the total aggregate loading and unloading disability costs per trailer load. Such costs will normally result from procuring additional labor and materials, and material handling or fire fighting equipment on a temporary basis. Consider the following factors in determining actual aggregate costs: labor charges for loading or unloading and installing or removing blocking and bracing; additional materials required; and rental fees for material handling and/or fire fighting equipment.

(f) Maximum Daily Trailer Processing. This information will be used by cargo routers to coordinate with receiving activities when planned truckload shipments will exceed the designated maximum number that can be unloaded by the consignee.

1 Peacetime. Specify maximum number of 40-foot, 20-ton capacity trailers that can be loaded or unloaded and made available to a carrier during an eight-hour workday.

2 Peacetime with Concurrent Rail Operations. Specify maximum number of 40-foot, 20-ton capacity trailers that can be loaded or unloaded and made available to a carrier during an eight-hour workday with concurrent rail loading and unloading operations.

3 Mobilization. Specify maximum number of 40-foot, 20-ton capacity trailers that can be loaded or unloaded and made available to a carrier during a 24-hour workday.

4 Mobilization with Concurrent Rail Operations. Specify maximum number of 40-foot, 20-ton capacity trailers that can be loaded or unloaded and made available to a carrier during a 24-hour workday with concurrent rail loading and unloading operations.

(g) Heavy Lift.

1 Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload motor carrier equipment.

2 Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

3 Location. Specify location of the heavy lift equipment designated in 1 above. If location is at the reporting activity, enter “Activity” in space provided; if location is other than at the reporting activity, then specify the exact location or source.

4 Advance Notice to Consignee Required. Indicate by a “Yes” or “No” response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

(h) AA&E Facilities. Indicate by a “Yes” or “No” response whether Facilities are available to ship and receive shipments of AA&E.

1 Net Explosive Weight (NEW) Capacity. If above response is “Yes”, specify NEW capacity (tons) of AA&E Facilities. If capacity exceeds 500 tons, enter “unlimited”.

2 Consignee Approval Prior to Shipment. If response to paragraph (g) 4 above is “Yes,” indicate by a “Yes” or “No” response whether shipper must obtain consignee approval prior to shipment.

(i) Safe Haven Facilities. Indicate by a “Yes” or “No” response whether Facilities are available to afford safe haven for motor vehicles transporting DOD shipments of Divisions 1.1, 1.2, or 1.3, AA&E.

1 NEW Capacity. If above response is “Yes,” specify NEW capacity (tons) of safe haven Facilities. If capacity exceeds 500 tons, enter “unlimited”.

2 Refuge Facilities. Indicate by a “Yes” or “No” response whether Facilities are available to afford refuge for motor vehicles transporting classified or sensitive cargo and explosives other than Divisions 1.1, 1.2, or 1.3.

(j) Bulk Liquids (by tank truck). Indicate by a “Yes” or “No” response whether Facilities are available to receive bulk liquids by tank truck. If response is “Yes,” specify major type(s) of bulk liquids that normally are, or can be, received by tank truck.

(k) Containerized Cargo Facilities. Indicate by a “Yes” or “No” response whether Facilities are available to load and unload motor shipments of containerized cargo (CONEXs, MILVANs, or SEAVANs). If there is a “Limiting Factor” regarding the loading or unloading of containerized cargo, respond “Yes” and indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter the type(s) of containers that can be accommodated and brief, pertinent specifics regarding any limiting factors.

(l) Is REPSHIP Required. Indicate by a “Yes” or “No” response whether REPSHIPS are required at least 24 hours in advance of shipment arrival for all or specific types of motor shipments.

1 Minimum Number of Loads. If above response is “Yes”, specify the minimum number of TLs which would require 24-hour advance notice to arrange for material receipt.

2 Commodity. Specify the commodity(ies) involved, if any.

(m) Special Delivery Instructions.

1 Prearranged delivery. Indicate by a “Yes” or “No” response whether local procedures require delivering carrier to telephone in advance for a delivery appointment or reservation.

2 Prelodge. Indicate by a “Yes” or “No” response whether local procedures require delivering carrier to furnish delivery documents in advance of shipment delivery.

(n) Multiple-Stop Deliveries. Indicate by a “Yes” or “No” response whether direct delivery of less-load shipments is required to other than a central receiving point.

(o) Transit Facilities. Indicate by a “Yes” or “No” response whether truckload shipments are being recorded for transit privileges.

(p) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) listed on Attachment 1.

(2) Shipping and Receiving--Rail. For each of the following types of rail service, complete related information requirements in paragraphs 4.e.(2)(a) through 4.e.(2)(p) below. If Facilities are not available to ship or receive rail shipments at the activity, specify the nearest point that can accommodate each of the following types of rail service:

Car Load (CL) (Box car).
CL (Flat car).
CL (Tank car).
CL (Gondola).
CL (Hopper).
Less-Than Carload (LCL).
Trailer on Flat Car (TOFC).
Container on Flat Car (COFC).
Bi-level.
Tri-level.

(a) Commodity. For each available type service above, specify the each commodity category that requires rail carrier delivery to a different destination point. When all commodities for a specific type service are to be received at the same destination point, enter “All”. When more than one commodity category is entered for a type service, list each commodity category separately, followed by the general commodity category “All Other”.

(b) Destination. For each available type service and commodity category, specify the destination point(s) where a rail carrier is to make actual (physical) delivery of shipments. Include any additional information that will facilitate shipment delivery to the specified destination point provided such information applies to all rail shipments of the same type service and commodity category (for example, designating a rail siding at destination point; when team track delivery is used (e)2 below) and more than one freight station is available within a metropolis, designating the most conveniently accessible freight station). If the destination point for any specialized commodity (such as Divisions 1.1, 1.2, or 1.3, AA&E)

differs from that for general commodities, specify each specialized commodity and its applicable destination point.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in (b) above.

(e) Carrier. Specify name of the rail carrier(s) that serve each destination point shown in paragraph (b), above.

1 SCAC. Specify the SCAC applicable to each rail carrier named above.

2 Type Delivery. For each rail carrier named in paragraph (e) above, specify which one of the following types of shipment delivery applies: Direct, reciprocal switching, Government performs switching, or team track. If team track delivery is specified, further specify, in parentheses, the distance (miles) of the team tracks from the activity.

3 Disability Cost—Load/Unload. Disability costs are applicable only to Army and Navy shipments via all types of rail service except LCL. When applicable to a destination named in (b) above, specify both the total aggregate loading and unloading disability costs per carload. Such costs will normally result from assessment of commercial switching charges and/or cost of procuring additional labor and materials, and material handling or fire fighting equipment on a temporary basis. Consider the following factors, when applicable, in determining actual aggregate costs: Cost for switching a rail car from or to loading or unloading sites; labor charges for loading/unloading and installing/removing blocking and bracing; additional materials required; and rental fee for material handling and/or fire fighting equipment.

4 Type Ramp—Portable/Stationary. For each type of rail service, indicate the types of ramps (end-flatcar, bi-level, tri-level; side or dock-boxcar, flatcar) which are available for loading and unloading operations and whether they are portable or stationary.

(f) Maximum Daily Boxcar Processing. This information will be used by cargo routers to coordinate with receiving activities when planned truckload shipments will exceed the designated maximum number that can be unloaded by the consignee.

1 Peacetime. Specify maximum number of 50-foot boxcars that, with normal work force, can be loaded or unloaded and made available to a carrier during an eight-hour workday.

2 Peacetime with Concurrent Truck Operations. Specify maximum number of 50-foot boxcars that, with normal work force, can be loaded or unloaded and made available to a carrier during an eight-hour workday with concurrent truck loading/unloading operations.

3 Mobilization. Specify maximum number of 50-foot boxcars that, with increased work force, can be loaded or unloaded and made available to a carrier during a 24-hour workday.

4 Mobilization with Concurrent Truck Operations. Specify maximum number of 50-foot boxcars that, with increased work force, can be loaded or unloaded and made available to a carrier during a 24-hour workday with concurrent truck loading and unloading operations.

(g) Heavy Lift.

1 Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload rail carrier equipment.

2 Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

3 Location. Specify location of the heavy lift equipment designated in paragraph 1 above. If location is at the reporting activity, enter "Activity" in space provided; if location is other than at the reporting activity, then specify the exact location or source.

4 Advance Notice to Consignee Required. Indicate by a "Yes" or "No" response whether advance notice is required in order to facilitate the use of heavy lift equipment.

(h) Storage Space (Rail Cars). Indicate the total number of rail cars that can be stored on the installation. Also, indicate the maximum number that can be stored at each of the following locations. If storage space is not available, enter "None".

1 Sidings.

2 Main Line.

3 Other.

(i) AA&E Facilities. Indicate by a "Yes" or "No" response whether Facilities are available to ship or receive shipments Divisions 1.1, 1.2, or 1.3, AA&E.

1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of AA&E Facilities. If capacity exceeds 500 tons, enter "unlimited".

2 Consignee Approval Prior to Shipment. If response to paragraph (g) 4 above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(j) Bulk Liquids (by Tank Car). Indicate by a "Yes" or "No" response whether Facilities are available to receive bulk liquids by tank car.

(k) Type Bulk Liquids Received. If above response is "Yes", specify major type(s) of bulk liquids, which normally are or can be received by tank car.

(l) Containerized Cargo Facilities. Indicate by a "Yes" or "No" response whether Facilities are available to load and unload rail shipments of containerized cargo (CONEXs, MILVANs, or SEAVANs).

(m) Limiting Factor(s). If above response is "Yes", indicate by a "Yes" or "No" response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is "Yes", indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter the type(s) of containers that can be accommodated and brief pertinent specifics regarding the limiting factors.

(n) Is REPSHIP Required. Indicate by a "Yes" or "No" response whether REPSHIPS are required at least 24 hours in advance of shipment arrival for all or specific types of rail shipments.

1 Minimum Number of Loads. If above response is "Yes", specify the minimum number of CLs, which would require 24-hour advance notice to arrange for material receipt.

2 Type Shipment. If response to (n) above is "Yes", specify the type or method of shipment and/or commodity(ies) involved that require advance notice.

(o) Transit Facilities. Indicate by a "Yes" or "No" response whether carload shipments are being recorded for transit privileges.

(p) Remarks. Furnish additional information necessary to amplify any data field in this section. For example, the number, type and condition of government-owned locomotives operating on the activity. Cite the appropriate note(s) listed Attachment 1.

(3) Shipping and Receiving--Air. For each of the following types of air service, complete related information requirements in paragraphs 4.e.(3)(a) through 4.e.(3)(k), below. If Facilities are not available to ship or receive material via air charter or air taxi at the activity, specify the nearest airport location that can accommodate these type shipments.

Scheduled.

Charter.

Air taxi.

Freight Forwarder.

Military.

(a) Commodity. For each type service above, specify the commodity category that requires delivery to a different destination airport. When all commodities for a specific type service are to be received at the same destination airport, enter "All".

(b) Destination. For each available type service above, specify the destination airport that is most convenient and accessible. If the destination airport for any specialized commodity (such as Divisions 1.1, 1.2, or 1.3, AA&E) differs from that for general cargo,

specify each specialized commodity and its applicable destination airport. Any additional information that will facilitate shipment delivery should be included with the specified destination point provided such information applies to all air shipments of the same type service.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in paragraph (b), above.

(e) Distance. Specify distance (miles) of the receiving air facility (airport, military airfield, etc.) from the activity. When the receiving air facility and the reporting activity are identical, or when the receiving air facility is located within the boundaries of the reporting activity, enter "None".

(f) Type Delivery. For each destination point named in paragraph (b), above, specify which one of the following types of delivery is used to deliver shipments from the destination airport to the reporting activity: carrier, government pickup, or second bill of lading.

(g) Delivery Carrier. When the use of a second bill of lading is specified in (f) above, further specify the name of the delivering surface carrier(s). When local carrier delivery or Government pickup is indicated in (f) above, enter "NA".

(h) SCAC. Specify the SCAC that is applicable to each delivery surface carrier named above. When "N/A" is indicated above, enter "NA".

(i) AA&E Facilities. Indicate by a "Yes" or "No" response whether Facilities are available to ship or receive shipments of Divisions 1.1, 1.2, or 1.3, AA&E.

1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of AA&E Facilities. If capacity exceeds 500 tons, enter "unlimited".

2 Consignee Approval Prior to Shipment. If above response is "Yes", indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(j) Ground Support Equipment.

1 Commercial. Enter name of commercial airport(s) serving the activity, and indicate by a "Yes" or "No" response whether the following equipment is available.

Stairs.
Tow tractors.
Air starters.
Power units.
Maintenance lift trucks.
Lavatory service trucks.

2 Military. Enter name of military airport(s) serving the activity, and indicate by a “Yes” or “No” response whether the equipment specified above is available.

(k) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) listed in Attachment 1.

(4) Shipping and Receiving--Bus.

(a) Type Service. Package express is the standard type of bus service available.

(b) Destination. Specify the destination point(s) where a bus carrier is to make actual (physical) delivery of package express shipments. Include any additional information that will facilitate shipment delivery at the destination point provided such information applies to all bus shipments.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to the destination point named above.

(d) SPLC. Specify the SPLC that is applicable to the destination point named above.

(e) Carrier. Specify name of bus carrier(s) serving the destination point named above.

1 SCAC. Specify the SCAC that is applicable to each bus carrier named above.

2 Terminal. Specify location of the carrier bus terminal serving the activity.

3 Distance. Specify distance (miles) of the serving bus terminal if not located within the activity. If bus terminal is located within the activity, enter “None”.

(f) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) in Attachment 1.

(5) Shipping and Receiving--Water. This section is to be completed by all activities that are receiving or could receive service via water transportation.

(a) Type Service. If service is received through a military ocean terminal, specify the terminal(s). The following are the standard types of water service available:

- Breakbulk.
- Container.
- Barge ship.
- Roll-on/roll-off.
- Tug and barge.

(b) Destination. For each type of service, specify the destination point where a water carrier is to make actual (physical) delivery of shipments. Include any additional information that will facilitate shipment delivery to the specified destination point if such information applies to all water shipments of the same type service.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point.

(e) Commercial Facilities. Indicate by a “Yes” or “No” response whether commercial Facilities are available for use. If military Facilities are used in lieu of commercial Facilities, enter “None”; then provide information required by paragraph (f) 3 below.

(f) Destination. Specify the terminal destination point(s) where a water carrier is to make actual (physical) delivery of shipments. If response to (e) above is “Yes”, provide information required by paragraph (f)1 through (f)11, below, for each commercial terminal that is available for use. Include any additional information that will facilitate shipment delivery to the specified water terminal.

1 Distance. Specify distance (miles) of the commercial water facility from the activity.

2 Docks.

a. Number. Specify number of docks.

b. Length. Specify length of docks (in feet) using a low-to-high range.

3 Berths.

a. Number. Specify number of berths.

b. Width. Specify width of berths (in feet), using a low-to-high range.

c. Length. Specify length of berths (in feet), using a low-to-high range.

d. Vessel Capacity. Specify number of vessels that can be berthed.

e. Water Depth (Mean Low Water (MLW)). Specify (MLW) depth.

4 Heavy Lift.

a. Type Equipment. Specify the type of available heavy lift equipment that can be used to load/unload water shipments.

b. Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

c. Location. Identify location of available heavy lift equipment designated in a above.

d. Advance Notice to Consignee Required. Indicate by a “Yes” or “No” response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

5 Commodity Restrictions. Specify any restrictions regarding the types of commodities that can be handled. If no restrictions apply, enter “None”.

6 Carfloat Service. Indicate by a “Yes” or “No” response whether carfloat service is available.

7 Lighterage Service. Indicate by a “Yes” or “No” response whether lighterage service is available.

8 AA&E Facilities-- Divisions 1.1, 1.2, or 1.3. Indicate by a “Yes” or “No” response whether Facilities are available to ship or receive shipments of Divisions 1.1, 1.2, or 1.3, AA&E.

a. NEW Capacity. If above response is “Yes”, specify NEW capacity (tons) of local Facilities. If capacity exceeds 500 tons, enter “unlimited”.

b. Consignee Approval Prior to Shipment. If response to paragraph 8 above is “Yes”, indicate by a “Yes” or “No” response whether shipper must obtain consignee approval prior to shipment.

9 AA&E Facilities-- Divisions 1.4, 1.5, or 1.6. Indicate by a “Yes” or “No” response whether Facilities are available to ship or receive shipments of Divisions 1.4, 1.5, or 1.6, AA&E.

a. NEW Capacity. If above response is “Yes”, specify NEW capacity (tons) of local Facilities. If capacity exceeds 500 tons, enter “unlimited”.

b. Consignee Approval Prior to Shipment. If response to paragraph 9 above is “Yes”, indicate by a “Yes” or “No” response whether shipper must obtain consignee approval prior to shipment.

10 Containerized Cargo Facilities. Indicate by a “Yes” or “No” response whether Facilities are available to load and unload water shipments of containerized cargo (CONEXs, MILVANs, and SEAVANs).

11 Limiting Factor(s). If above response is “Yes”, indicate by a “Yes” or “No” response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is “Yes”, indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter any brief pertinent specifics regarding the limiting factors.

(g) Military Facilities. Indicate by a “Yes” or “No” response whether military Facilities are available for use.

(h) Destination. Specify the terminal destination point(s) where a water carrier is to make actual (physical) delivery of shipments. If response to 4.e.(5)(f) above is "Yes", provide information required by (h)1 through 10 below for each military terminal that is available for use. Include any additional information that will facilitate shipment delivery to the specified water terminal.

1 Distance. If the military water facility is not located at the reporting activity, specify distance (miles) of such facility from the activity. If the military water facility is located at the reporting activity, enter “None”.

2 Docks.

a. Number. Specify number of docks.

b. Length. Specify length of docks (in feet), using a low-to-high range.

3 Berths.

a. Number. Specify number of berths.

b. Width. Specify width of berths (in feet), using a low-to-high range.

c. Length. Specify length of berths (in feet), using a low-to-high range.

d. Vessel Capacity. Specify number of vessels that can be berthed.

e. Water Depth (MLW). Specify MLW depth.

4 Heavy Lift.

a. Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload water shipments.

b. Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

c. Location. Identify location of available heavy lift equipment designated in paragraph a above.

d. Advance Notice to Consignee Required. Indicate by a “Yes” or “No” response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

5 Commodity Restrictions. Specify any restrictions regarding the types of commodities that can be handled. If no restrictions apply, enter “None”.

6 Carfloat Service. Indicate by a “Yes” or “No” response whether carfloat service is available.

7 Lighterage Service. Indicate by a “Yes” or “No” response whether lighterage service is available.

8 AA&E Facilities-- Divisions 1.1, 1.2, or 1.3. Indicate by a “Yes” or “No” response whether Facilities are available to ship or receive shipments of Divisions 1.1, 1.2, or 1.3, AA& E.

a. NEW Capacity. If above response is “Yes”, specify NEW capacity (tons) of local Facilities. If capacity exceeds 500 tons, enter “unlimited”.

b. Consignee Approval Prior to Shipment. If response to paragraph 8, above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

9 AA&E Facilities-- Divisions 1.4, 1.5, or 1.6. Indicate by a “Yes” or “No” response whether Facilities are available to ship or receive shipments of Divisions 1.4, 1.5, or 1.6, AA&E.

a. NEW Capacity. If above response is “Yes,” specify NEW capacity (tons) of local Facilities. If capacity exceeds 500 tons, enter “unlimited.”

b. Consignee Approval Prior to Shipment. If response to paragraph 9 above is “Yes”, indicate by a “Yes” or “No” response whether shipper must obtain consignee approval prior to shipment.

10 Containerized Cargo Facilities. Indicate by a “Yes” or “No” response whether Facilities are available to load and unload water shipments of containerized cargo (CONEXs, MILVANs, and SEAVANs).

Limiting Factor(s). If above response is “Yes”, indicate by a “Yes” or “No” response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is “Yes”, indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter any brief pertinent specifics regarding the limiting factors.

(i) Is REPSHIP Required. Indicate by a “Yes” or “No” response whether REPSHIPS are required for all or specific types of water shipments.

Type of Traffic. If above response is “Yes”, specify the load factors and/or commodities involved.

(j) Remarks. Furnish additional information necessary to amplify any data field in this section. Cite the appropriate note(s) in Attachment 1.

f. Passenger Traffic. All cost information provided in this section is for traveler use in arriving at total estimated costs for budgetary and fund obligation purposes and for travel planning.

(1) Type Service: Air Scheduled.

(a) Destination. Specify the air destination point(s) for personnel traveling to your activity in regularly scheduled air service.

(b) Airport. Enter name of commercial airport serving the air destination point shown above.

(c) City/Airport Code. Enter applicable city or airport code as shown in Official Airline Guide, North American Edition.

(d) Terminal Distance. Specify distance (miles) from airport terminal to the reporting activity.

(e) Taxi Fare. Specify taxi fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(f) Limousine Fare. Specify limousine fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(g) Bus Fare. Specify bus fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(h) Rental Vehicles Available. Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at serving airport.

(2) Type Service: Air Charter.

(a) Destination. Specify the air destination point(s) (commercial or military) for personnel traveling to your activity in charter air service. When a commercial destination point is specified, further provide information requested by paragraphs (2)(b) through (d) below.

(b) Airport. Specify name of airport serving the air destination point shown above.

(c) City/Airport Code. Specify applicable city or airport code as shown in Official Airline Guide, North American Edition.

(d) Terminal Distance. Specify distance (miles) from airport terminal to the reporting activity.

(3) Military Air Facilities.

(a) Destination. Specify the nearest military air facility where regular and frequent passenger air service is available.

(b) Distance. Specify distance (miles) from military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "None".

(c) Taxi Fare. Specify taxi fare (use dollar range and round to nearest dollar) from nearest military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "NA".

(d) Limousine Fare. Specify limousine fare (use dollar range and round to nearest dollar) from nearest military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "NA".

(e) Bus Fare. Specify bus fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(f) Rental Vehicles Available. Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the nearest military air facility.

(4) Type Service: Bus Scheduled.

(a) Destination. Specify the bus destination point(s) for personnel traveling to your activity in regularly scheduled, inter-city bus service.

(b) Carrier. Specify name of primary bus carrier serving the destination point shown above.

(c) SCAC. Specify the SCAC applicable to the bus carrier named above.

(d) Terminal Distance. Specify distance (miles) from bus terminal to the activity. If bus terminal/depot is located at activity, enter "None".

(e) Rental Vehicles Available. Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the bus terminal.

(5) Type Service: Bus Charter.

Destination. Specify the bus destination point for personnel traveling to your activity in chartered bus service. This destination will always be the reporting activity.

(6) Type Service: Rail Scheduled.

(a) Destination. Specify the rail destination point for personnel traveling to your activity in regularly scheduled rail service.

(b) Carrier. Specify name of rail carrier(s) serving the destination point shown above.

(c) SCAC. Specify the SCAC applicable to the rail carrier named above.

(d) Terminal Distance. Specify distance (miles) from rail terminal to the activity.

(e) Rental Vehicles Available. Indicate by a “Yes” or “No” response whether rental vehicles can be obtained at the rail terminal.

(7) Type Service: Special Train.

Destination. Specify the rail destination point for units or volume passenger movements traveling to your activity in special train (troop train) service. This destination will always be the reporting activity when activity trackage is present, and the trackage can accommodate special train (troop train) movements.

(8) Lodging.

(a) Government Facilities. Indicate by a “Yes” or “No” response whether Government lodging Facilities are available to visiting military and civilian personnel.

1 Rate. If above response is “Yes”, specify the daily rate currently in effect.

2 Latest Arrival Time. If response to paragraph (7)(a) above is “Yes”, specify the latest arrival time personnel may check-in.

(b) Hotel/Motel. Specify name of hotel or motel that is considered “best suited” for visiting personnel in terms of location, accommodations, local transportation, and overall cost. Consult the GSA Federal Hotel/Motel Discount Directory for assistance in making determination and completing the following entries:

1 Location. Specify exact location of the hotel or motel.

2 Phone. Enter commercial prefixes and numbers for reservations at the specified hotel or motel.

3 Rate. Specify the daily rate currently in effect.

4 Airport Distance. Specify distance (miles) from serving commercial airport to the hotel or motel specified.

5 Taxi/Limousine/Bus Fare. Specify the fare from the serving commercial airport to hotel or motel indicated. Use dollar range and round to nearest dollar.

(c) Hotel/Motel. Specify name of hotel or motel that is considered the “next best suited” for visiting personnel, and complete all other entries in accordance with instructions contained in (b) above.

(9) CTO.

(a) Name. Specify name of the serving main, branch or remote ticketing CTO.

(b) Location. Specify exact location of the serving main, branch, or remote ticketing CTO.

(10) GSA Travel Management Center. Indicate by a “Yes” or “No” response whether the reporting activity is served by a GSA Travel Management Center.

(a) Name. If above response is “Yes”, specify the name of the travel agency or GSA contractor providing the service.

(b) Location. If response to (10) above is “Yes”, specify the exact location of the GSA Travel Management Center. Furnish street address, building name, and room number, as appropriate.

(11) Remarks. Furnish additional information necessary to amplify any data field in this section. Cite the appropriate note(s) in Attachment 1.

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ATTACHMENT 1

**EXPLANATION OF TFG RECORD INSTRUCTION NOTES IN TFG REMARKS
FIELD**

The following are TFG record instruction notes, to be included in the TFG “Remarks” field.

NOTE **INSTRUCTION**

- Note: 1 Contact TO for additional information prior to forwarding shipment.
- Note: 2 Contact TO for disability cost information.
- Note: 3 Coordinate with TO prior to routing shipment.
- Note: 4 Second bill of lading is required to forward shipment to the activity.
- Note: 5 Government-owned locomotive operate on this activity.
- Note: 6 Overdimensional and overweight shipments require prior coordination and approval of consignee.
- Note: 7 Second GTR is required for onward transportation to this activity.
- Note: 8 LCL shipments subject to restrictions in Official List of Open and Prepay Stations.
- Note: 9 Commercial carrier(s) perform switch delivery service (specify carrier SCAC code).
- Note: 10 Annotate bill of lading “Notify consignee for pickup”.
- Note: 11 Annotate bill of lading with consignee receiving hours of operation.
- Note: 12 Coordinate classified and sensitive shipments with destination air terminal manager prior to forwarding.

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