

CHAPTER 203

EXPORT CARGO SHIPMENTS

A. GENERAL

1. This chapter provides the instructions and guidance necessary to route air and ocean export shipments to, from, and between locations in CONUS and OCONUS, to include Alaska, Hawaii, and overseas theater areas. The instructions and procedures established within this chapter are applicable in OCONUS to the extent that they do not conflict with procedures established by the theater CINC. Paragraph D is organized in the order that shipments are normally processed through the DTS (i.e., shipper, transshipper, Consolidation and Containerization Point (CCP), POE, POD, Breakbulk Point (BBP), and receiver).

2. CONUS shipments to and from Canada are covered in Chapter 202. Additional customs requirements for cargo movements are in this regulation, Part V, Customs.

3. Procedures governing the movement of hazardous and other regulated material are in Chapter 204.

4. Procedures governing the movement of SECRET, CONFIDENTIAL, controlled cryptographic items (CCI), and sensitive material are detailed in Chapter 205.

5. Information on the preparation of a BL is in Chapter 206.

B. POLICY

1. Shipment Planning. TOs will plan, prepare, and document shipments in accordance with this regulation.

2. Intermodal Surface Containers:

a. Movement of cargo in containers (Commercial/Government-owned/leased shipping container (SEAVAN) and Military Van (MILVAN)) is the preferred method for shipping DOD-sponsored export cargo. The Government can derive maximum benefits when cargo is shipped in containers at or near the supply source and delivered directly to the ultimate user. Procurement bid evaluations, stockage, criteria, requisition order quantities, and shipment planning should take into account source stuffing of containers whenever container service is available and overall distribution costs are favorable. When cargo is not sufficient at the source for container stuffing, it shall be forwarded to a CCP or shipped to a military ocean terminal, as directed by the routing authority, as prescribed by Appendix CC-7.

b. The primary objective is to obtain maximum efficiencies from use of container service at the lowest overall cost to the Government, while meeting cargo delivery requirements. Shipping activities should stuff each container to the maximum extent possible, taking into account such factors as the cargo hold time, if it is single or multiple consignee delivery, the configuration and density of the cargo, and the availability of specific size containers.

c. Information on the use, management, and control of containers may be found in DOD Regulation 4500.9-R-1, Management and Control of the DOD Intermodal Container System (Volume I).

3. Use of CCPs:

a. The inland movement of export cargo to a CCP does not require the submission of an Export Traffic Release Request (ETRR), but will be routed IAW this chapter.

b. Cargo routed through the CCP for containerization will meet the criteria prescribed for each CCP in Paragraph E.3.

C. SHIPMENT PROCEDURES

1. General. The procedures in this section establish overall guidance for a TO or other responsible authority to prepare and submit movement requirements of export cargo to the designated clearance authority.

2. Ocean Shipments. The booking authority for ocean shipments is assigned to MTMC. Ocean shipments require an Export Traffic Release (ETR) from the designated MTMC clearance authority in accordance with Paragraph C.2.a below. Shippers will submit export cargo requirements via ETRR to the designated Ocean Cargo Clearance Authority (OCCA) or Ocean Cargo Booking Office (OCBO) using data elements and formats set forth in Appendix U, Paragraphs A and B. Export shipments will not be loaded or tendered to a linehaul carrier until an ETR is obtained. Overseas country requirements are contained in Status of Forces Agreements (SOFAs), established by the CINC and the HN.

a. The Release Unit (RU) shipments requiring the submission of ETRRs, DD Form 1086 are:

(1) Cargo in lots of 10,000 lbs or more.

(2) Cargo in lots of 800 cubic feet or more.

(3) Vehicles by driveway service.

(4) Containerized Cargo. Full containers (SEAVANs/MILVANs), including specialized equipment, such as flat racks, moving under terms and conditions of an MTMC contract/agreement or ocean carrier tariff.

(5) Noncontainerizable Cargo (i.e., outsize/overweight items or other items for which containerization is not possible or practical). Paragraph D provides guidelines for routing low volumes of export shipments of noncontainerized cargo to CONUS ports without prior clearance.

(6) Special Category Cargo. Special category cargo (shipments in any quantity) is comprised of the following:

(a) Small arms.

(b) Munitions, explosives, poisons 6.1 or 2.3, radioactive materials, or other HAZMAT as defined in CFR Title 49, except those radioactive materials that are declared exempt under CFR Title 49, the International Air Transport Association (IATA), and the International Maritime Organization/Dangerous Goods Code (IMDGC). See Chapter 204 for HAZMAT.

(c) Material classified SECRET or CONFIDENTIAL. Refer to Chapter 205 for further guidance.

(d) Narcotics and drug paraphernalia.

(e) Perishable biological material.

(f) Temperature-controlled cargo.

b. MTMC is the OCCA and books DOD-sponsored shipments and passengers worldwide for ocean movement within the DTS. OCBOs are designated by MTMC. In the CONUS, MTMC is the single Water Clearance Authority (WCA) and controls the movement of export/import cargo through water terminals. In OCONUS, the theater commander designates WCAs in coordination with MTMC. Shippers may use Appendix CC-7 to select the appropriate clearance authority. It lists clearance authorities and OCBOs located throughout the world. They are separated by mode (i.e., air and water), as well as location.

c. Issuance of an ETR.

(1) The ETR will be provided to the TO within 3 working days from the time of receipt at the OCCA. If, for any reason, the clearance authority cannot issue cargo clearance within 3 working days, then the clearance authority will advise the offeror of reasons for the delay and an estimated time when it will be cleared using the format in Appendix U, Paragraph F. Any shipments available 10 or more days in advance will be cleared not later than the shipper-established lead time necessary to ensure processing and transit to the port.

(2) The format for ETRs will be as shown in the sample ETR messages for containerizable and non-containerizable shipments in Appendix U, Figures U-2 and U-4. Appendix U, Paragraph E, contains an explanation of the additional data elements (R56) used for container shipments.

(3) The clearance authority will transmit an ETR to the requesting activity, normally by the same means of communication used for submission of the ETRR.

(4) Shipments covered by separate ETRs will not be combined without prior approval from the clearance authority. When approval is received, enter all ETR reference numbers on the BL.

(5) Report cancellations of ETRs promptly to the clearance authority using the format in Appendix U, Paragraph G.

(6) Increases/decreases in cargo volume that do not affect the number/type/size containers booked with ocean carriers do not need approval from the clearance authority. No other deviation from the ETR clearance instructions is permitted without prior coordination and approval by the clearance authority.

d. ATCMD and Transportation Control and Movement Document (TCMD) data will be prepared and transmitted for all export surface cargo, as prescribed in Paragraph D.16, TCMD Preparation.

e. Shipments moving under commercial tariffs and tenders of service require a BL prepared in accordance with Chapter 206.

3. Air Shipments.

a. Airlift Selection. An AMC-arranged/operated/negotiated airlift will be utilized unless the TO documents negative critical mission impact to justify non-usage (standard documents to be used are being developed). In the event of critical mission needs, use the following order of precedence:

(1) Contracted airlift on CRAF carriers.

(2) Other CRAF carriers.

(3) DOD-approved U.S. flag carriers.

(4) DOD-approved foreign flag carriers.

(5) Non-DOD approved carriers.

b. International DOD Shipments. Worldwide Express (WWX) is mandatory for all international DOD air eligible shipments up to 150 lbs requiring commercial express time-definite, door-to-door (origin to destination) delivery when the shipment is destined for a location serviced under the WWX contract and when the shipment falls within limitations specified in the WWX contract. For Navy shipments, use of the WWX contract applies to fixed site (shore infrastructure) shipping addresses. It is not authorized for shipments to mobile/afloat units; it will be extended to all Navy units on completion of delivery feasibility testing. For Navy-specific information, contact the Naval Transportation Support Center, Norfolk VA (Code 032A).

c. Shipping Procedures.

(1) Prior to forwarding a shipment to a military air terminal, the TO will submit ATCMD data to the ACA identified in Appendix CC-7. Clearance authorities must clear or challenge the movement request in accordance with Service challenge criteria. If challenged, the requisitioner must then justify the airlift requirement. In addition, shippers will coordinate

special requirements (e.g., munitions movements and oversized cargo requiring special Materials Handling Equipment (MHE), storage, or handling) before delivery to the APOE, in accordance with the TFG and Paragraphs H.1 and H.2 of this chapter. In the absence of the TFG guidance, coordinate receipt at least 72 hours before delivery. Coordination of short-notice requirements must be accomplished as soon as possible. Shipments of explosives require an APOE clearance number that the ACA obtains for the shipper prior to releasing the shipment to the carrier. Shipments of courier material, perishables, and working dogs require notification to the APOE by the ACA prior to releasing the shipment to the carrier. NOTE: This requirement applies to shipments originating at both CONUS and overseas APOEs or air terminals. APOE clearance for munitions shipments for in-transit handling or storage-pending movement must be coordinated with the Joint Munitions Transportation Coordinating Activity (JMTCA) (see Paragraphs H.1 and H.2) by submitting the movement planning and ATCMD data to both the JMTCA and ACA.

(a) The APOE/APOD may be obtained from the AMC Sequence Listing for Channel Traffic available at <http://tacc.scott.af.mil/Directorates/xog/docs/sequence.pdf>. The contact phone number is DSN 779-2865 or (618) 229-2865.

(b) Green sheet procedures may be used to increase movement precedence over all other categories of the requesting service. Contact the clearance authority for validation of green sheet requests.

(c) Requests for Special Assignment Airlift Missions (SAAMs) must be routed via the Service validator to USTRANSCOM/TCJ3-ODJ, 508 Scott Dr., Scott AFB IL 62225. SAAM requests must be submitted to USTRANSCOM with informational copies to HQ AMC TACC/SAAM/XOOMS. See Appendix W, Part II, Attachment 1 for SAAM request format and instructions. Note: Only validators can submit SAAM requests to USTRANSCOM.

(d) Use of deferred air freight/TP-4 service is encouraged. Refer to Paragraph D.17.e of this chapter for the clearance authority or AMC aerial port for availability and procedures.

(2) For DOD international tenders, prepare documentation in accordance with applicable tenders, which can be obtained by contacting HQ AMC or the carrier.

(a) International Small Package is for international shipments under 150 lbs.

(b) International Heavy Weight is for international shipments over 150 lbs.

(c) Special (One-Time-Only) is for international shipments with special requirement.

(3) For commercial air, prepare a BL in accordance with Chapter 206 of this regulation.

d. AMC Channel Service. AMC channel service is provided to DOD activities worldwide. This service is performed between CONUS and overseas theaters, between overseas theaters, and within overseas theaters. Two types of channel service are available:

(1) Requirements channels. The amount and type of airlift provided is determined by the quantity of traffic generated.

(2) Frequency channels. A frequency channel is established when traffic requirements do not provide the desired minimum amount of service. Frequency channel airlift is validated and requested by the CINC or Service HQs on the basis of operational necessity for support of a mission-sensitive area or for morale purposes to remote areas.

(a) Mission-sensitive areas include safe movement of classified material, Military Assistance Program (MAP) support, or locations where service is required on a national interest basis.

(b) Morale purposes include movement of mail, personnel on leave, subsistence items, and other requirements in support of remote locations where alternative modes of transportation are not available.

(c) Since frequency channels are based on a schedule regardless of the amount of cargo being moved, the Service or CINC component that validated the frequency channel will be billed by TWCF when HQ AMC weight goals are not achieved.

e. AMC Channels: Establish, Suspend, or Cancel. Requests to establish or change (excluding suspension or cancellation) AMC channels must include:

(1) The type of channel service required.

(a) Frequency or requirements channel.

(b) Passenger, cargo, or mixed passenger and cargo.

(2) The required OCONUS destination. Include recommended POD and origin country and/or POE, en route stops or combinations with other channels, and any known host-nation restrictions at destination (e.g., no arrivals or departures permitted on certain days/hours).

(3) The reason why AMC service is required, or why existing channel or commercial service will not satisfy the requirement (for changes, the reason why existing channel service requires change).

(4) Estimated monthly movement requirements (number of DOD-sponsored passengers and/or tons of cargo).

(5) For frequency channels, the desired frequency (e.g., weekly, biweekly, twice a month, monthly).

(6) The required date to start or change service.

(7) The Unified Theater CINC's responsibilities.

(a) The originator of the request (normally an OCONUS CINC) will send the request to USCINCTRANS SCOTT AFB IL//TCJ3-J4//. Info copies will be sent to HQ AMC TACC SCOTT AFB IL//XOG//, the HQ of the Service(s) primarily affected by the new or changed channel, and if applicable, other affected DOD agencies (e.g., DLA for cargo channels).

(b) If a channel request originates below the OCONUS CINC level, it will be sent to the CINC before being routed to USTRANSCOM, AMC, and Services HQs. CINC will ensure prior coordination with other DOD component users of the channel. Except in contingency situations, if USTRANSCOM receives a new channel request, or a request to change existing channels from other than the OCONUS CINC, the request will be returned to the CINC for validation before further action.

(c) A CINC who validates a channel must propose a Service or its OCONUS Component as co-validator.

1 For a frequency channel, the co-validator is the bill-payer for the underutilization charges that may result from operating the channel at that frequency.

2 For a requirements channel, the co-validator is the Service or other DOD component with primary interest in the operation of that channel.

3 For frequency channels, USTRANSCOM will ensure that:

a New channels are formally coordinated with the co-validator—the Service or its overseas Component who is identified or proposed as the validator (bill-payer) for the channel.

b Any changes to existing channels are formally coordinated with the co-validator.

4 For requirements channels, cargo and passenger, USTRANSCOM will ensure that channel changes are formally coordinated with all Services with a significant presence in the overseas command or area affected, even if the Service is not the dominant user or the channel co-validator.

5 For all channels, the AMC assessment/estimate will include:

a The proposed operating concept.

b The adequacy of support resources at the proposed POE and POD.

c Diplomatic, political, and country clearance considerations.

d The impact on the existing AMC channel structure.

e The impact on TWCF, to include cost-to-revenue expectations based on forecasted movements and comments relating to the TWCF deficit when aircraft weight goal standards are not obtained.

6 For frequency channels, HQ AMC TACC/XOGD and HQ AMC/FMBT will jointly provide both the CINC and the co-validator an initial estimate of potential underutilization costs.

a AMC will usually provide the estimate within 30 days of the CINC's request.

b The estimate will be based on the movement requirement in the channel request compared to the estimated cost of operating that channel.

c While service may begin before the estimate has been completed, the channel will not be considered as validated until AMC provides both the validator and co-validator with this estimate. AMC should provide proposals for changing the frequency or routing to eliminate or reduce underutilization costs.

7 Actual frequency channel underutilization charges are billed monthly after the beginning of the fiscal year (FY), or the beginning of new service. Therefore, particularly in the case of new channels, USTRANSCOM will ensure that AMC notifies, in a timely manner, the CINC and the co-validator of significant differences between monthly movements and the request (C.3.e.(7)(c)6 above) on which the cost estimate was based.

(8) Co-validator responsibilities:

(a) For frequency channels, identify the specific bill-payer for underutilization costs, including the billing address. Notify USTRANSCOM and HQ AMC of any change in bill-payer or billing address. If channel service begins without prior agreement on costs, notify USTRANSCOM and HQ AMC if cost estimate (C.3.e.(7)(c)6 above) has not been received within 30 days after service begins.

(b) For all channels, review utilization data provided by AMC and propose changes in type or frequency of service.

(9) Requests to suspend or cancel an AMC channel normally will not require such formal or extensive coordination.

(a) At a minimum, the request must originate from the OCONUS CINC.

(b) If the channel being suspended or canceled is part of an AMC route that serves other channels (e.g., a mission servicing two frequency channels, or both Central Command (CENTCOM) and European Command (EUCOM) areas of responsibility), USTRANSCOM will treat the request as a channel change for the purpose of identifying to the validator and co-validator the potential impact on underutilization costs.

(c) In either case, an information copy of the request will be provided to all Service HQs (and DLA for cargo channels).

(10) Action on channel request: USTRANSCOM will respond to the requesting CINC, the co-validator, and all other interested parties (Service HQ, other affected CINCs, DLA, other DOD agencies), indicating approval, disapproval, or modification of the channel request. If the request is approved, or modified, USTRANSCOM response will include:

(a) TWCF cost-to-revenue expectations.

(b) Proposed alternatives, with rationale.

(c) Instruction to HQ AMC TACC/XOG to take appropriate action to start/change channel operation and make appropriate publication changes.

f. Channel Management. USTRANSCOM and AMC play an important role in channel management. Required actions include:

(1) Upon approval of a channel, HQ AMC/FMBT will provide proposed tariff rates to HQ AMC TACC/XOGD who will then forward to USTRANSCOM/TCJ8 for subsequent submission to the Office of the Under Secretary of Defense, Comptroller, for approval.

(2) The AMC sequence listing will be prepared by HQ AMC TACC/XOGD not later than 10 October. A copy of the listing can be obtained at <http://tacc.scott.af.mil/Directorates/xog/docs/sequence/pdf>, with updates posted. Contact phone is DSN 779-2865 or (618) 229-2865. AMC sequence listing will contain, as a minimum, the information below:

(a) Channel code.

(b) Channel name (including identification of APOE and APOD).

(c) Type of traffic authorized for movement over the channels (i.e., cargo, passenger, and/or aeromedical evacuation (AIREVAC) patient).

(d) Tariff rates (for estimates only).

(e) Indication of type of channel, frequency or requirements, and frequency of service if a frequency channel.

(f) Identification of the Service or theater validator of the channel.

(3) HQ AMC TACC/XOG will provide periodic reports (minimum quarterly) summarizing passenger and cargo utilization. HQ AMC/FMB will report the cost-to-revenue (by channel) information to USTRANSCOM and channel validators. HQ AMC TACC/XOG will review all channels annually and advise USTRANSCOM of those that have not had significant movement for 6 consecutive months. HQ AMC TACC/XOG will identify those frequency channels that do not meet allowable cabin load (ACL) utilization standards and report findings to

USTRANSCOM/TCJ3-ODJ. USTRANSCOM will use channel utilization and cost-to-revenue information, along with costs associated with contract cancellations and mission cancellations, to coordinate with the appropriate DOD Components regarding the continued need for service on inefficient channels.

(4) The Denton Amendment Humanitarian Program allows DOD to provide space-available transportation of humanitarian cargo at little or no cost to the donor. The donor must demonstrate that there is a legitimate humanitarian need for the supplies by the people for whom they are intended, that the supplies will in fact be used for humanitarian purposes, and that the beneficiaries are capable of using the donated materiel safely. (See this regulation, Part III, Mobility, Appendix AX). The Office of Assistant Secretary of Defense for Humanitarian and Refugee Affairs (HRA) and U.S. State Department/Agency for International Development (AID) will accept and approve all applications from donors. USTRANSCOM/MCC works directly with HRA (Global Affairs) in providing appropriate Transportation Control Numbers (TCNs) and obtaining approval for a designated POE. The AID POC address is Department of State, Agency for International Development, Attn: Denton Program Officer, 1515 Wilson Blvd, 7th Floor, Suite 712, Arlington VA 22209, (703) 351-0181.

(5) At the aerial port/terminal, AMC port personnel will take the following actions when processing International Merchants Purchase Authorization Card (IMPAC) and Direct Vendor Delivery (DVD) purchase shipments for airlift:

- (a) Receive and inspect the shipment from the commercial carrier.
- (b) Frustrate the shipment to Customer Service Branch (CSB) if the cargo is improperly documented or packaged and research to correct discrepancies.
- (c) Process the shipment using automated systems if prepared and documented correctly or when discrepancies are resolved.
- (d) If a shipment cannot be prepared or arranged for preparation by the shipper for airlift, divert it to surface movement.

NOTE: It is not the responsibility of the aerial port/terminal to correct shipments. Ports and terminals will assist whenever possible to fix documentation related problems. Aerial ports and terminals are not responsible for making corrections to HAZMAT that are not prepared or packaged for air movement.

D. SHIPPER REQUIREMENTS AND PROCEDURES

This section explains, in the general order of performance, the actual steps the shipper must take to process a shipment. While some shipments require different or more detailed data than others, the basic procedural steps are similar. The first step in the planning process is to determine as much as possible about the shipment.

1. Consignee. The consignee is determined, usually from a document such as DD Form 1348-1A, Issue/Release Document; DD Form 1149, Requisition and Invoice/Shipping Document; or a contract. Personal property consignees are listed in the Personal Property

Consignment Instruction Guide (PPCIG). Identify the consignee by the Department of Defense Activity Address Code (DODAAC) at http://laxwebors1.dcmdw.dla.mil:8892/cisco/owa/webpk0016.DODAAC_view or <http://daynt6c.daas.dla.mil/webDODAAC/DODAAC.htm> listed in the Department of Defense Activity Address Directory (DODAAD) or by the Military Assistance Program Address Code (MAPAC) <http://daynt6c.daas.dla.mil/webDODAAC/mapac.htm> as listed in the Military Assistance Program Address Directory (MAPAD). The in-the-clear name of the consignee may be used in addition to the required DODAAC/MAPAC. When the consignee does not have an assigned DODAAC, the sponsoring service code (e.g., F for Air Force) followed by five zeros is used. The clear text address must then be entered on the TCMD as trailer data [Document Identifier (DI) T_9].

2. TP. The shipper also determines if the shipment requires expedited or routine transportation. Expedited transportation is normally required for shipments with an entry in the RDD field of 999, N__, E__, 777, 555, or 444. Expedited transportation is normally required for TP-1 and TP-2 shipments. TP-1 is assigned to requisitions with priority designators 01 through 03 and all RDDs (including a blank RDD field). TP-2 is assigned to requisitions with priority designators 04 through 15 and with RDDs 444, 555, 777, N__, or E__ or an RDD Julian date that is 8 days or less from the Julian date the requisition and associated shipment(s) are being processed. TP-3 is assigned to requisitions with priority designators 04 through 15 and with a blank RDD field or an RDD Julian date greater than 8 days from the Julian date the requisition and associated shipment(s) are being processed. Appendix CC-10 lists the time standards. The shipment types and corresponding TPs are as follows:

a. Transportation processing for personal property shipments will be based on the RDD assigned in accordance with sponsoring Service policy. Routine transportation (TP-3) normally applies; however, TP-2 expedited transportation may be designated when operationally or economically beneficial, or to avoid hardship to the Service member or his/her dependents. In all cases, the RDD field contains the actual date the shipment is required at destination. Deferred air freight (TP-4), explained in Paragraph D.2.f. below, may be used in accordance with sponsoring Service guidance.

b. Nonappropriated Funds (NAF) activity shipments are normally afforded routine transportation (TP-3). The sponsoring service may, however, authorize expedited transportation processing for seasonal items delayed by late availability from CONUS vendors, items requiring air shipment for control purposes, necessary health items in critically low stock, or shipments caused by equipment or facility failures that threaten the operation of NAF activities. When expedited transportation is authorized, TP-2 is assigned and a valid day of the year (Julian date) or “777” must be entered in the RDD field.

c. Shipments of GSA-managed sealants/adhesives, selected medical items, and items with limited remaining shelf life, when designated by the shipper, are authorized expedited transportation (TP-2). When expedited transportation is authorized, a day of the year (Julian date) or “777” must be entered in the RDD field.

d. Registered letter mail, regular letter mail, priority parcels, command pouches, system pouches, and Casualty Report (CASREP) pouches when shipped in bulk through the DTS are

authorized expedited transportation. CASREP pouches are assigned TP-1 and must have either “999”, N--, or day-of-the-year entry (Julian date) in the RDD field. Military Ordinary Mail (MOM), Space Available Mail (SAM), and Parcel Airlift Mail (PAL) are authorized TP-2 when “777” is entered in the RDD field. For all other mail, the RDD field will be left blank and routine transportation (TP-3) is assigned.

e. Green sheet is a procedure whereby specifically identified cargo in the AMC system may gain movement precedence over other expedited cargo, including 999 shipments, of the sponsoring Service. Green sheet is not a priority, but it is designed to override priorities when expedited movement of specific shipments is required in the national interest and is certified an operational necessity by the sponsoring Service. It only overrides priorities for the requesting Service’s shipments. The shipper submits requests for green sheet action to the ACA that has geographic responsibility over the aerial port where the on-hand cargo is located.

f. Movement of cargo at deferred air freight rates and time standards is a service offered by AMC. Cargo designated as deferred air freight is moved at surface rates in otherwise uncommitted aircraft capacity. Only shipments that are not air eligible may be offered for deferred air freight service. The usage of deferred air freight service is strictly controlled by AMC, the ACAs, the Air Terminal Managers (ATMs), and the shippers.

(1) The ATM will establish acceptable on-hand cargo levels based on port processing levels, historical airlift utilization, and projected available space estimates. The ATM will also, in coordination with the CSBs and ACAs, develop a clearance plan to control the flow of deferred air freight shipments into the port. The ATM will ensure movement capability exists to the final APOD. This level may change and during contingencies and high workload periods, AMC may close the APOEs to all deferred air freight cargo. The AMC will ensure that deferred air freight cargo is moved as quickly as possible and that delivery to the customer does not exceed UMMIPS time standards for routine cargo movements.

(2) The ACAs receive offerings for deferred air freight cargo from the shipping activities and, in coordination with ATMs, clear the cargo into the airlift system. Deferred air freight cargo will be identified by the TP-4 entry in the TP field (rp 53). Within CONUS, documentation for approved deferred air freight is passed to HQ AMC; at overseas locations, the documentation is passed directly to the APOE concerned. When movement by deferred air freight is not approved, the ACA will notify the shipper.

(3) The ATM, in coordination with the ACA and shipper, monitors and controls the movement of deferred air freight cargo.

(4) The shipper offers potential deferred air freight shipments to the ACA in a manner similar to other air eligible shipments. The shipper does not release the shipments for movement until after receiving clearance from the ACA and submits documentation to the OCCA/booking office for shipments not approved for deferred air freight movement.

(5) Since Required Availability Dates (RADs) often are used in the RDD field of Security Assistance Program (SAP) (FMS and Grant Aid) requisitions, an RDD or 777 is not used. RADs have no relation to shipment priority.

(6) In accordance with DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), 999 is not authorized for use in SAP requisitions.

3. RDD. The RDD is the calendar date, specified by the requisitioner, when material is required by the requisitioner. The shipper does not assign the RDD.

a. An RDD is assigned by a requisitioner only if the requisition must be satisfied by a justified date earlier or later than the standard delivery date (SDD). The SDD is the sum of the individual UMMIPS time standards, and the requisition date. The shipper obtains the RDD (if any) from the DD Form 1348-1A, other source document, or contract.

b. An RDD for personal property is assigned by the personal property shipping office in accordance with the Part IV of this regulation and the needs of the Service member.

c. Using an RDD of “999” or “777” or “555” or “444” to identify expedited handling and transportation requirements is explained in Paragraph D.2 above and Appendix CC-10.

4. Project Code. The shipper will determine any applicable project code by examining the source document, usually a DD Form 1348–1A, DD Form 1149, or contract. The project code, assigned by the requisitioner as prescribed in MILSTRIP, identifies requisitions, related documentation and shipments that require special recognition. It also allows accumulation of performance and cost data. The project code will be perpetuated on all applicable transportation documents.

5. Shipment Unit.

a. A shipment unit is one of the following:

(1) A single line item of supply (one Material Release Order (MRO) or DD Form 1348-1A) destined to one consignee.

(2) Two or more compatible line items (with certain specific exceptions listed in Paragraph D.5.b below) having the same consignee/destination, DTR commodity category, and (within sponsoring Service guidelines) Transportation Account Code (TAC). They are shipped together in one of the following ways:

(a) In the same container (package/Container Express (CONEX)).

(b) In the same conveyance (railcar or truckload).

(c) In the same SEAVAN/MILVAN (without regard to DTR commodity category).

(d) Fastened together into a single piece.

(e) As a set or assembly.

(f) On a DD Form 1299, Application for Shipment and/or Storage of Personal Property, or DD Form 788, Private Vehicle Shipping Document for Automobile.

b. Certain line items and commodities will not be consolidated with other line items or commodities into a shipment unit. This provision does not preclude aggregation/consolidation of shipment units in accordance with Paragraph D.5.a.(2) above, whenever possible to minimize transportation cost. The following items and commodities will be documented and controlled as separate shipment units:

(1) Line items subject to domestic commercial movement at significantly differing freight rates unless consolidation or aggregation would result in lower overall costs to the destination.

(2) Line items of HAZMAT/dangerous articles may not be loaded, transported, or stored together except as provided in CFR, Title 49, Transportation, Part 174.81, Segregation of Hazardous Materials.

(3) Line items with different project codes. Project coded material will not be consolidated with non project coded material.¹

(4) Line items with “999” in the RDD field unless they are dropped in the same supply-MRO cycle, consigned to the same ultimate consignee (customer). ITV must be maintained over each line item.

(5) Items of supply requiring expedited transportation (TP-1 or TP-2). These are not normally consolidated with items of supply to be moved by routine transportation (TP-3), unless permitted by Service/Agency policy and consistent with sound traffic management. When permitted, such consolidations receive expedited transportation.

(6) Line items filling Not-Mission-Capable Supply (NMCS) requisitions unless they are dropped in the same supply-MRO cycle, consigned to the same ultimate consignee (customer). ITV must be maintained over each line item.

(7) FMS case items, except those with the same FMS case designator.

(8) Items or commodities that are not compatible. Incompatibility may be due to:

(a) Excess size or dimensions, which require special handling.

(b) Uneconomical consolidation costs for packing, repacking, handling, loading, and so forth.

(c) Different perishable commodities (i.e., potatoes and onions) or dissimilar keeping qualities (i.e., bananas and eggs).

¹ Line items for Navy consignees other than Navy International Logistics Program consignees may be consolidated.

(d) Possible contamination of subsistence items if consolidated with general cargo.

(9) HAZMAT will not be consolidated.

c. Aggregation of shipment units on the same BL or manifest for delivery to the same ultimate destination within established UMMIPS-time standards is required by shippers. Shipment units are aggregated for unitized (e.g., pallet, CONEX, SEAVAN) handling and movement whenever possible. Documentation for the shipment units in the aggregation is maintained. Such aggregations will conform with the rules of line item and commodity aggregations listed in Paragraph D.5.b above, except that:

(1) Shipment units destined to the same intermediate BBP need not be destined to the same consignee to be aggregated.

(2) SEAVANs may be stuffed for more than one consignee when stopoff services are used.

(3) Shipment units of ammunition, explosives, and other HAZMAT may be loaded into one conveyance if the provisions of the applicable publications listed in the front of this regulation are met.

(4) Report shipment consolidations in accordance with Paragraphs D.6.a and D.6.b below.

6. TCN. The TCN is assigned, usually by the shipper, to each shipment unit for control from origin to ultimate consignee. The SEAVAN TCN is assigned by the WCA/OCCA at the time of clearance. Because it is a control used throughout the transportation system, the assigned TCN will not be changed except as authorized for partial or split shipments. Detailed instructions for constructing all types of TCNs are contained in Appendix CC-1.

a. Whenever a shipper or transshipper consolidates two or more shipment unit TCNs into a higher-level consolidation, the shipper or transshipper generates a TAW/TAV transaction set for routing to the Defense Automated Addressing System (DAAS), in accordance with Figures 203-9 and 203-10. The purpose of the TAW/TAV transaction is to provide visibility for all levels of consolidation for shipments in the DTS by linking the old TCN to the new TCN assigned in the consolidation process. The TAW/TAV transaction is prepared to report new or additional TCN-level transactions; that is, any consolidation that results in another TCN beyond the TCN reported in the AS_, Shipment Status transaction.

b. Whenever a transshipper receives a consolidated shipment that must be broken down for reconsolidation and onward movement, the transshipper generates a TAW/TAV for routing to DAAS in accordance with Figures 203-9 and 203-10. The TAW/TAV is prepared to report the TCN assigned to new MILSTRIP requisition or other document number level consolidations.

7. Pieces, Weight, and Cube. The pieces, weight, and cube for each shipment unit must be determined. In all cases, they are expressed as whole numbers. Fractions or decimals are rounded to the next higher whole number. Numbers less than one are rounded to one.

a. The pieces in a shipment unit are those separate segments that have not been unitized. For example, a shipment unit may have 10 separate items that will be counted as 10 pieces. However, if those 10 items are unitized (e.g., banded together on a pallet), they will be counted as one piece.

b. The weight of a shipment unit is expressed in whole pounds. It is the total for all the pieces in the shipment unit. Certain specific variations are detailed in the applicable instructions for TCMD preparation. Any individual piece or unitized piece (other than an SEAVAN/MILVAN) that weighs 10,000 lbs or more is identified as a heavy lift.

c. The cube of a shipment unit is expressed in whole cubic feet. It is the total for all the pieces in the shipment unit. Certain specific variations are detailed in the applicable instructions for TCMD preparation in Appendix CC-2.

d. In data formats, the space allotted for the entry of pieces, weight, and cubes is limited to four, five, and four characters respectively. If any entry exceeds the capacity of the field (i.e., more than 9,999 pieces, 99,999 lbs, or 9,999 cubes), the entry will be as follows:

(1) For 10,000 to 19,999 pieces/cubes or 100,000 to 199,999 lbs, drop the first position "1." For the second digit, substitute a letter/character as follows: 0=&, 1=A, 2=B, 3=C, 4=D, 5=E, 6=F, 7=G, 8=H, 9=I. For example: 13,468 pieces = C468.

(2) For 20,000 to 29,999 pieces/cubes or 200,000 to 299,999 lbs, drop the first position "2." For the second position digit, substitute a letter/character as follows: 0=- (i.e., a hyphen), 1=J, 2=K, 3=L, 4=M, 5=N, 6=O, 7=P, 8=Q, 9=R. For example: 220,015 lbs = K0015.

(3) When shipment pieces, weight and cube details exceed the above limits for the prime TCMD record, a trailer record will be required. The prime TCMD record will indicate a W followed by zeroes in the appropriate piece, weight or cube field. The T_9 trailer will carry specific shipment details.

8. Dimensional Data. The dimensions of the individual pieces, or a unitized piece, of a shipment unit are normally a concern only if they are outsize. Whenever a piece (other than a privately owned vehicle (POV), CONEX, or SEAVAN/MILVAN) measures more than 6 feet in any dimension, it is said to have outsize dimensions. The shipper must know the actual dimensions (in inches), weight, and cube of any piece with outsize dimensions prior to preparing transportation documents.

9. Mode. Determining the mode and method of shipment is generally the responsibility of the shipper.

a. Mode refers to the general category of movement (e.g., air or surface), while method refers to the specific means of transportation (e.g., motor, rail, air freight, parcel post). DOD policy for selecting the mode of shipment is contained in Department of Defense Directive (DODD) 4500.9, Transportation and Traffic Management. The mode and method of transportation selected will be that which will meet DOD requirements satisfactorily using best value to the Government from origin to the final known destination in CONUS or overseas.

b. The normally recommended modes of shipment based on TP are shown in Figure 203-1. Additional traffic management factors considered when selecting the mode of shipment include the RDD, nature of the material, weight and cube of the shipment, distance to be shipped, and the costs of the transportation alternatives available between the consignor and consignee. The ability of the shipper, transshipper, and receiver to handle shipments by a particular mode also influences the mode selection. This receiver's handling ability is determined by reference to the MTMC Web site, <http://www.mtmc.army.mil/>, for the TFG online database or by direct contact.

c. When a shipment unit or consolidation of shipment units is of sufficient volume to effectively utilize an SEAVAN/MILVAN, selection of that method of surface shipment is arranged through coordination between the shipper and the clearance authority as detailed in Paragraph D.17.d.(2).

10. National Stock Number (NSN). NSN information is required for all shipments in GTN and by the joint deployment community for purposes of apportioning lift and tracking and monitoring cargo during peacetime, contingencies, and mobilizations. The NSN is determined by the shipper from available requisition source data or unit equipment records. When multiple items of supply are consolidated to form a single shipment unit, the NSN will be determined by the predominant weight factor. The format for providing the NSN is in Appendix CC-2.

11. Commodity Code. The commodity of each shipment is determined by the shipper and is usually represented on transportation documentation by a code.

a. Separate code structures are used for air and water shipments. Both of these code structures identify the commodity, with varying degrees of specificity, as well as providing information about any special handling that may be required. Complete explanation of these codes is detailed in Appendix DD-1 and 2 for air shipments and Appendix DD-12 and DD-13 for surface shipments.

b. In addition to these commodity codes, shipments between CONUS and Hawaii or Guam are also described on the TCMD using the National Motor Freight Classification (NMFC) commodity descriptions. The shipper includes this clear text description in the miscellaneous information on the TCMD using DI T_9, as indicated in Appendix CC-2, Figure CC-2-12. The information is detailed for each shipment unit, including those in SEAVANs, but excluding HAZMAT that are already adequately detailed. Shipment units containing multiple commodities are described using the Standard Transportation Commodity Code (STCC) for rail or the NMFC description of the highest rated article.

12. POE.

a. The POE, either air or water, is determined by the shipper, often with the assistance of the clearance authority. Selection of the appropriate POE is normally dependent on the transportation channel of the lowest-cost service that meets the delivery requirements. Except for shipments by mini bridge, the POE is the actual location of loading on the vessel (military or commercial) and not merely a military port responsible for the loading operations.

(1) The APOE is indicated on transportation documents by the applicable air terminal identifier code from Appendix DD-4. The clear text designation may be included on manual documents in addition to the required code. Guidance as to which APOE is to be used for a particular overseas destination may be obtained from the ACA listed in Appendix CC-7 or from the AMC Sequence Listing for Channel Traffic available at <http://tacc.scott.af.mil/Directorates/xog/docs/sequence.pdf>. Contact phone is DSN 779-2765 or (618) 229-2765. The appropriate APOE for shipments to mobile units, including Navy fleet vessels, must be obtained from the sponsoring Service ACA.

(2) The Water Port of Embarkation (WPOE) is indicated on transportation documents by the applicable water port identifier code from Appendix DD-14. The clear text designation may be included on manual documents in addition to the required code. Selection of the WPOE is made by the WCA/OCCA for RU shipments and certain Less-Than-Release-Unit (LRU) shipments (indicated in Appendix CC-5). The shipper makes the selection for most LRU shipments. For all shipments (RU and LRU) to mobile units, including Navy fleet vessels, the appropriate WPOE is obtained from the sponsoring Service ACA.

(a) An RU is a shipment unit of a specific commodity, weight, size, or mode that requires an export release before shipment. For CONUS, RUs are specifically defined in this chapter in Paragraph C.2.a. For overseas, RUs are specifically defined in the applicable theater directives.

(b) An LRU shipment is any shipment unit that is not an RU, as described Paragraph C.2.a.

1 For LRU shipments from CONUS, the shipper selects a WPOE. For LRU shipments from an overseas location, the shipper receives WPOE selection assistance from the local WCA/OCCA. Since time is usually not the critical element for surface movements, the shipper selects the WPOE that is generally cost favorable. When an RDD is established, in addition to the cost, the WPOE selection considers the total transit time (including travel to the WPOE, port handling, sailing frequency, and sailing time to the Water Port of Debarkation (WPOD)).

2 The shipper may direct a shipment to a port for service or cost reasons. Such nonstandard routing is only made to ports capable of handling LRU shipments to the overseas destination. Upon request of a shipper, the WCA/OCCA may authorize other deviations for specific LRU shipments under unusual circumstances. Primary and alternate WPOEs for POVs are determined from Appendix BD, of Part IV, of this regulation.

b. The shipper may determine a shipment should be routed to a CCP, explained in Paragraph E.3, instead of directly to a WPOE. The CCPs were established throughout CONUS by the Military Services and DLA to consolidate cargo for onward movement by SEAVAN or 463-L pallets.

(1) The sponsoring Services/Agencies establish the criteria for selecting shipments routed to inland CCPs instead of directly to a WPOE. These criteria are issued to the applicable shippers and generally exclude arms, ammunition, and explosives (AA&E); other classified or

protected items requiring signature security service; most cargo requiring refrigeration; radioactive material; items that are oversized to a 40-foot SEAVAN; and shipments that fill a SEAVAN (by weight or cube). For shipments not excluded, the shipper determines the applicable CCP from the DODAAD. The DODAAC of the CONUS CCP serving an overseas consignee is listed in the DODAAD entry for that consignee, under the column headed BBP. For Navy mobile units, CCP designations are made in the POE field of the Navy Cargo Routing Information Management (CRIM) file.

(2) Instead of the POE name, the shipper enters the applicable CCP identifier code from Appendix EE-2 on MILSTRIP shipment status documents.

(3) The original shipper does not clear a shipment sent through a CCP. The shipper prepares a TCMD using the format for a DI T_3 or T_4 (and necessary DI T_5 through T_9 entries), as detailed in Appendix CC-2. The shipper completes all applicable rp on the TCMD except rp 4-8 (Van Number), rp 21-23 (POE), and rp 63 (Stop-off Indicator).²

13. POD. The shipper determines the POD whether the shipment moves by air or water. The DODAAD usually contains the POD for each consignee outside CONUS. The code used will indicate the final destination terminal. The DODAAD lists the POD for air shipments under the heading Air Terminal Identifier (ATI), and the POD for water shipments under the heading Port of Debarkation (PD). If the consignee is served by a CONUS CCP, the DODAAC of the CCP is also shown in DODAAD and the shipper sends applicable shipments to the CCP as explained in Paragraph D.12.b.

a. The APOD is indicated on transportation documents by the applicable ATI code from Appendix DD-4. The clear text designation may be included on manual documents in addition to the required code. Obtain additional guidance as to which APOD services a particular destination from the AMC Sequence Listing for Channel Traffic available at <http://tacc.scott.af.mil/Directorates/xog/docs/sequence.pdf>. Contact phone is: DSN 779-2765 or (618) 229-2765. Obtain the appropriate APOD for shipments to mobile units, including Navy fleet vessels, from the sponsoring Service ACA or the ACA listed in Appendix CC-7.

b. The WPOD is indicated on transportation documents by the applicable water port identifier code from Appendix DD. The clear text designation may be included on manual documents in addition to the required code. Obtain additional guidance as to which WPOD serves a particular destination from the WCA/OCCA listed in Appendix CC-7. Obtain the WPOD for shipments to mobile units, including Navy fleet vessels, from the sponsoring Service ACA. The WPOD for POVs is determined from Appendix BD of Part IV of this regulation.

(1) For shipments to CONUS from outside CONUS, shippers determine the WPOD. In that Appendix, the appropriate WPODs are listed in order of preference for shipments to the various states. The WPODs listed are used to the extent practicable, but do not supersede existing directives or instructions issued by the Services. Separate guidelines are included for

² The TCMD reflects the DODAAC of the overseas consignee not the CONUS CCP. The shipper then forwards the TCMD to the CCP, as detailed in Paragraph E.4.a of this chapter.

shipments of general cargo, personal property (DPM and Code 5), classified cargo, and explosive or other cargo requiring protective security measures.

(2) When a shipment of 250 or more measurement tons (MTONs) from outside CONUS to a single inland CONUS destination is planned, the shipper notifies the MTMC JTMO or MTMC DSC by electronic means. The shipper includes information on the commodity, ultimate destination, and commodity/item manager so the cargo booking function may assist in WPOD selection and possibly negotiate favorable onward movement rates.

14. TAC. The TAC must be determined by the shipper for every shipment. The TAC applicable to the overocean (POE/POD) movement segment must be entered on the DD Form 1387 (Figures 203-7 and 203-8) for shipments by the DTS. The outbound TAC must be electronically printed on the DD Form 1387. No handscripted TACs are allowed on the DD Form 1387, except for vendor-originated shipments as prescribed in Military Standard (MIL-STD)-129, Standard Practice for Military Marking. MIL-STD-129 is available at http://astimage.daps.dla.mil/docimages/0000/63/00/STD_129N.PD0. Since the TAC represents a funding account, its correct application is essential to valid budgeting and payment of transportation expenses. To obtain valid TACs or Service coordinator assistance, use the Master TAC Reference Table located at http://www.daas.dla.mil/tac_inq/tac_menu.html.

15. Special Data for Specific Commodities. In addition to the general information listed in Paragraphs D.1 through D.14 above, the shipper must also determine limited special data for certain specific commodities or types of shipments.

a. For shipments of HAZMAT to and from surface and aerial ports, including ammunition and explosives, the shipper must determine:

(1) Whether or not the shipment can be considered Government-owned military HAZMAT (including ammunition and explosives) that was originally packaged prior to 1 January 1990 and remains in its original packaging.

(a) If yes, then a statement attesting to that fact must appear on the shipping documents accompanying the shipment to the POE and also be noted on the ATCMD (T_9 record) advanced to the MTMC DSC or terminal. The statement will read, "GOVERNMENT-OWNED GOODS PACKAGED BEFORE 1 JANUARY 1990."

NOTE: HAZMAT packaged prior to 1 January 1990 offered for commercial air must meet United Nations (UN) specification packaging requirements.

(b) If the material was packaged after 1 January 1990 and/or cannot be considered Government-owned for military use, then compliance with the UN specification packaging requirements of the IMDGC (water mode) and the ICAO (air mode) technical instructions is mandatory. Shippers note—any costs incurred to bring a non-complying shipment subject to UN standards into compliance will be borne by the shipper.

(c) If the shipment is hazardous and a Competent Authority Approval (CAA) (DOT approval to deviate) was obtained, then the CAA number must be reflected on the shipping documentation accompanying the shipment and on ATCMD data (T_9 record)

advanced to JTMO, MTMC DSC, or ports. The CAAs are documents issued to CFR Title 49, IMDG Code, and ICAO regulations. The documents can provide classification information only or provide stipulations on how to package, mark, test and a variety of other special provisions to follow when shipping domestically and internationally. A CAA states that the Competent Authority has reviewed the packaging, it meets UN standards, and it is approved for international use. Two types of CAA are issued by separate departments within DOT: Explosive Hazard Classification CAAs and packaging CAAs. An Explosive Hazard Classification CAA is required by all commercial carriers before shipment. A packaging CAA is issued for items for which the packaging method specifically requires a CAA.

(2) The Proper Shipping Name (PSN), including the RQ (reportable quantity); hazard classification, including the compatibility group for ammunition and explosives; and DOT label requirements, as prescribed in CFR Title 49. The DOD Hazardous Materials Information System (HMIS) may be used to assist in determining the PSN and certain additional shipping data.

(3) The transportation Net Explosive Weight (NEW) for Class 1.1, 1.2, 1.3 and 1.4 explosives. The DOD Joint Hazard Classification System (JHCS) will be used to determine the transportation NEW. If the item is not listed in the JHCS, use other documents (i.e., Interim Hazard Classification) to determine the NEW.

(4) The actual flashpoint for flammable liquids, usually from the container markings prescribed by MIL-STD-129, which can be found at http://astimage.daps.dla.mil/docimages/0000\63\00\STD_129N.PD0.

(5) The Department of Defense Identification Code (DODIC)/Navy Ammunition Logistics Code (NALC) for shipments of ammunition and explosives. This four-digit alphanumeric code is assigned to items of supply in Federal Supply Groups (FSGs) 13 (ammunition/explosives) and 14 (guided missiles). Found listed by NSN in such publications as DOD supply catalogs or the Federal Items Logistics Data Record (FILDR), the DODIC is often prefixed by the FSC and listed as the Department of Defense Ammunition Code (DDAC or DODAC). For example, if the DDAC/DODAC is 1305A011, the DODIC is A011.

(6) The NSN, whenever possible (from the shipping document). (Appendix CC-2, TCMD data preparation, Figure CC-2-9.)

(7) The round/component count for each unit of issue and, by extension, the total round/component count for the shipment unit.

(8) Additional data for radioactive material as required by CFR, Title 49.

(9) The UN, NA, or ID number, class number, and compatibility group code from the IMDGC for water shipments.

(10) Compatibility as required by Air Force Joint Manual (AFJMAN) 24-204, Technical Manual (TM) 38-250, Marine Corps Order (MCO) P4030.19G, Naval Supply (NAVSUP) Pub 505, and Defense Logistics Agency Instruction (DLAI) 4145.3, Preparation of Hazardous Materials for Military Air Shipments.

(11) The lot number on all shipments of ammunition and explosives and the serial number for missiles.

b. For shipments of Government vehicles, trailers, wheeled guns, or aircraft, the shipper determines the model, nomenclature, and serial number of the item shipped. When shipping to Central or South America, the shipper also needs to determine the make and year of the item. Enter all information in the trailer portion of the TCMD.

c. For shipments of personal property, the shipper determines information peculiar to each shipment. The shipper includes this additional information in the trailer portion of the TCMD.

(1) For unaccompanied baggage and household goods (HHG), the shipper includes the owner's name and grade on the TCMD. The complete address is included when the shipment is consigned to a civilian location. For DPM-shipments to CONUS, the shipper also determines the net weight of the shipment. For shipments of unaccompanied baggage belonging to Air Force personnel (military and civilian) on temporary duty (TDY), an Air Force TAC must be established for billing purposes. Contact the Air Force TAC coordinator for assistance. Finally, for all Through Government Bills of Lading (TGBLs) shipments entering the DTS, the shipper determines the origin HHG carrier.

(2) For shipments of POVs, the shipper (usually a WPOE) determines the owner's name and grade, as well as the POV year, make, color, and license plate number and issuing state.

d. For shipments loaded into an SEAVAN/MILVAN at origin, the shipper determines a variety of information about the SEAVAN/MILVAN itself. The shipper obtains the information during the booking and container loading (stuffing) process.

(1) The shipper identifies the van number, the size (length in feet) of the van used, its inside cubic capacity, and who owns it. In addition, the shipper obtains from the WCA/OCCA the name of the ocean carrier that will actually move the van. Since it may directly affect the charges to the Government, the shipper maintains information on the size of van ordered in addition to that actually used.

(2) When shipping in a reefer container, the shipper determines the temperature at which the cargo is to be maintained in either a specific temperature or a temperature range in degrees Fahrenheit.

(3) When shipping a MILVAN equipped with a mechanical bracing system, the shipper will determine the number of beam assemblies in the loaded MILVAN.

e. For shipments of arms, ammunition, generators (60-kilowatt and above), and vehicles consigned to U.S. Forces in Turkey, the shipper obtains Turkish General Staff approval and a Turkish Defense Affairs (TDA) number as detailed in the FCG. Clearance information for all countries is available at the FCG Web site: <http://www.fcg.pentagon.mil/>.

16. TCMD Preparation. After the shipper has determined the many factors affecting a shipment in the DTS, the next step is preparation of the TCMD (i.e., automated record or DD Form 1384, Transportation Control and Movement Document). The TCMD lists all the data about a shipment and is prepared in one of several formats for every shipment except unaccompanied baggage (code J) shipments. For code J shipments, the carriers port agents are responsible for preparing a TCMD for each shipment delivered to the AMC aerial port in accordance with Part IV of this regulation. Local carrier port agents are also responsible for all necessary corrective actions.

a. The TCMD provides the clearance authorities, ports, receivers, and other interested transportation personnel with advance notice of shipments and the information necessary to process the shipments through the DTS. The information on the TCMD is the basis for preparation of air and surface manifests and for compiling logistics management reports. Use the form itself as a dock receipt, tally sheet, highway waybill, or for other transportation control purposes. Place a copy of the TCMD in a waterproof envelope on the number one box of shipment units forwarded to a CONUS CCP and on all shipments of personal property (Baggage and HHG) entering the DTS.

b. The TCMD has three primary formats: the transaction data set, the electrically transmitted message, and the manual or hard copy form. While all of the formats contain the same basic information about a shipment, use the automated record whenever both the preparing and receiving activities are able to prepare, transmit, and receive automated records. Activities or segments in the DTS may use (online) electronic data transmission facilities provided the data exchanged uses the same formats, contains the same information, and results in the prescribed output products.

c. The information entered on the TCMD is described as either prime or trailer data. Prime data is required for every shipment while trailer data, which is supplementary, is also required for some specific type shipments. Shipments consolidated into an SEAVAN/MILVAN, Roll On/Roll Off (RORO), CONEX, or other consolidation container also require a prime data entry for the consolidation container in addition to the prime and trailer data for each shipment unit.

d. DI codes indicate what type data is being detailed and the format in which it is presented. DIs for shipment unit prime data are T_0, T_1, T_2, and T_3. DI T_4 identifies prime data entries for shipments consolidated into an SEAVAN, MILVAN, CONEX, 463L pallet, a RORO vehicle/trailer or other consolidation container. Trailer data entries use DIs, T_5, T_6, T_7, T_8, and T_9. Based on the type of shipment, trailer data entries must be prepared as follows:

<u>Type Shipment</u>	<u>Mandatory Trailer Format DI code</u>
Outsized (see Paragraph D.5.c.(8))	T_5
Government vehicles including trailers, wheeled guns, and aircraft	T_5
Ammunition and explosives	T_6, T_7, T_9
Other HAZMAT	T_6, T_9
Personal property	T_8

e. Appendix CC-2 contains detailed instructions for preparing all TCMD formats.

f. In addition to other uses of the TCMD, the shipper forwards copy (listing, tape, diskette, electronically transmitted message (ETM)), or similar documentation containing TCMD data, for each shipment unit in an SEAVAN. The shipper places the copies in a waterproofed envelope labeled "Load List" and attaches it securely to the inside of the SEAVAN loading door. Both consolidated and partial load lists are made when the SEAVAN is loaded for stopoff deliveries.

g. The shipper prepares a TCMD for SEAVAN shipments moving to a WPOE under terms of the Universal Service Contract (USC). In accordance with CFR Title 49, when hazardous and non-hazardous materials are listed on an SEAVAN TCMD, the HAZMAT content records (i.e., T_4 records with hazardous water commodity codes and their accompanying T_6, T_7, and T_9 records) must be entered first. Preparation instructions are outlined in Appendix CC-2, Paragraph 3.b. The shipper, as a minimum, maintains one signed copy to record acceptance by the original inland carrier. In addition, the shipper provides the inland carrier with at least two copies of the TCMD. The inland carrier, in turn, gives one of the copies to the ocean carrier's representative (e.g., gate guard, checker) when delivering the SEAVAN to the carrier's container yard.

h. When the actual gross weight of an intermodal container or trailer exceeds 29,000 lbs (13,154 kilograms) and includes CONUS over-the-highway transportation that is not performed by government-owned vehicles operated by government employees, the shipper will:

(1) Notify the initial CONUS carrier of the projected gross cargo weight and description of the container or trailer contents before tendering it to the initial CONUS carrier when that carrier is a motor carrier. This notification may be transmitted electronically, by telephone, fax or paper copy.

(2) Give the initial motor carrier a written certification:

(a) This certification can be on the TCMD or the BL or provided as a separate document. If provided as a separate document, it must be conspicuously marked "Intermodal Certification."

(b) The certification must be in English and include the following:

- 1 The identification number of the container or trailer.
- 2 Actual gross cargo weight, including the unit of measurement of the contents of the container or trailer, including packaging material and pallets.
- 3 A reasonable description of the contents ("Freight All Kinds" is not a sufficient description).
- 4 The identity of the certifying party.
- 5 The date of certification.

i. The POE, acting as a shipper, prepares a DD Form 788, Private Vehicle Shipping Document for Automobile, to provide a record of the condition, customs, and Environmental Protection Agency (EPA) qualifications and complete ownership identification data of POVs shipped in the DTS. While the shipper is technically the POV owner, the terminal prepares the DD Form 788 as detailed in Part IV of this regulation. Use the DD Form 788 instead of a manual TCMD for processing at the POE. The TCMD data entries on the form are also detailed in Appendix CC-2 of this regulation.

j. Shippers authorized to load and ship 463L air pallets prepare Pallet Header data as shown in Chapter 203, Figure 203-12, and as instructed by the APOE responsible for processing the shipment.

17. Shipment Clearance.

a. After the TCMD is assembled, the shipper offers for clearance all cargo (including all personal property except unaccompanied baggage (Code J))³ and POVs entering the DTS before making the shipment. The procedures for shipment clearance serve a common purpose whether the movement is by surface or air. The clearance process aids cargo receiving and the scheduling of watercraft and aircraft, and provides the TCMD data for manifest preparation.

b. As exceptions or additions to the general procedures detailed below, shippers and clearance authorities may develop local agreements to satisfy clearance and documentation requirements. These local agreements are limited to regular cargo movements through normal POE/POD combinations as listed in the agreement, or the Sequence Listing for Channel Traffic available at <http://tacc.scott.af.mil/directorates/xog/docs/sequence.pdf>. Contact phone is DSN 779-2765 or (618) 229-2765. The local agreements must result in documentation as required by this regulation. Service/Agency HQs of both the shipper and the clearance authority must approve formal agreements.

c. For most shipments, air or water, the clearance process is started when the shipper submits ATCMD information to the appropriate clearance authority listed in Appendix CC-7. An exception to that general rule (for RU and certain LRU shipments) is in Paragraph D.17.d.(2). The contract administration office or purchasing office arranges for clearance and appropriate documentation of all vendor shipments in the same manner as a shipper. The responsibilities and general procedures for the ocean and air clearance authorities are in Paragraph D.17.f.

d. For surface clearance:

(1) There are two procedures for clearing surface (ocean) export cargo, one for RU shipments and one for LRU shipments. Unless specifically excluded, the procedures apply to all shipments in the DTS including personal property other than POVs, vendor-originated material, and mail. Additional details for clearance of personal property are contained in Part IV of this regulation. The primary difference between the two shipment clearance procedures is the ETR.

³ The selection of Code J as a method of movement in itself negates the need for air clearance action. The submission of ATCMDs to the ACA is not required.

(2) Prior to making an RU surface export shipment (as defined above in Paragraph D.12.a.(2)(a) the shipper must request an ETR from the WCA/OCCA. Certain LRU shipments also require an ETR. See Paragraph D.17.g for the WCA/OCCA processes.

(a) The content of the ETRR and the procedures for its submission in CONUS are detailed in Paragraphs C.2.a and C.2.c and Appendix U. Similar information for use outside CONUS is contained in theater directives.

(b) The shipper receives an ETR from the WCA/OCCA as indicated in Figure 203-2. The OCCA will furnish an ETR within 48 hours for TP-1 and TP-2 shipments and within 3 working days for TP-3 shipments. If the OCCA must secure a firm booking before issuing the ETR, the shipper will be notified (within 48 consecutive hours from receipt of request) of the estimated date for issuance of the ETR.

(c) The ETR and the ETRR are outlined Paragraphs C.2.a and C.2.c and Appendix U for CONUS and in theater directives for outside CONUS. For shipments to be loaded in a SEAVAN by the shipper, the ETR includes the carrier. The WPOE and WPOD will be the actual loading and unloading locations and not merely the military port responsible for the origin and destination area.

(d) After receiving the ETR, the shipper makes any necessary additional entries on the TCMD and proceeds according to Paragraph D.17.d.(3). If the shipment cannot meet the WPOE delivery date established during the clearance procedure, the shipper will telephone the WCA/OCCA for alternate instructions.

(3) The shipper clears LRU shipments, or shipments for which an ETR has been received, by sending ATCMD data to the WCA/OCCA.

(a) No surface export shipment is made until the shipper submits an ATCMD according to the timetable shown in Figure 203-2. When a shipment is routed through a CCP, the CCP acts like a shipper and clears the shipment. The actual originator of the shipment only prepares a TCMD, as described in Paragraph D.12.b.(3).

(b) Whenever possible, the ATCMD data for three or more shipment units moving on a single BL are batched and submitted to the WCA/OCCA using header data, as shown in Figure 203-4. Header data are used when it will not delay transmission of the TCMD data to the WCA/OCCA.

(c) Submit ATCMD data separately for each SEAVAN (van contents) from the shipper/CCP to the WCA/OCCA.

(d) LRU shipments and shipments for which an ETR has been received are considered cleared if they have not been challenged by the WCA/OCCA prior to 1600 local time on the day before the “day shipped” entry on the ATCMD. Follow the instructions provided by the WCA/OCCA if the shipment is challenged. The shipper will immediately call the WCA/OCCA if unable to comply with the challenge instructions.

(e) If shipment delays occur at the origin and shipment will not arrive at the WPOE by the ETA shown on the TCMD, the shipper will promptly notify the WCA/OCCA.

e. For air clearance:

(1) The shipper must clear all cargo shipped by Air Mobility Command (AMC). The air clearance procedure is essentially the same as for water shipments. In the air systems, however, there is no requirement for an ETR and no differentiation between RUs and LRUs.

(2) The shipper clears an air freight shipment by sending ATCMD data to the ACA. The ACAs are designated by the Services and Agencies and listed in Appendix CC-7. Before an air shipment is made, the shipper submits an ATCMD to the ACA according to the timetable shown in Figure 203-5.

(3) Except for deferred air shipments by TP-4 an air shipment is considered cleared if the ACA has not challenged it by the hour/day entered in the ATCMD date shipped field. The ACA issues challenges by telephone or message and may be made at any time before the estimated hour/day shipped TCMD entry. If the shipment is challenged, the shipper follows the instructions issued by the ACA.

(4) For shipments selected to move by deferred air freight service, the shipper will submit the ATCMD data to the ACA as for any other air shipment. The transportation priority entry will be "4." Unlike other air shipments, the shipper will not release deferred air freight shipments until approved by the ACA. When the ACA rejects a shipment, the shipper submits ATCMD data to the WCA/OCCA for surface movement.

(5) Shipping activities will obtain airlift clearance from point of origin to destination for cargo moving from one theater to another when traversing the CONUS. Shipping activities obtain this clearance by providing complete TCMD data to the origin theater ACA.

(6) The Postal Concentration Centers (PCCs) and the Defense Courier Service (DCS) provide appropriate TCMD data for shipment clearance according to procedures developed locally with the ACA.

(7) The shipper submits a request for green sheet action to the sponsoring Service ACA (see Paragraph D.2.e).

(8) The POE, acting as a shipper, prepares a DD Form 788, Private Vehicle Shipping Document for Automobile, to provide a record of the condition, customs, and EPA qualifications and complete ownership identification data of POVs shipped in the DTS. While the shipper is technically the POV owner, the terminal prepares the DD Form 788 as detailed in Part IV of this regulation. Use the DD Form 788 instead of a manual TCMD for processing at the POE. The TCMD data entries on the form are also detailed in Appendix CC-2 of this regulation.

(9) Shippers authorized to load and ship 463L air pallets prepare Pallet Header data as shown in Chapter 203, Figure 203-12, and as instructed by the APOE responsible for processing the shipment.

f. Clearance authorities do not actually handle material shipments, but do provide an important documentation link between the shipper, transshipper, and receiver. Appendix CC-7 is a complete list of ocean and air clearance authorities, as well as booking offices for ocean cargo. In general, the clearance authorities:

(1) Control the movement of cargo. That control includes furnishing TCMD data to the terminal for each shipment unit, coordinating movements of classified or courier material, and monitoring retrograde cargo from overseas to CONUS, ensuring shipment to the ultimate CONUS consignee.

(2) Divert cargo as required and in coordination with the sponsoring Services.

(3) Trace and expedite cargo.

(4) Provide lift and receipt data to the Services/Agencies, including the USTRANSCOM.

(5) Correct discrepancies in the shipment documentation with the assistance of the sponsoring Services. Documentation correction includes directing the TCMD Effectiveness Program (as explained in Appendix CC-3) for late, missing, or improperly prepared TCMDs.⁴

(6) Using the information on the ATCMD submitted by the shipper, determine if the shipment is routed correctly. This check verifies such details as the availability of transportation service between the POE and POD indicated, as well as the suitability of the mode of transportation (i.e., air versus water). These various traffic management considerations and the authority to apply them are prescribed in individual/joint Service regulations and overseas theater command directives. If the shipment is accepted as routed, the clearance authority normally does not communicate further with the shipper. When the shipper requires additional guidance or if the clearance authority challenges the shipment, the shipper is called immediately. Detailed procedures for challenge or guidance are included in paragraphs 17.g and 17.h.

g. The WCA/OCCA is the clearance authority responsible for shipments moving by surface (ocean). Appendix CC-7 lists all WCAs/OCCAs, along with their communications addresses. The geographic location of the WPOE designates WCA/OCCA. In CONUS, the WCA/OCCA is the MTMC DSC. In areas outside CONUS, the WCA/OCCA is designated by area and/or sponsoring Service by the theater commander according to theater directives in coordination with MTMC.

(1) After receiving the ATCMD from the shipper, the WCA/OCCA determines whether cargo will be shipped in containers (e.g., SEAVANs) or by breakbulk. When the nature of the cargo and the ocean service available allows movement by either container or breakbulk service, the WCA/OCCA gives preference to the method which offers the lowest overall cost to the Government and meets sponsoring shipper Service requirements.

⁴ For shipments from CONUS, HQ AMC provides sponsoring Services with receipt and lift information.

(2) Having determined the lowest-cost method of ocean transport that meets Service requirements, the booking office contacts the appropriate ocean carrier via electronic means.

(3) The information used in the offering/booking process for container offerings includes the following:

(a) The cargo category (e.g., general cargo (including mail and mail equipment), POV, wheeled or tracked vehicles (unboxed), or refrigerated cargo (chill or freeze)).

(b) The size of container(s) required stated simply as large (over 32 feet long) or small (32 feet or less in length). If either large or small containers are acceptable, no size is specified. Requests for containers of a specific size (e.g., 20, 27, 35, or 40 feet) or specific characteristic (e.g., flatrack or open top) are made only when required by the characteristics of the cargo or other identifiable reasons. The booking office accepts requirements for a specific length container, but not requirements naming a specific carrier, except when the specified length is rate-favorable under the USC or when the shipper submits adequate cost data to justify the size indicated.

(c) The consignee.

(d) The day the cargo will be available for stuffing.

(e) The stuffing point location (e.g., warehouse, street address, dock number).

(f) The cargo priorities, including the RDD, SDD, and RAD for MAP cargo. Consider the delivery time from the POD to the ultimate consignee in obtaining ocean service.

(g) The loading and discharge ports and, when using through-container rates, the inland origin and destination points.

(h) For MAP cargo, whether or not discharge costs are the responsibility of the recipient government.

(4) The information used in the offering/booking process for breakbulk cargo offerings includes the following:

(a) The MTONs by cargo category (i.e., general cargo, ammunition/hazardous cargo, POV, cargo carrying trailer, aircraft, special (including all other wheeled or tracked vehicles and by commodity weighing more than 10,000 lbs or more than 35 feet in any dimension), cargo (chill or freeze), refrigerated commodities and bulk (unpacked commodities)).

(b) The loading and discharge ports.

(c) The day the cargo will be available for loading.

(d) The cargo priorities, including the RDD, SDD, or RAD. Consider the delivery time from the WPOD to the ultimate consignee in obtaining ocean service. If there is a

shortage of a specific type of space for cargo requiring special handling or stowage, the WCA/OCCA coordinates the cargo relative priority with the Service/Agency or theater authority.

(e) For MAP cargo, whether or not discharge costs are the responsibility of the recipient government.

(5) In the booking process, when selecting the ocean transportation, the concerns addressed include:

(a) The availability of timely and economical ocean shipping that meets the requirements for delivery of the cargo.

(b) Cargo consolidations made without adversely affecting timely delivery of the shipment.

(c) Best utilization of MSC-controlled, commercial, breakbulk, or RO/RO vessels.

(d) Compliance with DOD policy prohibiting the use of foreign flag shipping when U.S. flag shipping is available and capable of meeting the delivery requirements.

(e) Acceptance, without challenge, of container-required offerings, unless such bookings conflict with the prohibition on use of foreign flag vessels.

(f) Equitable distribution of traffic among U.S. flag commercial carriers consistent with delivery requirements and lowest cost.

(g) Movement of protected cargo by the most direct sailing possible with ocean service beginning and ending at the carrier's terminal. Containerized cargo is booked using container Service code "K."

(h) Movement of personal property (code 5) shipments by either container or breakbulk vessel. Those moved by containership are booked for applicable local drayage (container service code "L" or "I" – "9") between the actual WPOD and the military port activity. When the military port activity is not in the local drayage zone of the actual WPOD, the shipments are booked under container service code "M."

(6) Develop information necessary for ship loading and manifesting during the booking process. The basic booking information includes:

(a) The vessel name, type, International Radio Call Sign (IRCS) or hull number for towed ocean barges without an IRCS, and for SEAVAN shipments, the assigned voyage number.

(b) The vessel operator and local agent.

(c) The day the vessel is available for loading.

(d) The itinerary of the vessel, including ETA at the WPOD.

(e) The vessel's capability to handle specific cargo requirements (e.g., unusual size or weight).

(f) The description and location of allocated stowage space aboard the vessel (provided as soon as possible, but not later than 48 hours before the vessel is available for loading).

(g) The terms of carriage (i.e., who is responsible for loading and unloading); see Appendix DD.

(h) The vessel status (i.e., the type of shipping and payment agreement); see Appendix DD.

(i) Container cutoff date to carrier.

(7) When transferring cargo from one vessel to another en route to the final WPOD, the booking office provides the manifesting activity with data to be included in the cargo traffic message and cargo manifest. This transshipping information includes:

(a) The MTONs of cargo (or number of SEAVANs) and commodity(ies) being transshipped.

(b) The transshipment port(s).

(c) The name of each subsequent vessel (or destination of overland mode, if applicable).

(d) The ETA at each transshipment port and manifested WPOD.

(e) Whether the carrier or Government is responsible for transshipment costs and manifesting.

(f) The letters "TBN" (to be named) if the subsequent vessels have not been identified.⁵

(8) If the booking proposed by the booking office is not acceptable to the military activity responsible for loading the cargo, the activity coordinates directly with the booking office to resolve the problems. Shipments of classified cargo or small increments of class 1.3 or 1.4 explosives for which timely and economical ocean delivery cannot be arranged may, with the approval of the sponsoring Service, be diverted to air.

⁵ If the TBN entry is used, or the subsequent vessel(s) changes, or the requirement for transshipment is identified after shipment, the booking Office notifies all addresses of the original cargo traffic message.

(9) When an acceptable booking has been arranged by the booking office, a cargo clearance order is issued.

h. The ACA is the clearance authority for shipments moving by AMC. Appendix CC-7 lists all ACAs and their communications addresses. Each sponsoring Service has a designated ACA for shipments exported from CONUS by AMC. The Air Force ACA also clears CONUS export shipments sponsored by any shipper other than the Army, Navy, Marine Corps, or Coast Guard. In OCONUS areas, ACAs are designated by area and/or sponsoring Service.

(1) The ACA issues shipment challenge (APOE, APOD, and consignee) or consignment instructions as necessary. The instructions are issued by telephone or message whenever the ACA determines a shipment should not be shipped as indicated on the ATCMD. The ACA contacts the sponsoring Service International Logistics Control Office (ILCO) to obtain confirmation of questionable airlift requirements for SAP shipments. Challenges are issued any time prior (2 hours prior for Marine Corps shipments) to the estimated hour/day of shipment listed on the ATCMD.

(2) The ACA provides air terminal operators (HQ AMC for CONUS export) with complete TCMD data for shipments accepted into the DTS.

(3) When notified of receipt of a shipment weighing more than 500 lbs or exceeding challenge criteria at an aerial port without advance clearance, the ACA either clears or diverts the shipment within 36 hours. The ACA provides the terminal with a TAC for all of the shipments authorized air movement. The ACA provides a fund citation and diversion instructions by the ACA for those shipments that are not cleared. The ACA also obtains surface clearances, as required by Paragraph D.17.d.

(4) Upon receipt of an ATCMD for shipment by deferred air freight (TP-4), the ACA clears the shipment based on the excess space available, maximum deferred air freight cargo levels, and coordination with the ATM. For disapproved shipments, the ACA provides notification and returns documentation to the shipper.

18. Markings. The shipper applies address markings to each piece of each shipment unit, in accordance with this regulation, Chapter 208, Paragraph E.5.

19. Making the Shipment. After preparing all of the documentation and receiving appropriate clearance, the shipper makes the shipment to the transshipment point (CCP or POE). The shipper forwards the appropriate delivery documentation (e.g., BL, TCMD) with the shipment, as outlined above.

20. Answering TDR. If a discrepancy occurs in a shipment and information is needed to process a possible claim, the shipper receives a request for information in the form of a TDR. Complete instructions on processing and distributing TDRs are contained in Chapter 210. Additional instructions for use overseas may be contained in applicable theater publications.

E. TRANSSHIPPER REQUIREMENTS AND PROCEDURES

1. While there is a shipper and receiver for every shipment, most shipments in the DTS also involve one or more transshippers. The transshipper is any transportation activity, other than the shipper or receiver, which handles or documents the transfer of a shipment between conveyances. The transshipper is usually a CCP, APOE, WPOE, APOD, WPOD, or BBP. The transshipper may perform more than one type transshipment (e.g., a water port may be a CCP, POE, POD, and BBP).

2. This paragraph explains, in the general order of performance, the actual steps a transshipper takes to process a shipment. The steps each type transshipper must complete are detailed in separate sections. The documentation the transshipper uses is usually based on the TCMD data prepared by the shipper, as explained in this chapter.

3. CCP. The CCPs have evolved to make more complete use of SEAVANs, 463L pallets, and the benefits associated with reduced cargo handling. Since most shippers do not regularly generate full container or air pallet loads of cargo for shipment direct to receivers, the CCP provides a means for combining shipments from multiple shippers. Consider sending these combined shipments directly to single consignees or, as a stopoff or BBP, for multiple consignees. The military Services and DLA have established CCPs throughout CONUS to consolidate cargo for onward movement by SEAVAN or 463L pallet. In addition, POEs usually perform CCP functions for the multitude of loose shipments arriving at the port. The minor differences between procedures at the inland CCPs and at the water port CCPs are indicated in the following paragraphs. Despite these differences, the purpose and output of all CCPs are the same. The inland CCPs are listed in Appendix EE-2. Service and Agency criteria for shipping to the CCP is as follows:

a. With the exception of those items listed below, route all depot, vendor, and DOD-authorized LRU shipments originating within CONUS to the appropriate DLA consolidation and containerization activity for transshipment to service-designated overseas activities. Shipments that are not eligible for consolidation at a DLA consolidation and containerization activity because of project code, RDD, size, weight, or commodity or that are consigned to an activity not supported by a DLA consolidation and containerization activity are forwarded directly to the appropriate aerial or water port or other CONUS-sponsored service designated activity. These shipments must be packaged and marked in accordance with MIL-STD-129.

b. The Defense Distribution Depot Susquehanna (DDSP) PA (DDSP-W25N14/SW3123) consolidates Army and Air Force material for designated activities in Europe, the Middle East, Central and South America, Azores, and Africa. The Defense Distribution Depot, San Joaquin CA (DDJC-W62N2A/SW3225) consolidates Army shipments for designated activities in the Pacific, Hawaii, and Alaska and Air Force shipments for designated activities in Hawaii and the Pacific. DDJC-Sharpe facility also consolidates shipments of Navy and Marine Corps activities in Saudi Arabia, Okinawa, mainland Japan, and Hawaii. The following material and/or shipments should not be routed to a DLA consolidation and containerization activity:

(1) RU shipments or a combination of LRUs that economically fill a SEAVAN for a single consignee or overseas breakbulk activity.

(2) Single items oversize to a 20-foot SEAVAN with maximum item dimensions of height 85 inches by width 85 inches by length 228 inches or occupying 50 percent or more of the space in a 40-foot SEAVAN, such as vehicles and construction equipment.

(3) Air eligible items, other than those specified by individual service regulations, and projects that are outsized to a 463L pallet (88 inches by 92 inches by 96 inches) or greater than 10,000 lbs [e.g., Army Air Line of Communication (ALOC) and Remote Area Support (RAS)] that have not been diverted to surface.

(4) Air Force- or Marine Corps-expedited and high-priority (TP-1 or TP-2) shipments with an RDD of 999, 777, 555, N--, or E-- or a Julian date less than 21 days from the date the shipper received the requirement (less than 60 days for Marine Corps shipments) that have not been downgraded to surface. For Navy, the only RDDs excluded for shipments to CCPs are 999, N--, and E--.

(5) Parcel post shipments, due to lack of in-transit visibility, should only be made under the most austere circumstances when a Fleet Post Office (FPO)/Air Force Post Office (APO) is the only choice available or when requested by the requisitioner.

(6) FMS program shipments should not be forwarded to CCPs under any circumstances. Likewise, CCPs should not be confused with special consolidation locations established for the Security Assistance Program at CONUS depots. These locations are established as ship-to addresses in the MAPAD.

(7) Shipments consisting of the following materials:

(a) Aircraft, unboxed (water commodity codes 900-999).

(b) AA&E (water commodity codes 40X-499 and 680-685 and air commodity codes C, 2, and 3).

(c) Baggage/HHGs water commodity codes 360-399 (DDSP) only).

(d) Bulk cargo, unpackaged, dry or liquid (water commodity codes 200-299).

(e) Classified or intelligence material, controlled substances (water commodity codes 532, 533, 537-540, and 542).

(f) Mail (water commodity codes 610-619).

(g) POVs (water commodity codes 300-359).

(h) Radioactive materials; refrigerated cargo (water commodity codes 100-199).

(i) Special cargo (water commodity codes 800-899), including vehicles, oversized and overweight items.

(j) Subsistence, perishable (water commodity codes 500-529).

(8) Shipments consisting of material requiring special handling with type cargo codes A, C, D, F (DDSP only), I, J, P, and S and/or special handling codes 2-7.

c. The points of contact for the DLA consolidation and containerization activities are DDSP-New Cumberland Facility, DSN 977-6393/(717) 770-6393/fax (717) 770-8660 and DDJC San Joaquin (Sharpe), DSN 462-3558/(209) 982-3558/fax (209) 982-3986.

4. Procedures.

a. Receiving for transshipment.

(1) Individual shipments usually arrive at CCPs accompanied by the appropriate TCMD information. At inland CCPs, find a copy of the TCMD in a waterproof envelope on the number one box of each shipment unit. TCMD for shipments arriving at water port CCPs should be available to the port through the OCCA. The CCP uses any available data and the assistance of the shipper and sponsoring Service to prepare documents for shipments arriving without TCMDs.

(2) The TCMDs that the inland CCP receives from the shipper are prepared according to the DI T_3/T_4 format (with necessary DI T_5 through T_9 entries). The spaces for entry of the van number (block 2/rp 4-8), POE (block 6/rp 21-23), and stopoff indicator (block 16/43/rp 63) remain blank for completion by the CCP. The TCMDs the port CCP receives through the clearance authority are prepared according to the applicable formats for single shipment units. The CCP alters or completes the TCMDs, after loading the shipments into containers. The CCP will also prepare a Consolidated Shipment Information (DI TAW/TAV). This transaction reports new TCNs assigned when shipments are broken down to the MILSTRIP requisition or other document number level for reconsolidation for onward movement and for consolidations of shipment unit TCNs into higher level shipment configurations performed at the CCP.

(3) When the CCP discovers a shipment discrepancy (overage, shortage, or damage), the CCP will document and report the discrepancy in accordance with Chapter 210. Before forwarding damaged shipments, the CCP also coordinates with the shipper, receiver, and/or sponsoring Service to ensure proper disposition of the material. Recovering, remarking, repacking, and similar services necessary for safe onward movement are provided by the CCP. If the shipper did not properly prepare the shipment according to military standards (except for marking), the CCP obtains either a fund citation to correct the deficiency (unless such costs are incorporated in other handling charges) or disposition instructions from the sponsoring Service. The CCP reports inadequate shipment preparation according to the requirements in Chapter 210.

(4) The water port CCP reports to the clearance authority any shipment not received within 15 days following the ETA shown on the ATCMD. Inland CCPs follow the procedures established in this section and by the Service or Agency for which they function.

b. CCP procedures for surface shipments.

(1) Securing an ocean booking.

(a) The CCP begins the container booking process by projecting the requirements for containers. To preclude a substantial increase in processing time and storage facilities, the cargo does not have to actually be on hand at the CCP to determine the container requirements. Instead, the CCP makes forecasts based on experience and insight into future trends.

(b) The CCP develops the container requirements for each destination stated simply by number and size (large or small; i.e., longer than 32 feet or not). The CCP submits the requirement to the OCCA/booking office, which books the total number of containers required with the appropriate ocean carrier. Having secured the booking, the OCCA booking office then furnishes the CCP with a block of TCNs, one per container.

(c) The CCP coordinates directly with the ocean carrier's agent for spotting of empty containers. As containers are required, the CCP assigns an ETR and TCN to a specific container.

(2) Loading the container.

(a) Since the CCP is not required to identify the SEAVAN consignee for each container requested ahead of time, complete SEAVAN loading on receipt on cargo. To meet delivery requirements at lowest overall costs, the CCP usually loads "stuffs" cargo into containers in the following descending order of preference:

1 A full container load for a single consignee.

2 A container load for delivery by stopoff service to multiple consignees in the same geographic area. The ocean carrier assesses an additional charge for each stopoff en route to the final destination. Various Service/Agency publications provide guidance on stopoff consignee selection, stowing, blocking, and so forth.

3 A container load for delivery to multiple consignees through a BBP (including a WPOD). The additional transshipment handling necessary at a BBP usually results in additional transportation cost and time, as well as provides increased potential for loss or damage.

(b) When loading the container, the CCP maintains consignor shipment unit integrity and uses a split shipment indicator (Appendix CC-1, Paragraph 11.a), as necessary.

(3) Preparing shipping documentation.

(a) Prior to sealing the SEAVAN, the CCP places a contents list (e.g., TCMD, list of items, ETM) in a waterproof envelope labeled "Load List" and attaches the envelope securely to the inside of the SEAVAN loading door. Make both consolidated and partial load lists when the SEAVAN is loaded for stopoff deliveries.

(b) The CCP adds necessary container information (van number, POE, and stopoff indicator) to the TCMDS received from the shipper for each shipment in the SEAVAN. The port CCPs also converts the DI T_O/T_1 entries to T_4. The CCP then prepares a TCMD for the SEAVAN (DI T_9) as detailed in Appendix CC-2. The SEAVAN TCMD (DI T_2/T_9), along with the content TCMDS (DI T_3/T_4 and applicable T_5 through T_9) offer comprehensive information on the SEAVAN and its contents. Together they are the source documents for preparation of the ocean manifest.

(c) A TCMD or other document containing TCMD data is prepared by the CCP for SEAVAN shipments moving to a WPOE under terms of the USC. Preparation instructions are in Appendix CC-2, Paragraph 3.b. The CCP, at a minimum, maintains one signed copy to record acceptance by the original inland carrier. In addition, the CCP provides the inland carrier with at least two copies of the document. The inland carrier gives one of his copies to the ocean carrier's representative (e.g., gate guard, checker) when delivering the SEAVAN to the carrier's container yard.

(d) When containers move to the POE by a negotiable document, the CCP will prepare a BL that includes the SEAVAN TCN, TCN for each shipment unit, and the complete van and seal numbers. The detailed procedures for completing and distributing the BL are contained in Chapter 206 for CONUS and in appropriate theater directives overseas.

(e) When shipping a container carrying classified materiel, certain HAZMAT, or RU quantities of inert components by an inland CCP, the CCP sends a Report of Shipment (REPSHIP) to the next transshipper (e.g., WPOE). Send the REPSHIP by ETM (or telephone confirmed by ETM) as soon as possible to ensure its receipt before the shipment. Complete details on REPSHIP procedures are contained in Chapter 204, Figures 204-2 and 204-3, and Chapter 205, Paragraph L.

c. CCP procedures for channel air shipments.

(1) Preparing shipment for movement:

(a) The CCP begins the channel air 463L pallet shipment by consolidating transshipment cargo received from other sources with local depot mission shipments destined for the same customer. The customer may be a single ALOC-designated consignee; multiple ALOC consignees destined for shipment to a single point; or other configuration as, designated by the shipper Service or Agency.

(b) Primary emphasis is on building throughput 463L pallets to one consignee. The CCP uses historical data to create staging lanes for the high-volume ALOC and other customers that generate enough freight within 2 to 4 days for a throughput pallet. Low-volume customers that do not generate enough freight for a throughput pallet are consolidated and shipped as a multiple consignee pallet to the theater distribution center or breakbulk point overseas, as designated by the shipper Service or Agency.

(2) Loading the 463L pallet:

(a) The building surface of a 463L air pallet is 104" by 84". The height is determined by the type of aircraft being used to transport the pallets. Unless otherwise notified, the CCP builds up to 96" in height. The weight of the shipment can vary and, normally, does not exceed 8,500 pounds.

(b) The pallets are built for a single consignee going directly to a single customer or to multiple consignees going to a designated breakbulk point or theater distribution center. Some multiple consignee pallets are built at the request of low-volume customers for delivery to a designated drop point in order to decrease the order ship time.

(c) The CCP does not accept hazardous materiel for consolidation.

(3) Preparing shipping documentation:

(a) Prior to loading the 463L pallet into the roller bed trailer, a cardboard placard is prepared and placed under the netting of the pallet with the following documentation:

1 A Military Shipment Label (MSL), DD Form 1387.

2 A stick-on label indicating whether the pallet is a throughput or breakbulk shipment configuration.

3 Waterproof plastic bags with the TCMD and packing list copies.

4 For designated customers only, an optical memory card containing the issue release/receipt document data.

(b) For designated customers only, radio frequency tags are attached to the pallet netting.

(c) For all channel air 463L pallet shipments, ATCMD data are transceived to the appropriate ACA and AMC port. The ATCMD/TCMD data are prepared in accordance with Appendix CC-2, Figures CC-2-6, (DI T_2), CC-2-8, (DI T_4), and CC-2-13 (DI T_9). DI TAW/TAV transactions are also prepared, in accordance with Figures 203-9 and 203-10.

(d) A pallet-consolidated TCN is constructed in accordance with Appendix CC-1, Paragraph 11.

(4) Moving the channel air 463L pallet to the POE:

(a) The CCP retains empty roller bed trailers for movement of the pallets to the POE.

(b) The CCP completes loading the trailer and calls the carrier for pickup and delivery to the POE within the terms of the existing tender or tariff.

NOTE: For movement of 463L pallets by commercial air by the DLA CCP, TCMD data are prepared and attached to the shipment for documentation. DI TAW/TAV transactions are also prepared and transmitted. However, no ATCMD is required.

d. Moving the container to the POE.

(1) The CCP coordinates directly with the ocean carrier's agent for pickup of full containers as indicated in the ETR instructions.

(2) The linehaul or drayage of containers is generally specified by the OCCA under the terms of the USC. Ocean carriers provide linehaul service through interline agreements with commercial linehaul carriers. Other alternatives for linehaul or drayage (when indicated in the ETR) include using organic equipment and commercial tariffs, tenders, or other contracts.

(3) Upon release of the container for delivery to the POE, the CCP submits complete ATCMDs for the container to the WCA or OCCA. The ATCMD is the notification to the OCCA and terminal that the container is stuffed and en route to the POE. In addition, the TCMD ties together the SEAVAN TCN, the SEAVAN serial number, and the SEAVAN contents.

(4) When the actual gross weight of an intermodal container or trailer exceeds 29,000 lbs (13,154 kilograms) and includes CONUS over-the-highway transportation that is not performed by Government-owned vehicles, operated by Government employees, the CCP will:

(a) Notify the initial CONUS carrier of the projected gross cargo weight and description of the container or trailer's contents before tendering it to the initial CONUS carrier when that carrier is a motor carrier. This notification may be transmitted electronically, by telephone, fax or paper copy.

(b) The initial motor carrier must be given a written certification as stated in Paragraph (c) below. This certification can be on the TCMD or the BL or provided as a separate document. If provided as a separate document, it must be conspicuously marked "Intermodal Certification."

(c) The certification must be in English and include the following:

- 1 The identification number of the container or trailer.
- 2 The actual gross cargo weight, including the unit of measurement of the contents of the container or trailer, including packaging material and pallets.
- 3 A reasonable description of the contents ("Freight All Kinds" is not a sufficient description).
- 4 The identity of the certifying party.
- 5 The date of certification.

e. Holding, diverting, and tracing shipments are all actions in which the CCP may be involved due to irregular or interrupted movement of cargo in the DTS. Formats for documenting these actions are in Appendix CC-8 and in Figure 203-6, in addition to the instructions below:

(1) The CCP may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold should be brief and only long enough for the CCP to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation conditions, shipments with “555” in the RDD field (rp 54-56) are not held, but processed through the POE in accordance with the transportation priority on the TCMD.

(2) A transportation diversion is normally limited by cost, but may be a change of mode (e.g., from water to air), a change of destination, and/or a change of route.

(a) Once the shipment has left the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, divert only complete units after leaving the shipper (i.e., individual line items are not removed from multiple line shipment units, nor is a shipping container removed from a multi-container shipment unit with one TCN).

(b) After a shipment has reached the CCP, a diversion between modes normally occurs only because of a change in the urgency of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the applicable clearance authority or booking office.

(c) A diversion to a different consignee or destination may result from conditions such as:

- 1 Strikes, national disturbances, or acts of God.
- 2 Supply cancellations.
- 3 Terminations of projects.
- 4 Changes in logistics buildup.
- 5 Modification of Permanent Change of Station (PCS) orders authorizing personal property.
- 6 Change in the receiving locations for mobile units.

(d) A diversion in the route of a shipment occurs within a particular mode (i.e., air or water) and is usually directed and coordinated by the clearance authority or booking office.

(3) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is available from the clearance authorities, the transshipping data could be at the CCP. The CCP

responds to such requests by providing all available information. Detailed formats used for tracing are in Appendix CC-9.

f. If a discrepancy occurs in a shipment after it leaves the CCP and information is required to process a possible claim, the CCP receives a request for information in the form of a TDR. Complete instructions on processing and distributing TDRs are contained in Chapter 210. Additional instructions for use overseas may be contained in applicable theater publications.

g. After completing a shipment, the CCP maintains records detailing the actions undertaken, including a TCN cross-reference file between shipment units and SEAVANs. Various Service publications detail the length of time and method for keeping such files.

5. POE, including intra-country air and water DTS transship ports.

a. POEs are authorized points where shipments leave a country, either the United States or a foreign country. A POE may be for shipments by either APOE or WPOE.

b. Other ports that process DTS transshipment that do not leave the country (e.g., the theater inter-port portion of an international shipment) follow the same DTR requirements. For simplicity of explanation, these intra-country DTS transshipment are included with the procedures for POEs (and also PODs).

c. MTMC operates or manages the common-user military water terminals (and military-sponsored shipments transshipped through commercial terminals) in CONUS and at selected overseas locations. At other locations, the theater commander provides for water port operation. AMC operates or arranges operation of air terminals serving AMC channels flown by scheduled AMC aircraft. One of the military services or an Air Force Major Command operates aerial ports not operated by AMC.

d. At CONUS AMC APOEs, the CSB works with the APOE to ease completion of the transshipment. The CSB, an element of AMC, provides the following services:

(1) Performs any necessary coordinating action with AMC terminal operators to ensure orderly flow of cargo.

(2) Represents the sponsoring Services at the AMC aerial ports in CONUS.

(3) Changes precedence of movement of specific shipments, as requested by sponsoring Service ACAs.

(4) Responds to sponsoring Service requests for assistance in tracing, special handling, or shipment status reports.

(5) Ensures timely processing of unscheduled or frustrated traffic.

(6) Monitors cargo movement through the ports and advises the ACAs of any condition affecting the orderly and expeditious flow of cargo through the aerial ports.

(7) Reports shipment discrepancies to sponsoring Service ACAs and coordinates resolution with the ACA and AMC.

(8) Clear shipments arriving at the APOE without ATCMD data by coordinating with the appropriate sponsoring Service ACA.

(9) Reports all FMS shipments frustrated by the air terminal to the appropriate ACA for clearance coordination.

(10) Performs, or arranges performance of, inspection and acceptance of vendor-supplied materiel at the APOE, in accordance with ACA direction.

(11) Arranges for diversion of cargo, including necessary repacking and certification of diverted hazardous materials, in accordance with ACA directions.

6. Procedures.

a. Receiving the shipment.

(1) Individual shipments arrive at the POEs by land, air, or water accompanied by the appropriate TCMD documentation. This paragraph details receiving procedures for shipments arriving by land (or a non-DTS mode); DTS air and water arrivals are in Section D.

(2) The TCMD shipment data should have been provided to the POE through the clearance authority or booking office. Use the data to plan receipt and schedule processing consistent with the TP and RDD. The port uses any available data and the assistance of the shipper, sponsoring Service, and clearance authority to prepare documents for shipments arriving without TCMDs. The CONUS export clearance authority (MTMC/DSC and HQ AMC) will notify each sponsoring military service of each late or inadequate submission of shipping data documentation, to include all TCMDs. TCMD submission standards are detailed in this chapter, Figures 203-3 and 203-5.

(3) When a receiver at the POE discovers a discrepancy (overage, shortage, or damage), the POE documents and reports the discrepancy according to the requirements of Chapter 210. The POE coordinates disposition instructions with the shipper, receiver, and/or sponsoring Service. On damaged shipments, the POE provides re-coopering, remarking, repacking, and similar services necessary for safe onward movement. If the shipper did not prepare the shipment IAW military standards (except marking), the POE must obtain either a fund citation to correct the deficiency (unless such costs are incorporated in other handling charges) or disposition instructions from the sponsoring Service. The POE reports inadequate shipment preparation according to the requirements in Chapter 210.

(4) The POE completes TCMDs by correcting or entering missing information. Correct TCMDs with estimated entries by adding actual pieces, weight, and cube. Record the shipment receipt date [including Greenwich Mean Time (GMT) hour at air terminals] on the TCMD or on the receiving document for ready reference. CONUS WPOEs also enter vehicle identification data on TCMDs (additional DI T_5 entries created by the terminal) for multiple vehicle shipments. The POE will also prepare a Consolidated Shipment Information (DI

TAW/TAV). This transaction reports the TCN resulting from a change to higher-level shipment configuration performed at the POE.

(5) By completing receipt data and reporting it to the clearance authority or booking office, the POE clears the ATCMD expected receipt file. Report any shipment to the clearance authority not received at (or offered for delivery to) the POE by the end of a specified period following the ETA. The late or non-receipt is reported as follows:

<u>Type of shipment</u>	<u>Report if not received within</u>
Air shipments documented for expedited handling	1 day following ETA
All other air shipments	5 days following ETA
All water shipments	15 days following ETA

(6) Questionable, erroneous, or missing TACs.

(a) When the TAC for a shipment unit is questionable, erroneous, or missing, the POE notifies the appropriate sponsoring Service/Agency representative of the error in accordance with local procedures. Determine the sponsoring Service/Agency by the first position of the TAC.

(b) The sponsoring Service/Agency representative provides corrections within 5 working days of notification. A default TAC is assigned in accordance with the Master TAC Reference Table located at http://www.daas.dla.mil/tac_inq/tac_menu.html. For Marine Corps and Coast Guard shipments refer to the Master TAC Reference Table or contact the Marine Corps or Coast Guard TAC Coordinator. For DLA, the default TAC is assigned in accordance with instructions in the Master TAC Reference Table Web site. For Navy-sponsored shipments, a default TAC is only assigned in accordance with Appendix CC-11.

b. Planning for loading.

(1) Receipt information and ATCMD data are used for planning the loads to be lifted from POEs. In general, process shipments on a first-in, first-out basis within the assigned transportation priorities. Commingle and process priority shipments according to pallet, module, or conveyance.

(2) Design the load planning process to make the most efficient use of space consistent with the safe operation of aircraft and vessels. Pre-load planning minimizes ground or on-berth time. For both air and water, planning considers the capabilities of the conveyance, the weight and dimensions (configuration) of the individual pieces, the perishability of the cargo, and the compatibility of shipments.

(3) The POE makes the necessary plans in coordination with the clearance authority/booking office and the carrier.

(a) Air terminals work with the AMC, the ACAs, and the aircraft crew to ensure planning is complete before loading.

(b) Water terminals work with MSC, the booking office/clearance authority and the vessel operator. Planning, called pre-stowage planning is done for all breakbulk ships whether they are MSC-controlled or MTMC-arranged.

(c) The military activity responsible for the water terminal prepares the prestowage plan when MSC-controlled shipping is used. When cargo is to be loaded on a MTMC-arranged commercial ship, the booking office/OCCA coordinates the preparation and implementation of prestowage plans with the commercial operator. MTMC representatives resolve any problems that may arise between the booking office/clearance authority and the commercial operator in preparation of the plans.

(d) The ocean terminal or booking office provides the carrier with berth space planning information at least 72 hours (excluding Sundays and holidays) before the ship's on berth date. The planning information provided also includes the specific location, dimensions, and total cube of the available stowage space as provided by the vessel operator. In turn, the commercial operator confirms the hour/day the ship will be available for loading.

c. Loading shipment. Both aircraft and vessels are loaded according to standard practice for the type of conveyance. To assist in maintaining shipment integrity, multiple piece shipment units are stowed together (i.e., block stowed) when reasonably possible. Document any split stowage necessary by using the TCN split shipment codes detailed in Appendix CC-1, Paragraph 11.

d. Preparing shipping documentation. After loading, a final plan showing the location of cargo on the aircraft or ship is prepared.

(1) A load/sequence breakdown worksheet is prepared by the aircraft load planner for all air shipments. Use the worksheet to document the location of cargo/mail/passengers aboard the aircraft and as a supportive document for preparing the DD Form 365-4, Weight and Balance Clearance Form F, Transport/Tactical, or civilian equivalent.

(2) The cargo stowage plan is prepared by the military water terminal operator for breakbulk vessels for water shipments. Cargo stowage plans are unnecessary when cargo is loaded and discharged at commercial terminals and transported on USC, berth-term tariff, berth-term reduced rates, or TGBL SEAVAN arrangements. On a Lighter Aboard Ship (LASH)/ Sea Barge (SEABEE) vessel, the last four digits of the barge number are considered a stow location and no internal stowage plans are required for cargo in the barge. The cargo stowage plan includes:

(a) A graphic representation of the cargo on board by tonnage (Long Ton (L/T) and Metric Ton (MT)), location, and WPOD. Cargo stowed in lower holds is shown in side view, while that stowed on deck and between decks is shown in top view.

(b) A summary by hatch location of cargo to be discharged at each port.

- (c) A summary and location of heavy lifts.
- (d) The capacity and location of the ship's booms.
- (e) Vessel characteristics.

(f) Remarks on special items of cargo, such as the location and quantity of mail, cargo of unusual value, protected cargo, and so forth.

(3) The plan is used for loading and discharge at each subsequent port. It is a cumulative plan and shows all cargo on board, regardless of loading port. When vessels load or discharge at more than one port on a voyage, each terminal prepares and distributes the required number of plans to all subsequent terminals, their representative MSC activities and area commanders, and (for MTMC CONUS ports) the MTMC DSC, regardless of whether loading and/or discharging is planned at those ports. Complete distribution instructions are in Figure 203-20.

(4) A manifest listing the cargo loaded on each aircraft or vessel is prepared by the POE or its clearance authority. The information contained on each TCMD provides the basis for preparing the manifest with the terminal operator adding necessary loading detail. The manifest, prepared in TCMD format (either automated or on a DD Form 1384) or in the manifest format (either automated or on a DD Form 1385), is used to verify delivery of cargo, support billing for services, and justify claims resulting from cargo discrepancies. Manifest documents are unclassified except when the sponsoring Service indicates a need for security classification. Process classified manifests in accordance with DOD 5200.1-R. For water shipments, the cargo traffic message indicates the security requirements.

(5) For air shipments by AMC, the air cargo manifest is prepared as detailed in this paragraph, as well as by regulations and instructions issued by the air system sponsor. Specific instructions for completing document entries on AMC air manifests are in Figure 203-11. When preparing air manifests, the APOE:

(a) Completes separate manifests for cargo and mail. Assigns each manifest a separate air cargo manifest reference code, as detailed in Appendix EE-1.

(b) Groups palletized (463L aircraft pallets) shipment unit data under a separate pallet header within each manifest.

(c) Arranges non-palletized (463L aircraft pallets) shipment unit data in TCN sequence within each manifest.

(d) Lists palletized (463L) shipment unit data first when the total aircraft load consists of both palletized and non-palletized cargo on a single manifest reference number.

(e) On discovery of a significant error (e.g., incorrect pieces, weight, or cube), prepares a manifest correction (automated record or manual DD Form 1384/DD Form 1385) and forwards a copy of the corrected manifest page(s) prominently marked "Corrected Manifest" to the destination air terminal (APOD).

(f) Distributes the manifest to ensure its receipt by the time of aircraft arrival. A copy of the manifest is sent with the aircraft whenever feasible. Also, transmits to the APOD when communications facilities permit timely transmission and receipt. Sends a copy of the manifest or other similar lift data to the ACA.

(6) For water shipments in the DTS, the ocean manifesting activity and/or the loading terminal prepares a manifest complete with a variety of related documents. These manifest documents include the actual manifest, manifest recapitulation, manifest summary, and the cargo traffic message. In addition, a BL is prepared when a common carrier ocean service transports DOD cargo and when the shipment is not arranged under a USC.

(7) The ocean cargo manifest is prepared by the WPOE or, in CONUS, by MTMC. A manifest is prepared for each WPOD and segregated according to the type of vessel or loading method. In addition, list hazardous materials and dunnage/lashing gear separately. These segments are described below. Complete instructions for preparing the ocean cargo manifest are provided in Figure 203-14 with distribution detailed in Figure 203-20 and outlined below:

(a) The breakbulk vessel manifest is separated by:

- 1 Service or Agency (identified by the first position of the ultimate consignee).
- 2 Stowage location by hatch (see Appendix EE-8).
- 3 Consignee (one per page).

(b) A container (SEAVAN) vessel manifest is separated by:

- 1 Service or Agency (identified by the first position of the SEAVAN consignee).
- 2 SEAVAN consignee (one per page).
- 3 SEAVAN service code (as explained in Appendix CC-1, Paragraph 10, TCN positions 15 and 16).

(c) A LASH/SEABEE vessel manifest is separated by:

- 1 Barge number (one per page).
- 2 Service or Agency (identified by the first position of the ultimate consignee).
- 3 Consignee (one per page).

(d) List the HAZMAT on a separate page for each WPOD. The listing is prepared by the military terminal operator for cargo transiting military terminals and by the commercial terminal operator for shipments over commercial piers.

1 In addition to other elements of data required by this regulation, this “Dangerous Cargo List (or manifest)” includes IRCS and nationality of the vessel as provided by the booking office. The manifest is certified as accurate in accordance with the requirements of CFR Title 49.

2 Inert component parts and, except as detailed in Paragraph E.6.d.(7), Other Regulated Material-Domestic (ORM-D) materiel are not included in the HAZMAT section of the manifest. They are listed as general cargo using the applicable commodity codes.

3 Document consumer commodities, ORM-D, loaded onto a vessel at a military pier are included in a separate section of the manifest, unless other materiel in the SEAVAN/ MILVAN requires inclusion in the HAZMAT section. The ORM-D section of each copy of the manifest placed on the ship is prominently identified on the section cover sheet by the following statement: “ORM-D Hazardous Materials of Various Classes in Small Receptacles, Commodity Code 70D. IMO Competent Authority Certification(s)—USA/Number(s) attached.”⁶

(e) List the Government-owned dunnage and lashing gear, complete with distribution instructions, on the recapitulation for each POD.

(f) The manifesting activity establishes procedures for manifest distribution to support DTR requirements:

1 Distribute manifests in automated record format. If lack of facilities for sending and/or receiving manifests in automated record format or other circumstances preclude such transmission, the manifesting activity, clearance authority, and WPOD develop alternative arrangements.

2 Regardless of the method of transmission, the manifesting activity establishes procedures to ensure the manifest is received by the WPOD as early as possible before the vessel arrives. Priority is given to manifests for destinations with the shortest sailing times.

If transit time to the first WPOD is:

7 days or less

8 days or more

The manifest is forwarded within:

72 hours of vessel departure from the WPOE

5 days of vessel departure from WPOE

(If distribution of the manifest is delayed so that it will not arrive before the vessel, the manifesting Agency provides the clearance authority and the WPOD (by ETM) provides the firm date/time the manifest will be transmitted. For all container voyages from East Coast ports to Northern Europe, the manifest is forwarded within 72 hours of vessel departure from the WPOE.)

⁶ Attach a copy of each certification immediately behind the section cover sheet. The terminal operator makes provisions for providing the commercial vessel operator with a copy of the certification for SEAVANs/MILVANs loaded over a commercial pier.

3 To allow a vessel to sail without waiting for complete manifest documents, including the Recapitulation and Summary, the WPOE places vessel papers on board. The vessel papers are used to satisfy port clearance requirements and include TCMD data, such as destination, commodity, TCN, pieces, weight, cube, stow location, voyage number, vessel name, and sailing date. A dangerous cargo (HAZMAT) list is also included, when applicable. Neither vessel paper nor cargo manifest documents are placed on board commercial vessels engaged in common carrier trade and loaded at commercial ports.

4 When an error or omission is discovered in an already dispatched manifest, the ocean manifesting activity issues a manifest adjustment. Changes in vessel data contained in the manifest header and additions of discharge ports to all manifest addressees are made by message instead of complete retransmission of the entire manifest. All other manifest adjustments are made by one of three methods: supplement, deletion, or correction. The type of adjustment is identified in the manifest adjustment header data, as explained in Paragraph E.6.d.(7)(f)8. Send all adjustments as soon as practicable to the same addressees and by the same method as the original manifest. Distribution instructions are detailed in Figure 203-20 and examples of adjustments are shown in Figure 203-15.

5 Issue manifest supplements to add to the manifest complete consolidation containers (DI T_K or T_L), with the entire contents (DI T_M), as well as individual shipment units not loaded into a consolidation container (DI T_J). For adjustments to the contents of consolidation containers see Paragraph E.6.d.(7)(f)7. The manifest supplement contains all prime and trailer data for the added shipment units or consolidation containers that were lifted, but not manifested.

6 Issue manifest deletions to remove from the manifest complete consolidation containers (DI T_K or T_L), including contents (DI T_M), as well as individual shipment units (DI T_J). The manifest deletion contains only the prime data entries for the manifested, but not lifted shipment units or consolidation containers. The original manifest contains entries identical to those on the original manifest except for a “zero zone” insert in rp 53. On the manual manifest, this “zero zone” insert is shown in the TP entry as “/” for TP-1, “S” for TP-2, or ‘T’ for TP-3.

7 Issue manifest corrections to change manifested information about any shipment unit or to add/delete a shipment unit to/from a previously manifested consolidation container. The manifest correction header data are prepared as detailed in Paragraph E.6.d.(7)(f)7. For BB shipment units or the prime data on a consolidation container, the correction is made by submitting the old manifest data with an “11-zone” insert in rp 53, followed by the new manifest data with a “12-zone” insert in rp 53. On the manual manifest, these inserts are shown as follows: 11-zone, “J” for TP-1, “K” for TP-2, “L” for TP-3; 12-zone, “A” for TP-1, “B” for TP-2, “C” for TP-3.

Note: When correcting information about the contents of a consolidation container, a “dummy” entry is made for the container itself. In this container “dummy” entry, the pieces, weight, and cube (rp 68-80) are left blank and a “C” is entered in rp 53. The change in the content information is then entered in the same manner as for the manifested information.

8 Manifest header data (DI TAJ) are prepared separately for each type of adjustment and for each WPOE/WPOD voyage combination. The same type multiple adjustments are grouped under a single header for each WPOE/WPOD voyage combination. The types of adjustment are identified by a letter code in rp 4 followed by the last digit of the calendar year in rp 5 and the three-digit day of the year code in rp 6-8. On the manual manifest, this five-position identification is included before the voyage number entry in the “Voyage Document Number” block. The following table explains the entries:

Type of adjustment	rp4	rp5-8
Supplement	S	year/day of year
Deletion	D	year/day of year
Correction	C	year/day of year

9 The ocean cargo manifest recapitulation is one use of the DD Form 1386. Its other use, as a summary, is detailed in Paragraph E.6.d.(7)(f)10. The recapitulation is a summation of all cargo tonnages loaded on one ship and is prepared for each manifest (including adjustments). For each WPOD, the recapitulation lists:

- a The consignee Service/Agency.
- b The number of L/Ts.
- c The number of MTONs.
- d All heavy lifts (10,000 lbs or more), if any, including length, width, height, stowage location, and the ability of the ship’s gear to discharge the item.
- e Any mail, including its stowage location.
- f Any Government-owned dunnage and lashing gear, including disposition instructions.
- g The terms of carriage explained in Appendix DD-15.
- h The number of SEAVANs/MILVANs grouped by:
 - (1) Terms of carriage.
 - (2) Type of SEAVAN.
 - (3) The Service/Agency of the SEAVAN consignee (i.e., the first position of the SEAVAN ultimate consignee DODAAC).
- i When transporting SEAVANs/MILVANs in accordance with USC, the following statement, signed by the designated administering contracting officer representative, is included on the copy of the recapitulation furnished to the MTMC DSC:

“This certifies that, based on information provided to the (insert identity of the appropriate manifesting activity) by the ocean carrier pursuant to the USC, all containers summarized on the manifest cover sheets were lifted on the vessel shown on the manifest heading.”

j Detailed distribution instructions are in Figure 203-20 and complete directions for completing the recapitulation are contained in Figure 203-16.

10 The ocean cargo manifest summary is the second use of the DD Form 1386. (Its other use, as a recapitulation, is detailed in Paragraph E.6.d.(7)(f)9 and in Figure 203-16). The summary is a summation by TAC, of all cargo loaded in one ship and is prepared for each manifest (including adjustments). For each Service/Agency responsible for paying transportation charges (i.e., the sponsoring Service/Agency), the summary includes the following, separately listed for each WPOD:

a A summation of the MTONs of cargo grouped by TAC, including default TACs (see Paragraph c below). Within each TAC grouping, total the quantities (MTON) by commodity group (see Figure 203-16). MTONs round to the nearest whole number (i.e., greater than 0.5 rounds up, omit 0.4 or less).

b A separate summary of cargo loaded on deck.

c All shipments with default TACs. Cargo summarized under a default TAC (e.g., A000) is detailed on the last page of the summary by listing the related prime TCMD data (including the shipping activity). The Service finance office or, for the Navy, the Navy Transportation Support Center (NAVTRANS) representative, reconciles the TAC discrepancy. For Navy shipments, see Appendix CC-11 regarding default TACs.

d Whenever SEAVANs/MILVANs are transported in accordance with the USC, use the same certification shown in Paragraph E.6.d.(7)(f)9i.

e Distribution instructions are detailed in Figure 203-20 and complete directions for completing the Summary are contained in Figure 203-17.

11 The military activity having jurisdiction over the loading terminal also prepares a cargo traffic message for all manifested shipments. The cargo traffic message is an advance notice that cargo is en route to a particular WPOD.

a When shipping classified materiel, the loading terminal prepares a separate cargo traffic message identifying each classified shipment unit, its TCN, the container or seal number, the stowage location aboard ship, the degree of classification, and any additional appropriate instructions. The message is unclassified, unless required by procedures implemented under DOD 5200.1-R.

b Much of the information included in the cargo traffic message is provided to the loading terminal by the booking office/clearance authority. The information is supplied in sufficient time to allow inclusion in the message and includes:

SEAVANs. (1) The commodities and MTONs of cargo or the number of

(2) The transshipment port(s).

WPOD. (3) The ETA at each transshipment POD and at the manifested

Government). (4) The responsibility for transshipment costs (i.e., carrier or

mode if not by ship. (5) The name of each on carrying vessel or designation of overland

(6) The letters TBN when the name of transshipment vessel(s) is not yet known or designated. When the vessel(s) is identified, or when another vessel is substituted, or when it is determined after shipping that the cargo will be transshipped, the ocean booking agency sends a supplemental message to notify all addressees of the original cargo traffic message.

c After vessel sailing, the loading terminal dispatches the cargo traffic message according to the following schedule:

<u>When the vessel transit time is within:</u>	<u>The Cargo Traffic Message is dispatched</u>
0 to 72 hours	24 consecutive hours ⁷
3 to 12 days	48 consecutive hours ⁸
12 days and over	3 workdays

d Complete instructions for preparing the cargo traffic message and the information the message includes are in Figure 203-18. See Figure 203-20 for distribution instructions.

e While not part of the cargo traffic message, the loading terminal also provides sailing information to HHG (Code 5) carriers or their agents. The notification is made as soon as possible after vessel departure and before vessel arrival at the WPOD. The loading terminal provides the following information:

(1) Sponsoring member's name and grade.

(2) Shipment unit TCN.

⁷ May be sent by telephone or other means mutually accepted by the POE.

⁸ When a weekend or non workday is involved, the cargo traffic message maybe dispatched the next workday if, receipt by the affected ports is assured three days prior to the ETA of the vessel.

(3) SEAVAN number.

(4) Vessel name and voyage document number.

(5) Sailing date.

(6) WPOD.

12 Use a BL to document ocean transportation of DOD cargo by common carrier ocean service not arranged and paid for under a USC. The BL is a contract document between the Government and the carrier and provides a means to pay the carrier for the service performed while accounting for the cargo shipped.

a Ocean transportation by common carrier is normally limited to the movement of the cargo from the ocean terminal (or end of the ship's tackle) at the WPOE to the similar point at the WPOD. It excludes movement to the loading terminal or delivery beyond the discharge terminal from the common carrier ocean transportation contract. If the ocean carrier is to perform such additional service, as indicated in the cargo clearance order issued by the booking agency, the activity preparing the BL includes the statement:

“Through shipment from (insert origin point) to (insert destination point) by ocean liner.”

Stevedoring and terminal services may or may not be included in the ocean freight rate, depending on the shipment terms and the custom of the port. Other entries included on the BL are in Figure 203-19, Paragraph 10.

b For SEAVAN shipments made under the USC, the DD Form 1385, Cargo Manifest forms the contract of carriage and incorporates the provisions of the container contract. A BL is prepared when the movement is either arranged or paid for by the government (not by the ocean carrier); payment responsibility is identified by the SEAVAN service code in position 15 of the SEAVAN TCN (see Appendix CC-1, Paragraph 10).

(1) If the origin service code (position 15) is “K” indicating the ocean carrier's responsibility begins at the ocean terminal, the activity responsible for shipping the SEAVAN issues a BL for the inland linehaul or drayage of the SEAVAN. The preparing activity includes in the BL the SEAVAN TCN (assigned by the clearance authority or booking office), the TCN of each shipment unit in the SEAVAN, and the full van and seal numbers. Chapter 206 and Figure 203-22 or the applicable theater directives detail BL distribution.

(2) If the origin service code (position 15) is “L,” “M,” or “1”–“9,” indicating the inland movement to the WPOE is the responsibility of the ocean carrier, the activity responsible for the SEAVAN does not issue a BL. Instead of a BL, the activity prepares a manual TCMD (DD Form 1384) or (from vendors) similar nonnegotiable document. The document includes the SEAVAN prime data with seal and van number and is prepared/forwarded as detailed in this chapter, Paragraph D.16.g. The activity retains a signed copy to record acceptance by the origin carrier.

(3) Regulations applicable to the use of GBLs, conversion of CBLs to GBLs, and issuance of certificates in lieu of lost GBLs are contained in Title 41 Code of Federal Regulations, Chapter 101-41 and Federal Property Management Regulation 101-41.

c When a BL is required, the GBL is the usual document prepared. [The GBL addressed here is for ocean shipments charged directly to the Government by the ocean carrier. Not included in this explanation are shipments arranged by and paid through freight forwarders or any party other than the Government (i.e., shipments arranged with other than an ocean carrier for through movement under a through service tender).]

(1) The activity offering the cargo to the booking office ensures the GBL is prepared. The information included on the GBL is at Paragraphs 2 and 3 below and in Figure 203-19. The preparing activity provides the original GBL to the carrier or his agent and annotates all copies (including the original) with the statement “Original furnished ocean carrier.” Complete distribution instructions are shown in Figure 203-22.

(2) When cargo is booked for transportation at the carrier’s tariff rate, as used by the general public, the GBL must contain a precise description of each item to ensure application of the correct rate. This detail is also necessary when the rates charged are based on the carrier’s tariff (e.g., “Carrier’s tariff rates less %”). In either case, the complete noun nomenclature for each commodity shipped is included on the GBL (or continuation sheet). Manifests are also prepared and distributed for such shipments, but are not substituted for the required full noun description on the GBL (or continuation sheet).

(3) When cargo is booked for transportation at MTMC-negotiated rates (e.g., on the basis of terms in the USC or other basis not requiring a detailed description of cargo), manifest data are adequate for movement and payment. In this case, the GBL contains the description of cargo provided by DTR documents. The manifest is prepared, and a copy is made with the GBL number cross-referenced.

(4) The carrier requests payment for transportation services 30 days after the cargo is loaded at the WPOE or when the vessel arrives at the WPOD, whichever is earlier. The carrier uses the SF 1113, Public Voucher for Transportation Charges, for billing and annotates, on its face, either the date that the shipment was loaded at the WPOE or arrived at the WPOD. For payment and accounting control, the carrier complies with any reasonable numbering system established by each involved agency.

(5) When processing GBLs for payment, the Government does not require the carriers to support their billing with a consignee certificate of delivery nor is payment subject to prior receipt of the cargo outturn message or report. However, the Government will not waive the right of pre-audit of charges where such action is in the best interest of the Government. Carrier is subject to the terms and conditions of the GBL and payment may be adjusted when cargo is lost, damaged, or not delivered.

d A CBL is prepared when a BL is required and when a GBL is not available, an overseas activity is not authorized to prepare a GBL, or an U.S. flagship is not available and a foreign carrier refuses to accept a GBL.

(1) The ocean carrier issues the CBL on a basis of either freight prepaid (charges payable upon loading at the WPOE) or freight collect (charges payable upon cargo delivery). In either case, unless the CBL is convertible to a GBL, the ocean charges are earned and payable once the cargo is loaded aboard the vessel. The information included on the CBL is detailed in Paragraphs 2 and 3 below and in Figure 203-19. Complete distribution instructions are shown in Figure 203-21. The carrier also endorses all copies of the CBL with the following statement:

“In witness whereof, the master or agent of said vessel has signed (insert number) bills of lading as of this tenure and date, and if one is accomplished the others shall be void.”

(2) Unless the CBL is used because a foreign carrier refuses to accept a GBL, the carrier endorses the CBL (original and all copies) with the statement: “To be converted to a Government Bill of Lading.” Process the CBL as follows:

(a) The carrier forwards the convertible CBL, whether prepaid or collect, to the clearance authority serving the WPOE unless directed otherwise during the booking process.

(b) The clearance authority, in turn, verifies and certifies (on the CBL) the accuracy of the information ensuring it is complete, prepares and distributes manifest documents, and forwards the CBL to the receiving activity at the WPOD.

(c) The receiving activity at the WPOD prepares the GBL, securely attaches it to the first original CBL, and cross-references both to indicate the conversion. After citing the rates, terms, and conditions of ocean shipment; the shipping order number; and the MTMC paying command on the GBL, the receiving activity surrenders the unaccomplished original to the ocean carrier (or their agent). In addition, the WPOD sends one copy of the GBL, with the converted CBL, to the paying command.

(3) When the shipper uses a CBL because a foreign carrier refuses to accept a GBL, the shipment is booked on a freight collect basis if possible. If the foreign carrier desires prepayment of ocean charges, the carrier annotates the CBL with the statement “Shipped on board.” Whether collect or prepaid, the carrier prepares the CBL and, as directed by the booking activity, surrenders the CBL to the WPOE shipping activity for distribution. The booking office also instructs the carrier on the procedures for submitting invoices on the freight charges. Process the CBL as follows:

(a) The booking office or WPOE receiving the CBL from the carrier verifies and certifies (on the CBL) the accuracy of the information and ensures it is complete, prepares and distributes DTR manifest documents, and forwards the CBL to the receiving activity at the WPOD.

(b) The receiving activity at the WPOD accomplishes the first original CBL if the shipment is collect or the second original CBL if it is prepaid. Return the accomplished CBL to the carrier or the carrier’s agent.

(c) The Carrier or their agent either itemizes on the CBL any cargo discrepancies or annotates on the CBL that discrepancies exist and will be detailed by the DOD activity preparing the cargo outturn reporting documents.

13 The final manifest document the WPOE prepares is the Cargo Outturn Advisory and Reconciliation Message (CORM) reply (CORMR).

a The WPOE receives the CORM from the WPOD. (The content of the CORM is detailed in Figure 203-23). If the WPOE has not received the CORM within 22 calendar days following the vessel's ETA, the WPOE sends a message to the WPOD requesting the CORM.

b Within 10 days of the date of the CORM, the WPOE reconciles any discrepancies shown, then prepares and sends the CORMR to the discharge activity that originated the CORM and to all addressees of the CORM.

c The CORMR contains the following information in the order indicated:

(1) Message subject: CORM REPLY.

(2) Line 1: Ports of loading and discharge in code and clear text (e.g., "IMJ NORFOLK, VA JF1 BREMERHAVEN").

(3) Line 2: Vessel name(s) and voyage number as indicated in the CORM.

(4) Line 3 and as many additional lines as necessary, in columns with the following headings:

(a) ITEM (enter the item number from the CORM).

(b) TCN (enter the TCN from the CORM).

(c) DISPOSITION (indicate the status of items reported in the overage or shortage section of the CORM (e.g., "SHIPPED ON VOY A1266," "INCLUDED IN MANIFEST SUPP NO 3")).

d The POE also submits in-transit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The responsibilities for in-transit data preparation vary at different types of POEs.

(1) Other intra-country airlift terminals:

(a) Complete in-transit data with DI TK4 for shipments received on GBLs for onward movement.

(b) Initiate or complete in-transit data with DI TK1/TK2 for each shipment unit received.

(2) MTMC DSC WPOEs and HQ AMC:

(a) Prepare receipt and lift data with DI TK7 for all shipment units (except mail from postal concentration centers) manifested from CONUS to overseas destinations. Reports on ocean shipments include the date the vessel arrived at the overseas WPOD as determined from the CORM.

(b) For materiel received, enter on in-transit data formats with DI TK4/TK7 the day the shipment was received or offered for delivery by the carrier, whichever is earlier.

e Holding, diverting, and tracing shipments are all actions in which the POE may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in Appendix CC-8.

(1) The POE may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold should be long enough for the POE to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the RDD field (rp 54-56) are not held, but processed through the POE in accordance with the transportation priority on the TCMD.

(2) A transportation diversion can be limited by cost, as well as by a change of mode (e.g., water to air), a change of destination, and/or a change of route.

(a) Once the shipment has left the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, after leaving the shipper, divert only complete shipment units (i.e., individual items are not removed from multiple line shipment units, nor is a shipping container removed from a multi-container shipment unit with one TCN).

(b) After the shipment has reached the POE, a diversion between modes normally occurs only from a change in the urgency of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the applicable clearance authority.

(c) A diversion to a different consignee or destination may result from conditions such as:

- Strikes, national disturbances, or acts of God.
- Supply cancellations.
- Terminations of projects.
- Changes in logistics buildup.

- Modification of permanent change of station orders authorizing personal property shipments.
- Change in the receiving locations for mobile units.

(d) A diversion in the route of a shipment normally occurs within a particular mode (i.e., air or water) and is usually directed and coordinated by the clearance authority or booking office.

(3) Shipment tracing using the procedures in Appendix CC-9 allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. Shipping data or tracing assistance is obtained from the clearance authorities or the POE. The POE responds to such requests by providing all available information.

f After completing a shipment, the POE maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

7. POD, including intra-country air and water DTS transship ports.

a. PODs are authorized points where shipments enter a country, either a foreign country or the United States. A POD may be either an APOD or WPOD.

b. Other DTS transshipment ports follow this regulation requirement (e.g., the theater interport portion of an international shipment). For simplicity of explanation, these intra-country DTS transshipments are included with the procedures for PODs.

c. MTMC and Navy manage common-user military water terminals (and military-sponsored shipments transshipped through commercial terminals) in CONUS and at selected overseas locations. At other locations, the theater commander provides for water POD operation. AMC operates or arranges operation of air terminals serving AMC channels flown by scheduled AMC airlift. One of the military Services or an Air Force Major Command operates aerial ports not operated by AMC.

8. Procedures.

a. Receiving for transshipment:

(1) Shipments arrive at PODs by either air or water and are usually preceded or accompanied by the appropriate TCMD data in manifest format. WPODs initiate inquiries seeking corrective action when manifests are late or incorrectly prepared (reporting repeated failures to the DTR Administrator through Service/TCC channels).

(2) The POD uses the manifests (received in either automated or manual format) to plan for arrival of the cargo, assemble discharge tallies and clearance forms, produce forwarding documents, expedite shipments, and notify consignees (including BBPs) or personal property carriers of cargo arrival. With approval of the consignee, the POD may provide the manifests in

automated instead of manual format. In addition, in CONUS, the POD provides the manifest data to all activities specified by the sponsoring Service.

(a) Military terminals use manifest data to prepare documentation for use by the military activity and to provide commercial carriers documentation for informational use only. The military terminal gives customs clearance forms to the ocean carrier for vessels discharging at military ports, but furnishes clearance forms only on request for vessels discharging at commercial facilities. Terminal operators coordinate with local customs officials and provide the documentation prescribed by DOD 5030.49-R, Customs Inspection, or applicable area requirements overseas. Commercial carriers are directly responsible for manifesting, accounting, reporting, and customs clearance requirements on TGBL shipments.

(b) The military activity responsible for the POD notifies HHG (Code 5 or T) and baggage (Code 8 or J) carriers or their agents of the impending or actual arrival of personal property shipments. This notification must as soon as possible but not later than 48 hours after receipt of the manifest to ensure prompt pickup and delivery. The carrier or agent will be provided with the following information:

- 1 The sponsoring member's name and grade.
- 2 The shipment unit TCN.
- 3 The POD.
- 4 The actual or estimated time of arrival.
- 5 The vessel name and voyage number, if by surface.

(c) Terminal activities also use the manifest to plan security and prompt onward movement of all shipments and especially for safeguarding hazardous, classified, and protected cargo.

(d) WPODs establish a vessel register or file to document the status of each ship scheduled to arrive for unloading. The register or file contains information and documents such as the cargo traffic message, CORMs and CORMRs, stowage plans, and manifests. The WPOD establishes procedures and follow-up action to ensure information in the register is complete.

(3) The discharging activity documents actual receipt of cargo from aircraft or vessels and maintains an audit trail using the manifest, TCMDS, or locally produced discharge tallies. When discharging cargo, the military activity or its designated agent inspects it for damage or pilferage before removing it from the vessel or aircraft. The cargo must be inspected not later than the first point of rest after discharge.

(a) APODs annotate cargo/mail manifests with:

- 1 The GMT hour/day the cargo/mail is received.

2 A circle around the entry for any line item manifested, but not on the aircraft. A short shipment report is forwarded to the manifesting station, each stopoff point, and the destination terminal.

(b) WPODs ensure the discharge documents include:

1 The vessel name (or class and number, if unnamed) and voyage document number.

2 The WPOD.

3 The berth or pier identification.

4 The TCN of the individual shipment unit if it is loose; otherwise, the TCN of the major consolidation container (e.g., SEAVAN, CONEX).

5 The stowage location for breakbulk cargo or SEAVAN and seal numbers.

6 The commodity code.

7 The type pack code.

8 The checkers tally of actual pieces.

9 The weight and cube from either the manifest or checker's tally.

10 Remarks by the checker (e.g., over, short, damaged).

11 Cargo disposition (e.g., to warehouse designation; truck, railcar, or barge number).

12 The signature of checker.

13 The date of the tally.

(c) All PODs prepare a complete tally for cargo discharged, but not manifested (sometimes called overlanded). Such cargo is reported to the POE and/or intermediate stops on the itinerary, then processed for onward movement to the consignee by the appropriate method as detailed in Paragraph E.8.b.(2)(c). Discrepancy information is prepared as detailed in Paragraph E.8.b.(2)(b) and Chapter 210.

(d) Discharge documents are not classified, do not identify the classification of cargo, and contain only that information necessary to properly identify the materiel for accurate piece count and processing. Classified and protected cargo are discharged as soon as possible after aircraft or vessel arrival.

b. Reconciling discharge discrepancies:

(1) The POD reports cargo damage and reconciles discrepancies between manifested shipments and those actually discharged. The POD eliminates many of the differences by comparing overage or shortage reports and by communicating with the POE and any other stops on the aircraft or vessel itinerary.

(a) APODs report discrepancies within the period designated by the major command [e.g., Air Force Material Command (AFMC)]. Overages are recorded by the activities that processed the shipment. Unreconciled shortages by the APOD to the requisitioner are reported to allow reordering.

(b) WPODs report discrepancies (or the absence of discrepancies) within 14 calendar days using the CORM. The CORM consists of two parts.

1 Part 1, The Advisory, is the WPODs report, the WPOE, activities with jurisdiction over the cargo movement beyond the WPOD, and other selected addressees. It reports the vessel arrival and discharge dates and whether the manifested cargo has or has not changed in quantity or condition while under the control of the ocean carrier. It also advises of any variance from the contract terms that may affect payment of freight charges and permits MTMC to promptly process for payment all invoices submitted by commercial steamship operators.

2 Part 2, The Reconciliation, is the WPOD's report to the WPOE and intermediate ports. It reports apparent damage or pilferage (if any), specifies overages and shortages, and requests verification of shipment details to reconcile any discrepancies. Consolidation containers, including SEAVANs, RORO trailers, and CONEXs, are reconciled on a one-for-one basis. Breakbulk cargo, however, is reconciled only when there is an overage or shortage in total manifest lines or if individual variances are significant due to value, commodity, and so forth.

(c) The activity responsible for vessel discharge prepares the CORM, as detailed in Figure 203-23, and forwards it by ETM to the following:

- 1 The activity responsible for the WPOE (for CONUS see Figure 203-21).
 - a Areas/subareas where cargo is/was loaded or discharged (see Appendix EE-9).
 - b For cargo loaded in CONUS, the MTMC DSC.
 - c As information addressees, the OCCA that booked the cargo and the activity responsible for each port on the vessel itinerary where Government cargo is/was discharged.

2 In answer to the CORM, the WPOD receives the CORMR from the WPOE. The use and content of the CORMR are detailed in Paragraph E.6.d.(7)(f)13c.

3 The WPOD reports unreconciled discrepancies, and discrepancies to Government-owned dunnage and lashing gear, according to the requirements of Chapter 210.

(2) The POD forwards shipments received (on-hand), but not manifested for discharge at that activity, as soon as possible. Those shipments for consignees serviced by the POD, with documentation produced by the POD, are forwarded according to the procedures detailed in Paragraph E.8.b.(2)(c). Shipments for consignees not serviced by the POD are forwarded according to the following procedures:

(a) The APOD reports the unmanifested shipment to the APOE within 24 hours of receipt. To preclude further delay, the APOD processes the cargo as an in-transit shipment and forwards it to the correct destination terminal by the first available aircraft. The APOD also prepares any necessary documentation for manifesting and further cargo accountability.

(b) The WPOD reports, as soon as possible, cargo that has been discharged prior to reaching the destination port (shortlanded) or cargo for a previous port found still on board the vessel (overcarried). The report goes by priority ETM to the consignee, the WPOD shown on the cargo, the WPOE, the appropriate booking activity, and (when prescribed by the theater commander or sponsoring Service) the supply management activity.

1 If the cargo was shortlanded due to a diversion, the WPOD forwards the cargo as detailed in Paragraph E.8.e. If the cargo is shortlanded for any other reason, the discharging WPOD determines the reason for early discharge and coordinates with the activities/Agencies indicated in Paragraph (b) above to ensure shipment to the consignee. The WPOD reports the disposition action on the CORM, and the cargo is usually forwarded on the next available vessel that has proper routing and timely delivery. The terminal forwarding the cargo provides manifest documentation at the time of reshipment.

2 Review the vessel's itinerary (before discharge, if possible) when a WPOD discovers overcarried cargo, to determine the best port at which the cargo should be discharged. The WPOD doing the review considers the ports at which the vessel will call, as well as the shipping available between those ports and the intended destination of the cargo. The shipper, consignee, or WPOD to which the cargo was originally manifested provides disposition instructions prior to actual reshipment to avoid unnecessary handling and backhauls. Finally, if the ocean carrier is responsible for the overcarriage, the discharging terminal takes action with MTMC through the booking office to ensure Government reimbursement for any additional handling or transportation costs incurred.

(c) After discharge from the aircraft or vessel, the POD forwards shipments to the consignee. At APODs, the TO usually arranges the onward movement. At WPODs, the military activity responsible for the port arranges onward movement. Forward SEAVANs, regardless of where the cargo was discharged, as manifested, to the SEAVAN consignee, including BBPs, either directly or via stopoffs.

(3) When shipments arriving at air terminals are to continue movement by air in the DTS, the air terminal coordinates transshipment arrangements (including necessary air clearances). The responsible TO arranges all other onward movement, including local surface delivery or reentry into the DTS at a different air terminal. The APOD provides the applicable manifest and in-transit data to allow timely onward movement. The responsible TO, in turn, secures the necessary clearances and forwards the shipment using a DD Form 1385 (manifest)

for Government trucks, a GBL/CBL for commercial delivery, or other applicable documentation. After the shipment departs, the responsible TO will advise the air terminal (by TCN, carrier, bill number, and hour/day) how and when the shipment moved. Local procedures are established to ensure the consignee receives the cargo leaving the APOD.

(4) The military terminal activity responsible for the WPOD begins arranging onward movement of cargo upon receipt of the vessel manifest. These arrangements include planning for necessary port clearance transportation, reviewing the compatibility and other pertinent characteristics of HAZMAT, and preparing movement documents in advance of vessel discharge. After discharge, the OCONUS WPOD reports cargo availability to the consignee, either directly or through an established Movement Control Agency (MCA).

(a) The military terminal or MCA coordinates the onward movement within priorities on a first-in/first-out basis, unless the RDD or advice by the consignee or sponsoring Service indicates an overriding urgency for a particular shipment(s) when notified of cargo acceptance. Actual onward movement is documented according to local procedures on a DD Form 1384, DD Form 1385, GBL/CBL, or similar applicable document containing essential TCMD data (TCN, WPOD, consignee, pieces, weight, and any applicable SEAVAN and seal numbers).

(b) Inland (local) drayage or linehaul movement of SEAVANs contracted under the USC is not documented on a BL unless part of the movement is arranged or paid for by the Government directly (not by the ocean carrier). The SEAVAN service code in rp 16 of the SEAVAN TCN (see Appendix CC-1, Paragraph 10) identifies payment responsibility.

1 If the destination service code (rp 16) is “K” indicating the ocean carrier’s responsibility ends at the ocean terminal, the activity responsible for the WPOD issues a BL for the inland linehaul or drayage of the SEAVAN. In the BL, the preparing activity includes the SEAVAN TCN (from the manifest), the TCN of each shipment unit in the SEAVAN, and the full van and seal numbers. The BL is distributed IAW Chapter 206, or applicable theater directives.

2 If the destination service code (rp 16) is “L,” “M,” “S,” “T,” or “1”–“9,” indicating the inland movement from the WPOD is the responsibility of the ocean carrier, the terminal activity does not issue a BL. Instead of a BL, the activity issues a manual TCMD (DD Form 1384) or similar nonnegotiable document according to local procedures. The document includes the SEAVAN prime data with the seal and van number and the activity retains a signed copy to record acceptance by the carrier.

3 The terminal activity coordinates with the theater commander or (in CONUS) MTMC to ensure the consignee receives, as a minimum, advance manifest data and anticipated delivery date. The terminal activity also establishes procedures to enable complete records of receipt, detention, and accountability of SEAVANs. If notified by the consignee that a SEAVAN has not been received, the terminal activity takes action to trace the SEAVAN including notifying the clearance authority/booking office and security authorities.

(c) The military terminal responsible for the WPOD ensures the security of cargo, especially protected or classified cargo. To further enable accountability and timely movement of cargo from the port, the terminal or (in CONUS) MTMC maintain a detailed inventory of cargo on hand. This inventory includes:

- 1 The TCN.
- 2 For applicable shipments, the SEAVAN number and owner's identification.
- 3 The consignee.
- 4 The cargo/SEAVAN location in the terminal area.
- 5 The vessel name and voyage number from which the cargo was discharged.
- 6 The cargo/SEAVAN discharge date and age.
- 7 The pieces, weight, and cube for each consignee (with a separate list for protected and classified cargo).
- 8 The TP and RDD.

(d) The owners (or owners' agents) of all POVs discharged by the WPOD and cleared by customs are promptly notified that their vehicles are available. Further requirements, including documentation, are contained in personal property regulations.

(e) Local procedures are established to document the forwarding of cargo from the WPOD to the consignee. Shortages and pilferage are reported to the security authorities. While similar, these procedures do not replace those required by Chapter 210.

c. The POD may also submit in-transit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The responsibilities for in-transit data preparation vary at different types of PODs.

(1) Final intratheater airlift terminals submit in-transit data with DI TK3 for shipments received unless the shipments move overseas. If the consignee is not located on the same installation as the terminal and there is no local agreement for the terminal to make the delivery entry, the APOD sends the DI TK3 to the consignee.

(2) AMC APODs submit in-transit data with DI TK6 for shipments received. The APOD may also enter the consignee receipt date (rp 15-17) when it can be determined and an appropriate local agreement was reached with the consignee.

(3) WPODs do not complete in-transit data since the discharge date is reported by the WPOE as determined from the CORM.

d. The WPOD also accomplishes CBLs or prepares GBLs for cargo that moved over ocean on a CBL. The requirements are detailed in Paragraphs E.6.d.(7)(f)12d(2) and (3).

e. Holding, diverting, and tracing shipments are all actions in which the POD may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in Appendix CC-9.

(1) The POD may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold should be brief and only long enough for the POD to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the RDD field (rp 54-56) are not held, but processed through the POD in accordance with the transportation priority on the TCMD.

(2) A transportation diversion, normally limited by cost, may be a change of mode (e.g., theater truck to theater air), destination, and/or a change of route.

(a) Once a shipment leaves the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, after leaving the shipper, only complete shipment units (i.e., individual items are not removed from multiple line shipment units, nor is a shipping container removed from a multi container shipment unit with one TCN) are diverted.

(b) After the shipment has reached the POD, a diversion between modes normally occurs because of a change in the urgency of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the applicable theater or CONUS clearance authority.

(c) A diversion to a different consignee or destination may result from conditions such as:

- 1 Strikes, national disturbances, or acts of God.
- 2 Supply cancellations.
- 3 Terminations of projects.
- 4 Changes in logistics buildup.
- 5 Modification of permanent change of station orders authorizing personal property shipments.
- 6 Change in the receiving locations for mobile units.

(d) Diversion in the route of a shipment normally occurs within a particular mode (i.e., air or water) and is directed by the clearance authority. Such a diversion may result in some or all of the cargo on board an aircraft or vessel being discharged at other than the originally manifested POD.

1 The command authorized to request a diversion notifies, by ETM or automated format, all concerned parties [i.e., POEs, all PODs (old and new) on the itinerary, and (for surface) the MTMC area/subarea commands having cognizance over the old and new WPODs]. When cargo or an entire aircraft or vessel is diverted, the new POD assumes the responsibility for cargo discharge, documentation, discrepancy reporting, and disposition of the cargo.

2 Whenever possible, the old WPOD provides the new WPOD with the cargo manifests and supporting documents for all shipments for discharge. The old WPOD retransmits the manifest as originally prepared instead of remanifesting to indicate the diversion. In the air system, the cargo manifest documents and/or cards are usually on board the aircraft. When not possible for the old WPOD to retransmit the manifest, or when the aircraft is not carrying the manifest, the new POD prepares a manifest based on the discharge tallies. The required customs documentation that did not accompany the shipment from the old POD to the new POD is immediately forwarded by the fastest means available. Diversion instructions account for all cargo aboard a diverted aircraft or vessel.

(2) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. Though normally obtained from the clearance authorities, the POD may also be asked for the shipping data. The POD responds to such requests by providing all available information. The formats used for tracing are prescribed in Appendix CC-9.

b. After completing a shipment, the POD maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

9. BBP.

a. BBPs are transshipping activities that receive multiple consignee SEAVAN or MILVAN shipments. The BBP separates the unitized shipments into individual shipment units and forwards the individual shipment units to the ultimate consignee.

b. A BBP may be located at inland sites or at WPODs or APODs.

c. Shipments are consigned to a BBP when sufficient volume is not available to ship directly to the ultimate consignee. Since the additional handling at the BBP increases costs and the opportunity for loss or damage, shipments are routed through a BBP only when a single consignee shipment or use of stopoff service (for SEAVANs) is not economically feasible.

10. Procedures.

a. Receiving for transshipment.

(1) Shipments arrive at BBPs accompanied by appropriate TCMD data for both the unitized shipment and the individual shipment units that it contains. Documentation for the unitized shipment may be a BL, TCMD, or other document containing appropriate movement data. Documentation for the contents of the unitized shipment (i.e., the individual shipment

units) may be in the form of manual TCMDs (DD Form 1384), a cargo load list, a manifest, automated records, or other documents sufficient to allow accountable transshipping. BBPs that receive shipments without documentation will seek corrective action from shippers.

(2) The BBP reports receipt of the unitized shipment to the POD. The BBP returns a copy of the receiving document to the WPOD. The signed document contains the day of receipt and condition of the cargo or SEAVAN, including the SEAVAN seal. The BBP sends the receipt to the WPOD within 10 calendar days of receiving the unitized shipment. When a SEAVAN is not received within 10 calendar days of its anticipated delivery, the BBP will notify the WPOD.

(3) BBPs coordinate with the POD to ensure timely receipt of SEAVANs, customs examination, and prompt release to the carrier after unloading the SEAVAN contents. The BBP makes every reasonable effort to unload (unstuff) the SEAVANs during the free time allowed by the ocean carrier. Failure to release the empty SEAVANs within that free time results in detention charges. All detention charges are billed separately from the ocean charges, and the charges are assessed against the activity responsible for causing the costs to be incurred.

b. Unloading (unstuffing) the unitized shipment.

(1) The BBP unloads the unitized shipment, tallies the cargo, and segregates the individual shipment units for onward movement to the ultimate consignee. The load list accompanying the unitized shipment is used to ensure all cargo loaded is actually received and to provide the basis for an audit trail.

(2) When identifying an overage, shortage, or damage discrepancy, the BBP documents and reports the discrepancy according to Chapter 210 of this regulation. Services necessary for safe onward movement of the shipment (e.g. recooling, remarking, repacking) are provided by the BBP. The BBP obtains a fund citation and diversion instructions for shipments that are not correctly prepared.

(3) BBPs also use the load lists and discharge tallies to plan security and prompt onward movement of all shipments and especially for safeguarding hazardous, classified, and protected cargo.

(4) The BBP maintains an on-hand inventory of cargo according to local procedures. This inventory enables accountability and timely movement of cargo from the BBP. This inventory normally includes such details as:

(a) TCN.

(b) Consignee.

(c) Cargo location in the BBP area.

(d) Vessel name and voyage number and/or SEAVAN number (including the owner abbreviation) from which the cargo was discharged.

(e) Cargo and SEAVAN receipt date and age at the BBP.

(f) Pieces, weight, and cube for each consignee (with a separate list for protected and classified cargo).

(g) TP and RDD or expedited handling/transportation signs.

c. Forwarding cargo to the consignee. After separating the cargo into individual shipment units, the BBP arranges for onward movement.

(1) The BBP forwards most shipments by surface direct to the ultimate consignee. The BBP forwards shipments, within priorities, on a first-in/first-out basis unless the RDD or advice by the consignee or sponsoring Service indicates an overriding urgency for a particular shipment. When possible, the BBP prepares the movement documents in advance of actual cargo receipt to permit rapid transshipment. The BBP arranges and documents according to local procedures. The documentation may be a DD Form 1384, DD Form 1385, GBL, CBL, or similar document containing essential TCMD data (TCN, BBP, consignee, pieces, weight, and cube).

(2) The BBP notifies HHG (Code 5 or T) and baggage (Code 8 or J) carriers or their agents when personal property is available for pick up. Similarly, the BBP notifies POV owners or their agents when the vehicles are available. Further requirements, including documentation, are contained in applicable personal property regulations.

(3) The BBP establishes cargo receipt by the consignee. When the BBP is operated in conjunction with a WPOD, these receipt procedures are as detailed in Paragraph E.8.b.(4)(e). Inland BBPs establish their own procedures and/or use those detailed in Chapter 210 or in applicable theater publications overseas.

d. The BBP does not normally prepare in-transit data. However, if the BBP operations are in conjunction with a POD, preparation may be required as detailed in Paragraph E.8.a.(2)(d) of this chapter.

e. Holding, diverting, and tracing shipments are all actions in which the BBP may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting those actions at BBPs operated by a POD are detailed in Appendix CC-9.

(1) The BBP may hold and/or divert a shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold is intended to be brief and only long enough for the BBP to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with "555" in the RDD field (rp 54-56) are not held, but processed through the BBP in accordance with the TP on the TCMD.

(2) A transportation diversion may be a change of mode, a change of destination, and/or a change of route.

(a) Only complete shipment units will be diverted, i.e., individual line items will not be removed from multiple line shipment units, nor will a shipping container be removed from a multi-container shipment unit under one TCN.

(b) After the shipment has reached the BBP, a diversion between modes normally results from a change in the urgency of need. Such a change may result in a planned surface delivery being moved by air and is coordinated by the applicable theater or CONUS clearance authority.

(c) A diversion to a different consignee or destination may result from conditions such as:

- 1 Strikes, national disturbances, or acts of God.
- 2 Supply cancellations.
- 3 Terminations of projects.
- 4 Changes in logistics buildup.
- 5 Modification of permanent change of station orders authorizing personal property shipments.
- 6 Change in the receiving locations for mobile units.

(3) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. Normally, tracing assistance is obtained from the clearance authorities, but the BBP may occasionally be asked for shipping data. The BBP responds to such requests by providing all available information. The formats used for tracing are detailed in Appendix CC-9.

f. After completing a shipment, the BBP maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

F. RECEIVER REQUIREMENTS AND PROCEDURES

1. The receiver is usually the ultimate consignee of a shipment in the DTS. The receiver may also be an agent for the ultimate consignee (e.g., a central receiving point or a temporary storage point for the ultimate consignee). Regardless of the exact designation of the receiver, when a shipment arrives at the receiver and documentation is accomplished, the movement is complete.

2. This section explains, in the general order of performance, the actual steps the receiver must take to process and complete a shipment.

3. Procedures.

a. Receiving the Shipment:

(1) Shipments arrive at a receiver by all modes/methods (truck, van, or rail; occasionally barge). Shipments are preceded and/or accompanied by TCMD data, regardless of arrival method. Documentation may be a BL, TCMD, or other document containing the information necessary to properly account for the complete shipment. On delivery, receivers initiate inquiries seeking corrective action when shipments are delivered without documentation/data.

(2) The receiver uses the TCMD or other documents received with the shipment for a tally.

(a) The receiver identifies any discrepancies (overage, shortage, and/or damage) and documents and reports them IAW Chapter 210.

(b) The receiver notifies the WPOD if the consignee does not receive the SEAVAN within 10 calendar days of its anticipated delivery.

(3) Receivers coordinate with the POD to ensure timely receipt of SEAVANs (whether single delivery or stopoff) and prompt release to the carrier after unloading the SEAVAN contents. The receiver makes every reasonable effort to unload (unstuff) the SEAVANs during the free time allowed by the ocean carrier. Failure to release the empty SEAVANs within that free time results in detention charges. Detention charges should be billed separately from the ocean charges and assessed against the activity considered responsible for causing the detention. Other commercial carrier equipment also accrues detention chargeable to the receiver if not unloaded within the authorized free time.

b. In-transit Data. The receiver may also complete in-transit data for use in measuring transportation performance in the movement of MILSTRIP shipments. The receiver complies with the general requirements listed below. Whenever the activity receiving a shipment also receives in-transit data documentation (TK3/TK4), the date the shipment is delivered (or offered for delivery, if earlier) is entered in in-transit data.

c. Holding, diverting, and tracing a shipment are all actions in which the receiver may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting those actions are detailed in Appendix CC-8.

(1) The receiver is normally involved in holding and diverting actions only for the purpose of reconsignment. After a shipment has arrived at the receiver, it is complete and further movement constitutes a new shipment. At that time, the receiver's responsibility is that of a shipper as detailed in this chapter and Chapter 202.

(2) Shipment tracing allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. The receiver normally sends tracing requests to the clearance authority, as detailed in Appendix CC-9. Appendix CC-9 also contains the formats and procedures and tracing requirements.

d. The receiver also responds promptly to requests for information to support discrepancy reports.

e. The receiver maintains records to detail all transportation receiving actions undertaken. Various Service publications detail the length of time and method for keeping such files.

G. AGRICULTURAL INSPECTIONS

The Federal Government, through the USC, Title 7, Section 151, Plant Quarantine Act (also known as the Plant Pest Act), prohibits the introduction of any animal, plant, or material into the United States, considered harmful to U.S. agriculture. DOD Directive 4500.9, requires that the DOD Components prevent the introduction of rodents, arthropod vectors of human disease, snails, termites, and other agricultural and animal pests and soil capable of harboring plant pests and animal disease organisms that may be in retrograde cargo from entering the United States, its territories, and its possessions. Secretary of the Navy Instruction (SECNAVINST) 6210.2A/AR 40-12/AFI 48.104, Quarantine Regulations of the Armed Forces, directs the armed forces to comply with applicable regulations published by other federal agencies governing the movement of diseases, pest, wildlife, and arthropod vectors. The DOD executive agent for customs advises theater CINCs of their responsibility for compliance with these regulations and for issuance and enforcement of such directives and instructions as may be required to meet special and unusual conditions, such as the gypsy moth in Europe and the brown tree snake in the Pacific.

H. JMTCA

1. The Commander, HQ U.S. Army Operations Support Command (OSC), will establish and operate a JMTCA that will:

a. Develop procedures to receive airlift and sealift export requirements. This includes munitions under the Single Manager for Conventional Ammunition (SMCA) and DOD Component-unique munitions or non-SMCA munitions.

b. Plan vessel load requirements in conformance with the scheduled ocean vessel load(s).

c. Provide DOD Component National Inventory Control Point (NICPs) and TOs with in-transit data and maintain control of munitions.

d. Coordinate with DOD Component NICPs and TOs any required actions that may affect implementation of previously coordinated or future shipment schedules.

e. Coordinate with DCMA Director, JMTCA, and NICPs regarding implementation of procedures for shipments from production sources under the authority of DCMA.

f. Receive annual forecasts of export (both CONUS and OCONUS) munitions requirements. Request detailed movement data from each Service twice a year.

g. Monitor the output of all production and storage sites and report any changes that will affect shipment planning to the appropriate NICP and JMTCA.

h. Receive all munitions shipment requirements to include ATCMD/TCMD data for airlift movement and requests for theater munitions clearance and for APOE/D munitions clearances. TOs will submit ATCMDs to the ACA and to the JMTCA by fax at DSN 793-6811/4713 or (309) 782-6811/4713 or at the Web site: <http://www.osc.army.mil/rs/rst/index.htm>. JMTCA will work with the ACA to obtain airlift and APOE clearance for the TO including making special arrangements. JMTCA will assist with obtaining theater clearances from the theater unified command for HN and consignee overseas storage location clearances and with AMC for POD clearance to preclude HN import violation.

i. Consolidate munitions requirements into shipload quantities and prepare ETRR for submission to MTMC using the Fast Release for Ammunition System. DOD Component NICPs and TOs will be information addressees on such submissions.

j. Inform MTMC of the desired on-berth date.

k. Establish, in conjunction with MTMC and TOs, a schedule for each approved shipment requirements plan. Develop and coordinate the munitions port delivery date. Provide the schedule to MTMC, ports, TOs, and DOD Component NICPs.

l. Monitor all shipments until lifted aboard vessel. Advise NICPs, TOs/receivers, and requisitioners of changes to ship planning messages. Prepare a final Report of Shipment (REPSHIP) message (see Figures 204-3 and 204-4) that informs all addressees of munitions loaded onto the ocean vessel.

m. Annually, provide MTMC with combined DOD Component's forecasts of all DOD munitions shipment requirements.

n. Advise NICPs and TOs when economical sealift is unavailable for particular shipment requirements.

o. Obtain APOE clearance e.g. identify space for in-transit storage for all export air munitions shipments.

2. The DOD Component/NICP will:

a. Identify export shipment requirements and forward them to the JMTCA for ocean vessel consolidation.

b. Provide TO(s), commercial carrier(s), and/or SPOEs with any technical information concerning the transportability requirements of munitions managed by the respective NICP.

c. Include JMTCA as an information addressee on all export REPSHIPS.

d. Advise JMTCA of a delayed export shipment.

- e. When required by the DOD Components, submit export shipment request to the JMTCA for shipment planning actions.
- f. Provide FMS notice of availability (NOA) to freight forwarder and to JMTCA.
- g. Provide yearly forecasts of munitions requirements and semi-annual updates to the JMTCA.
- h. Monitor shipments until lifted aboard vessel.

I. FMS SHIPMENTS

Appendix V outlines provisions for FMS shipments moving under a BL. DOD 5105.38-M, Security Assistance Management Manual, Section 80206, contains additional information on the movement of FMS material.

J. FORECASTING CARGO REQUIREMENTS

Service and agency HQs are required to submit long-range requirements for surface cargo movements and both short-range and long-range requirements for air cargo movements. Submission procedures are in Appendix W.

Application of Transportation Priorities

TP Code ⁹	Recommended Shipment Mode	Type of Shipment O/T mail	Explanation/ Exception Paragraph	Mail Shipments Paragraph D.2.
1	Air	UMMIPS 01-03 and all Required Delivery Dates (RDD)	D.2.	Registered letter mail, Command pouches, weapon system pouches, and CASREP pouches. ¹⁰ Letter mail. Priority parcels.
2	Air	UMMIPS 04-15	D.2..	MOM, SAM, and PAL.
3	Surface	UMMIPS 04-15 Personal Property NAF	D.2. D.2.	Overseas mail and inter-command mail.
4 ¹¹	AMC uncommitted space	TP-3	D.2.	

⁹ For explanation of codes, see Paragraph D.2, Transportation Priority (TP) and Appendix CC-10, UMMIPS Standards.

¹⁰ Enter 999 in the RDD field.

¹¹ Not a TP. Identifies cargo selected to move as deferred air freight.

Figure 203-1. Application of Transportation Priorities

Time Standards for Issuance of an ETR

<u>When the shipper requests an ETR for:</u>	<u>The OCCA provides an ETR:</u>
TP-1 and TP-2 shipments.	Within 48 hours from receipt at the OCCA.
TP-3 shipments.	Within 3 working days from time of receipt at the OCCA.
Any shipment with an availability date 10 or more days in the future.	Not later than the shipper-established lead time necessary to ensure processing and transit to the port.

Figure 203-2. Time Standards for Issuance of an ETR

TCMD Submission for Water Shipments

When the shipper makes a: ¹²	When transit time to the POE is:	The shipper sends data to the OCCA: ¹³
RU shipment by SEAVAN	24 hours or less	After receiving the ETR and at least 12 hours prior to shipment
	Over 24 hours	Not later than actual time of shipment
RU shipment by other than SEAVAN	24 hours or less	At least 18 hours prior to shipment
	Over 24 hours	24 hours prior to shipment arrival at POE
LRU shipment restricted by Appendix CC-5	24 hours or less	After receipt of ETR, but at least 18 hours prior to shipment
	Over 24 hours	After receipt of ETR, but at least 24 hours prior to shipment arrival at POE
LRU shipment, unrestricted	24 hours or less	At least 18 hours prior to shipment
	Over 24 hours	At least 24 hours prior to shipment

¹² For shipments forwarded to a CCP for consolidation, the CCP will be defined as the shipper when using this figure.

¹³ The preferred method of ATCMD transmission is electronic, fax, or CONUS Regional Database (CRDB) (with access).

Figure 203-3. TCMD Submission for Water Shipments

GBL Header Data Format for Shipments to Water Ports ¹⁴

Record Position	Data Element or Description
1-3	Advance shipment information, always enter "GBL"
4-11	GBL Number 8 positions – alphanumeric
12-16	Always enter TCMDs
17-19	Total number of TCNs on this BL
20-25	DODAAC of shipper
26	Blank
27-30	Julian day of the year shipment was or is planned to be released to carrier
31-33	POE

¹⁴ A properly formatted GBL Header Data for batch transmission of TCMDs would read as follows:
GBLA1234567TCMDS175SW3400 31113DK.

Figure 203-4. GBL Header Data Format for Shipments to Water Ports

TCMD Submission for Air Shipments

When the shipper makes:	The shipper sends ATCMD data to the ACA for shipments moving by AMC:	The ATCMD is transmitted by:
Expedite TP-1 (999) shipments ¹⁵	Not later than 2 hours prior to release to the carrier	(1) Telephone/DSN (2) DDN (3) Fax ¹⁶ (4) WWW
All other TP-1 shipments	Not later than 6 hours prior to release to the carrier	(1) DDN (2) ETM (3) Telephone/DSN/fax ¹⁶ (4) WWW
All other air shipments except AMC FSS cargo ¹⁷	Not later than 14 hours prior to release to the carrier	(1) DDN (2) ETM (3) Telephone/DSN/fax ¹⁶ (4) WWW

¹⁵ For shipments requiring clearance through the Marine Corps ACA and ATCMD, transmission is by telephone only.

¹⁶ Facsimile of clearly legible ATCMDs may be used when the computer for sending or receiving data is temporarily inoperable. To ensure accountability, the shipper must provide advance notice to the appropriate ACA of approximate transmission time and number of ATCMDs being transmitted. ACA will advise the shipper of any discrepancies.

¹⁷ AMC Forward Supply Support (FSS) cargo does not require clearance. The TCMD forwarded with the FSS shipment contains a significant identifier indicating no advance documentation is required.

Figure 203-5. TCMD Submission for Air Shipments

Transportation Holding Delay Codes

One of the following codes will be used to record and/or report a transportation delay as outlined in this chapter and Appendix CC-9:

Code	Explanation
A	Shipment unit held for consolidation
B	Awaiting carrier equipment
C	Awaiting export/domestic traffic release
D	Delay due to diversion to surface movement resulting from challenge by Service Air Clearance Authority
E	Delay resulting from challenge by Service Air Clearance Authority or Shipper Service Control Office for which no diversion occurs and material was shipped by air
F	Embargo
G	Strikes, riots, civil commotion
H	Acts of God
I	Reserved
J	Shipment delayed to process customer cancellation request(s)
K	Diversion to surface movement due to characteristics of material that preclude air shipment (e.g., size, weight, in hazard classification)
L	Delay requested and/or concurred in by consignee
M	Delay to comply with valid delivery dates at CONUS destination/outloading terminals
N	Delay due to diversion to air (requisition priority upgraded)
O–Y	Reserved
Z	Holding action less than 24 hours from date material available for shipment

Figure 203-6. Transportation Holding Delay Codes

Instructions for Completing the DD Form 1387, (Other Than Mail)

1. TCN: Enter the 17-position TCN, bar coded and in-the-clear.
2. Postage Data: Leave blank.
3. From: Enter DODAAC and in-the-clear address of the shipping activity.
4. Type Service: Enter Air Express, Blue Label, Overnight etc.
5. Ship to CCP/POE: Enter three digit air/water port/CCP code and port address.
6. Transportation Priority: Enter TP.
7. POD: Enter three digit air/water POD code.
8. Project: Enter project code.
9. Ultimate Consignee/Mark For: Enter consignee DODAAC, bar coded and in-the-clear, and the complete address of the consignee.
10. Weight (this piece): Enter actual weight.
11. RDD: Enter RDD.
12. Cube (this piece): Enter cube.
13. Charges: Enter CONUS inland freight charges on number one piece of the shipment unit (as required for FMS shipments).
14. Date Shipped: Enter four position date or in-the-clear date.
15. FMS Case Designator: Enter Case Designator.
16. Piece Number: Enter bar coded and in-the-clear.
17. Total Pieces: Enter total pieces in the shipment unit.

In addition to the above, the following data elements are mandatory for all Army and Navy Unit Equipment Movements.

18. Bumper Number.
19. Length/Width/Height.
20. Serial Number.
21. Model Number.
22. In the clear nomenclature.

Figure 203-7. Instructions for Completing the DD Form 1387 (Other Than Mail)

Completing the DD Form 1387, Military Shipment Label (Mail)

1. TCN: Enter the 17-position TCN, bar coded and in-the-clear.
2. Postage Data: Use one of the following:
 - a. Metered mail: Attach stick-on metered postage values to or near this block.
 - b. Permit Imprint mail: Enter the Service/Agency mail authorization; for example:

First Class Mail
Postage and Fees Paid
Defense Logistics Agency
Permit No. G-53
3. From: Enter the in-the-clear address of the shipping activity, including ZIP code. The phrase "Official Business, Penalty for Private Use \$300" must be printed on the bottom line of this block.
4. Type Service: Enter First Class, Express Mail, and so forth.
5. Ship to/POE: For CONUS mail, enter complete address of consignee, including ZIP code. For overseas mail, enter PCC code or the air/water POE code.
6. Transportation Priority: Enter the TP.
7. POD: Leave blank.
8. Project: Enter project code.
9. Ultimate Consignee/Mark For: Enter DODAAC of consignee, bar coded and in-the-clear, and other address markings.
10. Weight (this piece): Enter actual weight.
11. RDD: Enter RDD.
12. Cube (this piece): Enter cube.
13. Charges: Leave blank.
14. Date Shipped: Enter four position or in-the-clear date.
15. FMS Case Number: Enter Case Number.
16. Piece Number: Enter bar coded and in-the-clear piece number.
17. Total Piece: Enter number of pieces in the shipment unit.

Figure 203-8. Completing the DD Form 1387, Military Shipment Label (Mail)

TAW Transactions

Data Field	Procedures
1-3	Shippers and transshippers, enter “TAW” to report consolidation of two or more shipment or transportation unit TCNs into a higher level consolidation TCN. CCPs also enter “TAW” to report consolidation of two or more MILSTRIP requisition or other document numbers that are broken down and reconsolidated into a new TCN for onward movement.
4-6	Enter the routing identifier of the original shipper.
7	Enter “Z” if CCP shipment; or “H” if Hub consolidation; otherwise, leave blank.
8-24	Enter the TCN of the shipment that is being consolidated into a higher level of consolidation or broken down for reconsolidation.
25-29	Enter quantity, if available; otherwise, leave blank.
30-44	Enter the MILSTRIP requisition, contract number, purchase order number or other document number for each individual line item that is being broken down and reconsolidated into a higher-level TCN.
45-50	Enter supplementary address, if available; otherwise, leave blank.
51-53	Enter date received by the transshipper, leave blank for shipper transaction.
54-56	Enter date shipped by shipper or transshipper.
57-59	Enter project code, if available; otherwise, leave blank.
60	Enter transportation priority code, if available; otherwise, leave blank.
61-77	Enter new consolidated TCN assigned to next highest level of consolidation for movement (i.e., 463L pallet, SEAVAN/MILVAN, or other consolidation configuration).
78-80	Enter the routing identifier for the POE identified for onward movement.

Figure 203-9. TAW Transactions

TAV Transactions

Data Field	Procedures
1-3	Transshippers, enter "TAV" to report consolidation of two or more shipment or transportation unit TCNs into a higher-level consolidation TCN.
4-6	Enter the routing identifier of the original shipper.
7	Enter "Z" if CCP shipment; enter "H" if Hub shipment; otherwise, leave blank.
8-24	Enter the TCN of the shipment that is being consolidated into next higher level of consolidation.
25-27	Enter CCP or air/water terminal identifier code for shipment units processed with a new TCN assigned.
28-44	Enter the TCN (17 characters) of the newly formed transportation unit/consolidation.
45-50	Enter "marked for" address, if available; otherwise, leave blank.
51-53	Enter date received by the transshipper.
54-56	Enter date shipped by transshipper.
57-59	Enter project code, if available; otherwise, leave blank.
60	Enter transportation priority code, if available; otherwise, leave blank.
61-77	Enter new consolidated TCN (17 characters) assigned to next highest level of consolidation for movement (i.e., 463L pallet, SEAVAN/MILVAN, or other consolidation configuration). (If not required, leave blank.)
78-80	Enter the air/water port code of the POE.

Figure 203-10. TAV Transactions

Air Manifest Header Data Entries

Record Position	DD Form 1385 block	Procedures
1-3	(9)	Enter TAA.
4-8	(1)	Enter carrier abbreviation (e.g., AMC); precede carrier abbreviations with zeros. On automated formats, the APOD enters the hour/date the cargo is received in rp 6-8 (Appendix EE-4).
9-14	(2)	Enter the aircraft tail number.
15-17	--	Enter GMT hour/date code to indicate time/date of flight departure (Appendix EE-12).
18-21	(3)	Enter aircraft model and series number (e.g., 005 (for C-5)).
22-23	--	Leave blank.
24-26	(4)	Enter air terminal code (Appendix DD-4).
27	--	Mode code (Appendix DD-8).
28-29	(5)	Enter manifest reference code (Appendix EE-1).
30-44	(6)	Enter in the clear destination.
45-47	--	Enter GMT hour/date code (Appendix EE-12).
48-59	(7)	Enter mission number assigned by aircraft controlling agency in rp 48-56 and enter Julian date in rp 57-59.
60-62	(8a)	Enter air terminal code for manifesting station (Appendix DD-4).
63	(8b)	Enter last digit of fiscal year.
64	(8c)	Enter type manifest (e.g., "C" for cargo, "M" for mail).
65-69	(8d)	Enter last five digits of manifest number, if less than five numbers precede with zeros.
70-75	--	Enter total cargo weight.
76-80	--	Enter total cargo cube.

Figure 203-11. Air Manifest Header Data Entries

Air Cargo Pallet Header Entries DD Form 1385 or Automated Format

Record Position	DD Form 1385 block	Procedures
1-3	(9)	Enter TAB.
4-5	(10)	The air terminal enters a two-digit alphanumeric pallet designator. The letters I and O and the numeral 0 will not be used in these record positions.
6-8	(11)	Enter GMT hour/day of oldest piece of cargo on the pallet (Appendix EE-12)
9-12		Air terminal enters local bay location. Otherwise leave blank.
13-14		Leave blank.
15-17	(12)	Enter GMT hour/day code pallet leaves APOE (Appendix EE-12).
18-19	(13)	Leave blank.
20	(14)	Enter the air dimension code (Appendix DD-3).
21-23		Enter air terminal identifier code (Appendix DD-4).
24-26	(15)	Enter air terminal identifier code (Appendix DD-4).
27	(16)	Enter mode/method for pallet from APOE (Appendix DD-8).
28-29		Enter manifest reference code from manifest header entry.
30-35	(17)	Enter DODAAC of activity that loaded the pallet if other than air terminal.
36-39		Enter four digit date code (Appendix EE-12).
40		Enter "L" to indicate 463L pallet.
41-43		Enter serial number assigned by pallet loading activity other than air terminal.
44-45		Enter one of the following: BC = Belly cargo LS = Loose cargo PC = Palletized cargo RS = Rolling stock SD = Cargo on skid T- = Pallet train (second digit = number of pallets in the train)
46		Enter one of the following: G = General cargo M = Mixtures of G and S S = Cargo requiring special handling U = Mail

Figure 203-12. Air Cargo Pallet Header Entries DD Form 1385 or Automated Format

Air Cargo Pallet Header Entries DD Form 1385 or Automated Format

Record Position	DD Form 1385 block	Procedures
47-52	(18)	Enter DODAAC of ultimate consignee. Leave blank if more than one consignee.
53	(19)	Enter highest priority on the pallet.
54		Enter special priority, when applicable, otherwise leave blank: E = Anticipated NMCS F = FSS - Forward Supply System G = Green sheet N = NMCS/CASREP 4 = 444 5 = 555 7 = 777 9 = 999
55-57		Pallet height in inches.
58-60		Center of balance or pallet train.
61		Tiedown: C = Chain S = Straps N = Net M = Mixture
62-63		Number of equivalent pallet positions with assumed decimal point (e.g., 25 equals 2.5 pallet positions).
64		Overhang direction A, F, or B, or blank.
65		Enter personal property code: B = Personal baggage H = Household goods J = Personal baggage – ITGBL K = Household goods – ITGBL P = POV T = Household goods
66		Enter protected cargo code (Appendix DD-2), if applicable; otherwise, leave blank.
67		Leave blank.
68-71	(24)	Enter total number of pieces on the pallet.
72-76	(25)	Enter total weight of cargo on the pallet.

Figure 203-12. Air Cargo Pallet Header Entries DD Form 1385 or Automated Format (Cont'd)

Prime Data Entries for Shipment Units on Air Manifests

Record Position	DD Form 1385 block	DD Form 1384 block	Procedures
1-3	(9)	1	Enter three-digit code as follows. First position: Always “T” Second position: Same as second position of the TCMD. Third position: “A” for a loose shipment and “D” for a shipment loaded on a 463L pallet.
4-5	(10)	2	Enter pallet number on which shipment is loaded.
6-8			Enter hour/date received (Appendix EE-12).
9-14	(11)	21	For nonpalletized mail, enter the registry number. For all other shipments, enter the DODAAC of the consignor.
		3	For all other shipments, enter the DODAAC of the consignor.
15-17	(12)	15	Enter GMT hour/day code shipment leaves APOE (Appendix EE-12).
18-19	(13)	4	Enter air commodity code (Appendix DD-1).
20	(14)	5	Enter air dimension code (Appendix DD-3).
21-23		6	Enter air terminal identifier code (Appendix DD-4).
24-26	(15)	7	Enter air terminal identifier code (Appendix DD-4).
27	(16)	8	Enter mode/method code (Appendix DD-8).
28-29		9	Enter manifest reference code from manifest header entry.
30-46	(17)	10	Enter TCN from shipment unit TCMD.
47-52	(18)	11	Enter DODAAC of ultimate consignee.
53	(19)		Enter TP from shipment unit TCMD.
54-56	(20)	13	Enter RDD or expedited handling or transportation signal from the shipment unit TCMD. If none, leave blank.
57-59	(21)	14	Enter project code from shipment unit TCMD. If none, leave blank.
60-62	(22)	16	Enter hour/day code shipment arrived at APOE (Appendix EE-12).
63			For Services internal applications.
64-67	(23)	17	Enter TAC from shipment unit TCMD.
68-71	(24)	22	Enter total number pieces in the shipment unit.
72-76	(25)	23	Enter total weight of the shipment unit.
77-80	(26)	24	Enter total cube of shipment unit.

Figure 203-13. Prime Data Entries for Shipment Units on Air Manifests

Ocean Manifest Header Data Entries

Record Position	TCMD Manifest DD Form 1384 block	ATCMD DD Form 1384 block	Manifest DD Form 1385 block	Procedures
1-3	1			Enter TAJ.
4-8	21	21	(3)	Original manifest, no Government dunnage and/or lashing gear used, enter NODUN. Supplemental manifest enter type of adjustment and date as explained in Chapter 203, Paragraph E.6.d.(7)(f)7. For all others, leave blank.
9-11	6	25a	(1)	Enter water port code (Appendix DD-14). For LASH/SEABEE shipments, show port that loaded cargo on the barge.
12-14				Leave blank.
15-18	15	25d	(2)	Enter four position date (Appendix EE-12).
19-23	19	25f	(3)	Enter voyage document number (Appendix EE-9).
24-26	7	26a	(4)	Enter water port code for final WPOD (Appendix DD-14).
27	20	20	(5)	Enter voyage manifest reference code (Appendix EE-10).
28-29				Leave blank.
30-46	21	25k	(6)	Enter vessel name, if unnamed, enter vessel class and hull number.
47				Leave blank.
48-49	18	25e	(7)	Enter two-position code assigned by the OCCA. If a LASH/SEABEE barge is loaded with cargo booked under different terms of carriage, a separate manifest section is prepared for each term of carriage.
50				Enter L for LASH vessels, S for SEABEE vessels; otherwise, leave blank.
51	18	25e	(8)	Enter MTMC assigned code.
52-59	21	21	(9)	Enter assigned IRCS. For barges without an IRCS, enter the hull number.
60-80	31	31	(9)	Enter additional required data (e.g., actual loading activity if other than the WPOE, transshipping data, and so forth).

Figure 203-14. Ocean Manifest Header Data Entries

Ocean Manifest Data Entries

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedures
1-3	32	1	(10)	Enter DI code from TCMD, but convert third position as follows: 0=&, 1 =J, 2=K, 3=L, 4=M, 5=N, 6=0, 7=P, 8=Q, 9=R. For Government-owned dunnage or lashing gear, enter TLJ for prime and TLR for trailer entries [Paragraph E.6.d.(7)(a)]. See special instructions below.
4-19	33-35		(11)	Enter prime and trailer data from TCMD.
20-23	36		(12)	Enter last four digits of the voyage document number from the manifest header.
24-26	37		(13)	Enter code from manifest header.
27	-			Enter code from manifest header.
28-59	39-43b		(14)	Enter prime and trailer TCMD data.
60-63	43cd	25 h	(15)	For prime data entries, enter the vessel stowage location code (Appendix EE-8). For dunnage lashing gear, see special instructions below. For all others, leave blank.

Figure 203-14. Ocean Manifest Header Data Entries (Cont'd)

Special Instructions

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedures
64-80	43e, 44		(16)	Enter prime and trailer TCMD data.
1-3	32		(10)	Enter TLJ for prime entries and TLR for trailer entries.
59-79	43-44		(17)	Enter clear text disposition instructions.
80	44C			For trailer entries, enter a sequence number.

Figure 203-14. Ocean Manifest Data Entries (Cont'd)

Instructions for Preparing Manifest Adjustments

Supplements	DI Entry	Record Position 4	Record Position 53	Entry in TP block of DD Form 1384 TP-1, TP-2, TP-3
1. To add shipment unit lifted but not manifested, prepare:				
a. Manifest header	TAJ	S	No overpunch	No change
b. Shipment unit entries:				
Prime data:	T_J		“	“
Trailer data:	T_N-R		“	“
2. To add consolidated containers and shipment units in containers, prepare:				
a. Manifest header	TAJ	S	“	“
b. Container entries:				
Prime data:	T_K/L		“	“
Trailer entries:	T_R			
c. Shipment unit entries:			“	“
Prime data:	T_			
Trailer entries:	T_N-R			
Deletions				
1. To delete shipment unit manifested but not lifted, prepare:				
a. Manifest header	TAJ	D	None	None
b. Shipment unit entries: Prime data only:	T_J		Zero	/ S T
2. To delete a complete consolidation container manifested but not lifted, prepare:				
a. Manifest header	TAJ	D	None	None
b. Prime container	T_K/L		Zero	/ S T

Figure 203-15. Instructions for Preparing Manifest Adjustments

Instructions for Preparing Manifest Adjustments

Supplements	DI Entry	Record Position 4	Record Position 53	Entry in TP block of DD Form 1384 TP-1, TP-2, TP-3
c. Shipment unit entries:				
Prime data only:	T_		Zero	/ S T
Corrections				
1. To change shipment units not containerized, prepare:				
a. Manifest header	TAJ	C	11	J K L
b. To delete old shipment unit.				
Prime data:	T_J		11	J K L
Trailer data:	T_N-R		11	J K L
2. To change a consolidated container, prepare:				
a. Manifest header	TAJ	C	None	None
b. To delete old container:				
Prime data:	T_K/L		11	J K L
Trailer data:	T_R		11	J K L
c. To add new container				
Prime data:	T_K/L		12	A B C
Trailer data:	T_R		12	A B C
3. To change shipment units in consolidation, prepare:				
a. Manifest header	TAJ	C	None	None
b. Dummy entry:	T_K/L		12	A B C
c. To delete old shipment unit:				
Prime data:	T_K/L		11	J K L
Trailer data:	T_N-R		11	J K L
d. To add new shipment unit:				
Prime data:	T_M		12	A B C
Trailer data:	T_N-R	1	2	A B C

Figure 203-15. Instructions for Preparing Manifest Adjustments (Cont'd)

Ocean Cargo Manifest Recapitulation Data Entries

DD Form 1386	Procedure
(1)	Enter "X" in recapitulation box.
(2)	Enter "X" in the appropriate box. If the recapitulation is for a manifest adjustment, see special instructions below.
(3)	Enter vessel name. If unnamed, enter vessel class and hull number.
(4)	Enter two position vessel status terms of carriage code (Appendix DD-10).
(5)	Enter voyage document number (Appendix EE-9).
(6)	Enter vessel sailing date code (Appendix EE-12).
(7)	Enter water port code for actual port of loading (Appendix DD-14).
(8)	Enter the number of heavylifts (10,000 lbs or more, other than SEAVANs).
(9)	Enter the number of pieces, other than SEAVANs, with outsize dimensions (any dimension of 72 inches or more).
	For each WPOD list, on separate lines, enter the data required by Paragraph E.6.d.(7)(f)9, as follows:
(10)	Enter the water port code for the final POD to which the cargo is booked (Appendix DD-14). If booked for transshipment, follow the WPOD with "BY T/S."
(11)	Enter abbreviated commodity description(s) (Appendix DD-12).
(12)	Enter length, width, and height, in inches, of each heavy lift, other than SEAVANs (indicate L, W, H).
(13)	Enter "X" if heavy lift can be discharged by vessel's gear; otherwise, leave blank.
(14)	Enter "X" if heavy lift cannot be discharged by vessel's gear; otherwise, leave blank.
(15)	Enter "X" if discharge costs are payable by the vessel operator, terms of carriage 2 or 3; otherwise, leave blank.
(16)	Enter "X" if discharge costs are payable by the Government, terms of carriage 1 or 4; otherwise, leave blank.
(17)	Enter vessel stowage location code for cargo being described (Appendix EE-8).
(18)	Enter in long tons, the weight of the cargo, other than SEAVANs, being described.

Figure 203-16. Ocean Cargo Manifest Recapitulation Data Entries

Ocean Cargo Manifest Recapitulation Data Entries

For each WPOD and consignee Service list, on separate lines, the data required by Paragraph E.6.d.(7)(f)9 as follows:

<u>DD Form</u> <u>1386 block</u>	<u>Procedure</u>
(19)	Enter water port code for the cargo's final WPOD (Appendix DD-14).
(20)	Enter first position of the consignee DODAAC.
(21)	Enter, in long tons for each WPOD, the total cargo on board for each Service/Agency identified in block (20).
(22)	Enter in measurement tons, the total volume of cargo included in block (21).

If a DD Form 1384 is used, follow the above instructions and include a note to indicate the terms of carriage (Appendix DD-10).

Special Instructions

If the recapitulation is being prepared for a manifest adjustment, the data listed in blocks (10) through (22) is separated as follows:

List exactly as on the original manifest, all items to be deleted, under the heading "Delete."

List all items to be added under the heading "Add." For original manifest items which must be corrected, include both a delete entry and an add entry.

Figure 203-16. Ocean Cargo Manifest Recapitulation Data Entries (Cont'd)

Ocean Cargo Manifest Summary Data Entries

DD Form 1386 Block	Procedure
(1)	Enter "X" in the summary box.
(2)	Enter "X" in the appropriate box if the summary is for a manifest adjustment. ⁹
(3)	Enter the vessel name. If unnamed, enter the vessel class and hull number.
(4)	Enter two-position vessel status/terms of carriage code (Appendix DD-10).
(5)	Enter voyage document number (Appendix EE-9).
(6)	Enter year and day code for vessel sailing date (Appendix DD-12).
(7)	Enter water port code for actual port of loading (Appendix DD-14).
(8)	Leave blank.
(9)	Leave blank.

For each WPOD list, on separate lines for each commodity category and TAC, enter the information required by Paragraph E.6.d.(7)(a), as follows:

(10)	Enter the water port code for the final WPOD to which the cargo is booked. If booked for transshipment, enter BY T/S after the WPOD (Appendix DD-14).
(11)	Enter the clear text commodity category from the following list:

Category	Code
Reefer, Chill	100-149
Reefer, Freeze	150-199
Bulk, NOS	200
Asphalt	210
Cement	220
Coal	230
Coke	231
Fertilizer	240
Grain, heavy	250

Figure 203-17. Ocean Cargo Manifest Summary Data Entries

⁹ If the summary is being prepared for a manifest adjustment, the data listed in blocks (10) through (17) is separated as follows: List exactly as on the original manifest, all items to be deleted under the heading "Delete." List all items to be added under the heading "Add." For items on the original manifest that must be changed, include both a delete entry and an add entry.

Ocean Cargo Manifest Summary Data Entries

Category	Code
Grain, light	260
Oils, edible	270
Ore	280
POVs, unboxed (except 310 and 340)	300-359
Ammunition, Explosives, and Hazardous Materials	40X-489
Radioactive devices, materials and waste	490-499
General, NOS (unless listed below)	500-799
Mail (all classes except 612)	610-619
Empty mail sacks	612
POVs, boxed	310 and 340
Baggage, hold	360 and 370
Household goods	390-399
CONEX, empty	690
Empty containers, other than CONEX, SEAVAN, MILVAN, wood or metal, space required.	691
Empty containers, other than CONEX, SEAVAN, MILVAN, wood or metal, space available.	692
Empty SEAVAN, MILVAN, MSCVAN, space required.	693

Figure 203-17. Ocean Cargo Manifest Summary Data Entries (Cont'd)

Ocean Cargo Manifest Summary Data Entries

Category	Code
Empty SEAVAN, MILVAN, MSCVAN, space available	694
Scrap or salvage, space required	727
Scrap or salvage, space available	726
Low value surplus, space required	738
Low value surplus, space available	739
Special, NOS (unless listed below)	800-899
Low value surplus, space required	838
Low value surplus, space available	839
Trailers, RORO ¹⁰	
• Loaded ¹¹	
• Empty	888
Vehicles, wheeled or tracked, unboxed 10,000 lbs or less per unit Exceeding 10,000 per unit ¹²	
Aircraft, unboxed	990-999
(12)	Leave blank.
(13)	Enter the TACS for each commodity category to be summarized. For each category, a TAC is listed no more than twice, once for under deck cargo stowage and once for cargo stowed on deck.
(14)	Enter "X" on the same line as the TAC for any cargo stowed on deck.
(15)	Enter the number of pieces of mail or POVs that are summarized for that TAC. For all other cargo, leave blank.
(16)	Leave blank.
(17)	Enter the number of measurement tons rounded to the nearest whole number for each TAC entry.

Figure 203-17. Ocean Cargo Manifest Summary Data Entries (Cont'd)

¹⁰ Applies only to RORO trailers on MSC-operated or -controlled RORO vessels.

¹¹ Regardless of commodity, all loaded RORO trailers are listed separately. Except for retrograde trailers loaded with empty containers, enter in MTON the overall volume of the entire trailer and its load. To allow for reduced MTMC billing rates, the cubic volume of trailers loaded with empty containers is listed separately (i.e., the empty container and the empty trailer).

¹² Includes vehicles with commodity codes 813, 816, 829, 864, 867, 870, 873, 876, 879, 882, 885, 891, and 894 summarized into the two weight groups shown to support MTMC revenue/lift reports.

Cargo Traffic Message Data Entries

The following provides details of the information included in the CTM.

From: Preparing Activity
To: Addressees (see Figure 203-20)

SUBJ: CARGO TRAFFIC MESSAGE

1. Paragraph 1. Enter vessel identification as follows:
 - a. Ship prefix (e.g., USS, USNS, USCG, SS, MS).
 - b. Ship name and number.
 - c. Voyage document number (Appendix EE-9).
 - d. Vessel status/terms of carriage code (Appendix DD-10).
 - e. IRCS (commercial ships only).
 - f. Type of commercial ship (e.g., C1, C2, LASH, RORO).

2. Paragraph 2. Enter movement data for the vessel as follows:
 - a. Departure port name, in-the-clear.
 - b. Departure day and hour (Zulu date/time group).
 - c. Next port of call, in-the-clear.
 - d. Estimated date of arrival, next port of call.
 - e. Subsequent port of call, in-the-clear.

3. Paragraph 3. Enter operational and handling data as follows:
 - a. Ship discharge capability (self-sustaining/non self-sustaining).
 - b. Special berthing requirements.
 - c. Special information for the port area host nation or theater commander (expected arrival draft, overall length, beam, and capacity in MTON, cubic meter (include L/T and MTON in parentheses)).
 - d. Enter manifest on board or manifest forwarded separately by (enter method; e.g., DDN, mail).
 - e. Enter cargo for transshipment at WPOD.

4. Paragraph 4. Total cargo loaded in MTON and cubic meter (include L/T and MTON in parentheses; (e.g., 40 L/T, 10 MTON)).

5. Paragraph 5. A separate paragraph for each port of discharge to include the following subparagraph as appropriate. Each subparagraph shall identify by columns the number of wheeled and the number of tracked vehicles, MTON, cubic meter and in parentheses, L/T and MTON. Stowage location is identified by the first three positions of the stow location code: for LASH/SEABEE barges, the last four positions of the barge number. The military Service will be identified by the TAC for breakbulk cargo and by the consignee for containerized cargo.

Figure 203-18. Cargo Traffic Message Data Entries

Cargo Traffic Message Data Entries

- a. Total cargo loaded (mandatory).
 - b. Deck load of breakbulk cargo by military Service, by location, excluding ammunition and explosives.¹³
 - c. Hatch load of breakbulk cargo by military Service, by location, excluding ammunition and explosives.¹³
 - d. Total number of reefer containers for each military Service.
 - e. Total number of other containers for each military Service excluding those in f, below.
 - f. Total number of containers containing ammunition and explosives for each military Service. Include net explosive quantity (NEQ), by IMDGC UN class, UN classes to include decimal fraction (1.1, 1.2), IMDGC compatibility group code, and stow location (four positions).
 - g. Description of bulk ammunition and explosives for each military Service. Include additional data described in f, above.
 - h. Heavy lift cargo exceeding capacity of ships' boom.
 - i. Protected (except pilferable) and/or classified cargo, number of pieces, stow location, and TCN.
 - j. For LASH/SEABEE shipments, list each barge by barge number and by military Service.
6. Final paragraph. Transshipment data:
- a. Port of transshipment in-the-clear.
 - b. Information specifying responsibility for transshipment.
 - c. Name of on-carrying vessel. Enter TBN if unknown.
 - d. Cargo data required by Paragraph 5 above, for each port of discharge.
 - e. For LASH/SEABEE shipments, the port of transshipment is the port of discharge of the vessel. For movement of the barge to an inland port of discharge, indicate towed in lieu of name of on-carrying vessel. Summarize cargo data by barge number and barge port of discharge.

Figure 203-18. Cargo Traffic Message Data Entries (Cont'd)

¹³ Identified by first three positions of the vessel stowage location code; for LASH/SEABEE vessels, use the last four positions of barge number.

Information to be Listed on the Ocean Bill of Lading

The following Information is entered on the GBL/CBL whenever used for ocean transportation.

1. Name of ocean carrier, vessel, WPOE, and WPOD.
2. Rates, terms, and conditions of shipment, including responsibility for loading and unloading.
3. Appropriation chargeable.
4. Dollar rate of exchange as of booking date if ocean charges are based on, but not payable in, a foreign currency.
5. Voyage document number and MTMC clearance order number.
6. The MTMC paying command.
7. Weight and cube of each commodity and measurements of any cargo with any dimensions exceeding 30 feet.
8. SEAVAN TCN and TCN of each shipment unit.
9. Consignee.
10. U.S. Government activity or representative at the WPOD responsible for receiving the cargo and submitting the cargo outturn message and report.
11. Enter, "Unless otherwise indicated, all cargo to be stowed under deck."
12. Actual or estimated sailing date.

Figure 203-19. Information to Be Listed on the Ocean Bill of Lading

Distribution of Ocean Cargo Manifest

The following table provides instructions for distribution of ocean cargo manifests (i.e., stow plans and cargo traffic messages). The GBL and CBL distribution is shown in Figure 203-22.

This Figure must be used in conjunction with Figure 203-21, which explains the letter codes used in the distribution method and remarks columns.

Distribution to:	Cargo Stowage Plan			Cargo Traffic Message			Cargo Manifest and Recapitulation			Cargo Manifest Summary		
	No. of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No of Copies	Dist Method	Remarks	No. of Copies	Dist Method	Remarks
For all cargo. Commanding Officer or master of the Vessel ¹⁴	3	V	U				3	V	U			
POD and next port of call	3	X	U	1	E		6	X	U	6	X	U
POE for files	1		U	1	E		1		U	1		U
Clearance Authority for POD if Different than POD	1	M	U	1	E		1	X	U	1	X	U
MSC area and subareas command for POE ¹⁵	1	X	U	1	E		3	X	U	3	X	U
MSC area and subareas Commanders on the Vessel ¹⁴	1	X	U	1	X		1	X	U			
MSC port representatives for ports on vessel itinerary unless same as area and subarea command	1	X		1	X		1	X	U			
Local agent of carrier (Unclassified Only)	5	X										
Clearance authority for POE if different than POE	1	X	N	1	X							
MSC (Headquarters)							1	X	U	1	X	U

Figure 203-20. Distribution of Ocean Cargo Manifest

¹⁴ Neither vessel papers nor cargo manifest are placed on board commercial vessels engaged in common carrier trade and loaded at commercial piers

¹⁵ The addresses for MSC area and subarea Commanders are listed in Appendix EE-9.

Distribution of Ocean Cargo Manifest

Distribution to:	Cargo Stowage Plan			Cargo Traffic Message			Cargo Manifest and Recapitulation			Cargo Manifest Summary		
	Copies	Method	Remarks	Copies	Method	Remarks	Copies	Method	Remarks	Copies	Method	Remarks
For Navy-sponsored Cargo loaded on board ships at Overseas terminals: Commanding Officer NAVTRANS ATTN: Code 031, 1667 Piersey St Norfolk VA 23511-2806							1	X	U			
For all Marine Corps-sponsored shipments: Commanding Officer MCLB Albany Compt Tran Vouch Cert Branch (TVCB) 814 Radford Blvd Suite 20318 Albany GA 31704-0318							1	E,M	U	1	E,M	U
CG, FMF Atlantic U.S. Naval Base Norfolk VA 23511-5000 (Atlantic Ocean-area discharge only)							1	M,X	U			
CG, FMF Pacific FPO AP 96601 (Pacific Ocean area discharge only)							1	M,X	U			
For all U.S. Guard-sponsored shipments: Commandant (FA 71) U.S. Coast Guard Washington DC 20591							1	M,X	U			

Figure 203-20. Distribution of Ocean Cargo Manifest (Cont'd)

Explanation of Codes for Ocean Cargo Manifest Distribution

1. Method of distribution.

<u>Code</u>	<u>Meaning</u>
E	Electronically transmitted message.
H	Hand delivery.
M	Regular mail.
V	On the ship carrying the cargo.
X	By fastest available means following vessel departure, including fax transmission or expedited small package carrier.

2. Remarks.

<u>Code</u>	<u>Meaning</u>
U	Contingency Cargo. Military owned or contracted vessels.

Figure 203-21. Explanation of Codes for Ocean Cargo Manifest Distribution

Distribution of Ocean Bill of Lading

This Figure must be used in conjunction with Figure 203-21 that explains the letter codes used in the distribution method column.

Activity or Agency	Government Bill of Lading		Commercial Bill of Lading-Collect convertible to GBL		Commercial Bill of Lading - Collect nonconvertible to GBL		Commercial Bill of Lading - Prepaid nonconvertible to GBL	
	Copies	Dist Method	Copies	Dist Method	Copies	Dist Method	Copies	Dist Method
Receiving activity at POD designated on the Bill of Lading or the consignee ¹⁶	2 memos	X	1st orig and 2 memos	X	2d orig and 2 memos	X	1st orig and 2 memos	X
Ocean Carrier	Orig and 2 memos	X	Orig GBL and 1st orig CBL ¹⁷	X				
Activity offering the cargo for booking	1 memo signed by the carrier's agent	X	3d orig	X	3d orig	X	3d orig	X
MSC paying command ¹⁸	3 memos	X	2d orig and 1 memo plus 1 GBL with converted CBL	X	1st orig and 2 memos	x	2d orig and 1 memo	X
Booking office	1 memo	X	1 memo	X	1 memo	X	1 memo	X
MSC port representative unless the same as the MSC paying Command	1 memo	X	1 memo	X	1 memo	X	1 memo	X

Figure 203-22. Distribution of Ocean Bill of Lading

¹⁶ For Security Assistance Program shipments, distribution will be to the U.S. Military Representative indicated in the MAPAD for the recipient country. Contact sponsoring U.S. Service Security Assistance Agency for assistance identifying U.S. Military Representative if doubt exists. (See Appendix V for security assistance points of contact).

¹⁷ Distribution made by the receiving activity at the POD.

¹⁸ The addresses for MSC area and subarea commands are listed in Appendix EE-8.

Cargo Outturn Advisory and Reconciliation Message

FROM: Vessel Discharging Activity

TO: Activity Responsible for WPOE

MSC area/subarea command of the WPOE or MTMC DSC for CONUS loaded cargo

INFO: Activity responsible for each port of call and booking office that booked the cargo

SUBJ: Cargo Outturn Advisory and Reconciliation Message.

1. PART 1-ADVISORY.

2. Enter the WPOD in code and clear text as well as the three-position day-of-the-year of vessel arrival and discharge completion. If cargo has been diverted from another port, indicate the port from which it is diverted following the discharge data. For example:

POD - JFI BREMERHAVEN 278/281

POD - JFI BREMERHAVEN 278/281 DIVERSION FROM JG1 ROTTERDAM

3. Enter name, voyage number, and vessel status/terms of carriage for the vessel on which the cargo was manifested. If the cargo is received on a different vessel, indicate the delivering vessel in parentheses following the basic entry. For example:

SSNEVERSINKA123461 (SS LEAKS ALOT)

4. Enter an indicator of manifest receipt, the number of supplements received, and the ocean BL number. For example:

MANIFEST RECEIVED NO SUPP

MANIFEST AND 1 SUPP RECEIVED GBL X7654321

5. Determine the agency responsible for each discharge element:

- a. The agency that discharged the cargo.
- b. The agency responsible for discharge costs.
- c. The agency responsible for paying port charges.

Figure 203-23. Cargo Outturn Advisory and Reconciliation Message

Cargo Outturn Advisory and Reconciliation Message

	(a)	(b)	(c)
Agency	Discharging	Paying	Paying
		Discharge	Port
		Costs	Costs
U.S. Army	DISARM	REARM	PCUS
U.S. Navy	DISNAV	RENAV	PCUS
U.S. Air Force	DISAF	REAF	PCUS
Commercial operator	DISOP	REOP	PCOP
Foreign government (MAP)	DISGOV	REGOV	PCGOV

Select and enter codes from the above table as per the following example:

DISARM/REARM/PCUS

6. Enter the WPOE and indicate whether all cargo manifested was received in apparent good order (CAGO) or with discrepancies including overages, shortages, or damages (OSOD). For example:

IGC CAGO or IGC OSOD

7. Enter "PART II -- RECONCILIATION."

8. If the entry for cargo condition (Paragraph 6) was CAGO, enter "NEGATIVE." No further entries are necessary. If the entry for cargo condition (Paragraph 6) indicates OSOD, detail the discrepancies by line entries for each WPOE under the following column headings:

HEADING	Data Indicated
ITEM	Item number. Enter sequentially starting with 1 for each WPOE
TCN	Transportation Control Number
CNTR NO	Container number (SEAVAN, MILVAN, RORO, CONEX)
OWNER	Container owner code (SEAVAN/MILVAN only)
COMMOD	Commodity /special handling code

Figure 203-23. Cargo Outturn Advisory and Reconciliation Message (Cont'd)

Cargo Outturn Advisory and Reconciliation Message

PACK	Type pack code
MANIF	Number of pieces manifested
DISCH	Number of pieces discharged

Figure 203-23. Cargo Outturn Advisory and Reconciliation Message (Cont'd)

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