



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Transportation and Traffic Management

Quality Assurance Directorate
OPR: DCMA-QA

DCMA-INST 319
March 19, 2013

1. PURPOSE. This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 319, "Transportation and Traffic Management" (Reference (a)), to update the policy and to bring it into compliance with DCMA-INST 501, "Policy Program" (Reference (b)).
- b. Establishes policy, assigns responsibilities, and provides instruction for DCMA transportation elements to carry out DCMA transportation and traffic management functions. This includes expediting prompt delivery of parts and equipment from DoD manufacturer/supplier/contractor facilities to selected locations worldwide and facilitating policy and procedures for the Duty-Free Entry (DFE) Program.
- c. Is established in compliance with DoD Directive (DoDD) 5105.64 (Reference (c)).
- d. Implements DoD policy pursuant to applicable References (c) through (ba).

2. APPLICABILITY. This Instruction applies to all DCMA Transportation elements. Exceptions to this Instruction for classified contracts due to security requirements shall be IAW supplemental instructions maintained by the Special Programs Directorate.

3. MANAGERS' INTERNAL CONTROL PROGRAM. In accordance with (IAW) the DCMA-INST 710, "Managers' Internal Control Program" (Reference (d)), this Instruction is subject to evaluation and testing. Process flowcharts are located in Appendices A through D.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. PLAS CODES. The following PLAS codes apply:

- Process: 021 - Preaward Surveys
 - Program (Other National): NZ01A - Contract Advice Regions and CMOs (Counsel Only)
- Process: 032DA - Direct CRR - All Direct CRR Tasks
- Process: A041 - PCO IPT Pricing Support (for Cost and Price Analysis)
- Process: 112 - Contractor Estimating System Reviews
- Process: 066 - Deficiency Reports (DR)
 - Program (Other National): NZ01A - Contract Advice Regions and CMOs (Counsel Only)

- Process: 132 - Transportation - Shipment Processing
 - A132 - Review Contract for Transportation Requirements
 - B132 - Provide Safe, Timely and Economical Method of Transportation
 - C132 - Shipping Instructions for Overseas Destinations (for non-Foreign Military Sales (FMS))
 - D132 - Ensure Correct Application of Regulations and Procedures for Advance Notify Contractor (for FMS Shipment Processing)
 - Z132 - Any/Other 132 Tasks Not Listed Above
- Program (Local), as applicable:
 - LJT01 - Carrier Performance
 - LJT02 - Transportation Only Delegation
 - LJT04 - Government Purchase Card Requests in Support of Port of Embarkation (POE)
 - LJT05 - LOA/TAC Issues
 - CMT01 - Contract Management Team Duties
 - EWAM1 - Electronic Web Access Management (EWAM) Duties
- Program (Other National, as applicable):
 - NT001 - MRM #15 Management
 - NT002 - Carrier Payment Approval
 - NT003 - Bank Certification (statements)
 - HQZ01b - Non DoD SIRs
 - HQS02 - NASA SIRs
- Process: 131 - Transportation - Cost Analysis
- Process: 135 - Contractor Traffic Management Delegation Program
 - A135 - Determine Contractor Eligibility Info Program
 - B135 - Conduct On-Site Training
 - C135 - Monitor Performance
 - Z135 - Any/Other 135 Tasks Not Listed Above
- Program (Training and Travel), as applicable:
 - NTR03 - Develop/Conduct Training
 - NTRA2 - Travel for Training
- Process: 33DA - EDW 5.01 Tasks
- Process: 191 - Plans and Policy Deployment (Non-Process Specific)
 - (for Transportation Policy meetings that do not fit under Code Z132 above)
- Process: 223A - Payroll Administration (for Electronic Contract Administration Request System (ECARS))
 - Program: Use Related SIR 132 Program Code
- Process: 152 - Customs and Duties
 - Program: CUSTOMSD (for DFE EWAM Approvals)
- Process: 124A - Defense Acquisition University/DAU Training
- Process: 124B - Receive Other Training (for non-DAU)

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/319r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective immediately.



Michael E. Shields, Jr.
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REFERENCES

- (a) DCMA-INST 319, "Transportation and Traffic Management," March 2011 (hereby canceled)
- (b) DCMA-INST 501, "Policy Program," May 25, 2012
- (c) DoDD 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (d) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
- (e) Defense Transportation Regulation (DTR) 4500.9-R, Part II, "Cargo Movement," June 2008
- (f) DTR 4500.9-R, Part V, "Customs," January 2011
- (g) DoD Financial Management Regulation (FMR), 7000.14-R, Volume 5, "Disbursing Policy"
- (h) Federal Acquisition Regulation (FAR), Part 4, Subpart 4.8, "Government Contract Files," September 13, 2012
- (i) Defense FAR Supplement (DFARS), Part 204, Subpart 204.8, "Contract Files," May 22, 2012
- (j) DCMA-INST 709, "International and Federal Business Reimbursable and Non-Reimbursable Support," September 2011
- (k) DCMA-INST 402, "Workload Acceptance," December 4, 2012
- (l) Defense Logistics Acquisition Directive (DLAD), Rev 5, January 22, 2013
- (m) DCMA-INST 118, "Contracts-Initial Receipt and Review," October 2010
- (n) FAR, Part 42, "Contract Administration and Audit Services," September 13, 2012
- (o) FAR, Part 47, "Transportation"
- (p) DoD Standard Practices, MIL-STD-129P, "Military Marking for Shipment and Storage," September 19, 2007
- (q) DFARS, Part 252, "Solicitation Provisions and Contract Clauses," Subpart 252.2
- (r) FAR, Part 52, "Solicitation Provisions and Contract Clauses"
- (s) DFARS, Part 247, Subpart 247.3, "Transportation in Supply Contracts," August 20, 2010
- (t) DoD 4000.25-8-M, "Military Assistance Program Address Directory (MAPAD)," March 11, 1997
- (u) Defense Security Cooperation Agency (DSCA), Electronic Security Assistance Management Manual (E-SAMM), DSCA Manual 5105.38-M
- (v) Defense Logistics Manual 4000.25, Volume 6, Appendix 1.05, "Delivery Term Codes (DTCs)" and Appendix 1.06, "Address File Identifier," June 5, 2012
- (w) DoD Manual 5100.76, "Physical Security of Sensitive Conventional Arms, Ammunition and Explosives (AA&E)," April 17, 2012
- (x) DoD 4100.39-M, Federal Logistics Information System (FLIS) Procedures Manual, Volume 10, Chapter 3, Table 61, "Controlled Item Inventory Codes," October 2010
- (y) Electronic Code of Federal Regulations, (e-CFR), Title 49, Volume 2, Chapter 1, "Pipeline and Hazardous Materials (HAZMAT) Safety Administration, Department of Transportation"
- (z) United States Code (U.S.C.), Title 13, sections 301 through 307, Chapter 9, "Collection and Publication of Foreign Commerce and Trade Statistics"
- (aa) e-CFR, Title 15, "Commerce and Foreign Trade"
- (ab) e-CFR, Title 22, parts 120 through 130, "Foreign Relations," Chapter 1, "Department of State," Subchapter M, "International Traffic in Arms Regulation (ITAR)"

- (ac) DSCA Policy Memorandum 04-34, Subject: "Security Assistance Export Guidance (DSCA Policy Memo 04-34) (SAMM E-Change #18)," August 20, 2004
- (ad) U.S.C., Title 22, Chapter 39, "Arms Export Control"
- (ae) DFARS, Appendix F, "Material, Inspection and Receiving Reports," September 20, 2011
- (af) e-CFR, Title 21, Chapter II, Part 1313, "Importation and Exportation of List I and List II Chemicals"
- (ag) e-CFR, Title 19, "Customs Duties"
- (ah) DoD Electronic Foreign Clearance Guide, October 31, 2012
- (ai) DCMA-INST 305, "Deficiency Reports," October 15, 2012
- (aj) Surface Deployment and Distribution Command (SDDC), Military Freight Traffic Unified Rules Publication-1 (MFTURP), August 13, 2012
- (ak) U.S.C., Title 31, subtitle III, "Financial Management," Chapter 33
- (al) U.S.C., Title 28, part VI, Chapter 165, Section 2512, "Disbursing Officers; Relief"
- (am) U.S.C., Title 10, subtitle A, part IV, Chapter 165, "Accountability and Responsibility" (Sections 2771 through 2790)
- (an) Deputy Secretary of Defense (DEPSECDEF) Memorandum, "Management Reform Memorandum #15 – Alternate Lines of Accounting," May 5, 2000
- (ao) DCMA-INST 809, "Records Management," May 2011
- (ap) National Archives and Records Administration (NARA), "Records Managers"
- (aq) FAR, Part 9, Subpart 9.106.1, "Conditions for Preaward Surveys"
- (ar) DCMA-INST 209, "Preaward Surveys," February 2012
- (as) DFARS, Part 242, Subpart 242.5, "Postaward Orientation"
- (at) DCMA-INST 327, "Post Award Orientation Conference - Quality Assurance," February 2012
- (au) FAR, Part 44, "Subcontracting Policies and Procedures"
- (av) DCMA-INST 109, "Contractor Purchasing System Reviews," November 28, 2012
- (aw) FAR, Part 15, "Contracting by Negotiation," Subpart 15.404, "Proposal Analysis"
- (ax) DCMA-INST 120, "Pricing and Negotiation-Contracts," July 31, 2012
- (ay) U.S.C., Title 19, Chapter 4, Subtitle I, "Harmonized Tariff Schedule of United States (HTSUS)" Section 1202
- (az) U.S. Customs and Border Protection (USCBP) Directive No. 3550-008A, Procedures for Processing Department of Defense Transactions, HTSUS 9808.00.30
- (ba) DCMA-INST 129, "Warrants and Other Official Appointments," December 2011

CHAPTER 1

POLICY

1.1. POLICY PURPOSE. The purpose of this Instruction is to enable agency Traffic Management Specialists (TMS) to accomplish transportation and traffic management through a standard set of processes, tools, and competencies; to ensure contractual compliance when transportation and traffic management requirements exist.

1.1.1. This Instruction outlines DCMA's responsibilities for DoD Transportation and Traffic Management as prescribed in DTR 4500.9-R, Part II, "Cargo Movement" (Reference (e)); DTR 4500.9-R, Part V, "Customs" (Reference (f)); DoD FMR 7000.14R (Reference (g)); and other applicable DoD and Federal regulations and guidance listed in References (c) through (ba).

1.1.2. This Instruction establishes processes, procedures, and guidance for the processing of DFE entitlements by DCMA ACOs and DFE certificates by the DCMA Transportation Group Customs Office.

1.2. APPLICABILITY. This Instruction is applicable to DCMA Transportation elements to facilitate prompt delivery of parts and equipment from DoD manufacturers/suppliers/contractors facilities to selected locations worldwide. Exceptions to this Instruction for classified contracts due to security requirements shall be IAW supplemental instructions maintained by the Special Programs Directorate.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. TRANSPORTATION GROUP DIRECTOR. The Transportation Group Director shall:

2.1.1. Assign a staff TMS who is:

2.1.1.1. The point of contact (POC) for this Instruction within the Group and responsible for Group coordination with the Transportation Policy POC.

2.1.1.2. A member of the final review team approving the Instruction.

2.1.1.3. Responsible for notifying the Transportation Policy POC of any internal or external transportation or traffic management process or procedures changes that may impact this Instruction.

2.1.2. Ensure Transportation Group personnel are familiar with this Instruction and possess the necessary competencies and training to perform the tasks as defined in this Instruction.

2.1.3. Ensure Transportation Group Training Coordinator executes training within the Group and notifies the Transportation Policy POC of any required changes in transportation, as required.

2.2. DCMA ADMINISTRATIVE CONTRACTING OFFICERS (ACO). DCMA ACOs shall be familiar with the DFE entitlement task required to process contractor DFE entitlement requests as prescribed in [paragraph 3.7.](#) of this Instruction.

2.3. DCMA INTERNATIONAL CONTRACT MANAGEMENT OFFICE (CMO) COMMANDERS. The DCMA International CMO Commanders shall:

2.3.1. Ensure that CMO Transportation Officers (TO) and TMSs are familiar with this Instruction and possess the necessary transportation and traffic management competencies and training to perform the tasks as defined in this Instruction.

2.3.2. Notify Transportation Policy POC of any internal or external transportation or traffic management process or procedure changes that may impact this Instruction.

2.3.3. Ensure CMO Training Coordinator provides oversight and executes transportation training for CMO Transportation personnel and notifies Transportation Policy POC of any required changes in transportation as required for International transportation that is not already documented in this Instruction.

CHAPTER 3

PROCEDURES

3.1. RECEIVE AND REVIEW CONTRACT. Contract Receipt and Review (CRR) is a twofold process: initial review (paragraph 3.1.1.) and detailed review ([paragraph 3.1.2.](#)) (FAR, Part 4, Subpart 4.8, “Government Contract Files,” Subpart 4.802 (Reference (h)) and DFARS, Part 204, Subpart 204.8, paragraph 204.802, “Contract Files,” (Reference (i))).

3.1.1. Initial Review. The initial review process begins with receipt of the contractual documents by the CMO or direct receipt by the Transportation location. The term “contractual documents” includes prime and support contracts, purchase and delivery orders, modifications, shipping instructions and requirements, amended shipping instructions (ASI), basic ordering agreements, supplemental agreements, change orders, and letters of intent/agreement.

3.1.1.1. Transportation personnel shall conduct a review of contractual documents for data integrity and technical requirements.

3.1.1.2. Transportation administration shall be performed on all DoD-issued contracts to include DoD-issued contracts where the DoD Procurement Contracting Officer (PCO) purchased the items from a General Services Administration (GSA) schedule, and where DCMA is delegated full (administered by block of contract, block 16) or transportation only delegation (usually in Section F of the contract), and no exception is listed in the contract body for transportation administration retention by the issuing activity. This policy includes U.S. Army Corps of Engineer contracts if the contract is issued under a “W” series or Army Department of Defense Activity Address Code (DoDAAC).

3.1.1.3. DCMA Transportation shall work on a reimbursable basis ([paragraph 3.1.1.5.4.](#)) for the National Aeronautics and Space Administration (NASA) and other non-DoD Federal International customers’ contracts per DCMA-INST 709, “International and Federal Business Reimbursable and Non-Reimbursable Support” (Reference (j)).

3.1.1.4. Transportation shall track contract management services for NASA and other non-DoD Federal International customers using DCMA ECARS eTool (refer to [Resource Web page](#) for DCMA Home Page/eTools and eTools Training). TMS shall contact the Transportation Group Oversight and Review Team Workload Acceptance and Resource Monitor ([paragraph 3.1.1.5.4.3.](#)) upon request for delegation notification, and the Transportation Group Resource Monitor will enter required information into ECARS (i.e., contract number, hours worked, etc.) creating and tracking the request (DCMA-INST 402, “Workload Acceptance,” (Reference (k))).

3.1.1.4.1. The following PLAS Codes will be entered for ECARS work:

3.1.1.4.1.1. Process Code. When working directly on a non-DoD delegation, the applicable Direct Process Code for the task being worked will be used (i.e., for SIR use 132). Indirect work shall be charged to the appropriate Program Code without a Document Control Number (DCN), such as 132 (Shipping Request) and 131 (Cost/Pricing/Negotiations/other).

3.1.1.4.1.2. Program Code. Enter the applicable Reimbursable Program Code found under National Programs, ACAT/Other Customers. For Transportation, Program Codes would be one of the following:

- HQZ01B - Department of Energy or other non-DoD Agencies other than NASA to include Defense Contract Audit Agency file shipment requests
- HQS02-(NASA) - Other NASA indirect-NASA Products
CMO Use Only – Indirect support – NASA product operations
CMO functional personnel – NASA letters of delegation

3.1.1.4.1.3. Document Control Number (DCN). Choose the appropriate DCN in PLAS related to the delegation being worked (provided by Transportation Group Resource Monitor). In the DCN field/box, enter the DCN created in the ECARS eTool (provided by the Transportation Group Resource Monitor).

3.1.1.5. Exceptions to this Instruction.

3.1.1.5.1. GSA Contracts Issued by GSA Contracting Officers. DCMA does not administer GSA-issued contracts (contracts issued by GSA Contracting Officers). GSA has an independent transportation office and will work these shipments. For transportation support on GSA contracts, contractors should contact GSA Transportation (refer to [Resource Web page](#) for Web site link); for GSA contract examples, refer to Transportation Portal/Contract Administration folder).

3.1.1.5.2. Military Installations Shipments. Military Installation Transportation Offices/Traffic Management Offices (TMO) will work shipments originating from a Military Installation. This does not include shipments transitioning from a military installation for onward movement (i.e., Dover, Travis, Ramstein, etc.). This would be for new shipments originating from any installation/base activity.

3.1.1.5.3. Navy Advanced Traceability and Control (ATAC) Repairable Items. DCMA Transportation will not administer or provide shipping instructions on these contracts IAW Information Memorandum (IM) 04-164, March 2004, Subject: Navy Inventory Control Point-Redistribution Order/Ready for Issue Project, and Director of Transportation e-mail dated 21 Feb 2007, Subject: Navy Guidance on Repairable Items--Do Not Provide Shipping Instructions Under These Contractual Conditions. Per the Director's e-mail, the Navy's program, ATAC, maintains visibility of Depot Level Repairables. Although the contracts are administered by DCMA and the delivery terms are Free on Board (FOB) Origin, the contractor must contact the Navy POC in the contract for shipping instructions and not DCMA. (Refer to Transportation Portal/Contract Administration folder for memorandum, background documents, and copy of e-mail/policy.)

3.1.1.5.4. Reimbursable Versus Non-Reimbursable Support.

3.1.1.5.4.1. If the support being requested is on behalf of or for the benefit of the DoD Military Services or Agencies, it is non-reimbursable.

3.1.1.5.4.2. If the support being requested is to support non-DoD Agencies (NASA, Department of Energy, Department of Interior, etc.), the support is reimbursable IAW DCMA-INST 402, "Workload Acceptance" (Reference (k)), and the ECARS eTool.

3.1.1.5.4.3. Upon notification for support, the TMS shall immediately contact the Transportation Group Oversight and Review Team Workload Acceptance and Resource Monitor for coordination and guidance. The Transportation Workload Acceptance and Resource Monitor will immediately notify the Director of Transportation for coordination and guidance. Per DCMA-INST 402 (Reference (k)), the Director of Transportation approves all non-DoD reimbursable contract support for less than 500 hours a year. The following examples are provided for clarification:

3.1.1.5.4.3.1. Non-DoD Based Contracts.

3.1.1.5.4.3.1.1. If the contract mechanism is via a non-DoD based method, but the items are being procured on behalf of or for the DoD Military Services or Agencies, DCMA Transportation provides non-reimbursable support.

3.1.1.5.4.3.1.2. If the contract mechanism is via a non-DoD based method, and the items are being procured for a non-DoD customer, DCMA Transportation provides reimbursable support.

3.1.1.5.4.3.2. DoD Based Contracts.

3.1.1.5.4.3.2.1. If the contract mechanism is via a DoD-based method, and the items are being procured for a non-DoD customer, DCMA Transportation provides reimbursable support.

3.1.1.5.4.3.2.2. If the contract mechanism is via a DoD-based method, and the items are being procured for a non-DoD customer and the DoD Military Services or Agencies, DCMA Transportation provides reimbursable support for the non-DoD customer purchased items and non-reimbursable support for the items in support of the DoD Military Services or Agencies.

3.1.1.5.5. DCMA Special Programs. Exceptions to this Instruction for classified contracts due to security requirements shall be IAW supplemental instructions maintained by the Special Programs Directorate. The TMS should coordinate with DCMA Special Programs Directorate before processing any Special Programs SIRs.

3.1.1.6. Transportation Only Delegation. Any language in the contract (for which the PCO has retained overall contract administration) which states that it is necessary to contact the

cognizant DCMA Transportation Office for shipping instructions (for contract examples, refer to the Transportation Portal/Contract Administration folder).

3.1.1.7. Defense Logistics Agency (DLA) Contracts. DCMA Transportation will not perform transportation administration if a DLA contract that DCMA is administering (assigned to a DCMA CMO per block 7 (administered block) of the contract) annotates an exception for transportation delegation, or references that DLA will retain transportation administration, and/or states that the contractor is directed to use DLA Defense Standards System (DSS) Vendor Shipment Module (VSM) or to contact DLA's Defense Distribution Center (DDC) for transportation or shipping instructions.

3.1.1.7.1. If DCMA Transportation is contacted by the contractor for shipping instructions on a contract, DCMA Transportation will direct the contractor to contact the DDC or use DLA DSS VSM as directed in the contract.

3.1.1.7.2. If a contract has contradictory shipping instruction language instructing the contractor to contact the DDC in one section, and then DCMA-administered Transportation Office in another, then the ACO and PCO will need to be contacted, and the contract corrected and modified. The ACO should always be coordinated with on any correspondence between DCMA Transportation and the PCO.

3.1.1.7.3. DLA Acquisition references their DLAD, Rev 5 (Reference (l)), clauses in their DLA contracts to include DLA transportation-specific clauses. Refer to the [Resource Web page](#) and Transportation Portal/Contract Administration folder for contract examples, DLA background policy documents, links, and information on DLAD and DLAD transportation clauses referenced in DLA contracts.

3.1.2. Detailed Review. As part of the initial review ([paragraph 3.1.1.](#)), a detailed review shall be conducted for contracts where the total value exceeds \$100,000.00; requires movement of HAZMAT, AA&E; classified/sensitive; FMS, and/or export cargo to identify discrepant information that may impact shipment.

3.1.2.1. For any deficient, inaccurate, or required contract shipment data, the TMS must contact the ACO, PCO, and/or for FMS data, Country Case Manager, for clarification, correction or modification to the contract. This ensures timelier processing of a contractor's SIR, since all necessary items and information will be available when the shipment is ready to move.

3.1.2.2. If the DoD contract does not provide sufficient information to meet the regulatory requirements for proper contract administration at the time of contract receipt and review, DCMA personnel shall complete a DD Form 1716, "Contract Data Package Recommendation/Deficiency Report," via Electronic Document Access (EDA) back to the Buying Activity for inclusion of the required data into the contract, and a contract modification must be issued by either the PCO or the ACO (an example is located on the Transportation Portal/Contract Administration folder). Refer to DCMA Information Memorandum #06-154 dated May 2, 2006 (located on the [Resource Web page](#)), and DCMA-INST 118, "Contracts-Initial Receipt and Review" (Reference (m)), for contract modification procedures.

3.1.3. Follow On Review.

3.1.3.1. Upon receipt of a contractor's SIR ([paragraph 3.2.](#)), the TMS shall retrieve the contract. If contract review was accomplished at the time of receipt, the contract data should be accurate.

3.1.3.2. Verify the information on the SIR with the contract. If the SIR does not match with the contract requirements, call the contractor to clarify.

3.1.3.3. If this is the first review of the contract and required data is missing or incomplete on the SIR, the TMS must contact the ACO and PCO ([paragraph 3.1.2.1.](#)). The SIR shall be held until the information is received from the PCO.

3.1.3.4. If the shipment is urgently required and time is of the essence, the Buying Command must issue a formal, signed letter with the information until a modification is issued. Information will not be accepted verbally.

3.1.4. Contracts for Transportation review shall be retrieved from EDA or Electronic Document Workflow (EDW) 5.01 system or received through Secondary Delegation (FAR, Part 42, "Contract Administration and Audit Services," Subpart 42.202, "Assignment of Contract Administration" (Reference (n))).

3.1.4.1. Contracts are retrieved by accessing the DCMA Home Page, selecting eTools, and then selecting Contract Receipt and Review (CRR) 3.0. For specific CRR steps for reviewing Transportation contracts, refer to CRR Standard Operating Procedures (SOP) in the Transportation Portal SOP folder.

3.1.4.2. Annotate any discrepant information and route through EDW 5.01 and review by ACO (refer to [paragraph 3.1.2.2.](#)) for further action with the Buying Command.

3.1.4.3. For DLA contracts, refer to DLA Web site and [Resource Web page](#).

3.1.5. The following contract sections shall be reviewed and information pulled from these sections of the contract to process a contractor's SIR:

3.1.5.1. Section (A) Administration of Contract.

3.1.5.1.1. DoD-issued contract or GSA schedule contracts issued by the DoD. Identify if DCMA has full contract administration or transportation only delegation and no transportation administration retention exceptions exist.

3.1.5.1.2. Delivery FOB Terms. Origin, Destination, Source, Other.

3.1.5.2. Section (B) Supplies or Services and Price Cost. The following describes the information needed for the applicable data elements.

3.1.5.2.1. Military Standard Requisition and Issue Procedures (MILSTRIP) Number/Requisition Number.

3.1.5.2.1.1. Requisition Number consists of 14 alphanumeric characters (i.e., BAEA85-4108-R017).

3.1.5.2.1.2. Transportation Control Number (TCN) consists of 17 alphanumeric characters (i.e., BAEA85-4108-R017-XXX) (DTR 4500.9-R, Part II, "Cargo Movement," Appendix L, "TCN-Updated Feb 2011" (Reference (e))).

3.1.5.2.1.3. When the contract contains the MILSTRIP/Requisition Number, it will be used to create the TCN. Adding the suffix code to it creates the TCN.

3.1.5.2.1.4. Do NOT use the DCMA DoDAAC to create TCNs for Export or FMS shipments (there will be no In-Transit Visibility if the TCN is created from the DCMA DoDAAC). Using the DCMA Transportation office DoDAAC to generate the TCN for FMS or Export shipments is not allowed. DCMA transportation must also ensure there are sufficient MILSTRIPs for the number of items being shipped per Contract Line Item Number (CLIN).

3.1.5.2.2. FMS. An example of an FMS is AE-B-UDH; the case identifier is the last three characters of the Supplementary Address (SUPPAD) (DTR 4500.9-R, Part II, (Reference (e))).

3.1.5.2.3. SUPPAD. An example of a SUPPAD is BZ2UDH.

3.1.5.2.4. Item Description. An example of an Item Description is Electron Tube.

3.1.5.2.5. Ship to Address. Look for a DoDAAC. The shipping destination may be written out, such as "Daniel F. Young Inc., UAE Project, 147th Ave, Jamaica, NY 11434."

3.1.5.2.6. Project Code. This will be a three-digit code, such as G9P.

3.1.5.2.7. Line Item/CLIN. Examples of a Line Item or CLIN are 0001AB or 001.

3.1.5.2.8. FMS Delivery Term Code (DTC). This is the fifth position of the requisition number, i.e., DAEA85.

3.1.5.2.9. Acceptance and Inspection. At origin or destination.

3.1.5.2.10. Transportation Priority (TP). This will be TP 1, 2, or 3 or it may have an Issue Priority Designator (IPD) which shall be converted to a TP. IPD 01-03 equals TP 1. IPD 04-08 equals TP 2. IPD 09-15 equals TP 3.

3.1.5.2.11. Required Delivery Date (RDD). Annotated as a calendar date, i.e., July 28, 2012, or as a Julian Date, i.e., 2210.

3.1.5.2.12. Hazardous Material Information. Indicates Proper Shipping Name (i.e., Detonating Fuses); Hazard Class (1.3); and Hazard Division.

3.1.5.2.13. National Stock Number (NSN). The NSN consists of 13 digits (0000-00-000-0000) divided into two parts, as follows:

3.1.5.2.13.1. The Federal Supply Class (FSC) is the first four digits of the NSN.

3.1.5.2.13.2. The National Item Identification Number (NIIN) is the last nine digits of the NSN.

3.1.5.2.13.2.1. The NIIN is used to identify the following:

- Hazardous Material
- Export Requirements
- Cube/Weight
- Unit Price
- Unit of Issue

3.1.5.2.13.2.2. NIIN Examples:

- Optical Assembly, Laser – 01-536-9374
- Range Finder, Laser – 01-486-5003

3.1.5.2.13.3. NSN (13 digits) examples are as follows:

- Optical Assembly, Laser – 5860-01-536-9374
- Range Finder, Laser – 1240-01-486-5003

3.1.5.2.14. To find information regarding a NIIN, access the Defense Automatic Addressing System Center Inquiry (DAASINQ) at the Web site link on the [Resource Web page](#), then select NIIN from the left side and enter the NIIN in the DAASINQ NIIN Query.

3.1.5.2.15. The NIIN information will provide the demilitarization code (DEMIL). This identifies whether an item is controlled by the U.S. Munitions List (USML). This will determine the need for Electronic Export Information (EEI) when the ultimate destination is outside the Continental U.S. (OCONUS). For EEI processing refer to [paragraph 3.2.3.5.1](#).

3.1.5.3. Section (D) Packaging and Marking. Accomplished pursuant to FAR, Part 47, “Transportation” (Reference (o)), Subpart 47.3, paragraph 47.305-10, “Packing, marking and consignment instructions” and DoD Standard Practices, MIL-STD-129P, “Military Marking for Shipment and Storage” (Reference (p)), to include the following:

3.1.5.3.1. Passive Radio Frequency Identification (RFID) Tag, IAW DFARS, Part 252, Subpart 252.2, (Reference (q), Section 252.211-7006, “Passive Radio Frequency Identification”).

3.1.5.3.2. Active RFID Tags IAW DCMA Information Memorandum 06-229 (located on the [Resource Web page](#)).

3.1.5.3.3. Transportation personnel are responsible for notifying the ACO and PCO if the RFID requirements are absent from the contract ([paragraph 3.1.2.1.](#))

3.1.5.4. Section (F) Deliveries or Performance. Pursuant to FAR, Part 42, Subpart 42.2, paragraph 42.202(e) (Reference (n)), if the place of performance is other than the prime contractor's prime contract location and subcontractor is not in cognizant TMS's prime contractor cognizant area, TMS must notify TMS Transportation Group Continental United States (CONUS) counterpart that is responsible for subcontractor place of performance or shipping location.

3.1.5.4.1. If place of performance is OCONUS, TMS shall prepare a secondary Transportation Delegation Letter for DCMA International (DCMAI) Transportation cognizant TMS.

3.1.5.4.2. In either scenario listed above, if the secondary place of performance is not annotated in the contract, the cognizant or prime contractor TMS must request contract modification from the ACO or PCO ([paragraph 3.1.2.1.](#)). For examples and background information, refer to Transportation Portal/Letter of Delegation folder.

3.1.5.4.3. FAR, Part 47 (Reference (o)), and FAR, Part 52, "Solicitation Provisions and Contract Clauses" (Reference (r)), and below subparts prescribe applicable transportation clause information:

- FAR, Part 52, Subpart 52.2, 52.247-29, "F.o.b. Origin" (Reference (r))
- FAR, Part 52, Subpart 52.2, 52.247-30, "F.o.b. Origin, Contractor's Facility" (Reference (r))
- FAR, Part 52, Subpart 52.2, 52.247-34, "F.o.b. Destination" (Reference (r))
- FAR, Part 52, Subpart 52.2, 52.215-6, "Place of Performance" (Reference (r)) (Shipments shipped from another origin besides the contractor location)
- DFARS, Part 247, Subpart 247.3, "Transportation in Supply Contracts" (Reference (s))

3.1.5.5. Section (G) Accounting Data.

3.1.5.5.1. Transportation Account Code (TAC), such as A1LD.

3.1.5.5.1.1. The TAC shall be verified for validation through the Transportation Global Edit Table (TGET) at the Web site link located on the [Resource Web page](#).

3.1.5.5.1.2. First Destination TAC is transportation required to affect the delivery of material purchased with procurement account appropriations, from a procurement source to the first point of use or storage for subsequent distribution within the supply system.

3.1.5.5.1.3. Second Destination TAC is transportation required to effect movement of material from, to, or between service/agency activities worldwide.

3.1.5.5.2. Long Line of Accounting (LOA), such as 97-11X8242 L009 8401 NZPRDP GBL S84300.

3.1.5.5.2.1 LOAs are validated by contacting the PCO.

3.1.5.5.2.2. Air Force LOAs must be accompanied by a unique document number, Miscellaneous Obligation Reimbursement Document, to be valid.

3.2. PROCESS SHIPMENT INSTRUCTION REQUEST (SIR). Shipment processing begins with the receipt of the SIR from the contractor and ends once the TMS processes the request based on the shipment type ([paragraph 3.2.3.](#)) such as, general CONUS cargo, FMS, exports, AA&E, hazardous, classified, control of communications security material, or sensitive cargo. The SIR process ends when transportation sends shipping instructions back to the contractor.

3.2.1. SIR eTool is an automated application for use by contractors to submit requests for and to receive U.S. Government shipping documents or shipping instructions from DCMA Transportation. It also serves as an internal recordkeeping register.

3.2.1.1. With the exception of DCMA Americas, International CMO Transportation Offices do not all use the SIR eTool, and OCONUS contractors under their cognizance are required to submit a hard copy DD Form 1659, "Application for U.S. Government Shipping Documentation/Instructions," to the cognizant International Transportation Office or use the SIR eTool as directed.

3.2.1.2. To gain access to the system, a User Identification (ID) and password are required. There are two procedures for obtaining access. One is for the external user who is the contractor, and the other is for the internal user who is the DCMA TMS.

3.2.1.2.1. Contractors shall be directed to the DCMA Home Page, and follow the procedures below to access the application process for a User ID:

- Select "Customers" on the top Blue Menu
- Select the large External Web Access Management (EWAM) icon
- Enter contractor e-mail address
- Select Organization Type: Commercial
- Enter requested info for a "User Profile"
- Organizational Detail: Select contractor company if listed; if not listed, select "Other" at the bottom of the drop down and enter information
- Toolset Detail: SIR – hit Submit (an e-mail will be sent to the e-mail address provided with a User ID attached)

3.2.1.2.1.1. Team Chiefs (TC) and TOs shall approve or disapprove the use of the SIR Toolset in EWAM. All teams shall check EWAM at least once a day in order to review and approve contractors' requests for SIR access for their team's cognizant area.

3.2.1.2.1.2. After a contractor's request for SIR access has been approved, the contractor will receive an e-mail with the Login information (the User ID and password).

3.2.1.2.1.3. The contractor will be provided the Web link to the SIR training.

3.2.1.2.1.4. The contractor will submit requests via SIR as follows: Access the DCMA Home Page; select the eTools tab from the top blue menu bar; enter their User ID and password as directed; and select the SIR icon.

3.2.1.2.2. TMSs will be granted access by their Supervisors through the Internal Web Access Management (IWAM) following the procedures below:

- Supervisor accesses the DCMA Home Page
- Selects eTools; Selects IWAM
- Selects the TMS name; Selects View Applications tab
- Places check mark beside SIR
- TMS can now access SIR using a Common Access Card

3.2.2. Contractor will submit a SIR when the material is ready for shipment. It is recommended that the contractor not wait until the shipment is on the loading dock, but submit the request at least seven days in advance.

3.2.2.1. TCs have overall responsibility for workload distribution.

3.2.2.2. The TO shall review the list of requests received several times a day and assign the request to a TMS.

3.2.2.3. The TMS shall retrieve assigned requests and begin the process to issue the shipping instructions.

3.2.2.4. The guidance contained in process [paragraphs 3.2.3.1.-3.2.3.4.](#) shall be followed based on the type of shipment.

3.2.2.5. As soon as the shipment instructions are prepared, the TMS shall complete the necessary fields in the SIR, attach the required shipment documents, such as Government-issued Commercial Bill of Lading (BOL) or Small Package Express (SPE) Label, sample Military Shipping Labels (MSL) and any other specific shipping instructions pertaining to that shipment, such as documentation that must be sent along with the shipment (i.e., Advanced Transportation Control and Movement Document (ATCMD), Packing List, Commercial Invoice, DD Form 1387-2, "Special Handling Data/Certification;" Shippers Declaration for Dangerous Goods

Form; DD Form 1907, “Signature and Tally Record,” etc.). Additional information on marking and labeling requirements are located in MIL-STD-129P (Reference (p)).

3.2.2.6. TMS e-mails the shipment instructions to the contractor.

3.2.2.7. TMS closes out the shipment request. The turn-around-time processing for a SIR starts when the request is received from the contractor and stops when shipping instructions are provided to the contractor, and the request is closed by the TMS; and is reflected in the Logistics Response Time Performance Indicator in Metrics Studio.

3.2.3. Determine Shipment Type.

3.2.3.1. CONUS General Cargo (freight all kinds (FAK)). This part sets forth the procedures for processing CONUS general cargo shipments meeting the criteria of DTR 4500.9-R, Part II, Chapter 201-General-Updated March 2012, (Reference (e)), for general cargo, and SDDC Global Cargo Distribution, which provides links to SDDC’s various rules publications and SDDC Customer Advisories. The SDDC (which governs the movement of freight within CONUS) has a Web site link (located on the [Resource Web page](#) or DCMA Transportation Portal) for carriers and customers.

3.2.3.1.1. TMS shall enter shipment data in the Global Freight Management (GFM) system for carrier selection and BOL issuance (refer to GFM Web site link on the [Resource Web page](#)).

3.2.3.1.2. TMS shall transmit BOL and other pertinent shipping instructions to contractors IAW SIR ([paragraph 3.2.](#)).

3.2.3.2. FMS Shipments. This part sets forth the procedures for processing FMS shipments meeting the criteria of DTR 4500.9-R, Part II, “Appendix E-Foreign Military Sales-Updated Oct 2011” (Reference (e)). FMS is a non-appropriated program through which eligible foreign governments purchase defense articles, services, and training from the U.S. Government (USG).

3.2.3.2.1. The purchasing government pays all costs that may be associated with a sale. In essence, there is a signed government-to-government agreement, normally documented on an FMS-Letter of Offer and Acceptance (FMS-LOA) between the USG and a foreign government.

3.2.3.2.2. Each FMS-LOA is commonly referred to as a “case” and is assigned a unique case identifier for accounting purposes. For complete and overarching guidance, refer to the DoD 4000.25-8-M, “Military Assistance Program Address Directory (MAPAD)” (Reference (t)), and DTR 4500.9-R, Part II, Appendix E (Reference (e)). For DCMA internal guidance on FMS shipment documentation, refer to DCMA Information Memorandum 10-138, “Foreign Military Sales (FMS) Shipping Documentation” located on the [Resource Web page](#).

3.2.3.2.3. Building Partner Capacity Program. Also known as Pseudo FMS (1206 cases). Refer to DTR 4500.9-R, Part V, “Customs,” Chapter 508, “US Export Requirements-Updated Mar 2011” (Reference (f)) and DSCA, Electronic Security Assistance Management Manual (E-SAMM), DSCA Manual 5105.38-M, Chapter C15, “Building Partner Capacity Programs” (Reference (u)). The 1206 materiel is to be turned over to a foreign government after receipt in the foreign country by U.S. personnel. The U.S. Government retains title to the property (throughout the transportation process) and it is treated as DoD cargo. Like FMS, 1206 case TCNs start with B, D, or P in the first position. They are then followed by an alphanumeric program identifier in the second and third positions (e.g., BB4, BB5, BB8, BB9, BS4, DB5, DB9).

3.2.3.2.4. The TO monitors the receipt, identification, and timely processing of FMS shipments. The TO serves as the FMS subject matter expert (SME) and shall identify an alternate SME to address questions pertinent to FMS shipments in the TO’s absence. TCs shall ensure all team members receive the appropriate FMS training at the Defense Institute of Security Assistance Management (DISAM) that is required IAW the Training Matrix (located on the [Resource Web page](#)) to process shipments before transportation personnel are assigned such shipments. DCMAI TMSs should coordinate with their CMO Training Coordinator and the DCMA Transportation Policy POC for all Transportation training to include FMS and DISAM.

3.2.3.2.5. All DoD contractors are required to submit a SIR request to their cognizant Transportation Office for all FMS shipments for the correct shipment information and documentation. This includes CFMP DoD contractors.

3.2.3.2.5.1. DCMA transportation personnel are required to verify “Ship To” and “Mark For” addresses in the MAPAD for all FMS shipments. This is in addition to reviewing each contract for correctness of the FMS shipment data prior to processing. The following is the most essential FMS shipment data that shall appear in documentation:

- Contract Administration Office
- FOB Terms and Conditions
(FMS contracts should never be FOB Destination)
- FMS Requisition/Document/MILSTRIP Numbers per CLIN
- SUPPAD Data (e.g., BXXUAD, BA2BCD, BZ2BAG)
- “Ship To” and “Mark For” Military Assistance Program Address Code (MAPAC) constructed from applicable Document Number and SUPPAD Record Positions for MAPAC construction procedures (see MAPAD, (Reference (t)), or DTR 4500.9-R, Part II, Appendix D, “Export Traffic Release Request (ETRR) Procedures-Updated Sep 2011” (Reference (e)))
- DTC
- Complete FMS Case Designator (e.g., EG-B-UAD)
- IPD and TP
- Project Code, if any (not all FMS shipments will have a project code)
- Nomenclature/NSN
- Required Availability Date; FMS shipments do not have RDDs

- FMS TAC and LOA to fund transportation of contracted item
- Specialized shipment requirements, if any, that apply to the movement of freight
- Internal Transaction Number (ITN)

3.2.3.2.5.2. An FMS shipment is identified by the first position of the Requisition Number found in the contract. It will begin with a B, D, K, P or T. The letters indicate the U.S. Military Service that manages or is responsible for the FMS Case.

- B - Army shipment
- D - Air Force shipment
- K - Marine Corps shipment
- P - Navy shipment
- T Other than Army, Navy, Air Force, or Marine Corps shipment

3.2.3.2.5.3. The next four digits of the Requisition Number are important for determining the “Ship To” address. The second and third position identifies the purchasing country. The fourth position is the “Mark For” code and the fifth position is the DTC (i.e., a Requisition Number of BTWL45-8042-W025 is an Army shipment for Taiwan with a DTC of 4).

3.2.3.2.5.4. If the FMS contract information is insufficient or not supplied, DCMA Transportation personnel shall contact the ACO and PCO (the ACO should be coordinated with on all discussions with the PCO throughout this Instruction) to obtain the FMS data required, and ensure that the PCO coordinates with the Service Implementing Agency (IA) for any required FMS data. This data shall be added in a modification ([paragraph 3.1.2.1.](#)) to the contract before shipment can be processed. FMS contracts shall never spell out a “Ship To” or “Mark For” address. These addresses shall be taken from the MAPAD for the applicable MAPACs at the time of shipment (in response to a contractor’s SIR).

3.2.3.2.6. The TMS will determine the appropriate MAPAD-Type Activity Code (MAPAD-TAC) “Ship To” and method of shipment based on the FMS MILSTRIP and SUPPAD for “general cargo” being shipped depending on weight.

- (MAPAD-TAC M) - A clear text “Mark For” address
- (MAPAD-TAC 1) - Unclassified material moving by U.S. Postal Service (USPS) parcel post or a commercial small parcel carrier to a CONUS destination; USPS parcel post service may be used for deliveries to Army/Air Force Post Office /Fleet Post Office/Diplomatic Post Office OCONUS addresses
- (MAPAD-TAC 2) - Unclassified material moving by surface or air freight carrier
- (MAPAD-TAC 3) - Notice of Availability (NOA) for unclassified material when a NOA is required; NOAs for classified material shall be sent to the country’s representatives listed in the MAPAD

- (MAPAD-TAC 4) - For sending supply and transportation status by the respective IA
- (MAPAD-TAC 5) - For sending copies of release/receipt documents sent to (MAPAD-TAC 1) address
- (MAPAD-TAC 6) - For sending copies of release/receipt documents sent to (MAPAD-TAC 2) address
- (MAPAD-TAC 7) - Identifies address to receive billing other than the “Ship To” address
this MAPAD-TAC applies only to DTC 4 and “E” shipments
- (MAPAD-TAC 9) - Identifies a deleted MAPAC

3.2.3.2.6.1. The TMS will utilize DAASINQ (located at the Web site link on the [Resource Web page](#)) to look up the appropriate MAPAD-TAC Military Address code and “Ship To” code. Click on MAPAC to enter the “Ship To” MAPAC to obtain the shipping address.

3.2.3.2.6.1.1. Additionally, each MAPAC address will also have a link for Country Reqs and/or Special Instructions for each Service and/or Special Instruction Indicators (SII) for the MAPAC with additional specific and unique country requirements that shall be followed.

3.2.3.2.6.1.2. The SII link shall always be clicked to read the Special Instructions prior to issuing any shipping instructions to a DoD contractor. The SIIs include, but are not limited to, such things as the name of the carrier and the carrier’s account number that shall be used when the Freight Forwarder is paying the freight for (DTC 4) shipments.

3.2.3.2.6.2. Refer to DoD 4000.25-8-M, MAPAD, Chapter 2, Paragraph C2.4, “Construction of MAPACs” (Reference (t)) for construction of MAPACs using FMS MILSTRIP and SUPPAD data. Note that construction of Canadian MAPACs is slightly different.

3.2.3.2.6.3. The following is an example how to determine a “Ship To” code going to a Freight Forwarder in the MAPAD based on FMS contract information:

- FMS MILSTRIP/Document/Requisition Number:
BTWL45-8042-W025
- SUPPAD: BA4CAS (If the SUPPAD designated indicates a BXW, this indicates the “Ship To” address will not be in the MAPAD and will be provided under separate cover)

3.2.3.2.6.3.1. Based on the FMS information contained in the DoD contract, construct the “Ship To” MAPAC for a Freight Forwarder as follows:

- Take the first character of the SUPPAD: “B”, which is the Customer Service code (or Purchaser’s Procurement Military Service code)
- Take the second and third character of the FMS MILSTRIP/Document/Requisition Number: “TW”, which is the Country code

- Add two zeros which are constant for positions 4 and 5
- Take the third character of the SUPPAD, which is “4”, the Freight Forwarder code
- “SHIP TO” Freight Forwarder address will be as follows in the MAPAD: BTW004:
 - B = Purchase Service Code - Position 1
 - TW = Country Code - Positions 2 and 3
 - 00 = Constant - Positions 4 and 5 (Always zeros)
 - 4 = Freight Forwarder Code - Position 6
 - “MARK FOR” “In Country” Code (would be BTWL00)
 - B = Purchase Service Code - Position 1
 - TW = Country Code - Positions 2 and 3
 - L = Customer In Country Code - Position 4 (Fourth character of the FMS MILSTRIP)
 - 00 = Positions 5 and 6 (Always zeros)

3.2.3.2.6.3.2. The below bullets are examples of a MILSTRIP and SUPPAD (reference [paragraph 3.2.3.2.7.1.2.](#))

- MILSTRIP: BTWL40-8265-9002
- SUPPAD: BA4VNB

3.2.3.2.6.4. Transportation personnel shall carefully read any and all SIIs listed in the MAPAD prior to issuing shipping instructions to the contractor. The clear text SIIs are a means by which customer countries place their unique requirements in the MAPAD, which shall be adhered to by the shipper. DCMA personnel will not consign a BOL to the commercial airports in the SIIs in the MAPAD. Shipments must be consigned to the MAPAD-TAC M address in the MAPAD when required.

3.2.3.2.7. The TMS will determine how to ship contracted items. FMS shipments must not be shipped to a DLA consolidation and containerization point (CCP) based on the exclusion table in the DTR. For DCMAI OCONUS FMS shipments, the DCMAI TMS should coordinate with the ACO and PCO early in the process to address any Host Nation shipment issues.

3.2.3.2.7.1. A combination of the following information will dictate how to process the FMS shipment to its ultimate destination “in country” depending on the nature of the items (i.e., general cargo, hazardous material, sensitive, classified confidential) being shipped and what shipping documents are required.

3.2.3.2.7.1.1. Delivery Term Code (DTC). The fifth character of the FMS Requisition/MILSTRIP/Document Number. DTCs identify DoD’s and the purchasing country’s responsibility for transportation and handling costs, as well as identifying the point to which the USG is responsible for moving the FMS customer’s items (refer to DoD 4000.25-8-M, MAPAD, paragraphs C2.11, C2.11.1.1., and C2.11.1.2. (Reference (t)) which discuss DTCs and what they

mean as well as Defense Logistics Manual 4000.25, Volume 6, June 5, 2012, Appendix 1.5, “Delivery Term Codes (DTCs)” and Appendix 1.6, “Address File Identifier” Reference (v)). The summary of DoD responsibilities for shipments based on DTCs from CONUS locations (posted on the Transportation Portal/SOP FMS folder/DTC attachments) are as follows:

- DTC 2: To a CONUS inland point (or Overseas inland point when the origin and destination are both in the same geographic area)
- DTC 3: At the CONUS POE alongside the vessel/aircraft
- DTC 4: At the point of origin (customer country has full responsibility and usually forwards collect to a country Freight Forwarder) (refer to the FMS SOP for DTC 4 shipments, posted on the Transportation Portal under SOPs)
- DTC 5: At the CONUS POE on the inland carrier’s equipment
- DTC 6: At the overseas Port of Debarkation (POD) on board the vessel/aircraft
- DTC 7: At the overseas inland destination onboard the inland carrier’s equipment
- DTC 8: At the CONUS POE on board the vessel/aircraft
- DTC 9: At the overseas POD alongside the vessel/aircraft

3.2.3.2.7.1.1.1. All FMS shipments destined and exiting the aerial port of Ramstein (RMS) must follow the process in the U.S. European Command (USEUCOM) Concept of Operations (CONOPS) (located on the [Resource Web page](#)) prior to the movement of the cargo to the Aerial Port of Embarkation (APOE). When the CONOPS is finalized, it will be incorporated into DTR 4500.9-R, Part V, “Customs,” Chapter 510, USEUCOM (Reference (f)).

3.2.3.2.7.1.1.2. All FMS Shipping Documents issued must include the FMS Case, ITNs, and MILSTRIPs pertaining to the shipment.

3.2.3.2.7.1.2. SUPPAD. An FMS shipment must also have a SUPPAD. It is used with the Requisition Number to determine the correct “Ship To” address. The SUPPAD is always six characters. In the contract it may be shown as just a three-digit alphanumeric code or as a six-digit alphanumeric code. If shown as six digits, the last three digits are the Case Number, which is important to reference on shipping papers. The first three digits are important in the development of the “Ship To” address and whether the shipment can be automatically released (see example in [paragraph 3.2.3.2.6.3.2](#)).

3.2.3.2.7.1.2.1. First Character. The first character of the SUPPAD is the Customer Service Code, (B = Army) (D = Air Force) (K = Marine Corps) (P = Navy) and (T = Other).

3.2.3.2.7.1.2.2. Second Character. The second character of the SUPPAD is the Offer Release (OR) code which identifies whether or not the shipper shall notify the FMS customer or his Freight Forwarder that the item is ready for shipment. The second character of the SUPPAD is extremely important because it dictates the movement of the FMS material and

assists to determine whether a NOA is required prior to shipment. The following is a list of the “OR” codes and what they mean.

3.2.3.2.7.1.2.2.1. OR Code “A”. The shipment will be released automatically to the Freight Forwarder or designated recipient of the material. Note: An OR option code “A” shipment will not be released automatically if the shipment unit identified by a TCN is classified, sensitive, hazardous, explosive, oversized (over six feet in any dimension), over 20,000 pounds gross weight or otherwise needs special handling. These shipments shall follow OR option code “Z” procedures as explained below. It is not always possible to determine size, weight, etc. when an FMS Case is written. This can result in requisitions/material release orders with incorrect OR option codes in them. Also, this stipulation applies to shipment units only, not to conveyances. A truckload of OR option code “A” shipment units, technically, does not require a NOA before release to a Freight Forwarder. Notification as a courtesy may be done, but is not required.

3.2.3.2.7.1.2.2.2. OR Code “Y”. Although still listed in several regulations, OR option code “Y” is a dead issue. A shipment either requires NOA processing or it does not. If, as indicated in the OR option code “A” “Note” above, a shipment requires special processing, the “Z” procedures below apply. Otherwise, automatic release should apply. However, if a shipment has a “Y” OR option code in it, send a NOA to the MAPAD-TAC 3 address and wait 15 days. If no response to the NOA is received, release the shipment automatically to the MAPAD-TAC 2 Address. (Small parcel (MAPAD-TAC 1) shipments are totally exempt from NOA processing regardless of the OR option code entered in the MILSTRIP release document/contract.

3.2.3.2.7.1.2.2.3. OR Code “Z”. A NOA is required and shall be forwarded to the applicable NOA addressee (the MAPAD-TAC 3 address for unclassified shipments and the Country Representative for classified (confidential or secret) shipments). Shipments shall not be released until a NOA response is received from the NOA addressee (e.g., NOAs for classified shipments must be answered by the Country Representative; the response cannot be provided by the purchaser’s Freight Forwarder even if that Freight Forwarder is qualified to receive the shipment (MAPAD-TAC A, B or C, D addressee). If no response has been received in 15 days, a follow-up will be sent to the NOA addressee. If no response is received to the follow-up within 15 days, a second follow-up will be sent to the NOA addressee and the appropriate U.S. Service IA POC (as determined by the first position of the requisition/release document number) will be called for assistance. Note: Even if a release has an OR option code “Z” assigned to it, it will be released under OR option code “A” automatic release procedures if it can be transported as a small parcel, MAPAD-TAC 1, shipment.

3.2.3.2.7.1.2.2.4. OR Code “X”. If followed by an “X” in the Freight Forwarder code position, this means that the USG is responsible for transportation (DTC 9, 7, 2, G, F or J) and no NOA is required since the shipment will move through the Defense Transportation System (DTS).

3.2.3.2.7.1.2.2.5. OR Code “W”. If “X” is followed by a “W” in the Freight Forwarder code position, this means that exception data applies. If no exception data was

received in or with the contract, call the IA involved to obtain this information. (Contract modification may be required to implement this information.)

3.2.3.2.7.1.2.2.6. If the OR option code dictates a NOA, DCMA Transportation personnel are required to prepare the NOA in the SIR eTool, and print it out and either fax or e-mail it to the Freight Forwarder or the Country Representative depending on the type of shipment (unclassified versus classified).

3.2.3.2.7.1.2.3. Third Character. The third character of the SUPPAD is the Freight Forwarder indicator and the fourth, fifth and sixth characters are the FMS Case designator.

3.2.3.2.7.1.3. Additional information that will dictate how to process the FMS shipment includes:

- Pieces, weight and cube
- TP
- Commodity being shipped
- Special shipment requirements (i.e., classified confidential, hazardous material, AA&E, high dollar value, oversized and over dimensional requires specialized carrier equipment, etc.)

3.2.3.2.7.2. Classified, sensitive, and AA&E shipments.

3.2.3.2.7.2.1. FMS shipments identified in the previous paragraph (3.2.3.2.7.2.) shall be shipped IAW with DoD regulatory requirements and DTR 4500.9-R, Part II, Chapter 204, "Hazardous Material" and Chapter 205, "Transportation Protective Service" (Reference (e)).

3.2.3.2.7.2.2. Classified Cargo. Rules for the movement of classified cargo are as follows:

3.2.3.2.7.2.2.1. For classified material being shipped under DTCs 4, 5, 7, or 8, the NOA shall be sent to the FMS purchaser's "Country Representative" as listed in the MAPAD for the country and the country's Military Service that will be receiving the shipment. Do not send NOAs for classified shipments to the specific Freight Forwarder listed in the MAPAD, even if the individual is listed as qualified to receive the shipments (MAPAD-TACs A/B for confidential or secret material or MAPAD-TACs C/D for confidential material only).

3.2.3.2.7.2.2.2. The response to the NOA shall be from the Country Representative. This responsibility cannot be delegated by the Country Representative to the Freight Forwarder.

3.2.3.2.7.2.2.3. If the Country Representative directs movement to the Freight Forwarder, the Freight Forwarder must be cleared to receive classified material; i.e., the

Freight Forwarder must be identified in the MAPAD as a MAPAD-TAC A/B or C/D address. Secret material cannot be released to a MAPAD-TAC C/D address. The NOA response shall provide the name and phone number of the Freight Forwarder POC who will receipt the shipment.

3.2.3.2.7.2.2.4. Shipments of classified material going to an approved (as indicated by the appropriate MAPAD-TAC) Purchaser's Freight Forwarder for classified material require a BOL as well as a DD Form 1907.

3.2.3.2.7.3. Sensitive Material and AA&E shipments require the following:

3.2.3.2.7.3.1. Use of the DoD Manual 5100.76, "Physical Security of Conventional Arms, Ammunition and Explosives (AA&E)" (Reference (w)), and DoD Inventory Catalog Products to properly identify them as sensitive material and AA&E cargo.

3.2.3.2.7.3.2. Identification of sensitive material and AA&E cargo by Security Risk Code (SRC) and Controlled Inventory Item Codes (CIIC).

3.2.3.2.7.3.3. Different types of special handling for different classifications of material. Shippers are required to correctly identify sensitive AA&E and classified items and know their different processing requirements. An item's CIIC indicates if the item (identified by NSN) is classified, sensitive AA&E, pilferable, etc. This tells a shipper what security protective services to apply to a shipment while it is in transit or in storage. The FLIS Procedures Manual, DoD 4100.39-M, Table 61, "Controlled Item Inventory Codes" (Reference (x)), provides a more detailed explanation of CIICs and their FMS applications. The CIIC list is located in the FLIS and appears in FED LOG or other catalog media (DoD 4100.39, Vol. 10, Chapter 3 Table 61 (Pages 10.3-150) and Table 192 (Page 10.3.488), Reference (x)). The following are DTCs for CIICs 1, 2, 3, or 4 CARGO:

- CAT 1 = CIIC 1 (must be shipped via DTCs 7, 9, F, G, or J)
- CAT 2 = CIIC 2 (may be shipped via DTCs 7, 8, 9, C, F, G, or J)
- CAT 3 = CIIC 3 (may be shipped via DTCs 7, 8, 9, C, F, G, or J)
- CAT 4 = CIIC 4 (may be shipped via DTCs 7, 8, 9, C, F, G, or J)
- DTCs 7, 9, F, G, or J shipments are sent through the Defense Transportation System through DoD organic or procured transportation (e.g., Air Mobility Command (AMC) controlled airlift, Military Sealift Command sealift, or SDDC procured sealift)
- DTC 8 and C shipments are transported by DoD to DoD-controlled aerial or ocean POEs and includes DoD on load into FMS purchaser ships or aircraft (purchaser Freight Forwarders can coordinate these pickups at the DoD ports)

3.2.3.2.8. Export Traffic Release Requirements.

3.2.3.2.8.1. In addition to the NOA, an ETRR is required and shall be submitted to SDDC through the Integrated Booking System (IBS) when a shipment is to be delivered to a water POE/POD for DTCs 9, 7, F, G, or J delivery. Also applies to DTC 8 or C ocean pickups.

3.2.3.2.8.2. The following types of shipments shall require the submission of an ETRR to SDDC:

- Release Unit
- Cargo shipments of 10,000 pounds or more
- Cargo in lots of 800 cubic feet or more
- Vehicles by drive away service
- Containerized Cargo: Full sealift containers, including specialized equipment, such as flat racks, moving under terms and conditions of an SDDC contract/agreement or ocean carrier tariff
- Non-Containerized Cargo: Such as outsized/overweight items or other items for which containerization is not possible or practical
- SRC Cargo, in any quantity, is comprised of the following:
 - Small Arms
 - Small shipment of AA&E, 15 or fewer arms Category II through IV and M-16 rifles (to include M82A1A.50 Caliber Special Application Scoped rifles) (to exclude M2.50 Caliber (12.7mm) Machine Gun and above)
 - Ammunition, 150 pounds or less of sensitive SRC IV
 - SRC I thru III AA&E or equivalent SRC shipments cannot move under DoD Blanket Purchase Agreements or Multiple Award Schedules GSA contracts; Freight Forwarders, brokers, 3rd Party Logistics and indirect carriers cannot be used to move these types of shipments
 - Munitions, explosives, poisons 6.1 or 2.3, radioactive materials, or other HAZMAT (as defined in e-CFR, Title 49, “Transportation,” Volume 2, Chapter 1, “Pipeline and Hazardous Materials Safety Administration, Department of Transportation”(Reference (y)) except those radioactive materials that are declared exempt under e-CFR, Title 49 (Reference (y)), the International Air Transport Association (IATA), and the International Maritime Organization Dangerous Goods (IMDG) Code, DTR 4500.9-R, Part II, Chapter 204) (Reference (e))
 - Material classified as secret or confidential (DTR 4500.9-R, Part II, Chapter 205 (Reference (e)))
 - Narcotics and drug paraphernalia
 - Perishable biological material
 - Temperature-controlled cargo

3.2.3.2.9. Protective Service. To determine what protective service is required for AA&E, HAZMAT, classified and sensitive cargo, consult Table #205-7 located in DTR 4500.9-R, Part II, Chapter 205 (Reference (e)).

3.2.3.2.10. Joint Munitions Command (JMC) procedures for ETRR for DTCs 7, 8, and 9.

3.2.3.2.10.1. For DTCs 7 and 9 munitions requirements requiring airlift movement, DCMA TMS is responsible for the following:

3.2.3.2.10.1.1. Providing ETRR to JMC for requirements on JMC contracts. JMC contracts would be identified with a DoDAAC of W52P1J. This information is critical to ensure JMC submits munitions requirements through Munitions Total Management System (MTMS) to the Financial Air Clearance Transportation System (FACTS) system. To obtain air clearance for DCMA commodities into the appropriate aerial port, refer to the FACTS Web site link located on the [Resource Web page](#). Also, refer to Attachment A located on the Transportation Portal/JMC folder. For access to the MTMS, refer to Attachment B on the Transportation Portal/JMC folder.

3.2.3.2.10.1.2. For non-JMC contract requirements, DCMA TMSs are to input requirements directly into the FACTS system to obtain air clearance into the appropriate aerial port.

3.2.3.2.10.1.3. DCMA TMSs may use the MTMS Web system for submissions into the FACTS. If this process is preferred, registration instructions are available in Attachment B on the Transportation Portal/JMC folder.

3.2.3.2.10.2. For DTCs 7 and 9 munitions requirements requiring airlift movement, JMC is responsible for the following:

3.2.3.2.10.2.1. Submitting ETRR information from DCMA ETRR into the MTMS system in order for air clearance to be obtained through the Air Clearance Authority (ACA).

3.2.3.2.10.2.2. Notifying applicable DCMA organization with clearance number and projected arrival date at aerial port when it is provided to the JMC from the ACA.

3.2.3.2.10.2.3. Following up on shipping status with DCMA TMS to confirm shipment of munitions and also with Integrated Data Environmental Global Transportation Network Convergence (IGC) or with the aerial port to confirm material has been delivered to the port.

3.2.3.2.10.3. For DTCs 7, 8, and 9 munitions movement requiring vessel lift, DCMA TMS is responsible for the following:

3.2.3.2.10.3.1. Providing ETRR information to the JMC with all pertinent information required for obtaining port call files whether a JMC contract or other contract; ensuring attachment has appropriate e-mail addresses for submitting ETRRs (refer to Attachment A located on the Transportation Portal/JMC folder).

3.2.3.2.10.3.2. Preparing the NOA; DCMA TMS should also provide a copy of the NOA to JMC.

3.2.3.2.10.4. For DTCs 7, 8, and 9 munitions movement requiring vessel lift, JMC is responsible for the following:

3.2.3.2.10.4.1. Ensuring that all required information is submitted into MTMS from ETRR.

3.2.3.2.10.4.2. Obtaining and providing the Port Call File Number (PCFN) to the DCMA TMS.

3.2.3.2.10.4.3. Providing release to DCMA TMS with shipping instructions upon notification by SDDC regarding the identification of applicable vessel support.

3.2.3.2.10.4.4. Following up on shipping status with DCMA TMS to confirm shipment of munitions and also following up with IGC or with the aerial port to confirm material has been delivered to the port.

3.2.3.2.10.4.5. Cancelling the PCFN should the freight move via pilot pickup.

3.2.3.2.11. Security Assistance Program (SAP) FMS shipments and EEI, formerly the Shipper Export Declarations requirements. For more information, refer to the FMS SOP Desktop procedures on the Transportation Portal and the U.S. Census Web site located on the [Resource Web page](#), which contains instructions on preparing the EEI.

3.2.3.2.11.1. EEI is required by law, U.S.C., Title 13, Chapter 9, “Collection and Publication of Foreign Commerce and Trade Statistics (Sections 301-307)” (Reference (z)), and e-CFR, Title 15, “Commerce and Foreign Trade” Chapter 1, Part 30, Subpart 30.2. (Reference (aa)). For more information on EEI, see [paragraph 3.2.3.5.1](#).

3.2.3.2.11.1.1. EEI is used to compile official U.S. Export Statistics for export control purposes. Requirements for EEI are found in e-CFR, Title 15 (Reference (aa), Chapter 1, Part 30), and in e-CFR, Title 22, “Foreign Relations,” Chapter 1, Subchapter M, “International Traffic in Arms Regulations” (ITAR), Parts 120-130) (Reference (ab)). Some shipments may not need EEI (reference [paragraph 3.2.3.5.1.3](#) for exceptions).

3.2.3.2.11.1.2. EEI is filed using the Automated Export System (AES). AES is the electronic method to file the paper EEI and the ocean manifest information directly with the bureau of the USCBP. Refer to the [Resource Web page](#) for links to the USCBP Web site and AESDirect, the U.S. Census Bureau’s free internet-based system for filing EEI information with the USCBP. For more information on AES, refer to [paragraph 3.2.3.5.1.5](#). The U.S. Census Bureau amended the Foreign Trade Statistics Regulation to incorporate requirements for the mandatory AES (AESDirect) filing for items identified on the Department of Commerce’s Commerce Control List and the Department of State’s USML.

3.2.3.2.11.2. SAP shipments exported from the U.S. via the DTS are exempt from export license requirements (certain statements shall be made on BOLs used by shipping activities to route cargo to POEs to fulfill USCBP requirements). This ensures that the exports are reported

to the Department of Commerce and/or Department of State. SAP procedures can be found in DTR 4500.9-R, Part II (Reference (e), “Appendix E”) and DSCA Manual 5105.38-M, (E-SAMM), (Reference (u), Chapter C5, “Foreign Military Sales Case Development”).

3.2.3.2.11.2.1. DoD-sponsored transportation of FMS material directly to customer countries (normally DTCs 7, 9, F, G, and J shipments). These DTCs move via the DTS. This means that all shipments of defense articles shall require EEI. If the export of a defense article is exempt from licensing, the EEI shall site the exemption. Per [paragraph 3.2.3.2.11.1.2.](#) above, the electronic EEI shall be filed in AES or AESDirect. EEIs prepared for DTS deliveries of SAP (FMS or grant aid) material shall cite a Department of State Permit (DSP-94) Form, “Authority to Export Defense Articles Sold Under the FMS Program”/FMS-LOA package lodged by an IA with a USCBP Office at a POE in CONUS. This package is the DoD SAP substitute for the export license. Lodging information shall be obtained for the involved IA when preparing EEIs for DTS shipments.

3.2.3.2.11.2.2. A commercial invoice shall accompany the shipment and the following information should be included on the invoice: “This shipment for (select one of the following, as applicable: Organic DTS, Commercial DTS, Freight Forwarder, or a combination) is being exported pursuant to an FMS-LOA authorizing such transfer which meets the criteria of 22 CFR 126.6©. It covers FMS Case (insert case identification). The U.S. Government point of contact is (insert name), commercial telephone number (insert commercial phone number). The FMS-LOA authorizing this transfer is lodged at (insert name of primary port where the FMS-LOA is lodged).”

3.2.3.2.11.2.3. In addition, the following information in Tables 1-3 shall also be included on the commercial invoice and all other shipping documentation to include the Commercial Bill of Lading (CBL). After receipt of the ITN (refer to [paragraph 3.2.3.5.1.6.](#) for detailed information) in either an e-mail or shipment reporting center and prior to exporting, the TMS will annotate the following on all shipping documents:

- The ITN
- The FMS Case/License Number (i.e., IQ-B-WAJ)
- The location where the DSP-94 Form is lodged

3.2.3.2.11.3. FMS Checklist.

Table 1. General Cargo Checklist, DTC 4

1.	DSP-94 Form	Y	N	
a.	AESDirect Entry	Y	N	
2.	Military Shipping Label	Y	N	
3.	NOA (DD Form 1348-5, "Notice of Availability/Shipment") required (Note: General Cargo goes to MAPAD-TAC 3)	Y	N	N/A
4.	Shipping Documents: BOLs, DD Form 1348, TCMD required when shipments are destined to an APOE or Seaport Port of Embarkation	Y	N	
5.	Verified Ship To/Mark For	Y	N	
6.	If DSP-61 Form, "Application /License for Temporary Import of Unclassified Defense Articles" item, contact Freight Forwarder	Y	N	N/A
7.	Unique Requirements: Country Permits, licenses, coordination	Y	N	N/A

**Table 2. Classified Cargo Checklist, DTCs 4, 5, 7, 8
(Additional information to include with Table 1)**

1.	Transportation Plan in place (FMS-LOA)	Y	N	
2.	DD Form 1907 (Signature and Tally Record) in place	Y	N	
3.	DD Form 1387-2 (DTS Special Handling Data/Certification) Refer to DTR 4500.9-R, Part II (Reference (e), Chapter 205, 205-44 to 205-48)	Y	N	
4.	If Repair and Return (DSP-85 Form, "Application for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data" in place)	Y	N	N/A
5.	NOA sent to Country Representative	Y	N	

Table 3. HAZMAT Checklist, DTCs 7, 8, 9, C, F, G, J

1.	Transportation Plan in place, Sensitive, AA&E (CIIC 1-4)	Y	N	
2.	If Sensitive, AA&E (DD Form 1907) in place	Y	N	N/A
3.	Security Plan	Y	N	
4.	Hazardous Material Shipping Labels	Y	N	
5.	Shipper Declaration for Dangerous Goods IAW: a) Air: DTS (Air Force Manual 24-204) Commercial IATA b) Ocean (IMDG)	Y	N	
6.	NOA sent to MAPAD-TAC 3	Y	N	
7.	Appropriate Competent Authority Approval in place	Y	N	

3.2.3.2.11.4. DSCA issued Policy Memorandum 04-34, “Subject: Security Assistance Export Guidance (DSCA Policy Memo 04-34) (SAMM E-Change #18), Reference (ac), which requires the issuance of a DSP-94 Form and an FMS-LOA package for all FMS shipments including those moving through DTS. This policy was always in place for FMS purchaser/Freight Forwarder-exported FMS shipments, and the new DSCA policy extends the DSP-94 Form/FMS-LOA requirements to exports made via DTS. IAs are responsible for lodging DSP-94 Form/FMS-LOA packages for DTS exports. For a copy of DSCA Memorandum #04-34 refer to E-SAMM policy link located on the [Resource Web page](#).

3.2.3.2.11.4.1. The DSP-94 Form was established to document the authority to export defense articles sold under the “FMS Program.” The form is used as an official record of commercial transactions in the title transfer of defense articles, government-to-government, IAW U.S.C., Title 22, Chapter 39, “Arms Export Control,” Reference (ad), and e-CFR, Title 22, Subchapter M, ITAR, Reference (ab). The export authority is valid for two years from the date shown in Item 12 of the DSP-94 Form.

3.2.3.2.11.4.2. FMS shipments must be “Licensed” IAW e-CFR, Title 22, Subchapter M, ITAR (Reference (ab)), and the FMS Program as follows:

- FMS-LOA acts as export “license”
- DSP-94 Form serves as “export authority” per e-CFR, Title 22, Subchapter M, ITAR, Part 126.6 (Reference (ab))

3.2.3.2.11.4.2.1. IAW e-CFR, Title 22, Subchapter M, ITAR, Part 126.6 (Reference (ab), paragraph (c) (6) (ii)), all outbound FMS material shall be moved against a valid DSP-94 Form on file with U.S. Customs. This applies to both commercial and DTS shipments.

3.2.3.2.11.4.3. IAW the electronic Security Assistance Management Manual (E-SAMM, C7), Reference (u), the U.S. Government will:

- Validate export value on DSP-94 Form (E-SAMM C7.T8)
- Pack, crate, and HAZMAT certify material for overseas shipment based on mode of shipment selected
- Initiate shipments to Freight Forwarders or arrange DTS transportation (E-SAMM C7.7 and C7.12)
- Maintain proof of shipment (E-SAMM C6.2.1)
- Assist purchaser processing of claims (E-SAMM C7.21)
- Provide technical assistance and guidance to Country Representative/ Freight Forwarders through Military Departments’ liaison activities

3.2.3.2.11.4.4. IAW E-SAMM (C7.T8), Reference (u), export documentation requirements, the EEI shall be filed by DoD entity arranging DTS transportation; reporting export information on each shipment to the USCBP using AES (refer to [paragraph 3.2.3.5.1.5.](#)). The following is some important FMS export documentation information:

- Complete copy of the FMS-LOA shall be lodged at the primary port of exit
- DSP-94 Form also lodged at primary port of exit
- EEI is filed electronically via AES, but AES cannot be used until DSP-94 Form is lodged

3.2.3.2.11.5. Responsibilities for DSP-94 Form and FMS-LOA Packages.

3.2.3.2.11.5.1. DCMA is not responsible for the DSP-94 Form or FMS-LOA package. This is done by either the FMS Purchasers or their Freight Forwarders when they do their own exporting (e.g., DTC 5, 4, or 8 purchases) or by IAs when export is via DTS.

3.2.3.2.11.5.2. DoD TOs are responsible for ensuring proper documentation is provided for export shipments. This includes information on the BOL or carrier air waybill and completion of an electronic AES Transaction EEI in the AES and sending release documents (Wide Area Workflow (WAWF) Receipt Reports) to MAPAD-TAC 5 and 6 addresses (Note: A MAPAD-TAC 5 or 6 address will not appear in the MAPAD if it is identical to its respective MAPAD-TAC 1 or 2 address). For more information on WAWF, refer to the DCMA EDW eTool menu bar/WAWF.

3.2.3.2.11.5.3. IAW DFARS, Appendix F, “Material Inspection and Receiving Report,” Reference (ae), DoD and contractor/vendor TOs are responsible for assuring that all shipping documents, USCBP forms, and markings on packaging are complete and free of abbreviations or acronyms. All documentation must include the FMS Case, FMS MILSTRIPs and ITN pertaining to the shipment including the WAWF/ATCMD/BOL/MSL. Also, the Service or Defense Agency must be shown as the importer, exporter and/or consignee on all shipping documents and USCBP forms.

3.2.3.2.11.5.4. The DCMA TO is responsible for ensuring that copies of release/receipt documents as well as supply and transportation status are forwarded to the MAPAD-TAC 5 and 6 addresses in the MAPAD to ensure the FMS country is informed of what has been billed and shipped according to their LOOAs and DoD contracted items (Note: A MAPAD-TAC 5 or 6 address will not appear in the MAPAD if it is identical to its respective MAPAD-TAC 1 or 2 address).

3.2.3.2.11.5.5. If Transportation personnel encounter a problem, such as incorrect information with the FMS contracted item, DTCs, MAPAD information and/or how to process the subject shipment, the TMS shall contact a Service FMS POC, as well as the PCO to correct the problem prior to processing the shipment (FMS Service IAs). In addition, if there are

questions or any additional special handling process information is required regarding FMS shipment processes, contact the Service FMS POCs and/or Country Case Managers listed on the POC lists on the Transportation Portal.

3.2.3.3. Exports. This part sets forth the procedures for processing export shipments meeting the criteria of DTR 4500.9-R, Part II (Reference (e), “Chapter 203-Shipper-Updated Sep 2011”) which requires release authorization to accomplish the CONUS portion of the move to the appropriate terminal. The contract shall be reviewed for contractual terms and conditions. It is vital to follow all processing instructions to ensure accuracy of shipment information and prevent delays at export terminals.

3.2.3.3.1. TMS reviews contract order for FOB terms, TCN, TP, Overseas DoDAAC, MAPAD-TAC, “Mark For” data, Project Code, NSN, RDD and classified, sensitive, AA&E and/or hazardous material data and verifies overseas POC.

3.2.3.3.1.1. FOB Origin Delivery Term. The Government is responsible for payment of shipping costs to the CCP or POE.

3.2.3.3.1.2. FOB Destination Delivery Term. The Contractor is responsible for shipping costs to the appropriate CCP or point of departure.

3.2.3.3.2. Export Shipments International Small Package.

3.2.3.3.2.1. TP 1 and 2 – FOB Origin. The Worldwide Express (WWX) contracts (not applicable to DCMAI) must be used if a shipment requires OCONUS commercial express time-definite, door-to-door delivery to a WWX location and falls within the limitations specified in the WWX contract available from the AMC Web site located on the [Resource Web page](#). Ship direct to country using GFM system, SPE. Determine the NSN to locate DEMIL code utilizing the DAASINQ Web site. Select NIIN, type in the NSN, eliminating first four numbers. If DEMIL displays “A” or “Q”, no EEI is required. Prepare EEI for other DEMIL codes using AESDirect ([paragraph 3.2.3.5.1.5](#)). Enter the ITN on shipping document. Instruct contractor to enter exempt statement on shipping papers.

3.2.3.3.2.2. TP 3 – Ship Surface to CCP. TMS provides shipping instructions and prepares a Transportation Control and Movement Document (TCMD) and MSL. TMS instructs contractor to place document in a waterproof envelope, placed on the outside of the package of the number one container.

3.2.3.3.3. Export Shipments Non-WWX Eligible.

3.2.3.3.3.1. TP 1. Shipment shall be offered for Military Airlift through FACTS at the FACTS Web site located on the [Resource Web page](#).

3.2.3.3.3.2. TP 2. Shipment shall be offered for air clearance in the FACTS if RDD is 444, 555,777, N---, E--- and the Julian date is less than 21 days from the date of shipment. TMS determines overseas consignee, Aerial Port of Debarkation utilizing the

DAASINQ Web site located on the [Resource Web page](#). Required data elements, such as air commodity codes and special handling codes can be located in the FACTS TCMD tables. Determine APOE utilizing the AMC Air Channel Sequence Listing located on the [Resource Web page](#). DCMA transportation personnel must check the most current AMC Channel Sequence Listing prior to clearing any DoD shipments into FACTS for the appropriate air channels. Sending freight to an incorrect aerial port (due to a DCMA TMS error) creates unnecessary shipping charges for the customer. Checking the “AMC Channel Sequence Listing” will alleviate this problem on all future shipments made by DCMA TMSs. FACTS will determine the mode of shipment. Shipments cleared for military airlift will indicate air or air valid shipment through CCP (status code CPA). Surface mode through CCP (status code CPS). Diverted indicates surface mode (refer to TP3 instructions in the following paragraph ([3.2.3.3.3.3](#))). Challenge indicates the shipment is not cleared and clearance is pending. Print the TCMD. Prepare shipping documents: Government-issued CBL, shipping instructions (FOB destination), and military shipment label. Instruct contractor to place TCMD with package.

3.2.3.3.3.3. TP 3. TMS determines shipment eligibility to send to the CCP. Review DTR 4500.9-R, Part II (Reference (e), Chapter 203, specifically Table 203-8, Table 203-9 and Table 203-10 located at 203-70 through 203-74). Shipment is CCP eligible if it does not meet the exclusions listed in these tables. Prepare shipping documents: TCMD, CBLs, MSL, or shipping instructions. Instruct contractor to place TCMD with package. Shipments downgraded from air, insert markings: “AIR DENIED” on the MSL. Note: Shipments excluded from CCP eligibility require an export traffic release entered into the IBS to obtain a vessel booking (refer to [paragraph 3.2.3.3.4.6](#). below).

3.2.3.3.4. Export Commercial Air Shipments.

3.2.3.3.4.1. Per DTR 4500.9-R, Part II (Reference (e), Chapter 202, paragraph Y.3., “Air Shipments”), a U.S. Transportation Command (USTRANSCOM)-arranged/operated/negotiated airlift will be utilized unless the Requisitioner/Service/Agency documents a negative critical mission impact to justify non-use to the TO.

3.2.3.3.4.2. WWX-eligible commercial shipments shall be routed utilizing latest WWX contract carrier tenders. Carrier information is available at AMC Commercial Services or WWX Web site located on the [Resource Web page](#).

3.2.3.3.4.3. International Commercial Air Heavy Weight - 301 Pounds or More. Commercial shipments shall be routed utilizing the international heavy air carrier tenders provided by USTRANSCOM. The TMS shall review each tender and determine the most cost-effective carrier (refer to rate information in tenders on file at the USTRANSCOM International Heavy Air Tender Web site (link located on the [Resource Web page](#)). Determine requirements for the EEI. Prepare BOL (override), MSLs, and Custom’s letter. Instruct contractor to prepare commercial invoice and packing list, and attach all documents with shipment per MIL-STD 129P, Reference (p).

3.2.3.3.4.4. Shipments Over 10,000 Pounds. Determine FOB delivery terms (origin or destination). Determine funding LOA for first destination and second destination.

3.2.3.3.4.5. Military Air. Shipment shall be offered in FACTS for clearance. Justification from the Buying Command will be obtained if shipment is challenged.

3.2.3.3.4.6. Vessel. Shipment shall be processed through IBS. The application is accessed through the Electronic Transportation Acquisition (ETA) Web site link located on the [Resource Web page](#). The TMS will need to do the following:

- Determine dimensions and weight
- Offer the cargo through IBS (cargo offerings are SEAVAN containers, break-bulk cargo, and flat racks)
- Booking will be received from IBS
- Prepare documentation (BOLs for FOB origin and shipment instructions for FOB destination)
- Prepare military shipping labels
- Prepare Custom's letter for shipments moving via container
- Contractor shall be instructed to prepare a commercial invoice and packing list
- All Custom's clearance documentation shall be provided via e-mail to the ocean carrier and SDDC Custom's POCs at the completion of container stuffing, prior to vessel departure from the POE
- Review SDDC customer advisories for updates
- All documents are placed with the shipment
- Enter ATCMD information in the Global Air Transportation Execution System (GATES) prior to movement of the contracted freight to CONUS POE (Web site link to GATES located on the [Resource Web page](#))

3.2.3.4. HAZMAT. This part prescribes procedures and requirements that shall be followed for processing HAZMAT cargo, meeting the criteria of DTR 4500.9-R, Part II (Reference (e), "Chapter 204-HAZMAT-Updated Aug 2012").

3.2.3.4.1. Enter data in GFM for carrier selection.

3.2.3.4.2. Transportation personnel will instruct contractor to prepare shipper's declaration for dangerous goods, DD Form 836, "Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles/Containers or Vessel" and DD Form 626, "Motor Vehicle Inspection (Transporting Hazardous Materials)" (if motor shipment of explosives), per [paragraph 3.2.3.9](#), Report of Shipment (REPSHIP), and other applicable documents based upon mode of shipment IAW above shipment types, i.e., FMS, Exports (reference [paragraph 3.2.](#)). Shipper declaration is contractor's responsibility, since they will certify the shipment as hazardous.

3.2.3.4.3. Transmit all documents to contractor for shipment and certification of hazardous material.

3.2.3.4.4. Log shipment process complete in Shipment Request Register.

3.2.3.4.5. DCMA TMS are required to take DCMA prescribed HAZMAT training IAW CFR, Title 49 (Reference (y), Part 172, Subpart 172.704, "Training Requirements"). DCMA TMS employees shall receive the listed training as required for their position (refer to Training Matrix, Task/KSA/OJT Checklists in Training section on [Resource Web page](#) and see [paragraph 4.1.](#)).

3.2.3.5. Shipment Type Supporting Instructions.

3.2.3.5.1. Electronic Export Information (EEI).

3.2.3.5.1.1. EEI is required by Law, U.S.C., Title 13, Chapter 9, (Sections 301-307), Reference (z)) and e-CFR, Title 15, Reference (aa), Part 30. EEI enables the U.S. Census Bureau to compile the official U.S. export statistics and to enforce U.S. Laws relating to exporting per U.S. Customs Service, Bureau of Export Administration and Department of State. The Federal Trade Regulations, along with other information, including a list of frequently asked questions, can be found on the U.S. Census Web site. Additional information can be found in the following regulations: DTR 4500.9-R, Part V (Reference (f), Chapter 508, "US Export Requirements"); e-CFR, Title 15, Reference (aa); e-CFR, Title 22 (Reference (ab), Subchapter M, Parts 120-130); Drug Enforcement Administration export requirements, e-CFR, Title 21, Chapter II, Part 1313, "Importation and Exportation of List I and List II Chemicals," Reference (af); and e-CFR, Title 19, "Customs Duties," Reference (ag). EEI is not applicable to DCMAI.

3.2.3.5.1.2. EEI shall be filed for exports of physical goods when shipped as follows:

- From U.S. to Foreign Countries
- Between the U.S. and Puerto Rico
- From Puerto Rico to Foreign Countries
- From Puerto Rico to the U.S. Virgin Islands
- From the U.S. to the U.S. Virgin Islands
- Licensable Commodities (regardless of value, USML and FMS)

3.2.3.5.1.3. Shipments that do not require EEI are shipments going to a U.S. military installation with a DEMIL code of "A" or "Q" and items that have a dual use, military and commercial. A statement shall be placed on the shipping documents stating: "This shipment is exempt from EEI requirements based on 15 CFR 30.39 and No License Required (NLR)."

3.2.3.5.1.4. To determine the DEMIL of a shipment, use the NIIN from the contract. Access DAASINQ, select the word NIIN on the left-hand side, and then enter the NIIN in the query box. If the code in the DEMIL field is other than an "A" or "Q", the EEI shall be completed. If the cargo does not have an NSN, the contractor has to reveal if the material was made strictly for military purposes or dual use.

3.2.3.5.1.5. EEI shall be completed in AES. The system is a free Internet-based application supported by the U.S. Census Bureau that allows the U.S. Principal Party in Interest (USPPI), its authorized agent, or the authorized agent of the Foreign Principal Party in Interest (FPPI) to transmit the EEI via the Internet (refer to the AESDirect Web site address on the [Resource Web page](#)).

3.2.3.5.1.5.1. USPPI is the person or legal entity in the U.S. that receives the primary benefit, monetary or otherwise, from the export transaction. Generally, that person or entity is the U.S. seller, manufacturer, or order party, or the foreign entity while in the U.S. when purchasing or obtaining the goods for export.

3.2.3.5.1.5.2. For contractor shipments with DCMA-administered contracts, DCMA is the USPPI. The USPPI cargo origin address is the contractor's address.

3.2.3.5.1.6. Once all the required data is entered by the TMS and accepted by AES, an ITN will be generated by the system. The ITN is a confirmation number that indicates the shipment has been accepted by AES. This number is unique for every shipment. Once an ITN is assigned to the shipment, the shipment is ready for export. The filer must cite the ITN on the first page of the BOL, Air Waybill, and other commercial documentation. The ITN always begins with an "X", followed by the four-digit year, two-digit month, two-digit day, and six-digit random identifier generated by AES.

3.2.3.5.1.7. IAW e-CFR, Title 15 (Reference (aa), Volume 1, Subtitle B, Chapter 1, Part 30, Subpart 30.10, "Retention of Export Information and the Authority to Require Production of Documents") all parties to the export transaction (owners and operators of export carriers, USPPIs, FPPIs and/or authorized agents) shall retain documents pertaining to the export shipment for five years from the date of export. If the Department of State or other regulatory agency has recordkeeping requirements for exports that exceed the retention period specified in this part, then those requirements prevail. The USPPI or the authorized agent of the USPPI or FPPI may request a copy of the electronic record or submission from the U.S. Census Bureau as provided for in e-CFR, Title 15 (Reference (aa), Part 30, Subpart G). The U.S. Census Bureau's retention and maintenance of AES records does not relieve filers from requirements in paragraph 30.10 (refer to the Transportation Portal/AES folder – AES RETENTION OF EXPORT DOCUMENTATION located on the [Resource Web page](#) for additional information).

3.2.3.5.1.8. AES can be used online at the AESDirect Web site link on the [Resource Web page](#) or on a desktop using AESPcLink. The AES Home Page provides user guides and online training. The following shipment information will be used for DCMA shipments:

- E-mail Response Address: TMS e-mail address
- Shipment #: Shipment TCN (unique)
- Transportation Reference #: Required for vessel; Use booking number
- Origin State: Select origin point where shipment begins

- Foreign Trade Zone (FTZ): Not required; For merchandise exported from FTZ
- Port of Export:
 - Motor: Custom's port where the carrier will cross the border
 - Air: Custom's port where the shipment is loaded on the aircraft that is taking it out of the U.S.; Get POE from carrier
- Country of Destination: Country in which the item will be used (see AES Schedule C on AESDirect Web site for complete list)
- Port of Unloading: Ocean/Vessel only; FMS will be the POD city
- Departure Date: Date shipment leaves U.S. or best estimate based on when shipment is leaving the U.S.
- DCMA must use future date:
 - At least five days for AMC channel shipments
 - Three to four days for commercial air shipments (FEDEX, DHL, etc.)
- Mode of Transport (i.e., truck, air, rail, vessel, etc.)
- Carrier Standard Carrier Alpha Code (SCAC)/IATA: Code of the exporting carrier; if no SCAC/IATA code listed, use 99U for unknown U.S. air carrier
- Conveyance Name: Carrier's full company name
- Inbound Type: Not required
- Import Entry #: Not required
- Is This Shipment a Routed Transaction: Always No
- Are USPPI and Ultimate Consignee Related Companies: Yes (if U.S.); No (if FMS)
- Is Any Commodity on This Shipment Hazardous (check the one that applies): Yes or No
- USPPI data fields: TMS location's address information. Can auto populate from the "Select Profile Option," but the cargo origin address must be the contractor's pick up address
- Ultimate Consignee data fields: Enter destination of shipment
- Commodities:
 - Commodity Code: Enter Schedule B # Code that matches the item. There are millions of trade transactions occurring each year. These transactions are classified under approximately 8,000 different products leaving the U.S. Every item that is exported is assigned a unique 10-digit Identification Code/Schedule B Code (refer to [Resource Web page](#) for DLA contract link Web site, CENSUS Foreign Trade Schedules, and U.S. International Trade Commission publications).
 - Description: Actual name of the item
 - 1st Quantity: Number associated with the unit
 - Unit for 1st Quantity: Automatically populates from the Schedule B Code entered
 - 2nd Quantity: Very rare; Schedule B will specify

- Unit: (for 2nd quantity) Very rare; Schedule B will specify
- Value: Value of Shipment
- Weight: Total weight of shipment; Multiply pounds by 0.4536 to get kilograms
- Export Code: Depends on shipment; DCMA uses:
 - OS: General export (all others)
 - FS: FMS
 - MS: Exports for exclusive use of U.S. Armed Forces

3.2.3.5.1.8.1. MS Selected. When MS is selected (shipping to a military base), the following applies:

- Origin: Domestic (manufactured in the U.S.); Foreign (manufactured in a foreign country).
- License Type: S00: License Exemption Citation.
- Directorate of Defense Trade Controls (DDTC) Exemption #: e-CFR, Title 22, Subchapter M, ITAR (Reference (ab), Subpart 126.4(a); Exemption in the ITAR services as the written authorization for the DDTC to permit the export). Temporary import, temporary export or permanent export of dense article, technical data or defense service for end use of the USG agency in a foreign country.
- DDTC Registration #: G-0265 (also called a Registrant Code).
- DDTC Significant_Military Equipment Indicator: Significant Military Equipment is a term used to designate articles on the USML (e-CFR, Title 22, Subchapter M, ITAR, Reference (ab), Part 121), for which special export controls are warranted because of their capacity for substantial military utility or capability. An asterisk precedes certain defense articles listed to help identify such articles.
- DDTC Eligible Party Certification (EPC) Indicator: A self-certification by the DDTC registered exporter that they can meet all the ITAR criteria to use the exemption and that all parties to the transaction are eligible to receive USML items under ITAR.
- DDTC USML Code: USML category code used to identify the export shipment; e-CFR, Title 22, Subchapter M, ITAR (Reference (ab), Subpart 121.1) lists items in each category.
- DDTC Quantity: Number of units that correspond to the units of measure. For DCMA shipments, use same data entered in quantity and unit fields.
- DDTC Units: Unit of measure for the article being shipped as stated on the license of other export authorization. For DCMA shipments, use same data entered in quantity and unit fields.

3.2.3.5.1.8.2. FMS Selected. When FMS is selected, the following applies:

- Origin: Domestic/Foreign/None.

- License Type: S94: DSP-94 Form, Foreign Military Sales.
- License #: Enter Case as: Country Code – Service – Case (i.e., EG-B-GGU).
- DDTC Registration #: G-0710 when DTS; or G-0711 when Commercial.
- DDTC Significant Military Equipment Indicator: Significant Military Equipment is a term used to designate articles on the USML (e-CFR, Title 22, Subchapter M, ITAR, Reference (ab), Part 121, “The U.S. Munitions List”), for which special export controls are warranted because of their capacity for substantial military utility or capability. An asterisk precedes certain defense articles listed, to help identify such articles.
- DDTC EPC Indicator: A self-certification by the DDTC registered exporter that they can meet all the ITAR criteria to use the exemption and that all parties to the transaction are eligible to receive USML items under the ITAR.
- DDTC USML Code: USML category code used to identify the export shipment. e-CFR, Title 22, Subchapter M, ITAR (Reference (ab), Part 121.1), lists items in each category.
- DDTC Quantity: Number of units that correspond to the units of measure. For DCMA shipments, use same data entered in quantity and unit fields.
- DDTC Units: Unit of measure for the article being shipped as stated on the license of other export authorization. For DCMA shipments, use same data entered in quantity and unit fields.

3.2.3.5.1.9. When the shipment data is complete, it must be sent to AES for processing by way of a file transfer by selecting the “Send to AES” button. If any information does not pass the edits, an error message will appear prior to sending the shipment. Go back, correct the errors, and restart the send procedure. When the shipment is submitted successfully, the TMS will receive a message stating that the shipment has been transmitted to Customs for processing.

3.2.3.5.1.10. The AES responses can be viewed either by e-mail or the Shipment Reporting Center within AES. The e-mail message will be sent to the e-mail response address listed in the shipment information section. If accepted, the notice will state that the shipment has been added and will provide the AES ITN. Place the ITN on the shipping papers. The shipping instructions can now be provided to the contractor for shipping.

3.2.3.5.1.11. Country Specific Requirements. Prior to issuing shipment instructions to the DoD contractor, the TMS must consult the following regulations located on the [Resource Web page](#) to ensure all country-specific customs requirements are met:

- DTR, Part V, Customs, Reference (f)
- E-SAMM, Chapter 7, Reference (u)

- DoD Electronic Foreign Clearance Guide, Reference (ah)

3.2.3.5.1.11.1. All shipments destined to Iraq require a Levy Exemption Waiver (LEW) Form (Refer to DTR 4500.9-R, Part V, Reference (f), Chapter 512, “B. Customs Clearance Processes,” Iraq, (Pages V512-29 through V512-36), which includes the LEW process). Also, refer to the LEW folder on the Transportation Portal for DCMA LEW information and DCMA Transportation LEW SOP.

3.2.3.5.1.11.2. All FMS shipments exiting RMS. Shippers are required to follow the USEUCOM CONOPS prior to forwarding FMS shipment for onward movement to RMS (refer to Transportation Portal/FMS/EUCOM CONOPS for copy of CONOPS).

3.2.3.6. Transportation Discrepancy Reports. IAW DTR 4500.9-R, Part II (Reference (e), Chapter 210), DCMA Transportation personnel will process request for information and claims against a DCMA-administered contractor shipment to include helping the contractor file reports for discrepant DoD contracted shipments arriving at their facility. For supply discrepancy, contact DCMA Packaging Group, per DCMA-INST 305, “Deficiency Reports,” Reference (ai).

3.2.3.7. Government Cargo Recovery Effort (GOCARE). IAW DTR 4500.9-R, Part II (Reference (e), Chapter 209), DCMA Transportation personnel will support the GOCARE program for loss or astray freight on an ADHOC basis (for DCMA Transportation, GOCARE is a secondary mission) for freight arriving at a DCMA-administered contractor facility when contacted by the contractor or by a Transportation Service Provider in the cognizant area if no Service or DLA Committee Member is closer or available to support, or upon request from another Service or DLA Committee Member if it is deemed that the facility is in a DCMA Transportation cognizant area, and DCMA is available to support. DCMA Transportation Group GOCARE Committee Member is a member of the Transportation Group Oversight and Review Team and the DCMA GOCARE Chairperson is the DCMA Transportation Policy POC. For more information, refer to [Resource Web page](#) or Transportation Portal, GOCARE Folder. GOCARE reports are due to GOCARE POC at SDDC by the third week of the first month of every quarter for the previous quarter. GOCARE report information will be forwarded to DCMA Transportation GOCARE Committee Member for consolidation and submittal. A sample GOCARE report is available on the Transportation Portal in the GOCARE folder.

3.2.3.8. Detention. Refer to SDDC Military Freight Traffic Unified Rules Publication-1 (MFTURP), Reference (aj), and DCMA Detention Policy and Procedures for information regarding detention procedures (refer to DCMA Transportation Portal/Detention Folder).

3.2.3.8.1. DCMA is not a shipping activity and for that reason will never be responsible for detention charges on DoD prime contracts that DCMA administers. The DoD prime contractor is responsible for paying any detention charges caused by carrier scheduling delays for shipments from their facility. The DoD installation/Military Service is responsible for paying detention charges when the scheduling delay is caused by the DoD consignee/installation or there is a scheduling delay on Government Furnished Equipment shipments being returned to a DoD Prime contractor facility from the DoD consignee/installation. The role of DCMA

Transportation is limited to assisting SDDC, the carrier, or the DoD installation on the resolution of detention charges on DoD prime contracts administered by DCMA.

3.2.3.8.2. DCMA Transportation personnel provide shipping instructions to the DoD prime contractor per the DoD Prime contract to include the CBL and the name and phone number of the carrier to be called to schedule pick up of the shipment. Once DCMA Transportation personnel provide the shipping instructions and sample shipment documentation (i.e., MSL, DD Form 1387-2, "Special Handling Data/Certification," DD Form 1907, "Signature and Tally Record," etc.) to the DoD prime contractor, the contractor is responsible for preparing and certifying this documentation, as well as scheduling the carrier pick up and the loading.

3.2.3.9. REPSHIP.

3.2.3.9.1. Per FAR, Part 52 (Reference (r), Section 52.242.12), and DTR 4500.9-R, Part II (Reference (e), Chapter 205), DCMA Transportation personnel are responsible and mandated by the DTR to prepare and submit a REPSHIP to the consignee for all AA&E, classified, sensitive, protected, and HAZMAT shipments. It is the DCMA Transportation personnel's responsibility to prepare and instruct "Procedure B" DoD contractors of the importance of REPSHIPS that must be submitted to the consignee and POE prior to a shipment's arrival to make them aware that protected cargo is destined to their facility. DCMA Transportation personnel and/or the DoD contractor must coordinate a shipment's arrival at the POE prior to shipment to ensure they can receive the cargo.

3.2.3.9.2. DCMA Transportation personnel must instruct and oversee the CFMP contractors to comply with the DTR requirement, as well as on behalf of the DoD. REPSHIPS must be electronically submitted prior to movement of the cargo as notification that the protected or specialized cargo is on its way to their location. REPSHIPS are also required on FMS material, in addition to FMS material of this nature under DTC 9, 7, F, G and J and all Pseudo-FMS Program material (Refer to the Transportation Portal/REPHIP folder for additional information).

3.3. FINANCIAL PAYMENT APPROVAL PROCESS. This section provides guidance on the U.S. Bank Syncada/Third Party Payment System (TPPS) (formally Powertrack) Payment Approval, Correction, and Certification including Audits process IAW DTR 4500.9-R, Part II (Reference (e), Chapter 212, "Payment System-Updated May 2011"), and DoD FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33, "Certifying Officers Departmental Accountable Officials, and Review Officials").

3.3.1. Financial Roles and Responsibilities.

3.3.1.1. The same person may not serve as both a Departmental Accountable Official (DAO) and Certifying Officer (CO) for the same types of payments.

3.3.1.2. Civilian employees appointed as COs and DAOs in the U.S. must be U.S. citizens. The "United States" in this context includes the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Marianas Islands, the U.S. Virgin Islands, and Guam.

3.3.1.3. Supervisors shall ensure that subordinate COs and DAOs are trained in their responsibilities (including initial training and refresher training annually), and periodically review their performance to ensure compliance with established regulations, policies, and procedures, including local standard operating procedures.

3.3.1.4. Appointed COs must complete an approved CO legislation training within two weeks of their appointment and before actually performing as COs, and provide a printed copy of the course completion certificate to their supervisor, who may specify any of the following sources of training:

- Financial Management Distributed Learning Center (refer to [Resource Web page](#) or Training Matrix for Web site link)
- Defense Travel Management Office Passport Training (refer to [Resource Web page](#) or Training Matrix for Web site link)

3.3.1.4.1. To promote professionalism and strengthen internal controls, a CO should have knowledge of the subject matter, background or experience in the preparation of a voucher for payment, knowledge of appropriations and other funds and accounting classifications, and knowledge of the payment process (e.g., availability of funds and location of designated paying and accounting offices).

3.3.1.4.2. COs should read the Treasury publication, “Now That You’re a CO.” DoD personnel eligible to be appointed to certify vouchers and send them to a disbursing office for payment include (but are not limited to) commanders, deputy commanders, resource managers or fund holders, travel authorizing officials, purchase card approving officials, Collective Bargaining Agreement approving officials, and other personnel in equivalent positions (i.e., a traveler’s supervisor could be a travel authorizing official and a CO). Refer to [paragraph 3.3.1.4](#) of this Chapter for CO training requirements.

3.3.1.5. CO and DAOs perform inherently governmental functions and, therefore, must be Federal government employees (not contractors).

3.3.1.6. COs: COs certify to Disbursement Officials (DO) and their agents that vouchers are correct and proper for payment. COs are responsible for the following:

3.3.1.6.1. Accuracy of facts stated on a voucher and in supporting documents and records.

3.3.1.6.2. Being able to rely on data received from automated systems that have been certified as accurate and reliable IAW FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33, “Certifying Officers, Departmental Accountable Officials, and Review Officials”).

3.3.1.6.3. Accurate computation of certified vouchers under FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33), and U.S.C., Title 31, Subtitle III, “Financial Management” (Reference (ak), Sections 3528 and 3325).

3.3.1.6.4. Legality of a proposed payment under the appropriation or fund involved.

3.3.1.6.5. Seeking advance decisions from the responsible office.

3.3.1.6.6. Repaying a payment under U.S.C., Title 31, Subtitle III (Reference (ak), Section 3528), that is determined to be:

3.3.1.6.6.1. Illegal, improper, or incorrect because of an inaccurate or misleading certificate.

3.3.1.6.6.2. Prohibited by law.

3.3.1.6.6.3. Not representative of a legal obligation under the appropriation or fund involved.

3.3.1.6.6.4. Recovered by collection or offset from the payee or other sources, the amount is collected from a DAO, or relief is granted.

3.3.1.6.7. Responding timely to a reviewing official's questionable payment inquiry.

3.3.2. DD Form 577, "Appointment/Termination Record-Authorized Signature."

3.3.2.1. Appointment and Termination. The appointment and termination of COs and DAOs is completed on a DD Form 577. The appointing authority identifies the specific types of payments (e.g., vendor pay, purchase card, centrally billed accounts, travel, transportation, military, and civilian pay involved). For miscellaneous vendor payments, the appointing authority should identify the types of payments (e.g., medical reimbursement, damage claims, or tuition assistance) affected, but need only be as specific as considered necessary, and may include the reviewing official's organization on the appointment. For pecuniary liability determination purposes, include the appointee's full Social Security Number (or employee number if not a U.S. citizen), name, organization, and position. For direct-hire non-U.S. citizens to whom, by agreement, a local law applies that does not subject the local national to the same pecuniary liability as other DoD employees (FMR 7000.14-R, Volume 5, Reference (g), Chapter 33, paragraph 330201), make an appropriate comment in Item 14 of the DD Form 577. Appointees acknowledge their appointment in Section III of the form. Appointing authorities review appointments annually, as a minimum, for validity and currency. Appointments remain in force until terminated by reassignment or for cause. Terminate appointments, as appropriate, using Section IV of the form, and advise the agencies that received the original appointments.

3.3.2.2. COs who certify manual vouchers or submit manual certifications of electronic payments must submit an original DD Form 577, as it serves both as an appointing document and a signature specimen.

3.3.2.3. CO Appointments. Send DD Forms 577 for payments being certified to the Defense Finance and Accounting Service (DFAS) DOs to the central electronic repository at the

DFAS Indianapolis Disbursing Operations Directorate (JFD), 8899 East 56th Street, Indianapolis, Indiana 46249 (secure e-mail) at the following e-mail address: dfas-incddd577@dfas.mil, IAW that office's guidance. DOs may view the DD Form 577 on the EDA Web site. When a DFAS DO needs to make an immediate payment, fax or e-mail a signed copy of the DD Form 577 to that office. For payments by a non-DFAS DO, send a copy of the DD Form 577 to that DO following its guidance. Ensure that the training required in FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33, paragraph 330302), is complete before submission.

3.3.2.4. Payment Review Officials. Payment review officials are not subject to any form of pecuniary liability in the performance of their duties. In that regard, using DD Form 577 to appoint them would be inappropriate and unnecessary. Rather, their responsibilities should be enumerated in their performance descriptions and standards.

3.3.2.4.1. COs review payment vouchers before certification to ensure that the information on the vouchers agrees with all supporting documentation. Payments made from appropriated funds to individuals and commercial activities require certification.

3.3.3. Pecuniary Liability. Per the following paragraphs in FMR 7000.14-R, Volume 5, Reference (g), Chapter 33 and under U.S.C., Title 31, Subtitle II, Reference (ak), Section 3325 and other applicable law, the following applies:

3.3.3.1. Paragraph 330901. A DO is pecuniary liable for payments not IAW certified vouchers received and for errors in their accounts, except in unusual circumstances. As long as a DO makes payments IAW certifications of a properly appointed CO, the CO, and not the DO, are pecuniary liable for the payments.

3.3.3.2. Paragraph 330902. A CO is pecuniary liable for payments resulting from improper certifications.

3.3.3.3. Paragraph 330903. COs and DOs are automatically pecuniary liable if there is a fiscal irregularity. This is known as the "presumption of negligence" (U.S.C., Title 28, Part VI, Chapter 165, Section 2512, "Disbursing officers; relief," Reference (al), and U.S.C., Title 31, Subtitle III, Reference (ak), Section 3527). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents or an erroneous (i.e., illegal, improper, or incorrect) payment. Physical losses of cash, negotiable instruments, or paid vouchers generally apply only to DOs. COs and DOs must be aware that they must prove, in the relief of liability process, that it is more likely than not that they either were not negligent or were not the proximate cause of the fiscal irregularity.

3.3.3.4. Paragraph 330904. As long as COs and DOs pursue diligent collection action, they are not pecuniary liable for payments on vouchers not selected for review based on the use of approved sampling procedures, i.e., vouchers included in a population of vouchers subject to sampling but not reviewed. Refer to FMR 7000.14-R, Volume 5 (Reference (g), Chapter 6, Section 0602, "Physical Losses of Funds"), in the case of a fraudulent or suspect fraudulent payment.

3.3.3.5. Paragraph 330905. DAOs may be held pecuniary liable under U.S.C., Title 10, Subtitle A, Part IV, Chapter 165, “Accountability and Responsibility,” Section 2773a. (c) (3) (Reference (am)) for an illegal, improper or incorrect payment resulting from information, data, or services they negligently provide to a CO and upon which that CO relies when certifying a payment voucher. Any pecuniary liability of a DAO for a loss to the U.S. resulting from an illegal, improper, or incorrect payment is joint and several with that of any other officer or employee of the U.S. or member of the uniformed services who is also pecuniary liable for that loss.

3.3.4. COs shall not be Payment Approval Officials. Exceptions shall apply to those Transportation Offices that are not staffed to maintain a clear separation of duties. The CO will be responsible for the following duties:

3.3.4.1. Approve carrier payment in Syncada within three business days of delivery notification, utilizing the following approval performance techniques:

3.3.4.1.1. Ensure that at the beginning of each Government business day (GBD), any employee who has access to Syncada and accomplishes approvals logs into Syncada and approves anything eligible.

3.3.4.1.2. Ensure that at the end of each GBD, any employee who has access to Syncada and accomplishes approvals logs into Syncada and approves anything eligible. This is necessary as FedEx, for example, has a shift change during that time of day, and one of the first things they do is mark delivered all the shipments that were delivered by or after 1300 hours that day. If these shipments are not approved every day, DCMA sites automatically gain one more day against their approval performance; that is, if all of the shipments are actually approved the next morning. Any CO who is on an early shift needs to assign the end of day approval workload to a late stayer without exception. In addition, the TCs need to monitor this process closely to ensure TOs are doing what they instructed them to do.

3.3.4.1.3. Ensure that TOs will not accept a shipment without proper supporting documentation for financial processing. At a minimum, either a TAC or LOA with the standard document number (SDN) must be provided. For most shippers, the TAC or LOA or both TAC/LOA transcribed by the TO from the source document or movement request order will be mapped and assigned in the accounting code field in the TPPS and the SDN will be generated automatically during the shipment input process. Army and Navy units will use only TACs. TACs are available in the TGET and contain all associated financial data.

3.3.4.2. Monitor Syncada “unmatched Buyer” transactions for delayed delivery notification and other discrepancies.

3.3.4.3. Monitor Syncada “unmatched Seller” transactions for services other than those requested by buyer (DCMA).

3.3.4.4. Monitor “approval required” transactions for charges that fall outside of auto-pay parameters.

3.3.4.5. Monitor “audit exception” transactions for charges wherein the billed amount differs from the expected amount.

3.3.4.6. COs monitor Syncada, and SPE, within ETA, for incomplete shipments prepared by contractors designated as CFMP participants.

3.3.4.7. Date stamp receipt of the Syncada (formally PowerTrack) Summary Invoice (SSI) and verify the LOA and TAC for validity and completeness for all transaction/occurrences.

3.3.4.8. Contact the Buying Command Contracting Officer or Funds Manager (FM) if the SSI contains a missing, invalid LOA or TAC to resolve the discrepancy. In addition, DFAS-CO Vendor Pay personnel may be contacted to assist with LOA to TAC conversions.

3.3.4.9. Make corrections to the SSI online prior to certification. Once certification is accomplished, only manual corrections can be made via a spreadsheet, etc. In addition, all changes from/to the originally certified invoice must be made in pen and ink and resent to DFAS Vendor Pay.

3.3.4.10. Reply to DFAS requests for corrective actions pertaining to LOAs and TACs within three GBDs via e-mail.

3.3.4.11. Annotate SSI that the availability date is correct, sign and date the certification, and fax the SSI to the appropriate DFAS Payment Center no later than three calendar days from statement availability date.

3.3.4.12. Keep certified vouchers and associated papers, information, data, or services used to support them for six years and three months (10 years for FMS transactions). A DO or settlement officer may decide to extend this period to complete reconciliation of specific payment or collection issues or for other purposes. If a DO or other accountable individual of an originating DFAS or non-DFAS disbursing station symbol number (DSSN) certifies vouchers for computation, and either mails or electronically transmits a file of vouchers for payment to be made by another DSSN, the originating DSSN keeps the certified vouchers and all supporting documentation.

3.3.4.13. Research and analysis pertaining to DFAS requests for corrective action for SSIs being audited shall be answered within two GBDs. If, and when, two days will be exceeded, e-mail DFAS Vendor Pay Technician to apprise them of this and provide an estimated completion date.

3.3.5. Financial Examination Requirements.

3.3.5.1. General. Payments over \$2,500 require pre-payment examination. Refer to FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33, paragraph 330802), for payments of \$2,500 or less. Various publications provide guidance on statistical sampling methods for pre- and post-payment reviews of disbursement vouchers, such as: the Government Accountability Office

(GAO) report GAO/AIMD 21.3.2; May 2000, “Streamlining the Payment Process While Maintaining Effective Internal Control and Office of Management and Budget Circular A-123; “Management’s Responsibility for Internal Control,” Appendix C (Requirements for Effective Measurement and Remediation of Improper Payments) (refer to [Resource Web page](#) for Web site links).

3.3.5.1.1. While GAO reports and publications provide examples of statistical sampling applications in the pre- and post-payment phases, there is no one universal procedure appropriate for every type of disbursing system. The appropriateness of these reviews depends largely on the extent of automation of the system that computes and processes payments.

3.3.5.1.2. Fully automated systems that perform reviews of all records through extensive edit checks and balances before payment essentially replace manual invoice process and examination procedures. They also may negate the need to perform pre-payment statistical random reviews for population-trend identification. In such cases, post-payment statistical samplings of vouchers replace the pre-payment reviews as a means to validate the accuracy of the automated system calculations and ensure that edit checks and balances are operating properly.

3.3.5.2. Pre-payment Reviews.

3.3.5.2.1. Status/Price Confirmation. The carrier will submit a delivery status (or notification of performance, in the case of fuels, Commercial Air Lines of Communication (COMALOC), rail or sealift shipments) to the TPPS either electronically or manually. The carrier will perform the requested services according to the shipping instructions as specified in the BOL and contracts, tenders, and FAR-based contracts. The carrier must report notification of delivery or performance of the shipment in TPPS before approval for payment can be made.

3.3.5.2.2. Pre-payment reviews ensure that vouchers include necessary substantiation and documentation for lawful and proper payment before payment certification. Under manual processing systems, they include verification of accuracy of computation. Specific areas that require examination include, but are not limited to, ensuring:

3.3.5.2.2.1. Payments are allowed by law and regulation.

3.3.5.2.2.2. Payments are authorized and approved for payment.

3.3.5.2.2.3. Requests for payment are supported by basic documents.

3.3.5.2.2.4. Payee identification is correct.

3.3.5.2.2.5. Manual calculations are correct and correct data is input to automated computation systems.

3.3.5.2.2.6. Proper accounting classifications are charged by conducting an accounting classification review to include the following:

3.3.5.2.2.6.1. TOs will not accept a shipment if the shipping document does not contain a valid LOA and SDN or TAC.

3.3.5.2.2.6.2. FMs may determine, by reviewing shipment information in the TPPS, that the LOA or TAC entered is incorrect (For Air Force: FMs from both the local Operational and Maintenance transportation account and the Accounting Liaison Office will coordinate and review shipment information in the TPPS to ensure that the LOA or TAC is correct).

3.3.5.2.2.6.2.1. If the FM determines that an LOA and SDN or TAC must be changed, the FM will contact the TO responsible for the shipment. The TO must then check with the shipper to obtain a valid LOA and SDN or TAC. Action by the TO/shipper correcting the invalid LOA/TAC must be taken within three GBDs of being contacted by the FM.

3.3.5.2.2.6.2.2. Any LOA/TAC errors that are detected prior to the generation of the Summary Invoice must be corrected in the TPPS shipment record and documented using the TPPS Notes function. TOs will take advantage of the “Open Summary Invoice Preview” feature contained in the TPPS. This feature allows TOs to review and correct the LOA/TAC to a transaction prior to release of the Summary Invoice. Errors in the LOA and associated SDN or TAC identified after the Summary Invoice has been created must be manually corrected on the Summary Invoice and documented in the TPPS using the Notes function.

3.3.5.2.2.7. FM or Pre-Payment Review Official ensures funds are available to support disbursements and ensures the following:

3.3.5.2.2.7.1. Any required special certificates or receipts are attached to the disbursement documents.

3.3.5.2.2.7.2. Prevention of duplicate payments through proper manual or automated edits and checks.

3.3.5.2.2.7.3. Pre-Payment Review Officials who determine proposed or actual certified payments are of questionable legality, propriety, or correctness, send inquiries to the COs challenging the latter’s decision to certify these payments and keep files of these inquiries or those received from other sources. Resolve inquiries within 30 days of the date.

3.3.6. Carrier Payment Approval.

3.3.6.1. Payment Requirements.

3.3.6.1.1. The Services will establish maximum dollar amounts for approval of individual carrier payment. This is referred to as an “approval threshold”. TOs can assign each individual TPPS user within an office a different maximum dollar amount for carrier payment approval. If the carrier’s price on a BOL shipment exceeds a user’s maximum, the TPPS will not allow that user to approve the carrier payment. For example, the TO may have a \$100,000 level, the freight supervisor a \$50,000 level, a lead freight clerk a \$30,000 level, and a freight clerk may

have a \$25,000 level limit. Ensure primary and alternate individuals are designated for various thresholds. TOs must assign an individual who is not involved in payment approving and certifying processes to administer and control TPPS profiles. The TO must ensure that payment is approved only for the amount that is determined to be the Government's responsibility to pay.

3.3.6.1.2. The carrier payment process cannot begin until there is confirmation in the TPPS that the services have been performed. This event will be the posting of the carrier notification of delivery to the TPPS or, in the case of COMALOC, sealift or rail shipment, notification of lift. Actual carrier payment will be based on the services requested under the BOL.

3.3.6.1.3. U.S. Bank will not pay the carrier until notification of delivery (or lift) and TO approval are present in the TPPS. TO approval can be via either manual or auto approval, depending upon the business rule set up in the TPPS.

3.3.6.2. Automatic/Manual Approval of Payment. Approval for payment can be made either automatically (if the Auto Approval Option is set up in the TPPS) or manually.

3.3.6.2.1. Automatic Approval of Payment.

3.3.6.2.1.1. The Auto Approval option business rules in the TPPS permit a shipper to set up automatic approval criteria by transaction type for each carrier. Depending upon the business rules established, shipments that fall within specific criteria (i.e., below a specified dollar threshold and within a specified tolerance [dollar range or percentage of cost]), may be automatically approved for payment. This option reduces workload and allows shippers to concentrate on reviewing items that fall outside a specified range. Designated offices with the Services/Agencies will establish auto approval criteria for their accounts. TOs may assign a lower maximum automatic approval dollar amount based upon workload and carrier characteristics.

3.3.6.2.1.2. If a shipment meets the automatic approval price parameters, it will be approved for payment without TO review. If a shipment does not meet the established parameters, the TO will need to manually review the shipment data and approve payment. Specific processes are noted below under "Manual Approval of Payment" (refer to [paragraph 3.3.6.2.2.](#) below).

3.3.6.2.1.3. For those shipments where full payment is contingent upon timely delivery (i.e., some express shipments), TOs will review reports to identify late shipments that were automatically approved for payment. If an overpayment is discovered prior to the generation and certification of the Summary Invoice, the TO must generate an eBill. If payment for a late shipment was automatically approved and the discovery occurs after the generation and certification of the Summary Invoice, the TO may attempt to recover using an eBill first. If the amount is not recovered, the TO will notify GSA, Office of Transportation and Property Management, Audit Division (FBA), 1800 F Street, NW, Washington, DC 20405-5000, who has post-payment audit responsibility. GSA will then recover these overpayments from the carrier.

3.3.6.2.2. Manual Approval of Payment.

3.3.6.2.2.1. Transactions that are not automatically approved for payment must be approved manually. Wherever possible, a separation of duties will be maintained and the person who approves carrier payment will be different from the person who created the BOL.

3.3.6.2.2.2. The TO must approve payment for the amount they determine the Government is responsible to pay. Overpayments that are detected prior to the Summary Invoice being generated will be resolved using the eBill process and documented in the TPPS Notes for the purposes of invoice certification and post payment examination.

3.3.6.2.2.3. For shipments that are approved manually, the TO must take one of the following actions within three GBDs after notification of delivery (or lift, depending upon the mode of transportation):

3.3.6.2.2.3.1. Approve the payment.

3.3.6.2.2.3.2. Have the carrier adjust the price and then approve the payment. (i.e., if a shipment is delivered after the RDD and the price paid is contingent on timely delivery, the TO will have the carrier adjust the price in the TPPS prior to approval and record the reason in a TPPS Note). TOs cannot adjust the billing amount in the TPPS, only the carriers can. Upon payment approval, the TPPS always pays the carriers the amount in the billed column.

3.3.6.2.2.3.3. Place on “hold” and request additional information from the carrier, using a TPPS Note. The carrier must respond within three GBDs. Note that placing a transaction on “hold” gives the TO an extra three GBDs to research the transaction.

3.3.6.2.2.3.4. Deny payment and record the reason in a TPPS Note. To “deny” a bill is intended to communicate a final decision (e.g., that the TO does not intend to entertain any payment on a transaction).

3.3.6.2.2.4. Once a carrier responds on a “hold” transaction, the TO has three GBDs to approve or deny payment, or to continue a “Notes” exchange with the carrier until resolution is achieved.

3.3.6.2.2.5. As noted in [paragraph 3.3.6.2.2.3.2](#) above, the TO can update a transaction in the TPPS before U.S. Bank pays the carrier, either directly in the TPPS or as an update from GFM. In those situations where transactions are updated, the TO who approved the change must attach a Note to the transaction in the TPPS explaining why the change was made. Notes are permanent and cannot be edited or deleted once entered in TPPS.

3.3.6.2.2.6. After U.S. Bank has paid the carrier and prior to the Summary Invoice being generated, any changes to price or shipment data must be entered into the TPPS via the eBill process.

3.3.7. TPPS Summary Invoice Certification.

3.3.7.1. Procedures for the CO Legislation apply. The responsibilities for CO, accountable officials, and reviewing officials are contained in FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33, “Certifying Officers, Departmental Accountable Officials, and Review Officials”). A CO will be a Government employee (civil service or active duty military official) supervisor who has knowledge of the subject matter, background or experience in the preparation of a voucher for payment, knowledge of appropriations and other funds and accounting classifications, and knowledge of the payment process. All COs will be appointed by the issuance of a letter of appointment and the completion of a DD Form 577. The original documents must be kept on file.

3.3.7.2. The CO will utilize the Open Summary Invoice Preview to “work ahead” and start researching Summary Invoice entries in advance to speed up the process. Continuing to access the Open Summary Invoice Preview throughout the month will allow certification reviews to be made daily, which will spread the certification workload throughout the month.

3.3.7.3. At a minimum, sites will review the Open Summary Invoice Preview no less than 48 business hours or two GBDs prior to the statement cycle date for the purpose of identifying any transactions that do not have a TAC/LOA or do not belong to the site account (i.e., “foreign transactions”). Navy TOs must review the Preview at least once a week and every day (for the last three GBDs prior to cycle date) to balance administrative workload and produce an invoice that ties all shipments to the correct TACs/LOAs. Any such discrepancies must be corrected promptly. Transactions that do not belong to the site account must be reported to the TPPS Customer Operations Help Desk for investigation and resolution. Always obtain a service request number from the TPPS Help Desk in such cases. U.S. Bank will make every effort to resolve these issues before the Summary Invoice cycle occurs.

3.3.7.4. If transactions not belonging to the site account (foreign transactions) are not discovered until after the Summary Invoice has been created and certified, the shipper organization/agency must notify U.S. Bank no later than 60 calendar days of the closeout of the Summary Invoice containing the disputed transactions. This notification of transaction dispute must be followed up in writing (e-mail or fax) to U.S. Bank with a copy to the Service/Agency Headquarters (HQ).

3.3.7.5. Errors discovered in accounting classifications can be corrected in the shipment record directly in the TPPS up to the date of the Summary Invoice production. Any LOA or TAC conversion errors must be corrected in the TPPS shipment record, if possible, and documented using the “Notes” function. Errors identified after the Summary Invoice is created must be manually (pen and ink) corrected on the Summary Invoice and documented in TPPS with a Note.

3.3.7.6. The Summary Invoice must be accessed through the TPPS Web site available at U.S. Bank Syncada Home Page (refer to [Resource Web page](#) for link). The Summary Invoice will generally be available no later than two U.S. Bank business days after the end of the billing cycle with one exception. If the billing cycle ends on a holiday or weekend, the Summary Invoice will be available no later than the third business day following the end of the billing cycle. The CO will print the billing statement as soon as it is available and will stamp the actual availability

date on the Summary Invoice. If the Summary Invoice is not received on time, contact the U.S. Bank Customer Operations Help Desk at (800) 417-1844.

3.3.7.7. The CO must review the Account Activity noted in the upper portion of each Summary Invoice for past due amounts. DFAS will respond within three GBDs to the CO/TO. Past due amounts equate to late payments to U.S. Bank and must be resolved between the DFAS Payment Center and U.S. Bank. U.S. Bank considers TPPS accounts past due upon expiration of their contractual terms with DoD of “net payment in 15 days” and delinquent when any dollar amount is aged beyond two Summary Invoice cycles. Accounts with delinquent amounts aged beyond three cycles from the current statement cycle will be inactivated until payment is made to bring it current. While shipments can still be processed in shipper systems, and TOs will still be able to access their TPPS accounts and approve payments to carriers, U.S. Bank will not make those payments to the carriers until the account has been paid current and reinstated. Carrier requests to U.S. Bank for payment status will be referred to the delinquent account Service/Agency HQ.

3.3.7.8. The CO will review the Summary Invoice from U.S. Bank to ensure that it reflects the actual carrier payments and transactions posted belong to the site. These transactions can be viewed in both a “Line Level Detail” and a “summary view,” both in download form. The download selections of the Summary Invoice are in comma-separated variable length format fully compatible with Excel or Access. The CO will accomplish a prepayment review as required by FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33).

3.3.7.9. The CO certifies the Summary Invoice. After signing the Summary Invoice certification form, it is routed through other office(s) for review, if required, by Service HQ (i.e., local finance Service office or higher HQ). A copy of the annotated Line Level Detail will be printed and attached to the Summary Invoice prior to forwarding to the DFAS Payment Center. The Summary Invoice must be sent to the DFAS Payment Center in sufficient time (but no later than five calendar days of the availability date) to allow DFAS to process it for payment, receive a refund for early payment, and avoid penalties under the Prompt Payment Act. The CO will retain a copy of the certified Summary Invoice for records keeping and audit purposes. Follow Service/Agency requirements for records keeping (i.e., Army will maintain certified Summary Invoice for 76 months).

3.3.7.9.1. One Summary Invoice will be created per TO TPPS account.

3.3.7.9.2. Prior to certification of the Summary Invoice, the CO will review sampled LOAs and SDNs according to FMR 7000.14-R, Volume 5 (Reference (g), Chapter 33), to ensure they are valid based on supporting automated documentation.

3.3.7.9.3. If the Summary Invoice is missing the shipper’s appropriation or the appropriation is apparently incorrect, the CO will contact the shipping customer that requested the shipment/service to resolve the discrepancy. When notified, the TO will prepare a Note in the TPPS documenting the actions taken to establish the correct appropriation, and the CO will make manual corrections to the Summary Invoice and certification form (and supporting Line Level Detail, if required by the Service).

3.3.7.9.4. Designated DFAS Payment Centers (mailing addresses obtained on the DFAS Web site) are as follows (refer to the [Resource Web page](#) for the link):

- Navy DFAS-Indianapolis
- Marine Corps DFAS-Columbus
- Army DFAS-Indianapolis
- Air Force DFAS-See Appendix J
- DLA DFAS-Columbus
- DCMA DFAS-Columbus

3.3.7.9.5. If the DFAS payment office receives a certified Summary Invoice with an LOA that fails edit in the entitlement system because of insufficient obligations, and all attempts to reconcile fail, DFAS will assign the Service/Agency an Alternate Line of Accounting (ALOA) to the billed value and notify the Service/Agency HQ POC. Deputy Secretary of Defense (DEPSECDEF) memorandum, “Subject; Management Reform Memorandum #15 – Alternate Lines of Accounting” of 5 May 2000 (Reference (an)) directed the use of alternate funding accounts when LOAs on orders for transportation services processed through the TPPS were invalid. If no response to a DFAS inquiry to secure obligation information is received within 72 hours, DFAS will assign an ALOA and notify all responsible parties of this action. Changes to the LOA other than the appropriation or limit/sub-head do not affect the original certification.

3.3.7.9.6. The terms of the contract with U.S. Bank are Net 15 days. DFAS will compute and pay Prompt Payment Act interest when payment is made to U.S. Bank more than 15 days after receipt of the Summary Invoice, as properly date stamped on receipt by DFAS, or following the date of availability of the Summary Invoice if the date stamp does not appear. It is imperative COs complete their review and certification of the Summary Invoice and ensure it is sent to the DFAS Payment Center within five calendar days of its availability. Additionally, there is a contractual incentive that provides the Federal Government with a rebate when all payments are made in less than 30 file turn days.

3.3.7.9.6.1. File Turn = Average Net Receivable/(Sales in Refund Period/Days in Refund Period). File Turn is a dollar weighted measure of the length of time between U.S. Bank paying carriers for transportation services and DoD reimbursing U.S. Bank for those payments. For file turn computation, all transactions made during the previous calendar month are averaged by dollar amount and weighted by the number of days that the loans aged during the month. It is based on calendar days.

3.3.7.9.6.2. The faster payments are made to U.S. Bank, the more refund dollars DoD could realize. DFAS will track and distribute appropriation refunds returned to DoD via this process.

3.3.7.9.7. Password and Profile Procedures.

3.3.7.9.7.1. The User ID and password fields control the user's access to the TPPS. The User ID issued by the TPPS is unique to its owner and does not change. When the user account is first set up, the user receives a temporary password with instructions to change the temporary password. For security purposes, the TPPS allows the user to change the password periodically.

3.3.7.9.7.2. If the user is unsuccessful after three attempts to log on, the TPPS will automatically disable the User ID and password, and the user must contact the TPPS system administrator to reset the password for the User ID before being allowed to log on again. Services/Agencies must ensure procedures are in place where system administrators authenticate the user's identity prior to reinstating an account.

3.3.7.9.7.3. Users must be briefed on the importance of protecting User IDs and passwords, to include the requirement to report any suspicious activity, fraud, waste and abuse. Users are strictly prohibited from sharing User ID/password information with anyone for the purpose of accessing the TPPS. Users must employ computer security measures and never leave the workstation unprotected while logged in. TPPS employs an automatic logout feature for inactive workstations to assist in this area. If TPPS does not detect any activity for 60 minutes in a current session, the user will automatically be logged out and will need to re-enter the User's ID and password to reactivate TPPS.

3.3.7.9.7.4. The user profile identifies the TPPS users, creates User IDs and passwords, and determines approval levels, approval level amounts, operation filters (what the user can see and modify) and data filters.

3.3.8. Dispute Resolution.

3.3.8.1. The following guidelines will be followed regarding the creation of eBills for resolving under/overpayments:

3.3.8.1.1. A carrier may make a price adjustment before payment is approved in TPPS. The carrier will explain the reason for that adjustment in a TPPS Note. If the carrier payment has already been approved, the carrier may submit an eBill up to 16 months after payment. A billing dispute must first go through the eBill process before requesting a price adjustment using the dispute process available through the dispute resolution office (i.e., SDDC Operations or AMC Contracting).

3.3.8.1.1.1. At a minimum, a request to SDDC Operations must include the following:

- POC information (name, phone number, e-mail address)
- Origin Government Bill of Lading Office Code (GBLOC)
- BOL number
- Shipment Routing ID (from service shipper system)
- Statement of the problem or issue.

3.3.8.1.1.2. The request may be e-mailed to CostQuestions@sddc.army.mil or mailed to SDDC Operations, 1 Soldier Way, Building 1900 West, Scott AFB, IL 62225 or called in to (618) 220-5118 or (800) 722-0727.

3.3.8.1.1.3. If this action fails to resolve the dispute, the final level of dispute adjudication will be the GSA, Office of Transportation and Property Management, Audit Division (FBA), 1800 F Street, NW, Washington, DC 20405-5000. Price disputes that cannot be resolved by the AMC contracting officer will be forwarded to the General Services Board of Contract Appeals, 1800 F Street NW, Washington, DC 20405-5000 for resolution.

3.3.8.1.2. Either the TO or the carrier can submit an eBill. After the eBill is submitted to the TPPS, the other party will have three GBDs to respond.

3.3.8.1.3. The TO must take one of the following actions within three GBDs of receiving an eBill from the carrier:

- Approve payment
- Deny payment (remarks required to be documented in a TPPS Note indicating why payment was denied)
- Hold payment (remarks required to be documented in a TPPS Note requesting clarification or more information)

3.3.8.1.4. The carrier must take one of the following actions within three GBDs of receiving an eBill from the TO:

- Approve for credit
- Deny credit (remarks required to be documented in a TPPS Note to indicate why credit was denied)
- Hold credit (remarks required to be documented in a TPPS Note requesting clarification or more information)

3.3.8.2. When the TO or carrier creates an eBill, reference will be made to the original BOL (or carrier shipment) number or the user will append sequential letters to the BOL (or carrier shipment) number for each eBill created. For example, if the BOL (or carrier shipment) number is MC9912345, the first eBill will be assigned the identifier of MC9912345A; the second eBill will be assigned the identifier of MC9912345B, etc.

3.3.8.3. Price disputes that cannot be resolved between the TO and the carrier after 60 days will be forwarded for resolution to SDDC Operations (or the AMC Contracting Officer for COMALOC disputes).

3.3.8.4. Any adjustments in the original payment estimate must be documented in a TPPS Note for the purposes of invoice certification and post payment examination.

3.3.8.5. U.S. Bank Escalation Process for Delinquent Accounts.

3.3.8.5.1. TPPS accounts are considered “past due” if not paid within 15 days of invoice and will be considered delinquent when any dollar amount has aged two cycles from the current statement cycle. Due to the “Net 15 day” terms for the TPPS, meaning net amount due by 15 days, the first “late” period is labeled as 15 days, with 30-day sequencing after the first period.

3.3.8.5.2. Service/Agency HQ will use online reports available in the TPPS to resolve all past due amounts on their buyer accounts, with immediate action required on any with amounts in, or above, 75 days past due status. When an account moves into the 75 days past due status (three cycles), U.S. Bank will notify the Service/Agency HQ focal point for accelerated action to bring the account back into a current status before the expiration of the current cycle.

3.3.8.5.3. When an account moves into the 105 days past due status (four cycles), it will be suspended by U.S. Bank until payment(s) is/are received to bring it current. The TPPS system will appear to work as normal on a suspended account. Shipments can still be processed; however, carriers will not be paid by U.S. Bank.

3.3.8.5.4. When requested by the Services, exceptions may be granted by U.S. Bank in extenuating circumstances (i.e., national emergencies, natural disasters, etc.). Extensions to the 105 days past due deadline may also be granted on a case-by-case basis. Evidence of progress (i.e., payments received) must be provided, as well as a documented plan of remediation for any delinquent balances.

3.3.8.6. DoD Preventative and Corrective Procedures.

3.3.8.6.1. Shipper Sites/TO Action: TO will review Summary Invoice under the Account Activity section for any past due amount identified and work with the DFAS counterpart to resolve issues affecting disbursement on the account (i.e., invalid LOA, manual corrections erroneously made on Summary Invoice). Sites will accrue prompt payment interest penalties assessed by DFAS for all amounts shown in this area. TO will aggressively follow up with the DFAS POC and U.S. Bank (Customer Operations Help Desk, (800) 417-1844) to ensure payments are made and posted once issues are resolved.

3.3.8.6.2. Service/Agency HQ Action. Randomly review Summary Invoices on accounts under their jurisdiction. Provide oversight and assistance to ensure past due amounts/accounts are paid.

3.3.8.6.2.1. When notified that accounts have amounts in, or above, the 75 days past due status, take action to ensure the account is brought current before expiration of the current cycle.

3.3.8.6.2.2. Notify shipper site that when their account moves into the 105 days past due status (four cycles), it will be suspended until payment(s) is/are received to bring it current.

3.3.8.7. DFAS Payment Center Action.

3.3.8.7.1. If invalid/erroneous LOAs are used, and DFAS cannot resolve LOAs with Services within three GBDs, DFAS will apply the alternate LOA to pay U.S. Bank within payment terms.

3.3.8.7.2. DFAS POC will work with shipper site/HQ POC to resolve problems, following guidelines established in their Interim Manual Operating Procedures.

3.3.8.7.3. HQ DFAS will assist to resolve payment center issues and notify the Office of the Secretary of Defense Comptroller, of unresolved issues.

3.3.8.7.4. U.S. Bank Action. Once accounts have been paid current, they will be reactivated immediately by U.S. Bank.

3.3.8.8. DoD Disputed Transaction Resolution Procedures.

3.3.8.8.1. A disputed transaction is a TPPS transaction which the shipper TO (account holder) has identified as not originating at their location and not belonging to their account.

3.3.8.8.2. The shipper Service/Agency HQ will serve as the focal point for disputing transactions on a shipper's Summary Invoice. Responsibilities include the following:

- Reporting disputed transactions to U.S. Bank
- Tracking disputed transactions
- Assisting shipper site in resolving disputed transactions
- Analyzing and monitoring U.S. Bank actions on transaction disputes

3.3.8.8.3. Procedures. Shipper sites with active TPPS account(s) will review their online "Open" Summary Invoice frequently during each period. At a minimum, sites will review the "Open" invoice no less than two GBDs prior to the statement cycle date. For Navy, review of "Open Invoice" will be done at least once a week and daily starting three days prior to the end of the cycle. The shipper site will identify, document, and report any foreign transaction to the TPPS Customer Operations Help Desk for resolution. U.S. Bank will make every effort to resolve a disputed transaction before the cycle date occurs. If U.S. Bank cannot resolve the issues before statements are issued, the following steps will be used.

3.3.8.8.3.1. When disputed transactions are identified after the Summary Invoice has been generated but before it has been certified, the CO must identify the disputed transactions and adjust totals accordingly, prior to certifying the document FMR 7000.14-R, Volume 5 (Reference (g)), Chapter 33, regarding CO liability. Report the discrepancy immediately to U.S. Bank as noted in [paragraph 3.3.8.8.3.](#) above, with an information copy to the shipper site Service/Agency HQ.

3.3.8.8.3.2. If the discrepancy is not discovered until after the Summary Invoice has been certified, the shipper site must notify their Service/Agency HQ and U.S. Bank no later than 60 calendar days of the closeout of the Summary Invoice containing the disputed transaction(s). Notification must be made by calling the TPPS Help Desk at (800) 417-1844, and must be followed up in writing to: U.S. Bank TPPS Customer Operations, 1010 South 7th Street, Minneapolis, MN 55415, with a copy to the Service/Agency HQ (either Fax or mail).

3.3.8.8.4. U.S. Bank will not suspend any account for amounts in dispute.

3.4. ELECTRONIC STORAGE FOR TRANSPORTATION DOCUMENTS.

3.4.1. EDW 5.0.1 is the process DCMA Transportation Center shall use to meet the objectives of the EDW 5.0.1 Reference Guide (refer to the DCMA Home Page, eTools, EDW 5.0.1). It establishes standard procedures and criteria governing the electronic filing of transportation documentation IAW guidelines within DTR and FMR; DCMA-INST 809, "Records Management," Reference (ao); the National Archives and Records Administration (NARA), "Records Managers," Reference (ap); and DSCA Manual 5105.38-M, E-SAMM, Reference (u).

3.4.2. EDW 5.0.1 shall be used to electronically file all Government BOLs and supporting shipment documentation, except for FMS which, IAW DTR 4500.9-R, Part II (Reference (e), Appendix E, "Foreign Military Sales-Updated Oct 2011", paragraph M) and DCMA-INST 809, "Records Management," Reference (ao), are required to be kept locally in hard copy form for two years and then transferred to the National Archives at the Federal Records Center (FRC) closest to their location for an additional 28 years (30 years total). All other non-FMS contractor related transportation documentation (i.e., BOL, CFMP shipping instructions, etc.) requires EDW 5.0.1 filing, as this is the official file/records management system for DCMA, and these documents will be retained in EDW 5.0.1 for six years and then deleted IAW DCMA-INST 809, Reference (ao). Note that the policy to keep Enhanced End-Use Monitoring (EUM) articles FMS records indefinitely does not apply to DCMA per DSCA Manual 5105.38-M, E-SAMM (Reference (u), Chapters C6.2), FMS Case Files Retention Policy of 10 years, and C8.1 (Reference (u)) for EUM items.

3.4.3. The TMS must be familiar with the following eTool and regulatory guidance:

- EDW eTool 5.0.1, Reference Guide, (refer to Resource Web page for DCMA Home Page/eTools)
- FAR, Part 4, Subpart 4.8, "Government Contract Files" (Reference (h))
- FAR, Part 47 (Reference (o)), Subpart 47.3, "Transportation in Supply Contracts"
- DTR 4500.9-R, DTR, Part II, Chapter 206 (Reference (e))
- DFARS. Subpart 247.3, "Transportation in Supply Contracts" (Reference (s))

3.4.4. Definitions.

3.4.4.1. Nominator. The Transportation Group Director is the only individual who can nominate a Lead EDW user.

3.4.4.2. Lead EDW User. An individual who is the focal point for providing training to all individuals, creating drawer names, and creating folders and who is authorized to make non-routine changes to the EDW 5.0.1 transportation file setup. The Lead EDW users are functionally interchangeable and are required to support the Transportation Group regardless of team affiliation. The Lead EDW users are not job series or grade specific. The expectation is that the Lead EDW user is one of the most proficient/knowledgeable EDW 5.0.1 user on each Transportation Group team.

3.4.4.3. General User. An individual who is requesting changes to file setup where they do not possess the access to accomplish.

3.4.4.4. Senior Lead EDW User. An individual designated by the Transportation Group Director as the SME for the Lead EDW user.

3.4.5. Responsibilities.

3.4.5.1. Transportation Team Chief (TC) Responsibilities:

3.4.5.1.1. Ensure Team Lead Specialists on their team are trained in electronic storage procedures.

3.4.5.1.2. Provide initial electronic storage training for Team Leads and refresher training upon request.

3.4.5.1.3. Work with Team Leads to ensure filing is performed daily at each office location.

3.4.5.2. Transportation Team Lead Responsibilities.

3.4.5.2.1. Identify specialists on their team who are trained in electronic storage.

3.4.5.2.2. Provide initial electronic storage training for specialists and refresher training upon request.

3.4.5.2.3. Ensure contractors send back the signed copy of the BOL with supporting documentation within 24 hours of shipment pickup.

3.4.5.2.4. Work with specialists to ensure filing is performed daily at their office location.

3.4.5.2.5. Ensure CFMP contractor signed and dated Memorandum of Agreement (MOA) is filed electronically in each DCMA TMO, and CFMP documents are scanned and filed daily by their office.

3.4.5.3. TMS Responsibilities.

3.4.5.3.1. Perform daily post audit on all CFMP BOLs prior to scanning and filing.

3.4.5.3.2. Perform daily scanning and documentation transfer into EDW 5.0.1 folders.

3.4.5.3.3. Maintain the minimum requirement for importing documents into the BOL folder in the drawers as follows:

3.4.5.3.3.1. Complete one carrier signed BOL at a time, per import, for the purpose of researching.

3.4.5.3.3.2. Cancelled BOLs must be imported with supporting documents for accountability.

3.4.5.3.3.3. All BOLs shall be named with the last five digits of the BOL number (i.e., BOL Number S0302A0027001--Name is 27001).

3.4.5.3.3.4. If the BOLs are SPOT BIDs, then the name shall be with office DoDAAC SCAC code (i.e., KDSK) and the last five numbers of the BOLs (i.e., KDSKXX0000319--Name is KDSK 00319).

3.4.5.3.3.5. Ensure the carrier signed and dated the Government BOL to be filed.

3.4.5.3.3.6. Include one of the following supporting documents with the signed BOL: DD Form 1149, "Requisition and Invoice/Shipping Document"; DD Form 250, "Material Inspection and Receiving Report"/WAWF; DD Form 1348, "DoD Single Line Item Requisition System Document (Manual)"; e-mails, letters, or other documents.

3.4.5.3.3.7. Signed copy of the DD Form 1907 (DTR 4500.9-R, Part II, Reference (e), Chapter 205).

3.4.5.3.3.8. Copy of ASI, when applicable.

3.4.5.3.3.9. Copy of any Letters of Authorization to ship, when applicable.

3.4.5.3.3.10. Signed copy of DD 626, "Motor Vehicle Inspection," when transporting hazardous materials (DTR 4500.9-R, Part II, Reference (e), Chapter 204).

3.4.5.3.3.11. Supporting hazardous material document(s), when applicable.

3.4.5.3.3.12. Award Screen if the first carrier is not used. There shall be written proof showing the carriers contacted with the name of the person, date, time, and reason for not taking the load.

3.4.5.4. Minimum requirements for scanning documents into the MOA folders:

3.4.5.4.1. All signed and dated MOAs by the CFMP file in one drawer.

3.4.5.4.2. Each MOA and supporting documentation will be filed by:

- Contractor Name
- City
- State
- GBLOC
- Site Number and what the document is for
(i.e., Honeywell, Tempe, AZ, KDSK, SITE 51, Termination)

3.4.5.4.3. Document pertaining to CFMP MOA file (i.e., Honeywell, Tempe, AZ, KDSK, SITE 51, BOL Error Letter or Honeywell, Tempe, AZ, KDSK, SITE 51, Demand Letter).

3.4.5.4.4. Correspondence between the TMS and the contractor or Buying Commands.

3.4.5.5. Minimum requirements for scanning documents into the Syncada folder are as follows:

3.4.5.5.1. All certified Syncada statements will be filed in the Syncada folder.

3.4.5.5.2. Statements and supporting documents will be filed by DoDAAC, month, year, and what the document is for. (Example: S0302A, July, 2012, Certified statement).

3.4.5.5.3. Documents pertaining to Syncada file.

3.4.5.5.4. Correspondence between the TMS, DFAS, DCMA, PCO, contractor, carrier, and Buying Commands.

3.4.6. Procedure(s) for electronic filing.

3.4.6.1. Scanning Process (refer to Flowchart in [Appendix B](#) in this Instruction):

3.4.6.1.1. Each CMO has a scan station(s) for use in converting paper documents to electronic documents for input into EDW 5.0.1. Each CMO is responsible for establishing SOP detailing scan station use and procedures. An Adobe Acrobat license is required for each scan station.

3.4.6.1.2. To scan large documents up to 40 pages:

- Press e-mail button
- Select "OPTIONS"

- RESOLUTION default: 150dpi
- Press COLOR FOR: Black and White
- Press green “E-Mail It”
- Press ‘OK” to start the scanning process

3.4.6.2. Create a Folder. Refer to the Transportation Portal/Transportation Guidebook/EDW 5.0.1 Folder/EDW 5.0.1 and Creating Drawer New Folder EDW 5.0.1 (To create a Drawer must be done by the administrator person.).

3.4.6.2.1. At the start of each calendar year, a BOL folder must be created until there are six consecutive calendar years in a drawer. After the six years, the oldest drawer shall have its name changed to the current year, and all old documents in that drawer will be deleted. Documents for the Syncada and MOA folder will not be deleted or have their names changed. To create a folder, follow the steps below:

- Go to the DCMA Home Page, and Access eTools
- Click on EDW 5.0.1.
- Click on Retrieve/Import
- Click on “Yellow folder ICON”
- Click on “Non-Contracts”
- Locate applicable team in the Cabinet by clicking the radio button for Cabinet; Search the hummingbird to locate the correct team (there are six teams starting with LSTA thru LSTF)
- Select correct name; Click on “OK”
- Click the radio button for Drawer
- In the “By” field, type your DoDAAC and POWER TRACK (i.e., S0302A POWER TRACK)
- Type the name of the new folder in the slot for “Folder Name”
- Type the same name in the slot for “Document Name”
- Click on “Save Folder”

3.4.6.3. Importing documents Into EDW 5.0.1. Refer to the Transportation Portal/Transportation Guidebook/EDW 5.0.1 folder/ImportingDocumentsIntoEDW 5.0.1 Boston.

3.4.6.3.1. All BOLs shall be imported as one BOL with its supporting documents and named by the last five numbers of that BOL. FMS BOL is not required to import into EDW 5.0.1. If the BOL is a “Spot Bid,” then the BOL shall be named by that DoDAAC SCAC code and the last five digits of the BOL. All documentation imported into Syncada or the MOA folder shall be named for Syncada by DoDAAC, month, year, and what the document is for (i.e., S0302A, July, 2012, Certified statement) and the MOA Document pertaining to the CFMP MOA file (i.e., Honeywell, Tempe, AZ, KDSK, SITE 51, BOL Error Letter or Honeywell, Tempe, AZ, KDSK, SITE 51, Demand Letter).

3.4.6.3.2. To import a BOL, proceed as follows:

- Go to the DCMA Home Page, and Access eTools
- Click on EDW 5.0.1
- Click on Retrieve/Import
- Click the radio button for Folder
- From the drop down, Select “NON-CONTRACT FOLDER”
- In the by slot, Type folder name; Click “OK”
- Click the radio button for Document Type
- Select “Contract Documents”; Click “OK”
- Click the radio button for Document Identifier
- From the filter drop down, Select “DOCUMENT IDENTIFIER”
- Type in “TRANSPORTATION”; Click “APPLY”
- From the search result, Check the “KT DOCS TRANSPORTATION”
- Click “OK”
- Type in name of the document
- Add the date importing into EDW 5.01
- Type in your office DoDAAC
- Type in your “Z” Code in the “Keywords” slot
- Select browse to locate folder
- Once folder is located, Select ‘Save Document

3.4.6.4. Quantity of Documents in a Folder in EDW 5.0.1. Follow the instructions below to check how many documents are in a folder and how many documents are imported by a specific User ID into EDW 5.0.1. Refer to the Transportation Portal/Transportation Guidebook/EDW 5.0.1 folder/IndexingHistoryEDW 5.0.1 Boston.

3.4.6.4.1. The following instructions are to be used to check how many documents are in a folder:

- Go to the DCMA Home Page, and Access eTools
- Click on EDW 5.0.1
- Click on Retrieve/Import
- Locate applicable team in the Cabinet by clicking the radio button for Cabinet; Search the hummingbird to locate the correct team (there are six teams starting with LSTA thru LSTF)
- Click the radio button for Drawer
- Type in your office DoDAAC on hummingbird and Select Apply
- Select the Drawer you want to check the history on and Click on “OK”
- Back on the Repository page, Click on “Document Type” radio button located in the Document section in the middle of the screen
- Select “FOLDER” on the Hummingbird page
- Click “OK”; Always Select “FOLDER”
- Back on the Repository page, Click “PERFORM SEARCH”
- On the new Repository page, Click the Folder you want to check the history

- Look at the bottom of the first page; to the right you will see a set of numbers which shows how many documents are in that folder

3.4.6.4.2. The following instructions are to be used to check how many documents are imported by a specific User ID into a folder:

- Go to the DCMA Home Page, and Access eTools
- Click on EDW 5.0.1
- Click on Retrieve/Import
- Type in Z-Code in “Keywords” slot
- Then click “Perform Search”

3.4.7. EDW 5.0.1 Transportation BOL Disposition Instructions.

3.4.7.1. After six years, non-FMS BOLs shall be deleted (refer to [paragraph 3.4.2.](#)).

3.4.7.2. FMS BOLs will be kept locally in (hard copies) for 2 years, and then shipped to the nearest national archives or NARA FRC for the remaining retention period of 28 years (refer to [paragraph 3.4.2.](#)). Contact the Transportation Group Oversight and Review Team financial SME for TAC.

3.5. CONTRACTOR FREIGHT MOVEMENT PROCEDURES (CFMP). This section shall prescribe the review/evaluation process for the selection of contractors to participate in the CFMP. The CFMP Contractor may appoint an Agent in writing to perform all or a portion of the requirements of the CFMP Agreement, but will remain liable for the actions of that Agent. DCMA Transportation personnel shall review the workload volume, capability, and other factors to determine eligibility for CFMP designation. Once eligibility is determined, the contractor signs a MOA outlining their participation role and responsibilities and is provided access to certain Government shipping systems under the cognizant DCMA Transportation Office GBLOCs and DoDAACs to process shipments IAW DoD guidelines. The cognizant Government TO’s name still appears on BOLs, and the TO is ultimately responsible for any shipments. Per DTR 4500.9-R, Part II (Reference (e), Chapter 201), DCMA is the only organization with the authority to assign this designation. This section does not apply to DCMAI.

3.5.1. The TO will review the contractor’s shipment volume and history to determine if they would be a suitable candidate for CFMP.

3.5.1.1. The TO determines contractor Risk Factor (refer to Transportation Portal/CFMP folder). This determination shall include a review of Mechanization of Contract Administration Services (MOCAS), EDA, or EDW 5.01 databases.

3.5.1.2. The TO will determine contractor eligibility by reviewing applicable contracts and assessing the contractor traffic management capabilities and responsibilities. The TO will review the Transportation Office SIR logs in the Transportation Portal to determine if the contractor meets the shipment volume criterion of at least 10 shipments per month for the

previous two months. An onsite review of the contractor's facilities should be conducted IAW FAR, Part 52 (Reference (r), Subpart 52.246-14, "Inspection of Transportation") for onsite reviews.

3.5.1.3. The TO will draft an MOA (refer to Transportation Portal/CFMP folder for example) outlining contractor responsibilities for signature by contractor officials for full authorization (GFM Freight Acquisition Shipping Tool (FAST)/SPE) or limited authorization (GFM SPE only). The MOA shall be reviewed/renewed every two years.

3.5.1.4. After the contractor has agreed to participate in the CFMP program, the Transportation Office shall conduct training on GFM BOL preparation procedures using the training materials provided by SDDC. All contractor personnel shall complete SDDC ETA GFM Distance Learning Program (refer to [Resource Web page](#) or Training Matrix for Web site link). As part of the training, all contractor personnel shall need to request a GFM training simulator User ID and password.

3.5.1.5. Once the TO is satisfied the contractor personnel have been thoroughly trained, the TO shall validate the contractor training with GFM Program Management Office. The contractor personnel can then request a GFM ID and password be issued.

3.5.1.6. DTR 4500.9-R, Part II (Reference (e)), (for cargo movement guidance and all carrier related publications) is available on the SDDC Web site (refer to [Resource Web page](#) for Web site link).

3.5.2. Post Shipment Audit. Each CFMP contractor will be assigned a TMS to review the completed BOLs and supporting documentation for correctness and compliance with the contract terms and the CFMP MOA.

3.5.2.1. Each month the TMS shall review the FAST and SPE Completed Shipment and Appropriation Detail reports. Any errors shall be identified and corrections made prior to the certification of the monthly SSI. TMS will verify TACs using TGET.

3.5.2.2. The TMS shall review the Syncada Open Statement prior to the Syncada Cycle End Date for appropriation errors and verify TACs using TGET.

3.5.2.3. The TMS shall review contractor performance using post-audit BOL, Syncada transaction payment review, and other traffic management reporting elements. The TMS will conduct contractor surveillance based on established risk level (refer to [paragraph 3.5.1.1.](#)).

3.5.3. The TMS will revoke delegation authority when a consistent pattern of noncompliance to regulations and the CFMP MOA is shown by the contractor, or in the event that the contractor desires to withdraw from the program. The revocation shall be made by removing the contractor's GFM Site Configuration table.

3.6. CMO SUPPORT ACTIVITIES. The Transportation Offices shall provide guidance to buying activities or other CMO functional specialists; collaborating in the strategy, planning, and

defining of efficient and cost effective transportation related activities. These activities occur upon request in any appropriate setting/venue:

3.6.1. Preaward Survey Support, FAR, Part 9, Subpart 9.106.1, “Conditions for Preaward Surveys,” Reference (aq). The Transportation element may be asked to participate in preaward surveys where the CMOs perform evaluations of contractor transportation capability and report the findings to buying activities through the designated Preaward Survey Monitor (DCMA-INST 209, “Preaward Surveys,” Reference (ar)).

3.6.2. Postaward Conference, DFARS, Part 242, Subpart 242.5, “Postaward Orientation,” (Reference (as), paragraph 242.503) and DCMA-INST 327, “Post Award Orientation Conference - Quality Assurance” (Reference (at)). The Transportation element may be asked to participate in postaward conferences if the movement of sensitive, classified, hazardous, oversized/overweight cargo or high production rates involving multiple truck/carload shipments are involved.

3.6.3. Contracts Receipt and Review. Contracts for Transportation review are retrieved from the EDW eTool or received through Secondary Delegation (FAR, Part 42, Reference (n), Subpart 202). Transportation contracts shall be reviewed where the total value exceeds \$100,000.00, requires movement of hazardous materials, FMS items, and/or export cargo to identify discrepant information that may impact shipment (refer to [paragraph 3.1.2.](#)).

3.6.4. Transportation Functionality. DCMA TMSs work with buying activities early in the acquisition process to help plan acquisition strategy, develop Requests for Proposal, and structure contracts for transportation related activities. DCMA TMSs also work with the ACO and/or Program Integrator to provide advice or influence customer decisions, so that material shipments shall meet customer requirements in an efficient, timely and cost effective manner.

3.6.5. Contractor Purchasing System Reviews (CPSR). DCMA Transportation Specialists may be asked by the ACO to participate in a CPSR, IAW FAR, Part 42 (Reference (n) and FAR, Part 44, “Subcontracting Policies and Procedures,” Reference (au), and DCMA-INST 109, “Contractor Purchasing System Reviews,” Reference (av). When required to participate in a CPSR, the designated TMS shall review FAR, Part 44 (Reference (at), Subpart 44.202-2, 44.3), and DCMA-INST 109 (Reference (av)), as they relate to this function. The TMS shall thoroughly inspect all aspects of the contractor’s internal purchasing processes (e.g., transportation of raw materials or subassemblies into the facility, or that of contractor’s subcontractor) to determine that methods used conform to sound industrial transportation practices and provide maximum protection and benefit to the Government. Transportation shall use CPSR Memorandum to DCMA TMS/Questions (refer to Transportation Portal/CPRS folder), for guidance and transportation questions. Reports and recommendations shall be submitted in the format and timeframe established by the ACO or designated CPSR Team Lead.

3.6.6. Contractor Cost and Pricing Analysis (FAR, Part 15, “Contracting by Negotiation,” Subpart 15.404, “Proposal Analysis,” Reference (aw)). DCMA Transportation may be asked to participate in a cost analysis in support of the cognizance ACO or in support of the Defense Contract Audit Agency. When requested, the TMS shall assess the reliability of the contractor’s

processes and systems for estimating transportation costs. Reports and recommendations shall be submitted in the format and timeframe established by the ACO or designated ACO Team Lead's direction. Refer to DCMA-INST 120, "Pricing and Negotiation-Contracts," Reference (ax).

3.7. CUSTOMS DUTY-FREE ENTRY (DFE). IAW FAR, Part 52 (Reference (r), Subpart 52.225-8, "Duty-Free Entry" and Subpart 52.225-10, "Notice of Buy American Act Requirement-Construction Materials"), and per DTR 4500.9-R, Part V (Reference (f), Chapter 502), DCMA Transportation Group New York Customs Office is the sole customs functionary for all of DoD, and shall be responsible for processing DFE approvals and denials for contractor purchase of foreign supplies (including, without limitation, raw materials, components, and intermediate assemblies) in excess of \$10,000 that are to be imported into the customs territory of the U.S. for delivery to the Government under this contract, either as end products or for incorporation into an end product that the contractor is importing into the U.S. to commercial and military consignees.

3.7.1. The American Goods Returned (AGR) IAW DTR, 4500.9-R, Part V (Reference (f), Chapter 502, paragraph F), and as prescribed in e-CFR, Title 19 (Reference (ag), Subpart 10.103), which governs government property, or shipments belonging to the DoD not under a DoD contract returning from OCONUS to U.S. for further use by the DoD require an AGR certificate and are not part of the DFE process, and DCMA New York Customs has no role in the AGR process. AGR is the responsibility of the shipper (military TO or person designated by his/her agency).

3.7.2. Classified DFE requests are an exception to this policy unless they are declassified IAW FAR, Part 52 (Reference (r), Subpart 52.225-8, "Duty-Free Entry") and DFARS, Part 252, Subpart 252.2 (Reference (q), Section 252.225.7013, "Duty-Free Entry"), to include required shipping documentation. The DCMA Customs Office cannot process classified DFE requests.

3.7.3. There are two types of subheading 9808.00.30, HTSUS, entries: Commercial consignments and Military consignments. Commercial consignments are entries processed through the DCMA Duty-Free Entry eTool for material which is to be utilized on a DoD contract, but which is being delivered to a contractor operated facility (USCBP 01 entries). Military consignments are entries processed through Automated USCBP Broker Interface for material consigned to a military facility which is being imported under a DOD contract and delivered to a military facility (USCBP 51 entries).

3.7.3.1. Commercial DFE Request Process.

3.7.3.1.1. Contractor notifies ACO of intent to import DFE eligible purchases of foreign supplies/materials 20 days before date of importation. Method of communication is request for duty-free entitlement through DFE eTool.

3.7.3.1.2. ACO shall approve or deny the entitlement within 10 days of receipt of entitlement request based on inclusion/exclusion of FAR, Part 52 (Reference (r), Subpart 52.225-8) and/or DFARS, Part 252, Subpart 252.2 (Reference (q), Section 252.225.7013) reference in contract.

3.7.3.1.3. Customs Broker submits request for duty-free certificate.

3.7.3.1.4. DCMA Customs Specialist shall review certificate request for the following:

- Valid DoD Contract Number and Delivery Order, if applicable
- Harmonized Tariffs Schedule Number
- Broker Filer Code
- Port Code
- Dollar Value of Shipment
- Estimated Dollar Value of Duty
- Commercial Invoice
- Confirm entitlement has been approved by ACO
- Expiration Date of entitlement and Subcontract Purchase Order Number (just changed location)
- Confirm Valid Shipping Waybill and completed Customs form, USCBP, Customs Border Protection (CBP) Form 7501, "Entry Summary," are attached

3.7.3.1.5. DCMA Customs Specialist shall review USCBP, CBP Form 7501, "Entry Summary" (refer to DTR 4500.9-R, Part V (Reference (f), Figure 502-8) for the following:

- Contract Number
- Broker Filer Code
- Mode of Transport
- Country of Origin
- Exporting Country
- Export Date
- Consignee Address or Destination City
- Dollar Value of Shipment and Estimated Value of Duty
- Broker Name and Address
- HTSUS Statement: "United States Government, Department of Defense - duty free entry to be claimed pursuant to Section XXII, Chapter 98, Subchapter VIII, subheading 9808.00.30 of the Harmonized Tariff Schedule of the United States. Upon arrival of shipment at the appropriate port of entry, Port Director of U.S. Customs and Border Protection, please notify (name and address of the contractor, agent or broker) and release shipment under 19 CFR Part 142 to this party."

3.7.3.1.6. DCMA Customs Specialist shall review importer waybill to ensure compatibility with commercial invoice.

3.7.3.1.7. DCMA Customs Specialist performs one of the following.

3.7.3.1.7.1. Issues completed commercial certificate to broker.

3.7.3.1.7.2. Issues duty-free denial to broker, stating reason for denial in “Remarks” block and directing broker to contact importer of record for resolution.

3.7.3.2. Military DFE Request Process.

3.7.3.2.1. U.S. Customs Port Officer receives entry package. The entry package includes the following:

3.7.3.2.1.1. A Carrier Certificate/Release - U.S. Customs Port Officer completes.

3.7.3.2.1.2. The BOL and Shipping Invoice.

3.7.3.2.2. U.S. Customs Port Officer releases imported item immediately under power of attorney, CBP Form 3461, “Entry/Immediate Delivery” (DTR 4500.9-R, Part V (Reference (f), Chapter 502, Figure 502-1, page V502-20), with DCMA New York-Customs TO’s signature.

3.7.3.2.3. U.S. Customs Port Officer assigns an entry control number to the entry package using DoD’s broker filing code, P99.

3.7.3.2.4. U.S. Customs Port Officer forwards entry package to DCMA New York-Customs via U.S. mail.

3.7.3.2.5. DCMA Customs Specialist shall retrieve contract in EDA and review for presence of DFE FAR reference.

3.7.3.2.6. DCMA Customs Specialist shall review Release Order for the following:

- P99 Number
- U.S. Port Lading
- Date of Release
- Country of Export
- Country of Origin
- Date of Importation
- Date of Exportation
- Export Port of Lading
- Mode of Transportation
- Name of Carrier
- DoD Contract Number and Delivery Order Number
- Weight of Shipment
- Dollar Value of Shipment
- Alternate HTSUS, Number and Rate
- Contact information for Port Officer
- Form is signed and annotated by Port Officer

3.7.3.2.7. DCMA Customs Specialist reviews Shipping Invoice for the following:

- DoD Contract and Delivery Order Number
- Weights
- Units of Measure
- Mode of Transport
- Carrier SCAC
- Foreign supplier
- Consignee
- Alternate HTSUS, Number and Rate
- HTSUS Statement: “United States Government, Department of Defense - duty free entry to be claimed pursuant to Section XXII, Chapter 98, Subchapter VIII, subheading 9808.00.30 of the Harmonized Tariff Schedule of the United States. Upon arrival of shipment at the appropriate port of entry, Port Director of U.S. Customs and Border Protection, please release shipment under 19 CFR Part 142 and notify Traffic Manager, Defense Contract Management Agency Transportation Division, DCMA New York, Customs Team, 207 New York Avenue, Staten Island, NY 10305-5013, for execution of duty free certificate.”

3.7.3.2.8. DCMA Customs Specialist shall review and input Release Order information into Initial Entry System (IES).

3.7.3.2.9. DCMA Customs Specialist shall generate a CBP Form 7501 for electronic transmission to U.S. Customs.

3.7.3.2.10. DCMA Customs Specialist receives “accepted” transmission from U.S. Customs.

3.7.3.2.11. DCMA Customs Specialist shall generate hard copy CBP Form 7501 and forward via U.S. mail to U.S. Customs port of entry along with entry package.

3.7.4. DFE Roles and Responsibilities.

3.7.4.1. DCMA Transportation Group New York-Customs Office.

3.7.4.1.1. Performs the following for Commercial Import Process (for DoD contractors importing).

3.7.4.1.1.1. Verifies DFE entitlement.

3.7.4.1.1.2. Issues a DFE certificate via DFE eTool.

3.7.4.1.2. For Military Import Process, DCMA New York-Customs manually performs the following.

3.7.4.1.2.1. Verifies DFE entitlement, upon receipt of a DFE package from the U.S. Customs Port by generating a CBP Form 7501.

3.7.4.1.2.2. Prepares and files the completed CBP Form 7501 with the U.S. Customs port from which the package was received. The Customs Team acts as a broker on behalf of the military activity.

3.7.4.2. The Contractor is responsible for notifying the ACO of intent to purchase abroad against a DoD contract, and for correcting deficiencies that result in a DFE denial.

3.7.4.3. ACO or PCO.

3.7.4.3.1. Shall assure that the prime contractor understands the DFE clause requirements and must emphasize that compliance failures by prime or sub will result in duty being levied against import shipment.

3.7.4.3.2. IAW FAR, Part 52 (Reference (r), Subpart 52.225-8, "Duty-Free Entry"), shall verify entitlement for duty-free upon notification from contractor prior to import and by broker at time of import (refer to [paragraph 3.7.5.1.3.](#)).

3.7.4.3.3. IAW FAR, Part 52 (Reference (r), Subpart 52.225-8, "Duty-Free Entry"), shall approve or deny entitlement request (refer to [paragraph 3.7.5.1.3.](#)) within 10 days of notification from the contractor.

3.7.4.4. The Foreign Supplier/DoD Prime Contractor.

3.7.4.4.1. The contractor shall notify the Contracting Officer in writing of any purchase of foreign supplies (including, without limitation, raw materials, components, and intermediate assemblies) in excess of \$10,000 that are to be imported into the customs territory of the U.S. for delivery to the Government under this contract, either as end products or for incorporation into end products within 20 calendar days of importation. The contractor shall furnish the notice to the Contracting Officer at least 20 calendar days before the importation. The notice shall identify the following:

- Foreign supplies
- Estimated amount of duty
- Country of origin.

3.7.4.4.2. Must assure that all shipping and entry documents are fully annotated per DFARS and that all shipping containers readily identify the importation as defense supplies eligible for DFE.

3.7.4.5. The contractor's Custom Broker (only involved on imports to commercial consignees) is responsible for the following:

- 3.7.4.5.1. Preparation and filing of CBP Form 3461, "Entry/Immediate Delivery."
- 3.7.4.5.2. Submission of original shipping documents, including invoices, BOLs, and CBP Form 7501 to the DCMA New York-Customs Team via the DCMA DFE eTool.
- 3.7.4.5.3. Submission of the original certificate to appropriate U.S. Customs Port of Entry allowing for liquidation. In the case of an entry denial, responsible for notifying the client of the denial and informing same that they will have to pay duty if they do not take corrective action.

3.7.4.6. U.S. Customs Ports.

- 3.7.4.6.1. Responsible for releasing imported material to the carrier when the consignee is a military activity.
- 3.7.4.6.2. Responsible for forwarding entry documentation to DCMA New York-Customs Team upon import to a military consignee. The documentation will include an Entry Number (EN) assigned by the port. The ENs will start with the filer code "P99."
- 3.7.4.6.3. Responsible for liquidating entries upon receipt of either a CBP Form 7501 from DCMA New York-Customs or a certificate from the broker.

3.7.5. DFE Regulatory Guidance/Authorities/References are as follows:

- FAR, Part 52 (Reference (r), Subpart 52.225-8 and 10)
- DFARS, Part 252, Subpart 252.2 (Sections 252.225-7008, 252.225-7009, 252-225-7010, 252.225-7037)
- e-CFR, Title 19 (Reference (ag), Sections 10.101, 10.102)
- U.S.C., Title 19, Chapter 4, Subtitle I, "Harmonized Tariff Schedule of the United States (section 1202), Reference (ay)
- DTR 4500.9-R, Part V, Reference (f)
- USCBP Directive No. 3550-008A (Reference (az)), "Procedures for Processing Department of Defense Transactions HTSUS 9808.00.30"

3.7.6. Operating Systems.

3.7.6.1. DFE eTool is used by DCMA ACOs, customer brokers, contractors and the DCMA Customs Team.

3.7.6.1.1. DCMA suppliers will be able to access this tool to enter their requests, then COs, customs brokers, and the DCMA Customs Team can access the tool to approve the requests and issue the duty-free certificates.

3.7.6.1.2. Access to the DFE eTool is automatically granted to all DCMA ACOs (does not apply to non-DCMA COs or PCOs), customs brokers, and the DCMA Customs Team, via the eTools portal.

3.7.6.1.2.1. If a DCMA employee does not have access to the DFE eTool, but feels that it is necessary for their job, their supervisor, upon request, can grant them access to DFE through IWAM.

3.7.6.1.2.2. All PCOs, contractors, and customs brokers can request access to the DFE eTool via the EWAM application located on the DCMA public Web site. The DCMA Customs Team will process all DFE eTool EWAM requests.

3.7.6.1.3. ACOs shall proactively access the DFE eTool on a daily basis to view their “workload” page to see if a duty-free request has been sent to them by a contractor. Once a request appears on their workload page, the ACO shall then access MOCAS or Contract View to determine if the contractor is entitled to DFE. Notice to the contractor is communicated by ACO acceptance of duty-free entitlement in DFE eTool.

3.7.6.2. Military entries are processed in a Commercial Off-the-Shelf program called IES. IES is a DCMA Information Technology purchased system (refer to [Resource Web page](#)) that the DCMA Customs Team uses to process military entries.

3.7.7. DFE eTool Training. Commercial DFE training can be accessed from the DCMA Home Page, eTools Training.

CHAPTER 4

TRANSPORTATION COMPETENCIES AND CERTIFICATIONS

4.1. HAZARDOUS MATERIALS TRAINING. TMSs (GS-2130) are required to take HAZMAT training listed in the next paragraph (4.1.1.) every three years, to meet the requirements of e-CFR, Title 49 (Reference (y), paragraph 172.704). Refer to the Transportation Portal/DCMA Hazardous folder for a copy of the HAZMAT training checklist, and any other HAZMAT supporting documentation.

4.1.1. DCMA TMSs shall complete the following HAZMAT training every two years:

4.1.1.1. General awareness/familiarization training (AMMO 67) designed to provide familiarity with the requirements of e-CFR, Title 49, Reference (y), and to enable the employee to recognize and identify hazardous materials consistent with hazard communication standards.

4.1.1.2. Safety training includes the following:

4.1.1.2.1. Emergency response information. Completion of Hazardous Communication Computer-Based Training using DCMA Skillsoft Training Academy application.

4.1.1.2.2. Completion of Material Safety Data Sheet training using DCMA Skillsoft Training Academy application. Measures to protect the employee from the hazards associated with HAZMAT to which they may be exposed in the workplace, including specific measures the HAZMAT employer has implemented to protect employees from exposure.

4.1.1.2.3. Completion of DCMA Functional Specific Checklist for each workplace. Methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing hazardous materials.

4.1.1.3. Security awareness training which provides an awareness of security risks associated with hazardous materials transportation and methods designed to enhance transportation security. This training must also cover how to recognize and respond to possible security threats.

4.1.2. Certification/function-specific training (i.e., AMMO 62) concerning requirements and exemptions of e-CFR, Title 49, Reference (y), which are specifically applicable to the certification functions the employee performs are not required for DCMA TMSs. These requirements fall under the DoD contractor's responsibility as they are the shipper and someone in the contractor's organization must be certified IAW e-CFR, Title 49, Reference (y).

4.2. DEFENSE ACQUISITION UNIVERSITY (DAU) LIFE CYCLE LOGISTICS (LCL) CERTIFICATION FOR TMS, GS-2130 SERIES.

4.2.1. Certification Levels.

- Level I: Basic, Entry Level, GS-5 thru GS-8
- Level II: Intermediate Level, GS-9 thru GS-12
- Level III: Advanced Level, GS-13 and above

4.2.2. Certification Requirements for the Workforce.

4.2.2.1. DCMA Journeyman TMSs shall be DAU LCL certified at the level required by the position within 24 months of assignment as reflected in the Defense Civilian Personnel Data System unless an exception letter is in their file stating otherwise. Exceptions may be issued depending on Journeyman work experience, years of service and forecasted retirement date.

4.2.2.2. All new DCMA TMSs (GS-2130 series) with a requirement in their Position Description must be certified at the level required by the position in DAU LCL within two years of assignment.

4.2.2.3. DAU LCL course information to include prerequisite courses for DCMA Transportation employees are reflected on the DCMA Transportation Learning Map in the Transportation Portal/Training folder. Prerequisite courses or any courses required may be satisfied by one of the following methods:

- Formal DAU courses
- Fulfillment - Demonstration of work completion
- Equivalent courses

4.2.3. Certification packages shall be submitted by the individual's TC to the Transportation Training Coordinator for processing.

4.2.4. Courses required for certification are available on the DAU Web site located on the [Resource Web page](#).

4.2.5. Additional information available on the DAU Web site includes:

- DCMA Fulfillment Process, March 2000
- DAWIA Certification
- I-Catalog and Career Field Gateway
- Information on Continuous Learning Modules
- Information on the DAU Equivalency Program and information associated with DAU courses

4.3. TRANSPORTATION APPOINTMENTS.

4.3.1. The TOs/Transportation Agents (TA), shall be appointed positions per DTR, FMR and DCMA-INST 129, “Warrants and Other Official Appointments,” Reference (ba).

4.3.2. TO/TA functions. DTR 4500.9-R, Part II (Reference (e), Chapter 201, “General Cargo Movement Provisions”), defines and regulates proper execution of transportation related functions within the DoD. Only military members or civilian employees may serve as TOs. Contractors may be appointed as TAs. The duties of a TO are discussed in DTR 4500.9-R, Part II (Reference (e), Subpart 201, paragraph C.14, page II-201-16).

4.3.3. The minimum qualification standards for TOs and TAs are located in the Office of Personnel Management Standards for General Schedule Positions per DCMA-INST 129, Reference (ba). DCMA experience standards are identified in the Agency Competency Guide.

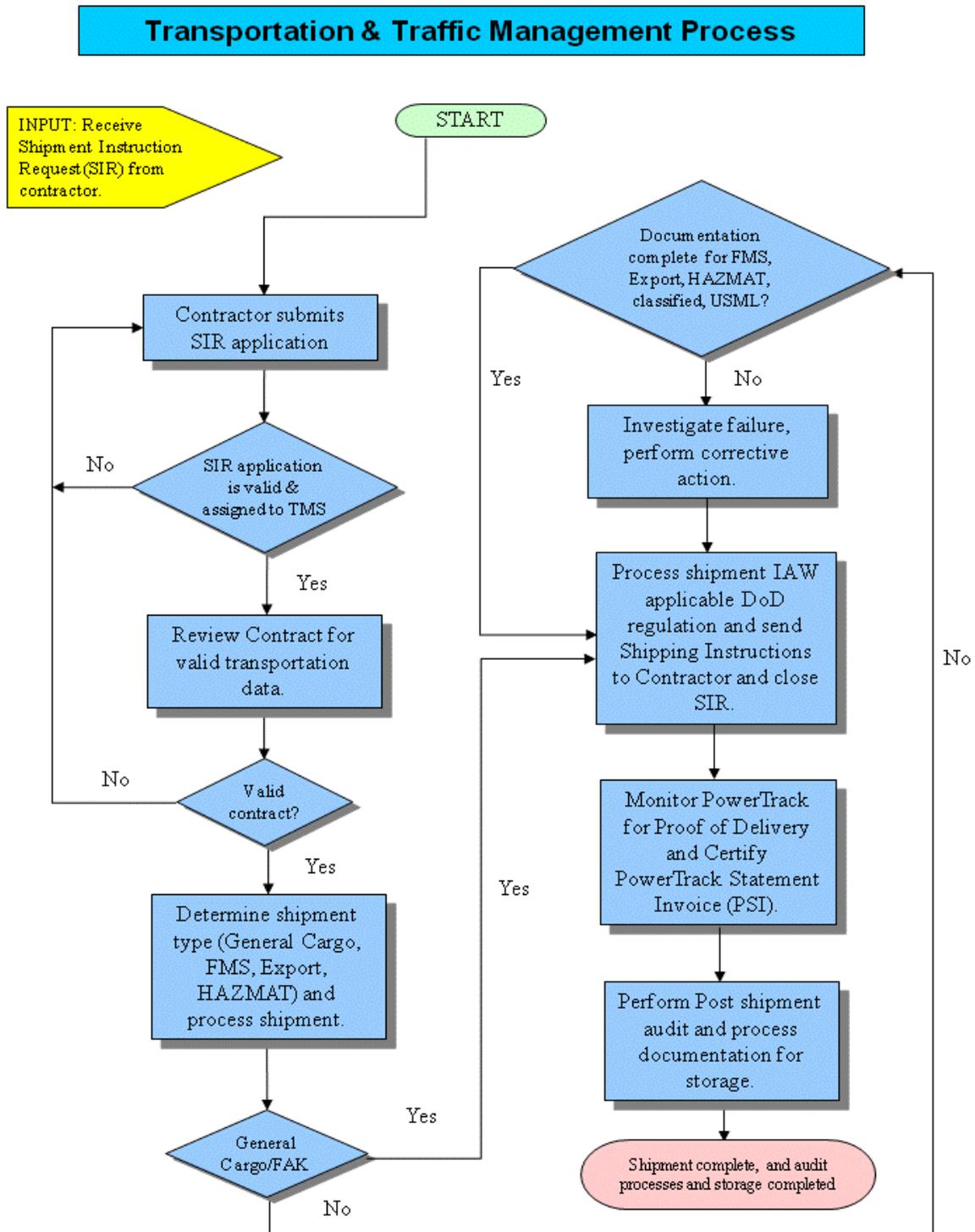
4.3.4. TO and TA appointments are delegated by the DCMA Director of the Transportation Branch IAW DTR 4500.9R, Part II (Reference (e), Chapter 201).

4.3.4.1. For TO appointments, the Supervisor/Transportation TC shall review the application to ensure qualification requirements are met.

4.3.4.2. TO and TA appointments are made by a letter of appointment signed by the Director of Transportation. DCMA Transportation shall use DD Form 577.

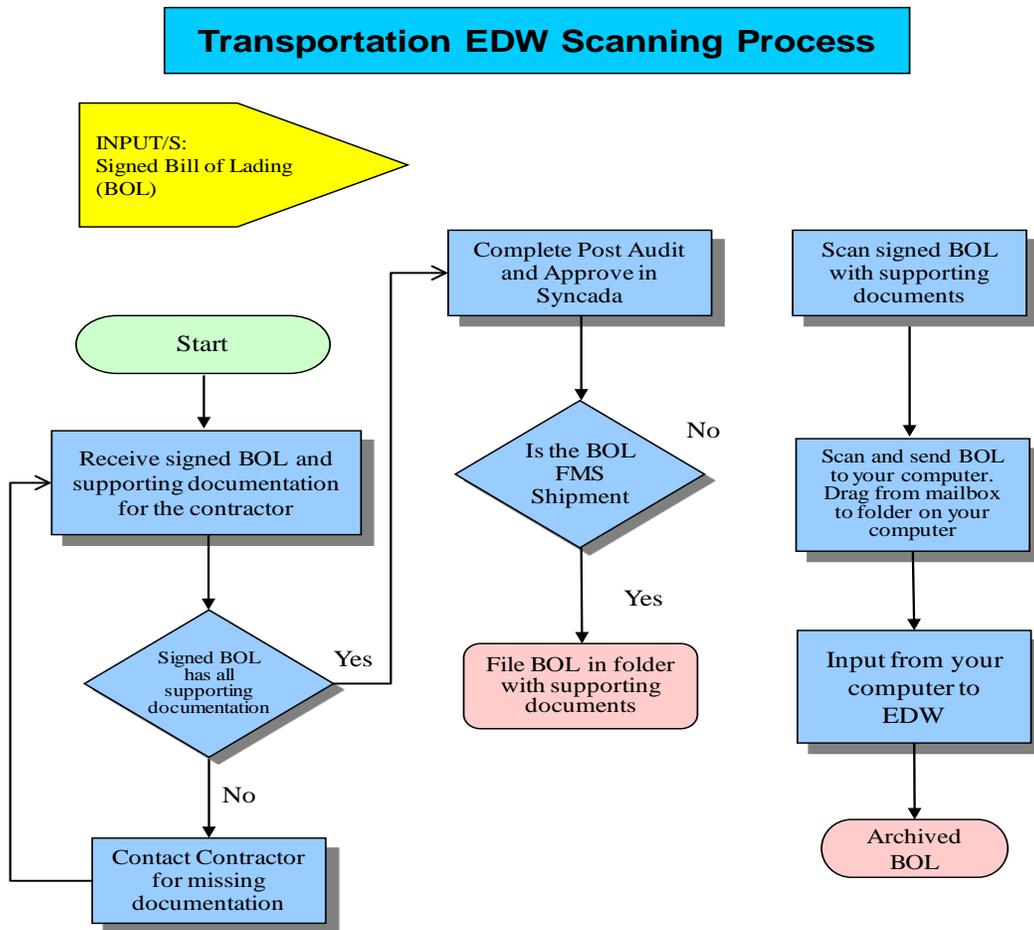
APPENDIX A

TRANSPORTATION AND TRAFFIC MANAGEMENT PROCESS FLOWCHART



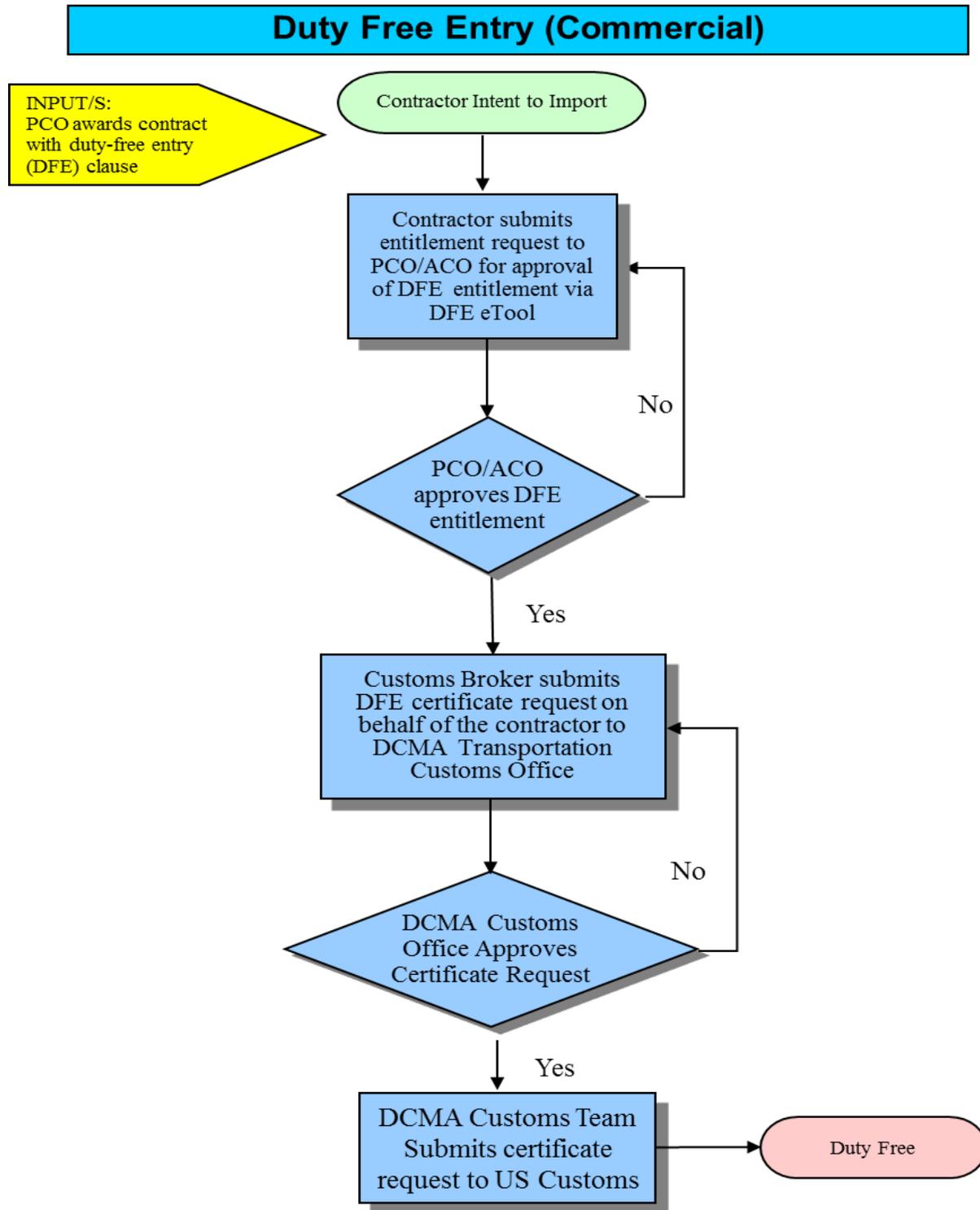
APPENDIX B

EDW 5.01 BOL SCANNING PROCESS FLOWCHART



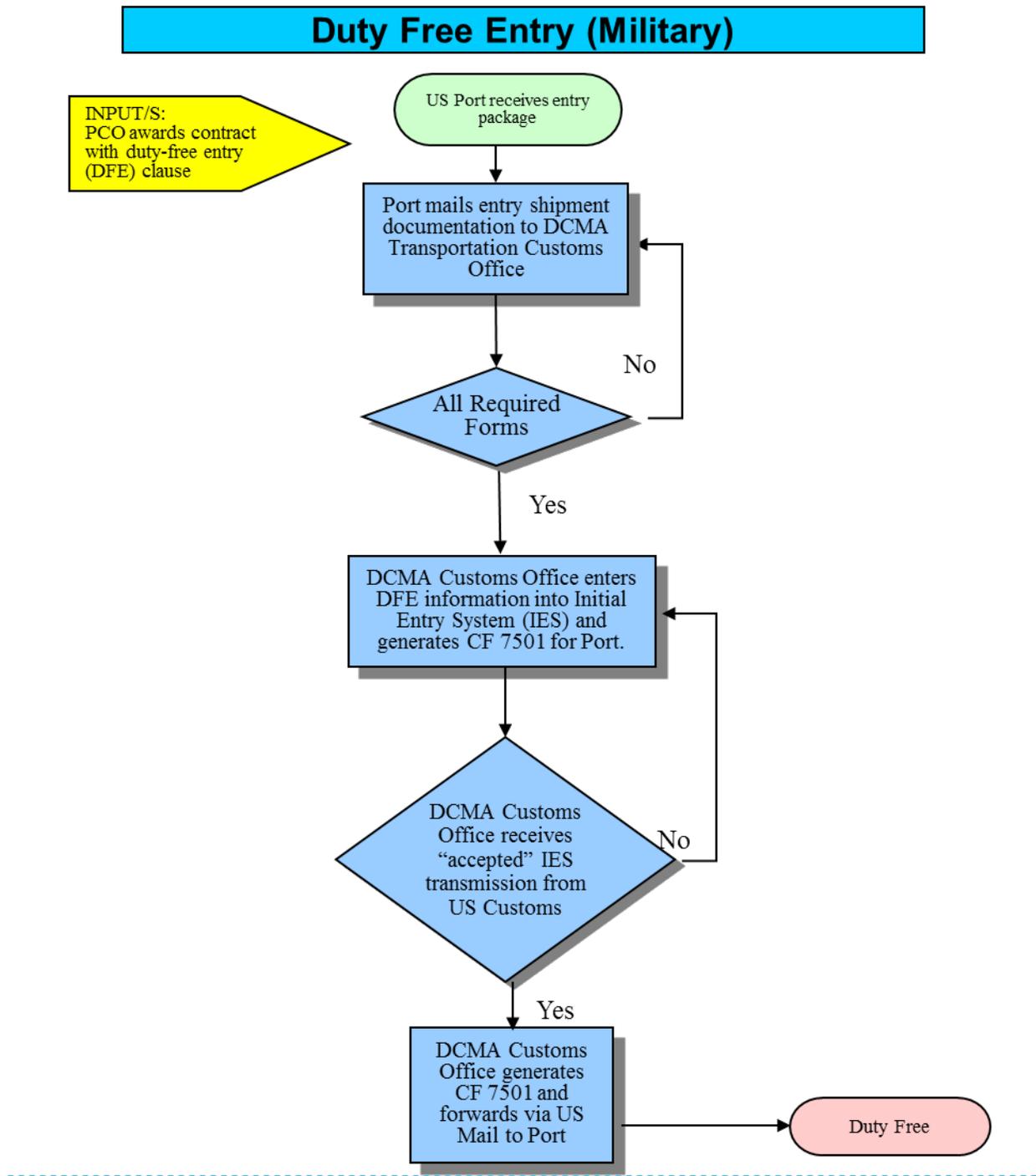
APPENDIX C

DFE COMMERCIAL ENTITLEMENT PROCESS FLOWCHART



APPENDIX D

DFE MILITARY ENTITLEMENT PROCESS FLOWCHART



GLOSSARY

DEFINITIONS

NOTE: For an extensive “Definitions List” applicable to this Instruction, refer to the file link located on the [Resource Web page](#).

GLOSSARY

ACRONYMS

AA&E	Arms, Ammunition, and Explosives
ACA	Air Clearance Authority
ACO	Administrative Contracting Officer
AES	Automated Export System
AGR	American Goods Returned
ALOA	Alternate Line of Accounting
AMC	Air Mobility Command
APOE	Aerial Port of Embarkation
ASI	Amended Shipping Instruction
ATAC	Advance Traceability and Control
ATCMD	Advanced Transportation Control and Movement Document
BOL	Bill of Lading
CBL	Commercial Bill of Lading
CBP	Customs and Border Protection
CCP	Consolidation Containerization Point
CFMP	Contractor Freight Movement Procedures
CFR	Code of Federal Regulations
CIIC	Controlled Inventory Item Code
CLIN	Contract Line Item Number
CMO	Contract Management Office
CO	Certifying Officer
COMALOC	Commercial Air Lines of Communication
CONOPS	Concept of Operations
CONUS	Continental United States
CPSR	Contractor Purchasing System Review
CRR	Contract Receipt and Review
DAASINQ	Defense Automatic Addressing System Center Inquiry
DAO	Departmental Accountable Official
DAU	Defense Acquisition University
DCMAI	Defense Contract Management Agency International
DCMA-INST	DCMA Instruction
DCN	Document Control Number
DDC	Defense Distribution Center
DDTC	Directorate of Defense Trade Controls
DEMIL	Demilitarization Code
DEPSECDEF	Deputy Secretary of Defense
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFE	Duty-Free Entry

DISAM	Defense Institute of Security Assistance Management
DLA	Defense Logistics Agency
DLAD	Defense Logistics Acquisition Directive
DO	Disbursement Official
DoDAAC	Department of Defense Activity Address Code
DSCA	Defense Security Cooperation Agency
DSP	Department of State Permit
DSS	Defense Standards System
DSSN	Disbursing Station Symbol Number
DTC	Delivery Term Code
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
ECARS	Electronic Contract Administration Request System
E-CFR	Electronic Code of Federal Regulations
EDA	Electronic Document Access
EDW	Electronic Document Workflow
EEI	Electronic Export Information
EN	Entry Number
EPC	Eligible Party Certification
E-SAMM	Electronic Security Assistance Management Manual
ETA	Electronic Transportation Acquisition
ETRR	Export Traffic Release Request
EUM	End-Use Monitoring
EWAM	External Web Access Management
FACTS	Financial Air Clearance Transportation System
FAK	Freight all Kinds
FAR	Federal Acquisition Regulation
FAST	Freight Acquisition Shipping Tool
FLIS	Federal Logistics Information System
FM	Funds Manager
FMR	Financial Management Regulation
FMS	Foreign Military Sales
FMS-LOA	FMS Letter of Offer and Acceptance
FOB	Free on Board
FPPI	Foreign Principal Party In Interest
FRC	Federal Records Center
FSC	Federal Supply Class
FTZ	Foreign Trade Zone
GAO	Government Accountability Office
GATES	Global Air Transportation Execution System
GBD	Government Business Day
GBLOC	Government Bill of Lading Code
GFM	Global Freight Management

GOCARE	Government Cargo Recovery Effort
GSA	General Services Administration
HAZMAT	Hazardous Materials
HTSUS	Harmonized Tariff Schedule of United States
IA	Implementing Agency
IATA	International Air Transport Association
IAW	in accordance with
IBS	Integrated Booking System
ID	Identification
IES	Initial Entry System
IGC	Integrated Data Environmental Global Transportation Network Convergence
IMDG	International Maritime Organization/Dangerous Goods
IPD	Issue Priority Designator
ITAR	International Traffic in Arms Regulation
ITN	Internal Transaction Number
IWAM	Internal Web Access Management
JMC	Joint Munitions Command
LCL	Life Cycle Logistics
LEW	Levy Exemption Waiver
LOA	Line of Accounting
MAPAC	Military Assistance Program Address Code
MAPAD	Military Assistance Program Address Directory
MAPAD-TAC	MAPAD-Type Address/Activity Code
MFTURP	Military Freight Traffic Unified Rules Publication
MILSTRIP	Military Standard Requisition and Issue Procedures
MOA	Memorandum of Agreement
MOCAS	Mechanization of Contract Administration Services
MSL	Military Shipping Label
MTMS	Munitions Total Management System
NARA	National Archives and Records Agency
NASA	National Aeronautics and Space Administration
NIIN	National Item Identification Number
NOA	Notice of Availability
NSN	National Stock Number
OCONUS	Outside the Continental U.S.
OR	Offer Release
PCFN	Port Call File Number

PCO	Procurement Contracting Officer
PLAS	Performance Labor Accounting System
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
RDD	Required Delivery Date
REPSHIP	Report of Shipment
RFID	Radio Frequency Identification
RMS	Ramstein Air Base
SAP	Security Assistance Program
SCAC	Standard Carrier Alpha Code
SDDC	Surface Deployment and Distribution Command
SDN	Standard Document Number
SII	Special Instruction Indicator
SIR	Shipment Instruction Request
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SPE	Small Package Express
SRC	Security Risk Code
SSI	Syncada (formally PowerTrack) Summary Invoice
SUPPAD	Supplementary Address
TA	Transportation Agent
TAC	Transportation Account Code
TC	Team Chief
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TGET	Transportation Global Edit Table
TMO	Traffic Management Office
TMS	Traffic Management Specialist
TO	Transportation Officer
TP	Transportation Priority
TPPS	Third Party Payment System
USC	United States Code
USCBP	U.S. Customs and Border Protection
USEUCOM	U.S. European Command
USG	U.S. Government
USML	U.S. Munitions List
USPPI	U.S. Principal Party in Interest
USPS	U.S. Postal Service
USTRANSCOM	U.S. Transportation Command
VSM	Vendor Shipment Module

WAWF
WWX

Wide Area Workflow
Worldwide Express