



DCMA Manual 2101-03

Packaging and Transportation Management

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| Office of Primary Responsibility | Product Acceptance and Proper Payment Capability |
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| Approved by: | David H. Lewis, VADM, USN, Director |

Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, assigns responsibility for:

- Implements policy established in DCMA INST 2101
- Provides and defines procedures for:
 - Packaging management program
 - Transportation shipping and oversight, customs related functions, carrier payments, and contractor shipping program

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION.....3
 1.1. Applicability.....3
 1.2. Policy.....3
SECTION 2: RESPONSIBILITIES.....4
 2.1. Capability Manager, Product Acceptance and Proper Payment Capability.....4
 2.2. Performance Advocates (PA), Technical Executive Directorate, Logistics Center.....4
 2.3. Directors, Packaging/Transportation, Technical Executive Directorate, Logistics Center.....5
 2.4. Transportation Customer Liaison Representative (CLR) to U.S. Transportation Command (USTRANSCOM)6
 2.5. Transportation Staff and Audit (S&A) Team6
 2.6. Transportation Team Chief (TC).....9
 2.7. Transportation Officer (TO).....10
 2.8. Packaging Specialist (PS).....11
 2.9. Quality Assurance Specialist (QAS)11
SECTION 3: PACKAGING PROGRAM MANAGEMENT.....12
 3.1. Determining Customer Packaging Requirements.....12
 3.2. Process Supply Discrepancy Report (SDR)13
 3.3. Packaging Assistance14
 3.4. Operational Assistance/Support Provided by a PS14
 3.5. Types of Assistance/Support.....15
SECTION 4: TRANSPORTATION AND TRAFFIC MANAGEMENT.....17
 4.1. General Transportation Procedures17
 4.2. Transportation Requirements Review (TRR).....17
 4.3. Process Contractor Shipment Requests18
 4.4. Financial Payment Approval Process.....19
 4.5. Electronic Storage for Transportation Documents21
 4.6. Contractor Freight Movement Procedures (CFMP) Program.....22
 4.7. CFMP Capability Study22
 4.8. CFMP Post Shipment Audit.....23
 4.9. CMO Support Activities.....23
 4.10. Duty Free Entry (DFE).....24
 4.11. Electronic Export Information (EEI)/Automated Commercial Environment (ACE) Processing.....26
GLOSSARY
 G.1. Definitions.....27
 G.2. Acronyms28
REFERENCES.....31

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Manual applies to all DCMA position activities and directorates administering packaging or transportation support requirements.

1.2. POLICY. It is DCMA policy to:

a. Ensure compliance with FAR, DFARS, and/or other high-level DoD guidance when providing packaging and transportation support services.

b. Promote timely and efficient packaging and transportation services that will assure prompt delivery of supplies to the warfighter.

c. Execute this manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. CAPABILITY MANAGER, PRODUCT ACCEPTANCE AND PROPER PAYMENT CAPABILITY. The Capability Manager, Product Acceptance and Proper Payment Capability will:

- a. Serve as approval authority for waiver/deviation requests with respect to Packaging and/or Transportation Management mission requirements.
- b. Oversee the development, implementation, administration, and management of this Manual.

2.2. PERFORMANCE ADVOCATES (PA), TECHNICAL EXECUTIVE DIRECTORATE, LOGISTICS CENTER. The Packaging and Transportation Performance Advocates (PA) will:

- a. Exercise staff supervision in management of this Manual.
- b. Develop, submit and review Packaging, Transportation and Traffic Management-related Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS) cases to DCMA Defense Acquisition Regulation (DAR) Council representative in accordance with FAR 1.201.
- c. Address compliance inquiries regarding processes contained in this Manual.
- d. Process waiver/deviation requests for this Manual to the Capability Manager, Product Acceptance and Proper Payment.
- e. Packaging PA will:
 - (1) Review and comment on Packaging standards, specifications, and procedures.
 - (2) Represent the Agency on the Defense Packaging Policy Group (DPPG).
 - (3) Participate in multi-service/agency and industry packaging groups to develop regulatory, procedural, or standardized efforts to enhance the DoD packaging mission.
 - (4) Review DCMA Packaging Training Competency Assessment for QA personnel, as requested.
 - (5) Ensure DCMA packaging training materials capture higher level DoD packaging policy requirements.
 - (6) Review DCMA Quality Assurance Specialist (QAS) policies and guidance to ensure packaging-related roles and responsibilities are accurately annotated.
- f. Transportation PA will:

(1) Participate in interagency and joint service transportation working groups and policy coordinations to develop regulatory, procedural, and/or standardized efforts to enhance the DoD transportation mission.

(2) Conduct field audits for activities related to transportation and submit findings/reports to Executive Director, Quality Assurance/Capability Manager, Product Acceptance and Proper Payment.

(3) Provide functional oversight of transportation-related Agency eTools: Duty Free Entry (DFE) and Shipping Instructions Request (SIR).

(4) Maintain Agency level transportation-related performance indicator(s).

(5) Ensure DCMA transportation training materials capture higher level DoD policy requirements.

2.3. DIRECTORS, PACKAGING/TRANSPORTATION, TECHNICAL EXECUTIVE DIRECTORATE, LOGISTICS CENTER. The Directors, Packaging and Transportation will:

a. Ensure compliance with this Manual and applicable DoD requirements throughout the DCMA Packaging and Transportation community.

b. Develop tactical level packaging and transportation-related metrics and serve as the focal point for packaging and transportation performance indicator(s).

c. Develop standardized written tactical level publications (e.g., Desk Side Guides (DSG)) that augment this Manual and ensure they are consistently applied throughout the DCMA packaging and transportation community. Publications will be placed on this Manual's Resource Page and on individual Packaging and Transportation DCMA 360 pages.

d. Serve as the final reviewing authority for all contractual packaging/transportation-related waiver/deviation requests.

e. Execute training within the group and notify PA(s) of any required changes in packaging and transportation-related training. This task may be delegated to the Training Coordinator.

f. Assign a specialist (Packaging or Transportation) within each Group who will be responsible for coordinating this Manual.

g. The Packaging Director will:

(1) Ensure Packaging Specialists (PS) possess the necessary competencies and training to perform tasks as required by this Manual.

(2) Ensure PS provide technical assistance and guidance, and develop and present training to DCMA personnel on packaging program issues.

h. The Transportation Director will:

(1) Participate in interagency and joint service transportation working groups to develop procedural and/or standardized efforts to enhance the DoD packaging and transportation mission.

(2) Ensure compliance with Assistant Secretary of Defense (ASD) Logistics and Material Readiness (L&MR) and Office of the Under Secretary of Defense (Comptroller) (OUSD (C)) Transportation Financial Auditability (TFA) efforts. Ensure timely storage and retrieval of TFA (Financial Improvement and Audit Readiness (FIAR)) Key Supporting Documents (KSDs) within Transportation's designated DCMA TFA storage location.

(3) Approve all non-DoD reimbursable contract support for less than 500 hours a year. See DCMA-INST 2501, "Contract Maintenance" for more information.

(4) Execute supervisory oversight of Team Chiefs (TCs).

(5) Assign Contract Officer Representatives (COR) for transportation contracts as required.

(6) Appoint, in writing, Transportation Officers (TO) who will have authority to obligate funds on behalf of the DoD.

(7) Appoint, in writing, Transportation Agents (TA) and Payment Review Officials and maintain letters on Transportation Document System (TDS).

2.4. TRANSPORTATION CUSTOMER LIAISON REPRESENTATIVE (CLR) TO UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM). The Transportation CLR to USTRANSCOM will:

a. Provide DCMA-specific Traffic Management Specialist (TMS) guidance in distribution logistics, contract management services, and operational experience with the Defense Transportation System (DTS).

b. Educate, provide background, or training to USTRANSCOM staff on DCMA's mission.

c. Assist USTRANSCOM and its components through participation in meetings, working groups, and review; and comment on strategic initiatives and documents.

d. Assist USTRANSCOM and its components with the integration of DCMA contractor distribution requirements into DTS.

e. Serve as DCMA Chairperson for the Military Surface Deployment and Distribution Command (SDDC) Government Cargo and Recovery Effort (GOCARE) Program.

2.5. TRANSPORTATION STAFF AND AUDIT (S&A) TEAM. The Team Chief, S&A Team, will maintain turnaround time (TAT) metrics and provide monthly reports to the TCs, as required. The S&A TC will also execute supervisory oversight of the following team members:

a. Transportation Group Auditors. Transportation group auditors will:

(1) Conduct initial transportation requirements review on a minimum of 10 percent on movements of Hazardous Materials (HAZMAT); Arms, Ammunition, and Explosives (AA&E); Foreign Military Sales (FMS); and Radiofrequency Identification (RFID) to ensure no discrepant transportation information is present. Auditors will also prepare and submit a Contract Deficiency Report (CDR) to the Administrative Contracting Officer (ACO) or Procuring Contracting Officer (PCO) when transportation deficiencies are noted.

(2) Conduct transportation shipping document audits on a minimum of 5 percent of all individual TMS and Contractor Freight Management Procedures (CFMP) shipments.

(3) Advise TCs, TOs, or CFMP (if applicable) of transportation deficiencies observed while performing document audits.

(4) Provide assistance, if requested, to TOs in the review of contractors' facilities, shipping space, and freight traffic operations to determine operational efficiency. Also provide staff assistance to TOs and TMSs on CFMP visits, if requested.

(5) Assist with Medium to High Risk rated CFMP site visits. See Section 4, Paragraph 4.8. for more information.

b. Transportation Group Financial Officer (TFO). The TFO will:

(1) Develop and coordinate plans, programs, concepts, techniques and procedures for controlling, evaluating, and managing the Transportation Group's transportation financial payment functions.

(2) In conjunction with Transportation Group internal audits, act as financial subject matter expert (SME) to determine financial readiness in accordance with (IAW) TFA (FIAR) guidelines.

(3) Assist Military Services and Agencies with requested TFA (FIAR) audits, as needed.

(4) Ensure payment data associated with Third Party Pay System (TPPS) Statement Invoice review and certification, interest accrual, no hits, and Alternate Line of Accounting (ALOA) are accurately monitored, effectively portrayed as individual team performance indicators, and provided to the Transportation Director and staff members, as required.

(5) Manage DCMA's transportation ALOA expenditures and initiate action to recoup monies charged against DCMA's ALOA.

(6) Evaluate Transportation Group's monthly payment summary invoices for discrepancies.

(7) Participate in the TFA Working Group, as required.

(8) Inform Transportation Group leadership about necessary actions in adhering to TFA (FIAR) requirements.

c. DCMA Transportation Account Code (TAC) Coordinator. The DCMA TAC coordinator will:

(1) Ensure all Household Goods (HHG), Freight and ALOA TACs are validated annually and updated in TAC tables in the Transportation Global Edit Table (TGET) prior to the beginning of each Fiscal Year (FY).

(2) Work with DCMA Headquarters (HQ) Financial and Business Operations (FB) to ensure TACs are directly linked to one Line Of Accounting (LOA), as required.

(3) Develop change proposals to the Defense Transportation Regulation (DTR) 4500.9R, Part II, Appendix V with justification and expected benefits; evaluate all suggested change proposals received via internal DCMA. Submit changes through S&A TC to Director, Transportation for approval prior to submitting to Transportation PA.

(4) Provide a single, coordinated Service/Agency position on all proposed system changes and participate in the TGET Functional Requirements Board.

(5) Provide assistance with erroneous TAC assignments to ensure TAC applications are resolved within 5 business days of notification of TAC error.

(6) Attend all meetings related to Agency TAC Coordinator, as required.

d. Transportation Group Training Coordinator. Transportation Group training coordinator will:

(1) Develop transportation training plans with Workforce Development (WD), coordinate TCs for FY requirements, and with staff and the PA on training needs.

(2) Coordinate with WD on transportation training special requirements. Also provide WD with annual transportation training opportunities.

(3) Develop and report training matrix for Defense Acquisition Workforce Improvement Act (DAWIA) Life Cycle Logistics (LCL) certification and Continuous Learning Points (CLP) requirements to the Transportation Director and S&A TC.

(4) Design Keystone/intern training plan, as needed.

(5) Develop risk matrix, monitor and keep track of all mandatory training requirements (e.g., DAWIA certification, HAZMAT, DCMA required training).

(6) Serve as the group's SME for training systems such as Talent Management System (TMS), Defense Acquisition Talent Management System (DATMS), GoTrain, and Skillport.

e. Electronic Export Information (EEI)/Automated Commercial Environment (ACE) Program Manager. The EEI/ACE program manager will:

- (1) Maintain personnel access data.
- (2) Perform administrative duties, to include (but not limited to) issuing temporary passwords for personnel and removing personnel access rights.
- (3) Authorize account changes.
- (4) Create and manage users.
- (5) Provide compliance reports to Transportation Group leadership, as required.

f. DFE Team. DFE team functions are listed in Section 4, Paragraph 4.10.

g. FMS Action Officer (AO). The FMS AO will:

- (1) Serve as the Transportation Group's SME for FMS regulatory transportation issues.
- (2) Serve as the DCMA Transportation liaison for resolving all FMS issues and assisting other DoD components on understanding DCMA Transportation based on regulatory requirements.
- (3) Serve as the DCMA Transportation SME on various transportation and FMS working groups with USTRANSCOM, SDDC, Defense Contract Audit Agency (DCAA), Military Services, Defense Logistics Agency (DLA) and others, as required.
- (4) Provide DCMA Transportation situational awareness relating to FMS country specific customs requirements, updates to FMS regulatory requirements, and FMS service implementing agencies internal requirements.
- (5) Provide FMS DoD regulatory requirements revisions/updates to DCMA Transportation Group.
- (6) Assist internal and external customers for resolution of all FMS issues that arise.
- (7) Guide and provide internal and external customers the knowledge on DoD regulatory requirements relating to FMS.

2.6. TRANSPORTATION TC. The Transportation TC will (S&A TC responsibilities are delineated in Paragraph 2.5.):

- a. Maintain overall responsibility for workload distribution.
- b. Ensure timely and complete filing of TFA-related KSDs in designated DCMA TDS.

- c. Serve as Certifying Officer (CO), as needed. For process steps to appoint/terminate COs, see Section 4, Paragraph 4.4.
- d. Serve as chain of command for TOs and TMSs to resolve operational and/or transportation issues.
- e. Monitor transportation metrics (e.g., TAT, TDS filing, shipping documentation compliance) and provide reports to senior leaders as required.
- f. Effectively implement all processes relating to transportation and as provided in this Manual.
- g. Develop methods, operating procedures, processes, practices, and techniques for the transportation of freight.
- h. Ensure personnel complete necessary shipping-related systems (e.g., Global Freight Management (GFM), Automated Commercial Environment (ACE)) training prior to requesting system access.
- i. Ensure DCMA transportation and DAWIA required training are identified on personnel training plans and completed as required.
- j. Execute supervisory oversight of personnel in assigned hub.

2.7. TRANSPORTATION OFFICER (TO). The TO will:

- a. Manage and oversee workload of assigned transportation personnel to ensure DoD transportation regulatory compliance and DCMA transportation processes are complied with, as required per this Manual.
- b. Provide guidance and technical assistance on DCMA transportation matters to contractors, DCMA personnel, procuring activities, and finance personnel.
- c. Issue and maintain accountability for Government Issued Commercial Bills Of Lading (CBL), Notices of Availability (NOA), Transportation Control and Movement Documents (TCMD), and any other transportation-related documentation under their purview.
- d. Maintain oversight and ensure DoD contractor performance is IAW contract terms and conditions.
- e. Provide recommendations on selection, approval, or revocation authority of contractors for CFMP program and GFM/Electronic Transportation Acquisition (ETA) systems.
- f. Work with SDDC on submission of DD Form 1085, Domestic Freight Routing Request and Order for large volume movements or other unique shipments where no rates exist.

g. Provide technical assistance on DCMA transportation problems by conducting research and performing analyses of problems involving classified, sensitive, and/or special handling commodity shipments.

h. Visit procuring activities, when requested, in an advisory capacity and recommend actions in the procurement of transportation services.

i. Participate with liaison activities on matters relating to transportation within the area of control with buying activities, present/potential shippers, Government contractors, SDDC and DCMA counterparts.

j. Review freight classification of hazardous items to be shipped in order to ensure compatibility and Freight All Kinds (FAK) rating, when applicable. Also ensure shipping documentation is marked and labeled IAW DoD regulatory requirements.

k. For procedures when acting as financial COs, see Paragraph 4.4.

l. For procedures when approving CFMPs, see Paragraph 4.6.

2.8. PACKAGING SPECIALISTS (PS). The PS will:

a. Interface with stakeholders to determine customer packaging requirements and address any DCMA Packaging concerns.

b. Interact with procuring activity PS to correct recurring systemic contractual errors, ambiguities, or conflicting requirements.

c. Support the Packaging PA when requested to provide expertise to packaging group meetings, ensure DCMA training materials are in line with DoD policy, review/comment on policy changes, assist with preawards, maintain information contained on DCMA 360 page, provide support on HAZMAT documentation, and disseminate information on any DoD packaging policy changes that impact packaging requirements.

2.9. QUALITY ASSURANCE SPECIALIST (QAS). The QAS will:

a. Perform packaging preaward surveys and postaward orientation conferences.

b. Identify packaging requirements, perform Government Contract Quality Assurance (GCQA) surveillance planning, and performance review.

c. Investigate and process packaging-related discrepancy reports with assistance from the PS as needed.

SECTION 3: PACKAGING MANAGEMENT PROGRAM

3.1. DETERMINING CUSTOMER PACKAGING REQUIREMENTS.

a. QA personnel will conduct and document packaging and marking results for a Contract Technical Review IAW DCMA-INST 2501, "Contract Maintenance." Packaging and marking requirements may be specified using various contract clauses/specifications such as:

- (1) Military Preservation and Packaging (Military Standard (MIL-STD) 2073-1).
- (2) Commercial packaging (American Society for Testing and Materials (ASTM) D3951).
- (3) Special Packaging Instruction (SPI) or Supplemental Packaging Instructions.
- (4) HAZMAT item(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 172.
- (5) Marking and labeling (MIL-STD-129).
- (6) Military Shipping Labels (MSL).
- (7) Special markings, such as shelf life, project codes, and expedited handling codes.
- (8) DFARS Clause 252.211-7009, "Radio Frequency Identification."
- (9) Palletization clauses.
- (10) Treatment of Wood Packaging Material (WPM) RP001 DLA Packaging requirements for procurement.
- (11) National Aeronautics and Space Administration (NASA) Procedural Requirements, NPR 6000.1.
- (12) International Organization for Standardization (ISO) 9001 and Aerospace Standard (AS) 9100 Documents.
- (13) Other special contract requirements and packaging clauses.

b. There is no one single clause for the treatment of WPM used by all buying activities. This requirement may be called out directly or referenced in another requirement in the contract. When contractually required, all lumber, pallets, and containers produced entirely or in part of WPM will be constructed from heat treated (HT) material. Certification/marketing by an accredited agency recognized by the American Lumber Standard Committee is required. For reference documentation, see International Standards for Phytosanitary Measures (ISPM) No. 15.

c. CDR. When contract deficiencies for packaging are discovered by cognizant ACOs, QAS, and/or PS, they will report deficiencies IAW DCMA-INST 2501, "Contract Maintenance." Examples of packaging deficiencies which require a CDR are:

- (1) Missing packaging or marking requirements.
- (2) Conflicting packaging requirements.
- (3) Incomplete or incomprehensible requirements.
- (4) HAZMAT not sufficiently identified.
- (5) Electrostatic Discharge (ESD) packaging materials not cited when required.
- (6) Specified packaging materials may harm the item.
- (7) Unit container not adequate to protect the item(s).
- (8) Erroneous Packaging Requirements Code(s) (PRC).
- (9) Outdated or superseded specifications or clauses.
- (10) Insufficient or excessive packaging cited in the contract.
- (11) Code "ZZ" in the PRC but no supplemental instructions included.
- (12) Commercial packaging cited for outside the continental U.S. shipments.
- (13) Inadequate packing level specified.
- (14) Shelf-Life codes erroneous or missing.
- (15) WPM heat treatment not identified.
- (16) Incorrect Quantity per Unit Pack (QUP).

d. When a postaward orientation conference (PAOC) is required, packaging requirements will be discussed with the supplier IAW DCMA-INST 2501, "Contract Maintenance." QA personnel will consult or seek assistance from a PS on any unclear, unfamiliar or complex packaging requirements for clarification prior to the postaward conference.

3.2. PROCESS SUPPLY DISCREPANCY REPORTS (SDR).

a. QA personnel will investigate and process SDRs and other customer discrepancy reports relating to packaging IAW DCMA-INST 305, "Deficiency Reports."

b. Once it is determined that a packaging deficiency may be the cause of the item discrepancy, PS will provide packaging assistance as necessary and maintain documentation to track recurring types of packaging errors or deficiencies.

c. Additional guidance for SDRs may be found in the Defense Logistics Management System (DLMS) Manual, 4000.25, Volume 2, current edition.

3.3. PACKAGING ASSISTANCE.

a. Determining need for assistance. A PS may be contacted when packaging requirements, specifications, or procedures are:

- (1) Complex
- (2) New/unfamiliar
- (3) Contradictory
- (4) Not clearly understood
- (5) Identified as a training need

b. Depending upon the circumstances, the assistance/support may be provided through phone calls, emails, teleconferences, classroom refresher training, or coordinated site visits.

c. Routine assistance/support may be requested by contacting a PS directly.

d. Requests for more extensive assistance or onsite support will be approved by the Packaging Group Director.

3.4. OPERATIONAL ASSISTANCE/SUPPORT PROVIDED BY A PS. The PS, in concert with CMO personnel, will:

a. Interface directly with the customer.

b. Interface directly with suppliers on general packaging information; however, the cognizant CMO personnel will be informed and/or coordinated with on contract compliance issues.

c. Notify and coordinate with cognizant CMO personnel prior to visiting.

d. Coordinate all request for formal training with the First Level Supervisor (FLS) and Packaging Group Director.

3.5. TYPES OF ASSISTANCE/SUPPORT. The Packaging Group provides various types of assistance and support to HQ, Centers, and CMO personnel. Assistance/support provided consists of but is not limited to:

- a. Developing, maintaining, and providing packaging training.
- b. Types of training include formal, informal, and On-the-Job Training (OJT). The training may be presented to a group, one-on-one, in person, or through webcasts or other electronic means.
- c. The training may be tailored to specific audiences such as QA personnel, contracting, interns, or other DCMA personnel and/or to specific topics such as:
 - (1) New or changing packaging requirements.
 - (2) New employee or refresher training.
 - (3) Packaging competency or functional specific.
- d. Providing technical expertise, guidance and assistance on packaging requirements, policies and procedures as follows:
 - (1) Interpretation and clarification of packaging policies, procedures, specifications, and requirements.
 - (2) Assist with HAZMAT packaging and marking.
 - (3) Clarification and interpretation of Preservation, Packing, Packaging and Marking (PPP&M) requirements to DoD suppliers through Procurement Technical Assistance Centers organized training sessions, supplier's site visits, meetings, telephone conversations, and email.
 - (4) Packaging prescriptions for Government Furnished Material, property and equipment being returned to the Government or shipped to other facilities.
 - (5) Assist with PAS and PAOC involving significant packaging requirements and/or HAZMAT.
 - (6) Assist with investigation and resolution of packaging-related discrepancy reports.
 - (7) Assist with the performance of capability reviews.
 - (8) Provide technical assistance to analysts conducting reviews of the packaging portion proposals for Technical Support to Negotiations and analysts conducting the packaging portion of Contractor Purchasing System Reviews.
- e. Maintaining and updating the Packaging Management Community Portal which contains:
 - (1) Training modules.
 - (2) Links for packaging sites/information (RFID, WPM, and Procuring activities).
 - (3) Packaging library.

- (4) Resources and tools such as RFID class of supply look-up.
 - (5) Information on latest policies, procedures, and requirements.
 - (6) Other packaging and group information.
- f. Interfacing with Procurement and Buying Activity PS(s) to:
- (1) Prevent packaging-caused delay in shipments.
 - (2) Identify and assist with the correction of systemic contractual errors, ambiguities, or conflicting requirements.
 - (3) Obtain SPIs and non-routine packaging specifications.
 - (4) Obtain latest information and changes in their packaging specifications, procedures and requirements.
- g. Maintaining and updating DCMA's Packaging portion of the DoD Packaging, Handling, Storage and Transportation (PHS&T).
- h. Disseminating changes in packaging policy and specifications.

SECTION 4: TRANSPORTATION AND TRAFFIC MANAGEMENT

4.1. GENERAL TRANSPORTATION PROCEDURES.

a. Tactical level transportation publications (e.g., DSGs) are available on the Manual's resource page and will correspond to the specific procedure listed in this Manual.

b. Transportation administration will be performed on all DoD-issued contracts, to include contracts where the DoD PCO purchased the items from a General Services Administration (GSA) schedule, and where DCMA is delegated full or transportation-only delegation and no exception is listed in the contract body for transportation administration retention by the issuing activity. DCMA does not provide transportation services for the following contract types:

- (1) GSA contracts issued by GSA contracting officers.
- (2) Military installation originated shipments.
- (3) Navy Advanced Traceability and Control (ATAC) repairable items.

c. Requests for reimbursable transportation support will be made via the Transportation Group S&A Team TC, to the Transportation Director. The Transportation Director will submit the request for support to the approval authority for workload acceptance IAW DCMA-PTM 19-003. S&A Team will track this support using the DCMA Electronic Contract Administration Request System (ECARS) eTool.

d. Transportation personnel will refer to guidance delineated in the Defense Transportation Regulation (DTR) to process DoD shipment issues such as (but not limited to) Transportation Discrepancy Reports (TDRs), holding/diversion/reconsignment, HAZMAT and/or AA&E movements, Transportation Service Provider (TSP) performance, demurrage/detention/storage, or application of standard transit times.

4.2. TRANSPORTATION REQUIREMENTS REVIEW (TRR).

a. TRRs are conducted as detailed in DCMA INST 2501, "Contract Maintenance."

b. The S&A auditors will conduct reviews of applicable contract(s) to determine whether transportation requirements are appropriate and sufficient. Applicable contracts include HAZMAT, AA&E, FMS, and RFID.

c. TO/TMS will review all contractual and shipping documents for which they receive a SIR/Vendor Shipment Module (VSM) request to identify discrepant information that may impact shipment.

d. If the contract does not provide sufficient information to meet regulatory transportation requirements, DCMA Transportation personnel will complete and submit a CDR via the system of record to the buying activity. Contract modification may only be issued by either the PCO or

the ACO. Refer to DCMA-MAN 2501-01 for information on submission of CDRs and contract modification procedures.

e. Contracts for transportation review will be retrieved from Integrated Workload Management System (IWMS), via the system of record, or received through Secondary Delegation, pursuant to the requirements set out at FAR 42.202(e), Secondary delegations of contract administration.

f. DCMA Special Programs Directorate will be contacted for coordination prior to processing any classified contract SIRs.

4.3. PROCESS CONTRACTOR SHIPMENT REQUESTS.

a. Process for Shipping Instructions Request (SIR) shipments:

(1) S&A Team TC will maintain TAT metrics.

(2) TO will review SIR list, assign each to a TMS, and utilize TAT metrics to resolve any delayed processing issues.

(3) TMS will retrieve assigned SIR(s) and process according to shipment type (i.e., Classified, Sensitive, AA&E, HAZMAT). TMS will conduct a detailed transportation requirements review on all contracts as part of the SIR process to ensure contract transportation data is appropriate and sufficient. SIRs will be processed and completed per metrics and DSGs for this process.

(4) Supporting shipping documentation must accompany each SIR request. Specific signature and/or inclusion requirements will be delineated in the DSG for this process. Types of documents suitable to accompany SIRs include (but not limited to):

(a) DD Form 1149, Requisition and Invoice/Shipping Document.

(b) Receiving Reports through system of record (formerly known as DD Form 250, Material Inspection and Receiving Report) (MUST accompany all DoD owned shipments).

(c) DD Form 1348-1A, Issue Release/Receipt Document.

(5) All DCMA Transportation Offices are required to utilize the SIR eTool. Outside the Continental United States (OCONUS) contractors will comply with the SIR usage requirements of this Manual.

b. Process for DLA VSM shipments:

(1) TO will review VSM requests and assign to a TMS. TMS will utilize DLA VSM/Distribution Standard System (DSS) Tool to process and resolve any delayed processing issues.

(2) TMS will receive VSM requests and process according to shipment type, typically within 3 Government business days (GBD).

(3) TMS will conduct a detailed transportation requirements review on all contracts as part of the process to ensure all contract transportation data is appropriate and sufficient.

(4) DCMA VSM Team are required to utilize the VSM/DSS Tool to process VSM shipments/orders.

(5) For FMS shipments:

(a) Originating OCONUS (to include Canada) will not be processed in DCMA VSM Tool. These shipments will require processing through SIR.

(b) Originating CONUS Delivery Term Code (DTC) 5, 7, and 9 (to include Canada) destined OCONUS will not be processed in DCMA VSM tool. These shipments will be processed through SIR.

4.4. FINANCIAL PAYMENT APPROVAL PROCESS.

a. Payment approval, correction, and certification including audits will be processed IAW DTR 4500.9-R, Part II, Chapter 212, "Payment System" and DoD Financial Management Regulation (FMR) 7000.14-R, Volume 5, Chapter 5, "Certifying Officers, Departmental Accountable Officials, and Review Officials." Personnel will utilize the applicable Third Party Pay System (TPPS) to perform payment functions.

b. DCMAI Guidance Memorandum 08-01 provides the approval process for requests to recognize direct hire local nationals as appointed officers. Agreements concerning the applicability of the law of the Host Nation to employment by U.S. Forces of local nationals should be considered before appointing a local national as CO or Departmental Accountable Officials (DAO). DoD may appoint direct hire foreign local nationals as COs even though they may not be subject to pecuniary liability under U.S. law. Consideration should be given to the advisability of making such appointments.

c. Personnel may not serve as both a DAO and CO for the same types of payments. COs and DAOs must be Federal Government employees (not contractors). COs and DAOs in the United States must be U.S. citizens.

d. TCs will:

(1) Ensure COs are identified, appointed, and/or terminated. Appointments and terminations will be completed and processed via DD Form 577, "Appointment/Termination Record – Authorized Signature," IAW FMR Volume 5, Chapter 5, Section 0504, "Certifying Officers, Departmental Accountable Officials, and Review Officials."

(2) Ensure all appointment/termination DD Form 577s are submitted to Defense Finance and Accounting Services (DFAS) and filed in the appropriate TDS TFA storage location, according to TFA guidelines.

(3) Review appointments annually to ensure compliance with established regulations, policies, and procedures, including local written field procedures.

e. COs will:

(1) Be trained in their responsibilities (including initial training and annual refresher training) and complete approved Certifying Officer Legislation training within 2 weeks of appointment, prior to performance as a CO.

(2) Not function as payment approval officials (PAO). Exceptions will apply to those Transportation Offices not staffed to maintain a clear separation of duties.

(3) Approve Transportation Service Provider (TSP) payment in Syncada within 3 GBDs of completion notification.

(4) Maintain certified vouchers and associated papers, information, data, or services used to support them for 10 years and 6 months; 10 years after case closure for FMS transactions (refer to paragraph 4.5. of this Section for additional record retention guidance).

(5) Ensure employees with TPPS access rights approve eligible transactions throughout the GBD.

(6) Ensure TMSs do not accept shipments without proper supporting documentation for financial processing.

(7) Review the Summary Invoice from U.S. Bank to ensure it reflects the actual TSP payments and transactions posted belong to the site.

(8) Participate in TFA (FIAR) audits (DCMA and/or Military Services/Agencies) as required.

f. DAOs will:

(1) Provide information, data, or services to COs upon which the latter rely to certify vouchers for payment.

(2) Be Federal Government employees (i.e., not contractors).

(3) May be held pecuniarily liable under Section 2773a of Title 10, United States Code, "Department accountable officials" for an illegal, improper or incorrect payment resulting from information, data, or services they negligently provide to a certifying officer 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 may be joint and several with that of any other officer or employee of the U.S. or member of the uniformed services who is also pecuniarily liable for that loss.

g. Financial Examination Requirements.

(1) Payments over \$2,500 require pre-payment examination.

(2) Dependent upon 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.

(3) Transactions not automatically approved for payment must be approved manually.

(4) For manual approval, the Transportation Office must approve payment in the TPPS for the amount they determine the Government is responsible to pay. The Transportation Office will take one of the following actions within 3 GBD after notification of delivery:

(a) Approve payment.

(b) Request TSP adjust price and then make approval.

(c) Place on “hold” pending additional information from TSP.

(d) Deny payment and record reason in “Note” section.

4. 5. ELECTRONIC STORAGE FOR TRANSPORTATION DOCUMENTS.

a. Transportation Group’s TDS will be used to electronically file all shipping documentation, to include FMS documents. This requirement also applies to International Transportation Offices.

(1) Records of FMS IAW DTR 4500.9-R, Part II, Appendix E, “Foreign Military Sales,” paragraph M and DCMA-INST 809, “Records Management,” will be kept electronically for up to 10 years after case closure in a designated DCMA TDS location.

(2) All non-FMS CBLs will be deleted after 6 years unless otherwise required by legal counsel or other applicable federal regulatory guidance.

(3) To ensure compliance with OSD TFA requirements, TMSs will perform uploading of identified KSDs at a minimum of 3 GBDs in the designated TFA location of the Transportation Group TDS. For a sample listing of KSDs, see the DSG for this process.

4.6. CFMP PROGRAM.

a. DCMA Transportation personnel will review/evaluate contractors to determine eligibility for CFMP program designation. A CFMP Capability Study (see paragraph 4.7) will be conducted prior to recommending a contractor be granted CFMP status. The Study will be presented to the Transportation Director for final review/decision.

b. The TO will use the standardized memorandum of agreement (MOA) outlining contractor responsibilities for signature by contractor officials for full GFM Freight Acquisition Shipping Tool (FAST), Small Package Express (SPE), Automated Transportation Request (ATR) or limited authorization (SPE only). Use of the Spot Bid module requires separate training and approval by cognizant TO. See MOA for more information.

(1) The MOA will outline CFMP responsibilities for providing timely submission of TFA-related KSDs to the applicable TO.

(2) The MOA will be reviewed/renewed every 2 years, or when necessitated by extenuating circumstances.

(3) The applicable Government TO will retain ultimate responsibility for any shipments performed by the contractor.

c. TOs will provide the contractor access to specific Government shipping systems under the applicable DCMA Transportation Office Government Bill of Lading Office Code (GBLOC) and DoD Activity Address Code (DoDAAC).

d. TOs will provide training to contractor personnel on CBL preparation procedures using training materials provided by SDDC. The TO will validate that contractor personnel complete requisite training in the GFM Training Simulator with the GFM Program Management Office prior to granting users access to system.

4.7. CFMP CAPABILITY STUDY.

a. CFMP capability study(ies) will be conducted to determine contractor eligibility to participate in the program. Any deviations to the below criteria will need to be approved in writing by the Transportation Director.

b. Evaluation criteria will include:

(1) Workload Volume. Review/evaluation of contractor's shipment volume and history. Contractor must have performed at least 25 shipments per month for an average of 3 months.

(2) Operational Performance. Review/evaluation of contractors' traffic management procedures as well as access/knowledge of required freight-related system(s).

(3) Risk Evaluation. Risk evaluation will comply with DCMA-INST 219, “Supplier Risk Management Through Standard Contract Surveillance.” Determination may include multiple transportation-related sources, as determined by the S&A Team.

(4) Onsite review of the contractor’s facilities, conducted IAW FAR Part 52 52.246-14, “Inspection of Transportation.” Desk side reviews may be substituted at the TO’s discretion.

4.8. CFMP POST SHIPMENT AUDIT.

a. TC will review/evaluate monthly metrics provided by their TO that demonstrate CFMP contractor compliance based on performance of requirements delineated in the MOA.

b. TO will assign TMS to perform review/evaluation of contractor compliance. TO will maintain monthly metrics that depict the contractor is in compliance or noncompliance with contract terms and requirements of MOA.

c. TMS will review CFMP contractor for compliance with contract terms and CFMP MOA. The following criteria will be used to determine contractor compliance:

(1) FAST and SPE Completed Shipment and Appropriation Detail Reports. TMS will verify TAC.

(2) Syncada Open Statement prior to the Syncada Cycle End Date for appropriation errors.

(3) Post-audit CBL, Syncada transaction payment review, and other traffic management reporting elements. This will include timely submission of TFA-related KSDs as outlined in CFMPs MOA and TFA guidelines.

(4) The TMS will conduct contractor surveillance based on established risk-level (refer to paragraph 4.7.b.(3)).

d. TOs, or designate, will conduct on-site contractor facility audits, in coordination with S&A auditors, of high risk CFMP contractors at least once every 2 years to determine continued contractor compliance. Desk side reviews can be substituted for Post Shipment audits of all other CFMP contractors.

e. A TO can revoke a contractor’s delegation authority when a consistent pattern of noncompliance with regulations and the CFMP MOA is demonstrated. The contractor may elect to withdraw from the CFMP program at any time, according to procedures outlined in the MOA.

4.9. CMO SUPPORT ACTIVITIES. The Transportation Offices may provide guidance to buying activities or other CMO functional specialists. These activities occur upon request in any appropriate setting/venue and may include the following:

a. Preaward Survey Support. DCMA Transportation may participate in preaward surveys where the CMOs perform evaluations of contractor transportation capability and report findings to buying activities via the designated preaward survey monitor.

b. Postaward Conference Support. DCMA Transportation may 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.

c. Transportation Requirements Review. The Oversight and Review Team can assist CMOs with transportation requirements reviews where the contract requires the movement of hazardous materials, FMS items, and/or export cargo to identify discrepant information that may impact shipment.

d. Transportation Functionality. DCMA Transportation works with buying activities to assist in planning acquisition strategy, developing request for proposals (RFP), and structuring contracts for/that may contain transportation-related activities.

e. Contractor Purchasing System Reviews (CPSR). DCMA Transportation may participate in a CPSR by inspecting all aspects of the contractor's internal transportation-related purchasing processes (e.g., transportation of raw materials or subassemblies into the facility or that of contractor's subcontractor) to determine methods used conform to best industrial transportation practices.

f. Contractor Cost and Pricing Analysis. DCMA Transportation may participate in a cost analysis in support of the cognizant ACO or in support of the DCAA to assess reliability of the contractor's processes and systems for estimating transportation costs.

g. Plant Clearance-Disposition of Government Property. DCMA Transportation may be requested to support the transportation requirements for the disposition of excess Government property no longer needed for contract performance.

h. CMO Mission Partners. CMO Commanders are accountable for the safety and well-being of all personnel within their area of command, to include mission partners personnel. All personnel in the Transportation Group will support and participate in CMO activities, to include (but not limited to) training, exercises, recalls, all-hands, and other informational exchanges, safety councils, mishap/hazard reporting, ergonomic accommodations and job hazard analysis.

4.10. DUTY FREE ENTRY (DFE). Transportation Group DFE Office is the sole DFE functionary for all of DoD and will be responsible for processing DFE certificate approvals and denials for contractor purchases of foreign supplies in excess of \$15,000 that are to be imported into the customs territory of the U.S. for delivery to the United States Government. Contact Special Programs for instructions on processing classified DFE requests.

a. DCMA DFE Office. DCMA DFE Office will:

(1) Verify Commercial DFE entitlement via DFE eTool.

(2) Issue DFE certificate via DFE eTool.

(3) Manually verify DFE entitlement for Military Imports upon receipt of DFE package from U.S. Customs Port.

(4) Act as broker for Military Imports by filing completed Customs and Border Protection (CBP) Form 7501(which is also known as the DFE certificate) with U.S. Customs Port.

b. DCMA DFE Specialist.

(1) DCMA DFE specialist will perform the following functions for Commercial DFE requests:

(a) Review Commercial DFE certificate requests via the DFE eTool for completeness and accuracy.

(b) Review U.S. CBP Form 7501, “Entry Summary” (refer to DTR 4500.9-R, Part V, Figure 502-9).

(c) Review importer waybill for compatibility with commercial invoice.

(2) DCMA DFE specialist will perform the following functions for Military DFE requests:

(a) Retrieve contract in IWMS or system of record and review the contract for DFE DFARS clause 252.225-7013, Duty-Free Entry, if the contract is administered by DCMA.

(b) Review Release Order for completeness and accuracy. U.S. CBP Form 3461, “Entry/Immediate Delivery” (refer to DTR 4500.9-R, Part V, Figure 502-1).

(c) Review shipping invoice.

c. ACO. ACOs will:

(1) Access DFE eTool upon notification of DFE entitlement request.

(2) Ensure prime contractor understands DFE clause requirements and that compliance failures by prime or subcontractor may result in duty being levied against import shipment.

(3) Verify entitlement for duty-free upon notification from contractor prior to import and by broker at time of import IAW FAR clause 52.225-8.

(4) Approve or deny entitlement request within 10 days of notification from the contractor IAW FAR clause 52.225-8.

4.11. EEI/ACE PROCESSING.

- a. EEI will be processed for all FMS and U.S. Munitions List (USML) shipments.
- b. ACE will be used to file all EEIs.
- c. A copy of the EEI will be filed in the designated TDS for a minimum of 5 years.
- d. Internal Transaction Number (ITN) received from the EEI transaction will be included on all shipping documentation for appropriate customs clearances.

GLOSSARY

G.1. DEFINITIONS. These terms and their definitions are for the purpose of this policy issuance.

Contractor Freight Movement Procedures (CFMP) Program. A program within Transportation Group that allows larger contractors that move high volumes of freight to act on behalf of the cognizant Transportation Office by arranging their own transportation.

Product Acceptance & Proper Payment (PA&PP) Capability Board. One of DCMA's Primary capabilities under the Business Capabilities Framework. PA&PP assures all payments made to contractors are appropriately distributed for completion of contractually defined events and at product acceptance. Payments are authorized at verification of actual product quality and contractor progress compared to contract requirements.

Transportation Financial Auditability (TFA). Working group established by ASD L&MR and OUSD(C) to develop and implement business process improvements to enable/enhance future auditability of the Transportation Enterprise.

United States Transportation Command (USTRANSCOM). USTRANSCOM is a unified, functional combatant command which provides support to the eight (8) other U.S. combatant commands, the Military Services, defense agencies and other government organizations.

GLOSSARY**G.2. ACRONYMS.**

| | |
|-------------|---|
| AA&E | Arms, Ammunition and Explosives |
| ACE | Automated Commercial Environment |
| ACO | Administrative Contracting Officer |
| ALOA | Alternate Line of Accounting |
| AO | Action Officer |
| ASD | Assistant Secretary of Defense |
| | |
| CBL | Commercial Bill of Lading |
| CBP | Customs and Border Protection |
| CDR | Contract Deficiency Report |
| CFMP | Contractor Freight Movement Procedures |
| CFR | Code of Federal Regulations |
| CLP | Continuous Learning Points |
| CLR | Customer Liaison Representative |
| CMO | Contract Management Office |
| CO | Certifying Officer |
| CPSR | Contractor Purchasing System Review |
| | |
| DAC | Defense Ammunition Center |
| DAO | Departmental Accountable Official |
| DAU | Defense Acquisition University |
| DAWIA | Defense Acquisition Workforce Improvement Act |
| DCAA | Defense Contract Audit Agency |
| DCMA-INST | DCMA Instruction |
| DCMA-MAN | DCMA Manual |
| DD Form 577 | Appointment/Termination Record-Authorized Signature |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DFE | Duty Free Entry |
| DLA | Defense Logistics Agency |
| DPPG | Defense Packaging Policy Group |
| DSG | Desk Side Guide |
| DSS | Distribution Standard System |
| DTR | Defense Transportation Regulation |
| DTS | Defense Transportation System |
| | |
| EDA | Electronic Document Access |
| E EI | Electronic Export Information |
| | |
| FAR | Federal Acquisition Regulations |
| FAST | Freight Acquisition Shipping Tool |
| FIAR | Financial Improvement and Audit Readiness |
| FMR | Financial Management Regulation |

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|--------|--|
| FMS | Foreign Military Sales |
| FY | Fiscal Year |
| GBD | Government Business Day |
| GCQA | Government Contract Quality Assurance |
| GFM | Global Freight Management |
| GS | General Schedule |
| GSA | General Services Administration |
| HAZMAT | Hazardous Materials |
| HQ | Headquarters |
| IAW | In Accordance With |
| IWMS | Integrated Workload Management System |
| KSD | Key Supporting Documents |
| LCL | Lifecycle Logistics |
| L&MR | Logistics and Material Readiness |
| LOA | Line of Accounting |
| MIL | Military |
| MOA | Memorandum of Agreement |
| MPP | Military Packaging Professionals |
| MSL | Military Shipping Label |
| OCONUS | Outside Continental United States |
| OJT | On the Job Training |
| PA | Performance Advocate |
| PAOC | Postaward Orientation Conference |
| PAS | Packaging Preaward Surveys |
| PCO | Procuring Contracting Officer |
| PPP&M | Preservation, Packing, Packaging and Marking |
| PRC | Packaging Requirements Code |
| PS | Packaging Specialist |
| QA | Quality Assurance |
| QAS | Quality Assurance Specialist |
| QUP | Quantity per Unit Pack |
| RFID | Radio Frequency Identification |
| S&A | Staff and Audit |
| SDDC | Surface Deployment and Distribution Command |
| SDR | Supply Deficiency Report |

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|--------------------|--|
| SIR | Shipping Instructions Request |
| SME | Subject Matter Expert |
| SOP | Standard Operating Procedures |
| SPE | Small Package Express |
| SPI | Special Packaging Instructions |
| TA | Transportation Agent |
| TAC | Transportation Account Code |
| TAT | Turnaround Time |
| TC | Team Chief |
| TCMD | Transportation Control and Movement Documents |
| TDS | Transportation Document Storage |
| TFA | Transportation Financial Auditability |
| TFO | Transportation Financial Officer |
| TGET | Transportation Global Edit Table |
| TMS | Traffic Management Specialist |
| TO | Transportation Officer |
| TRR | Transportation Requirements Review |
| TSP | Transportation Service Providers |
| U.S. CBP Form 7501 | U.S. Customs and Border Protection Form 7501 “Entry Summary” |
| USTRANSCOM | U.S. Transportation Command |
| VSM | Vendor Shipment Module |
| WD | Workforce Development |
| WPM | Wood Packaging Material |

REFERENCES

- Aerospace Standard (AS) 9100, “Quality Management Systems-Requirements for Aviation, Space, and Defense Organizations”
- American Society for Testing and Materials (ASTM) D3951, “Standard Practice for Commercial Packaging”
- Code of Federal Regulations, Title 49
- Defense Federal Acquisition Regulation Supplement (DFARS) 252.211-7006, “Passive Radio Frequency Identification (RFID)”
- DCMA Instruction 219, “Supplier Risk Management Through Standard Contract Surveillance,” May 22, 2013
- DCMA Instruction 2501, “Contract Maintenance,” August 14, 2017
- DCMA Instruction 305, “Deficiency Reports,” July 7, 2015 (as amended)
- DCMA Instruction 809, “Records Management,” May 1, 2011
- DCMA Policy-type Memorandum 19-003, “Workload Acceptance,” January 25, 2019
- Defense Logistics Management Standards (DLMS) 4000.25-M, Chapter 17, “Supply Discrepancy Reporting”
- Defense Transportation Regulation (DTR) 4500.9-R, Part II, “Cargo Movement”
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- DoD Financial Management Regulation (FMR) 7000.14-R, Volume 5, Chapter 5, “Certifying Officers, Departmental Accountable Officials, and reviewing Officers,” July 2017
- Federal Acquisition Regulation (FAR), Part 42, “Contract Administration and Audit Services”
- Federal Acquisition Regulation (FAR), Part 52
- International Organization for Standardization (ISO) 9001, “Quality Management Systems—Requirements”
- International Standards for Phytosanitary Measures (ISPM) No. 15, “Regulation of Wood Packaging Material in International Trade”
- Military Standard (MIL-STD)-2073-1, “Standard Practice for Military Packaging”
- Military Standard (MIL-STD) 129, “Military Marking for Shipment and Storage”
- National Aeronautical and Space Administration (NASA) NPR 6000.1, “Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components”
- United States Code, Title 10, Section 2773A