



DCMA Manual 2101-03

Packaging and Transportation Management

| | |
|---|---|
| Office of Primary Responsibility | Product Acceptance and Proper Payment |
| Effective: | November 9, 2023 |
| Releasability: | Cleared for public release |
| Implements: | DCMA Instruction 2101, "Product Acceptance and Proper Payments," February 14, 2019 |
| Reissues and Cancels: | DCMA Manual 2101-03, "Packaging and Transportation Management," February 23, 2019 |
| Internal Control: | Process flow and key controls are located on the Resource Page |
| Labor Codes: | Located on the Resource Page |
| Resource Page Link: | https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Product_Acceptance_Proper_Payment/SitePages/2101-03--Packaging-and-Transportation-Management-.aspx |
| Approved by: | David G. Bassett, LTG, USA, Director |

Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," provides and defines procedures for the:

- Packaging management program
- Transportation shipping and oversight, customs-related functions, carrier payments, and contractor shipping program

SUMMARY OF CHANGES

This issuance was rewritten. The most notable changes include:

- The addition of Transportation Team Chief responsibilities, Contract Deficiency Report guidelines, and properly aligned Transportation staff functions
- Revised packaging processes and the incorporation of additional packaging tasks omitted in original publication

TABLE OF CONTENTS

| | |
|---|----|
| SUMMARY OF CHANGES | 2 |
| SECTION 1: GENERAL ISSUANCE INFORMATION | 5 |
| 1.1. Applicability..... | 5 |
| 1.2. Policy..... | 5 |
| SECTION 2: RESPONSIBILITIES | 6 |
| 2.1. Capability Manager, Product Acceptance and Proper Payment (PAPP). | 6 |
| 2.2. Performance Advocates (PA), Technical Executive Directorate, Logistics Center | 6 |
| 2.3. Directors, Packaging and Transportation, Technical Executive Directorate, Logistics Center | 7 |
| 2.4. Transportation Customer Liaison Representative to United States Transportation Command (USTRANSCOM)/Deputy Transportation Director | 9 |
| 2.5. Transportation Group Training Coordinator | 9 |
| 2.6. Transportation Group Financial Officer | 10 |
| 2.7. Transportation Group Foreign Military Sales (FMS) Staff Lead (SL) | 11 |
| 2.8. Transportation Staff and Audit (S&A) Team | 11 |
| 2.9. Transportation TC | 13 |
| 2.10. TO | 14 |
| 2.11. PS | 15 |
| 2.12. FS | 15 |
| SECTION 3: PACKAGING MANAGEMENT PROGRAM | 16 |
| 3.1. Determining Customer Packaging Requirements | 16 |
| 3.2. Process SDR | 17 |
| 3.3. Packaging Procedures | 18 |
| 3.4. Packaging Assistance | 19 |
| 3.5. Operational Packaging Support..... | 20 |
| 3.6. PHS&T Instruction..... | 20 |
| 3.7. Communication..... | 21 |
| 3.8. HAZMAT. | 21 |
| SECTION 4: TRANSPORTATION AND TRAFFIC MANAGEMENT | 22 |
| 4.1. General Transportation Procedures | 22 |
| 4.2. Transportation Requirements Review (TRR)..... | 23 |
| 4.3. CDR | 23 |
| 4.4. Process Contractor Shipment Requests | 23 |
| 4.5. Financial Payment Approval Process | 24 |
| 4.6. Electronic Storage for Transportation Documents | 26 |
| 4.7. CFMP Program | 27 |
| 4.8. CFMP Capability Study..... | 28 |
| 4.9. CFMP Post Shipment Audit | 28 |
| 4.10. CMO Support Activities | 29 |
| 4.11. DFE | 30 |
| 4.12. EEI/ACE Processing..... | 31 |

GLOSSARY

G.1. Definitions..... 32
G.2. Acronyms..... 33

REFERENCES..... 36

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 Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (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 within DCMA workplaces.

SECTION 2: RESPONSIBILITIES

2.1. CAPABILITY MANAGER, PRODUCT ACCEPTANCE AND PROPER PAYMENT (PAPP). The Capability Manager, PAPP 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 PA will:

- a. Exercise staff supervision in management of this Manual.
- b. Develop, submit, and review Packaging, Transportation and Traffic Management-related FAR and DFARS cases to DCMA Defense Acquisition Regulation (DAR) Council representative in accordance with (IAW) 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, PAPP.
- e. Provide the following in the role of Packaging PA:
 - (1) Review and comment on packaging standards, specifications, and procedures.
 - (2) Represent the Agency on the Defense Packaging Policy Group (DPPG).
 - (3) Represent the Agency at the National Institute of Packaging, Handling, and Logistics Engineers (NIPHLE) Working Group.
 - (4) Participate in multi-service/agency and industry packaging groups to develop regulatory, procedural, or standardized efforts to enhance the DoD packaging mission.
 - (5) Review DCMA Packaging Training Competency Assessment provided to the DCMA workforce when obligated.
 - (6) Ensure DCMA packaging training materials capture higher level DoD packaging policy requirements.
 - (7) Review interagency manuals, policies, and guidance to ensure packaging-related roles and responsibilities are accurately interpreted.
- f. Provide the following in the role of Transportation PA:

(1) Participate in interagency and joint service transportation working groups and policy coordination's 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 the Technical Directorate, Logistics Director.

(3) Provide functional oversight of transportation-related tools.

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

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

(6) Review interagency manuals, policies, and guidance to ensure transportation-related roles and responsibilities are accurately interpreted.

2.3. DIRECTORS, PACKAGING AND 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 local document storage pages.

d. Serve as the 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. Provide the following in the role as Director, Packaging:

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

(2) Ensure PS provide technical Packaging Handling Storage and Transportation (PHS&T) expertise. Assist and guide the PS to develop and present training to DCMA personnel on PHS&T issues.

(3) Participate in interagency and joint service packaging working groups to develop procedural and/or standardized efforts to enhance the DoD packaging mission. Working groups include but are not limited to DoD Wood Packaging Materials (WPM) Working Group and Hazardous Material (HAZMAT) Packaging Working Group. Working groups are subcommittees of the DPPG as authorized by the DPPG Charter.

(4) Establish and maintain metrics for the Packaging Group:

(a) Require common performance metrics to include acquisition and distribution operations.

(b) Ensure performance metrics are efficient and effective for packaging management.

(c) Ensure performance metrics are used to evaluate the performance and cost of packaging operations.

(d) Provide guidance on the appropriate set of metrics to evaluate and compare the implementation of packaging policies and standardizations as set forth by this Manual.

(e) Monitor the efficient use of Agency resources.

(5) 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, disseminate information on any DoD packaging policy changes that impact packaging requirements.

(6) Execute supervisory oversight of Technical Directorate, Logistics Center, PS in the Continental United States (CONUS) and Outside Continental United States (OCONUS).

(7) Assign PS per regional assignments for continuity as required.

h. Provide the following in the role as Director, Transportation:

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

(2) Ensure compliance with Office of the Under Secretary of Defense (OUSD) for Acquisition & Sustainment (A&S) 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 Remediation (FIAR) Key Supporting Documents (KSD) within Transportation's designated TFA storage location.

(3) Review all reimbursable contract support requests and ensure submitted through Workload Acceptance (WA) process. See DCMA Manual (DCMA-MAN) 4502-02, “Workload Acceptance,” for more information.

(4) Execute supervisory oversight of Team Chiefs (TC) and specific staff functions.

(5) Assign Contracting Officer Representatives 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 appointment letters in designated Transportation Document Storage (TDS) location.

2.4. TRANSPORTATION CUSTOMER LIAISON REPRESENTATIVE TO UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)/DEPUTY TRANSPORTATION DIRECTOR. The Transportation Customer Liaison Representative to USTRANSCOM/Deputy Director will:

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

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 in collaboration with DCMA’s Transportation Director and Transportation PA.

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

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

f. Perform non-supervisory Transportation Director functions as required in the absence of the Transportation Director.

2.5. TRANSPORTATION GROUP TRAINING COORDINATOR. The Transportation Group Training Coordinator will:

a. Develop transportation training plans with Workforce Development (WD) and coordinate with TCs for fiscal year requirements, and with staff and PA on training needs.

b. Coordinate with WD on transportation training special requirements, and also provide WD with annual transportation training opportunities.

- c. Design Keystone/intern training plan, as needed.
- d. Develop risk matrix, monitor and track of all mandatory training requirements (e.g., HAZMAT, DCMA required training).
- e. Serve as the group's Subject Matter Expert (SME) for training systems of record.
- f. Support Logistics Center on training requirements. Submit requirements to Logistics Director.

2.6. TRANSPORTATION GROUP FINANCIAL OFFICER. The Transportation Group Financial Officer will:

- a. Develop and coordinate plans, programs, concepts, techniques and procedures for controlling, evaluating, and managing the Transportation Group's transportation financial payment functions.
- b. In conjunction with Transportation Group internal audits, act as financial SME to determine financial readiness IAW TFA FIAR guidelines.
- c. Assist Military Services and Agencies with requested TFA FIAR audits, as needed.
- d. Ensure payment data associated with Third Party Payment System (TPPS) Statement 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.
- e. Manage DCMA's transportation ALOA expenditures and initiate action to recoup monies charged against DCMA's ALOA.
- f. Evaluate Transportation Group's monthly payment summary invoices for discrepancies.
- g. Participate in the TFA Working Group, as required.
- h. Inform Transportation Group leadership about necessary actions in adhering to TFA FIAR requirements.
- i. Along with cognizant TC, ensure Certifying Officials (CO) are identified, appointed, and/or terminated. Appointments and terminations will be completed and processed via DD Form 577, "Appointment/Termination Record – Authorized Signature," IAW Financial Management Regulation (FMR) Volume 5, Chapter 5, Section 0504, "Certifying Officers, Departmental Accountable Officials, and Review Officials."

j. Along with cognizant TC, ensure all appointment/termination DD Form 577s are submitted to Defense Finance and Accounting Services and filed in the appropriate TDS TFA storage location, according to TFA guidelines.

2.7. TRANSPORTATION GROUP FOREIGN MILITARY SALES (FMS) STAFF LEAD (SL). The Transportation Group FMS SL will:

- a. Serve as the Transportation Group's SME for FMS regulatory transportation issues.
- b. Serve as the DCMA Transportation liaison for resolving all FMS issues and assisting other DoD components on understanding DCMA FMS Transportation based on regulatory requirements.
- c. Serve as the DCMA Transportation SME on various transportation and FMS working groups with USTRANSCOM, SDDC, Defense Contract Audit Agency, Military Services, Defense Logistics Agency, and others, as required.
- d. Provide DCMA Transportation situational awareness relating to FMS country specific customs requirements, updates to FMS regulatory requirements, and FMS service implementing agency's internal requirements.
- e. Provide FMS DoD regulatory requirements revisions/updates to DCMA Transportation Director for approval prior to submitting to the Transportation PA.
- f. Assist Portfolio Management and Business Integration (FMS Team) and external customers in resolution of FMS issues that arise.
- g. Provide internal and external customers knowledge on DoD regulatory requirements relating to FMS.
- h. Provide oversight and review of all DCMA Transportation FMS processes.

2.8. TRANSPORTATION STAFF AND AUDIT (S&A) TEAM. The TC, S&A Team, will maintain Turnaround Time (TAT) metrics and provide monthly reports to the Transportation Group senior leaders and to 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 contracts identified by contract specialists as detailed in Paragraph 4.2.

(2) Conduct transportation shipping document audits on a minimum of five percent of all shipments, as identified by Transportation Group Senior Leadership. Any temporary suspension or changes to this audit process will require written approval from the Transportation Director.

(3) Advise TCs, TOs, or Contractor Freight Movement Procedures (CFMP) program participants (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 Paragraph 4.8., for more information.

(6) Prepare and submit Contract Deficiency Reports (CDR) to the Administrative Contracting Officer (ACO) or Procuring Contracting Officer (PCO) for all shipping requests received when contract discrepancies are noted. Conduct follow up if required. Provide reports of any CDR tasks to Transportation Group Senior Leadership and provide resolution of known CDR problems.

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

(1) Ensure all V-series DCMA TACs are validated annually and updated in TAC tables in the Transportation Global Edit Table.

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

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

(4) Provide a single, coordinated Service/Agency position on all proposed system changes.

(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 Coordinating efforts, as required.

c. 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.

d. Duty Free Entry (DFE) Team. DFE team functions are listed in Paragraph 4.11.

2.9. TRANSPORTATION TC. The Transportation TC will (S&A TC responsibilities are delineated in Paragraph 2.8.):

- a. Maintain proficiency of all TO duties and responsibilities.
- b. Maintain overall responsibility for team's workload distribution.
- c. Ensure timely and complete filing of TFA-related KSDs in designated DCMA TDS.
- d. Serve as CO for at least two cycles annually (as delineated in the DSG for this process) or as needed. For process steps to appoint/terminate COs, see Paragraph 4.5.
- e. Serve as direct chain of command for TOs and TMSs under their supervision to resolve operational and/or transportation issues.
- f. Monitor transportation metrics (e.g., TAT, TDS filing, shipping documentation compliance) and provide reports to Transportation senior leaders as required.
- g. Effectively implement all processes relating to transportation and as outlined in this Manual.
- h. Develop methods, operating procedures, processes, practices, and techniques for the transportation of freight.
- i. Ensure personnel complete necessary shipping-related systems (e.g., Global Freight Management (GFM), ACE) training prior to requesting system access.
- j. Ensure DCMA transportation and Defense Acquisition Workforce Improvement Act required training are identified on personnel training plans and completed as required.
- k. Maintain overall responsibility of CFMP program participants assigned under their Government Bill of Lading Office Codes to ensure adherence to the CFMP Memorandum of

Agreement (MOA). Execution of CFMP oversight may be delegated to the TO with the understanding that the TC will be the accountable party.

1. Execute supervisory oversight of transportation coded personnel in assigned hub.

2.10. TO. The TO will:

- a. Maintain proficiency of TMS duties and responsibilities.
- b. 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.
- c. Provide guidance and technical assistance on DCMA transportation matters to contractors, DCMA personnel, procuring activities, and finance personnel.
- d. Issue and maintain accountability for Government Issued Commercial Bills Of Lading (CBL), Notices of Availability, Transportation Control and Movement Documents (TCMD), and any other transportation-related documentation under their purview.
- e. Provide recommendations on selection, approval, or revocation authority of contractors for CFMP program and DoD shipping systems. Maintain oversight and ensure CFMP contractor performs IAW established MOA.
- 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 rating, when applicable. Also, ensure shipping documentation is marked IAW DoD regulatory requirements.
- k. For procedures when acting as financial COs, see Paragraph 4.5.
- l. For procedures when approving CFMPs, see Paragraph 4.7.

2.11. PS. The PS will:

a. Collaborate with the services to perform contract review of Preservation, Packaging, Packing and Marking (PPP&M) specifications. The PS will address any PPP&M compliance inquiries.

b. Provide guidance surrounding Section B of DCMA administered contracts to the procuring activities. In coordination with assigned Contracting Officer Representative, the PS will correct contractual errors, abstruseness, or conflicting specifications (military vs commercial) for PHS&T.

c. Provide technical expertise for PPP&M requirements, perform site visits for Contractor Packaging Capability Review based on Department of Defense Activity Address Code per Contract Management Office (CMO), and performance review.

d. Provide support for preaward survey to Preaward Survey Manager. The PS will conduct an onsite inspection to review the adequacy of PPP&M with the prospective contractors. Per FAR 9.105-3, "Disclosure of Preaward Information," the PS is not to discuss findings of the onsite meeting with the prospective contractor. Reference DCMA-MAN 2401-01, "Negotiation Intelligence Procedures," for additional information of "Technical Specialist" requirements.

e. Provide technical expertise, guidance and assistance on packaging and marking HAZMAT policies and procedures. The PS will assist any Functional Specialist (FS) with HAZMAT packaging requirements as defined in Title 49, Code of Federal Regulations (CFR), includes the Hazardous Materials Regulations in Parts 100 – 185 and are applicable to hazardous materials shipments in the United States via all modes of transportation.

f. Be assigned the Supply Discrepancy Reporting Program Manager (SDRPM) for packaging related (P Code) Supply Discrepancy Reports (SDR). The PS is to perform investigations and process SDRs with assistance from the Deficiency Reporting Program Manager (DRPM) as needed. Reference DCMA-MAN 2301-06, "Discrepancy Processing," for additional information of SDRPM requirements.

2.12. FS. The FS will:

a. Perform Contract Receipt and Review. The FS can include Contract Administrator (CA), Industrial Specialist (IS), Quality Assurance Specialist (QAS), and TO.

b. Identify functional key contract requirements. Noncompliance issues with PPP&M will be communicated to the PS.

c. Notify the PS of any contract deficiencies, schedule slippages, and/or contract non-compliance. The deficiency notification will be provided to the PS prior to the CDR and processed within the scheduled timeframes.

SECTION 3: PACKAGING MANAGEMENT PROGRAM

3.1. DETERMINING CUSTOMER PACKAGING REQUIREMENTS.

a. The PS will coordinate with any FS to conduct and document packaging and marking results for a contract receipt and review IAW DCMA Instruction (DCMA-INST) 2501, "Contract Maintenance." Packaging and marking requirements are specified using various contract clauses/specifications:

- (1) Military Standard (MIL-STD) 2073-1, "Military Preservation and Packaging."
- (2) Standard Practice for 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 Part 172 of Title 49, CFR.
- (5) MIL-STD-129, "Military Marking For Shipment and Storage."
- (6) Military Shipping Labels.
- (7) Special markings, such as shelf life, project codes, and expedited handling codes.
- (8) MIL-STD-147 E, "Palletized Unit Loads."
- (9) DoD Manual 4140.65, "Issue, Use, and Disposal of Wood Packaging Material (WPM)."
- (10) National Aeronautical and Space Administration (NASA) Procedural Requirements (NPR) 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- (11) International Organization for Standardization (ISO) 9001 and Aerospace Standard (AS) 9100 Documents.
- (12) Other special contract requirements and packaging clauses.

b. WPM has a DoD Manual; however, there is no DFARS clause for wood treatment. 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/markings by an accredited agency recognized by the American Lumber Standard Committee is required. For reference documentation, see International Standards for Photosanitary Measures (ISPM) No. 15

c. CDR. PHS&T contract deficiencies identified by cognizant ACO, QAS, and/or PS, will be reported IAW DCMA-INST 2501. 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).
- (9) Outdated or superseded specifications or clauses.
- (10) Insufficient or excessive packaging cited in the contract.
- (11) Code "ZZ" in the Packaging Requirements Code but no supplemental instructions included.
- (12) Commercial packaging cited for OCONUS 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 is required, packaging requirements will be discussed with the supplier IAW DCMA-INST 2501. FS 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 SDR.

a. PSs are assigned as the SDRPM. The SDRPM will manage the SDR program for their assigned Areas of Responsibility (AOR); reference Packaging Regional Assignments and Visits. For SDR processes, reference DCMA-MAN 2301-06.

(1) Incorporate SDR reports into monthly and quarterly reports.

(2) Investigations must be accomplished within 25 Government Business Days (GBD) of receipt.

b. Discovery of a packaging discrepancy will initiate the SDR process and will be submitted in WebSDDR/Product Data Reporting and Evaluation Program for investigation. The SDRPM will run a report for Packaging Discrepancy Codes (P Code) and investigate for validation or erroneous submission. For complete list of Shipping and Packaging Discrepancy Codes, reference Defense Logistics Management (DLM) 4000.25, Volume 2, Chapter 17, Appendix 7.28, Supply Discrepancy Report Relevant Data Elements AP7.28.1. GENERAL AP7.28.1.1 “as amended”.

c. The SDRPM conducts an initial investigation to determine if there is any previous history regarding the identified deficiency. This investigation should include a review of Government records and supplier performance data, such as data collection and analysis results on nonconforming material performance and supplier performance data. Consult with the DRPM as needed.

d. The SDRPM must follow the procedures in this section. Exception: report the discrepancy on a Standard Form (SF) 364 and follow the distribution in DLM 4000.25, Chapter 17, C17.3.10., “Supply Discrepancy Report (SDR) Relevant Data Elements Appendix (AP)7.28 “DLM 4000..25, Volume.” If the discrepancy is related to a transportation matter, notify the cognizant TO.

3.3. PACKAGING PROCEDURES.

a. Interpret and clarify PPP&M requirements to DoD suppliers through APEX Accelerators.

(1) Contractor site visits, meetings, telephonic communication, and email.

(2) Packaging directives for Government Furnished Material, property, and equipment being returned to DoD, or shipped to other facilities.

(3) Assist with:

(a) Investigation and resolution of packaging-related discrepancy reports.

(b) Performance of capability reviews.

(c) Pre and Postawards.

(4) Provide technical assistance for Contractor Purchasing System Reviews (CPSR) to FS conducting reviews of technical support for negotiations and conducting the PPP&M portion.

b. Maintain and update the Packaging Management Community Portal which includes:

- Training modules
- Links for packaging sites/information (WPM and Procuring activities)
- Packaging library
- Resources and tools for PPP&M
- Information on latest policies, procedures, and requirements

c. Maintain and update DCMA's Packaging portion of the DoD PHS&T regulation.

d. Disseminate changes in packaging policies and specifications.

e. Develop, maintain, and provide packaging training IAW Army Regulation 700-15/OPNAVINST 4030.2/AFMAN 24-206/MCO 4030.33F/DLAR 4145.7/DCMA-1101, "Logistics Packaging of Material."

3.4. PACKAGING ASSISTANCE.

a. Assistance and/or support provided to Headquarters, Centers, CMOs, vendors and workforce consists of, but is not limited to, helping with:

(1) Complex packaging codes and requirements.

(2) New and/or unfamiliar packaging standards, such as MIL-STD-2073, MIL-STD-129, ASTM D3951-18, "American Society for Testing and Materials Standard Practice for Commercial Packaging."

(3) Contradictory packaging requirements in the contract. For example, commercial and military packaging in the same contract.

(4) PPP&M procedures not clearly understood.

(5) Identifying training needs.

b. Packaging assistance/support will be provided through phone calls, emails, teleconferences, classroom refresher training, and/or coordinated site visits.

c. Routine assistance/support will be requested by contacting a PS directly via the DCMA Technical Directorate, Logistics, Packaging 365 Locating a Packaging Specialist site (see Resource Page for link).

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

e. The PS will contact FS leads quarterly at assigned CMOs to actively pursue proper understanding of PPP&M.

3.5. OPERATIONAL PACKAGING SUPPORT.

a. Operational assistance/support provided by a PS will be coordinated with the FS.

b. The PS will:

(1) Work directly with the FS.

(2) Coordinate directly with suppliers on PPP&M information; however, the cognizant CMO personnel will be informed and/or lead into with contract compliance issues.

(3) Notify and coordinate with cognizant CMO personnel prior to visiting supplier's facilities.

(4) Coordinate requests for formal training with the First Level Supervisor and Packaging Group Director.

c. Technical Directorate, Logistics Center, PS, will be active members on Packaging Working Groups and provide input regarding changes to standards and regulations.

3.6. PHS&T INSTRUCTION.

a. The PS will be contacted when formal PHS&T instruction is identified as a need, based on discrepancies and/or limited knowledge of information.

b. Types of PHS&T instruction include formal, informal, and On-the-Job Training. Formal instruction can be provided via eConnect, Teams, classroom training, or coordinated site visits in the field. The following examples may require PHS&T training

(1) New or changing packaging requirements.

(2) New employee or refresher training.

(3) PHS&T competency or functional specific.

c. PHS&T instruction will be coordinated with the CMO PS and/or the Packaging Group Director.

d. Contractor specific packaging instruction will be coordinated via the APEX Accelerators. An APEX Accelerator can be located via the APEX Accelerator website.

3.7. COMMUNICATION.

a. Contract review of PPP&M standards require the PS to communicate with multiple FS to resolve. While the primary function of contract review falls on the QAS, resolution of packaging requirements will be addressed by PS. Therefore, open communication, both oral and written, is paramount, requiring the PS to communicate vertically and laterally within their chain of command as well as supporting functions.

b. The process requires communication outside of the chain of command to other functional areas, CMOs, Regions, customers and contractors. Communication should be conducted and documented in either email or supporting systems such as Preaward Survey System, Product Data Reporting and Evaluation Program, etc.; in the most efficient manner to achieve the desired results. Collaboration between the PS and supporting functions is highly encouraged. PS exercises tact and diplomacy and maintains effective relationships.

3.8. HAZMAT.

a. Assist with HAZMAT packaging and marking IAW the DTR and the CFR.

b. Assist with the preaward survey and preaward orientation conference involving significant packaging requirements and/or HAZMAT.

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 administered by DCMA, to include contracts where the DoD PCO purchased the items from a General Services Administration (GSA) schedule, on FMS contracts, and/or where DCMA is delegated full or transportation-only delegation (accepted through the workload acceptance process) and no exception is listed in the contract body for transportation administration retention by the issuing activity.

(1) Accepted transportation-only delegations (with the exception of FMS contracts) will be limited to 1 calendar year from date of acceptance and will require annual review by both the delegator and the delegatee to determine if continued support is necessitated.

(2) DCMA does not provide transportation services for the following contract types:

(a) GSA contracts issued by GSA contracting officers.

(b) Military installation originated shipments.

(c) Navy Advanced Traceability and Control repairable items unless it falls under one of the following excluded items:

1. Marine gas turbines.

2. Fleet Ballistic Missile components.

3. Classified.

4. Reactor plant materials.

5. Radiation Detection, Indication and Computation (RADIAC) material (Federal Supply Class 6665).

6. Class A, B, and C explosives.

7. 2F, 2J cog items (Naval Sea Systems Command (NAVSEA) owned).

8. 2S cog items (except engines).

c. Requests for reimbursable transportation support that are received at any Transportation office will be redirected to the CMO, IAW DCMA-MAN 4502-02.

d. Transportation personnel will refer to guidance delineated in the DTR or USTRANSCOM specific contract Statement Of Work (e.g., Defense Freight Transportation Services, Universal Service Contract, etc.) to process DoD shipment issues such as Transportation Discrepancy Reports, holding/diversion/reconsignment, HAZMAT and/or Arms, Ammunition, and Explosives movements, Transportation Service Provider (TSP) performance, demurrage/detention/storage, or application of standard transit times.

4.2. TRANSPORTATION REQUIREMENTS REVIEW (TRR).

a. The S&A auditors will conduct initial reviews, when identified by contract specialists, of applicable contract(s) to determine whether transportation requirements are appropriate and sufficient.

b. TO/TMS will review all contractual and shipping documents for which they receive a shipping instruction request to identify discrepant information that may impact shipment.

c. Contracts for transportation requirements review will be retrieved from 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.

d. DCMA Special Programs Command (DCMAS) will be contacted for coordination prior to processing any classified contract shipping instructions or DFE requests. Send DCMAS correspondence to dcma.gregg-adams.hq.mbx.demas-inbox@mail.mil.

4.3. CDR.

a. If during the course of the TRR, a S&A auditor reviews a contract that does not provide sufficient information to meet regulatory transportation requirements, the auditor will complete and submit a CDR via the system of record to the ACO/PCO.

b. If during the course of a TO/TMS TRR discrepant information is identified, the TMS will alert the cognizant TO who will transfer the Shipping Instructions Request (SIR) to the DCMA Transportation CDR Team for issuance of a CDR to the applicable PCO/ACO. If a contract modification is needed, it may only be issued by either the PCO or the ACO (if delegated). Refer to DCMA-MAN 2501-01, "Contract Receipt and Review," and DCMA-MAN 2501-02, "Contract Modification Actions," for information on submission of CDRs and contract modification procedures.

4.4. PROCESS CONTRACTOR SHIPMENT REQUESTS.

a. To initiate the shipping request process, a contractor will submit a shipping instructions request via the system of record IAW DFARS 252.247-7028(b) that directs the contractor to utilize the Service/Agency's shipping request system when automated means exist.

b. TO will review the shipping instructions request(s) for accuracy, review the applicable contract for transportation requirements, assign each to a TMS, and utilize TAT metrics to

resolve any delayed processing issues. If a discrepancy is found in the contract, the TO will submit to CDR Team for processing.

c. TMS will retrieve assigned shipping instructions request(s) and process according to shipment type (i.e., Classified, Sensitive, Arms, Ammunition, and Explosives, HAZMAT). TMS will conduct a detailed transportation requirements review on all contractual and supporting documents as part of the shipping instructions request process to ensure contract transportation data is appropriate and sufficient. Shipping instructions requests will be processed and completed per metrics and DSGs for this process. TMS will follow Paragraph 4.3.b., to address and report discrepant contract information.

d. Shipment supporting documentation may accompany each shipping instructions request. Specific signature and/or inclusion requirements will be delineated in the DSG for this process. Types of documents suitable to accompany shipping instructions requests include (but not limited to):

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

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

(3) TMS will validate that material has been accepted by the Government via Receiving Reports through system of record (WAWF/DD Form 250, "Material Inspection and Receiving Report") prior to processing shipping instructions request (uploaded hard copy of WAWF/DD Form 250 not required). This requirement does not apply to FMS shipments.

e. All DCMA Transportation Offices and contractors are required to utilize the current shipping instructions request system (not applicable to contracts that require utilizing Vendor Shipment Module).

4.5. FINANCIAL PAYMENT APPROVAL PROCESS.

a. Carrier payment approval, corrections, and statement certification, including audits, will be processed IAW DTR 4500.9-R, Part II, Chapter 212, "Payment System," and FMR 7000.14-R, Volume 5, Chapter 5, "Certifying Officers, Departmental Accountable Officials, and Review Officials." Personnel will utilize the applicable TPPS to perform carrier payment functions.

b. 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 IAW FMR Volume 5, Chapter 5, Section 0504.

(2) Ensure all appointment/termination DD Form 577s are submitted to Defense Finance and Accounting Service 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 Certifying Officer Legislation and Transportation Pay training within 2 weeks of appointment, prior to performance as a CO.

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

(3) Ensure TSP payments are validated and approved in TPPS within 3 GBD of completion notification.

(4) Maintain certified vouchers and associated papers, information, data, or services used to support them for 10 years; 30 years for FMS transactions (refer to Paragraph 4.6. for record retention guidance).

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

(6) Review the Call For Funds (CFF) from the TPPS to ensure it reflects the actual TSP payments and transactions posted to the site.

(7) 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) 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 and validation.

(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 validated and approved manually.

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

(a) Validate and approve payment.

(b) Coordinate with TSP to adjust price and then make approval.

(c) Place on temporary deny or “hold” status pending additional information from TSP.

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

4.6. ELECTRONIC STORAGE FOR TRANSPORTATION DOCUMENTS.

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

b. Records of FMS will be maintained IAW DCMA-MAN 4501-04, Volume 2, “Records Retention Schedule,” and will be kept electronically for a mandatory time frame of 30 years in hard copy format.

c. All non-FMS CBLs will be destroyed/deleted no less than 6 years, and no more than 30 years after completion of contract, or final payment or termination of the program effort, or

settlement of disputes/incidents, or unless otherwise required by legal counsel or other applicable federal regulatory guidance.

d. To ensure compliance with OUSD 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

4.7. CFMP PROGRAM.

a. DCMA Transportation personnel will review/evaluate contractors to determine eligibility for CFMP program designation. A CFMP Capability Study (see Paragraph 4.8) will be conducted by the TO and/or TMS (as designated) prior to recommending a contractor be granted CFMP status. The Study will be presented to the cognizant TC and staffed through the CFMP SL to the Transportation Director for final review/decision.

b. The TO will use the standardized MOA outlining contractor responsibilities for signature by contractor officials authorized to bind contractor to the MOA in order to grant full DoD shipping system access (e.g., GFM Freight Acquisition Shipping Tool, Small Package Express (SPE), Automated Transportation Request (ATR) or limited authorization (SPE only)). Use of the SDDC one-time-only movement request system (formerly Spot Bid module) requires separate training and approval by cognizant TO. See CFMP MOA template located on the Resource Page 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 and Department of Defense Activity Adress Code.

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

4.8. 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 Analysis. Review/analysis of multiple transportation-related criteria such as (but not limited to) overall transportation experience, interactions with Program Offices/PCOs, interactions with DCMA Transportation Group.

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

4.9. CFMP POST SHIPMENT AUDIT.

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

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

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

(1) The TMS will verify TAC(s) for all Freight Acquisition Shipping Tool and SPE Completed Shipment and Appropriation Detail Reports.

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

(3) Post-audit CBL, TPPS 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 4.8.b.(3)).

d. TOs, or designate, will conduct onsite 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. Any revoking/withdrawing from the CFMP program will be reported up through the TC to the Transportation SLs.

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

a. **Preaward Survey Support.** DCMA Transportation may participate preaward surveys where the CMOs perform evaluations of contractor transportation capability and report findings to buying activities via the designated 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 S&A Team and/or cognizant TO can assist CMOs with transportation requirements reviews to identify discrepant information that may impact shipment.

d. **Transportation Functionality.** DCMA Transportation can work with buying activities to provide guidance (DCMA Transportation will not craft contract language) in planning acquisition strategy, developing request for proposals (RFP), and structuring contracts for/that may contain transportation-related activities.

e. **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 Defense Contract Audit Agency to assess reliability of the contractor's processes and systems for estimating transportation costs.

g. **Plant Clearance-Disposition of Government Property.** Upon receipt of Government Furnished Property (GFP) system of record disposition request, DCMA Transportation may 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, ergonomic accommodations and job hazard analysis.

4.11. DFE. Transportation Group DFE Team 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 DCMAS for instructions on processing classified DFE requests.

a. DCMA DFE Team. The DCMA DFE Team will:

- (1) Verify Commercial DFE entitlement has been approved via DFE system of record.
- (2) Issue Commercial DFE certificate via DFE system of record.
- (3) Manually verify DFE entitlement for imports consigned to a Military installation 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, "Entry/Entry Summary," (also known as the DFE certificate) with U.S. Customs.

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 system of record for completeness and accuracy.

(b) Review CBP Form 7501 (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 system of record and review 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.
- (d) DFE specialist will retain a copy of the completed CBP Form 7501 in the DCMA Transportation TDS location for a period of 5 years.

c. ACO. The ACOs will:

- (1) Access DFE system of record upon notification of DFE entitlement request.
- (2) Ensure prime contractor understands DFE clause requirements and that failure to comply by prime or subcontractor may result in duty being levied against import shipment.
- (3) Verify DFE entitlement eligibility upon notification from contractor prior to import and by broker at time of import IAW DFARS clause 252.225-7013.
- (4) Approve or deny entitlement request within 15 calendar days of notification from the contractor pursuant to Section 142.2 of Title 19, CFR, "Time for filing entry."
- (5) DCMAS guidance can be found on the Resource Page for this DCMA-MAN.

4.12. 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 received from the EEI transaction will be included on all shipping documentation for the appropriate customs clearances.

GLOSSARY

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

CFMP Program. A program within the 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.

National Institute of Packaging, Handling, and Logistics Engineers. A group of dedicated packaging, logistics, distribution and engineering professionals whose objective is to improve communications between the Military and Industry.

PAPP Capability Board. One of DCMA's Primary capabilities under the Business Capabilities Framework. PAPP 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.

TFA. Working group established by Office of the Assistant Secretary of Defense for Sustainment Logistics and Material Readiness (ASD (L&MR)) and OUSD(C) to develop and implement business process improvements to enable/enhance future auditability of the Transportation Enterprise.

TPPS. A payment system used by the DoD for transportation payment processing. TPPS provides real-time information exchange and bridges the gap between DoD and carrier information systems.

USTRANSCOM. USTRANSCOM is a unified, functional combatant command which provides support to the eight other U.S. combatant commands, the Military Services, defense agencies, and other government organizations.

GLOSSARY

G.2. ACRONYMS.

| | |
|-----------------|---|
| ACE | Automated Commercial Environment |
| ACO | Administrative Contracting Officer |
| ALOA | Alternate Line of Accounting |
| | |
| CBL | Commercial Bill of Lading |
| CBP | Customs and Border Protection |
| CBP Form 3461 | Entry/Immediate Delivery |
| CBP Form 7501 | Entry/Entry Summary |
| CDR | Contract Deficiency Report |
| CFMP | Contractor Freight Movement Procedures |
| CFR | Code of Federal Regulations |
| CMO | Contract Management Office |
| CO | Certifying Officer |
| CPSR | Contractor Purchasing System Review |
| | |
| DAO | Departmental Accountable Official |
| DCMA-INST | DCMA Instruction |
| DCMA-MAN | DCMA Manual |
| DD Form | DoD Form |
| DD Form 1085 | Domestic Freight Routing Request and Order |
| DD Form 1149 | Requisition and Invoice/Shipping Document |
| DD Form 1348-1A | Issue Release/Receipt Document |
| DD Form 250 | Material Inspection and Receiving Report |
| DD Form 577 | Appointment/Termination Record-Authorized Signature |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DPPG | Defense Packaging Policy Group |
| DRPM | Deficiency Report Program Manager |
| DSG | Desk Side Guide |
| DTR | Defense Transportation Regulation |
| DFE | Duty Free Entry |
| | |
| EEI | Electronic Export Information |
| | |
| FAR | Federal Acquisition Regulation |
| FIAR | Financial Improvement and Audit Readiness |
| FMR | Financial Management Regulation |
| FMS | Foreign Military Sales |
| FS | Functional Specialist |

| | |
|------------|--|
| GBD | Government Business Day |
| GFM | Global Freight Management |
| GSA | General Services Administration |
| HAZMAT | Hazardous Materials |
| IAW | in accordance with |
| KSD | Key Supporting Documents |
| MIL-STD | Military Standard |
| MOA | Memorandum of Agreement |
| OCONUS | Outside Continental United States |
| OUSD | Office of the Under Secretary of Defense |
| PA | Performance Advocate |
| PCO | Procuring Contracting Officer |
| PHS&T | Packaging, Handling, Storage, and Transportation |
| PPP&M | Preservation, Packing, Packaging and Marking |
| PS | Packaging Specialist |
| QAS | Quality Assurance Specialist |
| S&A | Staff and Audit |
| SDDC | Surface Deployment and Distribution Command |
| SDR | Supply Discrepancy Report |
| SDRPM | Supply Discrepancy Report Program Manager |
| SL | Staff Lead |
| SME | Subject Matter Expert |
| SPE | Small Package Express |
| TAC | Transportation Account Code\ |
| TAT | Turnaround Time |
| TC | Team Chief |
| TDS | Transportation Document Storage |
| TFA | Transportation Financial Auditability |
| TMS | Traffic Management Specialist |
| TO | Transportation Officer |
| TPPS | Third Party Payment System |
| TRR | Transportation Requirements Review |
| TSP | Transportation Service Provider |
| USTRANSCOM | U.S. Transportation Command |

WD
WPM

Workforce Development
Wood Packaging Material

REFERENCES

- Aerospace Standard 9100, “Quality Management Systems-Requirements for Aviation, Space, and Defense Organizations,” April 2017
- American Society for Testing and Materials D3951-18, “Standard Practice for Commercial Packaging,” November 2018
- Army Regulation 700-15/OPNAVINST 4030.2/AFMAN 24–206/MCO 4030.33F/DLAR 4145.7/DCMA-1101, “Packaging of Material,” July 2020
- Code of Federal Regulations, Title 19
- Code of Federal Regulations, Title 49
- Contractor Freight Movement Procedures Memorandum of Agreement, January 1, 2023
- DCMA Instruction 2501, “Contract Maintenance,” August 13, 2017, as amended
- DCMA Manual 2301-06, “Discrepancy Processing,” December 20, 2021
- DCMA Manual 2401-01, “Negotiation Intelligence Procedures,” December 19, 2018, as amended
- DCMA Manual 2501-01, “Contract Receipt and Review,” March 23, 2019, as amended
- DCMA Manual 2501-02, “Contract Modification Actions,” December 20, 2021
- DCMA Manual 4501-04, Volume 2, “Records Retention Schedule,” April 14, 2021
- DCMA Manual 4502-02, “Workload Acceptance,” September 15, 2021
- Defense Federal Acquisition Regulation Supplement 252.225-7013, “Duty-Free Entry (DFE)”
- Defense Logistics Manual Supply Discrepancy Report Relevant Data Elements 4000.25 Appendix (AP) 7.28 Volume 2,” January 23, 2023
- Defense Transportation Regulation 4500.9-R, Part II, “Cargo Movement”
- Defense Transportation Regulation 4500.9-R, Part V, “Customs,” June 2021
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013, as amended
- DoD Financial Management Regulation (FMR) 7000.14-R, Volume 5, Chapter 5, “Certifying Officers, Departmental Accountable Officials, and reviewing Officers,” July 2017
- DoD Manual 4140.65, “Issue, Use, and Disposal of Wood Packaging Material (WPM),” July 2, 2020
- Federal Acquisition Regulation, Part 1, “Federal Acquisition Regulation”
- Federal Acquisition Regulation, Part 9, “Contractor Qualifications”
- Federal Acquisition Regulation, Part 42, “Contract Administration and Audit Services”
- Federal Acquisition Regulation, Part 52, “Solicitation Provisions and Contract Clauses”
- International Organization for Standardization 9001, “Quality Management Systems—Requirements”
- International Standards for Phytosanitary Measures No. 15, “Regulation of Wood Packaging Material in International Trade” (2019)
- Military Standard 129, “Military Marking for Shipment and Storage,” February 25, 2023
- Military Standard 147, “Palletized Unit Loads,” June 27, 2019
- Military Standard 2073-1, “Standard Practice for Military Packaging,” April 22, 2019
- National Aeronautical and Space Administration NPR 6000.1, “Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components,” November 10, 2010
- United States Code, Title 10, Section 2773A