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MARINE CORPS ORDER 4600.41B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS DISTRIBUTION MANUAL

Ref: See Enclosure (1)

Encl: (1) References
(2) Marine Corps Distribution Manual

1. Situation. These instructions are designed to standardize and facilitate Marine Corps distribution management procedures and functions. This directive is in accordance with references (a) through (v).

2. Cancellation. MCO 4600.41A

3. Mission. To publish policy and procedures for moving Marine Corps materiel within the Defense Transportation System (DTS).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All personnel who ship or receive freight are expected to comply with the guidance provided in this Manual to effectively process freight shipments.

(2) Concept of Operations. This Order will be made available to all Marine Corps distribution personnel via the Marine Corps Publications Electronic Library. The policy and procedural instructions contained in enclosure (2) are supplemental to and shall be used in conjunction with the references.

(a) This policy applies to all commands responsible for shipping and receiving Marine Corps materiel via all commercial and military modes of transportation.

(b) This policy includes Marine Corps installations where Defense Logistics Agency (DLA) provides these functions for any movement of Marine Corps cargo and equipment.

b. Subordinate Element Tasks. Chapter 1 of enclosure (2) describes the distribution management roles and responsibilities for all Marine Corps echelons.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Administration and Logistics

a. Recommendations. Forward recommendations concerning the contents of this Manual to Headquarters Marine Corps (HQMC), Logistics Distribution Policy Branch (LPD) via the appropriate chain-of-command.

b. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

d. Forms. Forms can be found by searching the form number at <https://forms.documentservices.dla.mil/order/> and selecting the image of a disc.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



E. D. BANTA
Deputy Commandant for
Installations and Logistics

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References

- (a) DoD Directive 4500.09, Transportation, and Traffic Management, December 27, 2019
- (b) DoD Instruction 4500.57 Change 3, Transportation, and Traffic Management, September 23, 2019
- (c) SECNAV M-5210.1
- (d) SECNAVINST 5211.5F
- (e) DTR 4500.9-R, Defense Transportation Regulation
- (f) DoD 7000.14-R "DoD Financial Management Regulation"
- (g) Titles 15, 19, 22, 40 and 49, U.S. Code of Federal Regulations, September 2019
- (h) MCO 4400.201 Vol 5
- (i) MCO 4400.201 Vol 14
- (j) MCO 4610.37F
- (k) MCO 5210.11F
- (l) AFMAN 24-204/MCO P4030.19K, July 13, 2017/Sep 1, 2009
- (m) MIL-STD-129R w/Change 1, Department of Defense Standard Practice: Military Marking For Shipment and Storage, May 24, 2018
- (n) MCO 7300.21B
- (o) Military Freight Transportation Unified Rules Publication, (MFTURP-1), June 24, 2019
- (p) 5 U.S.C. 552a
- (q) SECNAV M-5214.1
- (r) NAVSEA SW020-AG-SAF-010
- (s) DoD Directive 4500.54E, DoD Foreign Clearance Program (FCP), December 28, 2009
- (t) ICAO TI Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air, 2017-2018 EDITION
- (u) USD (C) Management Reform Memorandum (MRM) 15, July 7, 1997
- (v) IATA Dangerous Goods Regulations, 62nd Edition, 1 January 2021

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Chapter 1

Roles and Responsibilities

1. General. The purpose of this chapter is to describe the distribution management roles and responsibilities for all Marine Corps shipping activities.
2. Deputy Commandant for Installations and Logistics (DC I&L)
 - a. Serve as the sole authority to establish and modify the Marine Corps' packaging, shipping, receiving, distribution, and In-Transit Visibility (ITV) policies and processes. Headquarters Marine Corps (HQMC), Logistics Distribution Policy Branch (LPD-1) provides oversight and assistance on these matters, where required.
 - b. Serve as overall authority for Hazardous Materials (HAZMAT) transportation guidance and certification.
 - c. Ensure that all Distribution Management Office (DMO) personnel have sufficient training, resources, and guidance in order to meet distribution mission requirements in conjunction with Training and Education Command (TECOM), the Military Occupational Specialty (MOS) 3102, 3112, and 3152 Occupational Field Manager, the Marine Expeditionary Forces (MEFs), and Marine Corps Installation Command (MCICOM), Marine Forces Reserves (MARFORRES), and Marine Forces Europe (MARFOREUR).
 - d. Serve as the lead for distribution and ITV-related systems.
 - e. Serve as the lead for management of International Organization for Standardization (ISO) containers.
 - f. Perform staff assistance visits at least biennially, and review staff assistance assessments for trends and/or problems requiring attention.
3. Commanding General, Training, and Education Command (CG TECOM)
 - a. Ensure MOS schools provide Distribution Management training in accordance with training and readiness standards.
 - b. Ensure that TECOM Installation Commanders (i.e., MCRD Parris Island, MCRD San Diego, MCAGCC 29 Palms, and MWTC Bridgeport) coordinate and appoint in writing a military member or civilian employee (not a contractor) as Transportation Officer (TO) to execute DoD and Marine Corps traffic management policies and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member/employee of the activity or installation Commander's technical staff. Commanders must send a copy of the Appointment Letter to HQMC LPD.
4. Deputy Commandant for Combat Development and Integration (DC CD&I). Authorize Approved Acquisition Objectives (AAO) for the distribution equipment.
5. Commander, Marine Corps Installations Command (MCICOM)
 - a. Ensure that Marine Corps Installation Commanders coordinate and appoint in writing a military member or civilian employee (not a contractor)

as Transportation Officer (TO) to execute DoD and Marine Corps traffic management policies and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member/employee of the activity or installation Commander's technical staff. Commanders must send a copy of the Appointment Letter to HQMC LPD.

b. Ensure that local Installation Commanders designate centralized packaging, shipping, receiving, and distribution points.

c. When requested, assist and facilitate in maintaining the active Radio Frequency Identification (aRFID) ITV infrastructure at installations, bases, and stations by granting access and making necessary minor infrastructure modifications (e.g., drilling holes in walls, installing conduit, installing brackets, etc.).

d. Initiate and receive all freight cargo shipments for which the federal government pays the transportation charges, or in which the federal government has an interest.

e. Exercise prudent traffic management and best-value practices in order to move all freight, to meet mission requirements and complying with all applicable laws, directives, and regulations related to freight cargo movement.

f. Provide technical direction, management, and evaluation of the worldwide DoD transportation program elements related to freight management and unit movements. These aspects are subject to the overall guidance, policies, and programs established by United States Transportation Command, (USTRANSCOM), reference (e), and DoD Components.

g. Support distribution requirements for contingencies, natural disasters, exercises, and humanitarian relief efforts.

h. Provide the following for Government Commercial Purchase Card (GCPC) holders with overseas shipping requirements in support of contingencies: DMO contact information; training on GCPC procedures, documentation, clearance, and the Bureau of Customs and Border Protection requirements.

i. Ensure DMOs prepare and retain Appointment Letters for military members or government civilian employees with Transportation Agent (TA) for the TO.

j. Include Anti-Terrorism/Force Protection (AT/FP) considerations in local transportation publications and procedures.

k. Ensure the DMO maintains current point of contact (POC) information and commercial telephone numbers for the shipping and receiving sections for after-hours, weekends, and/or federal holiday for the movement of shipments requiring delivery during nonstandard duty hours within the Transportation Facilities Guide (TFG).

l. Perform customs clearance duties in accordance with reference (e), Part V.

m. Perform oversight of the Preservation, Packaging, Packing, and Marking (PPP&M) functions per reference (x), as applicable.

n. Comply with this Manual's instructions, references, governing laws, directives, and other applicable regulations for freight cargo movements. This will include supporting nearby (within a 50 mile radius) Reserve units in need of transportation services due to their geographical location from their servicing DMO.

6. Commander, Marine Corps Systems Command (MARCORSYSCOM)

a. Serve as Designated Program Manager and Life Cycle Manager for distribution systems used by the Marine Corps.

b. Coordinate with DC I&L to formulate Program Objective Memorandum (POM) funding requirements supporting distribution-related Automated Information System/Automatic Identification Technology (AIS/AIT) maintenance activities.

c. Conduct Programmatic process, to include sustainment on new and existing AIS/AIT.

d. Coordinate with DC CD&I for all equipment requirements.

7. Commanding General, Marine Corps Logistics Command (MARCORLOGCOM)

a. Serve as the Marine Corps Service-level Distribution Manager, with DC I&L maintaining oversight.

b. Serve as the Service-level container manager and Marine Corps Container Control Office (CCO) supporting the Fleet Marine Force (FMF) and HQMC.

c. Maintain Service-level near real-time asset visibility, which includes the ability to track, trace, and expedite assets across the entire distribution enterprise.

d. Produce Marine Corps distribution analyses and metrics to recommend process improvements.

e. Serve as the Service-level Air Clearance Authority (ACA) by validating lift priorities with the respective Marine Corps Forces (MARFOR).

f. Provide distribution support for the FMF. Provides planning assistance to the FMF and HQMC.

g. Coordinate and synchronize sustainment for the operational level distribution pipeline between external sources and tactical-level distribution while in theater.

h. Establish and manage DMO Third Party Payment System (TPPS) accounts.

i. Provide dedicated MEF Support Teams for MARFOR support and coordination; act as the MARFOR and adjacent command Service POC for all Marine Corps distribution-related matters.

j. Assist and facilitate with equipment and materiel (excess and depot-level reparable) retrograde from theater of operations.

k. When directed by HQMC, provide a distribution network of planners,

process advocates, freight expeditors, and analysts. This supports FMF distribution nodes with scalable augmentation capabilities.

l. Integrate and support Naval Logistics Integration distribution requirements.

m. Coordinate with the supported MARFOR to execute war reserve withdrawal plans in support of the Marine Air Ground Task Force (MAGTF) Commander's requirements.

n. Serve as the Marine Corps Continental United States (CONUS) representative solely responsible for the procedural implementation, preparation, and distribution of Transportation Control and Movement Documents (TCMD) for the offshore-procured, vendor-shipped export items entering the DTS. This is in support of items not procured through the Defense Contract Management Agency (DCMA) for Non-Appropriated Fund Instrumentalities (NAFI) and Marine Corps Community Services (MCCS) shipments.

o. Conduct periodic evaluations of Transportation Management services in accordance with the Interservice Support Agreement.

8. Commanders, Marine Corps Forces (MARFORs)

a. Develop and implement policies and procedures to facilitate the execution of this Manual.

b. Appoint designated personnel to perform ITO/DMO duties, as required.

c. Perform ITO/DMO duties as described in paragraph 4 above when 50 miles or more outside of support from a DMO. When within a 50-mile radius from a DMO installation and requiring freight transportation services, Units will request support from that local DMO before using Reserve DMO capability. Units must comply with local DMO requirements. Only when services are denied in writing, will the Reserve DMO capability be utilized for support.

d. Validate data for use in deployment and distribution related AIS and or AIT.

e. Provide MARCORSYSCOM, via DC I&L, with recommended changes or updates to plans supporting deployment and distribution-related AIS/AIT programmatic life cycle maintenance and logistics support.

f. Coordinate with DC I&L to formulate POM funding requirements supporting distribution-related AIS/AIT maintenance activities.

g. Coordinate and supervise enterprise distribution interfaces in pipelines and nodes between Port of Embarkation (POE), Port of Debarkation (POD), and MAGTF's.

9. Commanding Generals, Marine Expeditionary Forces (MEF)

a. Train, staff, and equip a MAGTF Deployment and Distribution Operations Center (MDDOC) to implement policy and facilitate the execution of this Manual.

b. Provide SOPs to direct subordinate unit efforts in support of this

manual.

c. Validate data for use in deployment and distribution related AIS and/or AIT.

d. Provide MARCORSSYSCOM, via MARFORs, with recommended changes or updates to plans supporting deployment and distribution-related AIS/AIT programmatic life cycle maintenance and logistics support.

e. Coordinate with MARFORs to formulate Program Objective Memorandum (POM) funding requirements supporting distribution-related AIS/AIT maintenance activities.

f. Evaluate Major Subordinate Command implementation and adherence to the guidance covered in this Manual.

g. Provide MAGTF Materiel Distribution Center (MMDC) with distribution guidance/direction via the MDDOC.

10. Commanding General, Marine Logistics Group (MLG)

a. Serve as the MAGTF/MEF lead element for distribution. The mission is to provide general shipping and receiving services, consolidated distribution services and to maintain ITV/TAV to enhance throughput velocity and sustain operational tempo.

b. For garrison operations, every effort will be made to integrate/co-locate with the Base Freight Operation, in order to maximize efficiencies, and leverage an economy of scale, and provide training opportunities for both organizations. Additionally, in a deployed status, the MLG will establish and operate the distribution network and integrate with higher and adjacent agencies. Roles and responsibilities are to:

- (1) Establish a MMDC and Distribution Liaison Cells (DLC) as required
- (2) Manage freight operations functions.
- (3) Synchronize operational, tactical, and sustainment distribution.
- (4) Maintain ITV/TAV for sustainment cargo.
- (5) Establish, train, coordinate, and control DLCs.
- (6) Coordinate the packing, shipping, receiving, and delivery of materiel to and from supported units.
- (7) Coordinate the shipment and retrograde of personal effects and baggage for medically evacuated, emergency leave, or other special category personnel.
- (8) Coordinate materiel transshipment to supported units.
- (9) Coordinate PPP&M operations and the preparation of HAZMAT certification for MAGTF/MEF units.
- (10) Certify HAZMAT for shipment.

(11) Manage leased containers that are used to support tactical distribution.

11. Commander, Marine Forces Reserve (MARFORRES)

a. Serve as the DMO for subordinate units that are not supported by the local DMO or other Service ITO/Transportation Management Office's.

b. Maximize the consolidation of cargo movement responsibilities for Marine Corps Reserve units located on non-Marine Corps installations.

c. Ensure Memorandums of Understanding/Memorandums of Agreement are established among Marine Corps and other Service ITO/TMO for shippers located within Marine Corps Reserve Area of Responsibility (AOR). These agreements facilitate routine commercial shipments and unit movements for exercises and movements in support of contingency operations.

d. Reserve units within a 50 mile radius from a DMO installation and requiring freight transportation services, will request support from that local DMO before requesting support from MARFORRES DMO. Units must comply with local DMO requirements. Only when services are denied in writing, will those Reserve units then contact MARFORRES DMO for support. Freight movement approval will continue to reside in Training Exercise and Employment Plan (TEEP), Transportation of People (TOP), and Transportation of Things (TOT) known as T3 (funding and T3 generated DD Form 1149). Upon getting approval on T3, units will print and present the DD Form 1149 to the local DMO for support.

12. Commander of Reserve Training Center (RTC)

a. Inspector and Instructor Staff (I&I) are required to maintain a training platform for MOS 3102 and 3112 in order to maintain MOS proficiency.

b. The I&I OIC will ensure the reserve 3102 and 3112's are trained on the latest distribution functions during their weekend drill periods.

Chapter 2

Cargo Routing and Movement Control

1. Introduction. Marine Corps DMOs will use reference (e), Parts II, III, V and VI as their primary guide to direct their shipping activities. This Manual provides Service specific guidance to DoD shipping rules.

2. Cargo Routing and Movement Policy

a. Policy. The Assistant Secretary of Sustainment (Sustainment) and the Office of the Joint Chiefs of Staff for Logistics assign administrative responsibility for routing and movement control of military sponsored freight to the USTRANSCOM Transportation Component Commands (TCCs). For freight returning to CONUS, this responsibility is delegated to overseas unified commanders.

b. Authority

(1) Surface Deployment and Distribution Command (SDDC). Functional procedures and documentation requirements governing the routing and movement control of military freight transported (domestic and international) via surface (e.g., rail, motor, and vessel). SDDC provides surface intermodal traffic-management services, common-user ocean terminal support, and transportation engineering support to the DoD Components as directed by USTRANSCOM. Provide rates (other than intermodal rates, including ocean rates), routing, and monitoring the Carrier Performance Program (CPP) through the Carrier Performance Module (CPM).

(2) DMO. Installation Commanders appoint ITOs/DMOs in writing. DMOs will use prudent traffic management and best-value practices (later discussed in this Manual) to route general commodity shipments by rail, motor, and air, in compliance with DoD and HQMC distribution management policies. Subject to the exception stated in Chapter 2 of this Manual, DMOs shall select distribution modes pursuant to the delegation of routing authority provisions in accordance with reference (e), Part II, Chapter 202.

(3) Local Emergency Routing by the DMO. For emergencies, disasters, or catastrophes affecting the Marine Corps, DMOs may decide shipments' mode of distribution without prior approval of the cognizant routing authority, regardless of weight or other factors. This procedure will apply only when time does not permit the most economical mode to meet delivery requirements.

3. Establishing Priorities of Marine Corps Shipments. DMOs will establish movement priorities for Marine Corps shipments considering Operational Need Goals and in accordance with Uniform Material Movement and Issue Priority System (UMMIPS) standards.

a. Priority Designators (PD). Priorities for Marine Corps shipments are based on customer needs relative to their overall Force Activity Designator (FAD). All Marine Corps units with requisitioning authority (usually a battalion/squadron or larger) are assigned a FAD (e.g., II, III, IV, V), or I, which determines which set of Supply Priority Designators (e.g., 02, 05, and 12, etc.) it is authorized, based on the "Urgency of Need" (A, B, or C) as shown in Table 2-1.

FAD	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15
PRIORITY DESIGNATORS			

TABLE 2-1 Derivation of Priority Designators (PD)

b. Transportation Priority (TP). The TP is established by grouping the PD and the Required Delivery Date (RDD) within an Issue Priority Group (IPG). Below Table 2-2, is broken into three IPGs, which match the TP groupings. The table shows that a Supply PD of 01, 02, or 03 automatically designates that the shipment will be routed by air, irrespective of the RDD. Supply Priority Designators of 04, 05, 06, 07, or 08 will dictate an air shipment ONLY IF the RDD indicates "444", "555," "777," "E," or "N". An "E" in the first character position of the RDD field indicates the requisition is for an anticipated (within 15 days for CONUS units, and within 20 days for Outside Continental United States (OCONUS) units) non-mission capable supply requirement, which means the shipment, qualifies for expedited air shipment. An "N" in the first character position of the RDD field indicates the requisition is for an actual non-mission capable supply requirement, which means the shipment qualifies for expedited air shipment. Requisitions that have a 09 - 15 supply priority designator are considered routine, irrespective of the RDD, and must be shipped via surface modes. The PD and the RDD are used to construct the TP as shown in Table 2-2.

IPG 1				IPG 2				IPG 3				
PD	RDD	TP	MODE	PD	RDD	TP	MODE	PD	RDD	TP	MOD	
01	All, includes blank	1	Air	04	444, 555, 777, E, N, CONUS: 8 days or less, OCONUS: 21 Days or less	2	Air	04	Blank CONUS: Greater than 8 days, OCONUS: Greater than 21 days	3	Surface	
02				05				06				07
03				08				09				10
		Expedited		11		Expedited		11		Routine		
			12		12							
			13		13							
			14		14							
			15		15							

TABLE 2-2 Transportation Priorities (TP)

(1) Marine Corps or Combatant Commander (CCDR) priorities related to national interests may override the TP.

(2) Priorities of the Marine Corps. The Green Sheet procedure is designed to override transportation priorities. This procedure is used for expediting Marine Corps shipments being inducted into the channel system supporting national interests and operational necessities for the CCDR.

(a) This process will place Green-Sheeted Marine Corps cargo

ahead of other Marine Corps cargo not yet programmed for movement. It does not place Marine Corps cargo ahead of other Service's cargo.

(b) Green-Sheeting of cargo should only be used when there is an immediate requirement for a shipment to move in advance of all other Marine Corps priority shipments, including cargo with RDD 999. Green sheet is not a supply priority, but it is designed to override priorities when expedited movement of specific shipments is required in the national or defense interest and is certified as an operational necessity by the sponsoring Service. USMC ACA must clear cargo and physically present it at the Aerial Port of Embarkation (APOE) before its approval for a Green Sheet. The requester submits requests for Green Sheet action to the ACA that is a letter written and signed by the MEF or MARFOR G-4 (see submission requirements below). The ACA will assure coordination is accomplished with other Service ACAs prior to departure of the cargo from the origin station. The originating ACA must document requests, in writing, to down-line ACAs, which is usually done within the Financial Air Clearance Transportation System (FACTS), to assure the cargo is green sheeted after each terminating channel and on any subsequent flight to the final destination. All down-line stations are required to honor original Green Sheet action.

(c) The following information is required to request a Green Sheet approval from ACA:

1. Written request approved by competent authority. Competent authority is defined as an O-6 (or higher) representing the MARFOR/MEF G-4.
2. Justification (with impact statement).
3. Materiel specifications such as piece/weight/cube.
4. Transportation Control Number.
5. It is important to note that "Green Sheetting" is simply a reference to a process, and although there are no specific Marine Corps or DoD forms designated for the process, the source documentation normally includes a copy of the TCMD and a request letter signed by competent authority (as defined in the previous paragraph).

4. Priorities of the Combatant Commander (CCDR). The Purple Sheet process authorizes specific cargo in the Air Mobility Command (AMC) system in-transit to the AOR, to gain movement precedence over other priority cargo in-transit, to the AOR, including cargo with RDD 999 and Green Sheet shipments, regardless of service lane or arrival date at the APOE.

a. The CCDR requires the ability to prioritize sustainment cargo during Lines of Communication (LOC) stress or during shifts of contingency/combat operations. The intent is to outline a process for the supported CCDR to prioritize sustainment cargo already on hand at an APOE for subsequent flow into the AOR.

b. The Purple Sheet process applies from the initial identification to the shipment's final destination Aerial Port of Debarkation.

c. The supported CCDR reviews and approves Purple Sheet requests and forwards Purple sheet action to the USTRANSCOM DDOC, after coordinating with

Higher Headquarters.

d. The USTRANSCOM DDOC tasks the Tanker Airlift Control Center (TACC), who in turn tasks the applicable APOE. The APOE will coordinate with the service ACA.

e. If applicable, the ACA changes the priority and RDD fields in the Global Air Transportation Execution System (GATES) to read "1" "999" and enter the words "Purple Sheet as of XXXXZ" in the applicable TCMD trailer (TX1) data fields.

f. Movement of Purple Sheet cargo will take place on the first available mission. The purple Sheet cargo will not displace cargo already manifested on departing aircraft, unless directed by the TACC.

g. Purple Sheeted cargo will be manifested separately with markings "Purple Sheet Cargo".

h. As with the Green Sheet process, "Purple Sheeting" is a reference to a process. The source documents normally include a signed letter from the supported CCDR and a copy of the TCMD.

5. Mode/Method Eligibility. The mode and method of transportation selected to move a shipment to a destination is to be consistent with the delivery requirement. When on-time delivery is not achievable, the DMO will select the mode and method with the closest performance to the target RDD.

a. Prudent Traffic Management. Prudent Traffic Management processes will involve the customer and DMOs coordinating early and throughout the transportation acquisition planning and shipping process.

b. Mode. The mode is a general category of movement (e.g., air or surface). Normally, the TP will determine the mode of transportation. However, there are other factors to consider when selecting the mode including, but not limited to, the RDD, shipment content, weight and cube, destination, and cost.

(1) Air Eligibility. Only TP-1 shipments with a valid RDD (to include a blank RDD) and TP-2 shipments with a valid RDD as shown in Table 2-3 below are airlift eligible. TP-3 routine transportation shipments are not eligible for air movement and will be automatically diverted to surface. However, certain medical and short shelf life items may be authorized to move by air as TP-3 only if they have a valid RDD and/or Project Code. Below Table 2-3 illustrates the relationship between the RDD/Criteria, Transportation Account Code (TAC), and TP for airlift eligible shipments.

TP	PD	TAC Begins with	RDD/Criteria
1	01-03	M,L,S	All RDDs to include blank date (RDDs beginning with S or X are excluded)
2	04-15	M,L,S	Project Code 444, 555, 777, N_, E_, or RDD that is less than or equal to 21 days for OCONUS; RDD less than or equal to 8 days for CONUS.
2	04-08	M,L,S	No RDD - Not Air Eligible
3	04-15	M,L,S	RDD indicates routine handling, greater than 8 days for CONUS or 21 days for OCONUS AND the shipment is considered (a) Unaccompanied Baggage, (b) sensitive/security items, or (c) short shelf life such as whole blood, perishable subsistence, biological, batteries, required refrigeration, radioactive, etc.
4	04-15	M,L,S	Non-air-eligible materiel moving by military air on a space-available basis at or near the surface/sealift cost, (e.g. HHG) to non-hardened area).

TABLE 2-3: Airlift Eligible Shipments

(2) Restrictions from Air Transportation

(a) RDD 999 and Certain Commodities. The Marine Corps ACA will challenge the following commodities of Marine Corps sponsored shipments with RDD 999. The requisitioning organization or shipper will be notified that the shipment is being challenged when shipments are offered as RDD 999 with the following commodities:

1. Construction Materials
2. Engineer Supplies
3. Printed Forms or Publications
4. Unaccompanied Baggage (UB)
5. Clothing or Fabrics
6. Ship Part
7. Plants, Plant Products, and Other Organisms
8. Office and School Supplies
9. Office Machines and Furniture
10. Household Goods (HHG)
11. Mail/Care Packages/Internet Orders

12. Any materiel not otherwise specified (NOS) that may require special handling with special instructions identified in the document identifier (DI) T_9 trailer data of the TCMD. This is primarily used with channel airlift cargo being moved on 463L pallets.

(b) The DMO (or authorized agent thereof) shall not airlift the following items, regardless of weight, except in extreme emergencies, and when complete justification is obtained:

1. Paper
2. Paper Products
3. Tents, Tent poles, etc.
4. Housekeeping supplies and equipment
5. Large items (e.g., tanks, vehicles, etc.)

(3) Surface Eligibility TP-3. TP-3 eligible cargo is typically shipped via surface modes. TP-3 shipments are not air eligible, except for short shelf life items such as whole blood perishable substances, biological matter, batteries, items requiring refrigeration, radioactive material, and like items. Customer activities must ensure the Advance Transportation Control and Movement Document (ATCMD) properly identifies these exceptional TP-3 shipments. Deferred airfreight (TP-4), via AMC, is a possible alternative to surface movement, depending on space availability.

(4) Deferred Airfreight/TP-4. TP-4 is non-air-eligible materiel moving by military air on a space-available basis, at or near the surface/sealift cost. This includes the movement of HHG to non-hard-lift areas.

(a) DMOs are encouraged to request deferred airfreight/TP4 for cargo movement. Pre-clearance must be received from the ACA or port before cargo is shipped to the port for TP-4 movement.

(b) Clearance of deferred airfreight requires that TP-4 be shown in the priority field of the ATCMD. TP-4 must also be shown in the priority block of the shipping label.

(c) HAZMAT, explosives, and material requiring special handling.

c. Method. The method is a means of movement within a mode, such as AMC channel, small package air carrier, motor, rail, or shipping container, (e.g., commercial-or-government). Service modes/methods may be selected when the cost is equal to or less than the normal surface expense. The most current transportation method codes are available on the USTRANSCOM Reference Data Management System website at <https://trdmws.maf.ustranscom.mil/> -click on "DTR Data" and "Transportation Method", and select "Display Data" from the Action Legends box.

(1) AMC Channel. AMC channel service is the primary means by which air eligible cargo is transported to locations supported by the AMC channel airlift system. Channel service or express service airlift is normally the planned method for the movement of sustainment cargo by air. This process involves sustainment cargo moving on predetermined channels that are established in accordance with existing regulations. Movement control coordinates transportation resources to enhance combat effectiveness and meet the deployment and sustainment priorities of the supported CCDR. Additionally, express carriers at depots might pick up critical cargo with

definite delivery times or installations, moved by the carriers to either a commercial or military hub, and loaded on AMC organic, Civil Reserve Air Fleet, or commercial airlift missions for delivery to the AOR and/or Joint Operations Area.

(2) Next Generation Delivery Service (NGDS). NGDS is a DoD contract that must be used for all small package delivery requiring express service, time-definite, and door-to-door service. NGDS service is for delivery of packages up to 150 lbs. within CONUS and for up to 300 lbs. for between CONUS and Alaska, Hawaii and Puerto Rico to include intra Alaska, Hawaii and Puerto Rico. The NGDS contract covers small package shipments up to 300 lbs. for shipment requiring international delivery needing express service, time definite, door-to-door pickup, and delivery when shipment delivery requirements cannot be met by AMC. As a general practice, NGDS can be used for the shipment of U.S. sponsored Foreign Military Sales (FMS) and may also be used to ship Personally Identifiable Information (PII) when appropriately packaged. However, items requiring Transportation Protective Service (TPS) are not authorized for international shipments under the NGDS contract. Additionally, shippers are authorized to use the NGDS contract for small quantity shipments of Arms, Ammunition, and Explosives (AA&E) and HAZMAT in accordance with reference (e) Part II, Chapter 205, Table 205-7.

(3) Global Heavyweight Services (GHS). GHS is a USTRANSCOM administered FAR based contract utilized by U.S. Government Shippers for the International movement of cargo in excess of 300 lbs. The contract utilizes 25 commercial air carriers and provide limited airlift to areas underserved by AMC. GHS permits the movement of Security Risk Category (SRC) III and IV AA&E to include uncategorized small arms and ammunition 1.4S and night vision goggles. GHS may be used for the movement of small arms weapons, grenade launchers, limited shoulder fired weapons and handguns. Shippers should consider utilizing GHS after determining that AMC lift capabilities cannot meet their mission requirements. In instances where no rates exist, a spot bid may be used. The GHS contract may not be used for the movement of classified or sensitive material or SRC I or II items.

6. Carrier Selection. Only authorized DMOs with a Bill of Lading Code (BLOC) may issue Commercial Bill of Ladings (CBLs). Persons furnishing supporting documents, contract data, or other information to DMOs are responsible for their accuracy. A single CBL may be used at any time when an agreement exists between a DMO and a Transportation Service Provider (TSPs). Out-bound, in-bound segments of a round-trip are considered two separate movements, and separate CBLs must be issued for each segment. When a car or vehicle (tractor-trailer) is loaded to capacity, the overflow will be billed on the same CBL unless prevented by provisions in the TSP tender. The carrier selection process is executed within the Cargo Movement Operation System (CMOS). The DMO will apply "Best Value" carrier criteria when making carrier selections.

a. Best Value. Carriers are selected based on overall value to the Marine Corps and several aspects must be considered, such as price, equipment availability, past performance, and customer service. Carriers are generally selected from a list of qualified TSPs called a "Route Order", which is requested via CMOS and provided by SDDC. Although Route Orders are typically provided in order of cost, price is not the sole determining factor for carrier selection. "Best Value" is based on a variety of factors, including, but not limited to: price, variety of service, reliability of service, quality of service, on-time delivery, availability, and damage-free

shipments.

b. Carriers, other than United States Postal Service (USPS)

(1) Carriers must have an approved Tender of Service or contract on file (hard copy or electronic) with AMC, General Services Administration (GSA), or SDDC. Tenders are a paper or electronic voluntary or negotiated offer by a qualified carrier to provide transportation services to the United States Department of Defense at specified rates or charges, and are submitted by the carrier to a central authority (the SDDC is the central authority for DoD domestic and United States territory tenders) for official acceptance and authorization, for use to route freight traffic. Only DoD-certified freight carriers having an active paper or electronic Tender of Freight Services on file that is approved by SDDC or AMC within the Global Freight Management (GFM) system and the NGDS contract, for domestic and international package delivery services are authorized for use when routing cargo.

(2) DMOs may use approved munitions carriers with Freight All Kinds (FAK) rates on file when a risk assessment decision determines that certain types of general commodities should be afforded added protective services in accordance with reference (e), Part II. These items include inert (non-explosive) and other non-hazardous items with new technology, high value, or by design may be perceived by the public to be hazardous.

c. Route Orders. Domestic Route Order (DRO) Requests (DROR) for shipments of AA&E where a security escort vehicle is required will be submitted through CMOS no later than 48 hours prior to the shipment pickup with the exception of overseas satellite DMOs when CMOS is unavailable. Shippers may contact the SDDC freight routing section Monday through Friday from 0800 until 1400 CST for assistance at 618-220-6359.

d. Domestic Shipments. Carriers must be TPPS SYNCADA capable. Carriers accomplish this by establishing a Trading Partner Agreement with U.S. Bank. The DMO must enter the Standard Carrier Alpha Code (SCAC) of the carrier to whom the shipment is tendered. SCAC information is pre-loaded into the DMOs shipper system. This SCAC is used by TPPS to identify the carrier moving the shipment. Contact the SDDC GFM Help Desk at toll free 800-462-2176 (Option 3 for GFM, Option 6 for Electronic Transportation Acquisition [ETA]), commercial 618-220-7332, or DSN 770-7332 or contact the TPPS Help Desk at 800-417-1844 for assistance if unable to find the SCAC.

7. Transportation of Locally Purchased Items. All costs for locally purchased items are the responsibility of the ordering unit. The cost of transportation should be included as part of the contract price. When it is determined that AMC, Military Sealift Command (MSC), or SDDC services will be used, transportation costs are still borne by the ordering unit. OCONUS shipments must comply with packaging, marking, documentation, and advanced clearance.

Chapter 3

Freight Management

1. Policy. To select the means of distribution for CONUS and OCONUS DoD freight shipments, the DMO or designated representative (person appointed as Transportation Agent [TA]) will adhere to general distribution management policies in accordance with reference (e) Part II when selecting the means of distribution for domestic and international DoD freight shipments. It is Marine Corps policy that:

a. Freight shipments must be authorized by the appropriate approving authority. A Commanding/Accountable Officer must appoint the Approving authority in writing. Appointment letters must be current and kept on file by the DMO.

b. Shipping clerks (Freight Rate Specialists) require TA appointments in writing as they are the personnel coordinating shipments on behalf of the TO.

c. Marine Corps activities and supporting vendors will provide accurate shipping documents with a machine-readable 2D barcode for materiel shipments to be accepted by the DMO.

d. Maximum distribution cost savings will be realized in connection with freight routed by the DMO in accordance with reference (e), Part II, Chapter 201.

e. Safe, secure, reliable, and quality distribution services will meet Marine Corps requirements, using "Best Value" principles outlined in Chapter 2 of this Order.

2. Shipment Authority

a. Prior to releasing freight to the TSP, DMO personnel shall ensure properly authorized documentation is received from the customer activity, unless the accompanying documents are system-generated.

b. The DMO (or authorized representatives) will not process documentation signed by unauthorized individuals (those without written authorization from a commanding/accountable officer).

c. The appropriate approving authority must designate individuals in writing to sign freight shipment requests (e.g., PR Builder in lieu of DD Form 1149, tracker lite DD Form 1149, or DD Form 1348-1). DMOs must maintain current appointment letters on file. Additionally, the correct TAC will be used to fund freight shipments.

d. A sample of appointment letters are in Appendix B within this Order. Individuals may be authorized to sign more than one type of document on a single appointment letter, and more than one individual may be on an appointment letter.

3. Funding Source

a. When shipping a Military Standard Requisitioning and Issue Procedure (MILSTRIP) or non-MILSTRIP shipment, (including shipments by other military services and agencies), shipment originators are responsible for identifying

the correct funding by selecting the appropriate TAC. The TAC is a 4-position alphanumeric code that identifies the correct account to charge for movements within the DTS via multiple channels: AMC, MSC, SDDC intermodal lift, and ports. TACs generally fall into two categories: 1) HQMC funded 2) Command (unit) funded. The DMO is authorized to refuse any shipment without proper funding information, but only after all attempts to resolve funding issues are exhausted.

b. TACs are chargeable to the Operation and Maintenance, Marine Corps (O&MMC) funds and must be established and/or validated when personal property, materiel, local purchase, and purchase card shipments move in the DTS, but are funded by unit/installation O&MMC funds. The validation must occur prior to entering the shipment in DTS. Additionally, in accordance with reference (f), TAC funds administrators must provide an authorization letter to expend funds from the unit TAC. This letter must be filed at the DMO or accompany the source shipping documentation prior to the shipment entering the DTS. The following are examples of source documents: Purchase Request (PR) Builder "In Lieu" of DD Form 1149, DD Form 1348-1A, Issue Release/Receipt), or DD Form 1149, Requisition and Invoice/Shipping Document. O&MMC funds expire on 30 September of each Fiscal Year (FY). Purchase card users should know that if a shipment changes mode from 30 September to 1 October, the previous year's FY funds cease on 30 September.

4. Shipment Documentation and Processing

a. Shipping Documentation. Transportation requests will be generated via system-to-system data exchange (or by approved AIS) to create shipping documents with 2D barcodes. For unit move requests, TCPT is no longer authorized as the sole source requirement to execute a movement request.

b. Processing Materiel for Shipment. Shipments prepared in CMOS must be "closed" (electronically released within the system) upon TSP pickup. Since shipment closeout (electronic release) is not automatic, DMOs will establish procedures to ensure that shipments are electronically released in a timely manner. Shipment payment delays occur when shipments are not released in CMOS; and, transactions (e.g., Advanced Shipping Notice (ASN)) are delayed to the receiving activity and DoD ITV systems (e.g., Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC)).

c. Types of Shipments. There are two types of shipments: MILSTRIP and non-MILSTRIP. Normally, the activity requesting shipment will deliver their cargo to the DMO.

(1) MILSTRIP Shipments (DD Form 1348-1A). MILSTRIP shipments are presented to the DMO for shipment, and processed through the supply system. The DD 1348-1A, Issue Release/Receipt Document (IRRD) is the shipment planning worksheet for MILSTRIP shipments. The IRRD will be 2D barcoded. See Table 3-1 for details.

Form	IPG	RDD	TP	Mode	Type Mode	Method
DD 1348-1A	01-03	All RDDs to include blank date RDDs beginning with S or X are	1	Air	Compatible with RDD	AMC Commercial Tender
						TDS
						Small parcel (air and surface)
		excluded)				Air and Surface Freight
	04-15	777,555,444,N,E_ or > 2 days but < or = 8 days (CONUS) or > 5 days but < or = 21 days (OCONUS)	2	Air	Compatible with RDD	AMC Commercial Tender
						TDS
						Small parcel (air and surface)
						Air and Surface Freight
	04-15	Blank RDD, or RDD > 8 days (CONUS) or > 21 days (OCONUS)	3	Surface	Lowest Cost Delivery Alternative if no RDD	Compatible with RDD
						Lowest cost small parcel service
						Commercial carrier With DoD tender
						DLA CCP Ocean Carrier (SDDC)
						TDS when cost effective

TABLE 3-1 MILSTRIP Shipments

(a) Piece Count. A piece count is not required unless the material is one of the following:

1. Classified
2. Sensitive
3. Hazardous
4. High-value
5. High priority

(b) If the count appears different from documentation, a physical count is required.

(2) Non-MILSTRIP Shipments. Non-MILSTRIP shipments are those presented to the DMO for shipments that are not processed through the supply system. See Table 3-2 below for details.

Form	IPG	RDD	TP	Mod	Type mode	Method
DD-1149 Memo Requesting Shipment * Expedite	01-03	CONUS/Intra-Theater RDD < or = 2 days	1	Air	RDD	AMC Commercial Tender
		OCONUS/Inter-theater RDD < or = 5 days				Compatible with TDS
						Small parcel (air/surface)
						Air\Surface
	04-15	CONUS/Intra-Theater RDD > 2 Days and < or = 8 Days	2	Air	Compatible with RDD	AMC Commercial Tender
		OCONUS/Inter-Theater RDD > 5 days and < or = 21 days				TDS
						Small parcel (air/surface)
						Air\Surface Freight
	04-15	CONUS/Intra-Theater RDD > 8 Days or blank	3	Surface	Lowest Cost Delivery if no RDD RDD	Lowest cost small parcel service
		OCONUS/Inter-Theater RDD > 21 days or blank				Compatible with Commercial
						DLA CCP Ocean
						TDS when cost effective

TABLE 3-2: Non-MILSTRIP Shipments

(a) Organizations may utilize the PR-Builder ("in Lieu of DD Form 1149") and other electronic applications for Non-MILSTRIP requests for transportation services for USMC shipments. The DMO will determine the TP based on the shipment content, supply priority and assigned RDD.

(b) To measure and report metrics, start the shipment processing time when the customer activity offers the DMO an accepted shipment (Authorization Letters are on file, TAC has been validated, hazardous declarations are present [if needed] and proper, etc.).

(c) Pre-packaged shipments by a customer can be accepted by the DMO without an additional piece count as long as the shipping documentation includes the statement "Customer Provided Piece Count", and it is packed in accordance with Military packaging standards activity (MIL-Std-2073).

(d) Non-Marine Corps funded shipments must submit electronic DD Form 1149 that includes a 2D Barcode via TrackerLite website: <https://trackerlite.wpafb.af.mil/DD1149/main.aspx>.

(e) All customer activities currently using an automated management system to create barcoded shipping documents may continue to do so.

(f) DMO will not require units to use the Web 1149 system if they have a 2D barcode MILSTRIP DD Form 1348 with a valid TAC.

(g) Manual DD Form 1149's are ONLY accepted on a case-by-case basis (e.g., power outage, forward deployed units without connectivity). The official link to download the DD Form 1149 is as follows:
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1149.pdf>.

5. Freight Description. Shipment documentation with 2D barcodes must uniformly describe the freight. The following terms are not acceptable: "aircraft part," "NOS", "FAK", "Consolidated Cargo", "General Merchandise", "NIIN", "serial numbers" or "No Description" (blank).

6. In-transit Visibility (ITV). The Marine Corps is committed to ITV principles and is determined to improve ITV source data timeliness and quality to support the warfighter. ITV is the ability to track the identity, status, and location of DoD units, and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations. More information on ITV is contained in Chapter 14 of this Order.

a. The DoD ITV tool is the IGC. Customer activities should establish IGC accounts for tracking cargo shipments.

b. IGC effectiveness and reliability are based on our ability to provide accurate and timely source transportation data. ITV integrity must be maintained by providing data feeds to IGC according to the following time standards:

(1) Two hours for all intra-theater and CONUS non-unit cargo movements (all modes).

(2) One hour for all unit personnel and equipment movements upon departure.

(3) One hour for all sustainment air cargo movements upon departure.

7. Transportation Facilities Guide (TFG). DMOs must ensure shipping/receiving activity information is current and accurately reflected in their TFG records in accordance to reference (e) Part II, Chapter 201. The consignor and/or TSP rely on accurate TFG data to conduct advance shipment planning.

a. CONUS and OCONUS freight DMOs are required to update TFG records as follows:

(1) On a semi-annual basis (1 March and 1 September) for secure holding areas.

(2) Immediately whenever critical operational changes, such as a change in operating hours or installation closures (e.g., holiday closure or inventory closure).

b. DMOs may access the TFG by the GFM system via the SDDC Electronic Transportation Acquisition (ETA) portal:

<https://eta-teams.transport.mil/teams/home>.

c. SDDC Operations will update the "secure holding area" installation designation upon request.

d. Prior to initiating online changes, proposed revisions to modify the terms of delivery, delay receipt, or increase transportation costs must be approved at the major command level and coordinated with shipper Service HQs.

8. Packaging and Protection of Freight

a. All Marine Corps freight will be packaged in accordance with Military Packaging guidelines. The materials and methods prescribed in federal and military specifications, standards, drawings, or other authorized documents are designed to provide the level of protection to prevent damage or deterioration during shipment, handling, and storage of material. The PPP&M facilities, equivalent Military packaging installations or trained DoD civilians/contractors and Packaging specialist should be utilized to handle the packaging of any intermediate Marine Corps freight.

b. Except as provided in reference (n), O&MMC transportation-funding allotments are prohibited for costs incurred by materiel packing, crating, and handling. The MEF funds all packing, crating, and handling costs incident to shipment.

9. Consolidation of Shipments

a. Policy. It is Marine Corps policy to leverage the benefits and economies achieved by consolidating shipments. These benefits include conserving distribution funds, reducing transit times, lowering risk of loss or damage in transit, and using of distribution facilities and equipment efficiently. The DMO or authorized agent is directed to adjust schedules to consider consolidation of shipments where movement requirements permit and are within the Time-Definite Delivery (TDD) Standards.

b. Shipper Associations/Forwarders. Shipper Associations are regulated, nonprofit organizations that consolidate freight shipments into larger lots in order to take advantage of quantity discounts and other cost savings offered by various modes of transportation. DMOs are encouraged to utilize the services of Shipper Associations in consolidating shipments when they can provide the required service at the lowest cost. Procedures for utilizing Shipper Association services are provided in reference (o), No. 1C, Item 5. Shipments of DoD freight will be tendered only to those Shipper Associations that have been approved by SDDC.

10. Use of Transportation Service Provider (TSP) Equipment

a. General. Any difficulty in obtaining transportation equipment from a TSP should be promptly elevated to the SDDC Systems Response Center so that assistance may be obtained from the local office of the Association of American Railroads (AAR) or American Trucking Association.

b. Shipment Planning. Carload (CL) and truckload (TL) shipments should be planned so that the TSPs equipment will be loaded to full visible capacity or maximum load limits, when possible. The equipment must be sealed by the DMO when the shipment occupies full visible capacity of the TSP equipment, or it is of sufficient weight to permit the application of a CL or TL rate. In

addition, certain TSP tariffs or tenders may require the customer activity to seal the equipment and annotate the seal number on the Government Bill of Lading (GBL)/CBL in order for the most advantageous rate to apply. The DMO must be aware of the tariff or tender requirements.

11. CARRIER PERFORMANCE AND EVALUATION PROGRAM (CPEP)

a. General. The CPEP is designed to ensure Department of Defense (DoD) surface shippers get the best available service from CONUS commercial cargo TSP. The CPEP establishes specific elements of service that are key indicators of TSP performance. It also establishes minimum levels of satisfactory performance and prescribes procedures for denial of DoD cargo shipments to any TSP that fails to provide satisfactory service. This chapter outlines procedures for the accomplishment of objectives and assigns enforcement authority and responsibility for various segments of the CPEP.

b. DMO Responsibilities. The DMO or authorized agent is responsible for implementing the CPEP to ensure local TSP are providing satisfactory service.

(1) Documentation. The DMO will do the following:

(a) Use the CPM application in the GFM system or CPM Web Services to document all service failures and non-selection incidents and to generate Letters of Warning (LOW), suspensions, and non-use actions.

(b) Maintain electronic or automated CPP files; this is a written record of all instances where a TSP was not selected from a Route Order. Report TSP performance issues/failures affecting the safe, secure, efficient, and cost effective transport of DoD-owned cargo for action as required and provide copies of actions to the SDDC at usarmy.scott.sddc.mbx.carrier-performance@mail.mil. This includes service failures reported to shippers by receiving activities.

(2) Forwarding Procedures. The CPM web service is used to record performance and take actions against TSPs, the system automatically forwards a copy to SDDC. Carrier performance actions must be taken within 30 calendar days of the incident occurrence. If incidents are discovered beyond 30 days after occurrence, shipping activities will report the incident directly to Headquarters (HQ) SDDC.

12. Contractor Logistics Support (CLS)

a. General. CLS contracts normally require vendors to ship materiel using door-to-door commercial transportation. In instances where CLS contractors need to ship materiel to overseas locations (to include deployed environments within non-mature theaters where infrastructure is limited), they are to do so only if they have a formal, well-established supply chain to the overseas location with a clear and validated "ship to address" reflected on the shipment. Contractors are responsible for ensuring that all Customs and Border Clearance requirements have been met prior to releasing their shipments to a TSP.

(1) During certain circumstances (e.g., crises, contingency operations, etc.), door-to-door commercial delivery may not be possible. Thus, materiel must enter the DoD organic distribution system for delivery to the ultimate consignee. Such materiel is often insufficiently marked and labeled, and subsequently it becomes "frustrated", and all movement is

stopped. "Frustrated" materiel can also occur under other type contracts and under purchases made with the GCPC. The category of "frustrated" materiel from vendors and GCPC purchases has seriously hindered container consolidation points and aerial port operations in all recent contingencies.

(2) To reduce the amount of "frustrated" materiel inducted into the DOD organic distribution system, CLS vendors must ensure all shipments comply with the guidance in this directive and the business rules delineated in the applicable contract. The DoD organic distribution system includes the organic DTS managed by USTRANSCOM; military department-operated ocean and aerial ports and facilities; defense consolidation and containerization facilities; and Defense Distribution Centers (DDC).

(3) CLS vendors must notify the Contracting Officer (KO) or the Contracting Officer Representative (COR) when they are unable to use door-to-door commercial transportation and to request alternate shipping instructions. The KO or COR designee shall expeditiously provide alternate SI and make the appropriate contract price adjustments. KOs shall take this same action if they become informed from someone other than the vendor that the vendor will be unable to complete deliveries using door-to-door commercial transportation.

b. Business Rules for CLS Shipments. For vendor shipments entering the DTS (which includes organic transportation provided by USTRANSCOM, military department-operated ocean and aerial ports and facilities, defense consolidation and containerization facilities, and DDCs), vendors must:

(1) Adhere to military standard documentation and marking in accordance with reference (m), which includes but is not limited to Military Shipping Label (MSL) and bar-coding requirements. An example of the MSL is in Figure 3-1 in Appendix B of this Manual.

(2) In addition to the "ship to" address, include a "mark for" in-the-clear delivery address, which includes the ultimate consignee's name, phone number, organization, unit/departmental name, office symbol, building number, room number, street address, city, state, country code designation, and consignee's Department of Defense Activity Address Code (DODAAC). For shipments moving to overseas locations and for mobile deployable units, the in-the-clear address must also include the host country geographic address and the Army and Air Force Post Office/Fleet Postal Office address. Overseas CLS shipments will also be routed through the defense consolidation and container facilities.

(3) Include Transportation Control Number (TCN), TAC, TP, piece count (e.g., number of other boxes), Contract Number, and RDD when available.

(4) Ensure that packages include a packing slip in a plastic pouch on the outside of the package to eliminate the need to open boxes for shipment content identification.

(5) Appropriately package items to arrive safely in good condition at specified destination.

(6) During contingency operations, ensure that packages containing HAZMAT include hard copies of Material Safety Data Sheets (MSDS) for all HAZMAT. MSDS should be included in the plastic pouch with the HAZMAT packing slip. Appropriately package HAZMAT to comply with applicable modal requirements.

(7) Provide ITV at the time the shipment is initiated. This is required whether the shipment is known to be entering the DoD organic distribution system.

(8) Provide advance-shipping notice to the designated ACA.

13. Transportation Protective Service (TPS) and Constant Surveillance and Custody Service (CIS)

a. General information shipments requiring TPS. TPS is an accessorial security service provided by commercial carriers for classified or sensitive material requiring enhanced security when moving intransit. DMOs must ensure that AA&E and sensitive material requiring TPS is moved aboard SDDC approved TSPs per DTR Part II, Chapter 205.

b. General information for shipments requiring CIS. This service requires constant surveillance and custody of a shipment by a qualified, DoD approved, TSP representative. Drivers are required to have proper named on the Bill of Lading (BL). Proper identification of drivers must include a valid commercial driver's license and an employee record card or similar document. For CIS shipments traveling over 150 miles, DMO personnel must add the Extra Driver (EXD) accessorial service to the BL. CIS is included as part of Dual Driver Protective Service (DDP) and Protective Security Service (PSS). All drivers must comply with the requirements identified in Chapter 3, paragraph 14.b of this Order.

c. Local Drivers. TSPs utilizing local drivers are responsible for ensuring over-the-road equipment meets the same DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials), standards and that the DD Form 1907, Signature and Tally Record (STR) is completed legibly and signed by both drivers immediately at any change of custody.

(1) The driver will have continuous visibility of the shipment while in transit.

(2) Qualified TSP representatives will physically attend the vehicle/shipment at all times (including brief in-transit stops). The term "attended" shall mean the individual responsible for the shipment is awake, and is either physically within the driver operating section of the vehicle (not in a sleeper berth) or is physically present at all times within 25 feet of the vehicle while the vehicle is within their constant, unobstructed view.

(3) The trailer or vehicle containing a shipment requiring CIS shall continuously be connected with the power unit (tractor) except under the exceptions noted in reference (o), Item 101.

(4) The tractor shall be equipped with at least two separate means of communications, such as (but not limited to) a working mobile communications unit (e.g., QUALCOMM device), a citizens band radio unit, or a cellular telephone.

(5) For shipments requiring Constant Surveillance and Custody Service (CIS), a TSP must have the capability to trace an in-transit shipment in less than one hour. A TSP or qualified representative shall immediately notify the consignee if the shipment cannot reach the consignee within 24 hours of the required delivery date.

(6) STR DD Form 1907 will be maintained.

(7) No trip lease is permitted under any circumstance in accordance with reference (o), Appendix B, Definitions.

(8) TSPs will ensure that their driver(s) are trained on appropriate measures to obtain DoD secure holding and state/local law enforcement assistance when circumstances warrant.

(9) All CIS shipments require compliance with Terminal Security Standards, in accordance with reference (o), Item 93.

d. Signature and Tally Record (STR). The STR (DD Form 1907) is a form used to document a service designed to provide continuous responsibility for the custody of DoD shipments in-transit. A STR is required from each person accepting custody of the shipment during transit from origin to destination. A STR is not a TPS; however, it is an integral part of the TPS.

(1) DMOs must be aware of the conditions under which the STR is required for use in the shipment of secret, confidential, and sensitive material. The instructions covering the STR are in reference (e), Part II, Chapter 205.

(2) The DMO will prepare a STR and will retain a copy for every TPS shipment.

e. Dual Driver Protective Service (DDPS). This service consists of two drivers, both who are in the process of obtaining, or have obtained, a SECRET clearance. This assessorial service is used for classified CONFIDENTIAL vice SECRET or AA&E shipments that are not SRC I or II. The rules and conditions for CIS must also be adhered to when this service is used.

(1) TSP will ensure that the vehicle is parked within an SDDC-approved TSP owned secure holding facility when circumstances require lengthy stops enroute for AA&E DDP shipments.

(2) A qualified TSP or terminal representative must be within 25 feet of the vehicle or shipment and maintain continuous view of the shipment.

(3) Or, the shipment must be secured in an adequately lighted area that is surrounded by at least a 6-foot chain link fence, continuously patrolled by a representative of the TSP or terminal. Shipments under DDP must be checked at least once every 30 minutes.

(4) When circumstances require lengthy stops enroute for non-AA&E DDP shipments, the limitations prescribed in reference (o) (Item 93) shall apply.

(5) The vehicle conveying the shipment must remain connected with the power unit (tractor) during shipment except when the vehicle is stopped at a DoD activity/contractor for loading/unloading; held at DoD Secure Hold location; or is physically within a SDDC approved TSP owned secure holding facility.

(6) For more information regarding DDP shipments, see reference (o).

f. Protective Security Service (PSS). Any TSP who provides PSS must

comply with all requirements for Transportation Service Provider Security Clearance Requirements, and Dual Driver Protective Service, and the following requirements in this section. DDP is required for SECRET shipments and SRC I and II AA&E shipments. Shipments must move point to point to destination without delay. However, if circumstances arise that require in-transit stops, a TSP will ensure that SRC I and II AA&E shipments be secured only at a DoD-owned secure holding facility.

(1) This service requires continuous attendance and surveillance of a shipment by two qualified drivers (not applicable to rail, barge, pipeline, USPS, and TDS domestic contracts shipments).

(2) Drivers are required to carry adequate identification that verifies their TSP affiliation. PSS is used for classified SECRET (vice CONFIDENTIAL) or AA&E shipments.

(3) TSPs will also provide Exclusive Use of the Trailer Dromedary Expedited Services (EXC) for SRC I and II or SECRET shipments.

(4) For shipments requiring PSS, the BL must be annotated with, Protective Security Service Requested. STR, DD Form 1907, furnished to TSP.

(5) The trailer or vehicle containing the PSS shipment must always be connected with the power unit (tractor) except when the vehicle is stopped at a DoD activity for loading/unloading or physically within a DoD Secure Hold location.

(6) For more information concerning PSS, see reference (o).

g. Expedited Services (EXP). This service is used for shipments requiring priority handling to ensure delivery faster than the normal transit time for the mode selected. Examples include shipments requiring same day service or before normal delivery hours the following day. The EXP charge shall be assessed at the line-haul rate plus 20 percent in addition to all other applicable charges.

h. Exclusive Use (EXC). A service that TSPs offer to DoD shippers that allows vehicles to be devoted exclusively to the transportation of the shipment, without breaking the seals or locks and without the transfer of the freight for a TSPs convenience. Examples of charges for EXC will not be assessed under the following conditions:

(1) When a vehicle is loaded to full visible capacity.

(2) When line haul charge is based on a published rate in TSP tender for minimum weight of 45,000 pounds or the actual weight is 45,000 pounds or greater.

i. Dromedary Services. A service requested when the storage of AA&E, classified, protected, and sensitive cargo is required. A dromedary is a box, deck, or plate mounted behind the cab and forward of the fifth wheel on the frame of the power unit of a truck tractor-semitrailer combination to carry freight.

14. Use of Cargo Containers. Intermodal container service is the preferred method of shipping DoD-sponsored surface export cargo. When DoD-owned containers are not available, container resources of the commercial

transportation industry will be used when they are responsive to military requirements. DMOs will ensure that DoD-owned intermodal containers are used whenever possible in order to avoid excess costs and detention charges.

a. Documentation. Documentation requirements for the shipment of shipping containers (Government-Owned or Leased Containers shall be observed without exception).

(1) The TCMD and supply documents used by the shipping activity will be placed in a waterproof envelope securely attached to the inside door of each container. Supply documents will consist of one or more of the following:

(2) DD 1348-1A, Issue Release/Receipt Document (Primary document).

(3) Mechanization of Warehousing and Shipment Processing shipment planning control listing.

(4) Shipment unit packing list.

(5) Copies of vendor documentation.

b. Consolidation and Containerization Point (CCP)

(1) General Information. The Marine Corps has CCP's established at DLA Defense Distribution San Joaquin, California Consolidation and Containerization Point (DDJC-CCP) (Tracy facility) and at the DLA Distribution Susquehanna, PA Consolidation and Containerization Point (DDSP-CCP) (New Cumberland facility); these facilities are used for less than container load shipments of materiel consigned to MC activities overseas (use DDJC-CCP for the Pacific Command and DDSP for Europe Command). The CCP improves logistics support by providing centralized cargo consolidation points on both coasts, thereby reducing and transportation costs.

(2) Shipment Procedures

(a) Shipments consigned to Japan (Iwakuni and Okinawa) and Hawaii weighing less than 10,000 pounds will be shipped to the DDJC-CCP for container consolidation. Shippers will ensure that there is a Mark-For (M/F) address listed for the ultimate consignee on the outer box MSL. The proper shipping consignment address is below:

DLA Defense Distribution Depot San Joaquin SW3225
DDJC-CCP WHSE 30
25600 South Chrisman Road
Tracy, CA 95376-5000

(b) Shippers of Marine Corps materiel, including CONUS vendors, CONUS Marine Corps activities, and other Service/Agency activities will ensure that shipments consigned to the CCP for consolidation in accordance with the reference (e). All CCP eligible shipments must be included on the DLA CCP route plan.

15. Shipment Diversion, Tracking, Tracing, and Expediting

a. Shipment Diversion. Diversion constitutes a change in instructions to the TSP after the shipment has been tendered to the TSP for transportation

and before it has been released from the custody of the TSP. Only entire shipments, not partial shipments, may be diverted. TSPs are responsible for making a diligent effort to execute requests for diversion, but are not responsible if the diversion is not accomplished.

b. Tracking, Tracing and Expediting Transportation (TP-1 & TP-2)

(1) Tracking and Tracing. The ability to quickly track and trace shipments is critical to both DMOs and customers. DMOs offer these functions so customers may identify specific physical location of the shipment, anticipated delivery dates, and other types of ITV information while the shipment is in the transportation pipeline. Occasionally, tracking and tracing will be requested if a shipment misses an RDD or has been frustrated in some other way.

(a) If the shipment is not delivered by the RDD or within TDD standards, the DMO or consignee will initiate tracer action. When tracing service is required, the DMO will place a request directly with the carrier involved.

(b) Advance shipment data for inbound shipments will be checked routinely for the status of undelivered shipments. Tracer action will be initiated, if needed.

(c) Routine cargo movement tracking and tracing may be accomplished using IGC. IGC provides command and control (C2) and ITV information that integrates automated information support to the DoD. IGC is the designated DoD system for ITV. IGC access may be obtained through the IGC Web page at <https://www.igc.ustranscom.mil/igc/>.

(d) There are multiple tracking and tracing systems that provide additional information and granularity, which could prove useful in analyzing performance metrics of the distribution process. One such system is the Radio Frequency In-Transit Visibility (RF-ITV) System, which may be accessed at <https://national.rfitv.army.mil/login/>.

(e) The system provides status and tracking information for active Radio Frequency Identification (RFID) tags and tracking information from commercial satellite and cell tower-based ITV tracking systems.

(2) Expediting. Customer activities must provide a justification letter when requesting expedited transportation. The letter will include a signature by competent authority (e.g., Activity Commanding Officer) on the DD 1149 or attached memorandum. The DMO may waive this requirement in repetitive or other justifiable customer situations.

16. Excess Released Valuation. Excess Valuation is when increased insurance is applied to a high-value shipment; upon request from the DMO (via CMOS entries); the commercial carrier can insure shipments for amounts in excess of the base coverage required by the DoD. Excess or increased valuation is an accessorial service that must be annotated on the BL, and requested from the carrier (normally via CMOS) prior to pick up. When a DMO determines that excess valuation is needed because of the peculiar nature or unusual value of the shipment, even if the resulting transportation costs are more than the lowest tariff/tender rates, this Manual grants and delegates the authority to the DMO to do so.

17. Security Cooperation Program (SCP) Shipments. The SCPs are United States Government (USG) programs that regulate the transfer of USG defense articles and services to foreign governments as either government-to-government sales or government-to-government transfers. Authority and procedures for the SCP come from several levels of the USG. Within the Department of Defense (DoD), each of the Services issues its own SCP rules, regulations, and procedures. The Services are called Implementing Agencies (IA) or Sponsoring United States (U.S.) Military Services when they work in the SCP. The SCP is divided into two sub-programs, the FMS program, and a collection of other Security Cooperation Building Partner Capacity SCP programs. Note that the USPS Parcel Post is not an option for SCP and FMS shipments due to the elimination of this category of service in January 2013.

a. DMOs and contracting officers will furnish SDDC Operations with all the information in connection with negotiations with commercial carriers as far in advance as possible. Volume Movement Request for DTS-routed SCP-planned volume shipments should be submitted at least 60 days in advance of movement, but not less than 30 days before the date of the movement. If a movement develops within a shorter period, the information must be furnished as soon as possible.

b. A planned volume movement is any DTS movement of SCP freight shipments from one origin point to a single destination that will total (in 1 year) 25 CL's, 25 TL's, or 500,000 pounds (lbs.) or more.

c. DMOs will consolidate traffic with origin or destination points within the same geographical area within a single SCP case whenever possible. Consolidation increases the potential for volume rate negotiation benefits.

Chapter 4

Domestic Shipments

1. Domestic Routing and Movement Control

a. Military freight documentation requirements that govern the routing and movement control of transport within and between all points in CONUS via all modes of transportation are in accordance with (e), Part II, Chapter 202.

b. Volume movements will be provided to SDDC Operations as soon as possible, utilizing automated transmission or DD Form 1085 (Domestic Freight Routing Request and Order) at least 30 days in advance for rail, and more than 10 days for other modes.

c. Under the unusual situation where a shipment by motor carrier has been certified as essential to national defense, the DMO will request assistance from SDDC Operations via e-mail at usarmy.scott.sddc.mbx.g3-domestic-freight-services-branch@mail.mil.

2. Bill of Lading Office Code (BLOC)

a. DMO with an assigned BLOC will send requests to obtain, amend, or delete the BLOC to HQMC LPD-1 for approval and appropriate action.

b. Each DMO has been assigned a BLOC by SDDC. The BLOC authorizes the DMO to issue CBLs.

3. Commercial Bill of Lading (CBLs)

a. Only authorized DMOs with a BLOC may issue CBLs.

b. DMOs are authorized to issue CBLs when DD Form 1348-1A, DD Form 1149, DD Form 1384, DD Form 250, or other supporting documents are provided. These supporting documents will be retained with the CBL. DMOs are responsible to validate all supporting shipping documents (e.g., TAC & DODAAC). Persons furnishing supporting documents, contract data, or other information to DMOs are responsible for their accuracy.

c. A CBL register for automated or manual outbound shipments is required. The DMO will be appointed in writing as the responsible CBL tracking officer to account for each CBL issued by the shipping system. For manual CBL shipments that do not have control identification, the DMO must assign a control number.

d. A single CBL may be used at any time when an agreement exists between a DMO and a TSP.

e. Outbound and inbound segments of a round-trip are considered two separate movements and separate CBLs must be issued for each segment. When a car or vehicle is loaded to capacity, the overflow will be billed on the same CBL unless prevented by provisions in the TSP tender.

f. CBLs are authorized for any freight shipment regardless of quantity, size, valuation, and weight. All other rules and procedures remain the same regarding the movement of Government freight.

g. DMOs will ensure that CBLs are properly distributed to necessary parties and will be distributed by mail electronically, or by other means to ensure arrival with or prior to the arrival of the shipment at the destination.

h. Continuation sheets for stop-offs must contain all pertinent information, as in the original CBL.

4. Government Bill of Lading (GBL). GBLs are commonly used as a contract with TSPs providing services internationally. A GBL may be mandatory to clear customs for international shipments.

5. Surface (Ground) Transportation

a. Oversize/Overweight Shipments OS/OW. Oversize/overweight shipments are exempt from the DoD Standard Transit Time Guides. Rail or water carriage is the preferred method when moving extremely OS/OW equipment. Carriers are required to obtain all the necessary permits. Shipping activities must not release DoD OS/OW cargo shipments until the carrier has notified or presented the DMO with a written statement that the carrier has, or will be able to obtain, the required state road-use permits. At a minimum, the carrier must provide to the DMO the permit/s for the origin state prior to shipment release. Carrier requests to utilize a "rolling permit" process will not be permitted.

b. Detention. Detention is a charge made on a TSP conveyance held by or for a consignor or consignee beyond the allowable free time for loading, unloading, forwarding directions or any other purpose authorized and documented by the consignor or consignee.

(1) Charges for detention are in addition to all other lawful transportation charges. A supply discrepancy is not an authorized purpose for causing shipment detention.

(2) With respect to vessel charter, it is the amount owed by the chartered vessel owner for actions of the charterer for detaining the owner's ship and other equipment beyond the time allowed when demurrage charges are not applied.

(3) Equipment ordered but not used will be charged against the activity responsible for causing the costs to be incurred.

(4) The organization causing the delay is responsible for payment of detention. The Second Destination Transportation TAC cannot be used. Funding will be provided by the organization.

c. Demurrage. Demurrage is a charge made on railcars and commercial ocean carriers held by or for a consignor or consignee beyond the allowable free time for loading and unloading. DMOs are responsible for maintaining a record of railcars handled for CL shipments received or forwarded. The record is used to verify TSP demurrage bills before certification for payment.

d. Exclusive Use of Vehicles. TSPs will provide exclusive use of vehicle service upon request of the DMO (normally done via CMOS as an accessorial charge when booking the shipment).

(1) Exclusive use service involves premium transportation charges and care must be taken to ensure the service is utilized only when necessary.

(2) Exclusive use applies to TL shipments and is subject to TL rates, minimum weights, and/or charges. The DMO shall annotate the CBL "Exclusive Use of Vehicle Requested by the Government".

e. Pick-up and Delivery. Commercial transportation will be used for drayage, pickup, and delivery services when practical. Government-owned transportation will be used as efficiently as possible, only during peacetime, to provide essential training for operational personnel and to meet logistics needs consistent with fostering development of military useful commercial capabilities.

(1) All shipments must be sent to an organization with a DODAAC. DODAACS are a six-position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material.

(2) Official correspondence (e.g., legal documents, passports, etc.) to a personal address must be shipped through the United States Postal Service (USPS) not through small package carriers (e.g., FEDEX UPS, ETC.).

(3) The delivery address must be a CONUS DoD activity or a CONUS DoD-approved contractor location, to include Alaska, Hawaii, and Puerto Rico. Private residences, hotels/motels, and Post Office boxes are not authorized delivery addresses.

(4) All shipments must be sent to the authorized Defense Automatic Addressing System Center Inquiry TAC 2 DODAAC address. TAC 2 identifies the ship-to or freight address for the activity (when the in-the-clear freight shipping address differs from the TAC 1). If no ship-to information is entered, the TAC 1 address is used. If a DMO or Traffic Management Office (TMO) services the activity's shipping/receiving, the information of the DMO/TMO would be used for the TAC 2. A TAC 2 is required for all overseas activities, to include BBP, CCP, Ariel Port of Debarkation (APOD), and Seaport of Debarkation (SPOD). Assistance in determining the proper Break Bulk Point (BBP), CCP, APOD, and SPOD should be obtained from the transportation office supporting the unit concerned.

f. Motor TSP Liability. TSPs can only limit their liability on DoD shipments as provided in this Manual. All TSPs filing tenders with SDDC agree to the liability provisions in the publication and cannot alter or deviate from them. DoD motor freight shipments are protected and the detailed information can be found in reference (o), Section A, Chapters II and VII.

g. Drive-away and Tow-away Service. This service is the movement of a government vehicle under its own power by a driver of an authorized motor carrier. This method also includes the movement of one or more vehicles, including other than self-propelled vehicles, when towed or mounted (either full or saddle mount) upon a vehicle.

6. Rail Transportation

a. TSP Equipment. The Official Railway Equipment Register contains information regarding size, capacity, and type of all interchange equipment owned by rail TSPs and private car companies. Upon unloading rail equipment, care must be taken to remove all lading, non-railroad owned dunnage,

blocking, bracing, strapping and other remaining debris resulting from an inbound shipment. Failure to comply with this requirement may result in subsequent rejection of cars, shipment delay, additional cost and possible accident and injury.

b. Defense Freight Railway Interchange Fleet (DFRIF). This fleet is used in preference to commercial rail equipment to satisfy DoD Component mission requirements, except when the use of commercial equipment produces a lower overall cost. SDDC Operations controls the assignment, use, and maintenance of DFRIF equipment. It exercises control over the assignment and use of the cars through a contractor. When cars are in need of repair, SDDC Operations is the approving authority. Reference (e), Part II, Chapter 202, prescribes responsibilities and procedures for the operation, control, distribution, utilization, maintenance, and accountability for rail equipment owned, leased, or loaned to SDDC and assigned to the DFRIF.

(1) Timely and accurate notification of car movements to SDDC Operations are critically important to efficient DFRIF management and utilization.

(2) Requests for DFRIF equipment will be submitted at least ten (10) days prior to the desired loading time. Rail transportation requirements will be properly entered into the DFRIF website.

(3) The DMO will establish local procedures to prevent damage to DFRIF equipment during loading, unloading, or movement.

(4) The SDDC fleet manager may be contacted by e-mail at usarmy.scott.mbx.sddc.dodx@mail.mil.

c. Railcar Loading. Rail is the preferred method to move outsized, oversized, and overweight cargo for the DoD. The shipping cost pound-for-pound are the least expensive and the most efficient method for moving large amounts of cargo over long distances. In addition, TEA PAM 55-19, (Tie down Handbook for Rail Movement) provides the procedures for securing Military Equipment properly.

d. Shipment of Containers. The movement of cargo in containers (a commercial/Government-owned/leased shipping ISO container is the preferred method for shipping DoD-sponsored export cargo) for rail shipments. All USMC containers must adhere to MCO 4690.1A Container Management Program reference (e), Part II, Chapter 202.

(1) DMOs will determine the actual weight of a shipment in accordance with weight agreements in effect. If a weight agreement is not in effect, the weight of shipments will be determined by the use of tender, contract agreement, or actual weights.

(2) The shipping activity will maintain the records kept in connection with weight agreements (including shipper's weight certificates), weight correction verifications, and annual scale inspection records.

(3) Authorized carrier representatives will be allowed to inspect the original records and verify the weights and descriptions of the commodities certified on the BL."

e. Trailer-on-Flatcar and Container-on-Flatcar Shipments. Detailed

procedures and rules governing the movement of DoD freight transported by rail TSPs in trailers or containers on flatcars are provided in reference (1), Section C, Chapter III, Items 249 thru 285.

7. Air Transportation. The Marine Corps air Mode/Method Eligibility is established in Chapter 2 of this Order.

Chapter 5

Import, Retrograde, and Export Shipments

1. Routing and Movement Control. Specific functional procedures and documentation are required for the routing and movement control of military freight being transported to and from overseas locations via all modes of transportation. Inattention to detail imposes significant delays at customs and border clearance sites. Routing and movement control of import, retrograde, and export shipments are usually done in coordination with multiple organizational functional experts, whether in the CONUS or OCONUS. Specifically, the MDDOC, MAGTF Movement Control Centers (MMCC), Unit Movement Control Center (UMCC), MMDC, and unit-level logistics subject matter experts should be considered in regard to communications and coordination during the planning and execution of routing and movement control of import, retrograde, and export shipments. Clear, frequent, and open communication with all stakeholders is the key to successfully meeting customer requirements and demands during all transportation operations.

2. Import of U.S. Shipments from OCONUS. OCONUS shipping offices must provide the following information for commercial air shipment processing through U.S. Customs:

a. Airway Bill. The first line of the customer activity block must identify United States Marine Corps as the shipper followed by the customer activity unit. The consignee block must start with United States (sponsoring military Service) followed by the recipient's name and address. Providing the sponsoring component command is critical on shipments consigned to commercial contractors and vendors.

b. Commercial Invoices. The commercial invoice will be printed on Marine Corps letterhead to ensure U.S. Customs can easily identify the shipment as a DoD shipment. Customer activity and consignee information must reflect the sponsoring component command, a clear detailed description of the item, item value, and a statement of ownership, (e.g., Property of the United States Government).

c. American Goods Returned (AGR). U.S. Customs requires a statement identifying AGR assets be printed on the commercial invoice. The complete statement can be found in reference (g), Title 19, §10.103.

3. Retrograde of U.S. Shipments

a. Policy. It is mandatory that continuous surveillance and maintenance of safeguards be exercised by shipping activities responsible for preparing and shipping retrograde cargo at the point of foreign origin to preclude the inadvertent introduction of dangerous or contaminated material into the U.S. or U.S. territories, trusts, and possessions.

b. Consideration and Safeguarding of Retrograde Shipments. Specific considerations and safeguards should be taken for any materiel identified by the Department of Transportation (DOT), International Commerce Commission, U.S. Public Health Service (USPHS), U.S. Department of Agriculture (USDA), and/or Federal or military documents which, under conditions incident to transportation and related handling, is liable to cause fire, create damage by chemical action, or present a real or potential hazard to life or property. Such materiel includes but is not limited to:

(1) Hazardous Material/Dangerous Goods Articles. Hazardous materials includes dangerous articles or substances to include the following: explosives, combustibles, gases, radiological materials, biological, oxidizers, sources of ionizing radiation or radiant energy and material that are unduly magnetic or oxidizing.

(2) Contaminants. Contaminants consist of but are not limited to the following: arthropods, aquatic organisms, fungi, bacteria, termites, snails, birds, rodents, any plants, animals, reptiles, or insects, considered destructive or obnoxious, including soil capable of harboring plant or animal disease organisms.

c. Retrograde Consignor's Responsibilities. Safeguards are most effectively applied at the point of foreign origin. To assure the early and efficient processing of retrograde cargo, Marine Corps shippers will:

(1) Conduct intensive, continuous, and aggressive public health and agricultural quarantine programs wherever U. S. Armed Forces operations involve retrograde cargo throughout the world.

(2) Take every precaution to assure that dangerous or hazardous articles are not included in shipments of general cargo, vehicles, cargo vans or other types of containers.

(3) Coordinate with the cognizant U.S. port authorities located within the area, the USDA Port Quarantine (PQ), and the USPHS, and request their participation to the extent considered by those agencies to be necessary and appropriate at specific points of foreign origin of retrograde cargo.

(4) Contact the GSA or the Marine Corps Item manager prior to shipping HAZMAT/sensitive cargo back to GSA.

d. Retrograde Consignee Responsibilities. Immediately upon detection of any exception to prescribed and acceptable retrograde cargo processing procedures, the consignee will promptly advise the Commandant of the Marine Corps (CMC) (Code LPD-1) by priority message with information copies, as appropriate, addressed to cognizant authorities. This reporting requirement is exempt from reports control according to reference (q), Part IV. This reporting requirement is in addition to the Report of Shipment (REPSHIP) priority message. The format for hazardous/contaminated/infested retrograde cargo messages is illustrated by Figure 5-1 in Appendix B of this Manual.

4. Export of U.S. Shipments from CONUS

a. Policy. In order to ensure shipments comply with Host Nation (HN) customs clearance and routing requirements refer to reference (e), Part V, Reference (e), Part II, Chapter 202 and DoD Foreign Clearance Guide (FCG) as they outline the requirement, authority, and procedures for an Export Traffic Release Request.

b. Export Shipment Information. Clear descriptions of shipments, to include the nomenclature with complete and accurate addresses, are essential requirements to ensure international shipments clear customs when moving by commercial means.

(1) The following terms are not acceptable for customs clearance: NOS, Said to Contain (STC), FAK, Consolidated Cargo, General Merchandise, NIIN numbers, Shipment Serial or Stock Numbers, or No Description (blank). Also, avoid generic descriptions such as "aircraft part", which can cause delays in the customs clearance process. Use the most descriptive available nomenclature based on National Stock Number (NSN), part number, or other data presented by supply activity or vendor.

(2) For shipments to DoD activities, the correct consignee address can be found in the Department of Defense Activity Address Directory. Use the in-the-clear name of the consignee as well as the required DODAAC address.

(3) In accordance with reference (g), Title 22, § 120.5, the export of articles covered by the U.S. Munitions List (USML) is regulated by the Department of State, except as indicated otherwise.

(4) If an item is on the USML, it requires a Shipper's Export Declaration (SED) for export.

(5) If an item is not on the USML (e.g., a general commodity), then no SED is required in accordance with reference (g), Title 15, §30.52. See reference (e), Part V for additional information, including how to determine whether or not an item is on the USML.

c. Procedures for Offering Export Airlift Shipments. All shippers of Marine Corps export airlift shipments originating from Marine Corps activities or originating from other military Services, contractors, vendors, DLA (including Defense Contract Management Activity Offices), and GSA, which are tendered for movement to an APOE for shipment by AMC, will offer the shipment for clearance by sending ATCMD data to the ACA. This may be accomplished via telephone, FACTS, Vendor Shipping Module, or facsimile (FAX) in accordance with the time frames provided in Table 5-1 below. The ACA will approve or challenge all CONUS initiated shipments via FACTS. Upon approval, the ACA will provide the ATCMD data information to AMC, see Table 5-2 below.

When the shipper prepares and sends ATCMD:	
Dry Shipments	Reefer (Chilled) Shipments
The shipper submits ATCMD/SI data via automated means (e.g., e-mail; scan; or transportation systems, such as the Cargo Movement Operation System [CMOS], Integrated Booking System [IBS]-ATCMD, Distribution Standard System [DSS], or Global Air Transportation Execution System [GATES]) to SDDC no later than 48 hours prior to the scheduled vessel sail date.	The shipper submits ATCMD/SI data via automated means (e.g., e-mail; scan; or transportation systems, such as CMOS, IBS- ATCMD, DSS, or GATES) to SDDC no later than 24 hours prior to the scheduled vessel sail date.
Note: This table applies to CONUS and OCONUS shipments	

Table 5-1: ATCMD/SI Submission for Ocean Shipments

When the shipper makes:	The Shipper Sends ATCMD Data to the ACA for Shipments Moving by AMC:	The ATCMD is Transmitted by:
Expedite TP-1 (999) shipments	Not later than 2 hours prior to release to the carrier	(1) DDN (2) Telephone/DSN/Fax (3) WWW
All other TP-1 shipments	Not later than 6 hours prior to release to the carrier	(1) DDN (2) Telephone/DSN/Fax (3) WWW
All other air shipments except AMC Forward Supply Support (FSS) cargo	Not later than 14 hours prior to release to the carrier	(1) DDN (2) Telephone/DSN/Fax (3) WWW

Table 5-2 TCMD Submission for Air Shipments

Chapter 6

Defense Transportation System (DTS)

1. General Information. The DTS supports DoD common-user transportation needs across the range of military operations through the nation's transportation infrastructure. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by DoD.

2. Documentation

a. DD Form 1384, Advance Transportation Control Documentation (ATCMD). The basic document utilized for shipment moved from O/CONUS to CONUS utilizing the DTS is the DD Form 1384, commonly called the TCMD. The shipping activity must include all miscellaneous trailer data (T₉) with the applicable funding details. For details and preparation instruction, see reference (e), Part II, Chapter 203. An example of this form is in Figure 6-1 in Appendix B in this Manual.

(1) The TCMD provides the clearance authorities, ports, receivers, and other transportation personnel with advance notice of shipments and the information necessary to process the shipment through DTS.

(2) The information on the TCMD is the basis for preparation of air and surface manifests and for compiling logistics management summaries. The form should be used as a dock receipt, tally sheet, highway waybill, or for other transportation control purposes.

(3) A copy of the TCMD should be placed in a waterproof envelope on the number one box of Shipping Units that are forwarded to a CONUS CCP and on all shipments of personal property, (e.g., UB and HHG entering the DTS).

b. Additional shipment documentation is required, when applicable:

(1) Military Shipping Label (MSL). The MSL is required on all DoD shipment units of DoD freight. The MSL provides critical information for hazardous shipments and special handling details. For explosive shipments, the MSL must show the explosive clearance number.

(2) Shipper's Declaration of Dangerous Goods. This form identifies the characteristics of the material, precautionary measures, handling instructions and details necessary for the safe and proper handling of a shipment.

(3) Report of Shipment (REPSHIP). This report is used to provide notice of shipment to the applicable activity. See Chapter 8 of this Order for details.

c. Shipment Clearance. An ATCMD must be sent within the designated time frames to the ACA. A list of clearance authorities located across the globe and the liaison offices operated by sponsoring Services at some transshipping activities (ports), with the clearance authorities and the Ocean Cargo Booking Offices (OCBOs) are listed in reference (e), Part II, Appendix R.

d. Shipment Hold, Diversion, and Tracing. Holding and diverting are actions in which the DMO may be involved because of irregular or interrupted

movement of cargo in the DTS. For example, a DMO may be required to hold a shipment due to a consolidation delay, wait time for an Export Traffic Release (ETR), or an embargo. A transportation Diversion may be a change of mode (e.g., from air to water), a change of destination, and/or a change of route. If a shipment is not delivered by the RDD or within TDD standards, the shipper or consignee will initiate tracer action. A DMO may place a request directly with the carrier involved. Additionally, routine cargo movements can be tracked and traced using IGC. IGC provides command and control (C2) and ITV information that integrates automated information support DoD. Detailed procedures and document formats for Shipment Hold, Diversion, and Tracing actions in accordance with reference (e), Part II, Chapter 202.

3. Ocean Transportation

a. General Information. Ocean movement of Marine Corps-owned or sponsored materiel in the DTS is accomplished by SDDC scheduling liner service with DoD's commercial partners under the current contract. If a commercial carrier is not available or prohibited from carrying certain cargo (e.g., HAZMAT), SDDC will coordinate with MSC to provide a chartered vessel one-time-only, or Navy owned vessel for the particular move. Ocean transportation is normally the lowest cost and slowest mode of transportation available for export shipments.

b. Policy. Ocean transportation will be used for export shipments that do not meet the air eligibility criteria in Chapter 2 of this Order.

c. Ocean Movement Using the DTS. SDDC Operations is the OCCA and is responsible for DoD-sponsored shipments and passengers worldwide for ocean movement within the DTS.

(1) Shipper Requirements. DMOs will prepare ATCMD to include all miscellaneous trailer data record (T_9) with applicable funding data in accordance with reference (e) Part II, Chapter 203 and transmit it for all export surface cargo as outlined in Table 203-6 and Chapter 5 of this Order.

(2) Shipment Clearance. Detailed procedures for the clearance of ocean export cargo transiting the DTS are provided in reference (e), Part II, Chapter 202.

d. Opportune Lift (OPLIFT)

(1) Policy. The availability of Navy OPLIFT to/from Hawaii and the Western Pacific (WESTPAC) provides the opportunity to conserve funds that would otherwise be expended for commercial transportation.

(2) Capitalizing on this opportunity must be weighed against delays in movement of valuable equipment and the impact of such delays on force readiness on one hand, and preservation of equipment and timely repair/rebuild on the other.

(3) OPLIFT will not be used if it causes the following:

(a) Degrade the readiness of the requiring unit and/or force them to expend excessive maintenance effort in order to maintain the required readiness posture.

(b) Preclude the timely retrograde of materiel necessary to maintain orderly execution of the depot maintenance program.

(c) Cause deterioration of materiel because of non-availability of adequate storage facilities.

(4) Procedures

(a) Shipper responsibilities and instructions for requesting Navy OPLIFT in the example in Figure 6-2 in Appendix B of this Manual.

(b) The shipping activity shall determine the needs and requirements of the receiving activity and coordinate with the force commander to ensure that any delay that may occur in effecting delivery will not adversely affect the mission and/or readiness posture of the receiving activity.

(c) As a general rule, OPLIFT should be used if departing within 30 days of the date that the materiel is available for shipment. Exceptions are permissible with the concurrence of MARCORLOGCOM OPS for retrograde materiel and by the requiring organization for outgoing shipments.

e. Sponsorship of Cargo for Commercial Concerns and Private Parties

(1) Policy. The Marine Corps may sponsor privately owned cargo in fleet or MSC vessels only under the following conditions:

(a) Non-availability of commercial service.

(b) Solely on a space-available basis.

(c) That no responsibility for return transportation is implied or incurred.

(2) Funding for Transportation Costs and Accessorial Charges. Commercial DTS funding requests shall be referred to the CMC (Code LPD-3) for authorization prior to acceptance of privately owned cargo.

(3) Non-liability of the Marine Corps

(a) The Marine Corps will assume no liability for loss and/or damage to commercial cargo in transit.

(b) Acquisition of adequate insurance by the owner/shipper against, loss, damage, delay, or failure of delivery is mandatory.

(4) Documentation

(a) Carriage Agreement. Prior to the acceptance of privately owned cargo for shipment, a serialized document as illustrated in Figure 6-1 in Appendix B of this Manual, will be prepared in duplicate by the activity normally responsible for the initial preparation of the TCMD.

(b) Accomplishment and Distribution of Agreement

1. Each copy of the agreement will be countersigned by both the issuing officer and the owner of the cargo or by duly assigned agent.

2. One copy will be retained in the files of the issuing officer.

3. One copy will be delivered to the owner or agent thereof.

(c) TCMD. A DD Form 1384, issued for the receipt and transportation of privately-owned cargo in accordance with the agreement set forth in Figure 6-1 in Appendix B of this Manual, will be plainly marked "NON NEGOTIABLE". Additionally, the following annotation will be included on each applicable TCMD: "A signed copy of the foregoing agreement, serial number____, is on file in the office which issued this document and is made a part of the contract of carriage". In consideration of the carriage of the property described as follows: (Insert description and maximum quantity to be shipped—the letter to be stated in both weight and Measurement Tons (M/T)).

f. Customs Clearance at Foreign Ports. The consignee will clear shipments received at foreign ports through local customs. If necessary, the consignee may apply to the local U.S. consular representative for assistance. Normally, shipment of DoD cargo is shipped into foreign ports duty free, however under some circumstances shipments may be subject to duties or customs processing fees subject to duties, taxes, or custom processing fees that are not covered under the SOFA exemption.

g. Transportation Control and Movement Document (TCMD)/Shipping Instructions Effectiveness Reporting System. The reporting system is designed to provide the shipper with feedback necessary to ensure TCMD/SIs are submitted correctly and on time. Reference (e), Part II, Appendix N describes the reporting system in detail and Appendix M provides detailed procedures for preparing the TCMD. An example of the DD Form 1384 is in Figure 6-1 in Appendix B of this Manual.

h. Submission of Obligation Data for Marine Corps-Funded Transportation Cost. Obligation data shall be furnished per Chapter 12 (TPPS/SYNCADA) of this Manual.

4. Air Transportation

a. General Information. Air movement provided by the AMC accomplishes service-sponsored shipments in the DTS.

b. Airlift Eligibility. AMC channel airlift consists of distribution or contingency channels and must be the primary means by which air eligible cargo, passenger, and aeromedical is transported to locations supported by the AMC channel airlift system. This service is performed between the CONUS and OCONUS theaters, between OCONUS theaters and within OCONUS theaters.

c. Shipper Requirements. When DMOs select this mode based on delivery requirements, it is authorized to use AMC when commercial TSP express service tenders or contract excludes movement service for classified or hazardous shipments or when host nation customs clearance requirements do not permit entry by commercial method.

d. Shipment Clearance. Clearance and movement control procedures for overseas theater airlift will be in accordance with directives developed and published by the ACA, subject to Military Standard Transportation and Movement Procedures documentation, challenge procedures, and movement

priorities.

(1) Marine Corps Air Clearance Authority (ACA)

(a) The ACA is responsible for control of Marine Corps CONUS air cargo entering the AMC airlift system. For all shipments requiring movement from CONUS to overseas points by AMC, except those shipments requiring special airlift missions and materiel airmailed by the Military Postal System, the clearance authority and POC between the shipper service (Marine Corps) and AMC is the ACA.

(b) Marine Corps export airlift freight shipments will be offered to the ACA at the points of contact Figure 6-2 in Appendix B of this Manual.

(c) The functions of the ACA include the following:

1. Control. Determines the eligibility of Marine Corps-sponsored freight for airlift and control the flow of Marine Corps export freight into the AMC airlift system.

2. Acceptance. Accepts offerings of Marine Corps-sponsored shipments from contractors, vendors, GSA, DLA components, and other military Services, as well as Marine Corps activities.

3. Submission. Sends ATCMD data to AMC.

4. Documentation. ACA Provides movement documentation information and maintains records and statistical data, as appropriate. Monitors the movement of Marine Corps freight from all activities through receipt and lift data furnished by AMC. Advises activities of errors in airlift movement documentation/ submission/shipment.

5. Challenge. Performs necessary challenge to the requisitioner/consignee to determine validity of the offered shipment.

6. Validation. Provides validation for air shipments to AMC.

7. Diversion. Provides data to the offering activity to affect proper diversion for those shipments not validated for airlift. Direct small freight shipments (up to 10,000 pounds), which have been diverted to ocean transportation to the DDJC CCP for containerization and subsequent ocean movement. The DDJC CCP does not accept all commodities for containerization nor does it serve all overseas areas. The ACA will provide instructions for those shipments meeting the criteria for container consolidation.

8. Clearance. Provides necessary clearance to the offering activity for those shipments validated for air shipment.

9. Tracing/Expediting. Responds to requests for tracing, expediting, special handling, shipment status, etc., and coordinates with Marine Corps Distribution Cargo Expeditors as necessary, at appropriate aerial ports.

10. Obligation Data. Provides necessary information to the offering activity to ensure transmission of TCMD financial data to the MCLB (Code 470) (Transportation Voucher Certification Branch), Albany, GA as

required by Chapter 12 of this Manual.

(2) Airlift Challenges. Marine Corps shipping activities will perform pre-airlift challenges and the ACA will challenge as appropriate. Items that do not meet challenge criteria (e.g., weight or classification of an item) will be challenged. In determining alternate transportation costs, AMC, MSC, and SDDC billing rates will be utilized. When air transportation cost is less than the surface transportation cost, the shipment will not be challenged. The ACA should receive an information copy of each challenge message issued by a Marine Corps activity. The ACA must be contacted to fully adjudicate all Military Airlift (MILAIR) request denials prior to submitting the request.

(a) The challenging activity/agency will contact the requisitioning activity/consignee to validate the requirement for airlift prior to offering the shipment for airlift. Any correspondence with DPA's and Cargo Expeditors will be copied/cc'd to the Marine ACA listed in Figure 6-4 in Appendix B of this Manual.

(b) The transportation mode selection will meet the specific mission requirements at the least expensive cost.

(c) The requisitioner or shipper has the option to substantiate air transport at the time of initial request to the ACA via email, fax or phone with their justification for use of air to prevent delay due to challenge procedures on urgently required cargo (as defined by the CCDR and in accordance with TDD standards).

(d) References to all telephone conversations and message traffic by date-time group that transpired during the challenge action shall be furnished to the shipping activity.

(e) E-mail is the primary means of communication, and it is the responsibility of the requesting units to ensure accurate POC information is provided.

(3) Challenges from Marine Corps DMOs. Marine Corps DMOs shall take challenge action prior to offering the shipment to the ACA for airlift. All export air shipments originating at Marine Corps activities will be challenged prior to being offered for airlift.

(4) Challenges from MARCORLOGCOM OPS Albany. Material Release Order (MROs), which have been previously challenged by MARCORLOGCOM OPS, Albany, GA, shall be forwarded to the shipping activity in the form of an exception MRO, and will contain justification for airlift, precluding any further challenging action by the shipping activity.

(5) Airlift Clearance Authority (ACA) Challenges

(a) The ACA will challenge all air shipments originating from a Marine Corps account including other military Services, contractors, vendors, DLA, DLA components, and GSA shipments per Chapter 2 of this Manual prior to submission to AMC. Figure 6-6 in Appendix B of this Manual provides the format for airlift challenges.

(b) ACA challenge process will include all DoD shippers. The Marine Corps ACA will send an email to units/activities requesting reply within three business days. Units/Activities failing to reply within this

timeframe will cause the shipment to be downgraded to surface. Competent authority (e.g., MEF/Unit Commander, DMO/Strategic Mobility Officer/Supply Officer) must validate justifications for air movements.

(c) Validation. Upon challenge action by the ACA, the requisitioner/consignee will be required to validate and provide justification for the requirement for airlift, or acceptability of diversion to surface transportation. The requisitioner/consignee's response to the challenging activity shall be accomplished in a timely manner. In those instances when the requisitioning activity is other than the consignee, the shipment will, when appropriate, be validated for airlift by the requisitioner.

(d) Air Challenge Criteria. Shipments requiring challenges must be approved or denied prior to movement. Commands may request waivers from the air challenge criterion when material characteristics or extenuating circumstances arise with justification from HQMC LPD-3.

1. OCO Support. The air challenge criterion in Table 6-1 applies to the following shipments:

- a. Marine Corps funded shipments ("M" or "L" TACs).
- b. DLA funded Marine Corps shipments ("S" TACs) on AMC channel airlift CONUS outbound.
- c. All Marine Corps intra theater movements in support of OCO are exempt from Air Challenge.
- d. CONUS inbound shipments in support of OCO will follow the non-OCO support.

TP	Weight	Okinawa Weight	Cubic Feet		Okinawa Cubic Feet
TP- 1	Shipments greater than 800 pounds	Shipments greater than 500 pounds	Shipments greater than 80 cubic feet		Shipments greater than 50 cubic feet
TP- 2	Shipments greater than 800 pounds	Shipments greater than 500 pounds	Shipments greater than 80 cubic feet		Shipments greater than 50 cubic feet
TP- 3	Air eligible shipments may be subject to challenge				
	Non-air eligible shipments are diverted to surface				

TABLE 6-1 Overseas Contingency Operation (OCO)

2. Non-OCO Support. This air challenge criterion applies to Marine Corps funded shipments ("M" or "L" tags), and DLA funded Marine Corps shipments on AMC Channel Airlift CONUS outbound and inbound. The following

criteria in Table 6-2 applies to the following shipments:

- a. CONUS inbound OCO (retrograde) shipments.
- b. Approval for shipment by air will be required from the requisitioning Supply Officer.
- c. All Class IV cargo shipments will be challenged and approved for air on a case-by-case basis.

TP	Weight	Okinawa Weight	Cubic Feet	Okinawa Cubic Feet
TP-1	Shipments greater than 300 pounds	Shipments greater than 500 pounds	Shipments greater than 30 cubic feet	Shipments greater than 50 cubic feet
TP-2	Shipments greater than 300 pounds	Shipments greater than 500 pounds	Shipments greater than 30 cubic feet	Shipments greater than 50 cubic feet
TP-3	Shipments that are air eligible may be subject to challenge			
	Shipments that do not meet the air eligibility criterion will be automatically diverted to surface			
TP-4	Shipments that qualify for TP-4 (deferred airfreight program) should continue to be offered to AMC All shipments will be challenged and coordinated through the ACA for TP-4 prior to movement. If space is			

TABLE 6-2 Non-OCO Air Challenge Criteria

(6) Expedited Handling and Special Type Shipments. The following categories of shipments shall require the ACA to notify the appropriate APOE prior to shipment arrival for airlift:

- (a) Shipment of Division 1.1, 1.2, 1.3 explosives, and radioactive material.
- (b) Shipments requiring expediting action (Green Sheet).
- (c) Shipments accomplished by TSPs, guards, or technicians.

e. Deferred Air Freight

(1) General Information. Non-air eligible freight shipments are eligible to be transported via AMC at surface equivalent rates on a space available basis when lift/space allocations are received from AMC. This cargo is designated as Deferred Air Freight (TP-4).

(2) Air eligible cargo will not be offered or moved as TP-4. The usage of TP-4 service is strictly controlled by AMC, the ACAs, the Air Terminal Managers (ATM), and the shippers.

(3) TP-4 charges are assessed on a cubic foot basis (except for HHG charges, which are assessed on dollars per hundred weight) and are provided in the DoD AMC Channel Tariffs Passenger and Cargo Rates by channel listing.

f. Commercial Air

- (1) Policy. Use of commercial air transportation is authorized only

in the absence of Government air capability or the inability of existing Government air to ensure delivery by the RDD, subject to the air eligibility criteria provided in Chapter 2 of this Manual.

(2) Documentation. DMOs will issue CBLs when supporting DD Form 250, Material Inspection and Receiving Report, DD Form 1348-1A, Issue Release/Receipt Document, DD Form 1384, Transportation Control and Movement Document, and DD Form 1149, Requisition and Invoice/Shipping Document. A CBL is used when an agreement exists between a DMO and TSP. However, GBLs are required for all shipments to the Republic of Korea.

g. Preparation of Materiel for Air Shipment. TSPs will inspect hazardous material shipments tendered for air service to ensure the consignor has prepared, packaged, and documented the shipment in accordance with reference(g), (t), or (v) regulations governing the commercial airline industry.

h. Submitting Obligation Data for Marine Corps-funded Transportation Cost. Obligation data for the air movement of materiel chargeable to a Marine Corps transportation appropriation shall be furnished in accordance with Chapter 3 of this Manual.

i. Sponsorship of Cargo for Commercial Concerns and Private Parties. Marine Corps sponsorship of privately owned cargo via AMC is subject to the policy, procedures, and documentation requirements prescribed in Chapter 2 of this Order.

5. Marine Corps Distribution Process Advocates (DPAs) and Cargo Expeditors. Distribution-Expeditors have been retained at the aerial ports to provide interface between the AMC terminal operators and the ACA. The expeditor will assist the ACAs in tracing, expediting, and diverting freight, etc., at the aerial port. The Marine Corps DPA is the primary Marine Corps liaison for East and West Coast Sea Ports of Embarkation/Debarcation (SPOE/SPOD) and APOE/APOD. While Distribution Process Advocates (DPAs) can provide interface between the AMC terminal and the ACA, they are not always located at the aerial ports.

a. DMOs that have made a shipment through the DTS transiting East and West Coast SPOEs/APOEs, or SPODs/APODs that require any of the actions described in Chapter 6 of this Manual may coordinate with the CONUS/OCONUS Marine Corp DPA'S as shown in Appendix B.

b. The functions of the DPA include the following:

(1) Maintaining cognizance of Marine Corps materiel (e.g. freight HHGs, and privately owned vehicles (POVs)) transiting within the DTS, (both export and import), at West Coast SPOEs and APOEs.

(2) Tracing, expediting, and diverting Marine Corps shipments to ensure proper logistical support to overseas and CONUS Marine Corps activities.

(3) Providing correction of erroneous, incomplete, or missing documentation and furnishing disposition instructions for astray and/or "frustrated" shipments.

(4) Maintaining communications with various DoD and commercial

vendors to ensure efficient and effective transportation service.

(5) Attending cargo management meetings to discuss airlift or sealift movement procedures affecting Marine Corps materiel. Provide information to the ACA for necessary action.

Chapter 7

Shipment of Hazardous Materials (HAZMAT)

1. Definition. HAZMAT is any article or substance that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. HAZMAT includes ammunition, explosives (Division 1.1, 1.2, 1.3, 1.4 and blasting agents); compressed gases; flammable, combustible and pyrophoric liquids; flammable solids, oxidizers and organic peroxides; poisons (Divisions 2.3 and 6.1), irritating agents and etiologic agents; radioactive materials; corrosive materials; and other regulated materials.

2. General Requirements

a. Shippers must comply with public law, policy, agreements, and applicable international, federal, and military directives when packaging, processing, handling, and shipping HAZMAT. DMO responsibilities are found in reference (e), Part II, Chapter 204.

b. Shipments containing hazardous substances must comply with the same Department of Transportation (DOT) and military regulations required for any other HAZMAT. Overseas shippers moving HAZMAT to, from, and within a foreign country must also comply with foreign country directives, applicable international requirements, Defense and Economic Cooperation Agreements, and Status of Forces Agreements. Inclusive in this plan is the requirement for security awareness and training for each employee who handles HAZMAT.

c. Shipments of HAZMAT, specifically unclassified shipments of AA&E, must be transported with at least the minimum-security standards in accordance with reference (e), Part II, Chapter 205.

d. The DoD procedures governing the movement, handling, and marking of HAZMAT are set forth below in Table 7-1, Applicable Directives & Certification Requirements.

Mode	Governing Directive	Certification Requirements
<u>Truck/Rail</u>		
Commercial/ Military	Reference (g), Title 49, Parts 100-199	Specific language prescribed.
	Reference (e), Part II Chapter 204	Shipping papers must include certification.
	Reference (s) DoD Directive 4500.54E, DoD Foreign Clearance Program	
<u>Air</u>		
Commercial Domestic	Reference (g)	Specific language prescribed.
Commercial Domestic	Reference (t) ICAO TI Doc 9284 Reference (v) IATA Dangerous Goods	Shipper's Declaration of Dangerous Goods.
Commercial International	Reference (t) Reference (r) NAVSEA SW020-AG-SAF-010 Reference (v)	Shipper's Declaration of Dangerous Goods.
Military Air	Reference (l) AFMAN 24-204/MCO P4030.19K	Shipper's Declaration of Dangerous Goods.
Military Air	Reference (s) DoD Directive 4500.54E,	Specific language prescribed on Air Manifest.

Table 7-1 Applicable Directives and Certification Requirements

e. The United States, International and military shippers regulations require the activity to certify that HAZMAT shipments are properly identified, described, packaged, marked, labeled, and are in proper condition for transportation.

(1) This includes HAZMAT GCPC micro-purchase shipments. Depending on the mode/method or whether the shipment moves by commercial or military transportation, the specific language may vary and specific forms may be prescribed. Shippers are reminded that when transporting hazardous waste, manifests are required as well as appropriate U.S. Environmental Protection Agency (EPA) generator and transporter identification numbers are required.

3. HAZMAT Training. Personnel, who certify, prepare, handle, or inspect HAZMAT for shipment, must receive initial and subsequent refresher HAZMAT training.

a. The Commanding Officer or designated representative of units involved with the HAZMAT process must ensure that:

(1) The designated representative is appointed in writing, to include scope of authority.

(2) Personnel involved with certifying HAZMAT shall be provided training in accordance with NAVSEA SW020-AG-WHM-010 and 49 Code of Federal Regulation (CFR) Part 172.704. Individuals certifying HAZMAT shall complete the 80-hour in-classroom HAZMAT certification course from one of the approved

DoD schools contained in reference (e) and complete the refresher training every 24 months in accordance with Service policy. Other personnel involved with HAZMAT and explosives may require additional training and should consult their training officer.

(3) Individuals authorized to certify HAZMAT for shipment are to be designated in writing by the Commanding Officer, or designated representative.

(4) All personnel certifying, handling, or loading HAZMAT for commercial air or surface shipment, and shipments within the DTS regardless of mode of transportation complete training.

(5) The DMO verifies authorization and maintains letters of appointment for all personnel authorized to certify hazardous shipments. If an employee is reviewing, making corrections, or signing the CBL as the HAZMAT certifier, the employee must complete the 80-hour in-classroom HAZMAT certification course from one of the DoD approved schools and take the refresher training every 24-months in accordance with Service/Agency policy. Awareness training does not satisfy this requirement. Certifications issued via technical specialist training are limited to the specific hazards to which the certification is issued and do not satisfy this requirement for personnel who prepare and certify other classes of hazardous material.

b. Request for Extension of HAZMAT Certification. Under extenuating circumstances, Marine Corps shippers may request an extension to their HAZMAT shipper certification when tactical or mission critical contingency operations justify a need.

(1) Request for HAZMAT extensions should be made in writing to HQMC LPD-1 and may be requested not to exceed 60 calendar days from the date the individual certification expires.

(2) Individuals requesting extensions through their chain of command must include the justification for the extension and indicate their enrollment date required to complete their recertification training, prior to the extension expiring.

4. HAZMAT Transportation Procedures. DMOs will follow the Federal, agency, or departmental documents regulating the mode of transportation. The HAZMAT Information Resource System (HMIRS) provides guidance to personnel responsible for the packaging, handling, storage, and transportation of HAZMAT. HMIRS is a complementary reference that can be used alongside existing regulations. HMIRS is available on the internet at <http://www.dlis.dla.mil/hmirs>.

a. Authorized Modes of Transportation. HAZMAT may be transported by motor, rail, water, or cargo aircraft unless otherwise prohibited by the specific regulations discussed below. Per reference (e), Part II, Chapter 204, ammunition or explosives may not be shipped in unloaded and ready-to-fire configuration over public highways, via rail, vessel, or commercial/MILAIR except as approved by DOT special permits or MILAIR waivers.

(1) Motor. Commercial or military-owned vehicles are used for transporting regulated HAZMAT. Use of privately owned vehicles for transporting HAZMAT is prohibited. HAZMAT driver(s) using commercial/government vehicles or Military Handling Equipment (MHE) must

provide identification with the driver's photograph (e.g., license, Military/Civilian). Additionally, the drivers must provide verification of a current (issued within the previous 24 months) DOT medical examiner's certificate (not required for military drivers), employee identification card or similar document that identifies the driver and company's affiliation, and a written route plan.

(a) Approved TSPs. Shipments of Division 1.1, 1.2, 1.3, 2.3 or 6.1 ammunition, explosives, or poisons may only be transported by approved motor TSPs holding specific authority to transport this materiel and by local drayage TSPs who have filed a certificate with the DMO stating that they will comply with DOT safety regulations and all other local and state laws and regulations.

(b) Shipment on Open Equipment. When a flatbed trailer, flat rack container, or similar type of open equipment is used to transport HAZMAT, the load must be completely covered by a TSP provided tarpaulin.

(2) Rail. Movement of HAZMAT by rail requires each car used to transport Hazard Class/Divisions 1.1 and 1.2 must have a three-part car certificate (provided by the carrier) prior to loading, completed in triplicate by the rail carrier. The shipper will ensure the railroad representative receives a copy of the shipping documents, papers, and emergency response information for the train crew prior to release. Shipments of Hazard Class/Divisions 1.1, 1.2, 1.3, and 1.4 must be properly sealed, the upper rail locks must be secured, and the BL must be annotated with seal numbers. Rail movements of HAZMAT will be documented for movement using the DD Form 2890. Ammunition or explosives may not be shipped in uploaded and ready-to-fire configuration via rail except as approved by DOT.

(a) TSP Equipment. Only certified Division 1.1 and 1.2 railcars shall be used for the shipment of explosives. The requirements and instructions for inspection, selection, preparation, and certification of railcars used for these movements are prescribed in reference (g), Title 49, §174.104.

(b) Car Certificate. When Divisions 1.1 and 1.2 explosives are shipped, a TSP-provided three-part car certificate will be used. A copy of the car certificate must appear on each side of the railcar.

(3) Water. The shipper is required to use DD Form 2890 when shipping HAZMAT by water (e.g., barge, lighter, ship, etc.). The shipper must complete and sign three copies of this form and retain one form, place one form in a waterproof envelope and attach it to the primary piece of equipment, and attach one form to the inside door of the container or conveyance. Vessels carrying dangerous goods must have a special list or manifest listing the HAZMAT and the location of the HAZMAT to include a detailed stowage plan. The plan must identify all items by class, division, and storage compatibility the location of all regulated HAZMAT. A copy of the special list or manifest will be made available to regulatory authorities upon request.

(4) Air. The provisions of the following regulations govern shipments of HAZMAT by air:

(a) Organic Air. When mission critical requirements must be met, HQMC-LPD will approve compatibility waivers under extenuating circumstances

for the use of Marine Corps owned air assets.

(b) Military and Commercial Air. The shipper will complete a Shipper's Declaration for Dangerous Goods for HAZMAT moving by military and commercial airlift.

(5) Shipment Documentation

(a) CBL. The DMO or authorized agent thereof must ensure that the proper TPS annotation and HAZMAT description is placed on the CBL. For all shipments of explosives (Division 1.1, 1.2, 1.3, and 1.4), the shipper's 24-hour emergency telephone numbers will be annotated on the CBL. Reference (e), Part II, Appendices G, G1, G2, G3, and G4 provides detailed transportation data that may be useful in preparing the CBL for HAZMAT.

(b) Transportation Control Movement Document (TCMD). Shippers must verify that the TCMD includes trailer data and is prepared correctly. ATCMD/TCMDs for export airlift munitions shipments will be sent to the Service Airlift Clearance Authority and Joint Munitions Transportation Coordinating Activity (JMTCA). Prior to the movement of munitions to the aerial port of embarkation, aerial port clearance will be obtained from the JMTCA.

(6) Inspection of Vehicles/Railcars. Shippers must inspect motor vehicles used to transport Division 1.1., 1.2, 1.3, 2.3, and 6.1 ammunition, explosives, poisons, or radioactive Yellow III materials and railcars used to transport 1.1 and 1.2 explosives to ensure compliance with DoD policy.

(a) DD Form 626 Motor Vehicle Inspection (Transporting Hazardous Material). This form will be used for inspecting vehicles before they are used for transportation of any placarded amount of regulated HAZMAT on public highways. An example of DD Form 626 is in Figure 7-1 in Appendix B of this Manual. The installation must ensure that signatures of both members of the team are on the 626 prior to releasing the load. The shipping activity must prepare a DD Form 626 before vehicles are used for transportation of any placarded amounts of HAZMAT shipments moving under TPS. All spaces on the DD Form 626 must be completed for movement of government vehicles. Shipments will not be tendered if any unsatisfactory items are noted and not corrected. The DoD inspector must perform a detailed mechanical inspection on all Government vehicles transporting regulated HAZMAT on public highways. All vehicles, whether military or commercial, must have a functioning fire extinguisher at all times. If a commercial vehicles has a current Commercial Vehicle Safety Alliance (CVSA) sticker, DoD inspectors may perform a cursory inspection verifying the headlights, taillights, brake lights, windshield wipers, and that the fire extinguishers is charged with no fluids leaking (visibly), and the tires are properly inflated and are not balding. If defects are noted during the inspection, a detailed inspection will be performed on commercial vehicles using the DD Form 626 regardless of the CVSA sticker being present.

(b) Training Requirements. Personnel involved in inspecting conveyances (empty and loaded), and all personnel responsible for inspecting the load and its blocking and bracing must successfully complete Ammo-51-MV-DL Naval Motor Vehicle Inspection certification course.

b. Secure Holding Area. A TSP with a holding area will be provided a Secure Hold in order to prevent government shipments from being unnecessarily

exposed or kept overnight. All direct expenses incurred by an activity in providing a secure holding area are chargeable to the TSP.

c. Safety. The DMO or authorized agent thereof shall ensure that all personnel involved with HAZMAT are trained in the safety provisions.

5. Document Retention. Shipping documents (e.g., BL, manifest) for hazardous waste shipments must be retained for three years after the material is accepted by the initial carrier. For all other HAZMAT, shipping documents must be retained for 375 days after the initial carrier accepts the material.

Chapter 8

Transportation Protective Service (TPS) Shipments

1. Definition. The TPS are provisions rendered to shipments of all AA&E, classified (SECRET and CONFIDENTIAL), sensitive, controlled, and pilferable material to ensure adequate protection of material; minimize freight loss and damage caused by negligence, unauthorized, or illegal acts; and maintain shipment accountability during transportation.

2. Documentation

a. The DMO will retain copies of all shipment documentation for each inbound and outbound shipments of material requiring a TPS.

b. The DMO will process and complete documentation as follows:

(1) Ensure each DD Form 1348-1A/DD Form 1149 issued for the shipment of classified, sensitive, and some controlled items shows the word "CLASSIFIED" or "SENSITIVE" followed by the applicable supply controlled item code.

(2) Use extra copies of the DD 1348-1A as a hand receipt in processing SECRET/CONFIDENTIAL shipments prior to packaging. The DD Form 1149 serves as a hand receipt for non-MILSTRIP shipments.

(3) Provide hand-to-hand receipt control for classified, sensitive, and controlled shipments. The STR, DD Form 1907, may be used for all receipt transactions. DMO may use 1387-2 Special handling form for classified, sensitive, and controlled shipments going by air transport.

(a) The DMO may use the DD 1907 for internal control as a hand-to-hand receipt for classified or sensitive items. Equivalent carrier-furnished forms may be used as described in reference (e), Part II, Chapter 205.

(b) The air/truck manifest may be used for military shipments if they adequately control the materiel being transferred.

(c) Classified (SECRET) shipments will be afforded at least the same minimum TPS as SRC I/II AA&E. Classified (CONFIDENTIAL) or Classified Controlled Cryptographic Item (CCI) shipments will be provided the same security as SRC IV.

(d) Sole shipping options for classified SECRET/CONFIDENTIAL, sensitive, and controlled shipments to/from OCONUS locations are AMC or USTRANSCOM Defense Courier Division (DCD).

(e) The shipping agency will acknowledge the receipt notification and clear the suspense file. The shipping agency will maintain all REPSHIP documents and DD Forms 1348-1A, DoD Single Line Item Requisition System Document (Manual) with the BL or manifest pickup documentation for 10 years.

(f) If discrepancies are detected or the shipment is not received by the RDD, a Transportation Discrepancy Report (TDR) will be immediately initiated by the receiving activity.

(g) For all CONUS shipments requiring SNS, shipping activity must verify that shipments requiring SNS, the shipping activity must verify that shipment information is transmitted within 20 minutes after releasing the shipment from their shipping system.

c. Classified Material on a BL. The DMO will protect classified (SECRET and CONFIDENTIAL) material from compromise and conceal the exact nature of shipments.

(1) DMOs will provide a description that should accurately identify the shipment without disclosing the exact nature of the material. It should give the same freight rate for the assessment of freight charges as the actual material shipped.

(2) The security classification should not be shown on copies of BLs or documents attached to shipments.

3. REPSHIPS

a. Regardless of signature records maintained, the consignor will prepare a REPSHIP to the consignee; and the consignee shall immediately furnish acknowledgement of receipt of the consignor.

b. Shippers executing a REPSHIP for other than Satellite Motor Surveillance Service (SNS) shipments must utilize an automated means to transmit the REPSHIP to final destination for all modes of transportation. A REPSHIP is not required if an automated Advance Satellite Motor Surveillance Service (ASNS) capability exists. For automated ASNs, if there is no automated receipt acknowledgement within two business hours, the originator will fax a paper REPSHIP or email to the destination and follow up with a confirmation call to validate receipt.

c. CONUS REPSHIP notifications/ASNs will be made within two hours of shipment departure. OCONUS notifications will be made within eight hours of shipment departure.

d. The following shipments require a REPSHIP:

(1) Shipment of Material Requiring TPS. The origin shipping DMO must send a REPSHIP to the destination DMO for all categories of material requiring TPS in accordance with reference (e), Part II, Chapter 205, along with REPSHIP formats and requirements.

(2) Shipments by Registered Mail. The origin DMO must also send a REPSHIP to the destination DMO (with an information copy to the receiving unit/activity), when registered mail is the method of transportation.

(3) Classified Material Being Shipped by Next Generation Delivery Service (NGDS). The origin DMO must also send a REPSHIP to the destination DMO with an information copy to the receiving unit/activity, when NGDS is the method of transportation for classified material.

(4) Classified Controlled Cryptographic Item (CCI) Being Shipped by NGDS. The origin DMO must also send a REPSHIP to the destination DMO with an information copy to the receiving unit/activity, when NGDS is the method of transportation for CCI material.

(5) Shipments Requiring Satellite Motor Surveillance Service (SNS). CONUS to CONUS shippers must use the Defense Transportation Tracking System (DTTS) II website to transmit a REPSHIP to the final destination for all shipments that require SNS. Shippers executing a REPSHIP for other than SNS shipments must utilize an automated means to transmit the REPSHIP to final destination.

4. Signature and Tally Record (STR) Service. This level of service is designed to provide continuous tracking of shipments from origin to destination. It is considered a tracing service, not a protective service, when used independently. The DD Form 1907 or equivalent carrier-furnished STR is acceptable. DMOs must ensure STR records reflect printed names and signatures for both drivers when dual driver protective service is used.

5. Movement and Handling Requirements

a. Classified Material

(1) Handling of Classified Material. DMOs will comply with the following requirements for classified information:

(a) Ensure that all personnel who are assigned to accept, handle, package or ship classified material have a security clearance equal to or higher than the material being handled according to DoD policy.

(b) Obtain, in writing, the names of individuals authorized to sign for classified material within their organizations.

(c) Certify, to the highest degree of TPS, when more than one classification or security risk category shipments are consolidated on a single mobility pallet.

(d) Process export shipments through military managed and operated air or ocean terminals.

(e) Store sensitive and controlled items in an approved security cage during any period of transportation delay.

(f) Select commercial carriers that provide single line-haul service from point of origin to destination when routing sensitive shipments. Trailer interchange service is acceptable providing the interchange carrier also provides the required service. Classified shipments moving internationally must be moved via AMC.

(g) Before releasing a shipment requiring TPS, ensure the driver possesses a valid operator's license, medical examiner's certificate, employee record card, or similar document with the driver's photograph. The DMO must be able to verify a driver's affiliation with the TSP named on the BL. The DMO will retain a copy of the driver(s) credentials with shipment documents.

(2) Packaging of Classified Material. Controlled and protected cargo (controlled, sensitive, classified, or pilferable) shall be prepared for shipment, packaged and sealed in ways that minimize risk of accidental exposure or undetected deliberate compromise. The container shall not bear any classification markings or other unusual marks that might invite special attention to the fact that the contents are classified or protected cargo.

(3) Movement of Classified Material. Proper protection of classified information is essential to national security. Therefore, the shipment of classified material (TOP SECRET/SECRET/CONFIDENTIAL) will be provided the proper protection and accountability while in transit, to minimize loss and damage.

(a) Authorized Modes of Transportation. Classified materials normally transport by motor or air modes. However, transportation by other modes are authorized if the proper TPS is assigned and minimum security standards are adhered to.

(b) Receiver Responsibilities

1. Receipt Procedures. The receiver of a classified shipment will immediately verify the quantity and condition of material. Upon discovery of a discrepancy in a classified shipment, the DMO or authorized agent thereof will immediately notify the local security office if a security breach or compromise is suspected, and issue a TDR message within 24 hours after discovering a discrepancy.

2. Delivery after Working Hours. When a shipment arrives after normal working hours for any reason, and cannot be unloaded immediately, the DMO or authorized agent thereof is responsible for providing a TSP with a secure holding area on arrival. All direct expenses incurred by an activity are chargeable to the TSP. Ultimate responsibility for the shipment remains with the TSP until it is delivered to final destination.

3. Receipt of REPSHIP. The receiver of a classified material REPSHIP will make the necessary arrangements to accept custody and control of the shipment. The DMO or authorized agent thereof will notify the origin DMO when a classified shipment is not received within 12 hours of the estimated time of arrival, and when the delivering TSP cannot give a reasonable explanation for the delay.

b. Shipment of Controlled Cryptographic Items (CCI). CCI must be transported by approved TSPs that provide continuous accountability, and protection against losses and unauthorized access while in transit.

Chapter 9

Shipment of Ammunition and Explosives (AA&E)
Small Arms and Other Weapons

1. Small Arms and other Weapons

a. Small arms and other small arms weapons are defined as the following:

- (1) Handguns
- (2) Shoulder Fired Weapons
- (3) Light Automatic Weapons (up to and including .50 caliber machine guns)
- (4) Recoilless Rifles (up to and including 81 mm)
- (5) Mortars (up to and including 81 mm)
- (6) Rocket Launchers unpacked weight of 100 pounds or less (Human portable)
- (7) Grenade Launchers (rifle and shoulder-fired)
- (8) Mounted/Airborne Weapons (up to/including 90 mm)
- (9) Human operated weapons that have potential use in civil disturbances and are vulnerable to theft
- (10) Flame throwers

b. Security Risk Category (SRC). AA&E is categorized by SRC, which indicates the degree of risk and protection required while in transit.

c. Routing of Arms, Ammunition, and Explosive (AA&E). When routing AA&E shipments, the DMO will identify RDD(s) consistent with the standard transit times in accordance with reference (e), Part II, Chapter 202. Transit times not met will be reported.

2. Hazard Classification of Explosives. The authoritative source for technical data on articles or substances of hazard classification, transportation, storage, and handling in accordance with references as cited in this Manual.

3. Safe Haven and Secure Holding Areas

a. Marine Corps installations accept AA&E shipments for Safe Haven at any time, or after normal duty hours for secure holding. Secure Holding Areas provide temporary parking for explosives and HAZMAT shipments when the TSP coordinates in advance with SDDC.

b. DMOs will update their installation holding area capabilities through the TFG webpage so inbound and en-route shippers and carriers can successfully plan munitions and sensitive cargo movements. For procedures on when and how to update the TFG access the TFG website at <https://eta-teams.transport.mil/teams/home> which provides an online tutorial. The

tutorial provides users with step-by-step procedures to use the TFG application system to update records. DMOs may view the list of secure holding sites from the TFG web page after they have established a user ID and password on the website.

c. DMOs must contact the destination activity to confirm they have the ability to receive and secure CAT I and CAT II shipments. To prevent non-emergency in-transit temporary parking needs, the origin DMO must schedule shipments to arrive at the destination within normal receiving hours, while making every effort to avoid the layover of shipments during weekends, holidays, and non-receiving hours.

4. Advance Shipment Planning. DMOs will conduct positive advance shipment planning that includes liaison with the POCs representing the consignor (shipper's material prep-for-transport office), the consignee (materiel receipt personnel and DMO), and the TSPs dispatcher to ensure the safe, secure, and cost effective transport of AA&E, and classified SECRET/CONFIDENTIAL, and CCI materials.

5. Emergency Hot Lines. Use the following SDDC and DTTS emergency hot line numbers to obtain any type of DoD safety or security advice and assistance.

a. For DoD Hazard Class 1 (Explosives) Only. Call the Army Operations Center (collect call) at (703) 697-0218/0219 and ask for the Watch Officer.

b. For DoD Non-Explosive HAZMAT in Transit (Transportation Emergencies Only). Call 1-(800)851-8061; from a ship at sea call (804)279-3131; HOTLINE Information DLA installation Support, Fire Department (Non-Emergency): (804) 279-3630 or DSN 695-3630.

c. For DoD Radioactive Material Only. Call the USN/Marine Corps at (757)887-4692.

d. For Hazardous Substance Spills. Call the National Response Center (NRC) 1-(800) 424-8802 (Day or Night); call (202) 267-2675 within the District of Columbia.

e. For Secure Holding. For sensitive items requiring secure holding call SDDC Freight Routing (618)220-6359 or DSN 770-6359; for other SDDC CONUS Inquiries call (618)220-5914; for DTTS, call 800-826-0794.

f. HQMC Operations Center. For AA&E/HAZMAT accidents and incidents call (703) 695-5454.

Chapter 10

Inbound Cargo Processing

1. Policy. The Receiving Activity will accept and receipt for all MILSTRIP and non-MILSTRIP shipments and prepare cargo for onward movement to ultimate consignee. All inbound shipments must be verified with movement documentation (e.g., TCMD, BL, airway bill, or other) to ensure proper accountability of cargo. Any identified discrepancies must be annotated and corrective action must be taken.

2. Shipment Receiving Process

a. All shipments must be offloaded, receipted, segregated, consolidated, and staged by destination. TPS shipments must be properly secured and have first priority. Priority shipments (e.g., 999/NMCS/CASREP) must be receipted for ahead of all other lower priority shipments. The movement document (e.g., BL, manifest, airway bill, or other government documentation accompanying the shipment is used to receipt for cargo and acknowledge transportation services rendered.

b. When deemed appropriate by the Receiving Activity, shipments (e.g., bulk deliveries) may be coordinated with the unit (ultimate consignee) to receive and offload at the point of use or the ultimate consignee's location. The Receiving Activity will assist the ultimate consignee in servicing commercial TSPs, annotating discrepancies, completing required documentation and actions to avoid detention charges, and obtain proof of delivery.

c. The Receiving Activity personnel will conduct a physical inspection of all cargo to verify the identification, amount, and condition of items documented on the movement documentation physically matches the items received.

d. The date and time of receipt along with any discrepancies involving classified or sensitive shipments must be reported immediately. Any overage, shortage, or damage (OS&D) of shipment(s) must be annotated on all copies of the delivery receipt (e.g., movement documentation). Receiving Activity personnel must verify all equipment and transportation services requested, as identified on the movement documentation, has been rendered and provided by the TSP. If services are not in accordance with movement documentation, the Receiving Activity must advise origin of the discrepancy, annotate movement document(s), and complete the applicable discrepancy documentation (e.g., TDR or Supply Discrepancy Report (SDR)).

e. All cargo will be receipted for using CMOS or AMS-TAC. The receipt, delivery, and closeout of High Priority cargo will be processed within 2 hours of receiving cargo. TPS DTTS shipments shall be process within 4 hours of receiving and regular cargo shall be process within 6 hours. This will provide DMO actual processing times and maintain ITV.

f. Misdirected shipments are frustrated, processed, and reported in accordance with Chapter 3 of this Order. Materiel will be shipped to the appropriate consignee using source documentation and funding, if available. Otherwise, shipments will be shipped backed to origin.

3. Distribution/Delivery. Receiving Activity personnel will use the CMOS Surface Freight Inbound Turnover Records (T-Rec) capability or AMS-TAC Tally

Sheet to manifest, release, and document chain of custody of all ultimate consignee cargo. During degraded operations, maintain a log to record assets turned over to ultimate consignee as shown in Figure 10-1 in Appendix B of this Manual.

a. Proof of Delivery. Delivery records, T-RECs, and Tally Sheets will be closed-out in the systems with the customer's signature/CAC scan as soon as possible or by the close of each business day of customer receipt to maintain ITV and provide DMO actual processing times. Ensure all original T-RECs and/or Tally Sheets are retained. For degraded operations, capture physical signature from the customer and enter into the systems when operational to ensure ITV and accountability.

b. Tracking/Tracing. The Receiving Activity will use modified supply system data to locate a shipment in DTS if the shipment has not been delivered by the RDD or within TDD standards.

4. Documentation. Receiving Activity personnel are responsible for maintaining inbound documentation files that substantiate delivery and receipt of cargo at their installation. Inbound documentation files will include but not limited to, bills of lading, freight warrants, truck manifests, CMOS Surface Freight Inbound T-Rec/AMS-TAC Tally Sheets, materiel receipt source documents, inspection reports and any supporting documentation deemed appropriate. These documents do not have to be maintained in the same file.

Chapter 11

Transportation Discrepancies

1. Receipt of Shipments from Commercial TSPs. The DMO will document and resolve transportation discrepancies, to include any shipments delivered to the wrong location or damaged by the TSP en-route to the destination. Additionally, the DMOs are responsible for ensuring all personnel understand procedures and requirements associated with properly completing a TDR. DMOs need to ensure personnel's training is up-to-date on proper packaging, documentation, and receiving concerning government shipments. As a result, implementation of effective shipping and receiving procedures will minimize cargo loss and damage.

2. Transportation Discrepancy Notification

a. General Information. Proper documentation and notification of transportation discrepancies facilitates efficient allocation of government dollars and prevents future transportation discrepancies.

b. Minimum Value. Transportation discrepancies of less than \$500.00 in value are documented and settled at the local level. However, there is an exception to this rule. Regardless of the value, all classified, protected, HAZMAT, and SCP/FMS shipment discrepancies will be documented and reported for tracking purposes.

c. Documentation

(1) Freight shipping and receiving activities are required to electronically generate TDRs using the Discrepancy Identification System (DIS) module in the GFM system. DIS may be found at the SDDC ETA website at <https://eta-teams.transport.mil/teams/home>.

(2) DD Form 361. The basic discrepancy notification document is the DD 361, TDR. The TDR is the source document on which claims are based. Proper completion and supporting documents (e.g., photographs, material receipt inspection reports, and repair estimates) are essential to the recovery of funds for which the government is entitled. It is critical to ensure drivers provide supporting documentation (such as a sworn statement) identifying and acknowledging the physical damage to the equipment and the information provided does not include unnecessary Personally Identifiable Information (PII), such as Social Security Numbers.

d. Classified/Protected Shipments. Any discrepancy involving classified, sensitive, or protected shipments must be reported immediately from the date the discrepancy was discovered. The consignee is responsible for reporting the transportation discrepancy.

e. Shipments by Sealift TSP. When the sealift TSP is known or suspected to be at fault for a transportation discrepancy, the consignee will prepare a TDR and send an advisory TDR and supporting documentation to the SDDC Transportation Brigade Ocean Cargo Clearance Authority (OCCA), Quality Assurance (QA) immediately for classified or protected shipments or within 7 calendar days for non-classified or non-protected shipments.

f. Shipment by AMC. The TDR is used to record transportation discrepancies that are attributable to AMC. However, no claim action may be

taken when discrepancies are found in AMC shipments. Consignees who discover transportation discrepancies that are the responsibility of AMC will prepare distribute the DD Form 361, but shall not provide supporting claim information.

3. Claims Procedures

a. General Information. When property is lost or damaged in transit by commercial TSPs, a formal freight loss and damage claim will be filed against the responsible TSP. Claims action depends entirely on the prompt and accurate submission of information and investigation of the discrepancy. When a TSP is liable, the TSP is required by law to pay for the actual loss, damage, or destruction of such property. For damaged property that can be repaired, the government is entitled to recover either the loss of property value or actual cost of repair. The only Marine Corps activity that is allowed to issue the claim against the TSP is the Transportation Voucher Certification Division (TVCD) (Code 470), 814 Radford Blvd Ste 20318, Albany, Georgia 31704-0318.

b. Discrepancy Investigation. The documentation of a freight claim includes the conduct of a complete investigation of the transportation discrepancy to determine the cause of the discrepancy, the identification of responsibility, and the preparation and distribution of documentary evidence to substantiate liability. Due to the technical nature of these functions, they will be performed by the DMO, freight claims analyst, or any other designated technically qualified personnel. An investigation of a potential freight claim shall include, but is not limited to, consideration of the following factors:

(1) Whether any basis for a freight claim exist.

(2) Determination of responsibility for the action that resulted in the shortage or damaged condition of the freight.

(3) Responsibility for the development of data to support and document claim action against the TSP.

c. Documentation. Any settlements received from the TSP to support the freight loss or damage of government freight, will be submitted on the DD Form 1131, Cash Collection Voucher. All monies collected from TSPs for loss and damage claims will return to the fund or appropriation from which the same or similar material will be purchased. In order to credit an appropriation fund, the appropriation must be active or monies will be returned to the General Treasury.

d. Responsibility for Adjudication. The Marine Corps activity responsible for the adjudication is the TVCD (Code 470), 814 Radford Blvd Ste 20318, Albany, Georgia 31704-0318.

e. Shipment of Explosives. Immediately upon discovery of a shipment discrepancy concerning explosives, the nearest DMO must be notified. The DMO must notify the TSP or contractor, DTTS and the local security office and records the name(s) and position(s) of all individuals contacted. Regardless of the value of the shipment, within 24 hours after the discovery of a discrepancy, the DMO must notify the appropriate addressees listed in reference (e) Part II, Chapter 210, TDR Distribution and Addresses, by e-mail. The cost for the disposal of damaged explosives (including the

transportation cost for delivery to a disposal site) shall be included within the itemized repair cost computation. In the event the TSPs written agreement for disposition has been negotiated, the TSP should, for reasons of safety, be encouraged to forego inspection of the damaged materiel.

f. Shipment via Government TSP

(1) No recovery action may be initiated for loss and/damage sustained in-transit via government TSP (government vehicle, aircraft, AMC, or government-operated terminals, etc.).

(2) TVCD will be advised (by a TDR or official letter) of all materiel having a value greater than \$100 that is lost or damaged by AMC while in transit or through a government-operated terminal. This notification will identify the extent of the loss and/or damage, the circumstances, and the contributing factors.

g. Shipment via Sealift TSP. The appropriate SDDC area command is responsible for submitting claims for discrepancies that are the responsibility of a sealift TSP to the MSC office responsible for claim action. All TDR packages for a single voyage are reviewed and submitted to MSC for support of claim actions.

4. Disposition of Damaged Articles

a. General Information. The DMO or authorized agent thereof must arrange to repair or dispose of damaged property. When damaged materiel requires repair, the DMO or authorized agent thereof should coordinate the repair with the TSP. If the TSP performs the repair, the TSP must restore the material to the condition it was in when the government released it for shipment. Under no circumstances will material classified CONFIDENTIAL or higher be placed in the custody of the TSP or contractor for repair or other disposition.

b. Repair

(1) By Commercial Concern at TSP Expense. Receiving activities will attempt endeavor to arrange with the TSP to have the necessary repairs made by commercial concerns with payment for the repair made directly by the TSP. Upon completion of such arrangements, the receiving documents will be annotated to indicate the extent of the repair. A notation will also be included to indicate, "Repairs will be made at TSP expense and at no cost to the government." Upon completion of satisfactory repair, the DMO will advise TVCD by letter, that the repair has been satisfactorily completed. A copy of the letter shall be furnished to the TSP.

(2) By Commercial Concern at Marine Corps Expense. In the absence of prior authorization by the TSP, necessary repair bids will be requested from reputable commercial concerns. Settlement will be made to the commercial concern performing the repair on SF 1034, Public Voucher for Purchases and Services Other Than Personal, prepared by the receiving officer and forwarded to the Disbursing Officer normally responsible for the payment of bills for the activity concerned.

(3) By Receiving Activity

(a) Upon completion of the inspection by the TSP, unless waived in writing, minor repair may be accomplished by the receiving activity, if

practicable. Major repair should be accomplished subject to the TSPs concurrence.

(b) Normally, the cost of such repair shall be charged to installation funds. In the event such expenditure is impractical, request for an appropriation chargeable will be submitted to TVCD. Copies of all expenditures shall be attached to the DD 361 as evidence to substantiate the claim against the TSP.

(c) Repair of contractor-controlled property may be accomplished by the receiving activity at the expense of the contractor, only when receipt of written authorization received subsequent to submission of an itemized estimate or repair cost, including materiel and replacement parts, labor, overhead, plus the surcharge when applicable. The return of materiel by request of the contractor may be accomplished upon receipt of a "COLLECT" CBL properly completed and authenticated by the contractor.

c. Disposal. Materiel beyond economical repair is generally shipped to the inventory manager for disposal or returned to storage. The materiel may eventually be marked for plant clearance, disposal, or possible future use.

Chapter 12

Third Party Payment System (TPPS)/SYNCADA

1. Third Party Payment System (TPPS) Regulation. Reference (u) directs the implementation of U.S. Bank's TPPS/SYNCADA to pay for transportation services. DoD cargo movements will only be offered to commercial TSPs who utilize TPPS as their billing and payment system. The TPPS is web-based and available at: <https://network.syncada.com/USBank/LogIn.aspx>.

2. Third Party Payment System (TPPS) Accounts

a. HQMC LPD Transportation Financial Management Section (LPD-3) manages the TPPS program.

b. LPD-3 maintains final authority for account creation and/or revocation actions to best manage the TPPS program throughout the Marine Corps.

c. MARCORLOGCOM Programs & Resources, Resource Management Division (RMD) provides TPPS administration, account setup, user setup, and management of approving official/certifying official (AO/CO) TPPS accounts. TPPS administration, require a strict segregation of duties with respect to the approval of individual commercial carriers' invoices and certification of monthly GL Manager be accomplished and requiring different personnel to perform these functions.

d. RMD also provides account training and assistance to TPPS users. RMD will maintain the user database as supported by user access forms and serve as the Marine Corps' central POC for U.S. Bank and Defense Finance and Accounting Service (DFAS) Project Management Office liaison efforts.

(1) Minimum training requirements for TPPS Approving and Certifying Officials are Certifying Officials Legislation (foundations) training at the DFAS link <https://rise.articulate.com/share/pGgANqFZmjvwRofcLBmXbB0gRpBW0c7z> and the DFAS link for the Transportation Pay Training at <https://rise.articulate.com/share/yDWjQGhNsxrpgZmxsIcBHZZg-Np1H15 #/? k=5nalxc>. Additional training for the Transportation Pay, TAC 101, TPPS Pt 1 and TPPS Pt 2 is located on MARINET at <https://communities.marinenet.usmc.mil/content/mnet-portal/en/catalog.html>.

(2) Users requesting DoD View Only TPPS Accounts must complete TAC 101.

(3) Certifying and Approving Officials must complete the Certifying Officials Legislation (foundations) training annually.

3. Transportation Service Provider (TSP) Payment. The TSP payment process does not begin until two-payment trigger events are completed. These events are Delivery (or notification of lift for sea or rail shipments) and Payment Approval.

4. Approving Officials (AO) Roles and Responsibilities. The Approver's role is critical to the payment process of TPPS. Generally, within three business days of shipment completion, the Approver reviews the matched invoice in Syncada, makes corrections as needed to the TAC or Line of Accounting (LOA), and approves the documents. The Approver's daily responsibility is to manage

approval required, audit exception, held, and unmatched supplier actions. Approvers must 1) act on invoices, 2) correct TACs, 3) GL Manager, and 4) act in a timely manner. All Marine Corps TPPS/SYNCADA accounts are required to have two AOs (minimum).

a. Act on Invoices. Action is required on invoices with a financial status of "Approval Required". Approval required occurs on invoices matched with an order where the TSP shipment notification status is delivered and the invoice amount is the same as the matched order. When a Business Rule variance is in place and the amount of the invoice varies within the locality variance authorized for that order, the Approver approves the transaction. Under Audit Exception invoices, Approvers must match invoices whose billed invoice amount differs from the amount in the matching order - or exceeds a specific variance authorized on the account for that TSP. Under Approval required on transactions in "Held" status, Approvers use the "Notes" feature to communicate with the TSP. The Approver must either Approve or Deny the invoice within 7-days of placing the invoice into the "Held" status. Under the financial status, Approval Required for Unmatched Supplier, the Approver contacts the DMO Freight Supervisor to investigate why an order does not exist in Syncada. This situation may occur in the following instances: a shipment has not yet been released from CMOS and as a result, CMOS does not send an order to Syncada, or the order may be in Syncada under a different Order number other than what the invoice indicates and may be sitting in an Unmatched Buyer status.

b. Correct TACs. Approver reviews invoice against corresponding order to check that the TAC and LOA appear in Syncada on the Accounting tab, the Alias 1 field. If not, the Approver takes action to populate the field. Where mismatches occur, the Approver takes action to correct the TAC and/or LOA.

c. Review GL Manager. The Approver reviews the invoices for invalid or missing TAC/LOA information and makes corrections when required.

d. Act within a timely manner. On a daily basis, Approvers must open the GL Manager to review actionable invoices. Approvers must take action on "Approval Required" and Unmatched Supplier invoices within 3-days of shipment completion notification from the TSP. Approvers must make a final determination on Held invoices within 7-days of Held status notification to TSP.

5. U.S. Bank Linked e-bill Payments. The amount that U.S. Bank will pay a TSP for a single transaction is the total amount billed upon approval by the Approving Official (AO).

a. If the amount billed is determined to be inaccurate, the Buyer/AO must request a price adjustment by the seller before payment approval. The preferred method of communication is via the notes system within the TPPS; be aware that notes are permanent and readily available/visible to all users.

b. If an erroneous payment is discovered after approval, a Linked eBill may be used to adjust (credit or debit) the appropriate Buyer account.

c. Use of the Unlinked e-bill practice is not authorized unless Office of the Secretary of Defense Transportation Policy grants a waiver for its use. When the need exists to manually create a transaction in TPPS/SYNCADA, a new Buyer/Seller (Create Invoice) document must be used.

d. Depending on the active business rules for a specific account, additional restrictions on document creation may be in place. Contact HQMC LPD-3 for additional guidance.

6. Invoice Certification. By regulation, Certifying Officials (CO) hold pecuniary responsibility for accounts assigned to them per the DD 577.

a. Certifying Official (CO)

(1) All COs will be appointed through the issuance of a Letter of Authorization and the completion of DD Form 577, Appointment/Termination Record - Authorized Signature. The CO's TPPS/SYNCADA account number and user name should be included in block 14, of the form, specifically requesting electronic invoice certification capability.

(a) By regulation, COs hold pecuniary responsibility of accounts assigned to them per the DD Form 577. COs must validate each line item on the TPPS summary invoice for TAC and LOA accuracy in accordance with supporting entitlement/shipping documents thus assigning pecuniary liability to the Accountable Official.

(b) Key Supporting Documents (KSD) for each approved financial transaction are to be held for 10 years; 3 years in the active file, 7 years in the inactive file, in accordance with reference (f). The reference states that original records of certifying/accountable officers will be held for audit by GAO and requires these records to be destroyed ten years after the period covered by the accounts.

(2) Original documentation must be provided to DFAS and a copy kept on file at the DMO. Completed, original DD Forms 577 should be sent to DFAS Indianapolis at 8899 East 59th Street, Column 142C, Indianapolis, IN 46249. DD 577 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0577.pdf>.

(3) All Marine Corps TPPS/SYNCADA accounts are required to have two COs (minimum). This prevents invoice submission delays due to administrative and voluntary leave/absences, and reduces the overall cost of doing business for the Marine Corps.

(a) Only DMOs or their appointed representatives (TA for TO) will be granted full access to TPPS.

(b) For Comptroller personnel who require access, expense distribution monitor and data analysis tools are discussed later in this Chapter.

(c) Those TPPS/SYNCADA accounts that do not have two COs available will contact HQMC LPD-3 for additional guidance.

b. COs are encouraged to monitor the Open Summary Invoice Preview (OSIP) for TAC and LOA errors throughout the month.

(1) When the monthly cycle closes (on or within two business days of the 15th of every month), the invoice becomes available for certification.

(2) Within five calendar days of invoice availability, COs are required to electronically certify the OSIP. Manual portions must be printed, certified, and faxed to DFAS-Columbus, for payment. Manual lines should be supported with attached shipping documents to reflect verifiable TAC/LOA information for the invoice.

(3) Upon receipt, DFAS has approximately ten calendar days to process all amounts due to U.S. Bank.

(4) Prompt Payment Act Interest accrual begins 30 calendar days after OSIP availability.

(5) Monitoring transactions and resolving issues as they occur during the month vice waiting to correct all errors during the certification period, will allow faster certification and delivery to DFAS for payment processing.

(6) COs will retain a copy of the certified OSIP for DMO records and audit purposes, no less than ten years.

c. All Marine Corps TACs/LOAs are automated, and thus should appear in the electronic invoice. Marine Corps appropriation should not appear on the manual invoice. If a Marine Corps TAC/LOA appears on the manual invoice, the CO will edit the transaction(s), changing the TAC and/or LOA to allow for electronic processing before certification.

d. No transaction should appear with only the default LOA. At a minimum, a TAC is required by DFAS to process payment. If the default LOA is charged without a TAC, the CO will edit the transaction(s) by adding a TAC and/or LOA to provide sufficient appropriation data to DFAS, whether the manual or electronic invoice. Instructions for editing appropriation data in TPPS/SYNCAD are available by contacting RMD. If a CO is required to certify their GL Manager with a manual line, exception should be sought from HQMC LPD-3.

7. Defense Finance and Accounting Service (DFAS) Payment Center

a. The CO must review the Account Activity noted in the upper portion of each OSIP for past due amounts.

(1) Any discrepancies in amount owed and amount paid must be brought to the attention of DFAS-Columbus via RMD.

(2) DFAS will monitor all payments (missed, late, duplicate, over/under, etc.) made against OSIPs and will coordinate with U.S. Bank to resolve discrepancies as necessary.

(a) Past due amounts equate to late payments to U.S. Bank, incurring interest charges, and rolling balances. These issues must be resolved between DFAS and U.S. Bank.

(b) The CO will accomplish a prepayment review in accordance with reference (f), Volume 5, Chapter 33.

b. DFAS-Columbus is the designated Marine Corps payment center. All manual OSIPs should be faxed to 866-217-6523. Any questions regarding GL Manager processing or payments should be directed to DFAS-Columbus via HQMC LPD-3 and RMD.

8. Third Party Payment System (TPPS)/Standard Labor Data Collection and Distribution Application Business Intelligence Module

a. Funds managers and Comptrollers are encouraged to monitor transactions paid with local monies. The Business Intelligence Module is available in TPPS/SYNCADA for this use.

(1) Expense Distribution Monitor (EDM). EDM is a static data tool designed to monitor TAC usage for a period up to one calendar year. Basic financial and transportation data is returned to provide the user with sufficient information to determine appropriateness of funds usage.

(2) Data Analysis. This is a complex data-mining tool available with both static and user-defined query options. This tool is designed to return large amounts or timeframes of data to identify trends and monitor program level expenditures.

a. User guides and instructions for the IBM COGNOS software used in conjunction with this process is available via the TPPS/SYNCADA website or from HQMC LPD-3 or RMD.

Chapter 13

Automated Information Systems (AIS)

1. General. AIS are an assembly of computer hardware, software, firmware, or any combination of these, configured to accomplish specific information-handling operations, such as communication, computation, dissemination, processing, and storage.

2. Automated Manifest System- Tactical (AMS-TAC)

a. Description. AMS-TAC combines user-friendly software and state-of-the-art hardware into an efficient, cost effective and compact shipping manifest and database management system. It automates standard DoD transportation, supply functions such as break bulk, receiving, issue, freight consolidation, redeployment, and retrograde. AMS-TAC fully integrates AIT hardware including radio frequency (RF) tags, barcode scanning and printing (linear and two-dimensional) capabilities.

b. Configuration. AMS-TAC standard workstation configuration includes personal computer, RF Read/Write cable, bar code readers and a laser printer. In a tactical setup, additional equipment may include Iridium modems, vehicle-tracking transponders (NANO), and battery backup supplies. All AMS-TAC workstations require registration with IGC.

c. Features. AMS-TAC supports the following features:

- (1) Break-bulk and cross-dock operations
- (2) Shipping and retrograde
- (3) Freight receipt and local dispatching
- (4) Small package (e.g., FedEx, UPS, etc.) receipt and dispatch operations
- (5) Generates and reads linear and 2D barcoded MSLs and IRRDs
- (6) Generates TCMDs
- (7) Generates and reads DoD standard RF Tags and populates the DoD IT Server
- (8) Creates TDRs
- (9) Generates Electronic Data Interchange (EDI) 315N transactions for receipt, dispatch, and shipping operations
- (10) AMS-TAC sends shipping data to IGC, where further management summaries are created, as required

d. Information Provided. AMS-TAC maintains an automated log of all incoming shipments; it lists detailed receipt information and/or summary data (including calculations of processing time).

3. Cargo Movement Operations System (CMOS)

a. Description. CMOS is a web-based combat support system that automates and streamlines installation level cargo movement processes for peacetime and deployment/contingency cargo. CMOS is the designated transportation/distribution system within the Global Combat Support System-Marine Corps (GCSS-MC) family of systems. Workstations in DMO functional areas support one-time data capture for the preparation of documentation for all modes of shipment.

b. Configuration. CMOS standard workstation configuration includes a personal computer, RF Read/Write cable, docking station, bar code readers, and label printers.

c. Features

(1) CMOS prepares linear/2D bar-coded MSLs and Hazardous Cargo Shippers Declarations for Dangerous Goods (HAZDEC). It electronically transmits required clearance information to FACTS. CMOS can also generate TCMD and ATCMD, if required.

(2) CMOS prepares movement documentation (Commercial Bills of Lading, and Military Air/Truck Manifests). CMOS sends ASNs and ITV notices to IGC and receives ASNs from other CMOS and DSS shippers. Non-AMC designated aerial ports use CMOS.

(3) The specific functional areas supported by CMOS are receipt (inbound and outbound), preparation and movement of cargo, providing movement data to command and control (C2) elements for ITV and military airlift passenger travel.

(a) The receipt function. Covers originating cargo destined for outbound shipment and inbound cargo destined for local installation or onward movement.

(b) The preparation function. Covers shipment planning and packaging of materiel generated for the installation supply account or other units, for outbound movement.

(c) The movement function. Involves shipment planning, awarding and loading cargo on the designated conveyance, generating the required movement documentation, and furnishing movement data. The provision of cargo movement electronically provides both ITV and AV.

d. Management Products. CMOS maintains the capability to extract shipping information at each location, via Structured Query Language. CMOS also sends shipping data to IGC, where additional management products may be created, as required.

4. Financial and Air Clearance Transportation System (FACTS)

a. In accordance with reference (e) Appendix R, the export ACA for CONUS and OCONUS will use FACTS for the movement of cargo within the Defense Transportation System. FACTS support the objectives and strategies presented in the DoD Transportation Corporate Information Management Strategic Plan and Enterprise Integration Implementation Strategy. FACTS provides direct support to DoD ACAs and the Transportation Financial Management community.

b. The goal of the FACTS system implementation effort is to eliminate

redundant ACA and transportation financial management systems while retaining current systems functionality by providing cost effective integration of Air Force, Army, Marine Corps, and Navy ACA and transportation financial management system responsibilities.

c. As a key communications link, FACTS provides the shipper with improved ITV of air-eligible cargo by providing cleared ATCMD data to the DTS. FACTS is operational at all CONUS ACAs and is being extended for use in OCONUS areas, as well.

d. FACTS can be located at <https://mzc.csd.disa.mil/FACTS/> and for first time access send an email to navy311@navy.mil to obtain DD Form 2875 submission instructions.

5. Global Air Transportation Execution System (GATES). Automates support for receipt, movement and billing of cargo and passengers at both ocean and aerial ports.

a. Air Movement Support

(1) GATES provides AMC, DoD, and commercial partners with an automated management system to process and track cargo and passenger information, support management of resources, logistical support information, generates standard and ad hoc summary information, and provides message routing and delivery service for essentially all aircraft movement data.

(2) In force projection operations, GATES is the AIS that sends aircraft arrival and departure ITV data to IGC.

b. Ocean Movement Support

(1) GATES supports the functions of cargo documentation, accountability, and management at common user ocean terminals that are associated with SDDC, Navy, and Army, active and reserve automated cargo documentation detachments, transportation groups, battalions, and brigades.

(2) GATES supports the operation of common user water terminals worldwide, during peacetime, wartime, and contingency operations.

(3) GATES is the SDDC unclassified worldwide system for managing export and import of DoD cargo at ocean ports. It provides detailed data concerning items of cargo arriving, departing, and on-hand at the ocean terminal.

(4) GATES performs the following functions:

(a) Collects cargo data for surface movements; captures receipt, staging, and loading data at ports; and generates the ship manifest/booking upon completion of vessel loading.

(b) Supports ITV for both general cargo and unit moves. It produces information necessary for terminal operations and generates the Defense Transportation Regulation (DTR) ocean cargo manifest.

(c) Produces and reads/interrogates AIT data storage devices (barcode and aRFID) through a business process server.

(d) Receives advanced data from Transportation Coordinators' Automated Information Movement System II (TC-AIMS II) and IBS, and provides ITV data to IGC. For other than CONUS movements, GATES receives the deployment cargo requirements from TC-AIMS II to assist the OCBO with scheduling ships.

6. Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC)

a. IGC is the DoD ITV System of Record.

b. IGC is an automated C2 information system that provides transportation users and providers with an integrated view of distribution information. It gives USTRANSCOM the ability to perform C2 operations, planning and analysis, and business operations, to meet customer requirements.

c. IGC provides ITV for the DTS. IGC collects and integrates transportation information from selected DoD systems for use by transportation data customers, the Joint Staff, CCDRs, and the Services.

d. IGC provides users with the ability to monitor movement of forces, cargo, passengers, patients, and the movement of military and commercial airlift, sealift and surface assets. IGC is accessible on the World Wide Web.

e. The time standards for updating IGC are established in reference (e), Chapter 302, Table 302-2 (Timeliness Evaluation Criteria).

f. IGC provides its customers located anywhere in the world a seamless, near-real-time capability to access and employ transportation and deployment information.

g. IGC collects and integrates transportation information from selected transportation systems. The resulting information is provided to the Secretary of Defense, CCDRs, USTRANSCOM, its component commands, and other DoD customers to support transportation planning and decision-making during peace and war.

h. Access to IGC can be obtain by going to <https://www.igc.ustranscom.mil/igc/>

7. Integrated Booking System (IBS)

a. IBS is the SDDC execution system of the DTS used for booking movement of military cargo by surface overseas. IBS manages and conducts these responsibilities by providing a single, worldwide, automated booking system to support the peacetime and wartime movement of unit and sustainment cargo in an efficient and timely manner.

b. IBS automates manual interfaces with other SDDC systems and DoD agencies. IBS allows shippers to automatically book requirements instead of manually processing them through SDDC booking offices. Automatic booking of requirements reduces the level of manual intervention required.

c. In order to gain access to IBS go to <https://eta-teams.transport.mil/teams/login> to register for a TEAMS account. Once registered click on New App Request and select IBS Sustainment (IBSSUST) and

IBS Sustainment Web-Based Training (IBSWBT). Access to IBSSUST will be granted once the IBSWBT module is complete.

8. Radio Frequency Identification (RFID)

a. RFID is a family of technologies that enable hands-off processing of materiel identity transactions for cargo deploying through the DTS. RFID provides operators a means to remotely identify, categorize, and locate materiel automatically within relatively short distances.

b. RFID interrogators (located a few inches to 100 feet from the transponder device) electronically identify and retrieve the transponder data via electromagnetic radio frequency energy (normally in the low frequency, high frequency, and ultra-high frequency (microwave) range and send the data to the AIS.

c. The technology is divided into two categories of data storage and retrieval systems - active RFID and passive RFID.

(1) Active Radio Frequency Identification Systems (aRFID). Active RFID systems are omnidirectional, and may consist of either less expensive low data capacity (license plate) or moderately expensive high data capacity transponder devices. Active devices are effective portable databases and facilitate the rapid transfer of data from the transponder/tag to AIS with standoff capability.

(2) Passive Radio Frequency Identification (RFID) Systems. Passive RFID systems generally require line-of-sight interrogation of powerless, inexpensive, low capacity transponder devices. Passive devices are adaptable for use at the item, case, and pallet level.

9. Defense Transportation Tracking System (DTTS)/Transportation Geospatial Information System (TGIS)

a. DTTS

(1) The goal of DTTS is to ensure the safe and secure movement of all DoD sensitive conventional AA&E and other sensitive material using satellite technology and 24-hour staff oversight, and to support DoD ITV initiatives.

(2) DTTS monitors satellite tracked classified and sensitive shipments including non-ordinance related classified, hazardous material and high value cargo.

(3) Monitoring is accomplished by using periodic satellite positioning and other coded/text messages, DTTS TGIS also identifies and coordinates responses to in-transit accidents/incidents.

(4) DTTS provides ITV and expedites movements within the CONUS for all military Services, and other DoD and government agencies and programs. DTTS also allows IGC to receive ITV data.

b. TGIS

(1) TGIS enables rapid deployment of personnel, equipment, and supplies, and improves global deployability of forces.

(2) TGIS is a web-based system that uses information technology to enable military users to obtain detailed, timely, and relevant information about road conditions, construction, incidents, and weather that might interfere with the movement of personnel and cargo from origin to ports through a user-friendly browser interface on the Internet.

(3) TGIS technology enables SDDC Transportation Engineering Agency (SDDC-TEA) to visualize assets and perform spatial queries and analysis, such as plume modeling to depict the effects of HAZMAT and/or explosives on any geographic area.

(4) TGIS allows decision makers at operations centers worldwide to visualize assets and to perform analysis and location-based queries. The core mapping and information aggregation functions provide a platform for real-time vehicle and cargo tracking.

(5) TGIS provides planners with a real-time tool for efficient and effective routing of people and cargo and enables access to this information anytime, anywhere, and on any device.

(6) In order to obtain access to TGIS, go to <https://tgis.transport.mil/TGIS/>. DTTS access may be requested through the TGIS site.

10. NANO. NANO is a GPS device that provides real-time location coordinates to any cargo that is associated to it. The NANO is a small device used for Last Tactical Mile ITV for convoy tracking and cargo location.

Chapter 14

In-Transit Visibility (ITV)

1. Definition. ITV is the ability to track the identity, status, and location of DoD units, non-unit cargo (excluding bulk petroleum, oils, and lubricants), passengers, patients, and personal property from origin to consignee or destination across the range of military operations. ITV is divided into two categories: nodal visibility and non-nodal visibility.

a. Nodal Visibility. The use of fixed readers and IT provides visibility of assets during the movement phase (e.g., RFID Interrogators/Readers).

b. Non-Nodal Visibility. The use of Global Positioning System (GPS) transceivers and satellite communication devices to provide near real-time movement and location visibility of assets while in-transit between fixed locations (e.g., Satellite Tags and Satellite Transponders).

2. Policy. IGC is the designated DoD system for ITV, providing C2 that integrates automated information support to the DoD. The Marine Corps' goal is 100 percent ITV of all cargo, ME, 463L pallets, and containers.

a. Units initiating movement requirements are responsible for providing accurate information to establish ITV. Movements are not considered complete until ITV has been achieved.

b. ITV must be maintained at the transload location when deploying forces and cargo are trans loaded from one aircraft to another at an enroute location or intermediate staging base for onward movement to final destination. This process is also applicable to surface-to-air/air-to-surface movements.

c. Designated personnel will verify unit moves in IGC, no later than one hour after aircraft departure, to ensure the presence of cargo and/or passenger data. At a minimum, verify the mission number (to include the Julian date) and the three-digit MILAIR Aerial Port Code. If data is not present, the representative will contact the IGC Service Desk, Hours of Operation: 24/7/365, Commercial Phone: 618.220.6432, DSN: 770.6432 or Email transcom.scott.tcj6.mbx.igc-helpdesk@mail.mil.

d. Metrics. On behalf of HQMC LPD, MARCORLOGCOM OPS will collect, analyze, and provide information on ITV data accuracy and timeliness on Marine Corps sponsored cargo, as required. Metrics criteria for analysis includes, but is not limited to:

- (1) Transportation activity
- (2) System availability/Location
- (3) Data input accuracy, completeness, usability
- (4) Timeliness

(5) User training, ATCMD, bar coding (present, readable; data available in IGC), system availability, drillable data, timely receipt of data transmissions, etc.

3. Roles and Responsibilities

a. RFID/Satellite/Cell Tower-enabled Tags. RFID technology is supplemented by non-nodal cargo tracking devices, similar to RFID Tags that use satellite and/or cell tower-based communications, vice RFID interrogators, to provide transportation information to Marine Corps and DoD logistics systems.

(1) The unit that introduces cargo into the DTS will ensure that the cargo is tagged in accordance with reference (e) Part II & III.

(2) The DMO or designated representative will prepare RFID tags for sustainment shipments

(3) The DMO or designated representative will provide assistance in the writing of RFID tags, as required.

(4) The DMO or designated representative/MMDCs will ensure that all applicable cargo is properly tagged and that required movement data has been sent to the ITV server. In the case of geographically separated units, Marine liaisons at the ports will be responsible for providing this information.

(5) Although units are responsible for procuring non-nodal or RFID Tags, the DMO will procure and operate sufficient quantities of cargo tracking equipment to support operations.

(6) After completion of operations, RFID tags will be removed and reutilized.

b. Non-nodal or Active Radio Frequency Identification (aRFID) Requirements. Transportation activities will use non-nodal or aRFID to support CCDR visibility requirements in accordance with reference (e), Part II, Chapter 208.

(1) Unit Move Shipments. Non-nodal or active RFID Tags will be affixed to unit move pallets, containers, and ME moving to/from OCONUS locations or moving in CONUS, in support of all U.S. Northern Command deployments. To support reading/writing aRFID tags, units or transportation activities will:

(a) Affix tags in accordance with reference (m).

(b) Limit tagging to a single tag per cargo increment.

(c) Units will always tag deploying vehicles and ME. Units will tag 463L air pallets built locally. If cargo is delivered to an AMC port for aggregation, shipping activities will send transportation control and movement data to the port, but will not tag cargo.

(d) Ensure tag docking stations/write cables and the U.S. Army Product Lead, Automated Movement and Identification Solutions (PD-AMIS) office register all interrogators in the global RF-ITV network that is managed. Note: If a docking station and/or write cable is moved, it must be re-registered.

(e) Budget for maintenance and replacement of non-nodal or RFID hardware.

(f) Order and maintain sufficient RFID tags to support local exercise requirements. RFID tags will be ordered through unit supply channels. A listing of current tags is on the PD-AMIS web site. However, units should validate the current tag model/NSN with MARCORSYSCOM prior to ordering.

(g) Order RFID tags to support unit deployments. Tags will be ordered from the central repository maintained by MARCORLOGCOM OPS using the following procedures:

1. Account for non-nodal or RFID tags during deployment planning and execution.

2. Order tags no earlier than 45 calendar days prior to the projected deployment date.

3. Ensure adequate time during predeployment to allow tags to be properly affixed to deploying cargo.

4. Establish local procedures to receive, store, and maintain tags that have been received at origin.

5. At deployed locations, establish local procedures to recover, store, and maintain tags in working order. If tags remain excess upon completion of the deployment, request disposition instructions from MARCORLOGCOM OPS.

6. At deployed locations, apply tags to deploying/redeploying cargo.

(2) Sustainment Shipments. Transportation activities will tag all originating 463L pallet loads, containers and ME shipped to, from and between overseas locations. To support reading/writing active RFID, DMOs will:

(a) Affix tags in accordance with reference (m).

(b) Apply tags at the highest level of consolidation done at the installation level (e.g., if you place a major end item in a container, only tag the container, etc.).

(c) Ensure non-nodal or aRFID docking stations and/or write cables are registered with PD-AMIS. Note that if a docking station and/or write cable is moved (between outbound freight and the cargo deployment function) it must be re-registered.

(d) Budget for, order, and maintain tags and batteries to meet sustainment requirements. On-hand requirements will be established locally, but should be no less than three month's average volume.

(e) Ensure that tags are turned off while in storage and batteries/tags are operational prior to use.

(f) Establish procedures to receive, store, and maintain tags received at origin. Accounts for non-nodal or RFID tags during deployment planning and execution.

(g) Establish procedures for recovery and reutilization of cargo tracking tags.

4. Data. Content level detail (Level VI) data will be sent to the RF-ITV server for all containerized shipments of DoD-owned sustainment or retrograde cargo, unit move shipments of DoD-owned major organizational equipment, and DoD-owned ammunition and explosives.

5. Devices. RFID devices will be properly and accurately named and registered using common naming conventions, addresses, and location coordinates in accordance with reference (e), Part II, Appendix K.

6. Bar Coding Requirements. Units will use approved AIS to generate shipping documents with 2D barcodes. To support reading/writing barcoded labels, DMOs will:

a. Maintain the capability to produce and read 2D barcoded 1348-1As and MSLs.

b. Maintain sufficient 2D barcode-capable printers to support MSL production.

c. Maintain hand-held terminal and/or wedge readers to support in-check processes.

7. Direct Vendor Delivery Contract Language. Reference (h) requires that vendors adhere to standard documentation and marking in accordance with reference (m), to include but not limited to MSLs and barcoding requirements, and provide ITV at the time the shipment is initiated.

Chapter 15

Fiduciary Responsibility and Accountability

1. Distribution Management Office (DMO)

a. The appointed DMO holds a position of great trust and responsibility to procure transportation using public funds. DMO Appointment Letters will be accompanied by a signed DD Form 577, "Appointment/Termination Record - Authorized Signature", which is used to maintain a record of appointments.

b. The activity or installation Commander is the appointing authority for both the appointment letter and DD Form 577. However, the installation Commander may delegate a member of the command staff By Direction (e.g., BY DIR) to appoint personnel. The appointment must be in writing and a copy of the appointment letter, DD Form 577, and Signature Card, must be on file locally and with HQMC LPD.

c. All Departmental Accountable Officials (DAO's), Certifying Officials (CO's), and Approving Officials (AO's) must have a DD Form 577 signed by the designated Commanding Officer or the Accountable Official on file with the above offices. In addition, personnel responsible for the obligation of government funds must have a DD Form 577 to include individuals who creates and/or signs BL and approves invoices for payment. All DD Form 577 appointments are valid until the member departs their position.

(1) Exception. If the Commanding Officer who authorized an appointment departs, the DD Form 577 remains valid unless the incoming Commanding Officer requires an updated form to reflect his or her signature.

d. All appointed DAO's, CO's and AO's must complete Certifying Officer Legislation Foundation and Certifying Officer Legislation Transportation Pay computer-based training (CBT) requirements. This training is required in order to stay up-to-date with any new legislation.

e. DD Form 577 is required with recommended format in Figure 15-4 in Appendix B of this Order. The standardized verbiage in block #7 identifies the responsibilities for the position checked in block #6 (e.g., DAO's, CO's, and AO's). Additionally, the Commanding Officer or Accountable Official (e.g., By Dir) in accordance with DoD FMR, Volume 5, Chapter 5 must sign in block #13, Signature Block.

Note: HQMC LPD must approve all exceptions to the above policy for compliance with Financial Management Regulation (FMR) and DTR.

f. Letters of Appointment and DD Forms 577 will be retained for ten years from the date of the appointed individual's relief, in accordance with reference (f), Volume 5, Chapter 33. A copy of the TO appointment letter will be sent to HQMC LPD-1. An example of these letters and DD Form 577 are in Figure 15-1 thru 15-5 in Appendix B of this Manual.

g. If the DMO is separated from his or her area of responsibility for more than 60 days, and there is no assistant DMO, the installation Commander will appoint another DMO. DMO appointment letters will be valid until the incumbent is replaced or returns to duty.

2. Other Appointments, Delegations, and Approvals

a. The DMO may also appoint certain individuals to perform other specific duties, as described in the following paragraphs. The DMO will retain the appointment letters and accompanying DD Forms 577 for ten years from the date of appointment. Letters of Appointment will be valid until the incumbents are replaced.

(1) Transportation Agent for the Transportation Officer (TA for TO). DMOs may appoint, in writing and when required, a military member, civilian employee, or contractor as a TA for TO to assist in his/her responsibilities. Contractor personnel will not be appointed to perform any function involving the obligation or expenditure of Government funds. This also applies to tenant units.

(2) TPPS/SYNCADA Certifying Officials. AO's and CO's require appointment using the DD Form 577. Additionally, an alternate AO and CO will be appointed and designated as a TA. These appointees will not be the same individual.

(3) Primary and Alternate Wood Packaging Material (WPM) Points of Contact. As required, WPM individuals are appointed in writing to ensure command compliance and monitoring of WPM standards and requirements. They review, approve and reject WPM audits, and provide assistance as required, to installation-level units in WPM administration, remediation, and enforcement.

(4) Persons Authorized to Process, Ship, and Receive Arms, Ammunition, and Explosives (AA&E). As required, the DMO will appoint, in writing, an authorization for personnel who are processing, shipping, and receiving AA&E. The DMO will ensure that these personnel are properly trained and certified in accordance with applicable directives.

(5) Persons Authorized to Process, Ship, and Receive Classified and Sensitive Material. As required, the DMO will appoint, in writing, an authorization for personnel who are processing, shipping, and receiving classified and sensitive material. The DMO will ensure that these personnel are properly trained and certified in accordance with applicable directives.

(6) Persons Authorized to Process, Ship, and Receive HAZMAT. As Required, the DMO will appoint, in writing, an authorization for personnel who are processing, shipping, and receiving HAZMAT. The DMO will ensure that these personnel are properly trained and certified in accordance with applicable directives.

(7) Foreign Nationals Authorized to Transport Classified Controlled Cryptographic Item (CCI) Material. Although not mandated, an additional measure of security is to appoint foreign national CCI Couriers in writing. Foreign nationals employed by the U.S. Government whose duties include the transportation of CCI material would be designated as CCI Couriers. The optional appointment letter is in addition to the following safeguards:

(a) Signature record for custody of the shipment from pick-up to ultimate destination.

(b) A U.S. citizen must accompany the foreign employee in couriering the material.

(c) As an alternate, material is contained in a closed vehicle or

shipping container (e.g., CONEX, etc.) which is locked and has a shipping seal.

(8) CMOS Site Managers (SM) appointment. The CMOS Application Management Plan (AMP) requires all SMs be appointed in writing by the DMO and a DD form 2875 be completed for all personnel assigned as the SM. The DD Form 2875 example is in Figure 15-6/7 in Appendix B of this Manual.

b. Persons Authorized to Ship Materiel. Unit commanders or his/her authorized representatives are required to designate, in writing, those personnel who are authorized to sign DD Form 1149 and DD Form 1348-1A or a PR-Builder requests. DMO personnel use the LOAs on file to verify shipments that were created with the web-based DD Form 1149. Copies of the LOAs will be sent to the DMO, who will use these documents to verify shipments. An example of such a letter is in Figure 15-8 in Appendix B of this Manual.

c. Persons Authorized to Use HQMC Managed TACs. Specific guidance on circumstances that warrant use of specific TACs can be found in reference (j). For guidance and control of local TACs, procedures should be established at the installation level to ensure that only authorized personnel use valid and appropriate TACs.

d. High Priority Shipments. In accordance with reference (h), Chapter 3, the Commanding Officer (CO) may delegate the authority to review requirements based on Urgency of Need Designator (UND) A and UND B. A letter of appointment must accompany shipments of UND A and B materiel. The appointed individual must sign the shipping documentation.

e. New Small Package Carrier Accounts. DMOs must contact HQMC LPD-1, for any changes to their small package accounts. HQMC LPD-3 will create a TPPS account in conjunction with this approval, to ensure prompt payment.

f. CBL Tracking Officer. Each shipping system BLOC will maintain records of CBLs issued and their disposition. The DMO (or acting DMO in his/her absence), will be appointed, in writing, as the responsible CBL tracking officer to account for each CBL issued by the system for the particular BLOC. CMOS retains the capability to manage the CBL log electronically.

g. Container Control Officer (CCO). When required, a CCO will be appointed in writing, where applicable.

3. Records Retention. Reference (f), Volume 5, and reference (n) indicate that records on financial transactions and acquisition of materials and supplies be maintained for a period of ten years, except for FMS, which has a retention period of 10 years from the date of case closure.

4. Equipment Fielding Responsibilities. DMOs are the recipients of accountable AIT materiel, which must be properly managed. Asset responsibilities are as follows:

a. Gaining Commands

(1) Provide a signed DD Form 1149 to MARCORSYSCOM via email, when new AIT equipment is received. List all equipment by serial number, if applicable.

(2) Perform physical and visual inspections upon receipt of equipment,

and notify MARCORSYSCOM of all defects.

(3) Within 30 days of fielding equipment, complete the Gaining Unit Fielding Evaluation Report and submit to the AIT Project Officer (PO) at MARCORSYSCOM.

b. MARCORSYSCOM. The AIT PO is responsible for the execution, direction, and funding of fielding efforts. The PO will:

(1) Create and maintain the equipment master file information for the Table of Authorized Material and Control Number (TAMCN) of each configuration.

(2) Maintain life cycle management of the specific hardware and software, as applicable.

(3) Advise and provide continued communication to major commands regarding the status of the AIT equipment.

(4) Provide timely and effective resolution of fielding issue.

(5) Maintain a current centralized repository for new and existing information relating to AIT equipment efforts.

(6) Adjudicate any issues that may arise regarding warranty claims.

5. Emergency Procedures. Each DMO must establish a written back-up plan documented in a Standard Operating Procedures (SOP) explaining how operations will continue in the event of power failure, natural disaster or extended interruption of automated information systems daily business.

a. Manual Rating and Routing Processing Method for Truck Load/Less Than Truck Load

(1) DMO must contact G3 Domestic Freight Services Branch at usarmy.scott.sddc.mbx.g3-domestic-freight-services-branch@mail.mil or (618)220-5914 for assistance in obtaining a list of tenders serving the DMOs location for use in routing general commodities. Local tenders must be maintained and updated semi-annually.

(2) DMOs placing orders using this method must separately enter data into the billing/payment system. The DMO will use a Short Bill of Lading when ordering Transportation from the tenders vice the commercial bill of lading (CBL) is in Figure 15-9 in Appendix B of this Manual.

(3) Shipments of general cargo commodities will not be combined with material requiring transportation protective services.

b. Shipment Movement via Military Air. If unable to access the website, DMOs shall contact the FACTS help desk at toll free 1-855-628-9311, DSN: 510-628-9311, or email FACTS NAVY 311 Customer Support Center (Tier 1) at navy311@navy.mil. The DMOs may also contact the air clearance authority at 229-639-9285/7012 or DSN: 567-9285/7012 during normal working hours 0730-1600 EST, Monday through Friday or email at smblogcomusmcaca@usmc.mil.

c. Shipments moving via ocean carrier. When possible DMOs should submit Export Traffic Release Requests using the Integrated Booking System (IBS) via

the SDDC Transport Transportation Enhance Access Management Services (TEAMS) website: <https://eta-teams.transport.mil>. If unable to access the website, DMOs shall contact the SDDC Future Operations Center, for East Coast at 618-220-6324 and West Coast at 618-220-6697 or DSN 770.

d. Small/Express Package Shipments. DMOs may use the carrier web services or proprietary carrier software as applicable. Carrier air bills will be used in circumstances when electronic means are not available and shipment of commodity is critical.

e. Billing and Tracking. DMOs may enter the paper manual invoices in CMOS once connectivity has been reestablished or manually create an invoice into TPPS using the method outlined below.

(1) Shipment data for small express packages, Truckload, and Less Than Truckload shipments will be separately entered into TPPS. The DMO may elect to review the Unmatched Seller Document Report and create an invoice from the unmatched document for those authorized shipments.

(2) If placing a shipment in the DTTS, DMOs must manually enter these shipments within 20 minutes in accordance with reference (e) Part II Chapter 205.

(3) DMOs shall notify the local financial office of manual shipments and provide copies of the BL and SYNCADA records. DMOs shall retain all shipping documentation, DTTS records, and SYNCADA printouts for 10 years.

APPENDIX A

Glossary of Acronyms and Abbreviations

AA&E	Arms, Ammunition, and Explosives
AAR	Association of American Railroads
ACA	Airlift Clearance Authority
AGR	American Goods Returned
AIS	Automated Information System
AIT	Automatic Identification Technology
AMC	Air Mobility Command
AOR	Area of Responsibility
APOE/D	Aerial Port of Embarkation/Debarkation
aRFID	Active Radio Frequency Identification
ASNS	Advance Satellite Motor Surveillance Service
ATCMD	Advanced Transportation Control and Movement Document
BL	Bill of Lading
BLOC	Bill of Lading Office Code
CBL/GBL	Commercial Bill of Lading/Government Bill of Lading
CCI	Controlled Cryptographic Item
CCDR	Combatant Commander
CCO	Container Control Officer
CCP	Consolidation and Containerization Point
CFR	Code of Federal Regulations
CG	Commanding General
CL	Carload
CMC	Commandant of the Marine Corps
CMOS	Cargo Movement Operations System
COR	Contracting Officer's Representative
CONUS	Continental United States
CPP	Carrier Performance Program
CPM	Carrier Performance Module
DDJC	DLA Defense Distribution Depot, San Joaquin, CA
DFAS	Defense Finance and Accounting Service
DFRIF	Defense Freight Railway Interchange Fleet
DMO	Distribution Management Office/Officer
DODAAC	Department of Defense Activity Address Code
DLA	Defense Logistics Agency
DoDM	Department of Defense Manual
DPA	Distribution Process Advocate
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
DTTS	Defense Transportation Tracking System
FACTS	Financial and Air Clearance Transportation System
FAD	Force/Activity Designator
FAK	Freight All Kind
FAX	Facsimile
FMS	Foreign Military Sales
GATES	Global Air Transportation Execution System
GFM	Global Freight Management System
GHS	Global Heavyweight Service
GCPC	Government Commercial Purchase Card
GSA	General Services Administration

HAZMAT	Hazardous Materials
HHG	Household Goods
HMIRS	HAZMAT Information Resource System
IGC	Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence
ISO	International Organization for Standardization
ITV	In-Transit Visibility
JCS	Joint Chiefs of Staff
KO	Contracting Officer
LOA	Line of Accounting
LPD	Logistics Distribution Policy Branch
MAGTF	Marine Air Ground Task Force
MARFORs	Marine Forces
MDDOC	MAGTF Deployment and Distribution Operations Center
M/T	Measurement Ton
MEF	Marine Expeditionary Force
MILAIR	Military Airlift
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MMDC	MAGTF Materiel Distribution Center
MRO	Material Release Order
MSC	Military Sealift Command
MSDS	Material Safety Data Sheet
MSL	Military Shipping Label
NOS	Not Otherwise Specified
NGDS	Next Generation Delivery Service
O&MMC	Operation and Maintenance, Marine Corps
OCBO	Ocean Cargo Booking Office
OCONUS	Outside Continental United States
OCO	Overseas Contingency Operation
OPLIFT	Opportune Lift
PD	Priority Designator
PD-AMIS	Product Lead, Automated Movement and Identification Solutions
POE/D	Port of Embarkation/Debarcation
PPP&M	Preservation, Packaging, Packing, and Marking
RDD	Required Delivery Date
REPSHIP	Report of Shipment
RFID	Radio Frequency Identification
SDDC	Surface Deployment and Distribution Command
SCP	Security Cooperation Program
SNS	Satellite Motor Surveillance Service
SPOE/D	Sea Port of Embarkation/Debarcation
SRC	Security Risk Category
STR	Signature and Tally Record
TAC	Transportation Account Code
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDD	Time-Definite Delivery
TDR	Transportation Discrepancy Report
TFG	Transportation Facilities Guide
TGIS	Transportation Geospatial Information System
TO	Transportation Officer
TP	Transportation Priorities
TP-1/2	Expedited Transportation
TP-3	Routine Transportation

TP-4	Deferred From Air Freight Shipments
TPS	Transportation Protective Service
TPPS	Third Party Payment System
TSP	Transportation Service Provider
UND	Urgency of Need Designator
USTRANSCOM	United States Transportation Command

APPENDIX B

Figures and Tables

TCN SW81238350D001XXX			
From SW8123 In-the-clear Address 3 Lines Max, 35 Characters Per Line XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		TAC / Type Service / Postage SZZZ Frt LTL	
Piece 1 Of 1	Weight (lb.) 7760	Date Shipped 1090	RDD 999
	Cube (ft.) 385	Project 9BU	Priority 1
Ship To / POE DOV	In-the-clear Address 5 Lines Max, 35 Characters Per Line Abcdefg Hgijklmno Pqrstuv Wxyz Abcdefg Hgijklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		
POD RMS	MSL, Supply, & TCMD Data 		
FMS Case CKM			
W55XGJ	Ultimate Consignee / Mark For Consignee Ultimate / Mark For Consignee Address 5 Lines Max, 35 Characters Per Line Abcdefg Hgijklmno Pqrstuv Wxyz Abcdefg Hgijklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		

TCN AWS1EAA\$0D00340XX			
Equipment Description HELICPR CARGO MH-60K		Serial Number / Package ID 1234567890123	
Model 12345ASDFG	Bumper Nm HQ-123	ULN 1234567	UIC WS1EAA
From AWA2UC In-the-clear Address 3 Lines Max, 35 Characters Per Line XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		NSN 8115001682275	
		Length (in.) 1239	TAC YZZZ
Piece 1 Of 1	Weight (lb.) 14000	Width (in.) 123	Project 9BU
	Cube (ft.) 1200	Height (in.) 135	RDD 123
Ship To / POE DOV	In-the-clear Address 5 Lines Max, 35 Characters Per Line Abcdefg Hgijklmno Pqrstuv Wxyz Abcdefg Hgijklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		
POD RMS	MSL / TCMD / Unit Move Information 		
Commodity/SH VD			
W44TYH	Ultimate Consignee / Mark For Consignee Ultimate / Mark For Consignee Address 5 Lines Max, 35 Characters Per Line Abcdefg Hgijklmno Pqrstuv Wxyz Abcdefg Hgijklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		

Figure 3-1 Military Shipment Label (MSL) Samples

Figure 6-2 OPPORTUNE LIFT (AIR/SURFACE) REQUEST

Date: _____

A. Aerial Port of Embarkation (APOE): _____

B. Desired Aerial Port of Debarkation (APOD): _____

C. Alternate APOD: _____

D. Sea Port of Embarkation (SPOE): _____

E. Desired Sea Port of Debarkation (SPOD): _____

F. Alternate SPOD: _____

G. Available to Load Date (ALD): _____

H. Ready to Load Date (RLD): _____

I. Required Delivery Date (RDD): _____

J. ITEM DETAILS _____

J.1. Item Name: _____

J.2. Quantity: _____

J.3. Dimensions (inches): Length: Width: Height: _____

J.4. Weight: LBS: S/T: _____

J.5. Measurement Tons M/T: _____

J.6. Cubic Feet: _____

J.7. Square Feet: _____

J.8. Classified or Sensitive Material (Yes or No): _____

J.8.A. Cage Code: _____

J.9. Hazard Material (Yes or No): _____

J.9.A. Proper Shipping Name: _____

J.9.B. UN Number: _____

J.9.C. Hazard Class: _____

J.9.D. Packaging Paragraph: _____

J.9.E. Net Explosive Weight (N.E.W.) (lbs. or kgs) (If applicable): _____

J.10. TAC/Line of Accounting: _____

K. Point of Contact at APOE/SPOE: _____

K.1. Rank/Title: _____

K.2. LName, FName: _____

K.3. Organization: _____

K.4. Telephone #: _____

K.5. E-Mail: _____

L. Point of Contact at APOD/SPOD:

L.1. Rank/Title: _____

L.2. LName, FName: _____

L.3. Organization: _____

L.4. Telephone #: _____

L.5. E-Mail: _____

M. Requestor Point of Contact:

M.1. Rank/Title: _____

M.2. LName, FName: _____

M.3. Organization: _____

M.4. Telephone #: _____

M.5. E-Mail: _____

N. Remarks (Any additional information supporting OPLIFT request):

Note 1: 1 Short Ton (S/T) = 2000 lbs.

Note 2: 1 Measurement Ton (M/T) = 40 cubic feet

* Additional Material: If information remains the same for paragraphs (A-I and K-M), provide each items information on the following pages

ITEM DETAILS (_____ OF _____) i.e. 2 of 12, 3 of 12, etc.

Item Name: Quantity: _____

Dimensions (inches): Length: Width: Height: Weight: LBS: S/T: _____

Measurement Tons: Cubic _____ Feet: _____

Square Feet: _____

Classified or Sensitive Material (Yes or No): Cage Code: _____

Hazard Material (Yes or No): _____

Proper Shipping Name: UN Number: _____

Hazard Class: Packaging Paragraph: _____

Net Explosive Weight (N.E.W.) (lbs. or kgs) (If applicable): _____

TAC/Line of Accounting: Remarks (Any additional information concerning this

item): _____

In consideration of the carriage of the property described as follows:

(Insert description and maximum quantity to be shipped—the letter to be stated in both weight and measurement tons.)

I, _____ (acting both individually and as the duly authorized agent of _____) the owner of said property, hereby agree that neither the carrying vessel(s), nor the United States, nor any agent or agency (incorporated or unincorporated) thereof, will be liable for loss of or any damage of any nature whatever to said property or for any failure to deliver above said property in the same quantity and in the same order and condition as when received by the initial carrying vessel, or for any delay in such delivery, whether said loss, damage, or failure of or delay in delivery is occasioned by the negligence of the carrying vessel, the United States, or any employee or agency thereof, or by any cause whatever.

The owner of said property and/or _____ hereby further agrees to hold harmless and indemnify the United States for any loss or damage arising out of the carriage of the afore said property and also agree(s) to pay for freight and terminal charges as may be determined by the Government loading and discharging terminals.

Receipt of materiel for transportation by the Defense Transportation System will be effected by DD 1384 issued by (Insert the name of the activity which normally issues the TCMD) from _____ to _____.

A copy of this non-negotiable document will be furnished promptly to the cargo owner or agent thereof.

(Signature)

(Signature)

FIGURE 6-3 Agreement for Shipment of Privately Owned Cargo

Marine Corps Logistics Command
ATTN: G3/5 Enterprise Distribution Division
814 Radford Blvd
Albany, GA 31704-0201
Comm: (229) 639-9285
DSN: 567-9285

Please contact the USMC ACA organizational mailbox for all inquiries related to USMC shipments requiring actions in FACTS.

Email: smblogcomusmcaca@usmc.mil.

FIGURE 6-4 Air Clearance Authority (ACA)

Travis AFB Marine Corps Distribution Process Advocate

TELEPHONE: 707-424-1208
FAX: 707-424-8798
EMAIL: matthew.hoberg.1@us.af.mil

MAIL: USMC/DPA
90 Ragsdale Street
Room 204
Travis AFB, CA 94535

FIGURE 6-5 CONUS Distribution Process Advocates (DPA's)

FROM: ACA MARCORLOGCOM
TO: REQUISITIONING ACTIVITY//
INFO: CMC WASHINGTON DC//LPD//
(FOR ACA) SHIPPING DEPOT
SUBJ: AIRLIFT CHALLENGE
MSGID/GENADMIN/MARINE CORPS ACTIVITY//
REF/A/DOC/CMC/DATE//
REF/B/DOC/DOCUMENT NUMBER/-//
NARR/REF A IS MCO P4600.41. REF B IS REQUISITION NUMBER XXXXX XXXX XXXX,
TP X, PWC XX/XXXXX/XXX, NSN XXXX-XX-XXX- XXXX, NOMENCLATURE, REQUISITION
QUANTITY, U/I//
RMKS/1. REF A REQUIRES AIRLIFT WORTHINESS VALIDATION FOR REF B.
(4) AIRLIFT COST IS XXX, XXX DOLLARS. SURFACE COST IS XXX, XXX DOLLARS.
(5) REPLY TO ALCON WITHIN THREE WORKING DAYS FROM DATE OF RECEIPT OF MSG IF AIR
TRANSPORTATION REQUIRED OR IF SURFACE TRANSPORTATION ACCEPTABLE WITH ETA
XXXXXX.
(6) IF PARTIAL AIR SHIPMENT ACCEPTABLE, ADVISE PCS, WT AND CUBE. REESTABLISH
RDD.
(7) (IF ACCEPTABLE) REFERENCE A REQUIRES CMC LPD APPROVAL FOR SHIPMENTS
EXCEEDING \$5000 IN AIRLIFT COST. IF AIR SHIPMENT REQUIRED, PROVIDE RESPONSE,
INCLUDING JUSTIFICATION FOR NEED FOR PREMIUM AIR TRANSPORTATION, TO CMC WITH
INFO TO ALCON.
(8) (IF APPLICABLE) ESTABLISH RDD FOR AIR ELIGIBLE SHIPMENTS.
(9) (FOR ACA) FOR SHIPPING ACTIVITY. DO NOT SHIP. IF RESPONSE NOT RECEIVED
WITHIN FIVE WORKING DAYS FROM DATE OF MSG, SHIP VIA SURFACE TRANSPORTATION.

FIGURE 6-6 Format For Airlift Challenges

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read Instructions before completing this form.)</i>										
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER TCN: W26DDJ54320111XXX					
SECTION 1 - DOCUMENTATION			ORIGIN a.			DESTINATION b.				
2. CARRIER/GOVERNMENT ORGANIZATION			HHC 1/198 AVN							
3. DATE/TIME OF INSPECTION			DEFAULT TO "TODAY"							
4. LOCATION OF INSPECTION			HHC 1/198th AVN motorpool							
5. OPERATOR(S) NAME(S)			*Check list of qualified operators*							
6. OPERATOR(S) LICENSE NUMBER(S)			*Check driver qualifications*							
7. MEDICAL EXAMINER'S CERTIFICATE*			N/A							
8. <i>(X if satisfactory at origin)</i>						9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*				
a. HAZMAT ENDORSEMENT		<input checked="" type="checkbox"/>		d. ERG OR EQUIVALENT COMMERCIAL:		<input checked="" type="checkbox"/> YES		NO		
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*		<input checked="" type="checkbox"/>		a. TRUCK/TRACTOR		
c. ROUTE PLAN		<input checked="" type="checkbox"/>		f. COPY OF 49 CFR PART 397		<input checked="" type="checkbox"/>		b. TRAILER		
SECTION II - MECHANICAL INSPECTION <i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
10. TYPE OF VEHICLE(S) M978, Truck, Tank, 8x8 w/w					11. VEHICLE NUMBER(S) K-20					
12. PART INSPECTED <i>(X as applicable)</i>										
		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
		SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	
a. SPARE ELECTRICAL FUSES		<input checked="" type="checkbox"/>				k. EXHAUST SYSTEM		<input checked="" type="checkbox"/>		
b. HORN OPERATIVE		<input checked="" type="checkbox"/>				l. BRAKE SYSTEM*		<input checked="" type="checkbox"/>		
c. STEERING SYSTEM		<input checked="" type="checkbox"/>				m. SUSPENSION		<input checked="" type="checkbox"/>		
d. WINDSHIELD/WIPERS		<input checked="" type="checkbox"/>				n. COUPLING DEVICES		<input checked="" type="checkbox"/>		
e. MIRRORS		<input checked="" type="checkbox"/>				o. CARGO SPACE		<input checked="" type="checkbox"/>		
f. WARNING EQUIPMENT		<input checked="" type="checkbox"/>				p. LANDING GEAR*				
g. FIRE EXTINGUISHER*		<input checked="" type="checkbox"/>				q. TIRES, WHEELS, RIMS		<input checked="" type="checkbox"/>		
h. ELECTRICAL WIRING		<input checked="" type="checkbox"/>				r. TAILGATE/DOORS*		<input checked="" type="checkbox"/>		
i. LIGHTS AND REFLECTORS		<input checked="" type="checkbox"/>				s. TARPULIN*				
j. FUEL SYSTEM*		<input checked="" type="checkbox"/>				t. OTHER <i>(Specify)</i>		<input checked="" type="checkbox"/>		PUMPING ASSEMBLY
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED <input type="checkbox"/>					REJECTED <input type="checkbox"/>					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>										
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED <input type="checkbox"/>					REJECTED <input type="checkbox"/>					
15. REMARKS N/A										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.										
						ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
						SAT	UNSAT	SAT	UNSAT	
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR						<input checked="" type="checkbox"/>				
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT						<input checked="" type="checkbox"/>				
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT						<input checked="" type="checkbox"/>				
21. PROPER PLACARDS APPLIED						<input checked="" type="checkbox"/>				
22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS						<input checked="" type="checkbox"/>				
23. COPY OF DD FORM 626 FOR DRIVER						<input checked="" type="checkbox"/>				
24. SHIPPED UNDER DOT SPECIAL PERMIT 868										
25. INSPECTOR SIGNATURE <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

FIGURE 7-1 Motor Vehicle Inspection DD Form 626

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 383.

Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 8.a. Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials. Check the expiration date on driver's HAZMAT Certification.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.

Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 inspection.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (12.a. through 12.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with one serviceable fire extinguisher with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28)

FIGURE 7-1 Motor Vehicle Inspection DD Form 626

Figure 10-1 Turnover Records - T-Rec

PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552a)
" FOR OFFICIAL USE ONLY "

DATE: 24-JUN-20 | Print Turnover Records | TIME: 10:37
JULIAN: 0176 | | GMT: 14:37

PICKUP NUMBER	TRUCK #	STOP #	CONSIGNEE	CUST ID	DELIVERY ADDRESS
22A0P05002	PU	0	MML151	131	DISTRIBUTION MANAGEMENT OFFICE BLDG 1012, O STREET M/F MML151 2ND SUP BN, IIP EQPT RCPT AND DIST CAMP LEJEUNE

NC 28547-2503

LINE #	MOVEMENT DOCUMENT	TCN	TP	TYPE PACK	PCS RECD	WEIGHT	CUBE	LOC	RDD	SCAC
1	393990191094	W52H1C0169H004XXX			1	37	1			FDE
TOTALS					1	37	1			

EXCEPTION LISTING / REPORT CIRCLE ONE

1 _____ SHORT OVER DAMAGED

2 _____ SHORT OVER DAMAGED

3 _____ SHORT OVER DAMAGED

I ACKNOWLEDGE RECEIPT OF ITEMS EXCEPT AS NOTED

SIGNATURE: _____ DATE/TIME RECEIVED: 22JUN2020/11:56

PRINTED NAME AND RANK: ALLOA, RODRIGO / LCPL EDIPI: _____

PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552a)
" FOR OFFICIAL USE ONLY "



Pickup Number
22A0P05002

FIGURE 15-1 Transportation Officer (TO) Appointment Letter Sample

Insert Letter Head

XXXX
XX
XX XXX XX

From: Commanding General/Officer, Marine Corps Base/Station
To: Title Rank/Grade First/Last Name

Subj: APPOINTMENT AS INSTALLATION TRANSPORTATION/DISTRIBUTION MANAGEMENT OFFICER (ITO/DMO) (MARINE CORPS BASE/STATION)

Ref: (a) DTR 4500.9-R, Individual Missions, Roles, and Responsibilities
(b) DTR 4500.9-R, Part I Passenger Movement, Part II Cargo Movement, Part IV Personal Property
(c) Joint Travel Regulation (JTR)
(d) Title 49, U.S. Code of Federal Regulations
(e) MCO 4600.7, Marine Corps Passenger Transportation Program
(f) MCO 4600.39, Marine Corps Personal Property Transportation Program
(g) MCO 4600.41, Marine Corps Distribution Manual

Encl: (1) DD Form 577 Appointment/Termination Record for TO - Authorized Signature
(2) DD Form 577 Appointment/Termination Record for US Bank SYNCADA - Authorized Signature
(3) Security Clearance Eligibility Verification Letter
(4) Appointment Letter for Agency Program Coordinator for Centrally Billed Account
(5) *If applicable* Appointment Letter as the Installation Certifying Activity of Hazardous Materials

1. Per the references, you are hereby appointed as the Installation Transportation/Distribution Management Officer (ITO/DMO) for Marine Corps Base/Station. This appointment places upon you the responsibility and grants you the authority to exercise all the duties as the Base/Station ITO/DMO. You will read and familiarize yourself with the listed references and other pertaining orders and directives to the performance of this appointment.

2. As the ITO/DMO, you will execute Department of Defense (DoD) traffic management policy and procedures to obtain efficient, responsive, and quality transportation services for all installation agencies, activities, and tenants. Additionally, you will provide support to visiting agencies, activities and tenants who may require your services within the assigned area of operation for freight cargo, passenger transportation, and personal property.

3. Provide technical direction, management, and evaluation of the distribution (traffic) management and unit movement aspects of the DoD transportation movement program on a worldwide basis subject to the overall guidance, policies, and programs established by USTRANSCOM, 49 CFR, and DoD Components.

4. In executing your duties, you may appoint in writing, one or more military members or civilian employees as Transportation Agent(s) (TA) to assist you in your responsibilities. However, contractor personnel or tenant

units (non-installation staff) may not be appointed to perform any functions involving the obligation or expenditure of Government funds to obtain transportation services.

5. A copy of this Appointment Letter and the accompanying DD Form 577 will be maintained in the Marine Corps Base/Station Distribution Management Office and a copy must be forwarded to HQMC LPD-1. All previous Appointment Letters and DD Forms 577 will be maintained for a minimum of 10 years for auditability purposes.

6. This appointment will automatically terminate upon your transfer to another command or reassignment to another billet. This appointment supersedes all designations prior to this date.

X.X. COMMANDING

FIRST ENDORSEMENT

From: Rank/Grade First/Last Name

To: Commanding General/Officer, Marine Corps Base/Station

Subj: APPOINTMENT AS DISTRIBUTION MANAGEMENT OFFICER (DMO) (MARINE CORPS
BASE/STATION)

1. I certify that I have read and understand the references and assume the duties as the Base/Station Installation Transportation/Distribution Management Officer.

F.I. LAST NAME

FIGURE 15-2 TA for TO Appointment Letter Sample

Insert Letter Head

XXXX
XX
XX XXX XX

From: Distribution Management Officer Rank First/Last Name
To: Rank/Grade First/Last Name

Subj: APPOINTMENT AS TRANSPORTATION AGENT (TA) FOR DISTRIBUTION MANAGEMENT OFFICER (ITO/DMO) (MARINE CORPS BASE/STATION)

Ref: (a) DTR 4500.9-R, Individual Missions, Roles, and Responsibilities
(b) DTR 4500.9-R, Part II-Cargo Movement
(c) Title 49, U.S. Code of Federal Regulations
(d) MCO 4600.41 Marine Corps Distribution Manual

Encl: (1) DD Form 577 Appointment/Termination Record - Authorized Signature
(2) *If applicable based on a role* DD Form 577 Appointment/Termination Record for US Bank SYNCADA - Authorized Signature
(3) Security Clearance Eligibility Verification Letter
(4) Hazardous Material Appointment Letter/Certification of Completion

1. Per the references, you are hereby appointed as the Base/Station Transportation Agent (TA) for Installation Transportation/Distribution Management Officer (ITO/DMO) for Marine Corps Base/Station. You will read and familiarize yourself with the listed references and other pertaining orders and directives to the performance of this appointment.

2. As the TA, you will execute Department of Defense (DoD) traffic management policy, procedures to obtain efficient, responsive, and quality transportation services for all installation agencies, activities, and tenants. Additionally, you will provide support to visiting agencies, activities, and tenants who may require your services within the assigned area of operation for freight cargo.

3. *If applicable* Per enclosure (2), and reference (b) Part II, Chapter 212, under Commercial Carrier Payment Procedures, you are hereby appointed as the Certifying or Approving Official for the Installation Transportation/Distribution Management Officer (ITO/DMO) for TPPS/SYNCADA Invoices.

4. Per enclosure (3), your security clearance [Secret], you are authorized to accept, handle, package, and ship classified materials that have security clearance equal to or lower than your clearance per reference (b), part II Cargo Movement, Chapter 205.

5. A copy of this Appointment Letter and the accompanying DD Form 577 will be maintained in the Marine Corps Base/Station Distribution Management Office. All previous Appointment Letters and DD Forms 577 will be maintained for a minimum of 10 years for auditability purposes.

FIGURE 15-2 TA for TO (Cont)

6. This appointment will automatically terminate upon your transfer to another command or reassignment to another billet. This appointment supersedes all designations prior to this date.

X.X COMMANDING

FIRST ENDORSEMENT

From: Rank/Grade First/Last Name

To: Distribution Management Officer Rank First/Last Name

Subj: APPOINTMENT AS TRANSPORTATION AGENT (TA) FOR INSTALLATION
TRANSPORTATION/DISTRIBUTION MANAGEMENT OFFICER (TO) (MARINE CORPS
BASE/STATION)

1. I certify that I have read and understand the reference and assume the duties as the Marine Corps Base/Station Transportation Agent for Installation Transportation/Distribution Management Officer.

F.I. LAST NAME

FIGURE 15-3 Transportation Officer (TO) MARFOR Appointment Letter Sample

Insert Letter Head

XXXX
XX
XX XXX

XX

From: Commanding Officer or Accountable Official, Marine Forces
To: Title Rank/Grade First/Last Name

Subj: APPOINTMENT AS DISTRIBUTION MANAGEMENT OFFICER (DMO), (MARINE FORCES)

Ref: (a) DTR 4500.9-R, Individual Missions, Roles, and Responsibilities
(b) DTR 4500.9-R, Part I Passenger Movement, Part II Cargo Movement
(c) Joint Travel Regulation (JTR)
(d) Title 49, U.S. Code of Federal Regulations
(e) MCO 4600.7, Marine Corps Passenger Transportation Program
(f) MCO 4600.41, Marine Corps Distribution Manual

Encl: (1) DD Form 577 Appointment/Termination Record for TO - Authorized Signature
(2) DD Form 577 Appointment/Termination Record for US Bank SYNCADA - Authorized Signature
(3) Security Clearance Eligibility Verification Letter
(4) *If applicable* Appointment Letter as the MARFOR Certifying Activity of Hazardous Materials

1. Per the references, you are hereby appointed as the Distribution Management Officer (DMO) for MARFOR. This appointment places upon you the responsibility and grants you the authority to exercise all the required duties as the MARFOR DMO in support of subordinate units that are not supported by the local military Installation Transportation Office (ITO), supported by a USMC DMO or other Service ITO/Transportation Management Office's (TMO). You will read and familiarize yourself with the listed references and other pertaining orders and directives to the performance of this appointment.

2. As the MARFOR DMO, you will execute Department of Defense (DoD) traffic management policy and procedures to obtain efficient, responsive, and quality transportation services for all MARFOR organizations.

3. Provide technical direction, management, and evaluation of the distribution (traffic) management and unit movement aspects of the DoD transportation movement program on a worldwide basis subject to the overall guidance, policies, and programs established by USTRANSCOM, the CFR, and DoD Components.

4. In executing your duties, you may appoint in writing, one or more military members or civilian employees as Transportation Agent(s) (TA) to assist you in your responsibilities. However, contractor personnel or tenant units (non-installation staff) may not be appointed to perform any functions involving the obligation or expenditure of Government funds to obtain transportation services.

5. A copy of this Appointment Letter and the accompanying DD Form 577 will be maintained in the MARFOR Distribution Management Office and a copy must be forwarded to HQMC LPD-1. All previous Appointment Letters and DD Forms 577 will be maintained for a minimum of 10 years for auditability purposes.

6. This appointment will automatically terminate upon your transfer to another command or reassignment to another billet. This appointment supersedes all designations prior to this date.

X.X. COMMANDING

FIRST ENDORSEMENT

From: Title Rank/Grade First/Last Name

To: Commanding General/Officer, Marine Forces

Subj: APPOINTMENT AS DISTRIBUTION MANAGEMENT OFFICER (DMO), (MARINE FORCES)

1. I certify that I have read and understand the references and assume the duties as the MARFOR Distribution Management Officer.

F.I. LAST NAME

FIGURE 15-4 TA for TO MARFOR Appointment Letter Sample

Insert Letter Head

XXXX
XX
XX XXX XX

From: Distribution Management Officer Rank First/Last Name
To: Title Rank/Grade First/Last Name

Subj: APPOINTMENT AS TRANSPORTATION AGENT (TA) FOR DISTRIBUTION MANAGEMENT OFFICER (DMO), (MARINE FORCES)

Ref: (a) DTR 4500.9-R, Individual Missions, Roles, and Responsibilities
(b) DTR 4500.9-R, Part I Passenger Movement, Part II Cargo Movement
(c) Joint Travel Regulation (JTR)
(d) Title 49, U.S. Code of Federal Regulations
(e) MCO 4600.7, Marine Corps Passenger Transportation Program
(f) MCO 4600.41, Marine Corps Distribution Manual

Encl: (1) DD Form 577 Appointment/Termination Record for TO - Authorized Signature
(2) DD Form 577 Appointment/Termination Record for US Bank SYNCADA - Authorized Signature
(3) Security Clearance Eligibility Verification Letter
(4) *If applicable* Appointment Letter as the MARFOR Certifying Activity of Hazardous Materials

1. Per the references, you are hereby appointed as the Transportation Agent (TA) for Distribution Management Officer (DMO) for MARFOR. You will read and familiarize yourself with the listed references and other pertaining orders and directives to the performance of this appointment.

2. As the TA, you will execute Department of Defense (DoD) traffic management policy and procedures to obtain efficient, responsive, and quality transportation services for all MARFOR organizations.

3. *If applicable* Per enclosure (2), and reference (b) Part II, Chapter 212, under Commercial Carrier Payment Procedures, you are hereby appointed as the Certifying or Approving Official for the Distribution Management Officer (DMO) for TPPS/SYNCADA Invoices.

4. Per enclosure (3), your security clearance [Secret], you are authorized to accept, handle, package, and ship classified materials that have security clearance equal to or lower than your clearance per reference (b), Part II Cargo Movement, Chapter 205.

5. A copy of this Appointment Letter and the accompanying DD Form 577 will be maintained in the MARFOR Distribution Management Office. All previous Appointment Letters and DD Forms 577 will be maintained for a minimum of 10 years for auditability purposes

FIGURE 15-4 TA for TO MARFOR (Cont)

6. This appointment will automatically terminate upon your transfer to another command or reassignment to another billet. This appointment supersedes all designations prior to this date.

X.X. COMMANDING

FIRST ENDORSEMENT

From: Title Rank/Grade First/Last Name
To: Distribution Management Officer Rank First/Last Name
Subj: APPOINTMENT AS TRANSPORTATION AGENT (TA) FOR DISTRIBUTION
MANAGEMENT OFFICER (DMO), (MARINE FORCES)

1. I certify that I have read and understand the references and assume the duties as the MARFOR Transportation Agent for Distribution Management Officer.

F.I. LAST NAME

SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade) Marine, IMA	2. DoD ID NUMBER 1234567890	3. TITLE Distribution Management Officer
4. DOD COMPONENT/ORGANIZATION HQMC/MCB Pentagon	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) 122 Alphabet Street Washington, DC 22201	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)		
<input type="checkbox"/> DISBURSING OFFICER: DSSN	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
<p>1. As the Departmental Accountable Official (DAO) or Approving Official (AO), I will comply with DAO/AO requirements acting on TSP invoices to authorize the bank to make payments via the Third Party Payment Systems account #...</p> <p>2. Ensure proper funding, appropriation/TAC usage and accuracy in invoice payments are executed with each occurrence.</p> <p>3. Certify, track, review, and report Syncada account status for Freight Shipping and activities for account #...</p> <p>4. Use "Best Value" in determining carrier selection in order for freight cargo to be dispatched expeditiously and efficiently.</p>		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DTR 4500.9-R: Parts I, II, and IV, DoD FMR 7000.14-R, and MCO 4600.41		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last) Marine II, IMA	10. TITLE Commanding Officer	11. DOD COMPONENT/ORGANIZATION HQMC/MCB Pentagon
12. DATE (YYYYMMDD) 20200706	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

FIGURE 15-5 Appointment/Termination Record (DD Form 577)
Departmental Accountable Official/Approving Official Example

SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade) Marine, IMA	2. DoD ID NUMBER 1234567890	3. TITLE Distribution Management Officer
4. DOD COMPONENT/ORGANIZATION HQMC/MCB Pentagon	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) 122 Alphabet Street Washington, DC 22201	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)		
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input checked="" type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
<p>1. As the Primary Certifying Office (CO), I will comply with CO requirements acting on bank invoices to disperse Marine Corps funds pertaining to USMC Freight Transportation payments made on the Third Party Payment Systems account #...</p> <p>2. Ensure proper funding, appropriation/TAC usage and accuracy in invoice payments are executed with each occurrence.</p> <p>3. Certify, track, review, and report Syncada account status for Freight Shipping and activities for account #...</p> <p>4. Use "Best Value" in determining carrier selection in order for freight cargo may be dispatched expeditiously by the most effective and economical routs and modes.</p>		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: Public law 104-106, National Defense Authorization Act for FY96, Section 3321, 3325, 3527, 3529 of Title 31 of the United States Code, and DoD Directives 70000.14R & 7000.15) DTR 4500.9-R: Parts I, II, and IV, DoD FMR 7000.14-R, and MCO 4600.41		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last) Marine II, IMA	10. TITLE Commanding Officer	11. DOD COMPONENT/ORGANIZATION HQMC/MCB Pentagon
12. DATE (YYYYMMDD) 20200706	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

FIGURE 15-5 Appointment/Termination Record (DD Form 577)
Certifying Officer Example

FIGURE 15-6 CMOS Site Manager (SM) Appointment Letter

DATE

MEMORANDUM FOR AFLCMC HIS
CARGO MOVEMENT OPERATIONS SYSTEM (CMOS)
PROGRAM MANAGEMENT OFFICE (PMO)
200 EAST MOORE DRIVE
MAFB-GUNTER ANNEX, AL 36114-3004

FROM: ENTER ORG SYMBOL/DODAAC/ADDRESS

SUBJECT: Appointment letter for CMOS Local Site Manager (M)

1. I hereby appoint the primary and alternate Local Site Manager for the Cargo Movement Operations System (CMOS).

Role	Name	Grade	Email Address	Phone Number
Primary				
Alternate				

2. In accordance with the new CMOS Account Management Plan, Organizational Commanders (host or tenant) or Division Chiefs who utilize CMOS will appoint a primary and alternate CMOS Local SM. In addition, they will appoint a new primary and alternate CMOS Local SMs 45 days prior to current SMs being relieved from CMOS Local SM duty, reassigned (PCS, PCA, or organizational change), or separated from service. If both primary and alternate Local SMs deploy, and or their absence will overlap for more than 60 days, a new primary and alternate Local SM must be appointed within 45 days of departure. Non-compliance will result in their accounts being locked until all requirements are met.

3. The incoming CMOS Local SMs have been briefed by the Commander, Transportation Officer, or their designee on their duties and responsibilities at a minimum affirmed by my signature below. The Local SMs are responsible for creation of new field user accounts, establishing and maintaining a DD Form 2875 process for the site and shall follow the CMOS Local SM Inspection checklist found in the CMOS Account Management Plan located on the CMOS website <https://intelshare.intelink.gov/sites/cmos/layouts/15/start.aspx#/SitePages/Home.aspx> under Documents.

4. This letter supersedes all previous appointment letters under same subject.

X

Right Click & Select "Signature Setup"
Please Enter Appropriate Position Title

X

Right Click & Select "Signature Setup"
Please Enter Appropriate Position Title

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
TYPE OF REQUEST MODIFICATION DEACTIVATE USER ID_			DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications) Cargo Movement Operations System (CMOS)			LOCATION (Physical Location of System) DISA DECC Montgomery
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial) Commercial DSN: :	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP US FN OTHER	9. DESIGNATION OF PERSON MILITARY CIVILIAN CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE			12. DATE (YYYYMMDD)
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a			
13. JUSTIFICATION FOR ACCESS Member performs a transportation function and needs access to the following (mark each item required): "X" WORK AREA(S) ASSIGNMENT "X" PERMISSIONS(S) <input type="checkbox"/> SYSTEM ADMINISTRATOR <input type="checkbox"/> AUTHORIZED TO ABORT MISSION/MOV DOC <input type="checkbox"/> PACKING AND PLANNING <input type="checkbox"/> AUTHORIZED TO DELETE TCNS <input type="checkbox"/> SURFACE FREIGHT IN <input type="checkbox"/> AUTHORIZED TO REOPEN INBOUND MOV DOC <input type="checkbox"/> SURFACE FREIGHT OUT <input type="checkbox"/> AUTHORIZED TO REOPEN RELEASED B/L <input type="checkbox"/> AIR FREIGHT IN <input type="checkbox"/> AUTHORIZED TO RUN AD HOC QUERY <input type="checkbox"/> AIR FREIGHT OUT <input type="checkbox"/> AUTHORIZED TO SIGN FOR MUNITIONS <input type="checkbox"/> PASSENGER PROCESSING <input type="checkbox"/> AUTHORIZED TO UPDATE WEB LINKS <input type="checkbox"/> DEPLOYMENT MANAGEMENT <input type="checkbox"/> DEPLOYMENT MANAGER <input type="checkbox"/> PACKER <input type="checkbox"/> TRANSPORTATION AGENT			
14. TYPE OF ACCESS REQUIRED: AUTHORIZED PRIVILEGED			
15. USER REQUIRES ACCESS TO: UNCLASSIFIED CLASSIFIED (Specify category) OTHER _			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested.		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE		23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER
			25. DATE (YYYYMMDD)
26. NAME (Last, First, Middle Initial)			

FIGURE 15-7 CMOS System Access (DD Form 2875)

<p>27. OPTIONAL INFORMATION (Additional information) By signing and submitting this DD Form 2875, I acknowledge that I have read and understand the Cargo Movement Operations System (CMOS) Rules of Behavior. I agree to abide by these rules. I understand that failure to abide by these rules may result in disciplinary action. I understand that the NOSC Administrator reviews audit logs to determine compliance with security controls for the CMOS network and monitors user network activity. I understand that I may acquire and transmit non-sensitive, sensitive but unclassified, only in accordance with established DoD policies, directives, and instructions. This includes properly storing information on the servers and transmitting information over the network. I acknowledge the receipt of, understand my responsibilities, and will comply with the Rules of Behavior for CMOS. I acknowledge I have read and signed an AF Form 4394 for network access, and I understand the conditions contained within the form apply to access to the CMOS system.</p>		
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION		
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION LEVEL I LEVEL II LEVEL III
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION		
TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

FIGURE 15-7 CMOS System Access (DD Form 2875) (Cont)

FROM:

TO: DMO

SUBJECT: APPOINTMENT OF PERSONNEL AUTHORIZED TO SIGN DD FORM 1149 AND DD FORM 1348-1A

REF: (a) MCO 4600.41

1. Per ref (a), Chapter 13, the following individuals are appointed and authorized to sign DD Form 1149, Block 10, and DD Form 1348-1A. Enclosed are the respective supporting forms for this appointment.

Name/Rank/Office Symbol/Phone
Name/Rank/Office Symbol/Phone
Name/Rank/Office Symbol/Phone
Name/Rank/Office Symbol/Phone

2. Signature also confirms appointees are aware of requirements and have reviewed them prior to completing the DD Form 1149, Blocks 10 and 11.

3. Please direct queries to the name and phone number of Unit POC providing information.

Commanding Officer

FIGURE 15-8 Appointment Letter for Authorized Personnel to Sign DD Form 1149

Carrier: _____ Date: _____
 Bill of Lading #: _____ PO #: _____
 Order #: _____
 Shipper/Consignor: _____

Consignee: _____

Instructions: _____

Item Code	Details	Quantity		Weight (Unit)
Total				

Terms Prepai Collect Other

Shipper: Pick Up Date _____
 Signature: _____

This section is to make it sure that all materials are properly classified, described, packaged, marked and labeled and are in good condition to be transported and according to the applicable regulations of transporting department.

Carrier: Pick Up Date _____
 Signature: _____

Carrier acknowledges receipt of packages and that they are properly described as above and are in good order except as noted.

Received in Apparent Good Order

Received By: _____ (Signatures)

Print Name Here: _____

Date: _____

Figure 15-9 Short Form Bill of Lading

APPENDIX C

DISTRIBUTION PROCESS ADVOCATES (DPA) & Distribution Expediter
Marine Corps Logistic Command

Location	DSN/COMM Work Phone
Charleston, SC, Distribution Expediter	DSN: 794-0717 COMM: 843-794-0717
Camp Lejeune, DPA	DSN: 758-0271 COMM: 910-440-0271 CELL: 910-546-1498
Dover, DE, Distribution Expediter	DSN: 445-6276 COMM: 302-677-6276
Jacksonville, FL, Distribution Expediter	DSN: 440-2124 COMM: 904-696-2124
McGuire, NJ, Distribution Expedite	CELL: 609-284-2430
Miami, FL, DPA	DSN: 567-2623 COMM: 305-437-2623
Norfolk, VA, Distribution Expediter	COMM: 757-445-6822 CELL: 757-635-4849
Travis AFB CA, Cargo Scheduler	DSN: 837-4584 COMM: 707-424-4584
Australia, DPA	CELL: +04-3414-7364
Kuwait, DPA	DSN: 480-2568 CELL: 965-6593-1143
Stuttgart Germany, DPA	DSN: 431-2068 COMM: +49-703-115-2068
Okinawa, Japan, DPA	DSN: 622-0015 CELL: +81-80-6492-0291