



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 4600.41 W/ADMIN CH
I&L (LPD)
20 JUL 2015

MARINE CORPS ORDER 4600.41 W/ADMINISTRATIVE CHANGE

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS DISTRIBUTION MANUAL

Ref: See references in base Order.

Encl: (1) New page insert to MCO 4600.41.

1. Situation. Base Order erroneously cancelled MCO 4600.7, "Marine Corps Passenger Transportation Program". MCO 4600.7 remains current.

2. Mission. To notify all on the distribution list of policy update within this Order.

3. Execution. In accordance with the references (a) through (aq) in base Order, policy update is as follows:

a. Change. Paragraph "2. Cancellation," line out "MCO 4600.7" and state, "Cancellation not applicable."

b. Rationale. This change is required due to MCO 4600.7 still being valid and current.

4. Administration and Logistics

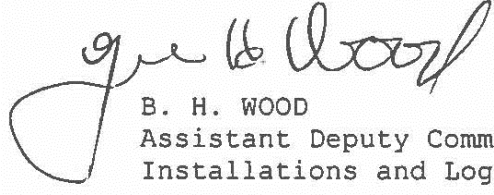
a. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (d) and 5 U.S.C. 552a. Any unauthorized review, use, disclosure or distribution is prohibited.

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

5. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



B. H. WOOD
Assistant Deputy Commandant for
Installations and Logistics

DISTRIBUTION: PCN 10206017001



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

IN REPLY REFER TO:
MCO 4600.41
I&L (LPD)
25 JUN 2015

MARINE CORPS ORDER 4600.41

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS DISTRIBUTION MANUAL

Ref: (a) DoD Directive 4500.09E, Transportation and Traffic Management, September 11, 2007
(b) DoD Instruction 4500.57, Transportation and Traffic Management, March 18, 2008
(c) SECNAV M-5210.1
(d) SECNAVINST 5211.5E
(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
(h) JP 4.01, The Defense Transportation System
(i) HQMC LPD 042034Z Dec 13 Message, Changes in the Airlift Challenge Criteria
(j) MCO 4400.150
(k) HQMC LPD 021537Z Apr 12 Message, Interim In-Transit Visibility (ITV) Policy
(l) DoD Supplement to Federal Acquisition Regulation
(m) MCO P4030.31D
(n) MCO P4030.36A
(o) MCO P4030.30C
(p) AFMAN 24-204/MCO P4030.19K
(q) MIL-STD-129P, (w/Change 4), Department of Defense Standard Practice: Military Marking For Shipment and Storage (19 Sep 2007)
(r) MCO 7300.21A
(s) Military Freight Transportation Unified Rules Publication No. 1 (MFTURP-1)
(t) DoDM 5100.76, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," April 17, 2012
(u) MIL-HDBK-138B
(v) SECNAV M-5214.1
(w) COMNAVSURFPACINST 4600.2F

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

- (x) NAVSEA SW020-AG-SAF-010
- (y) DoD Directive 4500.54E "DoD Foreign Clearance Program (FCP)," December 28, 2009
- (z) ICAO TI Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air
- (aa) Bureau of Explosives (BOE) Tariff 6000-series
- (ab) IATA Dangerous Goods Regulation 56, 2015
- (ac) UN Recommendations on the Transport of Dangerous Goods - Model Regulations 17th Rev Ed. of 2011
- (ad) DoD 5100.76-I, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," February 28, 2014
- (ae) NAVSEA OP 5
- (af) ATA Hazardous Materials Tariff, ATA-111
- (ag) DoD 6055.9-STD, "DoD Ammunition and Explosives Safety Standards," February 29, 2008
- (ah) DoDM 5200.01-V1, February 24, 2012, DoD Information Security Program: Overview, Classification, and Declassification
- (ai) MCO 4450.11A
- (aj) DoD 5220.22-M National Industrial Security Program Operating Manual(NISPOM), April 7, 2006
- (ak) USD (C) Management Reform Memorandum (MRM) 15, July 7, 1997
- (al) USD (AT&L) Memorandum, Acquisition Policy on Facilitating Vendor Shipments in the DoD Organic Transportation System, July 23, 2003
- (am) DoD Directive 8190.1, "DoD Logistics Use of Electronic Data Interchange (EDI) Standards," May 5, 2000
- (an) MCO 4610.37
- (ao) MCO P4400.82F
- (ap) MCO 4105.4

Encl: (1) Marine Corps Distribution Manual

Report Required: Declaration of (Hazardous)/Contaminated)/
(Infested) Retrograde Cargo Report (Report
Control Symbol EXEMPT), Chap. 5, para. 3d

1. Situation. This directive establishes policy for the movement of Marine Corps materiel within the Defense Transportation System (DTS) to meet operational needs. It implements references (a) and (b). The instructions provided herein are designed to standardize procedures and to facilitate the execution of freight movement and distribution management functions for which the Marine Corps is responsible.

2. Cancellation. ~~MCO 4600.7.~~ Cancellation not applicable.

3. Mission. The policy and procedural instructions contained in enclosure (1) are supplemental to and shall be used in conjunction with the references.

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

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All shipping and receiving activities will be 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 military shipping and receiving activities via the internet and will reflect current procedures for distribution of freight.

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

5. Administration and Logistics

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

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection, or distribution of Personally Identifiable Information (PII), and management of privacy sensitive information shall be in accordance with the

25 JUN 2015

Privacy Act of 1974, as amended, per reference (d). Any unauthorized review, use, disclosure, or distribution is prohibited.

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.



W. M. FAULKNER
Deputy Commandant for
Installations and Logistics

DISTRIBUTION: PCN 10206017000

LOCATOR SHEET

Subj: MARINE CORPS DISTRIBUTION MANUAL

Location:

(Indicate the location(s) of copy(ies) of this
Order.)

RECORD OF CHANGES

Log completed change action, as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	ROLES AND RESPONSIBILITIES	1-1
1.	General	1-1
2.	Deputy Commandant for Installations and Logistics (DC I&L)	1-1
3.	Deputy Commandant for Combat Development and Integration (DC CD&I).	1-1
4.	Commander, Marine Corps Installations Command (MCICOM)	1-2
5.	Commander, Marine Corps Systems Command (MARCORSYSCOM).	1-2
6.	Commanding General, Marine Corps Logistics Command (MARCORLOGCOM).	1-2
7.	Commanders, Marine Corps Forces (MARFORs).	1-4
8.	Commanding General, Marine Expeditionary Force (MEF).	1-6
9.	Commanding General, Marine Logistics Group (MLG).	1-7
10.	Commander, Marine Forces Reserve	1-8
11.	Remote Marine Corps Activities	1-8
Chapter 2	CARGO ROUTING AND MOVEMENT CONTROL	2-1
1.	Introduction	2-1
2.	Cargo Routing and Movement Policy.	2-1
3.	Establishing Priorities of Marine Corps Shipments.	2-2
4.	Mode/Method Eligibility.	2-4
5.	Carrier Selection.	2-9
6.	Transportation of Locally Purchased Items.	2-10
Table 2-1	Derivation of Priority Designators (PDs)	2-2
Table 2-2	Transportation Priorities (TP)	2-2
Table 2-3	Airlift Eligible Shipments	2-5
Chapter 3	FREIGHT MANAGEMENT	3-1
1.	Policy	3-1
2.	Shipment Authority	3-1
3.	Funding Source	3-2
4.	Shipment Documentation and Processing.	3-2
5.	Freight Description.	3-5
6.	In-transit Visibility (ITV).	3-5

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
7.	Transportation Facilities Guide (TFG). . . .	3-6
8.	Preparation and Protection of Freight. . . .	3-7
9.	Consolidation of Shipments	3-7
10.	Use of Transportation Service Provider (TSP) Equipment.	3-8
11.	Verification of TSP Service and Delivery . .	3-8
12.	Stop-off in Transit.	3-9
13.	Carrier Performance Program (CPP).	3-9
14.	Contractor Logistics Support (CLS)	3-9
15.	Transportation Protective Service (TPS). . .	3-11
16.	Use of Cargo Containers.	3-12
17.	Shipment Diversion, Tracing, and Expediting.	3-14
18.	Excess Released Valuation	3-14
19.	Security Cooperation Program (SCP) Shipments.	3-15
Table 3-1	Military Standard Requisitioning and Issue Procedure (MILSTRIP) Shipments	3-3
Table 3-2	Non-MILSTRIP Shipments	3-4
Chapter 4	DOMESTIC SHIPMENTS	4-1
1.	Domestic Routing and Movement Control. . . .	4-1
2.	Bills of Lading (BL)	4-1
3.	Motor Transportation	4-1
4.	Rail Transportation.	4-3
5.	Air Transportation	4-4
6.	Reports of Shipment (REPSHIP).	4-4
Chapter 5	IMPORTS, RETROGRADE, AND EXPORT SHIPMENTS. .	5-1
1.	Import/Retrograde/Export Routing and Movement Control.	5-1
2.	Import of U.S. Materiel from OCONUS.	5-1
3.	Shipment of U.S. Retrograde Cargo.	5-1
4.	Export	5-3
Figure 5-1	Hazardous Cargo Message Format	5-3
Chapter 6	Defense Transportation System (DTS).	6-1
1.	General Information.	6-1
2.	Documentation.	6-1

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
3.	Ocean Transportation	6-3
4.	Air Transportation	6-8
5.	REPSHIP.	6-17
Figure 6-1	Opportune Lift (OPLIFT) Request Format/Instructions.	6-4
Figure 6-2	OPLIFT Request Format/Instructions (Ordnance)	6-5
Figure 6-3	Agreement for Shipment of Privately-Owned Cargo.	6-7
Figure 6-4	Air Clearance Authority (ACA) Contact Information.	6-9
Figure 6-5	Continental United States (CONUS) Distribution Process Advocates (DPAs).	6-11
Figure 6-6	Format for Airlift Challenges.	6-13
Table 6-1	Overseas Contingency Operation (OCO) Air Challenge Criteria	6-14
Table 6-2	Non-OCO Air Challenge Criteria	6-15
Chapter 7	SHIPMENTS OF HAZARDOUS MATERIALS (HAZMAT).	7-1
1.	Definition	7-1
2.	General Requirements	7-1
3.	HAZMAT Training.	7-3
4.	HAZMAT Transportation Procedures	7-4
5.	Shipment of Hazardous Waste.	7-11
6.	Reshipment/Trans-shipment Procedures	7-12
7.	Document Retention	7-12
Table 7-1	Applicable Directives and Certification Requirements	7-2
Chapter 8	SHIPMENT OF CLASSIFIED, PROTECTED, AND SENSITIVE CARGO.	8-1
1.	Need for Special Procedures.	8-1
2.	Documentation.	8-1
3.	REPSHIPS	8-2
4.	Signature and Tally Record (STR) Service	8-4
5.	Movement and Handling Requirements	8-4

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 9	SHIPMENT OF ARMS, AMMUNITION AND EXPLOSIVES (AA&E)	9-1
1.	Small Arms and Other Weapons	9-1
2.	Explosives	9-3
3.	Safe Haven and Secure Holding Areas.	9-3
4.	Escort Criteria of AA&E for Carrier Load/Off-Load and Base Surface Movements.	9-4
5.	Advance Shipment Planning.	9-4
6.	Movement of Small Shipments of Security Risk Category (SRC) IV AA&E via the Domestic Express Small Package Service (DESPS) Carriers	9-4
7.	Defense Transportation Tracking System (DTTS)	9-6
8.	Emergency Hot Lines.	9-7
Chapter 10	TRANSPORTATION DISCREPANCIES	10-1
1.	Receipt of Shipments from Commercial TSPs.	10-1
2.	Transportation Discrepancy Notification.	10-1
3.	Claims Procedures.	10-2
4.	Disposition of Damaged Articles.	10-4
Chapter 11	THIRD PARTY PAYMENT SYSTEM (TPPS)/SYNCADA.	11-1
1.	TPPS Regulation.	11-1
2.	TPPS Accounts.	11-1
3.	TSP Payment.	11-1
4.	Unlinked eBill Regulation.	11-2
5.	Invoice Certification.	11-2
6.	Defense Finance and Accounting Service (DFAS) Payment Center.	11-5
7.	TPPS/SYNCADA Business Intelligence Module.	11-5
Chapter 12	AUTOMATED INFORMATION SYSTEMS (AIS).	12-1
1.	General.	12-1
2.	Automated Manifest System-Tactical(AMS-TAC).	12-1
3.	Cargo Movement Operations System (CMOS).	12-2
4.	Financial Air Clearance Transportation System (FACTS)	12-3

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
5.	Global Air Transportation Execution System (GATES)/Worldwide Ports System (WPS) Convergence.	12-3
6.	Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC).	12-5
7.	Integrated Booking System (IBS).	12-6
8.	Radio Frequency Identification (RFID).	12-6
9.	Satellite Tracking Systems	12-6
Chapter 13	ITV.	13-1
1.	Definition.	13-1
2.	Policy	13-1
3.	Process	13-2
4.	Data.	13-5
5.	Devices.	13-5
6.	Bar Coding Requirements.	13-5
7.	Direct Vendor Delivery (DVD) Contract Language.	13-5
Chapter 14	FIDUCIARY RESPONSIBILITY AND ACCOUNTABILITY. 14-1	
1.	Installation Transportation Officer/TO	14-1
2.	Other Appointments, Delegations and Approvals.	14-2
3.	Records Retention.	14-5
4.	AA&E, Classified, Sensitive, Controlled and Pilferable Procedural Checklist.	14-5
5.	Equipment Fielding Responsibilities.	14-5
6.	Emergency Procedures	14-6
Figure 14-1	Sample TO Appointment Letter	14-1
Figure 14-2	Sample Transportation Assistant (TA) for TO Appointment Letter	14-2
Figure 14-3	Sample DD Form 1149/1348-1A Appointment Letter	14-4
APPENDIX A	PREPARATION OF DD FORM 1149.	A-1
1.	Use of the DD Form 1149.	A-1
2.	Preparation Instructions	A-1
3.	Minimum Distribution	A-4

APPENDIX B	DD FORM 626, MOTOR VEHICLE INSPECTION PROCEDURES.	B-1
1.	Documentation.	B-1
2.	Mechanical Inspection.	B-2
3.	Post Loading Inspection.	B-5
APPENDIX C	HAZMAT TRAINING REQUIREMENTS	C-1
APPENDIX D	ABBREVIATIONS/ACRONYMNS.	D-1

Chapter 1

Roles and Responsibilities

1. General. The purpose of this Chapter is to describe the roles and responsibilities for distribution management for all echelons of the Marine Corps.

2. Deputy Commandant for Installations and Logistics (DC I&L)

a. Serve as the sole authority to establish and modify Marine Corps distribution, packaging, ITV and receiving policy 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. In conjunction with the MOS 3102/3112 Occupational Field Sponsor and Marine Corps Installation Command (MCICOM), responsible for ensuring that all personnel assigned to installation DMOs have sufficient training, resources and guidance in order to meet distribution mission requirements.

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 and reviews staff assistance assessments for trends and/or problems requiring attention, as required.

g. Perform Inspector General of the Marine Corps (IGMC) Inspections for the 800 Functional Area.

3. Deputy Commandant for Combat Development and Integration

a. Based on approved training and readiness standards, authorize and implement initial Distribution Management Military Occupational Specialty training and formally designated skills progression Distribution Management training to support the human resource development process and operational forces.

b. Authorize distribution equipment acquisition objectives.

4. Commander, Marine Corps Installations Command

For the purposes of this Manual, the individual performing the duties of the Transportation Officer (TO) will heretofore be described as the DMO unless referring to fiduciary matters and TO appointments. Additional information about the fiduciary responsibilities of the DMO may be found in Chapter 14 of this Manual. The DMO will:

a. Ensure that subordinate Marine Corps Installation commanders appoint in writing, a military or civilian TO in order to execute DoD distribution policies and procedures and also to obtain installation distribution services in accordance with reference (e), Part II, Chapter 201.

b. Ensure that local installation commanders designate a centralized receiving point.

c. Establish and maintain the ITV infrastructure at installations, bases, and stations.

d. Serve as the single TO, and his/her appointed agent serves as the Transportation Assistant for the TO (TA for TO) at a given Marine Corps Installation, even though other activities and individuals may have distribution-related or transportation responsibilities.

e. Initiate and receive all shipments of property for which the Government pays the distribution charges or in which the Government has an interest.

f. Comply with the instructions contained in this Manual, along with reference (e) and other applicable regulations such as reference (f).

g. Exercise sound freight management procedures and moves all freight at the most economical overall cost to the Government consistent with delivery and mission requirements.

h. Provide efficient, responsive, and quality transportation services within the assigned Area of Responsibility (AOR) and ensures compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit moves.

i. Provide technical direction, management, and evaluation of the freight management and unit movement aspects of the DoD

25 JUN 2015

transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by United States Transportation Command, (USTRANSCOM), reference (g), and DoD Components.

j. Prepare and edit shipment documentation to ensure quality electronic data and timely submission to support total movement business processes in accordance with reference (e), Table 202-2, Timeliness Evaluation Criteria, for higher-level visibility, force systems, and down-line stations.

k. Support contingency, mobility, natural disaster, and humanitarian relief requirements.

l. Provide contact information for the servicing DMO, and provides training on transportation procedures, documentation, clearance, and the Bureau of Customs and Border Protection requirements to Government Purchase Card (GPC) holders with overseas shipping requirements in support of contingencies.

m. Assist the Defense Travel Management Office (DTMO) Contracting Officer Representative (COR) with monitoring and providing contractor performance under DoD Commercial Travel Office contracts.

n. Designate in writing, when required, a military or civilian as the TA for TO. TA appointment letters are to be retained by the DMO per reference (e), Part II, Chapter 201, paragraph C.14.d.

o. Seek Antiterrorism/Force Protection (AT/FP) advice from the installation Force Protection Working Group.

p. Include AT/FP considerations in local transportation publications and procedures.

q. Function as Point of Contact (POC) for planning, preparing, and documenting shipments in accordance with reference (e).

r. For shipments requiring delivery after hours, weekends, and on holidays, the DMO obtains the origin and destination POC and a commercial telephone number of the shipping and receiving organizations for after-hour, weekend, and/or federal holiday movements.

25 JUN 2015

s. Use "Best Value" in determining TSP selection, as he/she is required to do. DMOs are not authorized to use equalization methods to determine a TSP for shipments originating from their installation.

t. Prior to shipment release, coordinates with the receiving site (e.g., water port, DLA Depot, aerial port), DMO, or POC, when there is a surge of freight (defined as five or more truckloads (TL) or when special Materiel Handling Equipment not otherwise identified in the TFG is required.

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

v. Perform oversight of the PP&P function in accordance with reference (e), Part II, Chapter 210.

5. Commander, Marine Corps Systems Command.

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

6. Commanding General, Marine Corps Logistics Command

a. Serve as the Marine Corps Distribution Process Owner with DC I&L maintaining oversight.

b. Provide oversight, development, and support of policies and procedures to facilitate the execution of this Manual.

c. Support the planning, integration, organization, and management of the Marine Corps-wide sustainment operations logistics chain.

d. Provide enterprise-level distribution support to the operating forces, supporting establishments and DC I&L in order to sustain contingency operations.

e. Coordinate with MARFORs in planning and coordinating enterprise-level distribution of sustainment sources of supply to theater ports of debarkation (POD).

f. Coordinate with MARFORs for the establishment and management of third party transportation billing accounts.

g. Provide DC I&L with relevant deployment and distribution metrics to support Global Contingency Operations.

h. Serve as the enterprise-level Air Clearance Authority (ACA) by coordinating with the respective MARFORs and Marine Expeditionary Forces (MEFs) to verify sustainment and retrograde lift priorities.

i. Provide scalable support to the MARFORs and MEFs to assist in coordinating retrograde of equipment and materiel (excess and depot-level repairable). Support will range from call center support to embedded distribution Subject Matter Expert (SMEs) in the form of a Marine, Civilian Marine, or a contracted DPA. In conjunction with support provided, MARCORLOGCOM will ensure ITV and Total Asset Visibility (ITV/TAV) is supported through utilization of the appropriate tracking systems.

j. Coordinate with MARFORs and MEFs to provide status, visibility, and accountability via advance notification of new acquisition and the Urgent Universal Need Statement (UUNS) process.

k. Serve as the Service-level container manager by providing enterprise-wide number of containers as reflected in systems of record for Continental United States (CONUS) and Outside the Continental United States (OCONUS) locations.

l. Coordinate with Commanding General (CG), MARCORSYSCOM to provide status, visibility, and advance notification of acquisition and delivery of rapid procurement items (items procured as the result of the UUNS process). Coordinates with MARCORSYSCOM during internal planning, integration, and reorganization activities to ensure alignment with the Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy.

m. Provide support in policy reviews, coordination and execution of all deliberate planning exercises.

n. Coordinate with MARFORs and MEFs to provide assistance at all multi-modal cargo hubs, and major transportation nodes.

o. Conduct periodic evaluations of transportation management function services provided by DLA Distribution as the DMO for the Marine Corps at Albany and Barstow in accordance with the Inter Service Support Agreement (ISSA).

7. Commanders, Marine Corps Forces

- a. Develop and implement policies and procedures to facilitate the execution of this Manual.
- b. Provide standard operating procedures (SOPs) to direct unit efforts in support of this Manual.
- c. Monitor data entry for accuracy prior to induction into deployment and distribution related AIS and/or Automatic Identification Technology (AIT).
- d. Provide to MARCORSYSCOM via DC I&L recommended changes or updates on deployment and distribution-related AIS/AIT programmatic maintenance and logistics support plans, throughout the systems total life cycle.
- e. Coordinate with DC I&L for the purpose of formulating Program Objective Memorandum (POM) funding requirements in support of distribution related AIS/AIT maintenance activities.
- f. Coordinate and supervise the interface with theater distribution pipelines and nodes from POD to the MAGTF.
- g. Evaluate subordinate force implementation and adherence to this Manual within the Commanding General's Inspection Program.

8. Commanding Generals, Marine Expeditionary Forces

- a. Train, staff and equip a MAGTF Deployment and Distribution Operations Center (MDDOC) to implement policy and facilitate the execution of this Manual, as required.
- b. Provide SOPs to direct unit efforts in support of this Manual.
- c. Ensure accurate data entry into deployment and distribution related AIS/AIT.
- d. Provide to MARCORSYSCOM via MARFORs recommended changes or updates on deployment and distribution-related AIS/AIT programmatic maintenance and logistics support plans, throughout the systems total life cycle.
- e. Coordinate with MARFORs for the purpose of formulating POM funding requirements in support of deployment and distribution related AIS/AIT maintenance activities.

f. Evaluate Major Subordinate Command implementation and adherence to this Manual within the Commanding General's Inspection Program.

g. Responsible for providing MAGTF Materiel Distribution Center (MMDC) with distribution guidance/direction via Subject Matter Experts (SME) in the MDDOC.

9. Commanding General, Marine Logistics Group (MLG).

As the MAGTF/MEF lead element for distribution the MLG will manage the MMDC. The MMDC is the MAGTF's distribution element. The mission of the MMDC is to provide general shipping and receiving services, consolidated distribution services and to maintain asset visibility to enhance throughput velocity and sustain operational tempo. The MMDC is located in the MLG for garrison operations. While in garrison, the MMDC will make every effort to integrate/co-locate with the Base Freight Operation, in order to maintain distribution competence. For deployed operations, the MMDC resides with the Logistics Combat Element. The MMDC will establish and operate the distribution network in a deployed environment. Roles and responsibilities of the MMDC are to:

- a. Establish and manage freight operations functions.
- b. Synchronize strategic and operational sustainment distribution.
- c. Maintain asset visibility for sustainment cargo.
- d. Establish, coordinate, and control Distribution Liaison Cells.
- e. Coordinate the receiving, shipping, and delivery of materiel to and from supported units
- f. Coordinate the shipment and retrograde of personal effects and baggage of medically evacuated, emergency leave, or other special category personnel.
- g. Coordinate materiel transshipment to supported units.
- h. Manage Preservation, Packaging, and Packing (PP&P) operations.
- i. Certify HAZMAT for MAGTF/MEF units.

10. Commander, Marine Forces Reserve

a. Serve as the DMO for subordinate units.

b. Where Marine Corps Reserve units are located on non-Marine Corps installations, cargo movement responsibilities will be consolidated to the maximum extent possible. Where consolidation is not complete, separate cargo movement managers may be assigned.

c. Ensure that Memorandums of Understanding (MOUs)/Memorandums of Agreement are in place with Marine Corps and other Service Installation Transportation Officer (ITO)/Transportation Management Officer (TMO)/DMO Bill of Lading Office Code (BLOC) shippers located within the assigned area of responsibility of Marine Corps Reserve Units. This is to facilitate routine shipping, and unit movements via surface commercial truck for both exercises and movement to sites of initial assignment in support of contingency or war.

11. Remote Marine Corps Activities. Commanders at remote Marine Corps activities not supported by an installation (i.e., Inspector and Instructor stations), but required to perform distribution management functions will appoint a TO in accordance with reference (e).

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 organization's shipping activities. This Manual is a supplement to reference (e) and provides the DMO with amplification, interpretation and exceptions to DoD shipping rules.

2. Cargo Routing and Movement Policy

a. Policy. By direction of the Assistant Secretary of Defense Logistics and Materiel Readiness (ASD L&MR) and the Office of the Joint Chiefs of Staff for Logistics (JCS/J-4), the administrative responsibility for the routing and movement control of military sponsored freight is assigned to the USTRANSCOM Transportation Component Commands (TCCs) or the overseas unified commanders for freight returning to CONUS. The USTRANSCOM TCCs are as follows: Surface Deployment and Distribution Command (SDDC), Air Mobility Command (AMC) and the Military Sealift Command (MSC).

b. Authority

(1) SDDC. Functional procedures and documentation requirements governing the routing and movement control of military freight transported, (domestic and export), via all modes of distribution are provided in reference (e), Part II, Chapter 202.

(2) DMO. Subject to the provisions of paragraph 6 of Chapter 2 of this Manual, selection of the mode of distribution by the DMO shall be accomplished pursuant to the delegation of routing authority provisions of reference (e), Part II, Chapter 202, paragraph B.

(3) Local Emergency Routing by the DMO. In the instance of an emergency, disaster, or catastrophe having an impact upon the Marine Corps, shipment may be made by any mode of distribution without prior approval of the cognizant routing authority, regardless of weight or other factors, when in the judgment of the DMO such action is considered necessary. This procedure will apply only if time does not permit for shipment by the most economical mode consistent with delivery requirements. Emergency routing authority is further defined

and procedures related thereto are published in reference (e), Part II, Chapter 201, paragraphs H, I, and J.

3. Establishing Priorities of Marine Corps Shipments. DMOs will follow the instructions identified in reference (e), Part II, Chapter 203, paragraph B.3., and the guidance in this Manual for establishing movement priorities for Marine Corps shipments. Priorities for Marine Corps shipments are based on customer needs relative to their overall Force/Activity Designator (F/AD).

a. Priority Designators (PD). The PD is based on the Urgency of Need (UND) in relation to the F/AD. Table 2-1 shows a F/AD UND Matrix.

Table 2-1.--Derivation of Priority Designators (PD)

FAD	URGENCY OF NEED		
	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		

b. Transportation Priority (TP). The PD and the Required Delivery Date (RDD) are used to construct the TP as shown in Table 2-2. See reference (h).

Table 2-2.--Transportation Priorities

IPG 1				IPG 2				IPG 3			
PD	RDD	TP	MODE	PD	RDD	TP	MODE	PD	RDD	TP	MODE
01	All, or none	1	Air	04	444	2	Air	09	2	3	Surface
02		Expedited		05	555	Expedited		10		Routine	
03				06	777			11			
				07	1			12			
				08				13			
								14			
								15			

25 JUN 2015

(1) In certain instances, the TP may be overridden, depending on the priorities of the Marine Corps or the supported Combatant Commander (CCDR) in relation to the national interest.

(a) Priorities of the Marine Corps. The Green Sheet procedure is designed to override transportation priorities for Marine Corps cargo when expedited movement is required in the national interest, and is designated an operational necessity by the Marine Corps.

1. 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.

2. 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 RDD 999. Cargo must be cleared by the Marine Corps ACA and present at the Aerial Port of Embarkation (APOE) before it can be approved for a Green Sheet.

3. The following information is required to request a Green Sheet.

(a) Transportation Control Number (TCN)

(b) Materiel specifications such as
piece/weight/cube

(c) Justification (With impact statement)

(d) Written request approved by competent authority. Competent authority is defined as an O-6 representing the MARFOR/MEF G-4

(b) Priorities of the CCDR. The Purple Sheet process authorizes specifically identified cargo already in the AMC system in-transit to the AOR to gain movement precedence over other priority cargo in-transit to the AOR, including 999 and Green Sheet shipments, regardless of service lane or arrival date at the APOE.

1. 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

25 JUN 2015

sustainment cargo already on hand at an APOE for subsequent flow into the AOR per reference (e), Part III, Chapter 304, paragraph 2a(3), and reference (e), Part II, Chapter 203, paragraph B.3.f.

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

3. The supported CCDR reviews and approves Purple sheet requests and forwards Purple sheet action to the USTRANSCOM DDOC, after coordinating with Higher Headquarters. See reference (e) Part II, Chapter 203, paragraph B.3.f.

4. The USTRANSCOM DDOC tasks the 18 AF Tanker Airlift Control Center (TACC), who in turn tasks the applicable APOE. The APOE will info the service ACA.

5. 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 trailer (TX1) data fields.

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

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

4. Mode/Method Eligibility. The carrier/mode is selected to move the materiel to destination consistent with the delivery requirement. When on-time delivery is not achievable, the DMO will select the carrier/mode with the closest performance to the target RDD, preferably one that does not exceed the target RDD.

a. Mode. The mode is a category of movement (e.g., air or surface). See reference (e) Part II, Appendix GG for a complete list of mode/method codes and descriptions.

(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 is 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. Table 2-3 also illustrates the

relationship between the RDD/Criteria, Transportation Account Code (TAC) and TP for airlift eligible shipments.

Table 2-3.--Airlift Eligible Shipments - From reference (i)

TP	PD	TAC	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 of date in TCN/requisition for OCONUS; RDD less than 8 days of TCN/requisition 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 customers or 21 days for OCONUS customers AND the shipment is considered (a) UB, (b) sensitive/security, or (c) short shelf life such as whole blood, perishable subsistence, biological, batteries, required refrigeration, radioactive, etc.
4			Non-air-eligible materiel moving by military air on a space-available basis at or near the surface/sealift cost, (e.g. Household Goods (HHG) to non-hardened area)

(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 requisitioner 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. Animals
3. Engineer Supplies
4. Printed Forms or Publications
5. Unaccompanied Baggage (UB)
6. Clothing or Fabrics

7. Ship Parts
8. Plants, Plant Products, and Other Organisms
9. Office and School Supplies, Office Machines
and Furniture
10. HHG
11. Mail
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. This
is primarily used with channel airlift 463L pallets.

(b) The DMO (or authorized agent thereof from the requisitioner) 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 end 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 subsistence, biological matter, batteries, items requiring refrigeration, radioactive material, and like items. Customer activities must ensure the Advance Transportation and Control 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 considerations.

(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 movement of HHG to non-hardlift areas.

25 JUN 2015

(a) DMOs are encouraged to request deferred airfreight/TP-4 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 in transit cannot be shipped as TP-4 without the prior approval of HQMC LPD-1. See reference (e) Part II for further guidance.

b. Method. The method is a means of movement within a mode, such as AMC channel, small package air carrier, motor or rail, or shipping container (Commercial-or-Government-Owned, or Leased)(SEAVAN/MILVAN). Commercial air or expedited ground service modes/methods may be selected when the cost is equal to or less than the normal surface cost mode/method.

(1) AMC Channel. AMC channel service is used when shipment characteristics preclude movement by commercial carrier express service, or Host Nation (HN) customs does not permit entry by a commercial method. Local air shipment procedures can be established when the DMO can justify non-usage of AMC-arranged/operated/negotiated airlift due to mission impact.

(2) Total Delivery Services (TDS) Small Package Contract. TDS (which includes Worldwide Express (WWX)) is an AMC commercial contract that provides time-definite, door-to-door, international express delivery of letters and small packages. No single package may exceed 300 pounds gross weight. Service is provided from CONUS to CONUS, CONUS (includes Alaska/Hawaii/Puerto Rico) to OCONUS, OCONUS to CONUS (retrograde routes), and OCONUS to OCONUS (lateral routes).

(a) DoD is a mandatory user of TDS.

(b) Classified shipments are not authorized for movement by TDS contract service.

(c) Movement of HAZMAT by TDS contract service is restricted.

(d) HAZMAT is not covered under TDS basic services. However, very limited HAZMAT service is available. If a carrier

25 JUN 2015

handles HAZMAT as part of their regular commercial practice, then the government is authorized to use that service. If used, the DoD customer will be charged the TDS rate, plus an accessorial fee from the carrier's commercial service guide.

(e) Where two or more contract carriers are authorized to serve the same region, use "Best Value" criteria as specified in reference (e), Part II to award shipments. Equal sharing of tonnage IS NOT a requirement.

(f) Customer activities must provide an "in the clear" address to ensure delivery. OCONUS Army and Air Force Post Offices (APOs), Fleet Post Offices (FPOs), and Post Office (PO) box numbers are not acceptable for TDS shipments. Foreign postal codes must be used and may be found at:
<http://www.bitboost.com/ref/international-address-formats.html#Formats>

(g) Rates for comparing TDS and channel airlift over high volume routes are available on the AMC website at
<https://private.amc.af.mil/A4/WWX/index.htm>

(3) Commercial Air Express Small-Package Delivery Service

(a) This service, through approved AMC contracts and tenders is the norm for Marine Corps Expedited shipments to meet Marine Corps sustainment goals. Use AMC approved contracts, tenders, or operating airlift channels for other airlift eligible shipments between CONUS/OCONUS and within OCONUS.

(b) The DMO must move Marine Corps Expedited shipments via door-to-door commercial air express carrier service when eligible. Other TP-2 shipments coded 777 or 555 can move door-to-door air express when this method proves more cost effective than AMC.

(4) DoD Domestic Express Small Package Service (DESPS). High priority shipments that meet DESPS terms will move via DoD DESPS carrier(s) to DoD and contract addresses to/from CONUS, Alaska, Hawaii, and Puerto Rico.

(a) DESPS provides time-definite, door-to-door, domestic express delivery of letters and small packages.

(b) No single package may exceed 150 pounds gross weight. Therefore, Marine Corps Expedited shipments destined

to/from CONUS, Alaska, Hawaii, and Puerto Rico should be moving by a DoD DESPS carrier(s) from pick-up to delivery at the consigned destination.

(c) Use of DoD DESPS is mandatory for DoD activities, except for shipments in the following instances:

1. DoD shipments between 0 and 500 miles from origin.

2. DoD shipments under DoD contracts in effect prior to award of this contract until expiration of the existing contracts or agreements.

3. When required by wartime contingency operations.

4. When shipments are outside the contract scope.

5. Individual shipments with a gross weight of 151 pounds or more are outside the scope of this contract.

6. When meeting the criteria of less than 150 pounds but exceeding dimension criteria, the shipment may be subject to transportation rejection by the TSP, or additional costs for over dimension.

5. Carrier Selection. The DMO will apply "Best Value" carrier criteria to the maximum extent possible when making carrier selections. Refer to reference (e), Part II, Definitions, for additional "Best Value" guidance.

a. Domestic Shipments. Carriers must be Third Party Payment System (TPPS)/SYNCADA capable. This is accomplished by carriers establishing a Trading Partner Agreement with U.S. Bank. See reference (e), Part II, Chapter 212, paragraph C.2.e.

b. Carriers, other than United States Postal Service (USPS). Carriers must have an approved Tender of Service or contract on file (hard copy or electronic) with AMC, General Services Administration (GSA), or SDDC.

(1) Certain contracts specify mandatory use, with exceptions noted. Select other carriers, not within the scope of a contract, using "Best Value" criteria defined in reference (e) Part II.

(2) DMOs may use approved munitions carriers, who have Freight All Kinds (FAK) rates on file, when it is determined by risk assessment decision guidance in reference (e), Part II, that certain types of general commodities should be afforded added protection services. 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.

6. 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. Use of USPS and small package carriers via the door-to-door delivery method from the vendor to the ultimate consignee are the preferred mode/method for shipping. When it is determined that AMC, 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 required by reference (e), Part II, Chapter 203.

Chapter 3

Freight Management

1. Policy. In selecting the means of distribution for the shipment of DoD freight, (both domestic and export), the DMO or TA for TO will ensure that general distribution management policies are adhered to per reference (e), Part II. It is Marine Corps policy that:

a. Freight shipments will be authorized by the appropriate authority, and funded by the correct source.

b. All Marine Corps activities and supporting vendors will provide accurate, machine-readable source data for shipments of materiel accepted for shipment by the DMO whenever possible, unless generated by a system.

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

d. Safe, secure, reliable, and quality distribution services will be procured that meet Marine Corps requirements, using "Best Value" principles in compliance with DoD distribution freight management.

2. Shipment Authority

a. Prior to release of freight to the TSP, the DMO or his/her authorized representatives shall ensure that proper authorization documentation, issued by appropriate authority, has been received from the customer activity, unless the accompanying documents are system generated.

b. The DMO or his/her authorized representatives will not process documentation signed by individuals who have not been authorized to do so in writing.

c. DMOs will maintain a letter on file from each customer activity's commanding officer (or his/her designated representative) that designates individuals authorized to sign freight shipment requests (e.g., DD Form 1149, DD Form 1348-1A, etc.), delineated by priority in accordance with reference (j).

d. A sample Letter of Authorization (LOA) is in Chapter 14, Figure 14-2 of this Manual. Note that an individual may be

25 JUN 2015

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. Supporting forms must also accompany the letter.

3. Funding Source

a. When shipping a MILSTRIP or non-MILSTRIP shipment, (including shipments by other military services and agencies), it is the shipment originator's responsibility to identify the correct funding by assignment of the appropriate TAC. The TAC is a 4-position alphanumeric code that identifies the account to pay for movements within the DTS via AMC, MSC, and SDDC intermodal lift and port handling costs. The DMO is authorized to refuse any shipment without proper funding information, but only after all attempts to resolve funding issues are exhausted.

b. When shipments of personal property, materiel, local purchase, and purchase card shipments are entitled to move in the DTS, but are funded by unit/installation Operation and Maintenance, Marine Corps (O&MMC) funds, a TAC chargeable to the O&MMC funds must be established prior to using AMC, MSC, or SDDC services. O&MMC funds that are used to pay for purchase card shipments will expire on 30 September of each Fiscal Year (FY). Unless current FY funding is provided, TACs will be deleted from the system on 1 October. Purchase card users should know that if a shipment changes mode from 30 September to 1 October, the previous year's FY funds would cease on 30 September.

4. Shipment Documentation and Processing

a. Shipping Documentation. In accordance with reference (k), requests for transportation will be generated via system to system data exchange, web application to system data exchange or by an approved AIS to create shipping documents with 2D barcodes.

b. Processing Materiel for Shipment. The CMOS is the DoD ITO/DMO shipper system. Shipments prepared in CMOS will be closed upon TSP pickup or at the end of the business day, whichever is sooner. Since shipment closeout is not automatic, DMOs will establish procedures to ensure that shipments are released in a timely manner. If a shipment is not released in CMOS, a delay in the payment process is created, and transactions are not promptly sent to the receiving activity.

c. 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 those presented to the DMO for shipment that are processed through the supply system. The DD Form 1348-1A, Issue Release/Receipt Document (IRRD) is the shipment planning worksheet for MILSTRIP shipments. In accordance with reference (k), the IRRD will be bar coded. See Table 3-1 for details.

Table 3-1.--MILSTRIP Shipments

Form	IPG	RDD	TP	Mode	Type Mode	Method
DD Form 1348-1A	01-03	All RDDs to include blank date (RDDs beginning with S or X are excluded)	1	Air	Compatible with RDD	AMC Commercial Tender
						TDS
						Small parcel (air and surface)
						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	

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

1. Classified

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

(b) If the count appears to be different from what is documented, a count is also 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 for details.

Table 3-2.--Non-MILSTRIP Shipments

Form	IPG	RDD	TP	Mode	Type mode	Method
Form 1149 Memo Requesting Shipment * Expedite Justification shipment requests must include supporting	01-03	Intra-CONUS/ Theater RDD < or = 2 days OCONUS/ Inter- theater RDD < or = 5 days	1	Air	Compatible with RDD	AMC Commercial Tender
						TDS
						Small parcel (air/surface)
						Air\Surface Freight
	04-15	Intra-CONUS/ Theater RDD > 2 Days and < or = 8 Days OCONUS/ Inter-theater RDD > 5 days and < or = 21 days	2	Air	Compatible with RDD	AMC Commercial Tender
						TDS
						Small parcel (air/surface)
						Air\Surface Freight
	04-15	Intra-CONUS/ Theater RDD > 8 Days or blank OCONUS/Inter- theater RDD > 21 days or blank	3	Surface	Lowest Cost Delivery 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

(a) Customer activities will use the DD Form 1149, "Requisition and Invoice/Shipping Document" to process non-

MILSTRIP shipments. The DMO will assign the TP based on customer's RDD. Reference (l) indicates that a DD Form 250, "Materiel Inspection and Receiving Report" may be used to process non-MILSTRIP shipments on an exception basis if the Wide Area Workflow is inaccessible or not available.

(b) Customer activities must provide a realistic RDD to the final destination. The shipment processing time starts when a customer activity offers a shipment to the DMO for shipping.

(c) Shipments that are pre-packaged by a customer activity can be accepted by the DMO without an additional piece count as long as the shipping documentation includes the statement "Customer Provided Piece Count."

(d) Per reference (k), when the DD Form 1149, Requisition and Invoice/Shipping Document is used, customer activities will use the automated DD Form 1149 application, which can be found at the following address: <https://trackerlite.wpafb.af.mil/DD1149/main.aspx>. If the web DD Form 1149 process cannot accurately produce the required information, a manual DD Form 1149 is acceptable on a case by case basis. Manual DD Form 1149 instructions can be found in Appendix A of this Manual.

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

5. Freight Description. All TSPs and distribution personnel must describe freight shipments on distribution documentation in a uniform and consistent manner that can be recognized and commonly understood. The proper description of shipments is essential for determining applicable freight rates, obtaining proper handling in transit, and when necessary, processing freight claims for loss and damage.

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 13 of this Manual, and in reference (k).

a. The DoD ITV tool is the IDE/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.

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

7. Transportation Facilities Guide (TFG). In accordance with reference (e), Part II, Chapter 201, paragraph P and Appendix H, DMOs must ensure that their shipping/receiving activity information is current by reviewing and updating, as necessary, their TFG record. The consignor and/or TSP rely on accurate TFG data in order to conduct advance shipment planning.

a. CONUS and OCONUS freight DMOs are required to update their 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 are made, 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 Global Freight Management (GFM) system via the SDDC Electronic Transportation Acquisition (ETA) portal. The link is as follows:
<https://eta.sddc.army.mil/ETASSOPortal/default.aspx>

c. SDDC Operations will update secure holding area information on an as-needed basis when the information is not current.

d. Proposed revisions that would 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 prior to initiating any online changes.

e. The TFG website at

25 JUN 2015

<https://eta.sddc.army.mil/ETASSOPortal/> provides an online tutorial. The tutorial provides users with step-by-step procedures to use the TFG application system to update records.

8. Preparation and Protection of Freight

a. All Marine Corps freight will be packaged to prevent damage and deterioration and to provide for efficient and economical handling. General policy and guidelines concerning the protection of Marine Corps materiel against damage and deterioration during shipment and storage are contained in reference (m), Part 1 and reference (n). Specific procedures for the preparation of freight for air shipment are provided in reference (o). Additional procedures for preparing HAZMAT for military air shipments are provided in reference (p). Standard and special marking requirements applicable to materiel identification handling precautions and shipment are contained in reference (q). Small arms and other weapons should not be packaged as a multipack with other general cargo not associated with the weapon systems.

b. Except as provided in reference (r), funding by O&MMC open allotment for transportation is prohibited for costs incurred for packing, crating and handling of materiel incident to shipment. All packing, crating, and handling costs incident to shipment are funded by local station allotment.

9. Consolidation of Shipments

a. Policy. It is Marine Corps policy to leverage the benefits and economies to be achieved by consolidating shipments. These benefits include the conservation of distribution funds, reduced transit times, reduced possibility of loss or damage in transit and efficient use of distribution facilities and equipment. The DMO or authorized agent thereof is directed to adjust schedules to consider consolidation of shipments where movement requirements permit.

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 (s), No. 1C, Item 5. Shipments of DoD

25 JUN 2015

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. Reference (e), Part II, Chapter 202, paragraph P contains general guidance on the ordering of rail, highway and water equipment, loading of freight, application of approved loading rules and methods, responsibilities for loading and unloading motor shipments, and sealing of TSP equipment. Any difficulty in obtaining transportation equipment from a TSP should be promptly elevated to the serving SDDC area command so that assistance may be obtained from the local office of the Association of American Railroads or American Trucking Association (ATA).

b. Shipment Planning. Carload (CL) and TL shipments should be planned so that the TSP's equipment will be loaded to full visible capacity or maximum load limits, when possible. 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, the equipment must be sealed by the DMO. In addition, certain TSP tariffs or tenders may require the customer activity to seal the equipment and annotate the seal number on the Government/Commercial 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.

c. Loading and Unloading. The consignor and consignee will perform loading and unloading. The TSP will furnish vehicles with all equipment necessary to safely transport the freight, including securing of the freight and protection from the elements. The DMO at the shipping activity shall provide dunnage to protect and secure shipments for transportation. It is essential that TSP equipment placed for loading or unloading be released immediately to prevent the accrual of demurrage or detention charges. Prior to the release of TSP equipment, the DMO shall inspect the TSP equipment to ensure removal of all lading, blocking or bracing material, strapping, debris, or any material not an integral part of the equipment.

11. Verification of TSP Service and Delivery. Procedures governing the routine receipt of materiel from commercial TSPs and the proper annotations on the CBL and TSP documents are provided in reference (e), Part II, Chapter 208.

12. Stop-off in Transit. See reference (e), Part II, Chapter 202, paragraphs G.4, T.3, and Appendix M, Figure M-15.

13. Carrier Performance Program (CPP)

a. General. The CPP is a SDDC sponsored program designed to ensure that DoD shippers get the best available service from commercial freight TSPs. The CPP establishes specific, identifiable elements of service and minimum levels of satisfactory performance for these elements. Procedures and responsibilities for implementation of various segments of the CPP, to include elements of service, minimum levels of satisfactory performance, and local disqualification authority, are provided in reference (e), Part II, Chapter 207.

b. DMO Responsibilities. The DMO or authorized agent is responsible for monitoring TSP performance and documenting service failures. It is imperative that specific service failures be properly documented and sent to the appropriate SDDC Area.

(1) Documentation. Per reference (e), Part II, Chapter 207, paragraphs C and D, the DMO will do the following:

- (a) Document carrier service failures.
- (b) Maintain CPP files.

(2) Forwarding Procedures. See reference (e), Part II, Chapter 207, paragraph C.

14. 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 such as crisis situations and contingency operations, door-to-door commercial delivery may not be possible. If this occurs, materiel must

25 JUN 2015

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 GPC. The category of "Frustrated" materiel from vendors and GPC purchases has seriously hindered consolidation/containerization points and aerial port operations in all recent contingencies.

(2) To reduce the amount of "frustrated" materiel, all shipments that enter the DOD organic distribution system shall comply with the attached business rules. 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.

(3) CLS vendors must notify the Contracting Officer (KO) or the COR when they are unable to use door-to-door commercial transportation and to request alternate shipping instructions (SI). 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 DoD organic distribution system (which includes organic transportation provided by USTRANSCOM), military department-operated ocean and aerial ports and facilities, defense consolidation and containerization facilities, and Defense Distribution Centers (DDCs), vendors must:

(1) Adhere to military standard documentation and marking in accordance with reference (q), which includes but is not limited to Military Shipping Label (MSL) and bar-coding requirements.

(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 DoD 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 APO/FPO address. Overseas CLS shipments will also be routed through the defense consolidation and container facilities.

(3) Include TCN, TAC, TP, piece count (i.e., 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.

(7) Appropriately package HAZMAT to comply with applicable modal requirements.

(8) Provide ITV at the time the shipment is initiated. This is required whether or not the shipment is known to be entering the DoD organic distribution system.

(9) Provide advance shipping notice to the DoD ACA.

(10) Amplification to the above business rules can be found in reference (e), Part II, Chapter 201.

15. Transportation Protective Service (TPS)

a. General. TPS is a commercial TSP service performed according to DoD standards that provides in-transit physical security and accountability for shipments of sensitive or SECRET/CONFIDENTIAL material. It is the responsibility of the DMO or authorized agent to ensure that proper TPS is arranged per reference (e), Part II, Chapter 205, which implements the policies of reference (s).

b. Signature and Tally Record (STR). The STR (DD Form 1907) is a service designed to provide continuous responsibility for the custody of DoD shipments in-transit. An STR is required from each person accepting custody of the shipment during transit from origin to destination. An STR is not a TPS;

however, it is an integral part of the TPS as identified in reference (e), Part II, Chapter 205.

(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. Instructions covering the STR are found in reference (e), Part II, Chapter 205, Figures 205-1 and 205-2.

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

16. Use of Cargo Containers

a. Policy. Intermodal container service is the preferred method of shipping DoD-sponsored surface export cargo. Container resources of the commercial transportation industry will be used when they are responsive to military requirements. 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.

b. Management of Containers. See reference (e), Part VI.

(1) A Container Control Officer (CCO) will be appointed in writing where it is applicable.

(2) The CCO or personnel who are charged with carrying out container management functions will possess the mandatory training certification.

(3) The CCO will prepare ISO container reports into the approved DoD AIS and in accordance with established procedures.

(4) Containers will be examined for serviceability in accordance with reference (u) or International Institute of Container Lessons by certified school-trained and appointed inspectors every 30 months from the fifth year from date of manufacture, or after any major repairs and the status input into the Automated Critical Asset Management System.

(4) The CCO will apply a new DD Form 2282 (Convention for Safe Container, Reinspection Decal) on all inspected containers.

25 JUN 2015

c. Container Routing and Export Clearance. Routing and export clearance shall be accomplished in accordance with reference (e), Part II, Chapter 202 and Appendix D.

d. Documentation. Documentation requirements prescribed in reference (e), Part II, Chapter 202, paragraphs Y.2.c. (1)(d), (e), and (f) for the shipment of Shipping Container (Commercial- or Government-Owned or Leased/Military-Owned Demountable Containers (MILVANS) shall be observed without exception. Particular care will be exercised in the following areas:

(1) The Military Standard Transportation and Movement Procedures (MILSTAMP) documentation related to the contents of the container will be placed inside the van.

(2) 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 may consist of one or more of the following:

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

(b) Mechanization of Warehousing and Shipment Processing (MOWASP) shipment planning control listing

(c) Shipment unit packing list

(d) Copies of vendor documentation

e. Consolidation and Containerization Point (CCP)

(1) General Information. Effective 1 October 1993, the Marine Corps CCP has been established at DLA Distribution San Joaquin, California Consolidation and Container Point (DDJC-CCP)(Tracy facility) for less than container load shipments of materiel consigned to Marine Corps activities in Japan (Iwakuni and Okinawa) and Hawaii, both appropriated and non-appropriated. The CCP improves logistics support by reducing transit times and transportation costs. The CCP in New Cumberland, PA (which is a DES Activity) supports military and commercial overseas shipments transiting the East Coast that are bound for the Central Command AOR, Europe, etc.

(2) Shipment Procedures

(a) All Marine Corps directed and controlled shipments consigned to Japan (Iwakuni and Okinawa) and Hawaii

25 JUN 2015

and weighing less than 10,000 pounds will be shipped to the DDJC CCP for container consolidation. The proper shipping consignment address is:

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 are made in accordance with the procedures provided in reference (e), Part II, Chapter 202, paragraph X, and Chapter 203, paragraph C.

17. Shipment Diversion, 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. Conditions under which shipments may be diverted by the DMO, requesting a diversion, and GBL/CBL requirements are provided in reference (e), Part II, Chapter 202, paragraph K. 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. Shipment Tracing and Expediting

(1) Tracing. See reference (e), Part II, Chapter 202, paragraph L.

(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, etc.) on the DD Form 1149 or attached memorandum. The DMO may waive this requirement in repetitive or other justifiable customer situations. Also, see reference (e), Part II, Chapter 202, paragraph M.

18. Excess Released Valuation. Per reference (e), Part II, Chapter 202, paragraph U; when a DMO determines that it is desirable to declare a valuation in excess of that which produces the lowest rate because of the peculiar nature or

25 JUN 2015

unusual value of the shipment, this Manual grants and delegates the authority to the DMO to do so.

19. Security Cooperation Program (SCP) Shipments. For SCP shipments (e.g., Foreign Military Sales (FMS)), see reference (e), Part II, Appendix E. Note that USPS Parcel Post is not an option for SCP and FMS shipments due to the elimination of this category of service in January 2013.

THIS PAGE LEFT BLANK INTENTIONALLY

Chapter 4

Domestic Shipments

1. Domestic Routing and Movement Control

a. Documentation requirements governing the routing and movement control of military freight transported within and between all points in CONUS via all modes of transportation are prescribed in reference (e), Part II, Chapter 202, paragraphs B and C.

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 per reference (e), Part II, Part 201, paragraph N.3.a.2.

2. Bills of Lading (BLs)

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

b. Only authorized/acting TOs or TAs with a BLOC may issue CBLs or obligate government transportation funds.

c. Requests to obtain, amend, or delete a BLOC will be sent to HQMC LPD-1 for approval and appropriate action.

d. 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.

e. DMOs will ensure that Commercial Bills of Lading (CBLs) are properly distributed to necessary parties in accordance with reference (e), Part II, Chapter 206, paragraph F, which states that CBLs 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. Continuation sheets for stop-offs must contain all pertinent information, as in the original CBL.

3. Motor Transportation

a. Oversize/Overweight Shipments. See reference (e), Part II, Chapter 202, paragraph O.4. and Part III, Appendix F.

25 JUN 2015

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. Items 21, 23, 251, and 253 of reference (p) provides information about detention, including the computation of free time and detention charges.

(1) Charges for detention are in addition to all other lawful transportation charges.

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

c. Exclusive Use of Vehicles. Exclusive use is a service that TSPs offer to DoD shippers that allows vehicles to be devoted exclusively to the transportation of the shipment, without the breaking of seals or locks and without the transfer of freight for a TSP's convenience.

(1) TSPs will provide exclusive use of vehicle service upon request of the DMO. However, exclusive use service involves premium transportation charges and care must be taken to ensure the service is utilized only when necessary.

(2) Exclusive use service does not guarantee transit time and under no circumstances will the DMO request exclusive use service to achieve timely delivery of a shipment.

(3) 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".

d. Pick-up and Delivery. See reference (e), Part II, Chapter 202.

e. Motor TSP Liability. DoD motor freight shipments are protected by reference (s), (Section A, Chapters II and VII). Motor general commodity TSPs can only limit their liability on

25 JUN 2015

DoD shipments as provided in this Manual. All TSPs filing tenders with SDDC are agreeing to the liability provisions in the publication and cannot alter or deviate from them.

4. 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. Demurrage. Demurrage is a charge made on railcars held by or for a consignor or consignee beyond the allowable free time for loading and unloading. Reference (s) Section 3, Item 150, provides information about demurrage, including free time and computation of demurrage charges. 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.

c. Defense Freight Railway Interchange Fleet (DFRIF). Reference (e), Part II, Chapter 202, paragraph Q 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) Of critical importance to the efficient management and utilization of the DFRIF is the timely and accurate notification of car movements to SDDC Operations.

(2) Requests for DFRIF equipment will be submitted at least (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 DODX@us.army.mil, by calling at (618) 220-6870 or DSN 770-6870, or by writing to:

SDDC Strategic Business
ATTN: AMSSD-SBD-RF
1 Soldier Way
Building 1900 West
Scott AFB, IL 62225-5006"

d. Railcar Loading. See reference (p), Section C, Items 225, 245 and 299.

e. Shipment of MILVANS. Rail shipments of materiel in MILVANS will be made in accordance with the provisions of reference (p), Section C, Items 223, 241, and 247.

f. Weight Verification. See reference (e), Part II, Chapter 202, paragraph R.

g. 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 provide in reference (p), Section C, Chapter III, Items 249 thru 285.

5. Air Transportation. Marine Corps air eligibility criteria are established in Chapter 2, paragraph 4 of this Manual.

6. REPSHIP. See reference (e), Part II, Chapter 205, paragraph L, and Chapters 7, 8, and 9 of this Manual.

Chapter 5

Import, Retrograde, and Export Shipments

1. Import/Retrograde/Export Routing and Movement Control.

Specific functional procedures and documentation are required for routing and movement control of military freight being transported to and from points overseas via all modes. Lack of attention to detail can impose significant delays at customs clearance sites.

2. Import of U.S. Materiel from OCONUS. To ensure that shipments flow through U.S. Customs, OCONUS shipping offices must provide the following information on all commercial air shipments.

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, (i.e., 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. Shipment of U.S. Retrograde Cargo

a. Policy. It is mandatory that continuing surveillance and maintenance of safeguards be exercised by cognizant 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. Additional Consideration/Safeguarding of Materiel for Retrograde. 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 is included below, but is not limited to:

(1) Hazardous/Dangerous Articles. Hazardous/Dangerous Articles are explosives, flammable, corrosives, combustibles, compressed gases, radiological, biological, sources of ionizing radiation or radiant energy, and material which is unduly magnetic or oxidizing.

(2) Contaminants. Contaminants are arthropods, aquatic organisms, fungi, bacteria, termites, snails, birds, rodents, and 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 can be 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 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 (v), Part IV, paragraph 7e. (This reporting requirement is in addition to the REPSHIP priority message). The format for hazardous/contaminated/infested retrograde cargo messages is illustrated by Figure 5-1.

```
FROM: DEFICIENCY IDENTIFYING ACTIVITY
TO: CMC WASHINGTON DC//LPD//
INFO: ARMED SERVICES EXPLOSIVES SAFETY BOARD
      ARMED FORCES PEST CONTROL BOARD
      USPHS
      USDA-PQ
      CG SDDC SCOTT AFB IL
SUBJ: DECLARATION OF (HAZARDOUS)/CONTAMINATED)/(INFESTED)RETROGRADE CARGO
MSGID/GENADMIN//
RMKS/1. POSSIBLE CAUSE OF SUBJECT SITUATION (IF NOT KNOWN, SO STATE-NOT
KNOWN).
2. TYPE OF RETROGRADE CARGO AFFECTED.
3. NAME OF FLIGHT NUMBER OF CARRIER.
A. MANIFEST NUMBER.
B. NUMBER OF PIECES OF CARGO AFFECTED (SUBSTITUTE TONNAGE WHERE APPLICABLE).
C. PORT OF EMBARKATION WITH ESTIMATED TIME OF DELIVERY.
D. EN ROUTE STOPS (IN NONE, SO STATE-NONE
E. PORT OF DEBARKATION WITH ESTIMATED TIME OF ARRIVAL,
IMMEDIATE CORRECTIVE ACTION TAKEN. ADDITIONAL INFORMATION (IF NONE, SO
STATE-NONE).
```

Figure 5-1.--Hazardous Cargo Message Format

4. Export

a. To ensure HN customs clearance and routing requirements are met, refer to reference (e), Part V. Reference (e), Part II, Chapter 202 outlines the requirement, authority, and procedures for an Export Traffic Release Request. See reference (e), Part II, Appendix D, paragraphs D and E; also Figure D-1 and Figure D-2 of Appendix D.

b. Accurate cargo descriptions and complete addresses are essential requirements for all international shipments of DoD property, especially when commercial transportation is used.

(1) Use of terms such as NOS, Said to Contain (STC), FAK, Consolidated Cargo, General Merchandise, or No Description (blank) are not acceptable for customs clearance purposes. 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 DoDAAD. 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.

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

(b) If an item is not on the USML (i.e., a general commodity), then no SED is required in accordance with reference (g), Title 15, §30.52. See reference (e), Part V, paragraph 508-D 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, the Financial Air Clearance Transportation System (FACTS) or facsimile (FAX) in accordance with the time frames provided in reference (e), Part II, Chapter 203, Table 203-7. The ACA will provide ATCMD data information to AMC.

Chapter 6

Defense Transportation System (DTS)

1. General Information. The DTS is that portion of the nation's transportation infrastructure that supports DoD common-user transportation needs across the range of military operations. 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, Transportation Control and Movement Document (TCMD). The basic document utilized for shipment in the DTS is the DD Form 1384, commonly called the TCMD. For details and preparation see reference (e), Part II, Chapter 203, paragraph B.20, and reference (e), Part II, Appendix M.

(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 (SU) that are forwarded to a CONUS CCP and on all shipments of personal property, (i.e., UB and HHG entering the DTS).

b. In addition to the TCMD, documentation that must be prepared and applied to the shipment, when applicable, includes the following:

(1) DD Form 1387, Military Shipping Label. Used for address markings on all shipment units of DoD freight. See reference (e), Part II, Chapter 208, paragraph E.4.

(2) DD Form 1387-2, Special Handling Data. This form is no longer used. Instead, use a Shippers Declaration of Dangerous Goods. (Chapter 6, paragraph 2b(6) in this Manual).

(3) GBL. Commonly used as a contract with TSPs providing Personal Property Shipments. A GBL is also used to clear customs for HAZMAT shipments to Korea and Japan, in accordance with reference (e), Part II, Chapter 204, paragraph B.3.c.

(4) CBL. Commercial forms and procedures, commercial carrier electronic and manual forms, and other commercial processes and documentation are considered CBLs. Reference (e), Part II, Chapter 206 also contains procedures for use of CBLs.

(a) 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, in accordance with reference (e), Part II, Chapter 206. For manual CBL shipments that do not have control identification, the DMO must assign a control number.

(b) Only authorized or acting DMOs or TAs with a Government Bill of Lading Code (GBLOC) may issue CBLs. See reference (e), Part II, Chapter 206, paragraph I and Appendix G.

(c) 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 submitted with the CBL. These supporting documents will be retained with the CBL. Persons furnishing supporting documents, contract data, or other information to DMOs are responsible for their accuracy.

(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

(5) REPSHIP. This report is used to provide notice of shipment to the applicable activity. See reference (e), Part II, Chapter 205, paragraph L).

(6) Shipper's Declaration for 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.

c. Shipment Clearance. An ATCMD must be sent within the designated time frames to the ACA per reference (e), Part II, Chapter 203. Reference (e), Part II, Appendix R, contains a list of clearance authorities located across the globe. Clearance authorities are listed separately for shipments by water and air. Reference (e), Part II, Appendix R also identifies the liaison offices operated by sponsoring Services at some transshipping activities (ports), with the clearance authorities and the Ocean Cargo Booking Offices (OCBOs).

d. Shipment Hold, Diversion, and Tracing. Detailed procedures and document formats for Shipment Hold, Diversion, and Tracing actions are provided in reference (e), Part II, Chapter 202, paragraph K and paragraph L.

3. Ocean Transportation

a. General Information. Ocean movement of Marine Corps-owned or sponsored materiel in the DTS is accomplished by vessels provided by MSC as the single manager for ocean transportation. 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, paragraph 4 of this Manual.

c. Ocean Movement Using the DTS

(1) Shipper Requirements. Detailed procedures for the processing of an ocean export shipment through DTS is described in reference (e), Part II, Chapter 202, paragraph Y.2.b.

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

d. Navy 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 should be used whenever delays will not:

(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.

```
FM/ REQUESTOR
TO/ COMNAVSURFPAC SAN DIEGO CA (EASTPAC AREA REQUESTS)//41M1//
COMNAVSURFGRU MIDPAC (MIDPAC AREA REQUESTS)//N41//
COMLOGGRU WESTPAC (WESTPAC AREA REQUESTS)
INFO/ COMSEVENTHFLT (WESTPAC AREA REQUESTS)
COMNAVSURFGRU WESTPAC (WESTPAC LIFTS)
COMFAIRWESTPAC ATSUGI JA
COMNAVSURFPAC SAN DIEGO CA (ON ALL REQUESTS WHEN NOT ACTION ADDEE)
UNCLAS//N04600//
MSGID/GENADMIN/REQUESTOR//
SUBJ/ OPLIFT REQUEST//
RMKS/1. REQUEST OPPORTUNE LIFT AS FOLLOWS:
A. FROM: (ORIGIN OR POE) (NOUN NAME)
B. TO: (DESTINATION OR POD) (NOUN NAME)
C. DESIRED DELIVERY DATE:
D. DATE AVAILABLE FOR LIFT:
E. DATA:
(1) ITEM DESCRIPTION AND QUANTITY
(2) DIMENSIONS IN FEET (LENGTH, WIDTH, HEIGHT)
(3) SQUARE FEET, CUBIC FEET AND WEIGHT
(4) WEIGHT (LBS)
F. POINTS OF CONTACT: (NON-PERSONAL REQUESTS)
(1) AT ORIGIN (POE): RANK AND NAME, ORGANIZATION
TELEPHONE (DSN AND COMMERCIAL, INCLUDING AREA CODE)
(2) AT DESTINATION (POD): RANK AND NAME, ORGANIZATION
TELEPHONE (AUTOVON AND COMMERCIAL, INCLUDING AREA CODE)
I. REMARKS: ANY ADDITIONAL INFORMATION WHICH COULD BE HELPFUL IN PROCESSING THIS
REQUEST AND EXECUTING THE OPLIFT.//
```

Figure 6-1.--OPLIFT Request Format/Instructions

(2) Procedures

(a) Shipper responsibilities and detailed procedures for requesting Navy OPLIFT are provided in reference (v) and in Figures 6-1 and 6-2 of this Chapter.

(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 which 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 for retrograde materiel and by the requiring organization for outgoing shipments.

```
UNCLASSIFIED//
TO: COMNAVSURFPAC(WEST COAST POE)
COMNAVSURFGRU MIDPAC (HAWAII)
COMNAVSURFGRU(WESTPAC POE)
INFO: COMNAVLOGPAC PEARL HARBOR HI (ON ALL REQUESTS)
COMPHIGRU THREE (EAST/MIDPAC POE/POD)
COMSECVGRU ONE (EAST/MIDPAC POE/POD)
COMNAVSURFGRU MIDPAC (HAWAII POD)
COMSEVENTHFLT (WESTPAC POE/POD)
COMNAVSURFGRU WESTPAC (WEST POD)
APPROPRIATE MATERIEL MANAGER(S) (COG SYMBOL)
ULTIMATE CONSIGNEE
SUBJ: OPLIFT REQUEST-ORDNANCE (U)
MSGID/GENADMIN//
RMKS/REQUEST NUMBER
1. FROM:
A. PORT OF EMBARKATION (POE): (NOUN NAME)
B. POINT OF CONTACT: NAME, ORGANIZATION, ADDRESS (MESSAGE)
TELEPHONE: WORK (W) AND HOME (H) INCLUDING DSN AND/OR AREA CODE
2. TO:
A. PORT OF DEBARKATION (POD: (NOUN NAME)
(1) REQUIRED DELIVERY DATE AT POD (RDD):
(2) LOAD SUMMARY: LIFTS: (TOTAL OF ALL ITEMS)
S/T: (TOTAL S/T TO NEAREST TON)
M/T: (TOTAL M/T TO NEAREST TON)
NEW: (TOTAL OF ALL ITEMS)
3. REQUEST VESSEL ASSIGNED OPLIFT ADVISE ALCON OF MATERIEL TO BE ACCEPTED AND LOCATION
(HOLD/LEVEL) MATERIEL WILL BE STOWED.
4. REMARKS. (PROVIDE AND ADDITIONAL INFORMATION DATA AND/OR INFORMATION WHICH MAY
ASSIST IN COORDINATION/EXECUTING THE OPLIFT REQUEST).
```

Figure 6-2.--OPLIFT Request Format/Instructions (Ordnance)

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. Prior to acceptance of privately-owned cargo, requests by commercial concerns for transportation via the DTS shall be referred to the CMC (Code LPD-2) for authorization subject to mutually satisfactory funding arrangements.

(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 by Figure 6-3), 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 agents.

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 6-3, will be plainly marked "NON-NEGOTIABLE." The agreement shown in Figure 6-3 and 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.)

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 Form 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.

Figure 6-3.--Agreement for Shipment of Privately-Owned Cargo

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 subject to duty.

g. TCMD/SI Effectiveness Reporting System. See reference (e), Part II, Appendix N.

h. Submission of Obligation Data for Marine Corps-Funded Transportation Cost. Obligation data shall be furnished per Chapter 11 (TPPS/SYNCADA) of this Manual.

4. Air Transportation

a. General Information. Air movement of Marine Corps-owned or sponsored materiel in the DTS is accomplished by aircraft provided by the Air Mobility Command (AMC), see reference (e), Part II, Chapter 202, paragraph Y.3.

b. Airlift Eligibility. See Chapter 2, paragraph 4 of this Manual.

c. Shipper Requirements. See reference (e), Part II, Chapter 202, paragraph Y.3.

d. Shipment Clearance. Detailed procedures for the clearance of air export cargo transiting the DTS and a listing of ACAs are provided in reference (e), Part II, Appendix R, paragraph E. Clearance and movement control procedures for overseas theater airlift will be in accordance with directives developed and published by the overseas ACAs, subject to MILSTAMP documentation, challenge procedures, and movement priorities. Overseas ACAs are listed in reference (e), Part II, Appendix R, Table R-2.

(1) Marine Corps 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 contact points on Figure 6-4, following.

(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.

Telephone: DSN 282-7875
Commercial 760-577-7875/7660

FAX: DSN 282-7643
Commercial 760-577-7643

Autodin: RUQADYT
PLA: CO MCLB BARSTOW CA//B500//

Mail: Fleet Support Division (B585)
ATTN: Air Clearance Authority
Box 110870, Bldg. 406, Yermo
Barstow, CA 92311

Note: ACA normal duty hours are from 0700 to 1600 Pacific Standard Time, Monday through Friday, including holidays. Offerings after normal duty hours are automatically recorded. In case of an emergency after normal duty hours, the duty officer may be contacted as follows:

Telephone: DSN 282-7875
Commercial: 760-577-7875

E-mail: SMBBARSTOWACA@BARSTOW.USMC.MIL

Figure 6-4.--ACA Contact Information

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. Provides movement documentation information as required by reference (e), Part II and maintain 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 effect 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.

a. All shippers requesting movement via MILAIR must obtain approval through the ACA, utilizing FACTS prior to shipping cargo to the aerial port.

b. Shippers must request access to FACTS through navsup@mtihelpdesk.com to submit and monitor authorization requests.

9. Tracing/Expediting. Responds to requests for tracing, expediting, special handling, shipment status, etc., and coordinate with Marine Corps DPAs 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 11 of this Manual.

(2) Marine Corps DPAs. DPAs have been retained at the aerial ports to provide interface between the AMC terminal operators and the ACA. The DPAs 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 Water and Aerial Ports of Embarkation (WPOEs and APOEs).

(a) DMOs that have made a shipment through the DTS transiting East and West Coast Sea Ports of Embarkation (SPOEs) or APOEs that require any of the actions described in paragraph

4d(2)(c) of Chapter 6 of this Manual may coordinate with the CONUS Marine Corps DPAs as shown in Figure 6-5, below.

(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 WPOEs and APOEs.

<p>TRAVIS AFB MARINE CORPS DISTRIBUTION PROCESS ADVOCATE</p> <p>Telephone: 707-424-1208, DSN 837-1208 FAX: 707-424-8798 Email: matthew.hoberg.1@us.af.mil</p> <p>Mail: USMC/DPA 90 Ragsdale Street Room 204</p>
<p>DOVER/MCGUIRE AFB MARINE CORPS DISTRIBUTION PROCESS ADVOCATE</p> <p>Telephone: 302-677-6276, DSN (312)445-6276 FAX: 302-677-6236 Mobile: 302-423-2274 Email: jeffrey.wright.24.ctr@us.af.mil</p> <p>Mail: USMC/DPA Bldg 550 Room N147 550 Atlantic St</p>

Figure 6-5.--CONUS Distribution Process Advocates (DPAs)

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.

(c) Airlift Challenges. Airlift challenges will be performed by Marine Corps shipping activities and the ACA, as appropriate. Items that meet challenge criteria due to weight, type of item, etc. 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 shall receive an information copy of each challenge message issued by a Marine Corps activity. The ACA must be contacted to fully adjudicate all MILAIR request denials prior to submitting the request. MILAIR submissions via General Officer (GO)/Senior Executive Service (SES) are strictly secondary options for obtaining air clearance and will not be used in lieu of the ACA approval process.

1. The challenging activity/agency will contact the requisitioning activity/consignee to validate the requirement for airlift prior to offering the shipment for airlift.

2. The transportation mode selection will meet the specific mission requirements at the least expensive cost.

3. 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 Time Definite delivery standards).

4. 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.

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

(d) Challenges from Marine Corps DMOs. Challenge action shall be taken by Marine Corps DMOs prior to offering the shipment to the ACA for airlift. All export air shipments originating at Marine Corps activities other than by receipt of

Materiel Release Orders (MROs) from MCLB, Albany, GA will be challenged prior to being offered for airlift.

(e) Challenges from MCLB Albany. MROs which have been previously challenged by MCLB, 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.

(f) ACA Challenges

1. 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, Paragraph 4 of this Manual prior to submission to AMC. Figure 6-6 provides the format for airlift challenges.

```
FROM: MARINE CORPS ACTIVITY DMO/USMC/ACA MCLB BARSTOW
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.
2. AIRLIFT COST IS XXX,XXX DOLLARS. SURFACE COST IS XXX,XXX
DOLLARS.
3. 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.
4. IF PARTIAL AIR SHIPMENT ACCEPTABLE, ADVISE PCS, WT AND CUBE. REESTABLISH RDD.
5. (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.
6. (IF APPLICABLE) ESTABLISH RDD FOR AIR ELIGIBLE SHIPMENTS.
7. (FOR ACA) FOR SHIPPING ACTIVITY. DO NOT SHIP. IF RESPONSE NOT RECEIVED WITHIN
FIVE WORKING DAYS FROM DATE OF MSG, SHIP VIA SURFACE TRANSPORTATION.
```

2. The ACA challenge process will include all DoD shippers. The Marine Corps ACA will send a naval message/email to units/activities requesting reply within three calendar days. Shippers failing to reply within this time frame will cause the shipment to be downgraded to surface. Responses must include justification for air movement and approved by MEF commander or MEF DMO/Strategic Mobility Officer /Supply Officer for Overseas Contingency Operation (OCO) shipments.

3. 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 may, when appropriate, be validated for airlift by the requisitioner.

4. Air Challenge Criteria. Shipments requiring challenges must be approved or denied in accordance with reference (e), Part II, Chapter 203 prior to movement. Commands may request waivers from the air challenge criterion when material characteristics or extenuating circumstance arise with justification from HQMC LPD-3. The Marine Corps ACA, based on shipper location, will challenge those shipments at the designated thresholds in accordance with reference (i).

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

Table 6-1.--OCO Air Challenge Criteria

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			
TP-4	Shipments that qualify for TP-4 (deferred air freight 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 not available or shipments do not qualify for TP-4 movement, shipments will be diverted to surface			

(1) Marine Corps funded shipments ("M" or "L" TACs).

(2) DLA funded Marine Corps shipments ("S" TACs) on AMC channel airlift CONUS outbound.

(3) All Marine Corps intra theater movements in support of OCO are exempt from Air Challenge.

(4) CONUS inbound shipments in support of OCO will follow the non-OCO support

b. 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 apply.

Table 6-2.--Non-OCO Air Challenge Criteria

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 air freight 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 not available or shipments do not qualify for TP-4 movement, shipments will be diverted to surface			

(1) CONUS inbound OCO (retrograde) shipments.

(2) Approval for shipment by air will be required from the requisitioning Supply Officers.

(3) All Class IV cargo shipments will be challenged and approved for air on a case by case basis.

(g) 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:

1. Shipment of Division 1.1, 1.2 and 1.3 explosives and radioactive material.
2. Shipments requiring expediting action (Green Sheet).
3. Shipments accomplished by TSPs, guards, or technicians.

(h) Commercial Air. Commercial air export shipments will be offered and cleared in accordance with paragraph 4f following in this Manual.

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. Detailed procedures for the processing of TP-4 shipments are provided in reference (e), Part II, Chapter 203, paragraph B.3.g., and Chapter 2, paragraph 4 of this Manual.

(3) TP-4 charges are assessed on a cubic foot basis (except for HHG, 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, paragraph 4 of this Manual.

(2) Documentation. Normally, shipments will be documented by a CBL in accordance with reference (e), Part II, Chapter 206. However, HAZMAT shipments to Korea and Japan require a GBL in accordance with reference (e), Part II, Chapter 204. For SCP shipment documentation, see reference (e), Part II, Chapter 206, Appendix E.

g. Preparation of Materiel for Air Shipment. Detailed procedures for the proper preparation of materiel for air shipment, including packaging, preservation, consolidation, palletization, container selection, and blocking and bracing techniques, are provided in reference (p). Instructions for preparing HAZMAT for shipment aboard military aircraft, including requirements for packaging, marking, and labeling are provided in reference (q).

h. Submission of 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, paragraph 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, Paragraph 4 of this Manual.

5. REPSHIP. Definition and detailed procedures for preparing and transmitting a REPSHIP for the shipment of HAZMAT and inert component parts is provided in reference (e), Part II, Chapter 204, Figures 204-8.

MCO 4600.41
25 JUN 2015

THIS PAGE LEFT BLANK AUTOMATICALLY

Chapter 7

Shipment of Hazardous Materials (HAZMAT)

1. Definition. HAZMAT is defined as 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 (ORM).

2. General Requirements

a. The DMO must comply with public law, policy, agreements, and applicable international, federal, and military directives when packaging, processing, handling, and shipping HAZMAT. Responsibilities of the DMO are found in reference (e), Part II, Chapter 204, paragraph B.3.

b. Shipments containing hazardous substances must comply with the same 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, or Status of Forces Agreements. Inclusive in this plan is the requirement for security awareness and training for each HAZMAT employee.

c. Shipment Categorization. Shipments of HAZMAT, specifically unclassified shipments of arms, ammunition and explosives (AA&E), must be transported in accordance with the minimum security standards prescribed in reference (w), Chapter 8, paragraph 8.7 and reference (t).

d. Special Reporting Requirements. Reference (g), Title 49, §172.101, identifies specific hazardous substances and the quantities subject to notification if there is a release of the specific hazardous substance. DMOs must comply with these requirements. See reference (g), Title 49, §171.15. and §171.16.

e. Governing Directives. Regulations governing the transportation, handling, and marking of HAZMAT by DMOs are set

forth in Table 7-1. DMOs will ensure that all personnel are familiar with the provisions of these references.

f. Shipper Certification. International, federal, and military regulations require the customer activity to certify that HAZMAT shipments are properly identified, described, packaged, marked, labeled, and are in proper condition for transportation.

(1) This includes HAZMAT GPC 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.

(2) Table 7-1 contains a partial list of directives and certification requirements by mode. Violations of these directives could result in civil and criminal penalties and undue safety risks to the general population.

Table 7-1.--Applicable Directives and Certification Requirements

Mode	Governing Directive	Certification Requirements
Truck/Rail		
Commercial/ Military	Reference (g), Title 49, Parts 100-199	Specific Language Prescribed.
	Reference (e), Part II Chapter 204	Shipping papers must include Certification
	Reference (y)	
Air		
Commercial Domestic	Reference (g), Title 49, Parts 100-199	Specific Language Prescribed.
Commercial Domestic	Reference (aa), 6D	Shipping papers must include Certification
Commercial Domestic	Reference (z) Reference (ab)	Shipper's Declaration of Dangerous Goods
Commercial International	Reference (z) Reference (x) Reference (ab)	Shipper's Declaration of Dangerous Goods
Military Air	Reference (p)	Shipper's Declaration of Dangerous Goods
Military Air	Reference (y)	Specific Language prescribed on Air Manifest

3. HAZMAT Training. Personnel who certify, prepare, handle, or inspect HAZMAT for shipment must receive initial and subsequent refresher HAZMAT training. Appendix C is a matrix of training requirements that is based on reference (e), Part II, Chapter 204, paragraph D, and reference (g), Title 49, §172.200.

a. The commanding officer or designated representative of units involved with the HAZMAT process ensures that:

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

(2) Personnel involved with the processing of HAZMAT are reminded they must receive initial training and subsequent refresher training at 24-month intervals in accordance with reference (m), Attachment 25, Part A25.5. This applies to all levels (e.g., handlers, packers, inspectors, technical specialists, and preparers) of required training. Training certificates must be kept on file per reference (e), Part II, Chapter 204, paragraph D.1.

(3) Authorized individuals are designated in writing, to certify HAZMAT packaging for shipment.

(4) Personnel certifying HAZMAT for commercial air or surface shipment, and shipments within the DTS, must successfully complete training according to reference (e), Part II, Chapter 204, and reference (p).

(5) Personnel certifying HAZMAT for military airlift must successfully complete training according to reference (p).

(6) Personnel, other than certifiers, who handle or load HAZMAT must successfully complete training according to reference (g), Title 49, §172.704 and reference (p), paragraph 1.2.5.

(7) The DMO will verify authorization and maintain letters of appointment for all personnel who certify hazardous shipments per reference (e), Part II, Chapter 204, paragraph D.4.

b. Request for Extension of HAZMAT Certification. Under extreme circumstances, Marine Corps shippers may request an extension to their HAZMAT shipper certification when tactical or mission critical contingency operations justify a need. Reference (m), Attachment 25, Part A25.5 provides guidance on

HAZMAT training requirements and HAZMAT extensions and recertification.

(1) Requests for HAZMAT extensions should be made in writing, and may be requested not to exceed 60 calendar days from the date the individual's certification expires.

(2) Individuals requesting extensions through their chain of command should ensure they include the justification for the extension as well as indicate when they are enrolled to complete their recertification training prior to the extension expiring.

(3) Late requests for extensions will be evaluated on a case by case basis; therefore, it is critical that mission requirements be considered as part of the request as early as possible.

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 uploaded 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. The provisions of reference (g), Title 49, Part 177, govern shipments of HAZMAT by motor. Detailed procedures for the movement of HAZMAT via motor are provided in reference (e), Part II Chapter 204, paragraph F.3. and reference (t), Chapter 2, paragraph 2.8.

(a) Approved TSPs. Shipments of Division 1.1, 1.2, 1.3, 2.3 or 6.1 ammunition, explosives, or poisons may be transported only 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) TSP Equipment. See reference (e), Part II, Chapter 204, paragraph F.3.

(c) Instructions to Drivers. See reference (e), Part II, Chapter 204, paragraph B.3.b.(1) and F.3.h.

(d) Written Route Plan. See reference (e), Part II, Chapter 204, paragraph B.3.b.(4).

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

(f) Shipping Papers. See reference (e), Part II, Chapter 204, paragraph B.3.c. and reference (t), Chapter 5, paragraph 5-7.5.21.

(2) Rail. The provisions of reference (g), Title 49, Part 174, govern shipments of HAZMAT by rail. Detailed procedures for movement of HAZMAT via rail are provided in reference (t), Chapter 2, paragraph 2-6.2. and reference (e), Part II, Chapter 204, paragraphs F.4.a. and F.4.b.

(a) TSP Equipment. Only certified Division 1.1 and 1.2 railcars shall be used for the shipment of HAZMAT, except where otherwise prescribed by reference (g), Title 49, §174.101 and §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. Shipments of HAZMAT by water (barge, lighter, ship, etc.) are governed by the provisions of reference (g), Part 176. Detailed procedures for the movement of HAZMAT via water are provided reference (e), Part II, Chapter 204, paragraph F.6.

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

(a) Military Air. See reference (p).

(b) Commercial Air. See reference (g), Title 49, Part 175, and reference (s). Detailed procedures for the movement of HAZMAT via air are provided in reference (w), Chapter 2, paragraph 2.8.4. and reference (e), Part II, Chapter 204, paragraph F.5.

b. Shipper Responsibilities

(1) Labeling HAZMAT. The proper hazard label will be applied to the outside of the shipping container according to reference (p) and reference (u).

(2) Shipment Certification. HAZMAT shippers must certify on applicable shipping documents that the shipment is properly classified, described, packaged, marked and labeled and is in proper condition for transport. A responsible agent of the shipping activity assuring that the shipment complies with DOT regulations must sign the certification. To be qualified to certify HAZMAT for shipment, personnel must:

(a) Be appointed, in writing, by their commanding officer.

(b) Successfully complete formal training (within the preceding 24 calendar months) in the applicable provisions of reference (g), Title 49, Part 172. Applicable training courses that satisfy the training requirements of shipment certification are in reference (w), Chapter 1, paragraph 1-5.

(c) Be retrained every two years.

(3) Packaging

(a) Domestic shipments of HAZMAT shall be packed for shipment in accordance with reference (g), Title 49, Part 173.

(b) All international shipments of HAZMAT must be packed for shipment in accordance with United Nations Performance Oriented Packing (POP) standards published in reference (ac).

(4) Marking, Labeling and Placarding. Marking, labeling, and placarding formats for domestic shipments of HAZMAT can be found in reference (g), Title 49, Part 172, Subparts D, E, and F; or in reference (w), Chapters 3 through 5. For international HAZMAT shipments, marking, labeling, and placarding formats are found in reference (ac). When placards

and markings are required to protect the load, the TSP must securely fasten them. When shipping HAZMAT via DTS, Special Handling Data/Certifications will be applied to the shipment container as outlined in reference (e), Part II, Chapter 205, Figures 205.4 and 205.5.

(5) Shipment Documentation

(a) CBL. The CBL will be annotated as described in reference (g), Title 49, Part 172.101, subpart C; reference (e), Part II, Chapter 205 and Chapter 206. 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) TCMD. The TCMD will be prepared in accordance with reference (e), Part II, Appendix M. Trailer data entries are as described in Tables M-9, 10, 11, and 16 of Appendix M.

(6) Sealing of TSP's Equipment. Detailed procedures and requirements for applying seals to TSP's equipment are provided in reference (t), paragraph 8-4, procedures for breaking or changing seals enroute and proper receipt of sealed shipments are provided in paragraph 8-5 of the same.

(7) Inspection of Vehicles/Railcars. 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 will be inspected by the DMO or authorized agent thereof to ensure compliance with reference (g), Title 49, §177.802.

(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 a placarded amount of regulated HAZMAT on public highways. Appendix B of this Order and reference (e), Part II, Chapter 204, paragraph G provides detailed procedures for completing DD Form 626. Proper distribution of the DD Form 626 is provided in reference (w), Chapter 5, paragraph 5-7.5.15.

(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 an initial 80-hour classroom HAZMAT certification course from one of the DoD-approved schools per reference (e), Part II, Chapter 204, paragraph D.1.b(1).

(8) Release of Shipments

(a) In order to minimize the public's exposure to HAZMAT, the DMO (or authorized agent thereof) will make every effort to ensure that shipments of HAZMAT are released to the TSP so that they will arrive at the destination during regular receiving hours. Under no circumstances will shipments be released at a point that they will need to be held over a weekend or holiday.

(b) Before release of sensitive or uncategorized Division 1.1, 1.2, or 1.3 explosive shipments, the DMO (or authorized agent thereof) will ensure that the vehicle driver(s) have a valid operator's license (with a HAZMAT endorsement), medical examiner's certificate, and employee record card (or similar documents) that identifies the driver as an employee of the TSP named on the BL (one of which must contain the driver's photograph), and an endorsement for the vehicles to be driven.

(c) Upon release of the sensitive or uncategorized Division 1.1, 1.2, or 1.3 explosive shipments, a REPSHIP will be generated as required in reference (e), Part II, Chapter 205, paragraph L. The shipper will maintain a 24-hour emergency telephone while the shipment is in transit.

(9) Shipment Tracing. Munitions (Class 1) shipments will be traced when they are not received four hours after ETA, and all discrepancies will be noted on a Transportation Discrepancy Report (TDR) in accordance with reference (e), Part II, Chapter 210.

c. Receiver Responsibilities. All HAZMAT will be offloaded and placed in an authorized transitory holding area separately identified and segregated from other materiel processing areas.

(1) The transitory holding area will have the approval of local Health, Safety, and Fire Hazards Coordinating Group or comparable installation authorities. Incompatible HAZMAT will not be stored in the same location.

(2) A period not to exceed two work days is considered the maximum time for hazardous items to remain in transitory holding areas. When materiel cannot be completely processed within this time period, it should be moved to a Hazardous Storage facility until processing is completed.

(3) Receipt Procedures

(a) The DMO (receiving activity) will complete the destination part of DD Form 626 before any motor vehicle containing a shipment of regulated HAZMAT is accepted as being delivered.

(b) The receiver will immediately verify the quantity and condition of the material. Upon discovery of a discrepancy, the DMO or authorized agent thereof will:

1. Immediately notify the local security office if a security breach or compromise is suspected.

2. Issue a TDR message within 24 hours after discovering a discrepancy.

(c) The DMO or authorized agent thereof will minimize delay in unloading TSP equipment to the maximum extent possible.

(d) For shipments that require confirmation of receipt (Satellite Motor Surveillance Service (SNS) only) to the DTTS, the DMO or authorized agent thereof will confirm receipt to DTTS at (800) 826-0794 or DSN (312) 770-5060 within 24 hours of delivery. This requirement is also applicable to shipments received after working hours. The following information should be provided when confirming the arrival of a shipment:

1. GBL/CBL number
2. TSP's SCAC
3. Trailer number
4. Caller's name/title/activity
5. Shipment origin

(4) Delivery After Working Hours. When a shipment arrives after normal working hours for any reason, and it cannot

be unloaded immediately, the DMO or authorized agent thereof is responsible for providing a TSP with a secure holding area upon arrival. Ultimate responsibility for the shipment remains with the TSP until it is delivered to final destination.

d. Secure Holding Area. A TSP with a holding area will be provided to prevent government shipment from being exposed, kept overnight in public areas, etc. All direct expenses incurred by an activity in providing a secure holding area are chargeable to the TSP. See paragraph 8 of this Chapter, and Chapter 9, paragraph 3 of this Manual. Also see reference (w), Chapter 2, paragraph 2-9, and reference (ad), Enclosure 2, page 7.

e. Emergency Response. When a Marine Corps activity is notified of an incident or accident involving HAZMAT; see reference (e), Part II, Chapter 204, paragraph S.

f. Safety. The DMO or authorized agent thereof shall ensure that all personnel involved with HAZMAT are trained in the provisions of reference (t), Chapter 6 and the following documents:

- (1) NAVSEA Systems Command (NAVSEA) OP 5 (reference (ae))
- (2) ATA HAZMAT Tariff, ATA-111 (reference (af))
- (3) BOE Tariff 6000-series (reference (aa))
- (4) MCO P4030.19K (for Military Air)(reference (p))
- (5) DoD 6055.9-STD (reference (ag))

g. Disposal. A continuing requirement exists to dispose of HAZMAT due to material becoming excess to requirements, obsolete, or unserviceable. Material meeting this criterion is classified as hazardous waste and will be transported in accordance with paragraph 5, following.

h. DOT Exemptions. See reference (e), Part II, Chapter 204 and Figure 204-1.

5. Shipment of Hazardous Waste

a. General Information

(1) The proper definition of hazardous waste is provided in reference (g), Title 40, § 261.3.

(2) Regulations and standards governing the proper packaging, labeling, marking, placarding and transportation of hazardous waste are set forth in reference (g), Title 40, Part 262, *Standards Applicable To Generators Of Hazardous Waste*, § 30, 31, 32, 33, 34, and Part 263, *Standards Applicable To Transporters of Hazardous Waste*.

(3) The shipping papers should describe hazardous waste material by the proper shipping name identified in the HAZMAT table in reference (g), Title 49, § 172.101, or reference (p), Table A4.1.

b. Individual Generation Sites (IGS)

(1) Definitions

(a) IGS Definition. Per reference (g), Title 40, Part 260, an "Individual Generation Site" means the contiguous site at or on which one or more hazardous wastes are generated. An individual generation site, such as a large manufacturing plant, may have one or more sources of hazardous waste but is considered a single or individual generation site if the site or property is contiguous.

(b) Site Definition. "On-site" means the same or geographically contiguous property which may be divided by public or private right-of-way, provided the entrance and exit between the properties is at a crossroads intersection, and access is by crossing as opposed to going along, the right-of-way. Noncontiguous properties owned by the same person but connected by a right-of-way which he controls and to which the public does not have access, is also considered on-site property. See reference (g), Title 40, Part 260

(c) Person Definition. Reference (g), Title 40, Part 260 states that "Person" means an individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

(2) Responsibilities

(a) The IGS and the commercial carrier must both have EPA identification numbers assigned (may not apply to OCONUS locations), as specified in reference (g), Title 40, Part 262, subpart A.

(b) The IGS is primarily responsible for proper packaging, labeling, marking, and preparing the hazardous waste manifest in accordance with reference (g), Title 40, Part 262, subpart B. The Hazardous Waste Manifest is prepared on EPA Form 8700-22/22A or an applicable State Hazardous Waste Manifest for all hazardous waste shipments to be transported over public highways.

c. Packaging. The packaging activity must mark hazardous waste shipments as specified in reference (g), Title 49, Part 172, subpart E; reference (g), Title 40, Part 262, subpart C; and reference (q). Hazardous waste will be packaged in containers authorized in the applicable modal regulation (i.e., reference (m) for military airlift, reference (g), Title 49 for domestic surface movement, etc.).

6. Reshipment/Transshipment Procedures. HAZMAT that has been previously packaged and certified, must be thoroughly checked, and recertified as required, when originating as a new shipment or changing to a different mode/method at a transship location. If there is any indication that the HAZMAT package does not fully comply with federal, military or international packaging/certification requirements, then frustrate the shipment and take action to ensure the required compliance standards are met.

7. Document Retention. Per reference (g), Title 49, § 172.202, shipping documents (i.e., 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 material is accepted by the initial carrier. DLA Disposition Services (Formerly Defense Reutilization & Marketing Offices) must maintain records on hazardous waste for which they have manifesting responsibility.

Chapter 8

Shipment of Classified, Protected, and Sensitive Cargo

1. Need for Special Procedures. Special procedures are necessary to prevent loss and damage to classified and protected cargo during transportation. As a minimum, DMOs must comply with procedures described in this Chapter along with reference (e), Part II, Chapter 205, and reference (n).

2. Documentation

a. The DMO will retain copies of all shipment documentation for each inbound and outbound shipment of classified and protected materiel per reference (e), Part II, Chapter 205, paragraph K.2.

b. The DMO is to 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 Form 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 DD Form 1907, *Signature and Tally Record*, may be used for all receipt transactions.

(a) The DMO may use the DD Form 1907 for internal control as a hand-to-hand receipt of 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 Security Risk Category (SRC) I/II AA&E. Classified (CONFIDENTIAL) or Classified Controlled

Cryptographic Items (CCI) shipments will be provided the same security as SRC IV.

(d) Sole routing 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, clear the suspense file, and 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 TDR will be immediately initiated by the receiving activity.

c. Description of Classified Material on a BL. The DMO will protect classified and protected cargo shipments from compromise and conceal the exact nature of materiel classified SECRET/ CONFIDENTIAL.

(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) The DMO provides a description to use on BLs sent to a contractor for completion.

3. REPSHIPS

a. Regardless of signature records maintained, the consignor will expeditiously 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 SNS shipments must utilize an automated means (e.g., e-mail or FAX) to transmit the REPSHIP to final destination for all modes of transportation. A REPSHIP is not required if an automated advanced shipment notice capability exists. For automated advanced shipment notices, 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/advanced shipment notices 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 per 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 DESPS. The Origin DMO must also send a REPSHIP to the destination DMO with an information copy to the receiving unit/activity, when DESPS is the method of transportation for classified material.

(4) CCI being Shipped by DESPS. The Origin DMO must also send a REPSHIP to the destination DMO with an information copy to the receiving unit/activity, when DESPS is the method of transportation for CCI material.

(5) Shipments Requiring SNS. CONUS to CONUS shippers must use the 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 (e.g., e-mail or FAX) to transmit the REPSHIP to final destination.

(6) Shipment of Valuables

(a) Action by Consignor. The consignor will forward a REPSHIP to the consignee immediately subsequent to shipment when the value of a single shipment of articles equals or exceeds \$10,000, except in the case of intercity shipments. The REPSHIP will include the following data:

1. A complete record of shipment contents

2. The mode of transportation and TSP name

3. The date of delivery to the TSP

(b) Action by Consignee. Upon receipt of the shipment of valuables, the consignee will be responsible for the following:

1. The shipment will be opened, checked, and inspected by one or more responsible employees of the consignee.

2. The consignee will notify the consignor immediately of any variance in quantity or condition noted upon receipt.

3. If the shipment fails to arrive within a reasonable time, the consignee will notify the consignor and the post office or other TSP, as appropriate.

4. All findings by the consignee of any irregularities will be made a matter of record, which may be subject to the call, or inspection of the Secretary of the Treasury or other duly authorized Government office in connection with any investigation which may be necessary in connection therewith.

(7) Shipment of Narcotics. See paragraph 5d(2) of this Chapter.

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. For additional information, see reference (e), Part II and Part III.

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 per reference (e), Part II, Chapter 205, paragraph C.2.a.6.

(b) Obtain, in writing, 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 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.

(2) Packaging of Classified Material

(a) If the classified material is an internal component of a packageable item of equipment, the outside shell or body may be considered as the inner enclosure provided it does not reveal classified information.

(b) If the classified material is an inaccessible internal component of a bulky item of equipment, the outside or body of the item may be considered to be a sufficient enclosure provided observation of it does not reveal classified information.

(c) If the classified material is an item or equipment that is not reasonably packageable and the shell or body is classified, it shall be concealed with an opaque covering that will hide all classified features.

(d) Specialized shipping containers, including closed cargo transporters, may be considered the outer wrapping or cover when used.

(e) Controlled and protected cargo (controlled, sensitive, classified, 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. Additional guidance can be found in reference (e), Part II, Chapter 205 and reference (g). Mark and label cargo in accordance with reference (q).

(f) Personnel packaging and verifying controlled and protected cargo must certify that items are properly classified, described, packaged, marked and labeled, and in proper condition for movement according to applicable regulations.

(g) Exterior containers should not be marked to indicate the security classification or TPS required. However, when a shipment goes by military airlift, DD Form 1387-2, Special Handling Data/Certification, must show the TPS required in Block 6, per reference (e), Part II, Chapter 205.

(h) Documentation and marking for protected cargo must not include item description (nomenclature) or any information that indicates the nature of the contents on the exterior of protected cargo. When shipping material that is both classified and hazardous, the shipper prepares and distributes a Shipper's Declaration for Dangerous Goods, in accordance with reference (e), Part II, Chapter 204. DMO personnel will ensure the removal, replacement, and necessary destruction or obliteration of authorized tags and labels is accomplished while in-checking or shipping property unless required by directives to be retained (i.e. ammunition and HAZMAT). All markings on shipping containers will be obliterated unless otherwise required by directives.

(i) For controlled, sensitive, classified, and pilferable items, all shipping documentation shall be placed

inside the container. Do not include copies of the MSDS either in or on the shipment.

(3) Movement of Classified Material. Proper protection of classified information is essential to the U.S. security. Therefore, the shipment of classified material (TOP SECRET/SECRET/CONFIDENTIAL) will be accorded the proper protection and accountability in transit to minimize loss and damage caused by negligence or unauthorized or illegal acts. For regulations governing the shipment of classified material, see reference (e), Part II, Chapter 205, TPS.

(a) Authorized Modes of Transportation. Classified material is normally transported by motor or air modes. However, transportation by other modes is authorized provided that the proper TPS is assigned and minimum-security standards are adhered to in accordance with reference (e), Part II, Chapter 205, paragraph D.

(b) Shipper Responsibilities

1. TOP SECRET Shipments. See reference (e), Part II, Chapter 202, paragraph B.3.

2. SECRET Shipments. Routing, Escorts, and Driver ID, see reference (e), Part II, Chapter 205, Table 205-1.

3. CONFIDENTIAL Shipments. See reference (e), Part II, Chapter 205, paragraph T.2. Shipment Release, see reference (e), Part II, Chapter 205, paragraph O.3.

4. Minimum Security Standards. See reference (e), Part II, Chapter 205, Table 205-1.

5. Packing and Marking. See reference (e), Part II, Chapter 205, paragraph I.

6. Sealing of Carrier's Equipment. See reference (e), Part II, Chapter 205, paragraph H.

7. Shipment Tracing. See reference (e), Part II, Chapter 205, paragraph O.6. and Table 205-7.

(c) 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 48 hours of the estimated time of arrival, and when the delivering TSP cannot give a reasonable explanation for the delay.

(d) Required Reports

1. Suspected Compromise. See reference (e), Part II, Chapter 205, paragraph C.2.d.(3).

2. Mishap Enroute. See reference (e), Part II, Chapter 205, paragraph P and paragraph Q.1.a.(3).

3. Discrepancy of Shipment. See reference (e), Part II, Chapter 210, paragraph H.

(e) Escorts

1. Annotation of GBL. The following information will be included within the "description of articles" space:

a. Name of the person in charge of the military guards.

- b. Name and grade of each guard.
- c. Points between which the guards will accompany the shipment.
- d. Complete accounting data covering the transportation of the property.

2. Escorts of Motor Shipments. Pursuant to Federal regulations, the TSP, subject to a requirement by some TSPs for the execution by the escorts of a waiver of personal liability, must issue a written authorization for escorts to ride in the vehicle. The written authorization must include the name of the individual designated to ride in the vehicle, the points of origin, destination, and the commencement date of shipment.

3. Escorts of Air Shipments

- a. Military aircraft officers holding security clearance to the level of the classified cargo to be transported may serve in lieu of other escorts.
- b. Shippers should establish liaison with the air TSP to assure adequate escort accommodation on commercial or all-cargo military flights.

(f) Movement of Classified Shipments via DoD DESPS Carriers. SECRET/ CONFIDENTIAL freight shipments may be moved within CONUS and to/from Alaska, Hawaii, and Puerto Rico via an authorized carrier. Prior to using a DESPS carrier for classified shipments, DMOs must confirm the initial or continued use of a carrier for movement of DoD classified material. Compliance with the restrictions and processes in the following paragraphs is mandatory to preclude any security violations caused by improper handling of classified shipments.

1. Origin DMOs

- a. Will not use DESPS to move classified shipments to the AMC APOE for channel airlift.
- b. Must comply with reference (ah).
- c. Must process all classified freight shipments for the installation unless the DMO establishes other arrangements.

d. Must use only Overnight DESPS carriers under these procedures, providing the provisions meet this policy. See paragraph (g) of this section for classified AA&E exceptions.

e. Must give the shipment to the DESPS carrier only when there is assurance of next day delivery service and consignee receipt. The outside container will not reflect the classification, and the carrier will not be advised by any means, that the shipment is classified.

f. Must ensure the package wrapping, marking, and addressing are in compliance with directives, if packed by DMO personnel, otherwise the shipper is responsible for the integrity of the shipment. The carrier's package may be used as the outer wrapper. Classification markings, packing list, and classified document receipt will be located on the inner container.

g. Will not ship classified to, from or between DoD contractors, unless it has been verified that the contractor has the required Defense Security Service approval in accordance with reference (ah). See reference (e) Part II, Chapter 205, paragraph D.2.e.

h. Must ensure classified material is within the carrier's standard size and weight limits. Shipments of classified AA&E and/or HAZMAT, regardless of SRC, are not authorized for movement by the DESPS carrier.

i. Must ensure the carrier is not released until a delivery signature is provided. The air waybill, either electronic or hard copy, must require a delivery signature.

j. Must send a REPSHIP.

k. Must verify delivery of classified shipments processed through their office within two working days after carrier pickup. Verification may be made through direct contact with the addressee, the carrier's electronic signature service, or the carrier's automated system or tracking software program.

2. Destination DMOs

a. Must handle all DESPS carrier deliveries to final customer as classified shipments until it is verified that the shipment is unclassified.

b. May turn over classified shipments to consignee without additional documentation, aside from that normally used.

3. Origin and Destination DMOs

a. Must develop locally written procedures with information management and other Installation customers, and security personnel covering the preparation, handling, receipt, documentation, and delivery of classified shipments moving via the DESPS carrier.

b. Must ensure only designated and cleared personnel are authorized to receipt and/or process DESPS carrier deliveries.

c. Must immediately notify HQMC LPD concerning any problem encountered in the movement of SECRET/CONFIDENTIAL materiel by the DESPS carrier(s).

b. Shipment of CCI

(1) General Information. CCI must be transported only by means that provide continuous accountability, and protection against losses and unauthorized access while in transit. Authorized modes of transportation include the following:

(a) Officially Designated Command Couriers

(b) Authorized Container Courier. (U.S. citizenship required).

(c) U.S. Registered Mail. This is allowed only if the shipment does not at any time pass out of U.S. control and does not pass through a foreign postal system or any foreign inspection.

(d) U.S. Military Air Service. This is allowed when the requirements for DoD Constant Surveillance Service (DoD CSS) are observed.

(e) U. S. Diplomatic Courier Service

(f) Defense Courier Service for outside CONUS. This is allowed only when no other means of secure transportation is available.

(g) Commercial TSPs providing DoD CSS in the CONUS only.

1. Shipping activities may use commercial TSPs (for shipments within CONUS, its territories and possessions) that do not provide DoD CSS if the TSP warrants, in writing, the following:

a. That the TSP is incorporated in the U. S. and can provide door-to-door service.

b. That the TSP can guarantee delivery within a reasonable number of days based on distance.

c. That the TSP has a means of tracking individual packages within its system. The TSP must be able to provide information within 24 hours notification regarding the shipment's last known location.

d. That the TSP can guarantee the integrity of the vehicle contents at all times.

e. That the TSP can guarantee that the shipment will be stored in a security cage should it become necessary for the TSP to make a prolonged stop at a TSP terminal.

2. Accountability. The commercial TSP who provides this information, in writing, must utilize an STR that accurately reflects a continuous chain of accountability and custody by each individual who assumes responsibility for the shipment while in transit.

3. Electronic tracking systems that provide a similar service are acceptable provided that positive identification of an actual recipient at final destination and a hard copy printout are provided by TSP.

(h) Approved DoD Blanket Purchase Agreement (BPA) awarded DESPS carriers. See reference (e), Part II, Chapter 205, and reference (q).

1. Unlike requirements for modes 1 through 7, there will be no packing list and classification marking on the outside container.

2. For OCONUS moves, it is prohibited to use this mode if being sent to aerial ports.

3. The following shipments apply:

- a. Some AA&E
- b. Classified
- c. Unclassified Crypto
- d. Sensitive Items

(i) Foreign Nationals Employed by the U.S. Government. In foreign countries where there is a significant U. S. military presence (two or more military Installations where U. S. personnel are stationed), foreign nationals who are employed by the U. S. government may transport CCI material, provided that there is a signature record that provides continuous accountability for custody of the shipment from pick-up to ultimate destination and a U.S. citizen accompanies the foreign employee in transporting the material or the material is contained in a closed vehicle or shipping container (e.g., CONEX) which is locked and has a shipping seal.

(2) Shipment Procedures for CCI

(a) At least 24 hours prior to the estimated delivery date, the shipment activity shall initiate a REPSHIP to provide the intended recipient with timely notification of a scheduled shipment.

(b) The shipping activity will be notified if a shipment has not been received within five working days following the expected delivery date. The shipping activity will initiate tracer action on the shipment. HQMC (LPD) will be notified when shipments are determined to be lost in transit, or if they show signs of tampering/unauthorized access.

(c) Shipping documents shall provide an emergency telephone number(s) of an individual authorized to receipt for the CCI material in the event the TSP attempts to make delivery during other than normal duty hours.

(d) Shipping documents must contain instructions for delivery of the material to the COMSEC custodian. Inside containers will be marked for shipment with the statement "Deliver unopened to COMSEC custodian".

(e) CCI material will, at all times, be shipped with a DD-Form 1149 (Requisition and Invoice/Shipping Document) attached to the outside container. Each DD-Form 1149 will be conspicuously marked "Request ship via DOD CSS only".

(f) CCI material will be conspicuously marked with large letters, "CCI", on the outside container, unless being shipped by approved BPA DESPS.

(g) CCI material will, at all times, be shipped with a DD-Form 1149 (Requisition and Invoice/Shipping Document) attached to the outside container. Each DD-Form 1149 will be conspicuously marked "Request ship via DoD CSS only".

(h) CCI material will be zeroized (if applicable) prior to shipment and will be shipped separately from their keying material.

c. Valuable and Pilferable Cargo

(1) Protection. Origin and destination DMOs must identify those shipments deemed to be pilferable and hold these shipments in a secure area such as a security cage while in the DMO's possession. DMOs should notify the Installation security force authorities and consignor of any suspected pilferage, and assist investigative personnel to include tracing the shipment from origin to point of pilferage detection.

(2) Shipment of Valuables

(a) Definition. The term "shipment of valuables" refers to the shipment of the following articles:

1. Monies of the United States and foreign countries: currency, including mutilated and cancelled currency, coins, coins that are not current, and specie

2. Diamonds and other precious stones, gold, silver, and any other precious or rare metal, including articles composed thereof

3. Securities and other instruments or documents, private and public

4. Abstracts of Title

5. Assignments

6. Bills

7. Bonds

8. Certificates of Indebtedness

9. Certificates of Deposits

10. Checks, drafts, and money orders

11. Coupons

12. Debentures

13. Deeds

14. Equipment trusts certificates

15. Mortgages

16. Notes

17. Stamps, including postage, revenue, license, food order, and public debt

18. Stamped envelopes and postal cards

19. Stock certificates

20. Trust certificates

21. Voting trust certificates

22. Warehouse receipts

23. Warrants and other instruments or documents similar to the foregoing, whether complete, incomplete, mutilated, in definitive form, or represented by interim documents.

24. All other valuables, including works and collections of artistic, historical, scientific, or educational value, which are the property of the U.S., which may be loaned to the U.S. for examination or acceptance as a gift.

(b) Procedures

1. Preparation for Shipment. Each container of valuables to be shipped will be inspected by two responsible employees before final sealing or locking for delivery to the TSP, and such shipments must be sealed or locked in the presence of these two employees before leaving their immediate control. The requirements will apply irrespective of the TSP or the mode of transportation employed in making the shipment.

2. Record of Shipment. The consignor will maintain a permanent record of each shipment of valuables containing the following data:

a. The name and address of the consignee.

b. A complete description of the contents. If the contents consist of securities, the issue, series, denomination, serial number, and a description of the coupons, if any, will be attached to such securities at the time of shipment.

c. Face or pay value of the shipment in the cases of securities, currency, and the like or the replacement value in the case of other valuables.

d. The registry number and/or the lock and rotary numbers under which shipped.

e. The number of the registry receipt or other receipt received from the TSP.

f. Date and hour of delivery to the TSP.

g. The signature of each employee who inspected the contents and witnessed the sealing or locking of the container.

h. The signature of each employee who, after the final sealing or locking, has custody thereof until delivery at the post office for registration or deposited with the post office, or other TSP, for shipment.

i. The name of the TSP.

d. Shipment of Narcotics

(1) General Information. Because of the susceptibility of narcotic drugs to pilferage and theft, such material will be shipped as follows:

(a) Registered Mail. Shipments of narcotics via registered mail will be in accordance with reference (ai), paragraph VII F.2.a.

(b) Motor TSPs. When the TSP's mail service is not available, narcotics will be forwarded domestically by motor TSPs using the STR (DD Form 1907).

1. Procedures for utilizing the STR are provided in Part II of reference (e), Part II, Chapter 205, paragraph 2.c.(2).

2. Specific procedures for the documentation and marking of shipping containers of narcotics shipments are provided in reference (ai), paragraph VIIF.

(c) Ocean TSPs. Narcotics forwarded via ocean TSPs will be delivered to the master of the vessel or authorized representative under hand-to-hand signature receipt.

1. A copy of the TCMD will be forwarded to the consignee, under separate cover, with advice relative to the impending arrival of the shipment. The advice will include the name of the vessel and the estimated time of arrival.

2. When possible, such shipments will be transported in vessels controlled by MSC.

3. Narcotic shipments to overseas U.S. military installations do not require recipient government narcotics import certificates, so long as title or ownership remains with the U.S. military Service.

4. Shipper export declaration is not required on such shipments. Any difficulties encountered in clearance through customs will be referred to CMC (Code LPD-1) for resolution with the Federal Bureau of Narcotics.

5. Specific procedures for the documentation and marking of narcotics shipments are provided in reference (ah), paragraph VIIF.

(d) Government-Owned Equipment. Narcotics may be moved between Marine Corps activities on government-owned equipment, subject to the following restrictions:

1. The delivery copy of the invoice, a TCMD, or other accountable documents may be used as movement documents, provided such documentation will ensure proper accountability, protect security, and affect the necessary receipt procedures.

2. The shipments will be labeled "POISON" and will be consigned to the "medical custodial officer" at the destination activity.

3. The movement document will be marked "SPECIAL HANDLING" and will move on a hand-to-hand signature basis. The medical custodial officer must sign the final receipt at the destination activity.

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

Chapter 9

Shipment of Arms, Ammunition and Explosives (AA&E)

1. Small Arms and Other Weapons

a. Definition. Small arms/other weapons and firearms consist of:

- (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 (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

b. Security Risk Category SRC. AA&E is categorized by SRC, which indicate the degree of risk and protection required. More information on SRC categories can be found in reference (q), Enclosure 7.

c. Handling of AA&E. The DMO must:

- (1) Obtain, in writing, individuals authorized to sign for all protected material.
- (2) Ship weapons and same caliber ammunition in separate containers. During OCONUS contingencies or other operational deployments, or military operation other than war (MOOTW), weapons and same caliber ammunition can be moved on the same pallet as long as they are packaged in separate containers.
- (3) Not package small arms as a multipack in conjunction with other general cargo not associated with the weapon systems.

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

(5) Provide the same protection for firearms and ammunition scheduled for demilitarization and retrograde, as other shipments of AA&E.

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

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

(8) 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.

(9) Refer to reference (e) Part III, reference (x), and CCDR notification instructions for weapons and ammunition movement guidance if units are deploying and traveling commercially.

(10) Ensure the driver possesses a valid operator's license, medical examiner's certificate, employee record card or similar document with the driver's photograph before releasing a shipment requiring TPS.

(a) DMOs must be able to verify a driver's affiliation with the TSP named on the BL.

(b) DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material). This form must be used and all blocks completed to ensure drivers have proper security clearances and valid driver's licenses (see reference (e), Part II, Chapter 204.

d. Routing of AA&E. When routing AA&E shipments, the DMO will identify RDD(s) consistent with the standard transit times prescribed in reference (e), Part II, Chapter 202.

e. Transportation of AA&E

(1) Personnel operating a vehicle or providing security to a vehicle transporting SRC I and SRC II AA&E (including contractor personnel transporting such items on military Installations in the United States and its territories, or U.S. citizens assigned to such duties overseas in direct support of Installation requirements) shall receive a background investigation as provided for in this section and reference (r).

(2) Designated commercial carrier employees providing protective security service must possess a secret clearance to transport AA&E and items classified (SECRET), as provided for in reference (aj), and carrier-issued identification.

f. Repackaging of Small Arms After Inspection, Exercise and Storage. Qualified packaging personnel will do the packaging. They must repackage weapons opened for exercises, or other reasons, within ten days of the exercises. Packaging materials will not be stored in the weapons storage area.

g. Identification Markings for Small Arms. Each individual unit package will be marked, along with the intermediate and exterior containers in accordance with reference (q), paragraph 4.4.3.14.

(1) Packaging lists or other documents identifying the contents will not be attached to the exterior container. Serial numbers for firearms shipments will be listed on the DD Form 1348-1A or on a separate list or memorandum. The list or memorandum must show the requisition number and item stock number. If inappropriate markings are already applied, they must be obliterated.

(2) Items reduced to scrap or to parts and pieces that do not constitute complete firearms do not warrant these controls.

2. Explosives. Reference (ac) provides guidance on hazard classification, firefighting, handling, transportation, storage, and compatibility of explosives. Use only approved locations to store AA&E while in the DTS.

3. Safe Haven and Secure Holding Areas

a. Per reference (ad), Enclosure 2, Marine Corps Installations will accept AA&E shipments at any time for safe haven, or after normal duty hours for secure holding for positive security control over movement of DoD munitions and

other sensitive cargo. Holding area safety and security procedures are detailed in reference (e), Part II.

b. DMOs are responsible for ensuring their installation commander, in coordination with the other installation supporting functions, is aware of the responsibilities set forth in this instruction. Installation commanders should ensure transportation, security forces, disaster preparedness, civil engineer, medical, munitions, environmental and safety personnel work closely together to develop and implement their local policy in support of this DoD requirement. See reference (e), Part II, Chapter 205, and reference (ad).

c. DMOs will update their installation holding area capabilities through the TFG webpage so inbound and enroute shippers/carriers can successfully plan munitions and sensitive cargo movements. For procedures on when and how to update the TFG, see instructions in reference (e), Part II, Chapter 201. User ID and password are required to access the TFG. DMOs may view the list of secure holding sites from the TFG web page.

d. DMOs will contact the destination activity to confirm they have the ability and intent 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, making every effort to avoid the layover of shipments during weekends, holidays, and non-receiving hours.

4. Escort Criteria of AA&E for Carrier Load/Off-Load and Base Surface Movements. On-installation escort of AA&E and classified material will be established along with route plans for movement to/from the processing or storage areas, to/from the carrier's equipment, and to/from the surface and aircraft load/off load locations. Escort selection should encompass consideration for who is best qualified to take action in case of emergencies and the training expertise needed when considering various levels of protective services.

5. 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 TSP's dispatcher to ensure the safe, secure, and cost effective transport of AA&E, and classified SECRET/CONFIDENTIAL, and CCI materials. See reference (e), Part II, Chapter 205.

6. Movement of Small Shipments of Security Risk Category (SRC) IV Arms, Ammunition and Explosives via the Domestic Express Small Package Service (DESPS) Carriers

a. The use of DESPS carriers is an additional option to existing, approved transportation means for SRC IV, Division 1.4 ammunition and explosives shipments. DESPS carriers cannot move classified AA&E shipments at any time. See reference (e) Part II, Chapter 205, reference (q), and reference (ah).

b. Use the DESPS carrier only when it is the "best value" carrier with consideration to security and accountability. These shipments are limited to small parcel shipments moving to points within CONUS and to/from Alaska, Hawaii, and Puerto Rico. Shipments must meet the DESPS carrier's eligibility rules, size and weight limits. For individual shipments exceeding DESPS terms (e.g., over 150 pounds) follow procedures in reference (e), Part II, Chapter 205.

(1) Origin DMOs

(a) Will not use this mode/method to move SRC IV AA&E shipments to the AMC APOE for channel airlift.

(b) Will properly package, mark, and label items in accordance with reference (q) and the DESPS carrier.

(c) Will label and certify, as required, all shipments containing HAZMAT. See the DESPS and the contractor's reference guide.

(d) Will comply with paragraph 4.c procedures on documentation, wrapping, and receipt when processing CONFIDENTIAL and SECRET arms shipments. Sensitive CCI and classified shipments that are hazardous, sensitive, or AA&E must not be shipped under the DESPS contract.

(e) Will attach a MSL, or the standard transportation Industry Information Processor (I2P) label, with the shipper and consignee's address, to the outer wrapper of the package. Address shipments to a specific addressee, verified in advance as having the ability to receive, process, and securely store the AA&E. The TFG, available on the SDDC web site, is a source to verify consignee capabilities. A specific MSL format is not required as long as the minimum data and bar codes required by reference (e), Part II, are met. Per reference (e),

it is highly recommended that block numbers from the DD Form 1387, Military Shipping Label are associated with the data content.

(f) To ensure delivery only to the authorized recipient, DMOs will not sign the waiver of delivery signature or release signature block of the CBL.

(g) Will verify driver's affiliation with the DESPS carrier before releasing the shipment. Verification includes personal recognition, photographic ID, or telephonic verification with the driver's local office. DMOs will not disclose contents of the shipment to carrier personnel unless it is an unclassified, hazardous cargo shipment.

(h) Will comply with REPSHIP requirements.

(i) Will access the carrier's tracking system not more than 24 hours after the RDD to verify shipments were delivered as ordered.

(j) Upon notification of possible in-transit loss or missed RDD, will initiate immediate tracer action with the DESPS carrier and notify applicable consignee, supporting law enforcement, and criminal investigation authorities. Where appropriate, DMOs will initiate a Security Incident Report (SIR) as prescribed by reference (e), Part II, Chapter 205.

(2) Destination DMOs

(a) Will ensure all personnel who facilitate the movement of these shipments have appropriate hazardous training and meet qualifications of reference (q).

(b) Will comply with paragraph 6b(1)(j) of this Chapter when notified of possible in-transit loss or missed delivery.

(c) Will record damage/other discrepancies in accordance with TDR instructions. See reference (e), Part II.

(d) Will protect shipments received and awaiting delivery to recipient activity as sensitive items under constant surveillance or in a security cage. See reference (e), Part II.

7. Defense Transportation Tracking System (DTTS). Marine Corps shippers may monitor in transit status of their inbound and outbound AA&E and classified shipments in DTTS. To facilitate this action, they should establish both DMO and user accounts to access the DTTS website. New DTTS account requests must be coordinated with HQMC LPD-1. DTTS will not be used to establish new accounts without HQMC validation.

a. Destination DMO. Notify DTTS of receipt for SRC I and SRC II, Chapter 205, paragraph C.2.d.(8). Shippers are able to electronically verify receipt and DTTS automatically transmits a receipt verification message to the origin DMO account. If the website is unavailable, the DMO must contact DTTS by phone to confirm delivery per reference (e), Part II, Chapter 205.

b. Origin Shipping DMOs. DMOs must verify the operational status of the DTTS monitoring system prior to loading TPS shipments. DMOs will confirm that DTTS is enabled through visual examination of the DTTS message display. The status of the DTTS system will be recorded, see page 1 of DD Form 626, Item 14.

c. If the DTTS monitoring system is found to be defective, it must be corrected prior to loading. The CMOS movement document must be released immediately upon conveyance departure from the installation to ensure required data is resident in DTTS.

8. 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 Army Operations Center COLLECT 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. DoD Radioactive Material Only: Call the USN/Marine Corps at (757) 887-4692; or COLLECT at (888) 528-0148.

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 Explosives (Hazard Class 1)/Classified Material): Call the SDDC HOTLINE at (800) 524-0331; for other SDDC inquiries, call 1-757-878-8141; for DTTS, call 800-826-0794.

Chapter 10

Transportation Discrepancies

1. Receipt of Shipments from Commercial TSPs

a. Policy. See reference (e), Part II, Chapter 209, paragraph D.

b. Count and Condition. See reference (e), Part II, Chapter 209, paragraph D.

c. Actions When Discrepancies Occur. See reference (e), Part II, Chapter 209, paragraph D.

2. Transportation Discrepancy Notification

a. General Information. Properly documentation and notification of transportation discrepancies enables the Government money and to prevent future transportation discrepancies. Detailed procedures pertinent to documenting and elevation of discrepancies detected in the transportation of DoD freight are provided in reference (e), Part II, Chapter 210.

b. Minimum Value. Transportation discrepancies of less than \$500.00 in value are documented and settled at the local level.

c. Documentation

(1) Per reference (e), Part II, Chapter 210, paragraph E, all DoD freight shipping and receiving activities are required to electronically generate TDRs using the Discrepancy Identification System (DIS) module of the GFM system. DIS may be found at the SDDC ETA website at <https://eta.sddc.army.mil>.

(2) DD Form 361. The basic discrepancy notification document is the DD Form 361, Transportation Discrepancy Report (TDR). The TDR is the source document on which claims are based. Proper completion and supporting documents are essential to the recovery of funds for which the government is entitled. Detailed information on uses for the TDR and completion instructions are provided in reference (e), Part II, Chapter 210, paragraph H.2.e and Appendix I. The distribution of the DD Form 361 will be in accordance with reference (e), Part II, Chapter 210, paragraphs H.2.j.k. and paragraph L.3.d.

d. Classified/Protected Shipments. Any discrepancy involving classified or protected shipments must be elevated immediately, and involves significant follow-up actions. The responsibilities and notification requirements are outlined in reference (e) Part II, Chapter 210. A summary of the mandated information to be forwarded and timeframes can be found in reference (e), Part II, Chapter 210, Table 210-1.

e. Shipments by Sealift TSP. When the sealift TSP is known or suspected to be at fault for a transportation discrepancy, see reference (e), Part II, Chapter 210, paragraph I.

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 and 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 does or may exist.

(2) Responsibility for a determination of 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

(1) Standard Form 362, U.S. Government Freight Loss/Damage Claim, is the document used to recover loss or damage to government property from commercial TSPs.

(2) Documentation used to support the freight loss or damage claim is listed in reference (e), Part II, Chapter 210, Figure 210.2.

d. Responsibility for Adjudication. MARCORLOGCOM is solely responsible for the adjudication of claims arising from loss/or damage sustained in transit of materiel for which transportation costs are funded by a Marine Corps transportation allotment.

e. Shipment of Explosives. Guidance and supporting documentation pertaining to claims against a commercial TSP for discrepancies in the shipment of explosives are listed in reference (e), Part II, Chapter 211, paragraph X. 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 per reference (e) Part II, Chapter 211, paragraphs N - Q. 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. Repair cost computation shall be in accordance with the provisions of reference (e), Part II, Chapter 211..

b. Repair

(1) By Commercial Concern at TSP Expense. Receiving activities will 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 TSP's concurrence.

(b) Normally, the cost of such repair shall be charged to station 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 Form 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.

MCO 4600.41
25 JUN 2015

THIS PAGE LEFT BLANK INTENTIONALLY

Chapter 11

Third Party Payment System (TPPS)/SYNCADA

1. TPPS Regulation

a. Reference (ak) directed the implementation of U.S. Bank's TPPS/SYNCADA to pay for transportation services. All DoD cargo movements must be offered only 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>.

b. Additional guidance can be obtained from HQMC LPD-3 or from reference (e), Part II, Chapter 212.

2. TPPS Accounts

a. HQMC LPD SDT Section (LPD-3) manages the TPPS program. LPD-3 establishes new TPPS accounts which are appropriately structured under command and lower operating-level control.

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 as well as required initial and annual refresher training requirements.

d. RMD also provides account training and assistance to TPPS users. They maintain the user database as supported by user access forms and they will act as the Marine Corps' central POC for U.S. Bank and DFAS Project Management Office liaison with regards to TPPS.

3. TSP Payment

a. 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.

(1) Approval can be accomplished via manual or automatic means, depending on the account business rules.

(2) If automatic approval is requested by the DMO, desired thresholds and tolerances must be coordinated through HQMC.

b. DMOs must ensure that payment is approved only for the amount that is determined to be the government's responsibility to pay.

(1) The amount that U.S. Bank will pay a TSP for a single transaction is the total amount billed upon approval by the AO.

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

c. Held, Denied, or Cancelled Transactions. A payment can be held, denied, or cancelled until the payment process is initiated. These transactions may be resumed and/or approved after billing and transportation data is agreed upon by the Buyer and Seller. If an erroneous payment is discovered after approval, a Linked eBill may be used to adjust (credit or debit) the appropriate Buyer account.

4. Unlinked e-bill Regulation

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

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

5. Invoice Certification

a. Certification Officer. Will be a government employee (civil service or active duty military official) supervisor who has knowledge of the subject matter, background

or experience in the preparation of a voucher for payment, knowledge of appropriations and other funds and accounting classifications, and knowledge of the payment process.

(1) All Certification Officer's will be appointed by the issuance of a LOA and the completion of DD Form 577, Appointment/Termination Record - Authorized Signature. The Certification Officers 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, Certification Officers hold pecuniary responsibility of their assigned accounts per their assignment with the DD Form 577. Therefore, a PowerTrack Summary Invoice (PSI) certification is knowingly valid for each certified line as far as TAC or LOA appropriateness according to supporting entitlement documents.

(b) Supporting documents for each approved financial transaction are to be held for six years and three months in accordance with the U.S. Government Accountability Office's (GAO's) General Records Schedule 6 which states that original records of certifying/accountable officers should be held for audit by GAO and calls for these records to be destroyed six years and three months 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 Form 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 Certification Officers (minimum). This prevents invoice submission delays due to administrative and voluntary leave/absences, and reduces the overall cost of 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 for further direction.

b. Certification Officers 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, Certification Officers 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 15 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 for faster certification and delivery to DFAS for payment processing.

(6) Certification Officers will retain a copy of the certified OSIP for DMO records and audit purposes no less than six years and three months.

c. All Marine Corps TACs/LOAs are automated, and thus should appear in the electronic invoice. No Marine Corps appropriation should appear on the manual invoice. If a Marine Corps TAC/LOA appears on the manual invoice, the Certification Officer 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 Certification Officer 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/SYNCADA are available by contacting RMD. If a CO deems the need to certify their PSI with a manual line, exception should be sought from HQMC LPD-3.

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

a. The Certification Officer 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 Certification Officer will accomplish a prepayment review as required by reference (f), Volume 5, Chapter 33, paragraph 330602.

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

7. TPPS/SYNCADA 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.

MCO 4600.41
25 JUN 2015

b. 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 12

Automated Information Systems (AIS)

1. General. The Marine Corps DMOs use two main systems for day to day operations. For receiving and local distribution, the Marine Corps-managed Automated Manifest System - Tactical (AMS-TAC) is used. The Air Force's CMOS and its associated systems are used for outbound shipping.

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 and supply functions such as break bulk, receiving, issue, freight consolidation, redeployment and retrograde. AMS-TAC fully integrates AIT hardware including optical memory card (OMC) output, radio frequency (RF) tag, and barcode scanning and printing (linear and two-dimensional) capabilities.

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

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 ITV Server

(8) Generates and reads DoD standard OMC format.

(9) Creates STRs

(10) Generates Electronic Data Interchange (EDI) 315N transactions for receipt, dispatch, and shipping operations

(11) AMS-TAC sends shipping data to IGC, where further management summaries may be created as required, with the help of the IGC Help Desk.

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 and standalone combat support system that automates and streamlines installation level cargo movement processes for both peacetime and deployment/contingency cargo. 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, bar code readers, and laser printer.

c. Features

(1) CMOS prepares linear/2D bar-coded MSLs and Hazardous Cargo Shippers Declarations for Dangerous Goods. It electronically transmits required clearance information to GATES.

(2) CMOS prepares movement documentation (Commercial Bills of Lading, Freight Warrants, and Military Air/Truck Manifests). CMOS sends initial receipt and movement data to the IGC. Non-AMC designated aerial ports use CMOS.

(3) The specific functional areas supported are receipt (inbound and outbound), preparation and movement of cargo, the providing of movement 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, packing, packaging, and preservation of materiel generated for the installation supply account or other units for outbound movement.

(c) The movement function involves shipment planning, loading cargo on the designated conveyance, generating the required movement documentation, and furnishing movement data. The provision of cargo movement electronically provides in-transit and asset visibility.

d. Management Products. CMOS maintains the capability to extract shipping information via Structured Query Language at each location. CMOS also sends shipping data to IGC, where further management products may be created as required, with the help of the IGC Help Desk. See paragraph 6 of this Chapter for a further explanation of IGC.

4. Financial and Air Clearance Transportation System (FACTS)

a. 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—thus 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, it 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.

5. Global Air Transportation Execution System (GATES)/Worldwide Port System (WPS) Convergence. GATES automates support for receipt, movement and billing of cargo and passengers at 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, provide logistical support information, generate standard and ad hoc summary information, and provide message routing and delivery service for virtually all aircraft movement data.

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

b. Ocean Movement Support

(1) WPS has been migrated to the GATES web site. WPS and GATES documented capabilities and requirements are fundamentally similar and benefits of combining the two systems are measurable. However, databases/systems are separate.

(2) GATES is designed to support the functions of cargo documentation, accountability, and management at common user ocean terminals associated with SDDC, U.S. Navy, and U.S. Army Forces Command active and reserve automated cargo documentation detachments, transportation groups, battalions, and brigades.

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

(4) GATES is the SDDC worldwide unclassified 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.

(5) 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 ocean cargo manifest.

(c) Produces and reads/interrogates AIT data storage devices (bar code and RFID) 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 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.

b. 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.

c. 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.

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

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

f. IGC is an automated C2 information system that supports the family of transportation users and providers, both DoD and commercial, by providing an integrated system of ITV information and C2 capabilities.

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.

7. Integrated Booking System (IBS)

a. IBS is the SDDC execution system of the DTS for 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.

8. Radio Frequency Identification (RFID)

a. RFID is a family of technologies that enables hands-off processing of materiel 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. Remote interrogators (located a few inches to 300 feet from the transponder device) electronically retrieve the data via electromagnetic energy (normally in the RF or microwave frequency range) and send the data to the AIS.

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

(1) Active RFID Systems. 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 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. Satellite Tracking Systems

a. DTTS/Intelligent Road and Rail Information System (IRRIS) Convergence

(1) The mission 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/TAV initiatives.

(2) DTTS monitors all sensitive shipments including non-ordnance related classified, pilferable, hazardous, and high value cargo moving from consignor to consignee.

(3) Monitoring is accomplished by using periodic satellite positioning and other coded/text messages from equipped vehicles. DTTS 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. ITV data is also provided to IGC.

b. Intelligent Road and Rail Information System (IRRIS)

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

(2) IRRIS 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) IRRIS technology enables SDDC Transportation Engineering Agency 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) IRRIS 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.

MCO 4600.41
25 JUN 2015

(5) It 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.

Chapter 13

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.

a. Reliable ITV. This is achieved when accurate source data is flowed through various AIS to IGC, and that flow to IGC meets DoD ITV timeliness criteria.

b. Successful ITV. This is achieved for freight when cargo data is received by IGC, and it can be linked to airlift mission numbers and/or surface transportation modes such as truck, train, or ocean vessel.

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 principal end items (PEI), 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 transload location when deploying forces and cargo are transloaded from one aircraft to another at an enroute location or intermediate staging base for onward movement to final destination. NOTE: This process is also applicable to surface-to-air/air-to-surface movements.

c. ITV Verification. For unit moves, designated personnel should query 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 Help Desk at DSN 576-6836, commercial (618) 256-6836, by fax at DSN 576-6600, commercial (618) 256-6600, via USTRANSCOM Help Desk toll-free at 1 (877) 906-0246 (request transfer to the IGC Help Desk), or by email at the following: USTC-IGCHELPDESK@ustranscom.mil.

d. Metrics. On behalf of HQMC LPD, MARCORLOGCOM 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. Process

a. RFID Tags. Reference (k) requires that RFID tags are written on PEIs, 463L Pallets and containers in order to provide ITV.

(1) The unit that introduces cargo into the DTS will ensure that the cargo is tagged in accordance with policy in reference (e),

(2) The DMO will prepare tags for sustainment shipments, and the MMDC will assist in the writing of tags.

(3) The DMO will provide assistance in the writing of tags, when required.

(4) DMOs/MMDCs/will ensure that all applicable cargo is properly tagged and that information has been sent to the ITV server. In the case of Geographically Separated Units, Marine Liaisons at the Ports will assume this role.

(5) Although units are responsible for procuring RFID tags, the DMO will procure and operate sufficient quantities of RFID equipment to support operations.

(6) RFID tags will be removed, reutilized or returned in accordance with reference (e), Part II, Chapter 208, Paragraph F.

b. Active RFID Requirements. Transportation activities will use active RFID to support CCDR visibility requirements as set forth in reference (e), Part II, Chapter 208.

25 JUN 2015

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

(a) Affix Tags in accordance with reference (q).

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

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

(d) Ensure active RFID docking stations/write cables and all interrogators are correctly registered in the global RF-ITV network managed by the U.S. Army Product Director, Automated Movement and Identification Solutions (PD-AMIS) office. Note that if a docking station and/or write cable is moved, it must be re-registered.

(e) Budget for maintenance and replacement of RFID hardware.

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

(g) Order tags to support unit deployments from the central repository maintained by MARCORLOGCOM using the following procedures:

1. Determine total tag requirement for deployment.

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

3. Account for RFID tags during deployment planning and execution.

25 JUN 2015

4. Ensure adequate time is built into the deployment schedule of events to allow tags to be properly affixed to deploying cargo at the cargo deployment function.

5. Establish local procedures to receive, store, and maintain tags received at origin.

6. At deployed locations, establish local procedures to recover, store, and maintain tags in working order at deployed locations. If tags in excess of deployed location unit move requirements are collected, request disposition instructions from MARCORLOGCOM.

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

8. Collect tags upon redeployment to home station and request disposition instructions from MARCORLOGCOM.

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

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

(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) Provide transportation control and movement data, but not tag cargo if it is sent to an in-transit point for aggregation or containerization.

(d) Ensure active RFID 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 (DCDF, for example) it must be re-registered.

(e) Budget for and order tags and batteries to meet sustainment requirements and maintain a stock of active RFID tags for meeting tagging requirements. On-hand requirements will be established locally, but should be no less than three month's average volume.

(f) Budget for maintenance/replacement of RFID hardware.

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

(h) Establish procedures to receive, store, and maintain tags received at origin.

(i) Establish procedures for recovery and reutilization of active RFID.

(j) Write tags for local delivery in order to maintain proficiency.

4. Data. Content level detail (Level 4/6) 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. See reference (e), Part II, Chapter 208.

5. Devices. RFID devices will be properly and accurately named and registered using common naming conventions, addresses, and location coordinates. See 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. Attach labels in accordance with reference (q).

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

7. Direct Vendor Delivery (DVD) Contract Language

a. Reference (al) requires that vendors adhere to standard documentation and marking in accordance with reference (q), to include but not limited to MSLs and barcoding requirements, and provide ITV at the time the shipment is initiated.

b. Reference (am) requires the use of logistics data standards such as EDI within DoD. Reference (e), Part II, Chapter 202 requires that tenders and contracts with TSPs must submit movement data to IGC via EDI using ANSI X12 codes in

MCO 4600.41

25 JUN 2015

accordance with DoD Timeliness Evaluation Criteria, in reference (e), Part II, Table 202-2, or best electronic business practices.

Chapter 14

Fiduciary Responsibility and Accountability

1. Installation Transportation Officer (TO)

a. The appointed TO (normally, the DMO) holds a position of great trust and responsibility, since TOs procure transportation using public funds. Appointed TOs must be fully qualified in accordance with reference (e), Part II, Chapter 201, paragraph C.13. TO 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 as prescribed by reference (f), Volume 5, Chapter 33, Paragraph 330401.

From: Commander, MCB Camp Enterprise
To: Captain J. T. Kirk

Subj: APPOINTMENT AS MCB CAMP ENTERPRISE TRANSPORTATION OFFICER (TO)

Ref: (a) DTR 4500.9-R Defense Transportation Regulation

1. Per **Reference** (1), Part II, Chapter 201, paragraph C.13, you are hereby appointed as the installation Transportation Officer (TO) for Marine Corps Base Camp Enterprise. You will read and familiarize yourself with the **reference** listed and others pertaining to the performance of this appointment.

2. A copy of this appointment letter and the accompanying DD Form 577 will be maintained in the office of the MCB Camp Enterprise Distribution Management Office.

J. L. PICARD

FIRST ENDORSEMENT

From: Captain James T. Kirk
To: Commander, MCB Camp Enterprise

Subj: APPOINTMENT AS MCB CAMP ENTERPRISE TRANSPORTATION OFFICER (TO)

1. I certify that I have read and understand the **reference** and assume the duties as the MCB Camp Enterprise TO.

J. T. KIRK

Figure 14-1.--Sample TO Appointment Letter

b. LOA and DD Forms 577 will be retained for six years and three months from the date of the appointed individual's relief, in accordance with reference (f), Volume 5, Chapter 33, paragraph 330403. A copy of the TO LOA will be sent to HQMC LPD-1. Figure 14-1 is an example appointment letter.

c. If the TO is separated from his or her area of responsibility for more than 60 days, and there is no assistant, the installation Commander will appoint another TO. TO LOAs will be valid until the incumbent is replaced.

2. Other Appointments, Delegations And Approvals

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

From: Captain James T. Kirk
To: MGySgt Tommy M. Hawk

Subj: TRANSPORTATION AGENT TO TRANSPORTATION OFFICER APPOINTMENT

Ref: (a) DTR 4500.9-R Defense Transportation Regulation

1. Per **Reference** (1), Part II, Chapter 201, paragraph C.14.d, you are hereby appointed as the installation Transportation Agent (TA) to the Transportation Officer (TO) for Marine Corps Base (MCB) Camp Enterprise. You will read and familiarize yourself with the **reference** listed and others pertaining to the performance of this appointment.

2. A copy of this appointment letter and the accompanying DD Form 577 will be maintained in the MCB Camp Enterprise Distribution Management Office.

J. T. Kirk

FIRST ENDORSEMENT

From: MGySgt Tommy M. Hawk
To: Captain James T. Kirk

Subj: APPOINTMENT AS TA FOR TO), MCB CAMP ENTERPRISE

1. I certify that I have read and understand the **reference** and assume the duties as the MCB Camp Enterprise TA for the TO.

T. M. Hawk

Figure 14-2.--Sample TA for TO Appointment Letter

25 JUN 2015

(1) Transportation Agent for the Transportation Officer (TA for TO). In accordance with reference (e), Part II, Chapter 201, paragraph C.14.d., 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 Certification Officers. In accordance with references (e) and (ak), Certification Officers will be supervisory government employees (civil service or active duty military) who have knowledge of the subject matter, background or experience in the preparation of a voucher for payment, knowledge of appropriations and other funds and accounting classifications, and knowledge of the payment process.

(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 measures. 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 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 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 LOA 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.

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. Shipments that were created with the web-based DD Form 1149 will be verified by DMO personnel against LOAs on file. Copies of the LOAs will be sent to the DMO, who may use these documents to verify shipments. An example of such a letter is in Figure 14-3, following.

<p>From: 4 MAW</p> <p>To: DMO</p> <p>Subj: APPOINTMENT OF PERSONNEL AUTHORIZED TO SIGN DD FORM 1149 AND DD FORM 1348-1A</p> <p>Ref: (a) MCO 4600.41</p> <p>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.</p> <p>Name/Rank/Office Symbol/Phone Name/Rank/Office Symbol/Phone Name/Rank/Office Symbol/Phone Name/Rank/Office Symbol/Phone</p> <p>2. Signature also confirms appointees are aware of requirements and have reviewed them prior to completing the DD Form 1149, Blocks 10 and 11.</p> <p>3. Please direct queries to (name and phone number of Unit POC providing information)</p> <p style="text-align: center;">Commanding Officer</p>

Figure 14-3.--Sample DD Form 1149/1348-1A Appointment Letter

25 JUN 2015

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

d. High Priority Shipments. In accordance with Chapter 3 of reference (ak), the Commanding Officer (CO) may delegate the authority to review requirements based on UND A and UND B. Shipments of UND A and B materiel must be accompanied by a LOA similar to Figure 14-3, and the shipping documentation must be signed by the appointed individual.

e. New Small Package Carrier Accounts. HQMC LPD-1 must approve these accounts, in writing, for the purpose of transporting official shipments. A TPPS account must be created by HQMC LPD-3 in conjunction with this approval to ensure prompt payment. See Chapter 14 of this Manual for details.

f. CBL Tracking Officer. Each shipping system GBLOC 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 GBLOC. See reference (e), Part II, Chapter 206.

g. CCO. See reference (e), Part VI. A CCO must be appointed in writing, where applicable.

3. Records Retention. Reference (f), Volume 5, Chapter 33, paragraph 330403 and reference (r) indicate that records on financial transactions and acquisition of materials and supplies be maintained for a period of 6 years and three months, except for FMS, which has a retention period of 10 years from the date of case closure.

4. AA&E, Classified, Sensitive, Controlled, and Pilferable Procedural Checklist. DMOs should establish a written procedural checklist for shipment and receipt of AA&E, classified (SECRET and CONFIDENTIAL), sensitive, controlled, and pilferable materials in accordance with reference (e), Part II, Chapter 205.

5. 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 notification 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) Account for the new assets in accordance with reference (e), Part II, Chapter 211 and reference (ao).

(4) Within 30 days of fielding equipment, complete the Gaining Unit Fielding Evaluation Report in accordance with reference (ap), and submit to the AIT Project Officer (PO).

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 issues.

(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.

6. Emergency Procedures. Each DMO must establish a back-up plan in the event of power failure, natural disaster or extended interruption of daily business. DMOs will manually enter hand-written carrier freight bills into CMOS when access is regained or a bill may be created from SYNCADA after the shipment is invoiced. Also, other DMOs may be requested to book shipments.

APPENDIX A

Preparation of DD Form 1149

1. Use of the DD Form 1149

a. Customers of shipping activities are to discontinue use of the manual DD Form 1149, Requisition and Invoice/Shipping Document, as soon as possible. Systems that generate 2D barcoded DD Forms 1149 may continue to be used by the customer.

(1) An automated DD Form 1149 is available at <https://trackerlite.wpafb.af.mil/DD1149/main.aspx>. Registration is required. A user's manual may also be found on this site.

(2) New users of this web form should read the User's Manual before registering to use the form. The customer should use it as additional guidance in preparing the DD Form 1149.

b. Customers of shipping activities can prepare one DD Form 1149 for multiple items, and turn them in at the same time if they are moving to the same destination/consignee.

c. However, a separate DD Form 1149 will be prepared by the customer of the shipping activity to distinguish between general, classified, and HAZMAT.

d. For all shipments that DO NOT contain classified, sensitive, protective or HAZMAT, the following statement will be inserted and initialed by the customer of the shipping activity: "This shipment does not contain any classified, sensitive, protective or HAZMAT."

e. Small arms and other weapons should not be packaged as a multipack with other general cargo not associated with the weapon systems.

2. Preparation Instructions

a. General. DD Form 1149 is used for non-MILSTRIP shipment processing. The customer requests non-MILSTRIP shipment support to the DMO on a DD Form 1149. The customer must provide written authority for movement when requested by the Freight Operations Section, unless generated by an automated system. After completion by the customer, the information is entered into CMOS.

25 JUN 2015

b. Block 1. Customer's unit/office symbol, address, and phone number (DSN and Commercial).

c. Block 2. Address of consignee. Requires a formatted address to include the DoDAAC as the first six positions of the address.

d. Block 3. Name and phone number (DSN and Commercial) of consignee.

e. Block 4. Fund cite obligated for movement charges. (Usually customer's funds or local O&M). Customer must provide a valid LOA and Standard Document Number.

(1) Block 4(a), Item number

(2) Block 4(b). NSN and nomenclature.

(a) If the NSN is unavailable, use the manufacturer's part number if applicable, and provide a complete description of the item.

(b) Identify all classified shipments with the appropriate security classification. Also, describe in detail all unclassified material that is considered sensitive or requires added protective service.

(c) Applicable Demilitarization Codes must be supplied by the shipper.

(d) HAZMAT shipments must be clearly documented to reflect the proper shipping name.

(3) Block 4(c). Unit of Issue

(4) Block 4(d). Quantity

(5) Block 4(e). Supply Action - enter quantity being shipped or transferred

(6) Block 4(f). Type of Container - carton, wooden or metal box, skid, etc., (complete as applicable)

(7) Block 4(g). Container Numbers - number containers if more than one and indicate in this block the container number in which the particular item is located (complete as applicable)

- (8) Block 4(h). Unit price
- (9) Block 4(i). Total Shipment Unit Cost
- f. Block 5. Date shipment offered for movement (Requisition date)
- g. Block 6. TCN (DMO completes)
- h. Block 7. RDD (also see block 9)
- i. Block 8. TP based on RDD
- j. Block 9. Authority for Shipment. Customers will provide written authority for expedited movement
- k. Block 10. Signature of accountable person authorizing government funds for movement
- l. Block 11(a). Voucher Number. If not used, may be used to provide name and unit of person signing in block 10
- m. Block 11(b). Date of Voucher. If not used, may be used to provide phone number of person signing in block 10
- n. Block 12. Date Shipped (DMO completes)
- o. Block 13. Mode of Shipment (DMO completes)
- p. Block 14. BL Number (DMO completes)
- q. Block 15. Air Movement Designator or Port Reference Number
- r. Block 16. TAC only for over-the-ocean or intra-theater shipments via AMC/MSC/SDDC (DMO completes)
- s. Block 17. Special Handling Code(s) (DMO completes)
- t. Block 18. Names of person(s) who (1) received; (2) in-checked; (3) and packed the shipment. DMO also completes the final shipment configuration of this block
- u. Block 19. Receipt (N/A)
- v. Block 20. Receiver's Voucher No. (N/A)

3. Minimum Distribution

- a. Original is maintained by the DMO.
- b. One copy to customer.
- c. One copy in outside packing list unless shipment is classified.
- d. One copy to consignee along with copy of BL if electronic transmission fails or is not available.

APPENDIX B

DD Form 626, Motor Vehicle Inspection Procedures

1. Documentation. All items (2 through 9) will be checked at origin prior to loading items with an asterisk (9 apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.

a. Items 1 through 5. Self-explanatory.

b. Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number CDL end OF-346 must have the HAZMAT and other appropriate endorsements in accordance with reference (g) Title 49, Part 383.

c. Item 7. Enter the expiration date listed on the Medical Examiner's Certificate.

d. Item 8

(1) HAZMAT Certification. In accordance with applicable service regulations, ensure operator has been certified to transport HAZMAT. Check the expiration date on driver's HAZMAT Certification.

(2) Valid Lease. Shipper will ensure a copy of the appropriate contract or leases carried in all leased vehicles and is available for inspection (reference (g), Title 49, § 376.12 and § 376.11(c)(2)).

(3) 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 reference (g), Title 49, § 397.101.

(4) 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.

(5) Driver's Vehicle Inspection Report. Review the commercial operator's Vehicle Inspection Report, and ensure that there are no defects that would affect the safe operation of the vehicle. See reference (e), Part II, Chapter 204.

(6) Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of reference (g), Title 49, Part 397) (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, the shipper will provide a copy to the operator.

e. Item 9. Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark the applicable box. For vehicles without a CVSA, check the documentation of the last vehicle periodic inspection and perform a DD Form 626 inspection.

2. Mechanical Inspection. All items (12a through 12t) 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 loads.

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 a equipped with an overload protection device circuit breaker (reference (g), Title 49, § 393.95).

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose (reference (g), Title 49, §393.811).

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 (reference (g), Title 49, §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

25 JUN 2015

are in serviceable condition Defroster must be operative when conditions require (reference (g), Title 49, §393.60, 78, 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 (reference (g), Title 49, §393.80).

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standards No. 125. Flame producing devices are prohibited (reference (g), Title 49, §393.95).

g. Fire Extinguishers. Military vehicles must be equipped with one serviceable fire extinguisher with an Underwriter's Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguishers must be located so that they are readily accessible for use and securely mounted on the vehicle. Fire extinguishers must be designed, constructed and maintained to permit visual determination of whether they are fully charged (reference (g), Title 49, §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 (reference (g), Title 49, §393.28).

i. Lights/Reflectors (Head, tail, turn signal brake, clearance marker and identification lights, Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle (reference (g), Title 49, § 393.24, 25, and 26)

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to determine that they are in

completely serviceable condition and not leaking at joints (reference (g), Title 49, § 393.83).

k. Exhaust System. Exhaust system shall discharge into the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near or to the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel systems or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches (reference (g), Title 49, § 393.83).

l. Brake System(to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and airlines. Check for fluid leaks, cracked or damaged tines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative (reference (g), Title 49, § 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55).

m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped) (reference (g), Title 49, § 393.207).

n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged.

o. Pintle Hook Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached (reference (g), Title 49, §393.70, 71).

25 JUN 2015

p. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances (reference (g), Title 49, §393.84)

q. Landing Gear. Inspect to ensure that landing gear end assembly are in serviceable condition correctly assembled, adequately lubricated and properly mounted.

3. Post Loading Inspection. All placarded quantities items will be checked prior to the release of loaded equipment. Shipments will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.

a. Item 18. Check to ensure shipment is loaded in accordance with reference (g), Title 49, §177.848 and the applicable Segregation or Compatibility Table of reference (g), Title 49, §177.848.

b. Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.

c. Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.

d. Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with reference (g), Title 49, §172.504.

e. Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR §172.201 and 202. For shipments transported by government vehicle, shipping papers will be DD Form 2890, DoD Multimodal Dangerous Goods Declaration.

f. Item 23. Ensure operator(s) sign DD Form 626, are given a copy, and understand the hazards associated with the shipment.

g. Item 24. If shipment is made under DOT Special Permit 868, ensure that shipping papers are properly annotated, and a

25 JUN 2015

copy of Special Permit 868 is with shipping papers. (Applies to commercial shipments only).

h. Item 26. Ensure driver/operator signs DD Form 626 at origin.

i. Item 28. Ensure driver/operator signs DD Form 626 at destination.

4. Access to Form. The DD Form 626 is available online at the following location:

<http://www.dtic.mil/whs/directives/forms/eforms/dd0626.pdf>

APPENDIX C

HAZMAT Training Requirements

Duties	Course	Interval	Location
Certification of HAZMAT on shipping papers by any mode of transportation, military or commercial, with the exception of technical specialists	HAZMAT Certification, Initial (80 Hrs)		345 TRS/TTTD Fort Lee, VA
	HAZMAT Certification, Refresher(40 Hrs)	24 Months	Navy Supply Corps School, Newport, RI JMCA-AST McAlester, OK
To be used only when DoD Schools cannot provide training within the required timeframe.	HAZMAT Certification, Initial(80 Hrs)		DOT TSI Oklahoma City, OK
	HAZMAT Certification, Refresher(40 Hrs)	24 Months	
For MARFORRES Unit Personnel Only	General Awareness/ Familiarization Training (8 hrs) (reference (g), Title 49, §172.700)	36 Months	
Technical specialists- Persons who certify HW shipments and/or Class 7 (radioactive) remediation shipments (by highway or rail)	Hazardous Waste Management and Manifesting	24 Months	USACE Learning Center, Huntsville, AL
	Radioactive Waste Transportation		
	Transportation of HM/HW for DoD		DLA Training Columbus , OH
DoD personnel who ship Class 6-Division 6.1 (Toxins), Class 6-Division 6.2 (Infectious Substances and Medical Wastes), limited quantities of Class 3 materials (e.g., thin prep solutions used in gynecological clinics), and dry ice used to refrigerate medical samples and specimens.	Transport of Biomedical Material Course	24 Months	USAPHC Aberdeen, MD

Duties	Course	Interval	Location
DoD personnel who handle but do not certify shipments of Class 6 Biomedical Material (or its waste)			USAPHC Aberdeen, MD
DoD personnel who package and ship Class 6-Division 6.2 (Medical Waste) only	Medical Waste Transport		
Persons who only certify radioactive (Class 7) HAZMAT on shipping papers by any mode of transportation, military or commercial.	Radioactive Commodity Identification and Transportation	24 Months	USA CECOM Aberdeen Proving Ground, MD
	Radiation Safety Officer and Refresher		NAVSEA DET Radiation Training Yorktown, VA
Persons who transport HAZMAT over public highways, to include civilians, military personnel, and contractors	Training on proper vehicle operation, securing loads (blocking and bracing), placarding requirements, vehicle route restrictions, required documentation, actions in the event of an incident or accident, and emergency notification procedures.		

APPENDIX D
Abbreviations/Acronyms

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
ANSI/ISO	American National Standards Institute/ International Organization for Standardization
AOR	Area of Responsibility
APC	Aerial Port Code
APO	Army and Air Force Post Office
APOE/D	Aerial Port of Embarkation/Debarcation
ATA	American Trucking Association
ATCMD	Advanced Transportation Control and Movement Document
BLOC	Bill of Lading Code
CBL/GBL	Commercial Bill of Lading/Government Bill of Lading
CCI	Controlled Cryptographic Item
CIIC	Controlled Inventory Item Code
CCDR	Combatant Commander
CCO	Container Control Office
CCP	Container Consolidation Point

CFR Code of Federal Regulations
CG Commanding General
CL Carload
CMC Commandant of the Marine Corps
CMOS Cargo Movement Operations System
COFC Container-on-Flatcar
COR Contracting Officer's Representative
CONUS Continental United States
CPP Carrier Performance Program
CSS Constant Surveillance Service
DESPS BPA Domestic Express Small Package Service (DESPS)
Blanket Purchase Agreement (BPA)
DCMA Defense Contract Management Agency
DDJC Defense Distribution Depot, San Joaquin, CA
DECA Defense and Economic Cooperation Agreement
DFAS Defense Finance and Accounting Service
DFARS Defense Federal Acquisition Regulation Supplement
DFRIF Defense Freight Railway Interchange Fleet
DMO Distribution Management Office / Officer
DoDAAC Department of Defense Activity Address Code
DoDAAD Department of Defense Activity Address Designator
DLA Defense Logistics Agency
DoDM Department of Defense Manual
DoDR Department of Defense Regulation

DoD FMR	Department of Defense Financial Management Regulation
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
DTCI	Defense Transportation Coordination Initiative
DTTS	Defense Transportation Tracking System
DUSD (L&MR)	Deputy Under Secretary of Defense (Logistics and Materiel Readiness)
DVD	Direct Vendor Delivery
EDI	Electronic Data Interchange
ETRR	Export Traffic Release Request
FACTS	Financial and Air Clearance Transportation System
F/AD	Force/Activity Designator
FAK	Freight All Kind
FAR	Federal Acquisition Regulation
FMFM	Fleet Marine Force Manual
FMS	Foreign Military Sales
FOB	Free on Board
FPO	Fleet Post Office
GATES	Global Air Transportation Execution System
GBLOC	Government Bill of Lading Code
GFM	Global Freight Management System
GPC	Government Purchase Card
GSA	General Services Administration
HAZMAT	Hazardous Materials

HHG	Household Goods
HN	Host Nation
ICAO	International Civil Aviation Organization
IGC	Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence
IRRIS	Intelligent Road/Rail Information Server
ISO	International Organization for Standardization
ITV	In-Transit Visibility
JCS	Joint Chiefs of Staff
KO	Contracting Officer
LPD	HQMC I&L Logistics Distribution Branch
LPO	HQMC I&L Logistics Plans and Operations Branch
LTL	Less Than Truckload
MAGTF	Marine Air Ground Task Force
MAP	Military Assistance Program
MARFORs	Marine Forces
MCSF	Marine Corps Stock Fund
MDDOC	MAGTF Deployment and Distribution Operations Center
MDSS II	Marine Deployment Support System
MEB	Marine Expeditionary Brigade
MEF	Marine Expeditionary Force
MFTURP	Military Freight Traffic Unified Rules Publication
MILAIR	Military Airlift
MILSTAMP	Military Standard Transportation and Movement Procedures

MILSTRIP	Military Standard Requisitioning and Issue Procedures
MILVAN	Military-owned Demountable Container
MMDC	MAGTF Materiel Distribution Center
MMDP	MAGTF Deployment and Distribution Policy
MOA/MOU	Memorandum of Agreement/Memorandum of Understanding
MRO	Material Release Order
MSC	Military Sealift Command
MSDS	Materiel Safety Data Sheet
MSL	Military Shipping Label
M/T	Measurement Ton
NATO	North Atlantic Treaty Organization
NOS	Not Otherwise Specified
O&MMC	Operation and Maintenance, Marine Corps
O&MMCR	Operation and Maintenance, Marine Corps Reserve
OCBO	Ocean Cargo Booking Office
OCCA	Ocean Cargo Clearance Authority
OCONUS	Outside Continental United States
OCO	Overseas Contingency Operation
OMC	Optical Memory Card
OPLIFT	Opportune Lift
PD	Priority Designator
PEI	Principal End Item
POE/D	Port of Embarkation/Debarcation

PP&P	Preservation, Packaging, & Packing (Also called P3)
RDD	Required Delivery Date
REPSHIP	Report of Shipment
RFID	Radio Frequency Identification
SAAM	Special Assignment Airlift Mission
SAP	Security Assistance Program
SCAC	Standard Carrier Alpha Code
SDDC	Military Surface Deployment and Distribution Command
SDN	Standard Document Number
SED	Shipper's Export Declaration
SDT	Second Destination Transportation
SMO	Strategic Mobility Officer
SNS	Satellite Motor Surveillance Service
SOFA	Status of Forces Agreement
SPOE/D	Sea Port of Embarkation/Debarkation
SRC	Security Risk Category
STC	Said to Contain
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

TDS	Total Delivery Services
TFG	Transportation Facilities Guide
TGBL	Through Government Bill of Lading
TL	Truckload
TMS	Transportation Management System
TO	Transportation Officer
TOFC	Trailer-on-Flatcar
TP	Transportation Priority
TP-1, TP-2	Expedited Transportation
TP-3	Routine Transportation
TP-4	Deferred From Air Freight Shipments
TPS	Transportation Protective Service
TPPS	Third Party Payment System (TPPS)
TSP	Transportation Service Provider
UMMIPS	Uniform Material Movement and Issue Priority System
UND	Urgency of Need Designator
USTRANSCOM	United States Transportation Command
WAWF	Wide Area Workflow
WPOE/D	Water Port of Embarkation/Debarkation
WPS	Worldwide Port System
WWX	Worldwide Express

THIS PAGE LEFT BLANK INTENTIONALLY