

11 NOVEMBER 2003



Transportation

CARGO MOVEMENT

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Supersedes AFI 24-201, 1 January 1999

Pages: 108
Distribution: F

This instruction implements AFD 24-2, *Preparation and Movement of Air Force Materiel*. It assigns responsibilities and provides guidance and procedures on the planning, documentation, funding and other actions associated with the movement of Air Force cargo in support of peacetime, exercise, humanitarian and contingency operations. Foreign country laws and Defense Cooperation Agreements (DECA)/Status of Forces Agreements (SOFA) may limit or slightly modify the application of this instruction. The objectives of this instruction are to empower Logistics Readiness Squadron Commanders (LRS/CC) with authority and responsibility to meet the cargo movement needs of their customers, to identify references, and to provide necessary procedural guidance. It applies to the U.S. Air Force total force units unless otherwise indicated for the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). **Attachment 1** lists references, acronyms, terms, and other supporting information used in this instruction. If a conflict exists between information in this instruction and DOD 4500.9-R, *Defense Transportation Regulation (DTR)*, Parts I-VI, the DTR will take precedence. NOTE: Many of the publications and sources of information referenced throughout this instruction can be found on the worldwide web through the home pages of the responsible industry or government agency. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction.

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This document is substantially revised and must be completely reviewed.

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Chapter 1

CARGO MOVEMENT RESPONSIBILITIES

1.1. Headquarters United States Air Force (USAF) Responsibilities. Memorandum of Agreement (MOA) between HQ USAF/ILG and HQ AFMC/LG provides for the efficient use of HQ USAF and HQ AFMC resources to accomplish the development and implementation of Air Force transportation policy, processes and procedures.

1.1.1. HQ USAF/ILG has sole authority to establish or modify transportation policy.

1.1.2. HQ USAF/ILGD is the Air Staff agent for the functional aspects of this agreement and AFMC Logistics Support Office (LSO) is the HQ AFMC/LG MOA agent for this agreement.

1.1.3. HQ USAF/ILGD will establish and modify transportation policy; approve cargo management and packaging policy prior to publication; attend policy issue meetings; and institutionalize the responsibilities and authority granted to AFMC LSO by this MOA, within the Air Force and DOD transportation community, to enable AFMC LSO to effectively carry out its mission.

1.2. Air Force Materiel Command (AFMC) Responsibilities.

1.2.1. AFMC LSO responsibilities include developing proposals and recommending policy to the Air Staff in all areas of cargo management; packaging, to include focal point for Special Packaging Instructions (SPI); security; hazardous material, to include focal point for packaging waivers and DOT exemptions; transportation discrepancies; air clearance; Shipper Service Liaison Offices (SSLO); transportation funding and Third Party Billing (TPB) procedures. They also maintain membership on cargo and packaging related committees and groups such as the DTR Committee (Cargo Part); Air Force Intermodal Systems Development Group; and the Defense Packaging Policy Group (DPPG). In addition, they develop, write, modify, and maintain, in conjunction with the MAJCOMs and with certification by HQ USAF/ILG, those publications which concern the packaging, preparation, documentation, funding, and movement of Air Force materiel; compile and submit Air Force cargo movement forecasts; and maintain Address Indicator Groups (AIG)/Mail List 10048, 10968, and 10970. Maintains AFMC LSO website:

<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/>

1.2.1.1. Develop and implement metric processes and procedures to measure compliance with Air Force policy for the movement of materiel and packaging effectiveness.

1.2.1.2. Provide MAJCOMs monthly metric performance measurement data for their review and analysis, including CIRF pipeline performance data.

1.3. Major Command (MAJCOM) Responsibilities. Directors of Transportation ensure transportation personnel in the Distribution Flights and Traffic Management Flights have sufficient training, resources and guidance available to meet their requirements.

1.3.1. Analyze metric performance measurement data on a monthly basis and provide this information to appropriate MAJCOM staff functional managers, Distribution Flights and Traffic Management Flights (as needed) for their review and action, as appropriate.

1.3.2. MAJCOMs may publish supplements to this instruction. OCONUS MAJCOMs should supplement theater unique processes.

1.4. Distribution Flight Officer/Manager Responsibilities. For the purpose of this publication, the term Distribution Flight Officer/Manager will include the title of Transportation Officer (TO). The TO is the single-manager for all of their installation's cargo movements except those shipments moved directly by individual units. This includes, but is not limited to, Government Purchase Card shipments, returns to vendors, and direct delivery to Defense Reutilization and Marketing Service (DRMS) from Materiel Management. For these types of shipments, the Distribution Flight Chief will be available to provide assistance to the shipper upon request. They make distribution decisions based on law, official agreements, Air Force policy, and appropriate guidance and business practices. They must use initiative to meet the cargo movement needs of their customers and to provide transportation advice. The Distribution Flight Chief may discuss with carriers their requirements and historical movement data. The Distribution Flight Chief may not negotiate rates or other agreements that are the responsibility of USTRANSCOM or its Transportation Component Commands (TCC) – Air Mobility Command (AMC), Military Sealift Command (MSC), or Military Traffic Management Command (MTMC). See DOD 4500.9-R, DTR, Part I, Passenger Movement; Part II, Cargo Movement; Part III, Mobility; Part IV, Personal Property, Part V, Customs, and Part VI, Management and Control of Intermodal Containers and System 463-L Equipment. LRS/CC will:

1.4.1. Organize, program, and manage transportation resources to include host, tenant, and geographically separated unit support agreements for transportation services.

1.4.2. Ensure their appointment as TO is accomplished by special order of the area, activity, or installation commander in accordance with regulations of the military departments concerned. Refer to DTR, Part II, Chapter 201, paragraph C.12.

1.4.3. Appoint transportation agents as necessary by letter. Letters of appointment must be retained in the LRS/CC office. Refer to DTR, Part II, and Chapter 201, paragraph C.13. for exceptions. For appointment of transportation agents at ANG bases, see ANGR 130-6/ANGR 11-02, *United States Property and Fiscal Officer Appointment, Duties, and Responsibilities*.

1.4.4. Appoint PowerTrack administrators and ensure they complete required training. For ANG units, the United States Property and Fiscal Officer (USPFO) will appoint Powertrack administrators and ensure they complete required training. US Bank offers a PowerTrack training program for PowerTrack system users and administrators. AFMC LSO/LOL is also a source of training on the PowerTrack system. Units must request training support through their MAJCOM counterparts.

1.4.5. Analyze monthly metric performance measurement data received from their MAJCOM and take corrective action, as appropriate.

1.4.6. Provide advice to base units or activities wanting to establish small package carrier accounts for the purpose of transporting official freight shipments.

1.4.6.1. These units/activities will have full responsibility for tracing, transportation discrepancy reporting, certification of hazardous declarations, and fiscal responsibility for maintaining obligation authority.

1.4.7. Ensure approved tenders, contracts, and service guides are available.

1.4.8. Appoint Cargo Movement Operations System (CMOS) administrators at CMOS operating locations and ensure they receive required training.

1.4.9. Maintain or have electronic access to current editions of all applicable publications to include those for handling hazardous materials.

1.4.10. Use mandatory GSA/AMC approved contract carrier service and USTRANSCOM, TCCs – AMC/MS/MTMC - organic, procured or approved transportation services. Exceptions to this policy will be IAW DTR, Part II.

1.5. Other Personnel Responsibilities. Distribution Flight and Traffic Management Flight personnel, transportation agents and others appointed by the LRS/CC who are engaged in the shipment or receipt of materiel, must comply with appropriate law, DOD and Air Force policy, official agreements and established procedures. CMOS administrators will assign user identifications (IDs) and control user privileges.

1.6. Referenced Publications. TOs should be aware that most referenced publications are available on the Internet.

1.7. Records Disposition. Ensure that all records created by this instruction are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*. See paragraph **10.13** for hazardous waste shipments.

Chapter 2

AGILE LOGISTICS AND CONTINGENCY OPERATIONS

2.1. General. Agile Logistics uses high velocity, time-definite transportation to manage mission and logistics requirements while minimizing reliance on stockpiles of inventory. Many items must be processed rapidly and shipped from bases via express transportation to a depot/repair center or contractor for repair.

2.2. Transportation in Agile Logistics. Transportation provides an immediate and effective way to reduce the logistics pipeline. While the cost of some express shipments may be higher than other shipping modes, customer service/mission support is improved while the overall cost of the logistics system is actually reduced. A compression of the total order and ship time pipeline segments is a primary goal of Agile Logistics.

2.3. Two-Level Maintenance (2LM). 2LM is a logistics program used to transfer the repair-level of select items from base to depot, eliminating high overhead and resource costs. The three-level maintenance (3LM) process of on-system, base level and depot repair continues for a number of items. The task for transportation is to move 2LM assets between issue, use and repair points in a time-definite manner.

2.4. Rapid Parts Movement (RPM). This assures all reparable assets (including Agile Logistics/ 2LM) and selected consumables are shipped via commercial express carriers using best value selection process. Reduced inventory levels resulting in overall logistics savings and mission sustainment offset increased transportation costs.

2.5. Centralized Intermediate Repair Facility (CIRF). CIRFs are regional intermediate repair centers designed to support operational requirements congruent with Air Force Vision 2020. CIRFs reduce the forward support logistics footprint and dependence on strategic airlift.

2.6. Door-to-Door Delivery. This is the key transportation policy supporting Agile Logistics/2LM/RPM/CIRF. Door-to-door delivery involves express carrier pick-up of cargo at the depots/repair centers, contractor facilities, or bases; and time-definite delivery of the cargo to a designated receiving location in CONUS or OCONUS, while maintaining in-transit visibility (ITV). Door-to-door delivery will also be used for Agile Logistics/2LM/RPM/CIRF retrograde cargo shipments.

2.7. Project Code Assignment. Project codes to identify Agile Logistics/2LM/RPM/CIRF materiel are assigned and loaded into Air Force and Defense Logistics Agency (DLA) supply systems. The system logic identifies these codes as being authorized assignment of required delivery date (RDD) "777" making the shipment air-eligible. The RDD 777 and an Agile Logistics/2LM/RPM/CIRF project code are electronically printed on the DD Form 1348-1A, *Issue Release/Receipt Document*. These identified shipments must move to meet the [Attachment 2](#) timetable. The timeframes in [Attachment 2](#) are for air eligible transportation priorities 1 and 2 items and are more stringent than those contained in DOD 4140.1-R, *DOD Supply Chain Materiel Management Regulation*, and DOD 4000.25-M, *Defense Logistics Management System (DLMS)*. For 999/NMCS/MICAP shipments see paragraphs [4.3.](#) and [8.4.](#) for mode/method exceptions. AFMC LSO/LOT will provide project code updates by web site and message. A list of current

US Air Force Project Codes and Nicknames can be accessed on the AFMC LGS web site at <https://www.afmc-mil.wpafb.af.mil/HO-AFMC/LG/lgs/milgov/project.htm>.

2.8. Agile Logistics/2LM/RPM/CIRF Delivery Time Standards and Mode/Method Eligibility. See [Attachment 2](#) for Air Force Agile Logistics pipeline time standards. Commercial air express small-package delivery service through approved GSA/AMC contracts, AMC/MTMC approved tenders, or local air shipment procedures established when the TO can document a negative critical mission impact to justify non-usage of AMC-arranged/operated/ negotiated airlift, is the norm for Agile Logistics/2LM/RPM/CIRF shipments to meet Air Force sustainment goals. Use AMC approved contracts, tenders, or operating airlift channels for other airlift eligible shipments between CONUS/OCONUS and within OCONUS. Agile Logistics/ 2LM/CIRF reparable assets moving by surface motor carriers must be moved expeditiously on air ride tractor and trailer equipment when required by Technical Order (T.O.) 00-85-20. A HQ MTMC, Global Distribution-Domestic (MTOG-GD), approved Federal Acquisition Regulation (FAR)-based contract should be considered for repetitive aircraft engine and other volume cargo traffic lanes.

2.9. Base Processing Time. The total base Distribution Flight processing standard for an Agile Logistics/2LM/RPM/CIRF shipment is 24 hours. This time starts when maintenance declares the item not reparable this station (NRTS), turns the item over for shipment processing and ends when the selected carrier receipts for pick up.

2.10. Funding for Movement of Agile Logistics/2LM/RPM/CIRF. To ensure fiscal propriety and preclude misuse of funds for carrier movements of Agile Logistics/2LM/RPM/CIRF items, TOs must cite the appropriate Materiel Support Division (MSD) or General Support Division (GSD) Transportation Account Code (TAC) that is printed on the DD Form 1348-1A. If no TAC is printed, use the TRACKER system website at <https://tracker.wpafb.af.mil> to determine the correct TAC. See paragraph [3.2.](#) and [Attachment 3.](#)

2.11. Agile Logistics in Contingency Operations. By accelerating our ability to resupply the forces and maintain their weapon systems during contingencies, War Fighters can deploy and operate with confidence. A smaller mobility footprint, created by reduced inventory and maintenance capability, permits faster placement of the combat force and expands contingency flexibility and effectiveness.

2.12. CONUS Distribution Management Cell (CDMC). Refer to [Chapter 8](#), paragraph [8.2.](#)

2.13. Air Mobility Express (AMX). AMX is an express airlift to move high priority (999/NMCS/MICAP/Agile Logistics/2LM/RPM/CIRF materiel (greater than 150 lbs, hazardous, oversized) from a CONUS APOE to a theater APOD or hub. Cargo will move from the designated AMX aerial port hub via AMC-controlled airlift missions. USTRANSCOM will activate this service as directed by the theater Combatant Commander. See DTR, Part III, Chapter 302.

2.14. Theater Delivery System. A two-way movement system established by the supported Combatant Commander to integrate theater air, land and water transportation systems. See DTR, Part III, Chapter 302.

2.15. Reachback and Resupply. An airlift capability will exist to allow the warfighting Combatant Commander to reachback to the CONUS for resupply of critical aircraft parts as early as C+1.

2.16. Operational Risk Management (ORM). Where situations exist that do not appear to be adequately covered by this instruction, commanders and deployment planners at all levels will use ORM to assess risk associated with those situations and determine adequate safeguards or procedures to manage the risk. ORM definitions, guidelines, techniques, and tools are found in AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*.

2.17. In-transit Visibility (ITV). 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. Successful ITV is drillable cargo and passenger manifest data received by the Global Transportation Network (GTN). GTN is the designated DOD system for ITV. Effective and reliable ITV is based on timely and accurate availability of source data information. Movements are not considered complete until ITV has been achieved.

2.17.1. The Directorate of Logistics Readiness (HQ USAF/ILG) serves as the Air Force ITV OPR and the Deployment and Distribution Division (HQ USAF/ILGD) manages the ITV program.

2.17.2. MAJCOM Responsibilities. MAJCOMS will coordinate and arrange all logistics requirements to support regional CIRFs. MAJCOM staffs will monitor and analyze CIRF pipeline times, and develop appropriate action plans to ensure time definite delivery and pipeline standards are met. These procedures will be outlined in MAJCOM supplements to AFI 21-101, 23-110, and 24-201 where appropriate: MAJCOM staffs will establish and provide ITV for the regional CIRFs; budget and fund additional infrastructure and base operating support including facility modifications and equipment purchase and lease.

2.17.3. The Air Force is committed to ITV principles and is determined to improve ITV source data timeliness and quality to support the War Fighter. The timeliness and quality of ITV documentation data that is flowed to GTN is as important to supporting the War Fighter as the actual movement of the cargo. ITV integrity must be maintained by providing data feeds to GTN according to the following standards:

2.17.3.1. Two hours for all intratheater and CONUS non-unit cargo movements (all modes).

2.17.3.2. One hour for all unit personnel and equipment movements.

2.17.3.3. One hour for all sustainment air cargo movements.

2.17.4. Non-Unit Move. Shippers will document all cargo/non-unit re-supply movements in CMOS.

2.17.5. Contingency/Unit Move Deployment and Redeployment. ITV provides the Combatant Commander the ability to see forces moving to and within the theater. Good ITV enables the Combatant Commander to determine the location of specific units while in the DTS and to reprioritize or redirect movement in response to changing circumstances.

2.17.5.1. Air Force locations will assure ITV of unit movement cargo as follows:

2.17.5.1.1. At origin/ports of embarkation. Prepare commercial movement documentation as required using CMOS. If cargo is moving through the DTS and is destined for a POE, assure

Advance Transportation Control and Movement Document (ATCMD) data is submitted to support receipt and onward movement. Prepare automated air manifests using CMOS, or at AMC aerial ports, Global Air Transportation Execution System (GATES). Assure a diskette with the air manifest data accompanies the mission. This is also applicable when using Operational Support Airlift (OSA) aircraft under control of the Joint Operational Support Airlift Center (JOSAC).

2.17.5.1.2. At enroute locations. Access GATES to determine what is inbound. (NOTE: Until the GATES/CMOS interface becomes fully functional, the enroute location may need to rely on the inbound diskette to assist in remanifesting at transload (Intermediate Staging Base) locations. Receipt for cargo. Prepare automated air manifest using GATES. Assure a diskette with the air manifest data accompanies the mission.

2.17.5.1.3. At destination/port of debarkation. Receipt for cargo. Prepare documentation for onward movement as required by mode. Prepare commercial movement documentation using CMOS. Prepare air or truck manifests using GATES, at AMC operated locations, or CMOS. Assure a diskette with the air or truck manifest data accompanies the mission/vehicle.

2.17.5.1.4. At final destination. Receipt for cargo using CMOS.

2.17.5.2. The requirement for movement documentation applies to both Air Force and non-Air Force movement requirements. Non-Air Force units moving through Air Force systems (GATES or CMOS) will provide unit deployment data for cargo and passengers from TC-ACCIS, TC-AIMS II, MDSS II, or an importable Excel spreadsheet, as required in the DTR, Part III, *Mobility*.

2.17.5.3. Accurate manifesting at origin/port of embarkation will enable enroute locations to electronically re-manifest. Automated manifests and the manifest diskettes must accurately reflect cargo/passenger content prior to aircraft departure.

2.17.5.4. For specific unit move deployment ITV reporting procedures and requirements, see DTR, Part III, and AFI 10-403, *Deployment Planning and Execution*.

2.18. Centralized Intermediate Repair Facility (CIRF). For definition, see paragraph [2.5](#).

2.18.1. HQ USAF/IL Responsibilities. HQ USAF/IL provides policy and procedures to support Air Force sponsored CIRF operations. In addition, HQ USAF will determine and modify current Unit Type Codes (UTC) to provide sufficient contingency/steady state support for CIRF operations to include the Regional Supply Squadrons and the integration of CIRF transportation support UTCs into the Air Expeditionary Forces' rotations. CIRF policy and procedures are addressed in AFI 21-101, *Aerospace Equipment Maintenance Management*.

2.18.1.1. HQ AFMC/LG Responsibilities. HQ AFMC/LG provides policy, guidance, and procedures for Air Logistics Centers in support of CIRFs, to include clarification and guidance for funding cargo movements.

2.18.1.2. HQ AMC Responsibilities. HQ AMC provides clarification and guidance on airlift movements and assist Theater Combatant Commanders and USTRANSCOM in establishing channels to support CIRF operations.

2.18.1.3. MAJCOM Responsibilities. MAJCOMs will coordinate and arrange all logistics requirements to support regional CIRFs. These procedures will be outlined in a MAJCOM supple-

ment to AFI 21-101: establish and provide ITV for the regional CIRFs; budget and fund additional infrastructure and base operating support including facility modifications and equipment purchase and lease.

2.18.1.4. Distribution Flights will ensure CIRF assets are processed and shipped to meet Agile Logistics pipeline time standards, see [Attachment 2](#). Establish and follow local procedures ensuring close coordination with maintenance personnel facilitating expedited movement of CIRF assets. Provide advance notification of pending CIRF end item movement to the CDMC, Theater Distribution Management Cell and local/theater Airlift Clearance Authorities (ACA), as appropriate, to facilitate synchronization of transportation nodal schedules. Support MAJCOM established procedures to provide ITV. Procedures to flag CIRF assets as they enter and move through the DTS, such as utilization of CIRF specific DODAACs, are under development.

2.18.2. Pipeline performance is the key performance consideration for CIRF operations. Pipeline segments include: preparation time, transportation in, awaiting maintenance, in work, awaiting parts, and transportation out.

2.18.2.1. Transportation segment velocity is critical to effective CIRF operations. Maintenance induction scheduling decisions are based on predictable arrival of assets to the CIRFs.

2.18.2.2. TACC and other transportation organizations will work in conjunction with RSS and CIRF maintenance functional managers to ensure high transportation segment velocity and that asset pipeline time standards are met.

Chapter 3

TRANSPORTATION FUNDING AND PAYMENT PROCEDURES

3.1. Funding Categories. The TO must use the correct funding category for the movement of DOD and other Federal Agency cargo. Prior to the start of each fiscal year, AFMC LSO/LOL provides memorandums to each Air Force MAJCOM and DLA/DCMA with first and second destination funding information. MAJCOMs must disseminate copies to their transportation shipping activities. These memorandums provide accounting classifications for Redistribution Orders/Reparable Returns and for shipments from DLA Depots. These memorandums are also posted under Transportation Funding on the AFMC LSO website <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lo/>. See **Attachment 3** and **Attachment 4** for Air Force transportation funding categories, responsibilities and reference tables.

3.2. Funding Identification. The TO identifies shipment funding responsibility by assignment of the appropriate TAC or the use of an Operation and Maintenance (O&M) appropriation. See **Attachment 3** and **Attachment 4**. The TAC is a 4-position alphanumeric code that identifies the account to pay for movements within the DTS via AMC, MSC, and MTMC intermodal lift and port handling costs. The TAC also pays for movement by CBL when TPB procedures apply. See Paragraph **3.3**. In addition to the AFMC LSO/LOL Fiscal Year (FY) Memorandums, detailed funding information, to include TACs, can be found on the HQ AFMC website at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lo/>. This web site will reflect the most current information available. The complete funding appropriation is used on bills of lading when local funds apply. **NOTE:** TOs must forecast and budget for sufficient local O&M funds (462 EEIC) to support shipments for authorized base units when use of Air Force Working Capital Fund (AFWCF) or Second Destination Transportation/Centrally Managed Allotment (SDT/CMA) funds are not applicable.

3.2.1. DD Form 1348-1A, *Issue Release/Receipt Document*. The TO must use only valid TACs on the DD Form 1348-1A. Use of TACs must comply with requirements in the FY Memorandums. If a TAC does not print on the form, the TO must normally fund the shipment. See **Attachment 3** and FY Memorandums for funding responsibilities. Under no circumstances should a shipper use an established TAC for shipments requiring use of local O&M funds. For shipment charges in the airlift and sealift segments, the TO may obtain TAC information by using the HQ AFMC website in conjunction with the FY Memorandum published by AFMC LSO/LOL. These Memorandums are distributed to each MAJCOM, who should pass them on to their subordinate shipping activities. When ANG units ship assets to an active duty base, the TACs found on the website and FY Memorandum will cover all segments of the shipment. **Attachment 3** and **Attachment 4** provide a quick reference to determine proper TAC assignment and procedures to obtain a one-time TAC for shipments not authorized to move between OCONUS on AFWCF, SDT/CMA or the customer's funds.

3.2.2. DD Form 1149, *Requisition and Invoice/Shipping Document*. For non-MILSTRIP shipments, where the DD Form 1149 serves as the shipping document, the TO will use local funds, either the customer's funding appropriation or O&M for CONUS movements. Along with the line of accounting (LOA) the customer must also provide the Standard Document Number (SDN) which equates to the obligating document, i.e., AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)* or AF Form 616, *Fund Cite Authorization*. The TO is authorized to refuse any shipment without proper funding information. For overocean movement, units with an individual TAC must

provide the TAC on the DD Form 1149. Other TACs appropriate for overocean movements are found in [Attachment 4](#).

3.2.2.1. Insufficient movement or funding information. TO personnel must make every attempt to obtain required information from their customers. When the shipper cannot provide required information, TO personnel will use other sources such as the local supply source, DODAAC and Terminal Facilities Guide (TFG) websites or contact AFMC LSO/LOL for assistance.

3.2.3. If the TO requires information pertaining to an Abbreviated Transportation Accounting Classification (ATAC), contact AFMC LSO/LOL.

3.2.4. Munitions/Missiles. The Air Force munitions community has implemented a program nicknamed Pacer Ammo. All movements must be an approved Munitions Movement Plan (MMP) shipment as directed by the Global Asset Positioning (GAP) Conference or a Joint Chief of Staff (JCS) Project Code supporting AF contingency operations. Under Pacer Ammo all movement documents directing shipment of munitions or missiles must contain a project code provided by the shipper. Authorized Project Codes are 121 and 725 through 736 and JCS 9 series. Since TACs are not printed by the Combat Ammunition System (CAS-B) on the DD Form 1348-1A, the TMO will determine the proper TAC by the federal stock class as shown in [Attachment 4](#). If no project code is indicated, then all transportation costs will be borne by the base/MAJCOM to include overocean and port handling costs. Tactical Air Missile Program (TAMP) shipments will include all up round and components to support the AIM-7, AIM-9, AIM-120, and AGM-88 missiles. Munitions shipments directed by the ANG are not a part of the Pacer Ammo Program and will be funded by ANG units using local O&M funds. Cruise Missiles are not a part of GAP and are governed by SDT/CMA funding rules.

3.2.5. TOs will ensure shipment documentation, in support of Expeditionary Aerospace Forces (EAF)/Air and Space Expeditionary Forces (AEF) deployments, humanitarian support, exercises or other special projects contain, if applicable, the assigned emergency and special programs (ESP) code. The assigned ESP code will be annotated on all movement documents that obligate funds for the specific program. (ESP:*** (insert code)). Specific ESP codes are on the SAF/FMB web site at <http://www.saffm.hq.af.mil>. Click on the FMB tab.

3.2.6. Funding information for Foreign Military Sales (FMS)/Grant Aid shipments is in DTR, Part II.

3.2.7. Transshipments. Overseas shippers will ensure the appropriate TAC is cited to facilitate onward movement at the transshipment point.

3.3. Payment Process. TPB procedures apply to authorized TPB certified carriers as directed by HQ USAF/ILGD. TOs must use TPB when the shipment is funded with an AFWCF or specific SDT/CMA TAC. In addition to the following, AFMC LSO/LOL has provided detailed TPB and TAC information in the FY Memorandums and on the AFMC LSO website:

<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lo/>. Under TPB, PowerTrack is the commercial carrier payment process allowing US Bank to pay the carrier upon notice of delivery. In turn, US Bank is reimbursed by the Defense Finance and Accounting Service (DFAS) after the TO certifies the Monthly Billing Statement (MBS). This commercial payment process is applicable to carriers, brokers, and third party logistics providers. Refer to [Attachment 3](#), Paragraph [A3.7](#). for PowerTrack procedures.

3.3.1. All valid AFWCF and SDT/CMA TACs are authorized in TPB. Updates will be provided by message. The AFMC LSO website links to the Master TAC Reference Table that shows all valid TACs and their proper usage.

3.3.2. Do not co-mingle AFWCF and SDT/CMA TACs with LOAs on the same Bill of Lading (BOL).

3.3.3. The Industry Information Processor (I2P) is not required to accomplish TPB.

3.3.4. AFMC LSO/LOL will certify all TPB invoices for payment processing. See paragraph [5.8.2](#) for exception.

3.4. Training. TOs must provide the required training for their personnel to fully understand the correct shipment funding obligations. They must be thoroughly trained to:

3.4.1. Distinguish between AFWCF and non-AFWCF cargo movements and correctly use the funding categories for these shipments. See [Attachment 3](#) and [Attachment 4](#) and the FY Memorandums for funding responsibilities.

3.4.2. Use the customer provided funding appropriation or local base O&M funds to move shipments when the base level supply system has not assigned a TAC or for non-MILSTRIP shipments.

3.4.3. Consolidate shipments (e.g., consolidate only shipments charged to the same TAC or funding appropriation).

Chapter 4

TRANSPORTATION PRIORITY AND MODE/METHOD ELIGIBILITY

4.1. Transportation Priority Assignment. Air Force cargo shipments are TP Expedite: TP-1 or TP-2, or Routine: TP-3. The shipment planner assigns the transportation priority based on the supply priority designator and/or RDD printed by the base level supply system on DD Form 1348-1A. This applies for shipments processed in accordance with DOD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures* (MILSTRIP), and for non-MILSTRIP shipments based on shipper declaration.

4.1.1. Assign TP-1 (Expedite) to MILSTRIP shipments when the supply priority designator is 01-03, with any RDD or blank RDD field. TP-1 may be assigned to other intra-CONUS or intra-theater shipments that have 2 days or less remaining on the RDD or for OCONUS or inter-theater shipments when 5 days or fewer remains from the RDD when the shipment is received at the origin Distribution Flight. TP-2 (Expedite) is assigned to requisitions with supply priority designator 04-15 and when the RDD is 777, 555, 444, N-NMCS, or E-Anticipated NMCS for CONUS customers only, or an actual RDD is more than 2 but equal to or less than 8 days from the time the shipment is received at the origin Distribution Flight for intra-CONUS or intra-theater, or more than 5 days but equal to or less than 21 days for OCONUS or inter-theater destinations.

4.1.1.1. RDD 999 identifies shipments having the most urgent need. It is assigned to NMCS materiel with a supply priority designator of 01-03, and consigned to U.S. Forces overseas and CONUS forces alerted for deployment within 30 days of the requisition date. RDD 999 may not be applied to FMS, Military Assistance Program grant aid, or to retrograde movements. **EXCEPTION:** Retrograde aircraft engines will have an RDD of 999.

4.1.1.2. The return of Materiel Deficiency Report (MDR) exhibits that ground an entire Mission Designated Series or items that must be evaluated because of fatalities will be shipped using Air Force Agile Logistics/2LM/RPM/CIRF time standards.

4.1.2. TP-3 (Routine) is automatically assigned to MILSTRIP shipments when the supply priority is 04-15 and the RDD field is blank or has a Julian date that is greater than 8 days from the time the shipment is received at the origin Distribution Flight for intra-CONUS or intra-theater, or greater than 21 days for OCONUS or inter-theater destinations. TP-3 also applies to non-MILSTRIP shipments when the RDD field is blank.

4.2. Cargo Movement Time Standards. See [Attachment 2, Table A2.1.](#), for Agile Logistics pipeline time standards for air eligible TP-1/TP-2 shipments. This also applies for retrograde shipments. Move TP-3 (Routine) shipments within the Time-Definite Delivery (TDD) standards. See DOD 4140.1-R and DTR, Part II.

4.2.1. The TO moves Agile Logistics TP-1 (Expedite) shipments coded 999, NMCS, or MICAP and TP-2 coded Agile Logistics/2LM/RPM/CIRF to the consignee by fastest traceable means according to [Attachment 2, Table A2.1.](#), for Agile Logistics pipeline time standards. "Traceable Means" requires ITV capability throughout the movement cycle, from origin to final destination.

4.2.2. For time standards in support of other service shipments, see DOD 4140.1-R and DTR, Part II.

4.3. Mode/Method Eligibility. The TO must move international shipments coded 999, NMCS, MICAP and Agile Logistics/2LM/RPM/CIRF, via door-to-door commercial air express carrier service, when the item is eligible for movement by approved commercial tenders, contracts or Air Force policy. Shipments, other than Agile Logistics/2LM/RPM/CIRF, TP2 coded 777 or 555 can move door-to-door air express when this method proves more cost effective than AMC. Rates for comparing WWX and channel airlift are available on AMC's website <http://public.amc.af.mil/index.html>. Click on Business Links to access the rates. AMC channel service will be used when the commercial carrier express service tenders or contracts exclude movement service for a specific shipment unit or the host nation customs clearance requirements do not permit entry by a commercial method. Airlift of non-AFWCF shipments may be constrained by funding availability. AFMC LSO/LOL will disseminate the Air Force Financial Management transportation funding policies for cargo movements. These policies are posted at website <https://www.afmc-mil.wpafb.af.mil/HO-AFMC/LG/LSO/lo/>.

4.3.1. Ship TP-3 via surface modes. Commercial air or expedited ground service modes/methods will be selected when the cost is equal to or less than the normal surface cost mode/method. Deferred Airfreight (TP-4), via AMC, is also an option. See Paragraph **5.10**.

Chapter 5

SHIPMENT PROCESSING AND MOVEMENT

5.1. Overview. The TO will select a carrier based on best value, not necessarily least cost, that will support Agile Logistics global requirements. Best value is determined by carrier performance (rapid, time definite service; loss/damage record; electronic commerce; ITV; carrier values (business relationship; response to changes; service quality in contingency operations) and cost (less important than service and readiness combined). Refer to Paragraph **5.2.**, **Attachment 1**, Terms; and DTR, Part II, Definitions, for additional best value guidance. For domestic shipments, carriers must be PowerTrack capable per DTR, Part II. This is accomplished by carriers establishing a Trading Partner Agreement with US Bank.

5.1.1. The TO processes two types of shipments:

5.1.1.1. MILSTRIP shipments processed through the base level supply system and CMOS.

5.1.1.2. Non-MILSTRIP shipments not processed through the base level supply system.

5.1.2. Cargo Movement Section action begins on MILSTRIP shipments when documentation and materiel are accepted from Materiel Management Section. The Cargo Movement Section in-checker may accept originating base Materiel Management Section materiel as documented. A piece count is not required unless the materiel is classified, hazardous, pilferable, high-value, 999/ NMCS/MICAP, or it is obvious the count is different from what is documented. Use an electronic signature for materiel where the capability exists, i.e., CMOS or the Supply Asset Tracking System.

5.1.3. Non-MILSTRIP shipment processing time starts when an activity offers a shipment to the Cargo Movement Element. Shippers must provide justification when requesting expedited transportation. Justification will include signature of a competent authority (e.g., Commander, Section Commander, or Flight Superintendent). This may be included on the DD Form 1149, or attached memorandum. The TO may waive this requirement in repetitive or other justifiable customer situations. See **Attachment 7** for DD Form 1149 preparation and Paragraphs **4.3.1.** and **5.2.** for exceptions to use expedited modes/methods when it is cost beneficial.

5.1.3.1. Test, Measurement, and Diagnostic Equipment (TMDE) are non-MILSTRIP shipments, usually assigned project code 571. Normally TMDE shipments are consigned to the destination TO, with the Precision Measurement Equipment Laboratory (PMEL) as the ultimate consignee. Shippers will prepare a DD Form 1149 and each package should have the appropriate PMEL Shipping Label attached. The TO and PMEL should develop local processing procedures. For transportation funding, refer to the current fiscal year memorandum and logistics Tracker system website.

5.1.4. The Material Management Element and other host/tenant shippers must continuously coordinate to ensure an even flow of cargo processing to preclude surges and backlogs.

5.2. Shipment Planning. Shipment planners determine best value mode/method and select the carrier to move the materiel to destination consistent with the delivery requirement. Ensure a TCN is assigned to every shipment. See **Attachment 3**, **Attachment 6**, and **Attachment 7** for non-MILSTRIP shipments.

5.2.1. Use DD Form 1348-1A as the shipment planning worksheet for MILSTRIP shipments. Shipment planners may use DD Form 1149 and occasionally the DD Form 250, *Material Inspection and Receiving Report*, for non-MILSTRIP shipments. DD Form 1149 software is available for non-MIL-

STRIP shippers. This provides a capability for downloading non-MILSTRIP shipment information into CMOS.

5.2.2. The shipment planner must consider:

5.2.2.1. Shipment identification. Check commodity characteristics.

5.2.2.2. Transportation Priority. See **Chapter 4** and **Attachment 2, Table A2.1**.

5.2.2.3. Consignee location and receiving capability. Consult the MTMC on-line web TFG at <https://eta.mtmc.army.mil>.

5.2.2.4. Consignee DOD Activity Address Code (DODAAC) and clear-text address comply with the DOD 4000.25-6-M, *DOD Activity Address Directory (DODAAD) Defense Automated Addressing System (DAAS) Master File*.

5.2.2.4.1. OCONUS commercial carrier shipments must reflect the international foreign postal code (equivalent to the U.S. Zip Code) of the consignee. If the foreign postal code is not reflected in the address, refer to website <https://dodaac.wpafb.af.mil>. Click on Advanced DODAAC Search button. If the foreign postal code is not listed, you must contact the destination MAJCOM DODAAC Monitor as listed on the DODAAC Search homepage. If contact cannot be made with the MAJCOM DODAAC Monitor, contact the AF DODAAC Service Point, Wright-Patterson AFB, OH.

5.2.2.5. Mode/Method. See **Chapter 4**, Transportation Priority and Mode/Method Eligibility. Shipment planners must comply with paragraph **4.3**. General guidance may be found in paragraphs **5.1**, **5.5**, and **5.6**.

5.2.2.6. Movement time standards. See Paragraph **4.2**, **Attachment 2**, and DTR, Part II.

5.2.2.7. Special handling needs. See **Chapter 9** and **Chapter 10** and **Attachment 9** and **Attachment 10**.

5.2.2.8. Shipment funding and TAC or fund cite assignment. See **Chapter 3** and **Attachment 3** and **Attachment 4**.

5.2.2.9. CONUS - Appropriate National Motor Freight Classification (NMFC) number and Freight All Kinds (FAK) code. Refer to current MTMC Freight Traffic Rules Publication. The NMFC number is in Block 6 and type cargo code used with the NMFC number is in Block 8 of the DD Form 1348-1A.

5.2.2.10. If shipment requires a clearance into an air or water terminal. See **Chapter 8**.

5.2.2.11. International Shipments. See paragraph **5.3**.

5.2.2.12. Korea is the only country, due to host nation customs agreement, that requires a fully prepared GBL in addition to any CBL usage. This does not apply to FMS shipments.

5.2.2.13. Shipment Consolidation. See Paragraph **5.5**.

5.2.2.14. Best value carrier. See Paragraphs **5.1**, **5.7**, and **Attachment 1**, Terms.

5.3. Customs Requirements.

5.3.1. US Import. To ensure shipments flow through US Customs, OCONUS shipping offices must provide the following information on all commercial air shipments.

5.3.1.1. Airway Bill. The first line of the shipper block must identify United States Air Force as the shipper followed by the shipper unit. The consignee block must start with United States _____ (sponsoring military service) followed by the recipient name and address. Providing the sponsoring component command is critical on shipments consigned to commercial contractors and vendors.

5.3.1.2. Commercial Invoices. The commercial invoice will be printed on Air Force letterhead to ensure US Customs can easily identify the shipment as a DOD shipment. Shipper and consignee information must reflect the sponsoring component command per paragraph 5.3.1.1., a clear detailed description of the item, item value, and a statement of ownership, i.e., Property of the United States Government.

5.3.1.3. American Goods Returned (AGR). US Customs requires a statement identifying AGR assets be printed on the commercial invoice. The complete statement can be found in 19 CFR (Code of Federal Regulations) 10.103 at website

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>.

5.3.2. US Export. To ensure host nation customs clearance and routing requirements are met, refer to DTR, Part V. The DTR, DOD 4500.54G, *Foreign Clearance Guide* (FCG), CFR Titles and Customs Bulletins can be accessed at the following USTRANSCOM website:

<https://business.transcom.mil/applications/customs/DODcustoms.cfm>.

5.4. Packing, Marking, and Labeling. Pack, mark, and label shipments in accordance with appropriate SPI, MIL-STD 2073-1D, *Standard Practice for Military Packaging*, AFI 24-202, *Preservation and Packing*, MIL-STD-129, *Standard Practice for Military Marking*, and other Joint Service/DLA packaging directives.

5.5. Shipment Consolidation. Consolidate shipments to the maximum extent possible, consistent with delivery requirements, time standards, and DTR direction.

5.5.1. Consolidate shipments using the following criteria:

5.5.1.1. Do not consolidate serviceable and unserviceable materiel.

5.5.1.2. Must have the same TAC or fund citation.

5.5.1.3. Must be compatible with other materiel.

5.5.1.4. Must be consigned to the same ultimate consignee.

5.5.1.5. Must not impact commercial express movement eligibility.

5.5.2. Consolidated 999/NMCS/MICAP shipments must meet the following additional conditions.

5.5.2.1. No delay in movement occurs for any item.

5.5.2.2. Must maintain ITV over each TCN.

5.5.3. FMS Consolidation. The following conditions apply to FMS in addition to the above:

5.5.3.1. Have the same U.S. Service Code.

5.5.3.2. Must be the same recipient country.

5.5.3.3. Must have the same mark-for/ship-to/freight forwarder location.

5.5.3.4. Must have the same FMS case designator.

5.6. Mode/Method. Mode is a category of movement (e.g., air, surface or pipeline) and method is a means of movement within a mode, such as commercial truck or rail, small package express carrier, military aircraft or military sealift. TOs will use a mode/method faster than normally selected for the priority if the costs are equal or less than the mode/method normally selected to meet the RDD.

5.7. Commercial Carrier Selection. Carriers, other than USPS, must have an approved tender of service or contract on file (hard copy or electronic) with AMC, GSA, or Military Traffic Management Command. Local air shipment procedures can be established when the TO can document a negative critical mission impact to justify non-usage of AMC-arranged/operated/negotiated airlift. Certain contracts specify mandatory use, with exceptions noted. Select other best value carriers, not within the scope of a contract, using criteria defined in Paragraphs **5.1.**, **5.2.**, **5.7.**, and **Attachment 1**, Terms. TOs may use approved munitions carriers, who have FAK rates on file, when it is determined by risk assessment decision guidance in DTR, 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.

5.8. Increased Liability Coverage and Excess Valuation. See DTR, Part II. The purpose of purchasing increased shipment liability coverage or declaring excess valuation is to increase the loss and/or damage recovery when it is in the best interests of the Government. Specific liability terms, conditions and rules must be known for each commercial carrier or contractor doing business. MAJCOMs are delegated the authority to approve the purchase of increased liability coverage or excess valuation on a case-by-case shipment basis. **This authority will not be further delegated.** TOs must know the shipment unit commodity and value to effectively protect the Government interests. The cost of buying or increasing the level of protective service may outweigh a decision to buy increased liability coverage or excess valuation. In addition, the maximum amount of automatic carrier coverage for loss or damage (no accessorial charges) must also be known before determining a course of action. Small package express carriers/contractors are not always the most economical method of transport when determining if the added cost to purchase increased liability coverage or excess valuation is a sound decision. Use of small package carrier service, that is mandatory and meets Agile Logistics requirements, will not be waived for the purpose of purchasing increased carrier coverage by other methods. Consider increased liability coverage or excess valuation for prototype and one-of-a-kind items.

5.8.1. The Government is normally considered a self-insurer. Requirements to purchase additional coverage should be minimal.

5.8.2. The following steps should be considered when deciding on the purchase of additional cargo liability coverage or excess valuation on individual shipment units:

5.8.2.1. Identify commodity type and value of the shipment unit.

5.8.2.2. Compare to the maximum liability or valuation coverage offered by the carrier's contract, tariff or tender, without paying accessorial charges for added coverage.

5.8.2.3. Determine the shipment cost difference with and without increased liability or excess valuation coverage.

5.8.2.4. Consider cost of purchasing or increasing the level of protective service versus purchasing increased coverage.

5.8.2.5. Consider your selected best value carrier's track record on loss/damage.

5.8.2.6. Coordinate with your MAJCOM, on a case-by-case basis, for authority to increase the liability or declare excess valuation.

5.9. Positive Delivery and Payment Verification.

5.9.1. O&M Funded Shipments. Origin TOs will verify that the service ordered was provided, including delivery within the time specified in tenders/contracts in the PowerTrack carrier payment system via the carrier Notice of Delivery (NOD) posted in the system prior to certifying for payment. As a minimum, this NOD verification should be accomplished daily to ensure shipments are being approved in a timely manner, IAW the DOD business rules for PowerTrack. Approval, denial, or hold action is required within three Government Business Days (GBDs) of carrier NOD. This daily verification will determine if payment processing should be returned to the carrier due to a service failure. This also serves as a scorecard for determining best value carriers. TOs may use a random sampling technique to verify billing accuracy of the O&M funded shipments. TOs will use PowerTrack, the carrier's automated tracking system, or a phone call to the carrier or destination consignee, to verify transit times and NOD. If cargo is not delivered within the terms of the tender/contract, take action with the carrier for a credit prior to processing the invoice for payment. Generally, there is no credit if the delay is caused by an act of God, a local/Federal holiday or weekends, unless delivery was requested, or discrepancies such as inaccurate or missing addresses. Terms or rules of the tender/contract must be reviewed to comply with each carrier's credit procedures for service failure.

5.9.2. AFWCF and SDT/CMA funded shipments. The Air Force TPB office is responsible for certifying that the services ordered were provided and credit was received for service failures, prior to submitting for payment.

5.10. Deferred Airfreight/TP-4. TOs are encouraged to use deferred airfreight/TP-4 for cargo movement. This includes movement of household goods to non-hardlift areas. Deferred airfreight/TP-4 is non-air-eligible materiel moving by military air on a space-available basis at or near the surface/sealift cost. 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. Hazardous, explosive and materiel requiring special handling intransit cannot be shipped as TP-4 without the prior approval of HQ AMC/LGTC.** For further guidance, see DTR, Part II.

5.11. Cargo Inventories. TOs must inventory materiel awaiting movement to know what materiel is on hand, to prevent delays and protect against loss. The TO will act to rectify adverse inventory findings.

5.11.1. Inventory classified cargo at the start of each working shift.

5.11.2. Inventory other special handling cargo each day.

5.11.3. Inventory and move daily, all 999/NMCS/MICAP/Agile Logistics/2LM/RPM/CIRF cargo.

5.11.4. Inventory all other cargo once per week.

5.12. Movement by United States Postal Service (USPS). Make mail movements according to DOD 4525.8-M/AF Supplement 1, *Official Mail Manual*. TOs should consider use of USPS as they would any

other authorized carrier. Absence of ITV capabilities may constrain the use of this method for movement. Before using USPS, check with your postal representative for availability of ITV service. See [Attachment 8](#) for use of USPS for movement of small quantities of small arms.

5.13. Movement of Personal Effects in the DTS. DTR, Part II, and Part IV, JFTR Vol 1, JTR Vol II, and AF supplement provide procedures, circumstances and conditions for moving household goods, unaccompanied baggage, and privately-owned-vehicles at U.S. Government expense. Controls similar to cargo apply when personal effects are moving in the DTS. OCONUS MAJCOMs are responsible for providing transportation procedures for the movement of household goods excess to assigned quarters that are returned to CONUS for non-temporary storage (NTS). CONUS and OCONUS MAJCOMs are responsible for providing transportation procedures for TDY unaccompanied baggage shipments. See [Attachment 3](#) and [Attachment 4](#), for transportation funding guidance.

5.14. Receiving Procedures upon Delivery. When in-checking, the TO representative will acknowledge the number and condition of containers received, annotate shortages, damages, or other discrepancies on the carrier's freight bills and verify that the carrier has provided special services and equipment annotated on the bill of lading. Have the carrier representative acknowledge any annotations by signing the carrier delivery receipt and consignee copy. Take necessary action to correct discrepancies or file a claim against the carrier if appropriate. For misdirected shipments, refer to [Chapter 13](#), paragraph [13.3](#). for appropriate handling procedures.

5.14.1. 999/NMCS/MICAP shipments are receipted for and processed 24 hours a day, 7 days a week.

5.14.2. TOs are responsible for training personnel on in-checking procedures. Ensure the installation TFG information is current for direct delivery requirements.

5.14.3. Off-loading Truckload Shipments. To the extent possible, personnel assigned to the Cargo Movement Section should unload truckload shipments at the ultimate point of delivery.

5.14.4. Receipt of Cargo. When LRS personnel ship or receive cargo for base, tenant or contractor organizations (e.g., commissary, hospital, AAFES, PDO), the organization is responsible to deliver or pickup their cargo to/from the Distribution Flight staging area. For inbound cargo, LRS receiving personnel will annotate on the receiving document the date, time and name of the person contacted for pick-up. Capability and resources permitting, LRS receiving may assist organizations in this process, however; the ultimate responsibility for accomplishing this rests with the receiving organization. Receiving organizations must pick up shipments in a timely manner in accordance with local procedures.

5.15. Aircraft Engine Shipment and Receipt. The TO must process documentation on aircraft engines for movement according to T.O. 00-85-20, *Engine Shipment Instructions*. Commercial vehicles moving aircraft engines must have both an air-ride tractor and trailer in operating condition when required by T.O. 00-85-20.

5.15.1. The TO and Base Engine Manager should develop local procedures to ensure engine shipment and receipt processes meet the mission requirement. See paragraph [4.1.1](#). for movement of retrograde aircraft engines.

5.16. Munitions Shipment and Receipt. The TO must coordinate with installation personnel on local procedures to ensure proper documentation, movement, and receipt-handling instructions are available. See Paragraph 5.7. for guidance on carrier selection for inert (non-explosive) movements.

5.17. Green Sheet Procedures. This is a process where specifically identified cargo in the AMC system may gain movement precedence over other priority cargo of the sponsoring Service, including 999 shipments. Use it when expedited movement of specific shipments is in the national interest, and the ACA certifies that it as an operational necessity. Green Sheet applies to the final destination APOD.

5.17.1. Air Force CONUS activities submit AMC airlift export requests to the ACA, AFMC LSO/LOLA, Wright Patterson AFB, OH (refer to paragraph 8.4.1.1.), and overseas activities submit to the designated theater ACA. The ACA is the only activity authorized to levy Green Sheet action with the aerial port. Blanket application for Green Sheet action is not authorized. HQ AMC must have Green Sheet procedures in place at all aerial ports.

5.17.2. Green Sheet requests must include TCN, pieces, weight, cube, consignee DODAAC, APOE/APOD and valid reason for Green Sheet action (i.e., aircraft down, work stoppage). Vague statements such as “urgently required” are not sufficient to warrant Green Sheet action. Customers must be specific regarding their urgency of need.

5.17.3. When necessary origin CONUS and en route OCONUS ACAs will Green Sheet cargo when justified and required by the shipper.

5.17.4. CONUS and OCONUS ACA activities will ensure that AMC Green Sheet cargo from the origin or en route APOE to the final destination APOD. The responsible ACA for Green Sheet cargo will ensure that Load Planning enters an alpha code “G” in the special priority field of the prime TCMD record and creates a miscellaneous information trailer record (Document Identifier Code T_1) containing the term “Green Sheet” as of (insert the GMT hour and date the code request was received) in record positions 54-74, for all AMC Forms 101, *Green Sheet Request*, received (AMCI 24-101, Volume 9, *Air Terminal Operations Center*, Section E, 20).

5.17.5. AMC Load Planners will Green Sheet cargo from the APOE where the request is received through to the final destination APOD. AMC Load Planners at en route stops will ensure Green Sheeted cargo moves over other priority cargo of the sponsoring Service.

5.18. Same Day Service (SDS). Care should be given in using SDS because this service moves on scheduled commercial carriers so there is no guarantee the shipment will arrive within 24-hours of pick up. Weight/size limits and other restrictions such as destinations, extra cost, etc., will vary from carrier to carrier and must be verified prior to pick up. This service still requires the need for the carrier to have an approved HQ AMC/DOY tender on file or HQ AMC/DOY approval for a one-time rate quote. For exceptions, see DTR, Part II.

5.18.1. The following criteria must be met for use of SDS except when base O & M funds pay transportation. The base TO makes the decision to use SDS when expenditure of base O & M funds are involved.

5.18.1.1. MAJCOM must be notified.

5.18.1.2. Shipment must have an Agile Logistics Project Code or an RDD of 999, N__ or E__.

5.18.1.3. SDS cannot be used if usage of the item will not occur before normal next day delivery service. This does not apply to shipments delivered to an aerial port for an overseas AMC flight.

5.18.1.4. TO must certify that all services were performed. When TPB/PowerTrack is used, the TO will forward the following certification to AFMC LSO/LOL(TPB), e-mail address hqafmc.lot@wpafb.af.mil. If the certification is not received, charges will be borne by the shipper.

SUBJECT: SAME DAY SERVICE

I certify that requested services were performed for _____, _____, by _____,
(TCN) (TAC) (SCAC)

_____/_____, _____/_____, _____ Total Cost \$ _____
(PICK UP DATE) (TIME) (DELIVERY DATE) (TIME) (CARRIER'S TRACKING NO)

(TO/DESIGNATED TA)

5.19. FMS Discrepant Materiel. When FMS discrepant materiel is returned to the custody of the U.S. Government, the materiel will be turned in on a Supply Discrepancy Report to the nearest U.S. accountable military activity (regardless of military service responsible for the materiel) and will be processed in accordance with U.S. procedures. Shipment documentation retention will be for 2 years at the shipping site and retired to the appropriate Federal Records Center for a period of 28 years. The shipment must be turned in on a DD Form 1348-1A showing a proper TAC and DODAAC. No hazardous materials will be accepted without a properly prepared Shipper's Declaration of Dangerous Goods. AFJMAN 23-215, *Reporting of Supply Discrepancies*, is the authority for this process. For additional information refer to DTR, Part II.

Chapter 6

SMALL PACKAGE EXPRESS SHIPMENTS

6.1. GSA Multiple Award Schedule (MAS), DOD Domestic Express Small Package Blanket Purchase Agreement (BPA) Carrier(s). High priority shipments, that meet the MAS BPA terms, will move via GSA MAS BPA carrier(s) to DOD and contract addresses to/from CONUS, Alaska, Hawaii, and Puerto Rico. The BPA provides time-definite, door-to-door, domestic express delivery of letters and small packages. No single package may exceed 150 pounds gross weight. Therefore, high priority shipments, 999, NMCS, MICAPs, Agile Logistics/2LM/RPM/CIRF, destined to/from CONUS, Alaska, Hawaii, and Puerto Rico should be moving by a MAS BPA carrier(s) from pick-up to delivery at the consigned destination. See Paragraph [9.10](#).

6.2. Exceptions to mandatory use of the GSA MAS BPA. The DOD is a mandatory user of the GSA MAS BPA, **EXCEPT** in the following instances:

- 6.2.1. DOD shipments between 0 and 500 miles from origin.
- 6.2.2. DOD shipments under DOD contracts in effect prior to award of this contract until expiration of the existing contracts or agreements.
- 6.2.3. When required by wartime contingency operations.
- 6.2.4. When shipments are outside the scope of the contract.
- 6.2.5. Individual shipments with a gross weight of 151 pounds or more are outside the scope of this contract.

6.3. Payment for GSA MAS BPA. The Government-wide Purchase Card (GPC) may be used to pay for use of the GSA Small Package BPA. Cardholders must coordinate with their TO prior to setting up an account. The TO will provide advice to cardholders when requested. If the purchase card is used without first setting up an account, units will be billed at the much higher commercial rate. Ref: AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. See Paragraph [1.4.6](#).

6.4. Contractor Reference Guide. TOs must ensure they obtain a copy of the GSA MAS BPA carrier(s) reference guide that provides added guidance. Additional information is available at AMC website <http://public.amc.af.mil/don/index.htm>.

6.5. Express Carrier Shipment Documentation. The TCN must be entered in the shipper reference field (17 positions) on the commercial bill of lading to provide ITV. The following additional procedures will be used for TPB purposes:

- 6.5.1. For non-I2P transactions, enter the TCN in the first 17 positions of the field, enter one space, and then enter the TAC in positions 19-22. Spaces, other than the one between the TCN and TAC or additional characters not part of the TCN or TAC, should not be included. Data must be entered in this order either by using carrier-provided software or filling out the air waybill manually. An example of a correctly entered TCN and TAC: FB483382120189XXX F2RS (ensuring one blank space between "XXX" and "TAC").
- 6.5.2. TCNs are automatically entered at CMOS sites using the standard I2P capability.

6.5.3. The TCN on the carrier waybill alerts the carrier tracking system to forward shipment information to DOD in-transit visibility systems as well as allow for TCN tracking using the commercial carrier's tracking system. The TCN links express carrier and shipper information systems and provides data for pipeline analysis.

6.5.4. The billing TAC in the reference field will help track billing information and ensure invoices are sent to the correct paying office.

6.6. AMC Worldwide Express (WWX) Small Package Contract. 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 150 pounds gross weight. Service is provided CONUS (includes Alaska/ Hawaii/Puerto Rico) to OCONUS, OCONUS to CONUS (retrograde routes) and OCONUS to OCONUS (lateral routes).

6.6.1. DOD is a mandatory user of WWX.

6.6.2. **Hazardous material or classified shipments are not authorized for movement by AMC WWX contract service.**

6.6.3. Refer to the AMC web site for specific contract guidance.

<http://public.amc.af.mil/wwx.wwx.htm>.

6.6.4. Where two or more contract carriers are authorized to serve the same region, use best value criteria to award shipments. See Paragraphs **5.1.**, **5.2.**, **5.7.**, and **Attachment 1**, Terms. Equal sharing of tonnage **IS NOT** a requirement.

6.6.5. Shippers must provide an in the clear address to ensure delivery. APOs, FPOs, and PO box numbers are not acceptable for WWX shipments. Also see paragraph **5.2.2.4**.

Chapter 7

BILLS OF LADING

7.1. Commercial Bill of Lading (CBL). Commercial forms and procedures, commercial carrier electronic and manual forms, and other commercial processes and documentation are considered CBLs. The DTR, Part II, also contains procedures for use of CBLs.

7.1.1. Conversion of a CBL to a GBL should occur only under rare circumstances. Comply with guidance in DTR, Part II.

7.1.2. For CBL shipments that do not have control identification, the TO must assign a control number. This number is to contain 10 alphanumeric digits. The first four positions are the origin TO Bill of Lading Office Code (BLOC), the fifth is the last digit of the fiscal year and the sixth through tenth position is the serial number. Use "00001" for the first shipment of the fiscal year and run consecutively through the fiscal year.

7.1.3. A CBL register for outbound shipments is required, either automated or manual.

7.2. SF Form 1103, GBL, and SF Form 1109, GBL Continuation Sheet. Discontinuance of GBLs for domestic freight shipments was effective 31 March 2002. However, when GBLs must be used for international shipments, the TO will ensure adequate and complete preparation and processing in compliance with the DTR, Part II. The DTR contains detailed information and direction on GBL use.

7.2.1. A GBL register for outbound shipments is required, either automated or manual. AF Form 1335, *GBL Register-Outbound*, may be used.

7.2.2. Distribution of GBLs. Also see DTR, Part II. When using ANG Transportation Account Code F8E0, a copy of the GBL must be provided to the ANG Readiness Center, Transportation Division (ANGRC/LGTT), 3500 Fetchet Ave, Andrews AFB, MD 20762.

7.2.3. Comply with the procedures for GBL corrections or cancellations contained in DTR, Part II.

7.2.4. Due to customs issues, Korea is the only country that requires a GBL. To enable these shipments to move on a GBL yet use TPB for payment, the following applies: On the GBL the statement "For Customs Purposes Only" will be shown in the Remarks Block. For non-PowerTrack carriers, show AFMC LSO/LOLF, Bldg 262, 4375 Chidlaw Rd, Wright-Patterson AFB OH 45433-5006 in the Bill Charges To block. For PowerTrack carriers, in the Bill To Charges block show US Bank, 601 Second Ave, South, Minneapolis MN 55402. One copy of the GBL will be placed in the Packing List on the outside of the number 1 piece and one copy will be given to the carrier. The following procedures should be used in processing a Customs Only GBL through CMOS:

7.2.4.1. Prepare Commercial Airway bill using PowerTrack (or carrier system, if applicable).

7.2.4.2. Apply Third Party Billing TAC or local funds to the Commercial Airway bill.

7.2.4.3. Prepare a GBL in CMOS. DO NOT release the GBL from CMOS. It is held in temporary memory long enough to print a hard copy. **Note: Duplicate GBL numbers should not be used for customs clearance into the Republic of Korea. There have been instances of delays because of duplicate GBL numbers.**

7.2.4.4. "For Customs Purposes Only" must be clearly stated in the GBL remarks section.

7.2.4.5. After hard copies are printed, all references to the GBL should be erased/cleared from CMOS while the bill is still in temporary memory.

7.2.5. Most DOD shipments to Canada are exempt from requiring an export license under 22 CFR 126.5, Canadian Exemptions. However, items on the United States Munitions List must be shipped using a GBL and a completed Shippers Export Declaration. Refer to DTR, Part V.

7.2.6. GBLs **WILL NOT** be used for payment purposes in the commercial express carrier TPB program.

7.2.7. Comply with GBL control procedures checklist. See [Attachment 5](#).

7.3. Consignee Copies. A copy of the CBL/GBL must be mailed or faxed to the consignee when electronic transmission cannot be accomplished.

7.4. Record of Bill Transactions. AFMAN 37-139 requires the TO to maintain a record of each GBL and CBL transaction.

Chapter 8

SHIPPER SERVICES AND CLEARANCE OF AIR FORCE CARGO

8.1. Shipper Service Control Office (SSCO). The SSCO is the official clearance agency for shipments planned for lift on military owned or controlled assets to overseas points. It coordinates movement to the port of embarkation (POE) with both shippers and project managers. The SSCO is responsible to maintain visibility over cleared cargo and provides shipment status to tracer requests. In addition, the SSCO will work the POEs and shippers to ensure advance movement data are at the ports prior to arrival of materiel. Elements within the SSCO are the CONUS Distribution Management Cell (CDMC), the ACA and the AF DODAAC Service Point.

8.2. CONUS Distribution Management Cell. The CDMC provides a flexible process to locate, divert, expedite and/or provides visibility for any mission critical cargo. The CDMC operates from a Command and Control Center at Wright-Patterson AFB, OH, with additional personnel located within the CONUS aerial ports. A myriad of asset visibility systems, commercial shippers, and overseas ports will be used to perform its mission. The information gained will be used to meet the customer needs for their cargo delivery. The data will also be used to focus on and alleviate systematic conditions slowing the movement of cargo through the DTS and commercial transportation system. To request the services of the CDMC go to website <https://www.afmc-mil.wpafb.af.mil/HO-AFMC/LG/LSO/lo/>. Click on CDMC - CONUS Distribution Management Cell.

8.3. Theater Distribution Management Cell (TDMC). The European TDMC is the single theater focal point for timely management of sustainment cargo moving into theater and transshipment of cargo to final predetermined destinations. The TDMC forecasts cargo arrival through multiple Logistics Information Systems reports to make modal decisions prior to air cargo arriving via AMC. Modal decisions take place at least 8 hours prior to cargo arrival, providing an opportunity for TDMC to arrange both air and surface modes for onward transportation to selected destinations within theater. Additionally, the TDMC provides a flexible process to locate, divert, and expedite intra-theater cargo movement for selected channels.

8.4. CONUS Clearance Requirements. The TO must clear shipments moving on military owned or arranged airlift and sealift through the appropriate clearance agency prior to movement to the aerial or water port of embarkation (APOE or WPOE). See Paragraph **8.4.1.2.** for airlift clearance exceptions and paragraph 8.6.1. for sealift clearance exceptions. Refer to the DTR, Part II, for the appropriate air and water clearance authorities.

8.4.1. AFMC LSO/LOLA, Wright-Patterson AFB, OH, plans and executes the Air Force ACA functions for CONUS originating shipments planned for AMC channel lift to overseas points. Operational functions are delegated to the two regional ACA Shipper Service Liaison Offices (SSLO) co-located with AMC at Dover AFB, DE, (ACA-East) and Travis AFB, CA, (ACA-West). The responsibilities of the SSLO include but are not limited to coordinating movement to the APOE with both shipper and project managers; maintaining visibility over cleared air and surface cargo; providing shipment status to tracer requests; assisting in the resolution of cargo discrepancies; enforcing SDT savings programs such as air challenges; use of deferred airfreight and performing cargo pre-clearance for shipments requiring special handling. Shipments that are not properly cleared through the SSLO, diversion to surface transportation or turn-in to a Defense Reutilization Management Office could occur. See DTR, Part II, Air Clearance Authority appendix for the SSLO hours of operation.

8.4.1.1. Use the fastest means available when transmitting the ATCMD to the appropriate SSLO. Most Air Force Bases have CMOS that will be used to clear shipments. If no other automated means are available or if CMOS is down, shippers will use website <http://pats.wpafb.af.mil/atcmd> to submit ATCMDs electronically.

8.4.1.2. The following exceptions require that the shipper fax an ATCMD to the ACA prior to releasing the shipment unless the shipper is using the website ATCMD form in instances cited below. If the website is not being used for cargo clearance, then ALL of the shipments listed below must be faxed to the ACA.

8.4.1.2.1. Explosives. Shipments of explosives may be subject to an explosive clearance number, which the ACA must obtain for the shipper prior to release of shipment. Annotate explosive clearance numbers on the Military Shipping Label. Web users clearing explosives will receive a screen message to hold the shipment until contacted by the ACA.

8.4.1.2.2. Dog Shipments (military working dogs with handler). The ATCMD will include the dog's name, ID tag number, type of dog (i.e., drug, explosive, patrol), and handler's name and rank. Also, indicate on the trailer records how the dog and handler will arrive at the aerial port (commercial flight number). Dog shipments must be spaced blocked through AMC by the shipping activity. Website users will be prompted to enter the mission number on which the dog and handler are space blocked. For CMOS users, enter the mission number on a T_9 line. As long as all the above information is entered to the ATCMD web form, the shipment is cleared for airlift.

8.4.1.2.3. Courier shipments. Include name and rank of courier(s). As long as all the required information is entered to the ATCMD web form, the shipment is cleared for airlift.

8.4.1.2.4. Ration shipments may be cleared through the ATCMD web form as long as trailer records identify icing and other special handling requirements.

8.4.1.2.5. Blood medical emergency shipments must be faxed to the ACA.

8.4.1.2.6. Household goods shipments to other than hardlift areas with message of approval from JPPSO-SAT must be faxed to the ACA, unless being cleared as deferred airfreight/TP-4.

8.4.1.3. For AMC airlift, send the ATCMD to the appropriate CONUS service ACA or OCONUS designated theater ACA via e-mail or fax. The preferred method is by electronic transmission. See DTR, Part II, and OCONUS MAJCOM guidance. The LSO website listed in para **8.4.1.1.** may be used to clear shipments through the USAFE ACAs.

8.4.1.4. For CONUS export sealift, send the ATCMD to MTMC, Deployment Support Command (DSC), Ocean Cargo Clearance Authority (OCCA) booking office located at Fort Eustis, VA. For OCONUS sealift requirements send to the appropriate OCCA booking office. Use the MTMC provided Integrated Booking System software or submit on DD Form 1086, *Export Traffic Release Request*. The preferred method is by electronic transmission.

8.5. Clearance of Shipments into CONUS Military Air Terminals. The TO requests ACA clearance of cargo planned for AMC channel airlift prior to cargo release to the APOE. To request a clearance, submit the ATCMD data to the sponsoring service ACA. DTR, Part II contains specific clearance instructions.

8.5.1. The Air Force ACA clears or challenges the request for air movement. The requisitioner has up to two calendar days to justify airlift of challenged shipments. The shipping TO will hold the shipment pending the challenge decision by the ACA. In the event airlift justification is insufficient, the TMO will divert the shipment to surface movement.

8.5.2. Air Force sponsored TP-1 and TP-2 shipments are airlift eligible. The most current airlift eligibility and challenge procedures are accessed from website

<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/>, click on Export Cargo Movement. See **Attachment 14** for the airlift eligibility and challenge procedures at time of publication of this AFI.

8.6. Clearance of Shipments into OCONUS Military Air Terminals. The TO requests ACA clearance of cargo planned for movement from or within an overseas area via AMC prior to release of the materiel to the port. Furnish ATCMD data to the ACA designated by the overseas theater MAJCOM for acceptance decision. DTR, Part II, and MAJCOM procedures provide ACA responsibilities and guidance governing clearance of shipments into air terminals.

8.7. Clearance of Shipments into CONUS Designated Water Terminals. The TO requests Water Clearance Authority (WCA) clearance of cargo planned for direct delivery to a WPOE prior to movement of the materiel. WCA clears cargo offered for export from the CONUS ports. DTR, Part II, contains procedures for shipment clearance into water terminals.

8.7.1. When sealift eligible cargo is not sufficient enough for container or flatrack loading at origin, send to a Consolidation and Containerization Point (CCP). These shipments are exempt from the normal sealift clearance process. DLA operates a CCP on the East and West Coast of the United States. The East Coast CCP is the Defense Distribution Depot Susquehanna, New Cumberland, PA, (DDSP-W25N14). The West Coast CCP is co-located with the Defense Distribution Depot San Joaquin, Tracy, CA, (DDJC-W62N2A). The DODAAD, identifies by DODAAC, those destinations served by each of the CCPs. The DTR, Part II, contains CCP procedures.

8.8. Clearance of Shipments into OCONUS Designated Water Terminals. The TO requests WCA or OCCA clearance on all cargo planned for movement from or within an overseas area via MSC. Clearance procedures are in DTR, Part II.

8.9. Green Sheet Procedures. See **Chapter 5, Paragraph 5.17.** for Green Sheet procedures .

8.10. DODAACs. A DODAAC is a 6-position code that identifies an address where items are received. All services have DODAACs that are maintained by each agency's DODAAC service point. Air Force DODAACs begin with the letters "E", "F", or "J" ("D" denotes FMS). Air Force units request a DODAAC through their MAJCOM control points that are listed on the website with the DODAAC Search at <https://dodaaac.wpafb.af.mil>. Contractor DODAACs are required for production and repair contracts only and must be requested by the Procuring Contracting Officer (PCO), or the Administrative Contracting Officer (ACO). Contractor requests can be made from website <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lot>.

Chapter 9

HANDLING AND MOVEMENT OF CLASSIFIED AND PROTECTED CARGO

9.1. Need for Special Procedures. Special procedures are necessary to prevent loss and damage to classified and protected cargo during transportation. As a minimum, TOs must comply with procedures described in this chapter and the standards prescribed in the DTR, Part II, DOD 5200.1-R, *Information Security Program*, AFI 31-401, *Information Security Program Management*; DOD 5220.22-R/AFI 31-601, *Industrial Security Program Management*; DOD 4525.8-M/AF Supplement 1, *Official Mail Manual*; DOD 5105.38-M, *Security Assistance Management Manual*; AFJAM 23-215, *Reporting of Supply Discrepancies*, AFI 33-275, *Controlled Cryptographic Items (CCI)*; and MIL-STD-129, *Standard Practice for Military Marking*. The traffic management office is to process and complete documentation as follows:

9.1.1. 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.

9.1.2. Use extra copies of the DD Form 1348-1A as a hand receipt in processing SECRET and SENSITIVE shipments prior to packaging. The DD Form 1149 serves as a hand receipt for non-MIL-STRIP shipments.

9.1.3. 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. The TO 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 the DTR, Part II. The air/truck manifest may be used for military shipments if they adequately control the materiel being transferred.

9.1.4. Shipments of classified material to the FMS purchaser are normally handled through DTS. However, if the FMS freight forwarder or a country-arranged pilot or vessel pick-up at the POE is indicated, obtain a copy of the country's Transportation Plan detailing the approved method of transportation. The Transportation Plan can be obtained from the Air Force Security Assistance Center (AFSAC) Command Country Manager, Wright-Patterson AFB, OH.

9.2. Description of Classified Material on a BOL. The TO protects classified and protected cargo shipments from compromise and conceals the exact nature of materiel classified SECRET or CONFIDENTIAL. The BOL description used by the TO 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.

9.2.1. Never show security classification on copies of BOLs or documents attached to shipments.

9.2.2. TO provides a description to use on BOLs sent to a contractor for completion.

9.3. Controlled Inventory Item Codes (CIIC), Physical Security Codes (PSC) and Mail Handling Procedures. See [Attachment 8](#) for CIICs/PSCs and the degree of protection associated with each code.

9.4. Classified and Protected Cargo Movement Codes (Transportation Level of Protection). See [Attachment 9](#) for Transportation Protective Service (TPS) codes and minimum protection service for sensitive and classified shipments. For additional information refer to DTR, Part II, and Part III.

9.5. Movement and Handling Requirements. TOs comply with the following requirements:

- 9.5.1. Obtain in writing individuals authorized to sign for classified material within their organizations.
- 9.5.2. Ship weapons and same caliber ammunition in separate containers. During mobilization, weapons and same caliber ammunition can be moved on the same pallet as long as they are packaged in separate containers.
- 9.5.3. Certify to the highest degree of TPS when more than one classification or security risk category shipments are consolidated on a mobility pallet.
- 9.5.4. Ship missile rounds separately from launch and control equipment.
- 9.5.5. Provide the same protection for firearms and ammunition scheduled for demilitarization and retrograde, as other shipments of AA&E.
- 9.5.6. Process export shipments through military managed and operated air or ocean terminals.
- 9.5.7. Store sensitive and controlled items in an approved security cage during any period of transportation delay.
- 9.5.8. 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.
- 9.5.9. If mobilizing and traveling commercially refer to DTR, Part III, for weapons and ammunition movement guidance.

9.6. Special Instructions for Firearms. TOs use the following control procedures:

- 9.6.1. Mark firearms serial numbers on each individual unit package, and the intermediate and exterior containers preceded by the prefix "SER NO". Print the serial numbers for firearms shipments onto the DD Form 1348-1A or on a separate list. The list must show the requisition number and item stock number. Refer to the current MIL-STD 129 for additional guidance.
- 9.6.2. Do not apply these controls to items reduced to scrap or to parts and pieces that do not constitute complete firearms.

9.7. Escort Criteria of AA&E for Carrier Load/Off-Load and Base Surface Movements. On-base escort of AA&E and classified material will be established and approved by the Installation Security Council. Origin and destination TOs and transship/intransit locations must be knowledgeable of their local Installation Security Plan 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. When using military ground

transportation for movement off base to field locations, deployments, etc., refer to AFI 31-101, *The Air Force Installation Security Program*, or contact the Security Forces office for procedures.

9.8. Report of Shipment (RESHIP). The origin shipping TO/approved contractor must send a REPSHIP to the destination TO/approved contractor for categories of material requiring TPS per the DTR, Part II. Refer to DTR, Part II, for REPSHIP formats and requirements. Origin TO/approved contractor must also send a REPSHIP to the destination receiving TO/approved contractor, with an information copy to the receiving unit/activity, when registered mail is the method of transportation. A REPSHIP may be transmitted via telephone, e-mail, facsimile machine, or other immediate electronic means. A REPSHIP is not required if an automated advanced shipment notice capability exists.

9.8.1. Do not classify REPSHIP communications unless they contain classified information.

9.8.2. REPSHIP processes:

9.8.2.1. The destination receiving TO/approved contractor must acknowledge receipt of shipment within 24 hours of receipt when requested by origin. The destination receiving TO/approved contractor must immediately inform their security officer and the origin shipping TO/approved contractor if the shipment is not received by the REPSHIP ETA date and the responsible carrier cannot provide shipment accountability, acceptable explanation for delay and new ETA. Specific shipment status will be provided and, if applicable, include proof that the shipment is under carrier's control in their system, an acceptable reason for the carrier's delay and their new ETA. The origin shipping TO/approved contractor immediately notifies their security officer and initiates tracer action when notified shipment is overdue at destination.

9.8.2.2. Provide all REPSHIPS to the POE.

9.8.2.3. **All Air Force shipping/receiving activities will establish and maintain REPSHIP suspense lists to ensure timely receipt of material. Issue a Transportation Discrepancy Report (TDR) when REPSHIPS are not received prior to receipt of shipment or the receiving activity does not acknowledge receipt of the shipment when requested by origin within 24 hours.**

9.9. Pilferable Cargo Protection. Origin and destination TOs identify those shipments deemed to be pilferable and hold these shipments in a secure area such as a security cage while in transportation's possession. Report any suspected pilferage to the base security force authorities and consignor. Assist investigative personnel to include tracing the shipment from origin to point of pilferage detection.

9.10. Movement of Classified Shipments via GSA MAS BPA Small Package Carrier(s). SECRET and CONFIDENTIAL freight shipments may be moved within CONUS and to/from Alaska, Hawaii, and Puerto Rico via an authorized carrier. **Prior to using an MAS BPA carrier for classified shipments, TOs must confirm the initial or continued use of a carrier for movement of DOD classified material. Authorized carriers can be found at website <http://www.c3i.osd.mil/org/sio/commercial.doc>.** Compliance with the restrictions and processes in the following paragraphs is mandatory to preclude any security violations caused by improper handling of classified shipments.

9.10.1. **Origin TOs :**

9.10.1.1. **WILL NOT USE THIS MODE/METHOD TO MOVE CLASSIFIED SHIPMENTS TO THE AMC APOE FOR CHANNEL AIRLIFT.**

9.10.1.2. Must comply with the provisions of DOD 5200.1-R and AFI 31-401, *Managing the Information Security Program*.

9.10.1.3. Must process all classified freight shipments for the base unless the TO establishes other arrangements.

9.10.1.4. Must use only **OVERNIGHT** GSA MAS BPA small package carrier under these procedures, providing the provisions meet this policy. See Paragraphs **9.10.1.8.** and **9.11.1.** for classified AA&E exceptions.

9.10.1.5. MUST GIVE THE SHIPMENT TO THE GSA MAS BPA SMALL PACKAGE CARRIER ONLY WHEN THERE IS ASSURANCE OF NEXT DAY DELIVERY SERVICE AND CONSIGNEE RECEIPT. DO NOT DOCUMENT ON OUTSIDE CONTAINER OR ADVISE THE CARRIER, BY ANY MEANS, THAT THE SHIPMENT IS CLASSIFIED.

9.10.1.6. Must ensure the package wrapping, marking, and addressing are in compliance with directives, if packed by TO 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 in the inner container.

9.10.1.7. 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 DOD 5200.1-R.

9.10.1.8. Must ensure classified material is within the carrier's standard size and weight limits. **Shipments of classified AA&E, regardless of SRC category, are not authorized for movement by the GSA MAS BPA small package carrier.**

9.10.1.9. 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.

9.10.1.10. Must send a REPSHIP. See Paragraph **9.8.**

9.10.1.11. 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.

9.10.2. Destination TOs:

9.10.2.1. Must handle all GSA MAS BPA small package carrier deliveries as classified shipments until it is verified that the shipment is unclassified.

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

9.10.3. Origin and Destination TOs:

9.10.3.1. Must develop locally written procedures with information management and other base customers, and security personnel covering the preparation, handling, receipt, documentation, and delivery of classified shipments moving via the GSA MAS BPA small package carrier.

9.10.3.2. Must ensure only designated and cleared personnel are authorized to receipt and/or process GSA MAS BPA small package carrier deliveries.

9.10.3.3. Immediately report any problem, encountered with the use of the GSA MAS BPA small package carrier(s), in the movement of SECRET or CONFIDENTIAL materiel, to their MAJCOM, and the Agency Contracting Officer's Representative (ACOR) at HQ USAF/ILGD.

9.11. Movement of Small Shipments of CAT IV Arms Ammunition via the GSA MAS BPA Small Package Carrier. The use of the GSA MAS BPA carrier is an additional option to existing, approved transportation means for CAT IV, Division 1.4 small arms ammunition shipments. Refer to DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*; DOD 5200.1-R and DTR, Part II. Use the GSA MAS 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 GSA MAS carrier's eligibility rules, size and weight limits. For individual shipments exceeding BPA terms (e.g., over 150 pounds) follow procedures in DTR, Part II.

9.11.1. Origin TOs:

9.11.1.1. **WILL NOT USE THIS MODE/METHOD TO MOVE SRC CATEGORY IV AA&E SHIPMENTS TO THE AMC APOE FOR CHANNEL AIRLIFT.**

9.11.1.2. Properly package, mark, and label items in accordance with MIL-STD-129 and the GSA MAS BPA small package carrier.

9.11.1.3. Label and certify, as required, all shipments containing hazardous material. See the GSA MAS BPA small package and the contractor's reference guide.

9.11.1.4. **Comply with Paragraph 9.10. procedures on documentation, wrapping, and receipt when processing CONFIDENTIAL and SECRET arms shipments. Classified AA&E are not authorized to move via GSA MAS BPA small package carrier.**

9.11.1.5. **Attach Military Shipment Label (MSL), or 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 arms/ammunition. The TFG, available on the MTMC 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 the DTR, Part II, are met. The DTR highly recommends keeping the block numbers from the DD Form 1387, *Military Shipping Label*, associated with the data content.

9.11.1.6. To ensure delivery only to the authorized recipient, do not sign the waiver of delivery signature or release signature block of the commercial bill of lading.

9.11.1.7. Verify driver's affiliation with the GSA MAS BPA carrier before releasing the shipment. Verification includes personal recognition, photographic ID, or telephonic verification with the driver's local office. **DO NOT** disclose contents of the shipment to carrier personnel unless it is an unclassified, hazardous cargo shipment.

9.11.1.8. Comply with REPSHIP requirements. See Paragraph 9.8.

9.11.1.9. Access the carrier's tracking system not more than 24 hours after required delivery date to verify shipments were delivered as ordered.

9.11.1.10. Upon notification of possible in-transit loss or missed required delivery date, initiate immediate tracer action with the GSA MAS BPA carrier and notify applicable MAJCOM, HQ

USAF/ILGD, MTMC safety and security hotline number, consignee, and supporting law enforcement and criminal investigation authorities. Where appropriate, initiate a security incident report. DTR, Part II, provides further guidance.

9.11.2. Destination TO/receiving activity.

9.11.2.1. Ensure all personnel who receive and process these shipments have appropriate hazardous training and meet qualifications of DOD 5100.76M.

9.11.2.2. Comply with Paragraph [9.11.1.10](#) when notified of possible in-transit loss or missed delivery.

9.11.2.3. Report damage or other discrepancies in accordance with Transportation Discrepancy Report (TDR) instructions. See DTR, Part II.

9.11.2.4. Protect shipments received and awaiting delivery to recipient activity as sensitive items under constant surveillance or in a security cage. See DTR, Part II.

9.12. Secure Holding Areas (Formerly Safe Haven). See [Chapter 12](#).

9.13. Emergency Hot Lines. The DTR, Part II, contains MTMC and Defense Transportation Tracking System (DTTS) emergency hot line numbers to obtain any type of DOD safety or security advice and assistance.

Chapter 10

TRANSPORTATION OF HAZARDOUS MATERIALS (HM)

10.1. Responsibilities. Transportation personnel must comply with public law, policy, agreements, and applicable international, federal, and military directives when processing, handling, and shipping HM. **Attachment 10** contains a list of hazardous material reference directives. The list is comprehensive but not all-inclusive. Violations of these regulations could result in civil and criminal penalties and undue safety risks to the general population.

10.2. Hazardous Materials Procedures. For the purposes of this AFI, hazardous materials are substances or materials that the DOT has determined are capable of posing an unreasonable risk to health, safety, and property during transportation. **Attachment 10** contains directives and certification requirements by mode.

10.2.1. The TO will comply with Title 49, CFR, Parts 100-199; DTR, Part II and Part III; DOD 4500.54-G, FCG; International Air Transport Association (IATA); International Civil Aviation Organization (ICAO); International Maritime Dangerous Goods Code (IMDG), and approved commercial carrier contracts/tenders for all modes/methods of transportation when moving HM to, from, or within the U.S. by commercial carriers. Shippers are also required to develop and maintain/update security plans as required. Inclusive in this plan is the requirement for security awareness and training for each HAZMAT employee

10.2.2. Shippers will comply with AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*, for military organic airlift and AMC commercial contract carriers.

10.2.3. Overseas shippers moving HM to, from, and within a foreign country must also comply with foreign country directives, applicable international requirements and DECA/SOFA.

10.3. Hazardous Substances. Title 49, CFR, paragraph 172.101, identifies hazardous substances and their reportable quantities. Hazardous substance shipments must comply with the same DOT and military regulations required for any other HM. TOs must comply with special reporting requirements if there is a release of a reportable quantity of a hazardous substance. See Title 49, CFR, Paragraphs 171.15. and 171.16.

10.4. Hazardous Waste. Describe hazardous waste material on the shipping papers by the proper shipping name identified in the HM table in Title 49, CFR, paragraph 172.101, or AFMAN 24-204(I), Table A4.1., preceded by the word "Waste." Hazardous waste shipments must:

10.4.1. Comply with HM rules. Refer to AFPAM 32-7043, *Hazardous Waste Management Guide*, paragraph **5.3**.

10.4.2. The generator of the hazardous waste must prepare a hazardous waste manifest. (Title 40, CFR, Part 262, subpart B.)

10.4.3. The hazardous waste generator must have an Environmental Protection Agency (EPA) identification number assigned. May not apply to OCONUS locations.

10.4.4. Move only by carriers who possess an EPA identification number. May not apply for OCONUS locations.

10.5. Radioactive Waste. Handle, document, ship, and dispose of radioactive waste in accordance with the appropriate modal directive listed in **Attachment 1** or **Attachment 7**, AFI 40-201, *Managing Radioactive Materials in the US AirForce*, and T.O. 00-110N-2, *Radioactive Waste Disposal*. Do not ship radioactive waste until it is cleared and has a control number issued by the Air Force Radioactive and Mixed Waste Office (AL/OEBZ), 2402 E. Drive, Brooks City-Base TX 78235-5114, DSN 240-1903/1804, Commercial (210) 536-1903/1904.

10.6. Radioactive Commodities. TOs will package and ship radioactive commodities in compliance with AFJI 23-504, *Radioactive Commodities in the DOD Supply System*. All commodities must be properly packaged, marked, labeled, and certified before being offered to a carrier.

10.7. Reshipment/Transshipment Procedures. HM, that has been previously packaged and certified, must be thoroughly checked when originating as a new shipment or changing to a different mode/method at a transship location. If there is any indication that the HM 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.

10.8. Secure Holding Areas (Formerly Safe Haven) . See **Chapter 12**.

10.9. Personnel Qualifications. Personnel who certify, prepare, handle, or inspect HM for shipment must receive initial and subsequent refresher HM training according to Title 49, CFR.

10.9.1. The Commanding Officer or designated representative of units involved with the hazardous material process ensures that:

10.9.1.1. The designated representative is appointed in writing to include scope of authority.

10.9.1.2. All personnel involved in the process of hazardous material must successfully complete required training.

10.9.1.3. Authorized individuals are designated in writing to certify HM packaging for shipment.

10.9.1.4. Personnel certifying HM for commercial air or surface shipment, and shipments within the DTS, must successfully complete training according to the DTR, Part II, and AFMAN 24-204(I).

10.9.1.5. Personnel certifying HM for military airlift successfully complete training according to AFMAN 24-204(I),

10.9.1.6. Personnel, other than certifiers, who handle or load HM must successfully complete training according to Title 49 CFR, paragraph 172.704.

10.10. DOT Exemptions. DOT exemptions waive Title 49 CFR, requirements on the basis of equivalent levels of safety. DOT exemptions for packaging are valid for domestic transportation of hazardous materials. They are not valid for international shipments of hazardous materials covered by United Nations Performance Oriented Packaging requirements. HQ MTMC will obtain DOT exemptions for DOD. Exemptions issued by DOT are for a specific period of time. See Title 49, CFR, paragraph 107.109, Application for Renewal. DOT exemption web site is located at http://hazmat.dot.gov/exemptions_index.htm

10.10.1. The DTR requires annual submission of Report Control System: MTMC-158, DOT Exemption Usage Report. Users of DOT exemptions must submit usage data to their MAJCOMs for consolidation. MAJCOMs must prepare a consolidated report each year and submit it to AFMC LSO/LOT, 5215 Thurlow Street, Wright-Patterson AFB OH 45433-5540. AFMC LSO/LOT will finalize the report and forward it to HQ MTMC. The reporting period is 1 July through 30 June. Activity reports are due to MAJCOMs not later than 10 July of each year. MAJCOM consolidated reports are due to AFMC LSO/LOT not later than 20 July each year. AFMC LSO/LOT report is due to HQ MTMC not later than 30 July each year.

10.11. Competent Authority Approvals (CAA) and Hazard Classifications. A CAA is an approval issued by a national agency responsible under its national law for the regulation of hazardous materials transportation. These may also be referred to as "special approvals." The US Competent Authority is the DOT. Specific requirements for packaging CAAs are contained in AFJI 24-210, *Packaging of Hazardous Material*, and AFMAN 24-204(I). Requirements for hazard classifications (sometimes referred to as CAAs) are contained in T.O. 11A-1-47, *DOD Ammunition and Explosive Hazard Classification Procedures*.

10.12. Certifications of Equivalency (COE). A COE is a certification that the proposed packaging equals or exceeds the requirements of 49 CFR Parts 100-199. Use COEs as authority for shipment by military air, if applicable. Specific requirements for COEs are contained in AFJI 24-210 and AFMAN 24-204(I).

10.13. Documentation Retention. *Per 49 CFR, paragraph 172.204, shipping documents, (i.e., BOL, manifest), for Hazardous Waste shipments, must be retained for 3 years after the material is accepted by the initial carrier. Retention of all other hazardous materials shipping documents, refer to AFMAN 37-139*

Chapter 11

TRANSPORTATION SUPPORT OF CONTRACTING AND PROGRAM MANAGEMENT

11.1. Traffic Management Support. TOs provide advice to the contracting officer to include appropriate traffic management and logistics contract language. They also evaluate prospective contractor offers to assist the Procuring Contracting Officer (PCO) in obtaining the most economical and responsive transportation service for the Air Force customer. It is essential that liaison is established between the two offices to produce the best possible contractual instrument, clearly defining packaging and transportation mode/method, documentation and payment.

11.2. Assistance to Contracting. The transportation advisor to contracting must exercise judgment and technical skill in advice that will result in transportation terms in the contract or purchase order that are most advantageous to the government.

11.2.1. As a minimum, the TO considers the following factors when providing transportation advice to the PCO:

11.2.1.1. Free on Board (FOB) terms.

11.2.1.2. Specific Federal Acquisition Regulation (FAR) clauses and/or relevant DOD, Air Force and MAJCOM supplement clauses. The requirement to obtain airlift or surface clearance for export shipments moving via the DTS must be included in any contract involving international shipments.

11.2.1.3. Identification of correct transportation funds to pay for movement.

11.2.1.4. Detailed identification of the required "ship to" and "mark for" addresses.

11.2.2. Use the detailed shipping instructions at [Attachment 11](#) when using "FOB Origin-Contractor Prepaid." [Attachment 11](#) only applies when the base contracting office administers the contract. [Attachment 11](#) does not apply to contracts administered by the Defense Contract Management Agency (DCMA).

11.2.3. The MAJCOM/base financing procurement of assets with O&M funds on a FOB origin basis must fund the first destination transportation with its O&M-type funds.

11.2.4. TOs provide transportation and traffic management support to contracting as contained in those publications listed in [Attachment 11](#), to include cargo movement support to government contractors, when designated.

11.2.5. TOs advise the PCO to consider delegating, where applicable, transportation, packaging and quality control responsibilities to DCMA when a contract is awarded. **NOTE: DCMA MUST HAVE CONTRACTS DELEGATED TO THEM TO PROVIDE THIS ADMINISTRATIVE SUPPORT.** See Paragraph [14.5](#) for AF Form 9, *Request for Purchase*, procedures.

11.3. Contractor Prepaid Shipping Instructions. [Attachment 11](#) contains shipping instructions for contractor prepaid shipments. For AFWCF depot-level reparable shipments, door-to-door commercial express carrier movement should be contracted/arranged with the contractor source as part of the process. This supports Agile Logistics principles.

11.4. Transportability Responsibilities.

11.4.1. HQ AFMC/LGR is the Air Force executive agent for air transportability and the office of primary responsibility for all Packaging, Handling, Storage, and Transportation (PHS&T) management policy in support of systems and equipment development and acquisition. PHS&T also encompass those elements of traffic management related to systems and equipment development and acquisition.

11.4.1.1. Product center transportation/packaging specialists are responsible for:

11.4.1.1.1. Coordinating and promulgating transportation and packing policy instructions for program managers and program contracting officers within Product and Development Centers.

11.4.1.1.2. Assisting in the development of specialized containers, transportation plans, and shipping instructions.

11.4.2. Contact the Air Force Packaging Technology & Engineering Facility when expected use of long-life reusable containers is being considered. This facility, in accordance with the AFMC FAR Supplement, must review the contractor's engineering drawings and proposals.

11.4.3. The Air Transportability Test Loading Agency (ATTLA) is the DOD agency responsible for the technical position on air transportability. ATTLA is the appropriate DOD point of contact for processing requests for an air transportability analysis, certification of an item, and/or for test loading an item on an Air Force prime mission cargo aircraft. Refer to AFJI 24-223, *Department of Defense Engineering for Transportability*, for general procedures governing transportability and the aircraft specific cargo loading manual (-9 T.O.) to identify aircraft specific potential air transport problems.

11.4.4. MTMC Transportation Engineering Agency (MTMCTEA) is the DOD agency responsible for transportability analysis and certification for surface movement (highway, rail, and water).

Chapter 12

PUBLIC HIGHWAY MOVEMENTS

12.1. Compliance with Public Law. The TO is the installation focal point for ensuring that Air Force cargo moving over public highways conforms to Federal, State, and local laws, regulations, and ordinances relating to vehicle size and weight limitations. Except as shown in the DTR, Part II, and Part III, vehicular movements over public highways must have required permits issued by State authorities.

12.2. Directory of Permit Officials. TOs maintain a copy of MTMCTEA's The Directory of Highway Permit Officials and Mobilization Movement Control Coordinators (MOBCON). It contains contact information for state permit officials and a summary of state size and weight limits. MTMC Transportation Engineering Agency (MTTE-SA), 720 Thimble Shoals Blvd., Suite 130, Newport News

VA 23606-4537, publishes and issues this directory. The Directory may be accessed at MTMCTEA website <http://www.tea.army.mil/> (user identification and password must be requested).

12.3. Military Cargo Essential to National Defense. Occasionally, certain highway movements require certification, as "Essential to National Defense" due to mission needs. This normally applies to essential cargo that must move over the public highway because the cargo cannot be reduced in size or weight to move by another mode. Certification for this type of movement is supported differently depending on whether movement is via commercial carriers or military resources.

12.3.1. For certification for movement via commercial carrier refer to DTR, Part II, and submit certification with the rate tender. Justification of essentiality should be generated by the shipping activity and submitted to the TO. Request assistance from the MTMC Deployment Support Command or theater Combatant Commander.

12.3.2. For certification of movement via organic military resources refer to DTR, Part III. Justification of essentiality will be generated by the shipping activity and submitted to the TO. Refer to MTMCTEA's Directory of Highway Permit and MOBCON Officials for further guidance. See DTR, Part III, Appendix V.

12.4. Secure Holding Areas (Formerly Safe Haven, Refuge and Secure Holding Areas). Air Force installations capable of providing holding area will do so to assure positive security control over the movement of DOD munitions and other sensitive cargo. Holding area safety and security procedures are detailed in the DTR, Part II. For Nuclear secure holding area requirements, refer to DOD C-5210.41-M, *Nuclear Weapon Security Manual/Air Force Supplement*.

12.4.1. TOs 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 police, 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 DTR, Part II, Chapter 205 and AFI 31-101.

12.4.2. TOs 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 DTR, Part II. User ID

and password are required to access the TFG. TOs may view the list of secure holding sites from the TFG web page.

12.4.3. The TO 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 TO 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.

Chapter 13

SHIPMENT DISCREPANCIES AND TRACER PROCEDURES

13.1. Shipment Discrepancies. TOs process and report over, short, damaged, and astray cargo in compliance with DTR, Part II. Additional information may be found in 41 CFR, Parts 102-118, *Public Contracts and Property Management*. For FMS, refer to **Chapter 5**, paragraph **5.19**. **Air Force shipping activities are also required to report miscellaneous transportation discrepancies. Refer to DTR, Part II, Chapter 210, paragraph H.1. Particular attention will be directed to shipment discrepancies involving TPS and HAZMAT shipments.**

13.2. Tracer Action. TOs trace shipments following procedures and formats in DTR, Part II, and AFMAN 23-110, *USAF Supply Manual*. The Distribution Flight establishes procedures for processing and return of the Tracer Action Required (TAR) listing and the Delinquent Shipment Listing or R40. DTR tracer reconciliation procedures do not apply to shipments with a line item value of less than \$500. Shipments of classified, protected or GSA shipments are exempted, see DTR, Part II, Chapter 210. However, tracer action must be accomplished for all protective and classified regardless of dollar value. TOs can obtain shipment information by TCN, BOL or carrier's BOL through the GTN at website <https://www.gtn.transcom.mil/index.jsp>. An additional source for this information can be found through Tracker at website <https://tracker.wpafb.af.mil/>. For additional tracing procedures and information, see **Attachment 12**.

13.2.1. The Cargo Movement Section (Inbound) traces inbound astray or non-receipted cargo using the TAR listing (original and one copy) provided by base the Materiel Management Section approximately every 2 weeks. The TAR lists shipments requiring tracer action or receipt information in BOL or TCN sequence. If information is incomplete, The Cargo Movement section will annotate accordingly on the listing and return to Materiel Management Section for action.

13.2.2. Cargo Movement Section (Outbound) trace originating outbound shipments using the R40 (original and one copy) which the base Materiel Management Section provides approximately every 2 weeks. The R40 requests the status of originating shipments supported by the base level supply system in requisition number sequence.

13.3. Disposition of Misdirected Shipments. For astray cargo found in commercial carrier facilities, see DTR, Part II, for information and guidance on the Joint DOD/GSA Government Cargo Recovery Efforts (GOCARE), formerly the Astray Cargo Program.

13.3.1. Re-ship misdirected shipments received through causes other than the commercial carrier's fault to the proper destination. If available, quote the funds on the delivery documents to re-ship the misdirected materiel. If fund cite is not available, contact the origin shipper. If only the national stock number (NSN) is available, coordinate with servicing base Materiel Management Section/item manager for disposition. Errors in a fund cite on the origin shipping document must be corrected before onward movement. If available information and coordination will not provide a resolution, process through your servicing base Distribution Flight for disposition.

13.3.2. If the carrier is at fault, ship on a "Free Astray Basis." This includes FMS shipments.

13.3.3. To obtain disposition instructions for misdirected FMS shipments received through causes other than the carrier's fault, contact the origin shipping office. If assistance is needed, contact AFSAC/COSD, 5490 Pearson Road, Wright-Patterson AFB OH 45433-5332 (1-800-448-0361).

Chapter 14

ADDITIONAL TRANSPORTATION MATTERS

14.1. Rapid Area Distribution Support (RADS). The RADS program within the Combat Logistics Support Squadrons (CLSS) provides transportation personnel (traffic management) assistance to base level, other DOD agencies or U.S. Government contract facilities. Transportation personnel are proficient in traffic management operations to include; freight packaging, heavy crating construction, and special packing. Primary mission includes assistance in emergencies, hostilities, unscheduled unit deployments, and natural disasters. During hostilities RADS teams assist in the buildup and support of operating bases. In a natural disaster, RADS teams assist in the prompt return of an activity to operational status. Assists with abnormal workloads resulting from programmed/non-programmed weapon system conversions, major deployments, base activation/deactivation, large packaging tasks, warehousing projects, etc. Under extraordinary circumstances, requests for temporary manning assistance when an activity cannot meet requirements with their internal personnel resources will be considered.

14.1.1. The RADS Fee-For-Service Program is centrally managed at HQ AFMC/LGXC, Wright-Patterson AFB, OH. All costs associated with RADS assistance to include travel, per diem, supplies, and miscellaneous equipment, will be absorbed by the requesting organization. All applicable funding documentation will be submitted to HQ AFMC/LGXC or the appropriate CLSS unit.

14.1.2. Information required for RADS requests can be found in **Attachment 13**. Further information on how to request RADS assistance can be found on website

<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LGR/LGRC/clss/index.htm>.

14.2. Forecasting Cargo Requirements. The Air Force is required to submit forecasting requirements for airlift and sealift to AMC and MTMC for the purpose of scheduling movements and setting billing rates. SSCO consolidates inputs from MAJCOMs and submits forecast requirements in the format prescribed by the DTR, Part II. The forecast incorporates historical movement data combined with known or projected movement requirements. Program managers will identify ammunition, aircraft engine, missile, Tactical Air Missile Program (TAMP), helicopters, support equipment, special weapons, communications equipment, and vehicle requirements to the SSCO when known, for budget and forecasting purposes. The SSCO will submit required forecasts to meet established suspense dates.

14.2.1. Submission of long-and short-range cargo airlift requirements will follow the timelines and formats in DTR, Part II.

14.2.2. Submission of sealift cargo requirements will follow the timelines and formats in DTR, Part II.

14.3. SAAM Requests. See DTR, Part II, for SAAM request format and instructions.

14.4. Air Force Government-Wide Purchase Card (GPC) Program Procedures. See AFI 64-117 for policy guidance on the use of the GPC for the micropurchase of supplies and equipment. The cost of transportation, for these micropurchases, is included as part of established dollar thresholds. Use of USPS and small package carriers, via the door-to-door delivery method from the vendor to the ultimate CONUS or OCONUS customer, are the preferred mode/method for shipping small package, micropurchase orders. If the shipment must move using AMC, MSC or MTMC services, the ordering unit's base TO will assist

cardholders by providing information on customs clearance, packaging, marking and DTR, Part II, documentation/advance clearance requirements for the vendor to follow. All costs associated with micropurchases, to include transportation, customs clearance/bond charges, is the responsibility of the unit cardholder. O&M funds used to pay for purchase card shipments expire on 30 Sep of each FY. See [Attachment 3.5](#). for guidance in establishing funding. **ALSO SEE Attachment 10 FOR COMPLIANCE WITH HAZARDOUS MATERIAL MICROPURCHASES.**

14.5. Local Purchase. All costs for items purchased on O&M funds using an AF Form 9 is 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 CONUS or OCONUS customer are the preferred mode/method for shipping. When it is determined that AMC, MSC, or MTMC services will be used, transportation costs are still borne by the ordering unit. OCONUS shipments must comply with all packaging, marking, and documentation/advanced clearance required by the DTR, Part II. See [Attachment 3.5](#). for guidance in establishing funding.

14.6. Shipment of Human Remains. Refer to AFI 34-242, *Mortuary Affairs Program*, Chapter 5. For additional guidance, refer to DTR, Part I.

Chapter 15

CARGO MOVEMENT OPERATIONS SYSTEM (CMOS)

15.1. Overview. Automated Information Systems (AIS) are essential in achieving operational efficiencies required to meet responsive mission support. CMOS is the AIS which supports all Air Force traffic management freight functions AND ITS USE IS MANDATORY. CMOS is designed to efficiently collect, process, and transmit transportation data required to move outbound freight, receive inbound freight, direct in-transit freight, perform airlift clearance, support contingency requirements and provide command and control oversight of cargo moving in the DTS. CMOS provides ITV data to GTN. See HQ SSG web site for instructions and updates to the on-line CMOS functions.

15.2. Packaging and Planning - Outbound Freight. The automated outbound freight process begins with electronic receipt of shipment information from the source activity, which in most cases is the local retail supply function. Advance receipt of shipment information affords the opportunity to plan the shipment prior to arrival of the cargo and populates numerous database tables in CMOS precluding the need to manually enter or create this information. The in-checker scans cargo arriving in the packaging and planning section using hand-held terminals or workstation personal computer. CMOS performs a verification data check against pre-loaded data received from the base-level supply system. The CMOS database is then updated to show receipt. An electronic receipt, formerly a signature is then sent to the retail supply activity.

15.2.1. The data captured during this process produces the bar-coded shipping label, hazardous cargo certification, GBL, CBL, truck manifest, and all standard registers and reports maintained by the local transportation office. ATCMDs are electronically transmitted to the clearance authority (air/surface) for export and retrograde materiel. Electronic interfaces with the movement control agencies for Common User Land Transportation (CULT), in overseas theaters, is in the planning stage.

15.2.2. As each shipment is released, CMOS electronically transmits shipment information to the retail supply activity, destination, ports of embarkation, military carriers, and to system interfaces such as the I2P, Global Freight Management-Host (GFM-Host) system and US Bank. The I2P module in CMOS enables CMOS to communicate with express carrier systems, resulting in the elimination of duplicate data entry. It also combines military and commercial carrier shipping labels and uses electronic data interchange (EDI) to transmit shipping data. GFM-Host is an interface with CMOS that allows the user to route and rate shipments through MTMC and to electronically pass GBL information to MTMC for costing and to DFAS for payment.

15.3. Inbound Freight. The inbound freight process begins with electronic receipt of advance shipment information from the shipping activity through either Defense Data Network or diskette. When the cargo physically arrives, it is compared against pre-loaded data by scanning bar-coded shipping labels. The cargo is in-checked and the CMOS database updated to show receipt. Discrepant cargo is identified and reported and cargo is turned over to the requisitioning organization. CMOS supports the Transportation Discrepancy Reporting system by automatically establishing reporting suspense dates for discrepant cargo, reconciling over and short shipments and producing the SF Form 361, *Transportation Discrepancy Report*. See DTR, Part II.

15.4. Deployment Management. CMOS will be used in the deployment function of Air Force units to support worldwide contingency operations. The GATES can be used in place of CMOS for deployment air manifesting at AMC ports/onload locations. AFI 10-403, *Deployment Planning and Execution*, provides further guidance on unit deployments. Also see paragraph **2.16**.

15.5. Inspection Checklist. The CMOS Inspection Checklist is located on the CMOS website <https://www.ssg.gunter.af.mil/CMOS> and should be used to ensure compliance with CMOS operating procedures.

Chapter 16

AIR FORCE USER-OPERATED SMALL TERMINAL CARGO OPERATIONS

16.1. General Information. The Chief of Staff, USAF, designates AMC-Operated and Non-AMC Operated aerial ports in support of mobility operations. See DTR, Part III, Appendix W. Changes or additions to these mobility service requirements should be submitted through MAJCOMs to HQ USAF/ILG. Other Air Force user-operated, small terminals normally do not receive direct support from AMC in manpower, equipment or funding for terminal operations, unless defined in interservice and host or tenant support agreements.

16.2. Organizational Responsibilities. Each small terminal operator has the responsibility to ensure the safe and expeditious movement of cargo through the DOD airlift system. It is important to establish interservice and host or tenant support agreements, as appropriate, to clearly define the roles, mission and support at Air Force user-operated small terminal locations. Managers and supervisors at all levels must make airlift safety a top priority to prevent hazards and avoid accidents. Cargo movement ITV is also required. Terminal personnel are responsible for following the established policies and procedures.

16.3. Cargo Procedures. The preparation, documentation, forms and cargo movement procedures, provided in this instruction and related transportation cargo directives, apply at Air Force user-operated small terminals. MAJCOM supplements should be developed and forwarded to HQ USAF/ILGD for approval prior to publication.

16.4. Forms Adopted. AF Form 9, *Request for Purchase*; AF Form 406, *Fund Cite Authorization*; AF Form 616, *Miscellaneous Obligation/Reimbursement Document*; AMC 101, *Green Sheet Request*; DD Form 250, *Material Inspection and Receiving Report*; DD Form 577, *Signature Card*; DD Form 1086, *Export Traffic Release Request*; DD Form 1149, *Requisition and Invoice/Shipping Document*; DD Form 1348-1A, *Issue Release/Receipt Request*; DD Form 1387, *Military Shipping Label*; DD Form 1659, *Application for US Government Shipping Document/Instructions*; DD Form 1907, *Signature and Tally Record*; SF 361, *Transportation Discrepancy Report*; SF Form 1103, *Government Bill of Lading*, and SF 1109, *Government Bill of Lading Continuation Sheet*.

16.5. Forms Prescribed. AF Form 1335, *Government Bill of Lading Register – Outbound*.

MICHAEL E. ZETTLER, Lieutenant General, USAF
DCS/Installations and Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD 4000.25-M, Defense Logistics Management System

DOD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*

DOD 4000.25-6-M, *DOD Activity Address Directory (DODAAD), Parts I, II and III*

DOD 4140.1-R, *DOD Supply Chain Materiel Management Regulation*

DOD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part I, Passenger Movement; Part II, Cargo Movement; Part III, Mobility; Part IV, Personal Property; Part V, Customs; and Part VI, Management & Control of Intermodal Containers and System 463-L Equipment

DOD 4500.54-G, *Foreign Clearance Guide*

DOD 4515.13-R, *Air Transportation Eligibility*

DOD 4525.8-M, **AF Sup 1**, *DOD Official Mail Manual*

DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

DOD 5105.38-M, *Security Assistance Management Manual*

DOD 5200.1-R, *Information Security Program*

DOD C-5210.41-M, *Nuclear Weapon Security Manual/Air Force Supplement*

DOD 5220.22-R, *Industrial Security Regulation*

DOD 7000.14-R, *DOD Financial Management Regulations (FMRS)*

AFI 10-403, *Deployment Planning and Execution*

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 24-202, *Preservation and Packing*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-401, *Information Security Program Management*

AFI 31-601, *Industrial Security Program Management*

AFI 33-275, *Controlled Cryptographic Items (CCI)*

AFI 34-242, *Mortuary Affairs Program*

AFI 37-123, *Management of Records*

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*

AFI 65-601, Volume I, *Budget Guidance and Procedures*

AFJI 24-223, *Department of Defense Engineering for Transportability*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFJMAN 23-215, *Reporting of Supply Discrepancies*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

AMCI 24-101, **Volume 9**, *Air Terminal Operations Center*

ANGR 130-6/ANGR 11-02, *United States Property and Fiscal Officer Appointment, Duties, and Responsibilities*

MIL-STD 129, *Standard Practice for Military Marking*. Establishes standards for uniform marking of shipments for DOD.

MIL-STD 2073-1D, *Standard Practice for Military Packaging*. Establishes standards for uniform packaging of shipment for DOD.

Title 19, CFR, *Customs Duties*

Title 22, CFR, *Foreign Relations*

Title 40, CFR, *Protection of Environment*

Title 41, CFR, *Public Contracts and Property Management*

Title 49, CFR, *Transportation*

Transportation Facilities Guide (TFG), See DTR, Part II for update procedures and access to MTMC's web site.

U.S. Government Airlift Rates and Non-U.S. Government Airlift Rates. See website: <http://public.scott.af.mil/hqamc/fm/rates/htm>.

HAZARDOUS MATERIALS REFERENCE DIRECTIVES

Transportation, Title 49, CFR, Parts 100-199, and DOT exemptions. Contains criteria and requirements for classifying, describing, packaging, marking, labeling, shipping, placarding and transporting HM for commercial carriers by all modes/methods of transportation within the United States.

Environmental Protection Agency Regulations, Protection of Environment, Title 40, Code of Federal Regulations, Parts 240-267 and Part 761. Provides specific guidelines for management of hazardous wastes and substances.

Federal Motor Carrier Safety Regulations, Title 49, CFR, Parts 390-399. Contains regulations on matters affecting safety in transport over public highways. Includes specifications for vehicles and drivers.

International Air Transport Association (IATA) Dangerous Goods Regulations. Includes restrictions that apply to the acceptance of such articles by participating carriers. Provides detailed procedures required by ICAO.

International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transportation of Dangerous Goods by Air. Contains detailed instructions for safe international transport of dangerous goods by air.

International Maritime Organization (IMO), International Maritime Dangerous Goods (IMDG) Code. Provides detailed instructions for safe international transport of hazardous material by sea.

North American Emergency Response Guidebook, RSPA P 5800.7. A guidebook developed by DOT for first responders during the initial phase of a hazardous materials/dangerous goods incident.

Joint Hazard Classification System (JHCS). This is the official DOD hazard classification database of ammunition and explosives. The U.S. Army Technical Center for Explosives Safety (USATCES) manages the JHCS for the Department of Defense Explosives Safety Board (DDESB). The JHCS contains hazard classification data for the Army, Navy, and Air Force.

T.O. 11A-1-46, *Firefighting Guidance, Transportation, and Storage Management Data.*

DOD 4160.21-M, *Defense Materiel Disposition Manual.* Provides guidance for handling, processing and disposing of government property.

DOD 6050.5-L, *Hazardous Materials Information System (HMIS) Item Listing.* Lists DOD hazardous materials, by the last nine digits of the National Stock Number, for all services and contains information on how to handle, store, use, transport, and dispose of HM.

AFI 40-201, *Managing Radioactive Materials in the US Air Force.*

AFJI 23-504, *Radioactive Commodities in the DOD Supply System.* Provides DOD policy guidelines on controls and specific handling responsibilities for radioactive items.

AFJI 24-210, *Packaging of Hazardous Material.*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments.* Provides specific guidelines and instructions for preparation, packaging and documentation of hazardous materials for military air shipments.

AFPAM 32-7043, *Hazardous Waste Management Guide.* Provides specific transportation requirements for hazardous waste.

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

ACA—Airlift Clearance Authority

AEF—Air and Space Expeditionary Forces

AFB—Air Force Base

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFJMAN—Air Force Joint Manual

AFMAN (AFM)—Air Force Manual

AFMC—Air Force Materiel Command

AFR—Air Force Regulation

AFSAC—Air Force Security Assistance Center

AFSC—United States Air Force Specialty Code (Joint Pub 1-02)

AFWCF—Air Force Working Capital Fund
AGR—American Goods Returned
AMC—Air Mobility Command
AMX—Air Mobility Express (Joint Pub 1-02)
AOR—Area of Responsibility
APOD—Aerial Port of Debarkation
APOE—Aerial Port of Embarkation
ATAC—Abbreviated Transportation Accounting Classification
ATCMD—Advance Transportation Control and Movement Document
ATTLA—Air Transportability Test Loading Agency (AFMC/ASC)
BOL —Bill of Lading
BPA—Blanket Purchase Agreement
CAA—Competent Authority Approval
CBL—Commercial Bill of Lading (Synonymous with Commercial Paper/Commercial Forms)
CCP—Consolidation and Containerization Point
CDMC—CONUS Distribution Management Cell
CFR—Code of Federal Regulations
CIIC—Controlled Inventory Item Code
CIRF—Centralized Intermediate Repair Facility
CLSS—Combat Logistics Support Squadrons
CMA—Centrally Managed Allotment (Used In-Conjunction with SDT)
CMOS—Cargo Movement Operations System
COE—Certification of Equivalency
CONUS—Continental United States (Joint Pub 1-02)
CRAF—Civil Reserve Air Fleet
CSS—Constant Surveillance Service
CULT—Common-User Land Transportation (Joint Pub 1-02)
DAAS—Defense Automated Addressing System
DCMA —Defense Contract Management Agency
DCS—Deputy Chief of Staff
DDC—Defense Distribution Center
DDN—Defense Data Network

DECA—Defense Cooperation Agreement
DFAS—Defense Finance and Accounting Service
DIC—Document Identifier Code
DLA—Defense Logistics Agency
DLMS—Defense Logistics Management System
DEMIL—Demilitarization
DOD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DODAAD—Department of Defense Activity Address Directory
DOT—Department of Transportation
DRMO—Defense Reutilization and Marketing Office
DRMS—Defense Reutilization and Marketing Service
DSS—Defense Security Service
DTR—Defense Transportation Regulation
DTS—Defense Transportation System
DTTS—Defense Transportation Tracking System
DWCF—Defense Working Capital Fund
EAF—Expeditionary Aerospace Forces
EC/EDI—Electronic Commerce/Electronic Data Interchange
EDI—Electronic Data Interchange (Joint Pub 1-02)
EPA—Environmental Protection Agency
ERRC—Expendability Recoverability Reparability Code
ESP Codes—Emergency and Special Program Codes
ETA—Estimated time of arrival (Joint Pub 1-02)
ETM—electronic transmission (Joint Pub 1-02)
FAK—Freight All Kinds
FAR—Federal Acquisition Regulation
FMS—foreign military sales (Joint Pub 1-02)
FOB—Free On Board
FY—fiscal year (Joint Pub 1-02)
GATES—Global Air Transportation Execution System
GBD—Government Business Day

GBL—government bill of lading (Joint Pub 1-02)
GBLOC—Government Bill of Lading Location
GFM/ETA—Global Freight Management/Electronic Transportation Acquisition
GOCARE —Government Cargo Recovery Efforts
GPC—Government Purchase Card
GSA—General Services Administration
GSD—General Support Division
GTN—Global Transportation Network
HM—hazardous materials (Joint Pub 1-02)
HMIRS—Hazardous Materials Information Resource System
HQ—Headquarters (Joint Pub 1-02)
IATA—International Air Transport Association
IBS—Integrated Booking System
ICAO—International Civil Aviation Organization
IM—Inventory Manager
IMDG—International Maritime Dangerous Goods
IMO—International Maritime Organization
ITV—In-Transit Visibility
I2P—Industry Information Processor
JCS—Joint Chiefs of Staff
JDGACP—Joint DOD/GSA Astray Cargo Program
JHCS—Joint Hazardous Classification System
LOA—Line of Accounting
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MAP—Military Assistance Program
MAS —Multiple Award Schedule
MDD—Medical Dental Division
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MIPR—Military Interdepartmental Purchase Request
MORD—Miscellaneous Obligation/Reimbursement Document
MRM—**#15** - Management Reform Memorandum – Reengineering Defense Transportation Documentation and Financial Processes

MSC—Military Sealift Command

MSD—Materiel Support Division

MSL—Military Shipping Label

MTMC—Military Traffic Management Command

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency (Joint Pub 1-02)

NMCS—Not Mission Capable Supply

NMFC—National Motor Freight Classification

NRTS—Not Repairable This Station

O&M—Operation and Maintenance

OCCA—Ocean Cargo Clearance Authority

OCONUS—Outside Continental United States

OPLOC—Operating Location

PCO—Procuring Contracting Officer

PD—Project Director

PDO—Publications Distribution Office

PHS&T—Packaging, Handling, Storage and Transportation

PMEL—Precision Measurement Equipment Laboratory

POD—Port of Debarkation

POE—Port of Embarkation

PR—Purchase Request

RADS—Rapid Area Distribution Support

RCS—Report Control Symbol

RDD—Required Delivery Date

REPSHIP—Report of Shipment

RPM—Rapid Parts Movement

SA—Systems Administrator

SAAM—Special Assignment Airlift Mission

SBSS—Standard Base Supply System

SDN—Standard Document Number

SDR—Supply Discrepancy Report

SDT—Second Destination Transportation

SMAG—Supply Management Activity Group

SOFA—Status of Forces Agreement
SPI—Special Packaging Instructions
SRC—Security Risk Code
SSCO—Shipper Service Control Office
SSLO—Shipper Service Liaison Office
TAC—Transportation Account Code
TAMP—Tactical Air Missile Program
TAR—Tracer Action Required
TCC—Transportation Component Command
TCMD—Transportation Control and Movement Document
TCN—Transportation Control Number
TDD—Time-Definite Delivery
TDR—Transportation Discrepancy Report
TFG—Transportation Facilities Guide
TMDE—Test, Measurement, and Diagnostic Equipment
TO —Transportation Officer
T.O.—Technical Order
TP—Transportation Priority
TPB—Third Party Billing
UMMIPS—Uniform Materiel Movement and Issue Priority System
USAF—United States Air Force
USML—United States Munitions List
USPS—United States Postal Service
USTRANSCOM—United States Transportation Command
WCA—Water Clearance Authority
WCF—Working Capital Fund
WPOE—Water Port of Embarkation
WWX—Worldwide Express
ZULU—Time Zone Indicator for Universal Time
2LM—Two-Level Maintenance

Terms

Abbreviated Transportation Accounting Classification (ATAC)—The ATAC is a 7-position alpha/numeric code that identifies the account to pay for movements by government bill of lading.

Accountable Official—The designated person who ensures that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under their cognizance is in place to minimize opportunities for erroneous payments and to ensure all procedural safeguards affecting proposed payments are observed; the Accountable Official supports their respective certifying officers with timely and accurate data, information, and /or service to ensure proper payments (i.e., payments that are supportable, legal, and computed correctly). See DOD 7000.14-R, DODFMR, Volume 5, Chapter 33, Accountable Officials and Certifying Officers.

Agile Logistics—A revolutionary process change, in the Agile Combat Support role, that has effectively transitioned the Air Force logistics system to one based on rapid, time definite delivery.

Agile Combat Support—The core competency that establishes the role of the logistics and combat support communities in the Global Engagement philosophy. Conceptually, this broadens the Air Force combat support perspective of activities to forge a seamless customer-based supply system, a reduced basing system, global reachback efficiency, improved acquisition processes, streamlined and responsive depot processes, early sustainment, rapid time definite transportation and lighter, more reliable combat equipment.

Airlift Clearance Authority (ACA)—The activity that controls the entry of cargo (including personal property) into the airlift system under provisions of the DTR, Part II. The ACA also performs logistics management functions such as CONUS export shipments, determining air eligibility, responding to tracing and status queries, expediting, and providing consignment instructions for mobile units.

Best Value Carrier—A carrier selected to transport materiel in support of Agile Logistics requirements based on performance, values and cost. Refer to the DTR, Part II, Definitions, for additional guidance.

Bill of Lading, Commercial (CBL)—A CBL designates the receipt of goods shipped on board a transportation conveyance (e.g., truck, rail, ship, airplane) and signed by the carrier or the carrier's agent who contracts to carry the cargo. A CBL states the terms on which the goods are carried. Carrier documentation used for transportation of shipments, such as that used by small package express carriers. It includes the commercial procedures related to the use of such documentation. The term commercial bill of lading is synonymous with the terms Commercial Paper and Commercial Forms.

Bill of Lading, Government (GBL)—A government document used to procure transportation and related services from commercial carriers.

Break Bulk Point (BBP)—A transshipment point which receives and breaks down multi-destination bulk consolidations and distributes the individual shipments to the ultimate consignee.

Carrier—Any individual, company, or corporation engaged in transporting cargo or passengers for pay.

Carrier Invoicing Model—The PowerTrack processing scenario in which the carrier generates and submits the priced Bill of Lading (BL) data to PowerTrack. The shipper does not submit any BL data to PowerTrack but has the right to change price/data prior to approval of payment (if it is not automatically approved first).

Centralized Intermediate Repair Facility (CIRF)—CIRFs are regional facilities that provide intermediate-level maintenance repair capabilities for designated USAF units within a theater of operations.

Certifying Officer—Responsible for information stated in a voucher, supporting documents, and records; legality of a proposed payment under the appropriation or fund involved; certifies the PowerTrack Monthly Billing Statement. This person must meet the requirements of DOD 7000.14, FMR, Volume 5, Chapter 33, Accountable Officials and Certifying Officers.

Classified Cargo (Classified Information)—Information or material that is (a) owned by, or under the control of the United States Government; and (b) determined under Executive Order 12356 or prior orders and DOD 5200.1-R to require protection against unauthorized disclosure; and (c) so designated Top Secret, Secret, or Confidential.

Combatant Commander—The commander of a unified command having responsibility and control for military operations in a designated geographical area.

Common Carrier—A transportation company, operating under a certificate of public convenience and necessity, serving the public impartially.

Common User Land Transportation (CULT)—Point-to-point in-theater land transportation service operated by a single Service for common use by two or more services.

Continental United States—(DOD) United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico. Also called CONUS. (Joint Pub 1-02).

Contract Carrier—Usually refers to a motor carrier, other than a common carrier, hauling under contracts on which a permit is issued by a government regulatory body.

Controlled Cargo (See Protected Cargo)—Items that require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.

Defense Transportation System(—DOD) That portion of the Nation's transportation infrastructure which supports Department of Defense 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 the Department of Defense. Also called DTS. (See also common-user transportation; transportation system in Joint Pub 1-02).

Demilitarization—(DEMIL) - The act of destroying the offensive or defensive advantages inherent in certain types of equipment and materiel. The term comprehends mutilation, dumping at sea, scrapping, burning, or alteration designed so as to prevent the further use of such equipment and materiel for its originally intended military or lethal purpose.

Department of Defense Activity Address Code (DODAAC)—A six-position alphanumeric code assigned to identify specific activities that are authorized to ship or receive materiel and to prepare documentation or billings.

Diversion(—DOD) A rerouting of cargo or passengers to a new transshipment point or destination or on a different mode of transportation prior to arrival at ultimate destination. (Joint Pub 1-02).

Electronic Bill (eBill)—Functionality in PowerTrack that is used to request a debit (from a shipper to a carrier) or a credit (from a carrier to a shipper). The party initiating the eBill will not be paid until the

other party approves it. An eBill is most commonly used to reconcile or adjust shipment payment amounts for shipments that have already been approved, and prior to the Monthly Billing Statement being generated.

Export Traffic Release (ETR)—Shipping instructions issued by a clearance authority in response to an offering, which specify the mode of shipment and the means by which an export shipment will move.

Express Carriers—Commercial companies that provide overnight delivery of cargo within the continental United States and 2-3 day delivery to most overseas locations.

Fleet Post Office (FPO)—A Navy activity established within the CONUS, collocated with a Postal Concentration Center, provides a standard mail address for forces afloat, mobile shore-based units and activities overseas, directory assistance for Navy mail, and maintaining liaison with and furnishing mail routing and dispatching instructions to appropriate civil and military postal authorities.

Foreign Military Sales (FMS)—That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

Government Business Day (GBD)—A business day, Monday through Friday, that is not a Federal Holiday.

Government-wide Purchase Card—(GPC) - Government –wide commercial purchase card, similar in nature to a commercial credit card, issued to authorized agency personnel to use to acquire and to pay for supplies and services.

Green Sheet Procedures—A procedure whereby specifically identified cargo in the military airlift (AMC) system may gain movement precedence over other priority cargo of the sponsoring service.

Gross Weight—(DOD, NATO) 1. Weight of a vehicle, fully equipped and serviced for operation, including the weight of the fuel, lubricants, coolant, vehicle tools and spares, crew, personal equipment, and load. 2. Weight of a container or pallet including freight and binding. See also net weight. (Joint Pub 1-02).

Hazardous Material (HM)—Material identified according to AFMAN 24-204(I) or Title 49, Code of Federal Regulation. Any materiel that, because of its properties, is flammable, corrosive, an oxidizing agent, explosive, toxic, radioactive, or unduly magnetic. Unduly magnetic means that sufficient magnetic field strength is present to cause navigational deviations to the compass sensing devices of an aircraft.

High Value Item—A cargo shipment which exceeds the carrier's normal liability for loss and damage during transportation and which requires the traffic management office to request the carrier to purchase additional insurance to ensure liability for full shipment value in the event of loss or damage.

In-transit Visibility—(DOD) The ability to track the identity, status, and location of Department of Defense 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. (See also global transportation network in Joint Pub 1-02).

Line Haul—Transportation of freight from one point to another excluding local pickup, delivery, and switching.

Line of Accounting—Alphanumeric listing which identifies the appropriation and fund cite authority to be used in payment of transportation.

Lowest over-all Cost—The lowest aggregate of shipment costs known or a reasonable estimate. It includes a combination of cost factors, such as line haul, accessorial charge, fuel charge and port handling.

Manifest (Cargo)—(DOD) A document specifying in detail the passengers or items carried for a specific destination.

Marking—Numbers, nomenclature, or symbols imprinted on items or containers for identification during handling, shipment, and storage. (See MIL-STD-129).

Military Van (MILVAN)—Military-owned demountable container, conforming to United States and international standards, operated in a centrally controlled fleet for movement of military cargo.

Net Weight—(DOD) Weight of a ground vehicle without fuel, engine oil, coolant, on-vehicle materiel, cargo, or operating personnel. (Joint Pub 1-02).

Obligation—A formal reservation of funds that ensures funds are available for payment of Government contractual obligations. In PowerTrack, the obligation equals the estimated shipping charge identified in the bill of lading. The AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, AF Form 616, *Fund Cite Authorization*, or DD Form 448, *Military Interdepartmental Purchase Request*, may be used to obligate funds.

Ocean Cargo Clearance Authority (OCCA)—The Military Traffic Management Command activity which books Department of Defense-sponsored cargo and passengers for surface movement, performs related contract administration, and accomplishes export/import surface traffic management functions for Department of Defense cargo moving within the Defense Transportation System. See Water Clearance Authority.

Outsize Cargo—See DTR, Part II, Chapter 203.

Over Freight—Freight (packaged or loose) received that exceeds quantity documented.

Oversize Cargo—See DTR, Part II, Chapter 203.

Packaging—The cleaning, drying, preserving, cushioning, wrapping, blocking, packing, marking, and unitizing of systems/equipment/items are considered the packaging requirements as specified in MIL-STD-2073-1D, Department of Defense Standard Practice for Military Packaging. The packaging process and procedures are used to protect systems, equipment, and items from deterioration and damage.

Packaging, Handling, Storage and Transportation (PHS&T)—Encompasses transportability, packaging, handling, storage, and those elements of traffic management related to systems and equipment development and acquisition.

Pallet, 463L—Aluminum air cargo pallet, 88 inches by 108 inches, on which shipments are consolidated for movement by Air Mobility Command.

Pallet, Warehouse—A horizontal platform device, usually wooden, about 40 inches long, 48 inches wide, and 5 inches high, used as a base for assembling, storing, handling, and transporting materials and products in a unit load.

Palletized Unit Load—Quantity of any item, packaged or unpackaged, that is arranged on any pallet in a specified manner and securely strapped or fastened thereto so that the whole is handled as a unit.

Partial Shipment Unit—A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

Personal Effects—Household goods, baggage, mobile homes and privately owned vehicles of Department of Defense personnel.

Pilferable Cargo—Pilferable materiel includes items that are vulnerable to theft because of their ready resale potential. Pilferable items include, but are not limited to cigarettes, alcoholic beverages, cameras, and electronic equipment. See protected cargo.

Port of Debarkation (POD)—The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

Port of Embarkation (POE)—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

PowerTrack—An electronic on-line transaction payment and tracking system developed by US Bank.

PowerTrack Administrator—The person appointed to act as a coordinator within an organization to provide on-site support to PowerTrack users. This role involves working with the PowerTrack teams during implementation phases, maintaining PowerTrack profiles including the set up of new carriers, setting up new PowerTrack users within their organization, and providing other assistance to system users.

Protected Cargo—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Protected cargo is subdivided into controlled, pilferable, and sensitive cargo as defined elsewhere alphabetically in this glossary.

Reefer Cargo—Perishable commodities that require refrigerated (chill and freeze) stowage at prescribed temperatures while in transit. Exclude cargo authorized for storage in ventilated holds.

Required Availability Date (RAD)—The date that end items and concurrent spare parts are committed to be available for transportation to a Military Assistance Program recipient.

Required Delivery Date (RDD)—(DOD) A date, relative to C-day, when a unit must arrive at its destination and complete offloading to properly support the concept of operations. Also called RDD. (Joint Pub 1-02).

Retrograde Cargo—(DOD) Cargo evacuated from a theater of operations. (Joint Pub 1-02).

Review Official—A military member or civilian employee of the Department who is appointed in writing to conduct pre- and post-payment reviews, to issue and control inquiries and to initiate charges against the certifying, disbursing, and accountable officials for financial irregularities. See DOD 7000.14-R, FMR, Volume 5, Chapter 33 Accountable Officials and Certifying Officers.

Roll-on/Roll-off (RO/RO) Cargo—Vehicles, including Privately Owned Vehicles, or shipment units loaded aboard a trailer-type conveyance that are transported to a vessel at a port of loading, rolled on the vessel, stowed and rolled off the vessel at the port of discharge.

Routing Authority—An activity that designates modes or provides routing instructions for shipments requiring clearance before movement.

Seavan—Commercial or government-owned (or leased) shipping containers that are moved via ocean transportation without bogey wheels attached, i.e., lifted on and off the ship.

Second Destination Transportation/Centrally Managed Allotment (SDT/CMA)—SDT/CMA pays for certain movements of non-AFWCF materiel. This includes movements of munitions, aircraft engines, and investment items managed on an Air Force Table of Allowance.

Secure HoldingA—assistance provided by an DOD and contractor facilities to a commercial carrier transporting arms, ammunition, and explosives or classified shipments and CCI by providing secure holding areas in the interest of public safety and national security.

Sensitive Cargo (See Protected Cargo)—Small arms, ammunition, and explosives that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions.

Shipper Service Control Office (SSCO)—A DTR term used to describe an activity established by a military service or agency to perform logistics management functions such as serving as an airlift clearance authority. This instruction and the governing Defense Transportation Regulations refer to these functions separately as the ACA, WCA, and Ocean Cargo Clearance Authority (OCCA).

Special Assignment Airlift Mission (SAAM)—A mission by Air Mobility Command (other than the 89th Airlift Wing) for special pick-up or delivery normally at points other than established Air Mobility Command routes. (See Defense Transportation Regulation, Parts I, II and III).

Split Shipment Unit—A whole or partial shipment unit separated at transshipment point into two or more increments with each increment identified and documented separately.

Standard Document Number (SDN)—A locally developed alphanumeric code that is utilized by accounting to track each obligation record through all accounting phases.

Tare Weight—(DOD) The weight of a container deducted from gross weight to obtain net weight or the weight of an empty container. (Joint Pub 1-02).

Theater—(DOD) The geographical area outside the continental United States for which a commander of a combatant command has been assigned responsibility. (Joint Pub 1-02).

Theater-assigned Transportation Assets—(DOD) Transportation assets that are assigned under the combatant command (command authority) of a geographic combatant commander. (See also combatant command (command authority); single manager for transportation in Joint Pub 1-02).

Third Party Billing (TPB)—A procedure which allows centralized billing for AFWCF and SDT/CMA TACs. This process can only be used with Headquarters United States Air Force/Traffic Management certified Third Party Billing carriers.

Ton—A unit of measurement as follows.

Short	(ST)	2,000 lbs.
Long	(LT)	2,240 lbs.
Measurement	(MT)	40 cubic ft.
Metric	(MET)	2,204.6 lbs.

Transportability—(DOD) The capability of materiel to be moved by towing, self-propulsion, or carrier via any means, such as railways, highways, waterways, pipelines, oceans, and airways.

Transportation Account Code (TAC)—A four-digit code that identifies the appropriate service, agency, Foreign Military Sales case code, or contractor account responsible for funding Defense Transportation System transportation charges. The Master TAC Reference Table is linked from website <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/loI/> under Transportation Funding.

Transportation Component Command—(DOD) The three component commands of USTRANSCOM: Air Force Air Mobility Command; Navy Military Sealift Command; and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions. Also called TCC. (See also United States Transportation Command in Joint Pub 1-02).

Transportation Control Number (TCN)—The DOD standard shipment identifier composed of a 17-position number assigned to control a shipment unit throughout the transportation cycle.

Transportation Plan —A Transportation Plan is required if the FMS purchaser proposes to take delivery or custody of classified material in the U.S. and use its own facilities and transportation for onward movement to its territory.

Transportation Priorities—(DOD) Indicators assigned to eligible traffic which establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air. (Joint Pub 1-02).

Water Clearance Authority (WCA)—An activity that controls and monitors the Continental United States flow of cargo into Continental United States water terminals.

Working Capital Fund—(DOD) A revolving fund established to finance inventories of supplies and other stores, or to provide working capital for industrial-type activities. (Joint Pub 1-02). In addition, these assets are identified by fund code 6C and 64 on the DD Form 1348-1A.

Attachment 2

TABLE OF AIR FORCE PIPELINE TIME STANDARDS (IN CALENDAR DAYS)

Table A2.1. The following time standards apply to all Air Force air eligible priority (TP-1/TP-2) shipments (SEE NOTE 1).

	Base Processing (SEE NOTE 2)	Transit Time (SEE NOTE 3)
Retrograde to Contractor or Depot Repair Locations Between:		
CONUS and:		
CONUS	1	1
Germany/UK	1	2
Italy/Japan	1	3
Korea/Southwest Asia/and other areas	1	4
Redistribution Orders and Lateral Support Movements Between:		
CONUS and		
CONUS	1	1
Germany/UK	1	2
Italy/Japan	1	3
Korea/Southwest Asia/and other areas	1	4
USAFE and		
USAFE	1	1
CONUS	1	2
PACAF/Southwest Asia/and other areas	1	4
PACAF and		
PACAF	1	1
CONUS	1	3
USAFE/Southwest Asia/and other areas	1	4

NOTES:

1. Time Standards Are Based On Agile Logistics Requirements.

2. Base Processing Includes Distribution Flight (supply and transportation) Processing Actions.
3. Transit time is calculated from time of pickup (consignor), or signed over to AMC where AMC is co-located with the ultimate consignor, to time of delivery to ultimate destination.

Attachment 3

TRANSPORTATION FUNDING CATEGORIES, RESPONSIBILITIES, AND PAYMENT PROCEDURES

A3.1. Defense Working Capital Fund (DWCF) (formerly DBOF). DWCF is a revolving fund that combines previously existing commercial or business operations under a single treasury account but keeps prior organizational structure and command authority relationships. Revolving funds are financial systems that are dependent on the sale of goods and services for the cash necessary to finance the activities to certain DOD organizations. They do not have direct appropriations and operate at zero profit or loss. The AFWCF, Supply Management Activity Group (SMAG) is a subset of the DWCF and consists of the following divisions.

A3.1.1. MSD--Materiel Support Division: Budget Code 8.

A3.1.1.1. Air Force-managed reparable items and systems support items.

A3.1.1.2. Fund Code 64.

A3.1.1.3. Expendability Recoverable Reparability Code (ERRC) designators XB3, XF3, XD1, XD2, and XD3.

A3.1.1.4. Line Replaceable Units (LRU).

A3.1.1.5. Shop Replaceable Units (SRU).

A3.1.1.6. Expendable bit and piece support.

A3.1.1.7. General items related to weapons systems, such as engine blades and aircraft spares.

A3.1.2. GSD--General Support Division (Consumable): Budget Code 9.

A3.1.2.1. General support items.

A3.1.2.2. Fund Code 6C.

A3.1.2.3. Non-Air Force managed items (e.g., DLA, GSA).

A3.1.2.4. Expendable bit and piece support such as nuts, bolts, and O-rings.

A3.1.3. MDD--Medical/Dental Support Division: No Budget Code.

A3.1.3.1. Medical support items.

A3.1.3.2. Fund Code 6B.

A3.1.3.3. Managed by Air Force Medical Logistics Office.

A3.1.3.4. Expendable and medical materiel.

A3.1.4. The AFWCF charges the requisitioner for the item and for overhead. The overhead charge includes all transportation costs except overseas inland transportation for movement to the requisitioner and return for repair.

A3.1.5. It is important to recognize that codes (e.g., budget codes, fund codes, and ERRCs) only identify stock fund materiel. They do not, in themselves, determine proper TAC assignment.

A3.2. Air Force Second Destination Transportation/Centrally Managed Allotment (SDT/CMA). SDT/CMA pays for certain movements of non-AFWCF materiel. This includes movements of munitions, aircraft engines, and investment items that are managed on an Air Force, Table of Allowance. SDT/CMA funds the following:

- A3.2.1. CONUS movement from a repair facility.
- A3.2.2. Over-ocean by MSC or AMC.
- A3.2.3. CONUS port handling by MTMC.
- A3.2.4. OCONUS inter or intra-theater movement by AMC or MSC.
- A3.2.5. CONUS inter-MAJCOM movements when IM directed.
- A3.2.6. Commercial door-to-door when express service is authorized.
- A3.2.7. All other moves are paid by MAJCOM or base funds, except for Intercontinental Ballistic Missile (ICBM) movements.

A3.3. MAJCOM or Base Funds. These funds pay for:

- A3.3.1. CONUS movement of non-AFWCF items returning to a repair or storage facility.
- A3.3.2. CONUS movement of any non-AFWCF intra-MAJCOM lateral support shipment regardless of IM direction, including movement to an APOE/WPOE/CCP.
- A3.3.3. CONUS movement including to an APOE/WPOE/CCP of any non-AFWCF shipments coded as ISU, DOR, or MSI in the document identifier field of the DD Form 1348-1A.
- A3.3.4. Overseas MAJCOM pays theater port handling of all non-AFWCF materiel.
- A3.3.5. Overseas MAJCOM pays for all inland materiel movements for non-AFWCF assets unless moving via AMC or MSC.
- A3.3.6. Overseas MAJCOM pays for container detention.
- A3.3.7. The base funds all munitions movement not assigned a Pacer Ammo project code.

A3.4. ANG. The ANG TAC will not be used to fund shipments in support of an AEF contingency. AF SDT/CMA funds will be used. The ANG TAC F8E0 can only be used under the following conditions:

- A3.4.1. Consignee DODAAC must range from F_6000 through F_6599.
- A3.4.2. Asset must be non-working capital funds. Non-working capital fund assets have fund codes other than 64, 6B, and 6C or have no fund code in rp 52-53 of the DD Form 1348-1A.

NOTE: ANG units will use local O&M funds to pay for CONUS shipments meeting the above criteria.

A3.5. Process Exceptions for Personal Property (Household Goods, Unaccompanied Baggage, Privately Owned Vehicles (POV), Materiel Movement, Local Purchase and Purchase Card Micropurchase Shipments within the DTS). The majority of Air Force sponsored personal property and materiel movements within the DTS are charged to the funding appropriation and/or TAC cited on the TDY/PCS order or to the TAC on the base supply document. Certain authorized DTS movements must be paid from the unit/base O&M funds requiring the establishment of a TAC. These shipments include return of excess household goods to non-temporary storage in the CONUS in conjunction with assignment to government

quarters, micropurchases made through the GPC program, and materiel movement when normal TACs do not apply. For these shipments, the following applies:

A3.5.1. When shipments of personal property, materiel, local purchase, and purchase card shipments are entitled to move in the DTS, but are funded by unit/base O&M funds, a TAC chargeable to the O&M funds must be established prior to using AMC, MSC, or MTMC services. O&M funds used to pay for purchase card shipments expire on 30 Sep of each FY. Unless current FY funding is provided, TACs will be deleted from the system on 1 Oct. Purchase card users should be made aware that if a shipment changes mode from 30 Sep to 1 Oct, the previous year's FY funds would cease on 30 Sep. Example: if a shipment arrives at a POE on 30 Sep but does not depart the POE until 1 Oct, the new FY money will have to be in-place or the shipment will be frustrated at the port until the new FY money is provided. Procedures for providing a LOA and MORD to obtain a TAC and completing shipping documents are located under Transportation Funding on the AFMC LSO website, <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/loa/>. When moving these shipments, normal DTR, Part II, clearance procedures apply. TP-4 deferred airfreight is also an option.

A3.5.2. OCONUS shipping activities must complete the ATCMD to include a miscellaneous trailer data record (T_9) with the SDN and LOA on all shipments moving under unit/base O&M funds. AMC CONUS aerial ports will use the SDN and LOA for onward CONUS movement using the CBL payment process under PowerTrack. On the first T_9 line enter the letters "SDN" followed by the data. Next enter letters "LOA:" followed by data. Use as many T_9's as necessary. Enter a sequence number beginning with one for each T_9 entry.

A3.6. Defense Reutilization and Marketing Service (DRMS) Shipments. Beginning 1 October 2001, base O&M funds will be used for DRMS shipments. This includes AMC and MSC intra-theater movement.

A3.7. Payment Procedures. After the TO or Distribution Flight Chief certifies the monthly billing statement (MBS), DFAS will reimburse the US Bank for cargo movement services. The MBS enables DFAS to establish and liquidate the obligation for the shipper customer.

A3.7.1. Payment Process Flow. The commercial carrier payment business rules relate to ten primary functions in the payment process. They are:

A3.7.1.1. Shipment Booking

A3.7.1.2. Documentation

A3.7.1.3. Status/Price Confirmation Generation

A3.7.1.4. Accounting Classification Review

A3.7.1.5. Carrier Payment Approval

A3.7.1.6. Carrier Payment

A3.7.1.7. Accounting

A3.7.1.8. Monthly Bank Statement (MBS) Certification

A3.7.1.9. Bank Payment

A3.7.1.10. Dispute Resolution

A3.7.2. Shipment Booking. The shipping TO will enter shipment data into the automated shipper system, either CMOS or Global Freight Management (GFM)/Electronic Transportation Acquisition (ETA). If CMOS/GFM-ETA is unavailable, and CBLs are created manually, the data will be entered into PowerTrack direct. If assistance is needed with manually entering data into PowerTrack, please contact the PowerTrack Help Desk at 1-800-417-1844.

A3.7.2.1. PowerTrack will use the DODAAC or BLOC as the sort key for routing CBL data to the origin TMO's PowerTrack account. The automated shipping systems will assign the proper sort code; GFM-ETA uses the DODAAC and CMOS uses BLOC. When a site initiates PowerTrack, it must identify which automated shipping system is being used. If the wrong identifier is used, the shipment will not be assigned to the correct PowerTrack account. If a carrier's proprietary system is used to create the CBL or Air Waybill, this information will be input into PowerTrack direct.

A3.7.2.2. PowerTrack will use the SCAC to identify the carrier moving the shipment.

A3.7.2.3. TOs will not accept a shipment without a LOA and an obligation document number/SDN supplied by the shipper. The LOA/SDN will be entered on each shipment with a TCN. The TO must ensure there is either a TAC or LOA and SDN on each CBL.

A3.7.2.4. CMOS will auto-populate "US Bank PowerTrack" in the "Bill To:" field to identify PowerTrack shipments. If any other entry is entered into the "Bill To" field, the CBL will not appear in PowerTrack. CMOS users must ensure that the MRM 15 indicator is checked on their commercial carrier data screen. This will generate "US Bank" in the "Bill To" field.

A3.7.3. Documentation. The TO will print a minimum of two hard copies of the CBL. One copy will be given to the carrier and one copy will be retained for file. Additional copies may be needed if required by MAJCOM or local procedures.

A3.7.3.1. The TO will provide a paper CBL/manifest to the carrier at pickup. The shipment information must be released from CMOS to PowerTrack no later than one government business day (GBD) after pickup. This will release the electronic CBL data to PowerTrack.

A3.7.4. Status/Price Confirmation Generation. The carrier will submit delivery status to PowerTrack via Electronic Data Interchange (EDI) 214 transaction set, the PowerTrack web interface or by telephone. If the carrier submits price data to PowerTrack, it will be via EDI 110/210 transaction sets. The carrier will perform services according to the shipping instructions as specified in the CBL and applicable contracts and tenders. The carrier must provide notification of delivery of the shipment to PowerTrack before the payment can be made. Transportation Offices will track all CBLs issued, and follow-up with carriers on shipments that do not have a notice of delivery within a reasonable time-frame.

A3.7.4.1. Locally paid services and/or accessorial charge. If the shipment incurs locally paid services or accessorial charges, the carrier will bill the origin TO by creating an eBill in PowerTrack that will be linked to the original CBL. Carriers will create eBills for any charges not included in the original billing transaction. The eBill will cause the CBL to appear in audit exception in PowerTrack. The destination TO must notify the origin TO of any additional charges associated with the CBL. If the charges are to be paid by destination, the destination TO must provide an LOA/SDN to the origin TO. The origin TO will approve the eBill for payment and input the applicable LOA/SDN.

A3.7.5. Accounting Classification Review. At any time during the billing cycle, the individual responsible for a local O&M transportation account (can be designated as the Funds Manager for that account) and the Accounting Liaison Office will coordinate and review the Statement Preview or Expense Distribution in PowerTrack to confirm the proper use of the LOA they manage. If it is determined that a change in the LOA needs to be made, the individual will coordinate the change with the PowerTrack POC in the Distribution Flight. Any errors or changes referred to the TO will be corrected and documented in the PowerTrack note function. Any changes must be handled promptly, and should not exceed three GBDs.

A3.7.5.1. If an invalid LOA/TAC is identified, the TO will check with the shipment originator to obtain a valid LOA/SDN or TAC. Again, all changes must be accomplished within three GBDs.

A3.7.6. Carrier Payment Approval Requirements. TOs will assign each individual PowerTrack user, within an office, a maximum dollar amount for carrier payment approval. If the CBL price on a shipment exceeds a user's maximum, that user will not be able to approve carrier payment. Ensure primary and alternate individuals are designated for various thresholds. For audit processes, the TO should randomly validate notice of delivery by contacting the destination TO. If discrepancies are discovered, both origin and destination TOs should take appropriate action against the carrier.

A3.7.6.1. The TO will approve payment for the amount determined as the government's responsibility to pay. The amount the government is responsible to pay includes the rate for the shipment and any authorized accessorial charges as specified in the contract.

A3.7.6.2. The carrier payment process cannot begin until there is confirmation in PowerTrack that services have been performed. The confirmation of performed services will be the receipt of the carrier's notification of delivery. Actual carrier payment will be based on services provided under the CBL. The approving official will launch the PowerTrack Transaction Manager function daily, review transaction status, and approve, deny, or place on hold all shipments with a delivery notification status.

A3.7.6.3. Automatic Approval of Payment. In the government and carrier invoice models, maximum automatic approval price thresholds have been established in PowerTrack. TOs may request to change this price threshold based upon workload and carrier characteristics. Requests will be routed through MAJCOM for approval before submission to the Air Staff.

A3.7.6.3.1. Shipments meeting the automatic approval price parameter will be approved for payment without the TO review on-line.

A3.7.6.3.2. TOs will review all shipments that were automatically approved for payment. If payment for a late shipment was automatically approved, the TO will submit an eBill to request an appropriate adjustment in price.

A3.7.6.4. Manual Approval of Payment. Any transactions that are not automatically approved must be approved manually. Wherever possible, a separation of duties should be maintained and the person who approves carrier payment should be different from the person who created the CBL. For shipments that do not meet the auto approval criteria, the TO must take one of the following actions within three GBDs after notification of delivery:

A3.7.6.4.1. Approve the payment.

A3.7.6.4.2. Adjust the price and record the reason for the adjustment in a PowerTrack note.

A3.7.6.4.3. Place on hold and request additional information from carrier.

A3.7.6.4.4. Deny payment and record reason in a PowerTrack note.

A3.7.6.5. The TO must approve for payment, the amount they determine the government is responsible to pay. Differences between this price and the originally tendered estimate (if higher) will be resolved in an eBill. Adjustments in the original payment estimate must be documented in the PowerTrack note function, for the purposes of invoice certification and post payment examination.

A3.7.6.5.1. Once a response from a carrier is received on a shipment placed in hold, the TO that placed the hold has three GBDs to approve or deny.

A3.7.6.6. The TO can update a transaction in PowerTrack before US Bank remits payment to the carrier. In those situations where transactions are updated, the TO approving the change must attach a note to the transaction in PowerTrack explaining why the change was made. The following rules apply when updating shipment data prior to remitting payment to the carrier:

A3.7.6.6.1. All changes affecting cost must be recorded in PowerTrack either directly or as an update from the shipper system.

A3.7.6.6.2. If a shipment is delivered after the RDD, and the price paid is contingent on timely delivery, the TO will adjust the price in PowerTrack prior to approval and record the reason in a PowerTrack Note. The price adjustment will be determined by the terms of the contract or tender.

A3.7.6.7. After US Bank has paid the carrier, any changes to price or shipment data must be entered into PowerTrack via the eBill process.

A3.7.6.8. Collect Shipments. For a collect shipment to be entered into PowerTrack, the origin TO must obtain the LOA/SDN from the destination prior to shipment. After notice of delivery and approval for payment to the carrier, origin TO will notify the destination of the actual shipping charges paid. The destination TO should also provide a copy of the fund cite authorization document to preclude an erroneous LOA appearing in PowerTrack.

A3.7.7. Carrier Payment. US Bank will not pay the carrier until notification of delivery and TO approval is received. US Bank will pay the carrier after the TO approves the transaction for payment, removes a transaction from hold status or resolves an eBill. The carrier payment approval process (referenced in paragraph 3.3.) outlines the action the TO will use to approve transactions.

A3.7.8. Accounting. Individuals responsible for LOAs or AF Forms 616 will manually adjust or post obligations utilizing the information available in PowerTrack (i.e., if the local TO is managing an AF Form 616 for a unit assigned to origin, each shipment cost will be annotated on the AF Form 616 after payment to the carrier). Once the process becomes fully automated, PowerTrack will send obligations and accruals direct to DFAS.

A3.7.9. Monthly Bank Statement Certification (MBS). Procedures for the Prompt Payment Act apply. The responsibilities for certifying officers, accountable officials, and reviewing officials are contained in DOD 7000.14, *Financial Management Regulation (DODFMR)*, Volume 5, Chapter 33, Accountable Officials and Certifying Officers. The Distribution Flight Chief's LRS/CC is designated the appointing authority for the Certifying Official. The appointment must be in writing and a copy of the appointment letter, along with the DD Form 577, *Signature Card*, must be on file with the servicing

DFAS OPLOC. Recommend that the individual appointed as Certifying Officer complete the DFAS Certifying Officer Course to obtain a complete understanding of responsibilities. Contact the DFAS representative at 703-607-5112 or your local Financial Services Office to obtain information on training courses.

A3.7.9.1. The Certifying Officer will print the MBS two GBDs after the 15th of the month or within two GBDs following the date when US Bank generates the MBS, whichever occurs later. The Certifying Officer will annotate the availability date on the MBS (i.e., date stamp the MBS). The MBS must be accessed through the PowerTrack website and printed out. No hard copy will be mailed to the Certifying Officer.

A3.7.9.2. The Certifying Officer will utilize the Statement Preview to start researching MBS entries in advance to speed up the certification process and to identify any transactions which do not belong (i.e., “foreign transactions”). Any such discrepancies noted must be immediately reported to the PowerTrack Customer Operations Desk for investigation and resolution. The Funds Manager report can be accessed daily to review shipments that have been paid in PowerTrack.

A3.7.9.3. The Certifying Officer will review the MBS from US Bank to ensure that it reflects the actual carrier payments.

A3.7.9.4. The Certifying Officer certifies the MBS as correct and proper for payment using the following statement: “I certify the charges on this statement are true and accurate to the best of my knowledge.” After signing the MBS, and coordinating through the local FSO, send the MBS to the DFAS payment center designated for that TO.

A3.7.9.5. The Certifying Officer must certify the MBS and forward it, along with the Line Level Detail to the designated DFAS payment center by the 5th GBD following the date the MBS is available. This is to ensure the DFAS payment center has sufficient time to prevalidate and make payment to US Bank to meet Prompt Payment Act requirements. The Line Level Detail for the same time period must be attached to the MBS. Accounts will be shut off if delinquent greater than 105 days.

A3.7.9.5.1. ANG. The Certifying Officer must certify the MBS and forward it, along with the Line Level Detail, to the local FM, by the 5th GBD following the date the MBS is available. This is to ensure the FM office has sufficient time to prevalidate and make payments to US Bank to meet Prompt Payment Act requirements. The Line Level Detail for the same time period must be attached to the MBS.

A3.7.10. Bank Payment. The US Bank’s MBS charges will be summarized by a LOA. The MBS will not include SDN level of detail. The Line Level Detail will provide the SDN level detail. Additional supporting detail is available in PowerTrack.

A3.7.10.1. If the DFAS payment office receives a certified MBS with a LOA that fails edit in the entitlement system because of insufficient funds available, DFAS will increase the obligation to the billed value. If the LOA fails the edit because no funds are available, DFAS will either establish an obligation, or will debit the service’s alternate LOA. If LOA fails the edit because of validity, DFAS will attempt to identify the correct LOA by contacting the originating TO. The originating TO will have two GBDs to provide a corrected LOA. If unsuccessful, DFAS will assign the service’s alternate LOA for billed value and notify the HQ POC for the alternate LOA.

The DFAS payment office will notify the HQ POC of any obligation increase, the establishment of any obligation, or the use of the alternate LOA. DFAS will then process the payment to US Bank.

A3.7.10.1.1. ANG. If the ANG FM receives a certified MBS with an LOA that fails edit in the entitlement system because of insufficient funds, FM will increase the obligation to the billed value. If the LOA fails the edit because of no funds available, the FM will either establish an obligation, or will debit the service's alternate LOA. If the LOA fails the edit because of validity, FM will attempt to identify the correct LOA by contacting the disbursing office that provided the prevalidation. The disbursing office will have two GBDs to provide a corrected LOA. If unsuccessful, FM will assign the service's alternate LOA for billed value and notify the HQ POC for alternate LOA. The FM office will notify the HQ POC of any obligation increase, the establishment of any obligation, or the use of the alternate LOA. FM will then process the payment to US bank.

A3.8. Dispute Resolution . The following guidelines will be followed regarding the creation of eBills for resolving under/over-payments:

A3.8.1. The carrier always has the option to go through the appropriate MTMC office to request a price adjustment. However, a billing dispute must first go through the eBill process before requesting a price adjustment from MTMC.

A3.8.2. Either the TO or the carrier can submit an eBill. After the eBill is submitted to PowerTrack, the other party will have three GBDs after receipt to reply. After receiving an eBill from the carrier the TO will either: approve payment, deny payment, or hold payment.

A3.8.3. The carrier must take one of the following actions within three GBDs of receiving an eBill from the TO: approve for credit, deny credit, or hold credit.

A3.8.4. When the TO or carrier creates an eBill, they will reference the CBL number, or the user will append sequential letters to the CBL number for each eBill created.

A3.8.5. Price disputes that cannot be resolved between the TO and the carrier after 60 days will be forwarded to MTMC.

Attachment 4

TAC FUNDING REFERENCE TABLES

Table A4.1. AFWCF/SDT DEPOT ISSUES/RETURN OF REPARABLES/IM DIRECTED RDOs/LATERALS.

Shipment Origin	AFWCF			Non-AFWCF
	GSD	MDD	MSD	
Overseas (O/S):				
O/S Inland Transportation	CMD	CMD	CMD	CMD(1)
O/S Port Handling	F7GS	F7MD	F#RS	CMD
Over-ocean Trnsp	F7GS	F7MD	F#RS	F8&&
CONUS Port Handling	F7GS	F7MD	F#RS	F8&&
CONUS Inland Trnsp	F7GS	F7MD	F#RS	F8&&
Base to Base/Depot/Contractor:				
CONUS Inland Trnsp	F7GS	F7MD	F#RS	See Note 2
CONUS Port Handling	F7GS	F7MD	F#RS	F8&&
Over-ocean Trnsp	F7GS	F7MD	F#RS	F8&&
O/S Port Handling	F7GS	F7MD	F#RS	CMD
O/S Inland Trnsp	CMD	CMD	CMD	CMD(1)
Depot to Base/Depot/Contractor:				
CONUS Inland Trnsp	DLA	F7MD	DLA	F8&&
CONUS Port Handling	DLA	F7MD	DLA	F8&&
Over-ocean Trnsp	DLA(3)	F7MD	DLA(3)	F8&&
O/S Port Handling	DLA(3)	F7MD	DLA(3)	CMD
O/S Inland Trnsp	CMD	CMD	CMD	CMD(1)
Contractor to Base/Depot/Contractor:				
CONUS Inland Trnsp	F7GS	F7MD	F#RS	F8&&
CONUS Port Handling	F7GS	F7MD	F#RS	F8&&
Over-ocean Trnsp	F7GS	F7MD	F#RS	F8&&
O/S Port Handling	F7GS	F7MD	F#RS	CMD
O/S Inland Trnsp	CMD	CMD	CMD	CMD(1)

Legend:

= ALC (=OC-ALC; 3 = OO-ALC; 6 = WR-ALC)

& = Use the appropriate non-AFWCF SDT TAC from Table 4.2.

NOTES:

1. Use SDT/CMA TAC when shipment moves intra- or inter-theater via AMC or MSC.
2. The shipment of non-AFWCF returns from a CONUS AF base to a CONUS repair facility or storage site is the funding responsibility of the owning CONUS MAJCOM. SDT/CMA will fund CONUS inland from AFMC/MTMC ports on non-AFWCF returns shipped from overseas bases to a CONUS repair facility.
3. The shipment of AFWCF over-ocean cargo moves on a DLA TAC but is reimbursed by AFWCF to DLA.

Table A4.2. Non-AFWCF IM Directed RDOs.

PROJECT CODES (Note 1)	DESCRIPTION	TAC (Notes 4, 5 & 6)
202, 227	Credible Dove	F8PT
205	Senior Year U2 Support	F8U2
445	HQ USAF Special Projects	F8X0
9FF	Operation Joint Forge	(Note 6)
L86	Harvest Falcon/Harvest Eagle	F8PD
FEDERAL STOCK CLASS (FSC)	DESCRIPTION	TAC
1710, 1720, 1730, 1740, 2330, 2805, 2815, 2835, 3655, 3910, 3920, 3940, 3950, 3960, 3990, 4110, 4120, 4130, 4140, 4210, 4310, 4320, 4520, 4910, 4920, 4930, 4940, 5133, 5430, 6105, 6110, 6115, 6120, 6125, 6130, 6150, 6210, 6230, 6240, 6250, 6260, 6630, 6635, 6636, 6640, 6645, 6650, 6655, 6670, 6675, 6680, 6685, 6695, 8110	AGE (Note 2)	F8HA
2840	ENGINES	F8KA
1190, 1336, 1337, 1338, 1410, 1420, 1427, 1450, 4925, 4935, 5998, 6920, 8140	TAMP (Note 3)	F8RT
1740, 2210, 2220, 2230, 2310, 2320, 2330, 2350, 2410, 2420, 3805, 3810, 3820, 3825, 3830, 3895, 3910, 3920, 3930, 3950, 4210	VEHICLES (Note 2)	F8WR
1190, 1195, 1305, 1310, 1315, 1320, 1325, 1330, 1340, 1345, 1350, 1351, 1360, 1365, 1370, 1375, 1376, 1377, 1385, 1390, 1395, 1398, 1670, 4030, 5865, 5895, 6135, 8140, 9505	AIR MUNITIONS	F8UT
5800 THRU 5895	COMMUNICATIONS EQUIPMENT	F8J0
DODAAC (Ship to) F_6000 THRU F_6599	AIR NATIONAL GUARD	F8E0
ALL OTHERS		
SDT Investment Item other than the Project Codes, FSC, or DODAACs shown above.		F8RL

A complete NSN is required prior to TAC assignment. TAC assignment can be obtained through the Tracker system web at <https://tracker.wpafb.af.mil>.

NOTES:

1. AFMC LSO/LOL will provide updates on OSD/CJCS or other DOD assigned project codes.

2. The federal stock class (FSC) list is not all-inclusive. FSC 3910, 3920, 3950, and 4210 also apply to vehicles. Budget code "A" or "M" applies to AGE series while budget code "V" applies to vehicles.
3. Allocations to include all-up-round and associated components required to support air-superiority missiles (AIM-7, AIM-9, AIM-120, and AGM-88).
4. Refer to FY Memo's for procedures in the use of TACs.
5. See [Attachment 3](#) for TAC processes that apply to specific household goods, unaccompanied baggage, materiel movement, and micropurchase shipments.
6. Normal TAC assignment procedures will be used for Project Code 9FF.

Attachment 5**SF FORM 1103, GOVERNMENT BILL OF LADING, CONTROL PROCEDURES**

A5.1. GBL Controls. All shippers will implement the following procedures to ensure positive control over GBLs. See DTR, Part II, for additional guidance.

A5.1.1. TOs and their designated representative will be appointed in writing as the responsible installation GBL issuing officer and held accountable for GBL control, safekeeping and disposition. Other activities will designate in writing their points of contact (POC) to the TO.

A5.1.1.1. TOs will appoint, in writing, all GBL preparers, certifying proper training has been conducted.

A5.1.1.2. TOs are responsible for keeping the GBL appointment letter up to date at all times and will immediately remove individuals from the list when they are no longer authorized to prepare GBLs.

A5.1.2. TOs should either separate duties or provide additional oversight to GBL preparation and processing functions.

A5.1.2.1. Supervisors will periodically review a random number of GBLs prior to their issue to ensure completeness, accuracy, and monitor compliance with individual GBL block changes.

A5.1.2.2. TOs should ensure 100 percent review of GBLs created for classified materiel, hazardous cargo, and other sensitive items.

A5.1.2.3. GBLs will not be used for commercial, door-to-door, export shipments except where host nation customs requirements dictate.

A5.1.3. TOs will maintain records of both paper and electronic GBLs issued and the supply of GBLs on hand.

A5.1.3.1. Electronic records will be maintained electronically.

A5.1.3.2. A file will be kept of numbers given by MTMC.

A5.1.4. Open packages of ordered GBLs immediately upon receipt and inventory to verify that none are missing.

A5.1.5. TOs will establish procedures for conduct of audits by personnel external to the office controlling SF 1103s. Audits must be conducted at least every 180 days to verify inventories and records.

A5.1.6. Blank, unnumbered, original GBLs or reassembled GBL sets that have been issued to traffic managers or their designated representatives may not be transferred.

A5.1.7. When GBLs have become unfit for use, have been issued and the planned shipment is subsequently canceled, or lost GBLs have been recovered, all parts of the GBL set, except for the original, will be destroyed. The original will be marked "canceled" or "void" and filed in the "property shipped" bill of lading file. Immediately notify MTMC, who in turn will notify all paying activities.

A5.1.8. If the original is unavailable for filing, a substitute form will be annotated with a signed explanation on why the GBL is missing.

A5.1.9. Lost, stolen, or otherwise unaccounted for GBLs will be immediately reported to MTMC.

A5.1.10. Shippers will maintain limited numbers of either unnumbered or pre-numbered paper GBLs. As the unit of issue for paper GBLs is 100 per package, no office should have more than 100 paper GBLs on hand. Units with automated GBL producing capabilities, which maintain unnumbered paper GBLs, should contact MTMC/MTOP-PAS for GBL numbers to be used with the unnumbered paper GBLs. These GBL numbers should only be used during times of system failure. Do not load these numbers into your automated system. These numbers will be maintained on a separate GBL register and kept under lock and key. Pre-numbered GBL forms will be ordered from USAPPC. See DTR, Part II, Chapter 206, for more details.

A5.1.11. The number of electronic GBL numbers ordered at any single time will be based on an estimated 6 months' workload.

A5.1.12. GBL controls must be reinforced through training, inspections and briefings.

Attachment 6

TRANSPORTATION CONTROL NUMBER (TCN) REGISTER FOR NON-MILSTRIP SHIPMENTS

A6.1. Assign TCNs to non-MILSTRIP Shipments. Place a record of the transaction into your locally developed TCN system. The information should include but is not limited to the following:

A6.1.1. Date--Julian

A6.1.2. TCN--A 17 digit alphanumeric code constructed according to DTR, Part II.

A6.1.3. RDD. A calendar date that specifies when materiel is actually required to be delivered to the requisitioner. It is always a date that is earlier or later than the computed standard delivery date. A required delivery date cannot exactly equal a computed standard delivery date. The RDD field may contain 999, N--, E--, 444, 555 or 777 to indicate expedited handling required. A blank RDD field indicates routine handling.

A6.1.4. From--The activity offering the materiel for shipment.

A6.1.5. To--DODAAC of the Consignee or the "in-the-clear-" address of the recipient. **See Note.**

A6.1.6. Mode--Mode code taken from DTR, Part II

A6.1.7. Remarks--Example name and phone number of person and activity directing or authorizing shipment.

A6.2. Example of TCN Record:

Julian Date	TCN Number Assigned	RDD	From	To
7111	FB23008212X301XXX	777	AF Avionics Lab	FB2059

Wt	Cube	Mode	Remarks
85	4	B	Maj Joan Smith/AFMC/LOT/71234

NOTE: oconus small package contract carrier services shipments must reflect the international foreign postal code (zip) of the consignee.

Attachment 7

PREPARATION OF DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT

A7.1. DD Form 1149, Requisition and Invoice/Shipping Document. This form is used for non-MIL-STRIP shipment processing. The shipper requests non-MILSTRIP shipment support to the TO on a DD Form 1149. The shipper must provide written authority for movement when requested by Cargo Movement Section. An automated DD Form 1149 is available at the following website:

<https://www.afmc-mil.wpafb.af.mil/HO-AFMC/LG/LSO/lo/>. Next click on “Logistics Web Forms” from the menu on the left to access the automated DD Form 1149. A public website is available at <http://www.pats.wpafb.af.mil/>. New users of this web form should read the User’s Manual before registering to use the form. The shipper should use the following as additional guidance in preparing the DD Form 1149. After completion by the shipper, the information is entered into CMOS.

- A7.1.1. Block 1, Shipper’s unit/office symbol, address, and phone number (DSN and Commercial).
- A7.1.2. Block 2, Address of consignee. Requires formatted address to include the DODAAC as the first six positions of the address.
- A7.1.3. Block 3, Name and phone number (DSN and Commercial) of consignee.
- A7.1.4. Block 4, Fund cite obligated for movement charges. (Usually shipper’s funds or local O&M). Shipper must provide a valid LOA and SDN.
- A7.1.5. Block 4(a), Item no.
- A7.1.6. Block 4(b), National stock number (NSN) and nomenclature. If NSN is unavailable, use manufacturer’s part number if applicable, and provide complete description of the item. Identify all classified shipments with appropriate security classification. Also, describe in detail all unclassified material that is considered sensitive or requires added protective service. Applicable DEMIL Codes must be supplied by the shipper. Likewise, hazardous material shipments must be clearly documented to reflect the proper shipping name. Shippers can prepare one DD Form 1149 for multiple items, turned in at the same time and moving to the same destination/consignee. However, a separate DD Form 1149 will be prepared by the shipper to distinguish between general, classified and hazardous material. **NOTE:** For all shipments that **DO NOT** contain classified, sensitive, protective or hazardous material, the following statement will be inserted and initialed by the shipper: “This shipment does not contain any classified, sensitive, protective or hazardous material.”
- A7.1.7. Block 4(c), Unit of issue.
- A7.1.8. Block 4(d), Quantity.
- A7.1.9. Block 4(e), Supply action – enter quantity being shipped or transferred.
- A7.1.10. Block 4(f), Type of container – carton, wooden or metal box, skid, etc., (complete as applicable).
- A7.1.11. 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).
- A7.1.12. Block 4(h), Unit price.
- A7.1.13. Block 4(i), Total shipment unit cost.

- A7.1.14. Block 5, (requisition date) date shipment offered for movement.
- A7.1.15. Block 6, TCN (TO complete).
- A7.1.16. Block 7, RDD (also see block 9).
- A7.1.17. Block 8, Transportation priority based on RDD.
- A7.1.18. Block 9, Authority for shipment. Shippers will provide written authority for expedited movement. See paragraph [5.1.3](#).
- A7.1.19. Block 10, Signature of accountable person obligating expenditure of government funds for movement.
- A7.1.20. Block 11(a), Voucher number. If not used, may be used to provide name and unit of person signing in block 10.
- A7.1.21. Block 11(b), Date of voucher. If not used, may be used to provide phone number of person signing in block 10.
- A7.1.22. Block 12, Date shipped (TO complete).
- A7.1.23. Block 13, Mode of shipment (TO complete).
- A7.1.24. Block 14, Bill of lading number (TO complete).
- A7.1.25. Block 15, Air movement designator or Port Reference #.
- A7.1.26. Block 16, TAC only for over-the-ocean or intra theater shipments via AMC/MSC/MTMC (TO complete).
- A7.1.27. Block 17, Special handling code(s) (TO complete).
- A7.1.28. Block 18, names of person(s) who (1) received; (2) in-checked; (3) and packed the shipment. TO also completes the final shipment configuration of this block.
- A7.1.29. Block 19, Receipt (N/A).
- A7.1.30. Block 20, Receiver's Voucher No. (N/A).

A7.2. Minimum Distribution:

- A7.2.1. Original maintained by TO.
- A7.2.2. One copy to shipper.
- A7.2.3. One copy in outside packing list unless shipment is classified.
- A7.2.4. One copy to consignee along with copy of BOL if electronic transmission fails or is not available.

Attachment 8

CONTROLLED INVENTORY ITEM CODES/PHYSICAL SECURITY CODES AND MAIL HANDLING PROCEDURES

A8.1. The following table provides the CIIC/Physical Security Code (PSC) and the degree of protection risk categories that are associated with that code. The CIIC or PS is found in Block 9 of the DD Form 1348-1A. The information provided in this attachment, used in conjunction with Attachment **A9.2.**, ensures that the proper level of protection will be assigned to an item during transportation.

A8.2. Risk category codes (e.g., Sensitivity Code, Security Code) use the item stock number and the FEDERAL LOGistics (FED LOG) Data on Compact Disc. FED LOG is maintained by DLA, Battle Creek MI 49017-3084, DSN: 932-4725.

A8.3. Further guidance for moving SECRET or CONFIDENTIAL material by mail is in DOD 5200.1R/AFI 31-401. DOD 4525.8-M/AF Supplement 1, *Official Mail Manual*, restricts shipments to a packaged weight of 70 pounds or less and 108 inches in length and girth combined. USPS can be used for shipments of small quantities (15 or less) of CAT II through IV small arms and Air Force M-16 weapons for both CONUS and OCONUS movements. Registered Mail/Return Receipt Requested is required.

Table A8.1. Controlled Inventory Item Codes and Risk Categories.

CIIC	Risk Category	CIIC	Risk Category
1	CAT I AA&E	J	Pilferable
2	CAT II AA&E	K	Top Secret
3	CAT III AA&E	L	Top Secret
4	CAT IV AA&E	M	Pilferable
5	CAT I/Secret	N	Pilferable
6	CAT I/Confidential	O	See NAVSEAINST C5511.32
7	Moderate Sensitivity (for DEMIL prior to disposal)	P	Pilferable
8	CAT II/Confidential	Q	Drugs/Controlled
9	Controlled/Cryptographic	R	Precious Metal/Controlled
A	Confidential	S	Secret
B	Confidential	T	Top Secret
C	Confidential	U	Unclassified
D	Confidential	V	Pilferable
E	Secret	W	Pilferable
F	Top Secret	X	Pilferable
G	Secret	Y	Pilferable
H	Secret	Z	Pilferable
I	Pilferable		

Table A8.2. Mail Handling Procedures.

Controlled Item Code	Risk Category	Mailing Requirements
2	CAT II/Sensitive*	Registered Mail, Return Receipt
3	CAT III/Sensitive*	Registered Mail, Return Receipt
4	CAT IV/Sensitive*	Registered Mail, Return Receipt
A through C	Confidential	Regular Mail
D	Confidential	Registered Mail
E and G	Secret	Registered Mail
H and S	Secret	Registered Mail
7, 1	Pilferable	Regular Mail
J and M	Pilferable	Regular Mail
N and P	Pilferable	Regular Mail
V and Z	Pilferable	Registered Mail
9	Controlled Cryptographic	Registered Mail

* See paragraph [A8.3](#).

Attachment 9

SERVICES AND STANDARDS FOR MOVING CLASSIFIED AND PROTECTED ITEMS

A9.1. Transportation Protective Service (TPS) codes are listed below. Signature and Tally Record Service (ST) 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 signature and tally record is acceptable.

TPS	DOD	ANSI
	Code	Code
DOD Constant Surveillance Service	CS	CIS
Dual Driver Protective Service	DD	DDP
Motor Surveillance Service	MS	MVS
Protective Security Service	PS	PSS
Rail Armed Guard Service	RG	ARG
Rail Inspection Service	RI	RIS
Security Escort Vehicle Service	SE	SEV
Satellite Motor Surveillance Service	SM	SNS
Signature and Tally Record Service	ST	675

A9.2. For Minimum TPS for Sensitive AA&E and Classified Shipments refer to DTR, Part II.

Attachment 10

MODE/METHOD, DIRECTIVE, AND CERTIFICATION REQUIREMENTS FOR HAZARDOUS CARGO MOVEMENT

A10.1. Shipper Certification. International, federal, and military regulations require the shipper to certify that hazardous materials are properly classified, described, packaged, marked, labeled, and in proper condition for transportation. **THIS INCLUDES HAZARDOUS MATERIAL GOVERNMENT PURCHASE CARD MICROPURCHASE SHIPMENTS.** See [Attachment 1](#) for additional directive guidance. Depending on the mode/ method or whether the shipment moves by commercial or by military transportation, the specific language may vary and specific forms may be prescribed. Shippers are reminded that when transporting hazardous waste, hazardous waste manifests are required as well as appropriate EPA generator and transporter identification numbers.

A10.2. Applicable Regulations and Certification Requirements by Mode/Method:

MODE	GOVERNING DIRECTIVE FOR MOVEMENTS	CERTIFICATION REQUIREMENTS
TRUCK/RAIL:		
Commercial/Military	49 CFR Parts 100-199 DOD 4500.9-R, DTR, Part II and III DOD 4500.54-G, Foreign Clearance Guide (FCG)	Specific language prescribed. Certification must be included on the shipping papers.
AIR:		
Commercial	49 CFR Parts 100-199	Specific language prescribed. Certification must be included on the shipping papers.
Domestic	Tariff 6-D	
Commercial	ICAO/IATA	Shipper's Declaration for Dangerous Goods.
Domestic		
Commercial	ICAO/IATA FCG	Shipper's Declaration for Dangerous Goods.
International		
Military Air	AFMAN 24-204(I) DOD 4500.54-G, Foreign Clearance Guide (FCG)	Shipper's Declaration for Dangerous Goods. Specific language prescribed on air manifest.

MODE	GOVERNING DIRECTIVE FOR MOVEMENTS	CERTIFICATION REQUIREMENTS
AMC Contract (including Cat-B Missions)	49 CFR Parts 100-199 DOT Exemptions 7573 & 9232, AFMAN 24-204(I) (as authorized by the regulations and exemptions) DOD 4500.54-G, Foreign Clearance Guide (FCG)	Shipper's Declaration for Dangerous Goods. Specific language prescribed on air manifest.
WATER: Commercial	IMDG Code DOD 4500.54-G, Foreign Clearance Guide (FCG)	Specific language prescribed. Certification must be included on or with the shipping documents.
MSC owned or controlled	49 CFR Parts 100-199 DOD 4500.54-G, Foreign Clearance Guide (FCG)	Specific language prescribed. Certification must be included on or with the shipping documents.

Attachment 11

TRANSPORTATION SUPPORT OF CONTRACTING AND SHIPPING INSTRUCTIONS FOR CONTRACTOR PREPAID SHIPMENTS

A11.1. Transportation and Traffic Management Guidance. Transportation and traffic management guidance pertaining to contract support is in numerous DOD, Joint Service, Air Force instructions, manuals, and civilian agency directives. The most used are listed below:

DOD 4500.9-R, DTR, Part II.

AFMAN 24-204(I)

Title 49, CFR, Transportation.

AFMAN 16-101, *International Affairs and Security Assistance Management*.

FAR, Particularly Parts 42, 47, and 52.

DOD FAR Supplement.

Air Force FAR Supplement.

A11.2. Contractor Shipping Instructions. The TO may include the following 3 paragraphs verbatim into shipping instructions of contractual instruments when FOB Origin contractor prepaid transportation is contemplated. Methods of shipping include USPS, other commercial small package carriers or any other carrier authorized use of commercial forms and procedures. (FAR 42.1403; 42.1404; 47.1042(b); 47.303-17; 47.304-1; 47.305-3, 47.305-5, and 52.247-1.) The following paragraphs do not apply to any contract administered by DCMA.

A11.2.1. Shipments 0-70 pounds and within size limitations. Ship prepaid by the least costly surface small package service or the USPS. Any direct charge for prepaid cost will be listed as a separate item on the invoice for the supplies shipped. Submit a copy of the transportation or freight bill with the invoice for cost verification. Failure to provide a copy of the paid freight bill may result in the contractor not being fully reimbursed for freight charges. Contractors shall not divide quantities into small parcels of 0-70 pounds to avoid shipment by other modes of transportation. (FAR 42.1401-1(a)). Contractors shall not insure shipments at Government expense for the purpose of recovery in case of loss or damage, except where minimum insurance is required for the purpose of obtaining receipts at point of origin and upon delivery. (FAR 42.1404-1(d)).

A11.2.2. Shipments 0-70 pound NOT within size limitations or shipments 71-999 pounds. Ship prepaid by surface and add as separate item to invoice. Prior to shipment, contact the Transportation Officer (TO) (insert office and telephone number here) to obtain names of low-cost carriers. Provide the number of packages, dimensions, gross weight, and any special handling requirements to the TO at this time. Annotate the bill of lading "Transportation under this tender is for the U.S. Department of Defense and the actual total transportation charges paid to the carrier(s) by the consignor or consignee are assignable to and are to be reimbursed by the Government." Also, describe the freight on the bill of lading as "DOD unique commodity code" 999912 or "DOD unique commodity code" 999913 "Freight All Kinds." The TO will provide the carrier's tender number for annotation on the bill of lading. Provide a copy of the paid freight bill with the invoice. Failure to properly annotate the bill of lad-

ing, failure to use low-cost carrier provided or approved by the TO, and failure to provide a copy of the paid freight bill may result in the contractor not being fully reimbursed for freight charges.

A11.2.3. Do not make shipments without contacting the TO (insert the office and telephone number here) at least 5 workdays prior to movement on less-than-truckload quantities (under 10,000 pounds) and 14 days prior to shipment on truckload quantities (10,000 pounds or more). When using telephone coordination, the contractor must provide the following information: number of pieces, dimensions, weight per piece, hazardous content information, other information affecting the shipment, and date available for shipment. Upon request, contractors must submit a DD Form 1659, *Application for U.S. Government Shipping Documentation/Instructions* to the cognizant TO.

Attachment 12

TRACING PROCEDURES

A12.1. Tracing Process. TOs may use the tracing process to determine the status or location of shipments that have been delayed, misplaced, or upgraded in priority. Do not initiate tracer action until the materiel management element provides positive notification that the shipment has been released for movement to the consignee, and that normal transit time has expired and undue delay has occurred. Initiate tracer action as follows:

A12.1.1. Shipments within CONUS:

A12.1.1.1. TP-1 (*Expedite*), NMCS/MICAP, normally not prior to 2 days after shipped date.

A12.1.1.2. TP-2 (*Expedite*), not prior to 5 days after shipped date, and not later than 10 days after shipped date.

A12.1.1.3. TP-3 (*Routine*), not prior to 10 days after shipped date, and not later than 20 days after shipped date.

A12.1.2. Shipments to/from CONUS and overseas:

A12.1.2.1. TP-1 (*Expedite*) 999/NMCS/MICAP, normally not prior to 4 days after shipped date.

A12.1.2.2. TP-2 (*Expedite*), not prior to 8 days after shipped date, and not later than 14 days after shipped date.

A12.1.2.3. TP-3 (*Routine*), not prior to 30 days after shipped date, and not later than 70 days after shipped date.

A12.2. Tracer Action Required (TAR) Listing. Compare entries against the property received files. Annotate each entry after review.

A12.2.1. If received, show date received.

A12.2.2. If not received, show "Cargo Movement Section Tracing," then trace the shipment through automated systems, the carrier, or with the consignor if known. Send tracer action requests to the item manager when the consignor can't be identified.

A12.2.3. If Cargo Movement Section information differs with that shown on the TAR, circle the outdated transportation data and enter updated status.

A12.2.4. Attach a copy of the SF 361, Transportation Discrepancy Report (TDR), or tracing message, to the TAR and annotate "SF 361/Message attached." Preparation and distribution of SF 361 is made according to the DTR, Part II.

A12.2.5. If the majority of line items are repeats from the previous TAR, annotate "Previously Researched by the Cargo Movement Section, Materiel Management Section Records Maintenance Action Required," and return the TAR to the Materiel Management Section for action.

A12.2.6. The annotation "TM1 action required," requires base Materiel Management Section to submit a request for transportation status on overseas follow-ups, through DAAS to the Air Force Shipper Service Control Office (SSCO), for tracing action.

A12.3. Delinquent Shipment Listing or R40 Procedures. Compare entries against the property shipped files. Annotate each entry after review.

A12.3.1. If the item has been shipped, enter the mode, TCN, date shipped, hold code, etc. Alternatively, simply attach a copy of the shipment planning worksheet.

A12.3.2. Enter Julian date shipment was made if confident of the date although unable to provide hold data or TCN/GBL.

A12.3.3. Enter "no record of receipt from the Materiel Management Element" if there is no record of the item being received from Materiel Management.

A12.3.4. Line out those entries for which movement data was previously submitted.

A12.4. The Cargo Movement Section is to return the completed TAR listing and R40 to the Materiel Management Section within 5 business days after receipt.

A12.5. Additional procedures for CMOS operating locations.

A12.5.1. Check the Volume of the MILSTRIP shipments manually in-checked (without pre-positioned data from the Standard Base Supply System (SBSS) in file). Too many shipments, which have to be manually input, indicate a problem with the Interactive Communication Interface (ICI) or SBSS. Check with the Readiness Flight computer room supervisor and the LAN manager. Satellite accounts should contact their host SBSS for assistance. If all shipments to a specific off-base organization (usually document identifier ISU, MSI, or DOR) for a single organization code (X373AA12341234) or all shipments to DRMS are having to be manually in-checked (no advanced information from SBSS), have base supply ensure the off-base indicator is set correctly. Documents with identifier TRM have to be manually input.

A12.5.2. Check the accuracy of the MILSTRIP shipments manually in-checked, without pre-positioned data from the SBSS in file. Any variance (e.g. FB instead of FE, transposed digits, system designator 01 instead of A1, etc.) between the supply document number and the system designator on the document and the input to CMOS will cause the SSC message to fail at the SBSS and the correct TCN may appear on both Part 5 and Part 6 of the R40 report. Ensure MILSTRIP shipments manually in-checked (without pre-positioned data) are assigned "Doc Type" of "M" at the "Shipment Planning Detail" window. CMOS does not produce data for the SBSS for any other "Doc Type".

A12.5.3. Is the Materiel Management Section researching and correcting the rejects (type 260) from SSCs returned to the SBSS with erroneous (non-matching) system designators or document numbers?

A12.5.4. Check the inbound message log for messages with transmission mode of "ICI" and transmission status of "F" (failed). Review the associated priority message to determine the cause of the failure. Have these failures been reviewed with the local supply computer room personnel? Has the CMOS team at the SSG FAB (DSN 596-5771) been notified and/or has an SBSS discrepancy report been submitted?

A12.5.5. Ensure all shipments are released each day. Ensure every item in all consolidated shipments has been in-checked, linked to the lead TCN, and released in CMOS. The release action generates the communication messages for all CMOS interfaces, including the SBSS and is essential for ITV and accurate record keeping.

A12.5.6. Do items appear on the R40 even though the shipment was in-checked and/or shipped and released, prior to the date of the R40? If so, select three to five examples that were in-checked and/or shipped within the last 30 days. Ask the base supply Materiel Management Section supervisor to ensure that the SBSS shipment suspense record for each example still does not contain the in-checked or shipment information. Check the outbound message log and select the corresponding ICI message and delete the Transmission Status field. This will cause the message to be resent to the SBSS. Coordinate with the Materiel Management Section supervisor and obtain feedback as to when these messages (specific TCNs) are received and whether they loaded data correctly or rejected (failed). If they have not been received within a reasonable time, check the transmission status field and ensure it had changed back to a "P" (processed). Then ensure all ICI connections are up and talking to each other. If the Transmission Status field changed to an "F" (failed), refer to Paragraph [A12.5.8](#) below.

A12.5.7. Are the CMOS R40 monitor, the SBSS computer room supervisor, and the Materiel Management Section supervisor working together to resolve problems?

A12.5.8. Are problems which are beyond local capabilities to fix elevated to the SSG Field Assistance Branch (DSN 596-5771) for resolution?

A12.6. Tracing OCONUS DTS Shipments . For customers who do not have access to automated means of tracing overseas shipments, contact the Air Force ACA/SSLO at Dover AFB, DE, for east coast or Travis AFB CA for west coast by telephone, fax, or e-mail (see DTR, Part II). The SSLO will trace shipment(s) by TCN and provide shipping status to the requesting activity as follows:

A12.6.1. If no record is found, or if there is only a record of the ATCMD, the requester should go back to the originating point (shipper or supplier) for status.

A12.6.2. If there is a record of POE receipt, the SSLO will check with the POE Customer Service Branch for status and advise the requester.

A12.6.3. If there is a record of receipt and lift, the SSLO will advise the shipper.

Attachment 13**REQUEST PROCEDURES FOR RAPID AREA DISTRIBUTION SUPPORT (RADS) TEAM**

A13.1. Request Procedures/Information. Prioritize and forward requests for RADS assistance and extensions to their respective MAJCOM. Contact the 654th CLSS (Tinker AFB) when the location of work performance is west of the Mississippi River and the 653rd (Robins AFB) for locations east of the Mississippi River.

A13.2. All Requests will include the Following Information:

- A13.2.1. Funds availability
- A13.2.2. Detailed description of tasks to be accomplished
- A13.2.3. Estimated number of personnel required by Air Force Specialty Code (AFSC)
- A13.2.4. Estimated number of days and the desired reporting date
- A13.2.5. Country/theater clearance and passport requirements
- A13.2.6. Security clearance requirements
- A13.2.7. Unique requirements (i.e., weapons qualifications, vehicle operation qualifications, or other special training)
- A13.2.8. Special clothing or personal equipment requirements
- A13.2.9. Identify availability of on-base facilities (i.e. lodging, dining, clinics, hospitals, etc)
- A13.2.10. Availability of government owned vehicles
- A13.2.11. Identify all points of contact to include the name, mailing address, telephone/fax numbers, and e-mail addresses of appropriate personnel. This must include the Resource Advisor/Financial Manager responsible for all funding issues.

Attachment 14

AIRLIFT ELIGIBILITY AND CHALLENGE PROCEDURES (Effective 25 April 2003)

A14.1. General : The AF Air Eligibility and Challenge procedures for shipments entering the Defense Transportation System (DTS) have been changed to allow for challenging JCS Project Code cargo. As a result of a Joint Transportation Board tasking, each Service was required to modify Service unique challenger criteria to allow for challenging of JCS Project Code shipments (see paragraph [A14.4.6.](#)). Procedures for implementing current policy are specified in the following paragraphs.

A14.2. References :

A14.2.1. DOD 4140.1-R, *DOD Supply Chain Materiel Management Regulation.*

A14.2.2. AFMAN 23-110, *USAF Supply Management.*

A14.2.3. DOD 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement.*

A14.3. Airlift Eligibility : Only TP-1 shipments with any RDD to include a blank RDD and TP-2 shipments with a valid RDD are air eligible. TP-3 is not air eligible but may move as deferred airfreight (see paragraph [14.6.](#)). The following table illustrates the relationship between the RDD and TP for air eligible shipments.

<u>TRANS</u>	<u>SUPPLY</u>	
<u>PRIORITY</u>	<u>PRIORITY</u>	<u>RDD</u>
TP-1	01 – 03	All RDDs to include a blank date.
TP-2	04 – 15	444, 555, 777 or a Julian date that is less than or equal to 21 days of date in TCN or requisition.

A14.4. Challenge Criteria:

A14.4.1. RDD 999. The Air Force ACA will challenge the following commodities on AF sponsored shipments with RDD 999. These commodities typically would not meet NMCS/MICAP requirements in accordance with Ref A and B policy/procedures. When shipments are offered as RDD 999 with the following commodities, the requisitioner or shipper will be notified that the shipment is being challenged. IAW Ref A, Commanders will approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions in writing. The requisitioner/shipper will then need to provide this written approval by the appropriate authority to support assignment of RDD 999. **Note:** The requisitioner/shipper has the option to substantiate air transport at the time of initial request to the ACA to prevent delay due to challenge procedures on urgently required cargo. Shipments not justified moving as 999 will be downgraded. The ACA will determine applicable priority and mode.

B - Construction materials

D - Animals

E - Engineer supplies

G - Printed forms or publications

J - Unaccompanied baggage

K - Clothing or fabrics

N - Ship parts

Q - Plants, plant products, and other organisms

S - Office and school supplies, office machines and furniture

T - Household goods

U - Mail

W - Any material not otherwise specified that may require special handling with special instructions identified in the DI T_9 trailer data. Primarily used with channel airlift 463L pallets.

Y - Personnel services

Z - Human Remains

A14.4.1.1. If a shipment with any of the above commodities is released to the port as RDD 999 prior to advance clearance, the Shipper Service Liaison Office at the port will have the shipment frustrated until the challenged process is completed. Shipments not justified for 999 movement will be downgraded. The ACA will determine applicable priority and mode.

A14.4.2. Air Force funded (TACs = F***) shipments assigned a TP-1 with any RDD other than 999 or TP-2 with any RDD will be challenged when the shipment exceeds 250 pounds or 25 cube.

A14.4.3. Defense Logistics Agency (DLA) funded (TACs = S***) shipments assigned a TP-1 with any RDD other than 999 or TP-2 with any RDD will be challenged when the shipment exceeds 500 pounds or 50 cube.

A14.4.4. TP-2 shipments with blank RDD will be challenged.

A14.4.5. TP-3 shipments with blank RDD will automatically be diverted to surface movement.

A14.4.6. JCS Project Code Cargo. JCS project coded cargo is subject to ACA challenge actions for purposes of controlling cargo flow in or out of the airlift system or to preclude misuse of project codes. Based on challenge findings, the ACA will authorize (total or partial) airlift or can request shipment diversion to surface.

A14.5. Exemptions: Shipments with one of the characteristics listed below are all airlift eligible and exempt from challenge action and will continue to be cleared for airlift:

A14.5.1. Project Codes: 070, 104, 107, 109, 122, 123, 145, 196, 205, 355, 529, 571, 700, 780, 858, 879, and 880.

A14.5.2. Aircraft Engines.

A14.5.3. Foreign Military Sales (FMS) if the Delivery Term Code (DTC), located at the fifth Position of the TCN, is 6, 7, 9, A, D, F, G, or J.

A14.5.4. Shipments destined to FM5655 up to 1500 pounds.

A14.5.5. Shipments with short expiration dates (whole blood, perishable subsistence, biological, Test measurement diagnostic equipment (TMDE)/PMEL, batteries, required refrigeration, radioactive, etc).

A14.5.6. AMC Support Shipments (TAC QMRS).

A14.5.7. TACs beginning with H, T, X, FA, or F-numeric.

A14.5.8. Courier and Classified Shipments.

A14.6. TP- 4, Deferred Air Freight: This allows non-air eligible cargo (TP-3 and excess weights/ cubes) to move at surface rates in uncommitted aircraft capacity. Air terminal managers in coordination with the ACA will determine the actual amount of TP-4 accepted into the aerial ports. Cargo must be cleared through the ACA as TP-4 prior to movement.

A14.7. If further clarification or assistance is needed, please contact the following POCs :

A14.7.1. ACA East, Dover AFB, DE: DSN 445-6277/Com'1 (302) 677-6277.

A14.7.2. ACA Central, WPAFB, OH: DSN 787-4946/Com'1 (937) 257-4946.

A14.7.3. ACA West, Travis AFB, CA: DSN 837-5861/Com'1 (707) 424-5861.

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