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U.S. Department of
Homeland Security

United States
Coast Guard

Transportation of Freight Manual

COMDTINST M4610.5A

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U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
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COMDTINST M4610.5A
9 SEP 2005

COMMANDANT INSTRUCTION M4610.5A

Subj: TRANSPORTATION OF FREIGHT

1. **PURPOSE**. This Manual promulgates Coast Guard policies and procedures for management of transportation of freight involving use of commercial and government resources, services and assets.

2. **ACTION**. Area and district commanders, commanders of maintenance and logistics commands (MLCs), commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Manual. Internet Release Authorized.

3. **DIRECTIVES AFFECTED**. Transportation of Freight, COMDTINST M6410.5 is cancelled.

4. **DISCUSSION**. This Manual is a complete revision of Transportation of Freight, COMDTINST M4610.5 and includes transportation of freight policy and procedures for both ashore and afloat units. Please direct any user comments or recommend any changes by writing via chain of command to: Commandant (CG-441); U.S. Coast Guard; 2100 2nd Street, SW, Room 6216, Washington, DC 20593-0001.

5. **MAJOR CHANGES**. Major changes published in this revision reflect Coast Guard's maximum use of e-business practices and Department of Defense (DOD) shipper systems, transportation contracts, and support services. The recently revised Defense Transportation Regulation, DOD 4500.9R, Part II, which governs transportation policy and procedures for shipments using DOD services and contracts, has significantly impacted the Coast Guard's Transportation of Freight Program. The retirement of the U.S. Government Bill of Lading (GBL) for all shipments moved within the Contiguous United States (CONUS) has also impacted transportation policy and procedures. This revised Manual addresses several new policy issues as well as several changes to the overall transportation management program. Major transportation of freight policy and procedure issues are as follows:

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a. Freight routing and bill of lading methods: new methods of carrier services and payment methods. The Manual provides Coast Guard policy on the restricted use of procurement requests, government purchase/credit cards, and convenience checks for obtaining and paying for transportation of freight services in Chapter 2.

b. Customs clearance requirements. New information on documentation to ensure timely custom clearance of Coast Guard-owned assets in the commercial transportation pipeline is provided in Chapter 3.

c. Small parcels. Information on the use of DOD's Blanket Purchase Agreements (BPAs) and World Wide Express (WWX) contact for shipping small parcels to international points are addressed in Chapters 2 and 3.

d. Hazardous Materials. Information on Department of Transportation's Security Plan requirement for shippers of hazardous materials (HAZMAT), new training requirements for HAZMAT employees are provided in Chapter 4.

e. Secret, confidential, and sensitive materials. New requirements on how to protect movement of secret, confidential, and sensitive materials are provided in Chapter 5.

f. Freight bills of lading. New procedures for processing and obtaining freight bills of lading are included in Chapter 7. List of freight bill of lading processing sites are found in Appendix E.

g. Transportation Service Provider (TSP) liability. Policy governing the release of Coast Guard assets to commercial TSPs at actual value is found in Chapter 6.

h. Shipping and Receiving procedures. Guidance and checklists are found in Chapter 8.

i. Transportation Discrepancy Reporting. New guidance on responsibilities for reporting transportation discrepancies is found in Chapter 9.

j. Electronic transportation payment system. Information on the automated transportation payment and certification system is found in Chapter 7 and Appendix C.

6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS**. Environmental considerations were examined and incorporated.

7. **FORMS**. The forms referenced in this Manual can be found in Enclosure (1) with information on how to obtain them. DOD forms can be also found on the DOD Program web site: http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

/s/

D. G. GABEL
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Engineering and Logistics

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CHAPTER 1

FREIGHT TRANSPORTATION MANAGEMENT POLICY AND RESPONSIBILITIES

A. **Purpose**. This Manual sets forth Coast Guard (CG) transportation management policy and procedures for economical, efficient and safe movement of supplies, equipment and material worldwide. The Manual serves as a basis for local transportation operating procedures. It aims to facilitate and assist field unit personnel in obtaining guidance and information regarding transportation services as well as shipping and receiving procedures. This Manual also identifies and prescribes traffic management practices in accordance with established, referenced regulations to ensure:

1. Consistent compliance of governing regulations and standard procedures are used by all CG activities engaged in transportation management functions, including all shipping and receiving functional activities.
2. Cost favorable transportation services are obtained to meet routine and mission critical delivery requirements.
3. Appropriate in-transit physical and security protection measures are used to meet mission requirements.
4. Appropriate asset in-transit visibility.
5. All assets are protected with appropriate transportation service provider (TSP) liability limits while in the commercial TSP pipeline.

B. **Scope and Applicability**. Various regulations, publications and directives govern requirements for transportation management and operational procedures. These include domestic and international regulations which govern how transportation and related accessorial services are obtained and processed to transport such material as aids to navigation, system support items, ship and aircraft parts, hazardous materials and explosives, ordnance, electronic components, general supplies and equipment. Several regulations and publications govern specific areas of transportation management (e.g., purchasing transportation services, using the Defense Transportation System (DTS), shipping hazardous materials, etc). As applicable, they must be used in conjunction with this Manual. Adherence to this Manual applies to all CG personnel - military and civilian - who are:

1. Responsible for transportation management policy at their unit.
2. Supervisors of any personnel engaged in processing outbound or inbound freight shipments.
3. Delegated to develop and implement local procedures for shipping and receiving material or equipment that requires the use of commercial or DOD's DTS.
4. Assigned to CG activities engaged in shipping and receiving material on behalf of and/or for the account of the U.S. Government.

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C. **Primary Governing Regulations and Publications**.

1. Title 41 CFR, Federal Management Regulation, Part 102, website: http://www.access.gpo.gov/nara/cfr/waisidx_02/41cfr102-117_02.html and http://www.access.gpo.gov/nara/cfr/waisidx_02/41cfr102-118_02.html.
2. Title 49 CFR, Transportation of Hazardous Materials, Parts 100 to 185, website: http://www.access.gpo.gov/nara/cfr/waisidx_01/49cfrv2_01.html.
3. International Air Transport Association (IATA), Dangerous Goods Regulation. Order using website: www.iataonline.com; or by phone, 1-800-71 66 32 60 (international phone number).
4. General Services Administration (GSA) Standard Tender of Service (STOS), website: http://www.kc.gsa.gov/fsstt/frt/default.htm.
5. DOD 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement, website: http://public.transcom.mil/j4/jrlt/dtr.htm.
6. MIL-STD 129, Military Marking, website: access via following link: http://www.dscc.dla.mil/Offices/Packaging/format.html.
7. United States Postal Service Domestic and International Mail Manuals, website: http://pe.uscg.gov/.
8. Coast Guard Air Operations Manual, COMDTINST M3710.1 (series) references AFMAN as the source for training requirements for the packing and shipping certification to transport hazardous cargo by military aircraft.
9. Air Force Manual (AFMAN 24-204), Attachment 28, lists qualifying initial and refresher courses that meet all certification requirements, website: http://www.e-publishing.af.mil/pubfiles/af/24/afman24-204(i)/afman24-204(i).pdf.
10. Applicable Small Package Carrier Agreements
    a. Air Mobility Command, web site: https://www.amc.af.mil.
    b. Small package carriers
        (1) Airborne Express, website: http://www.airborne.com/home/home.asp
        (2) DHL Express, website: http://www.dhl-usa.com/index/
        (3) Federal Express, website: http://www.fedex.com (domestic and international)
        (4) United Parcel Service, website: http://www.ups.com
11. See Resources List for complete reference list.

D. **Governing Bodies**. Transportation management policy and field support:

1. U.S. Coast Guard, Commandant, CG-441, website: http://cgweb.comdt.uscg.mil/g-sl/gsl.htm.

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2. GSA, Travel and Transportation Services, website: http://www.fss.gsa.gov/transtrav/transportation.cfm.

3. Military Surface Deployment and Distribution Command (SDDC), DOD water port and CONUS transportation management, website: http://www.sddc.army.mil.

4. Air Mobility Command (AMC), DTS air transport services, website: http://www.amc.af.mil.

5. Military Sealift Command (MSC) provides specialized ocean transport resources for military equipment, website: http://www.msc.navy.mil.

E. **Primary Transportation Management Support**. Refer to Chapter 2, Cargo Routing and Movement, for detailed guidance.

1. Military Surface Deployment and Distribution (SDDC). Primary resource for CG shippers seeking qualified commercial TSPs for all domestic shipments is the SDDC. Additionally, SDDC supports ocean cargo transport.

2. GSA Transportation and Travel Offices. GSA supports CG transportation requirements for CG units not served by a bill of lading support center. (Note: Use CG HQs CG-441 website to identify applicable bill of lading support center. For any questions regarding identification of bill of lading support centers, contact Transportation of Freight Program Manager, at 202-267-0640.

3. Air Mobility Command (AMC). The command provides military airlift services. Through its World Wide Express (WWX) contracts, AMC is the primary resource for CG shippers seeking qualified commercial TSPs for domestic and international air express shipments.

4. Coast Guard Maintenance & Logistics Commands (MLCs). For shipments to vessels underway, contact the applicable MLC for logistical support.

F. **Transportation Officers (TOs) and Transportation Agents (TAs)**.

1. Transportation Officer (TO). Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation TO, Traffic Manager, Traffic Management Officer, Passenger Transportation Officer, Movement Control Team, or Branch Movement Control Team.

2. Transportation Agent. Person(s) (military or civilian) designated or appointed by the TO to perform traffic management functions.

3. Appointments of TOs and TAs. Each organization routinely performing shipping and receiving functions shall appoint a fully qualified person (civilian or military) as TO. If local situations dictate one or more qualified personnel (civilian or military) "may" be appointed as TA to assist the TO in the performance of assigned duties. A letter will be maintained on file to show such delegation taken. Appointed TOs should have at least six months of job experience in shipping and receiving operations and demonstrate knowledge of applicable federal and military regulations, as referenced in this chapter.

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Civilian personnel who are designated TOs and TAs must qualify for the position based upon Civilian Personnel position qualification and job classification standards.

a. TO appointment is mandatory for all bill of lading support centers and other CG units designated by CG-441.

b. See Exhibit 1-1 for an example of an appointment memo.

G. **Duties and Responsibilities TOs and TAs**.

1. Provides responsive and competent transportation advice and guidance for supporting CG customers within the assigned geographic area of responsibility and ensures compliance with governing laws, directives and regulations.

2. Provides technical direction, management and evaluation of the traffic management aspects of the CG transportation movement program on a worldwide basis. This direction is subject to the overall guidance, policies and programs established by Department of Transportation (DOT), GSA and the United States Transportation Command (TRANSCOM) component commands, e.g., Surface Deployment and Distribution Command, Air Mobility Command, and Military Sealift Command.

3. Uses applicable routing authority, as cited in Chapter 2 of this Manual, to determine effective, appropriate and cost efficient shipment mode and TSPs to meet shipment requirements.

4. Communicates with TSPs regarding a variety of transportation requirements, services, and data communication efficiencies relative to electronic billing, manifests, and shipment tracking. See Chapter 1, paragraph H, regarding restrictions on information provided to and discussions with TSP representatives.

5. Monitors TSP performance to ensure quality services are consistently used to transport CG assets. Reports to GSA or SDDC, as applicable, carrier performance information relative to (a) carrier pick up and delivery service violations; (b) unsafe and poorly maintained equipment; (c) hazardous material regulation compliance; (d) lost and damaged shipments; (e) excess transit time; and (f) any other service performance deficiencies. See DTR, Part II, Chapter 207, for Carrier Performance Program reporting requirements and guidelines for shipments moved by SDDC-negotiated freight tenders (this includes all shipments processed by ETA/PowerTrack™ systems). For shipments moved on GSA-negotiated tenders, report carrier performance violations to GSA Transportation and Travel Office in San Francisco, CA.

6. Ensures proper accounting and custody of bills of lading (BLs). Issuing authority of BLs for CG shipments shall be made through Commandant (CG-441). See Chapter 7 of this Manual for further guidance.

7. Ensures all required supporting shipping documents and manifests are accurately prepared and distributed in accordance with established procedures, using herein referenced regulations, publications and shipping system user training/instructions.

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8. Authorizes and certifies any necessary in-transit shipment diversions and reconsignments. Ensures the applicable bill of lading correction notice is completed and routed to the appropriate parties when shipment information is modified. See Chapter 7 of this Manual for further guidance.

9. Ensures that shipment preparation relative to packaging, unitization, consolidation, hazardous materials and marking conforms to established government and commercial standards. See Resources List.

10. Ensures loading and unloading of TSP equipment conforms to standard practices with consideration to safety, item protection, weight/size limitations, and avoidance of TSP equipment detention/demurrage charges.

11. Contacts SDDC to obtain special routing for volume movements or shipments for which no existing tender can satisfactorily meet transportation service requirements. OCONUS units can contact GSA Transportation and Travel Office to obtain freight routing assistance whenever ETA is either not available or unable to support the unit's cargo transportation requirements.

12. Ensures all freight discrepancies relative to loss and/or damage and other service failures are reported in a timely manner to appropriate claims office and/or TSP. See Chapters 7 and 8 of this Manual for guidance.

13. Participates in the Government Cargo Recovery Effort program. See DTR, Part II, Chapter 209; website: http://www.mtmc.army.mil/CONTENT/5380/gocareguidelines.pdf.

14. As requested, compiles, prepares and forwards pertinent transportation information and data to resource and budget management planners.

15. Serves as a liaison to CG HQs and a conduit for passing changes to the field units in their area of responsibility (AOR).

16. Ensures all personnel performing transportation duties attend the appropriate training classes to keep them current on freight movement procedures, hazardous material shipping requirements, etc.

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H. **Cautionary Notes**. TOs/TAs shall:

1. Refrain from discussions relative to TSP liability and pending freight claim actions except as authorized and directed in Chapter 8 and 9 of this Manual.

2. Never commit to any volume of shipment activity to any TSP or agents prior to officially awarding freight per a negotiated agreement. This does not preclude discussing anticipated transportation services and equipment requirements for transport of unclassified commodities for the purpose of providing interested TSPs a basis for submitting "bids" or cost favorable rate tenders for which the government may or may not elect to utilize.

3. Never discuss CG activities or missions that may compromise mission security.

4. Refer any questions concerning how to reply to TSP queries to Commandant (CG-441).

I. **Ethics**. TOs/TAs shall comply with government ethics policy, in accordance with Office of Government Ethics, at http://www.usoge.gov/home.html and DOD Joint Ethics Regulation, DOD 5500.7R, (http://www.defenselink.mil/DODgc/defense_ethics/ethics_regulation/) regarding acceptance of gratuities from persons or entities that do business with the CG. Accepting even nominal value gratuities from TSPs or agents can often bring unfavorable perceptions regarding conflicts of interest, showing favoritism, and improper business relationships for any government employee who in any way is involved in the selection and procurement of transportation services.

J. **Freight Routing Authority**. TOs/TAs shall route freight in accordance with Chapter 2 of this Manual.

K. **Movement of Classified, CCI, Sensitive and Hazardous Material**. TOs/TAs shall route classified, CCI, sensitive and hazardous material in accordance with Chapters 4 and 5 of this Manual.

L. **Transportation Security Incidents**. Commercial TSPs are required to notify appropriate Department of Transportation authorities of any "transportation security incidents," defined as a "security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area." (46 USC 70101). Whenever CG TOs receive notification from a commercial TSP that CG cargo has been involved in such an incident, as described above, TOs should report the incident to SDDC, 800-524-0331. As much detail about the shipment (including the TSP's standard carrier alpha code (SCAC), carrier and bill of lading reference number, freight description, etc.) should be provided in the notification.

M. **Transportation Security Plan**. A security plan is required for shippers of hazardous material and hazardous waste as cited in 49 Code of Federal Regulations, Part 172.800. See Chapter 4 of this Manual for more information regarding compliance to this requirement.

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U.S. Department of Homeland Security

United States Coast Guard

Commanding Officer
United States Coast Guard
Integrated Support Command

100 Gulf Causeway
Main Canal, Louisiana

4600
15 April 2004

MEMORANDUM

From: J.P. Smith, CAPT
CG ISC GULF AREA

Reply to Attn of: LT John Doe
(305) 555-5555

To: Mary Jones
Thru: Comptroller

Subj: TRANSPORTATION OFFICER APPOINTMENT

Ref: (a) Transportation of Freight Manual, Chapter 1, COMDTINST M4610.5 (series)
(b) Defense Transportation Regulation (DTR), Part II, Cargo Movement, Chapter 201.

1. You are hereby designated as Transportation Officer for Coast Guard Gulf Area in accordance with reference (a). You will execute your duties in accordance with references (a) and (b).

2. This designation is effective immediately and will remain effective until your term of employment is ended or the designation is otherwise cancelled or withdrawn.

#

Exhibit 1-1.

Example of Appointment Memo

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CHAPTER 2

CARGO ROUTING AND MOVEMENT

A. **General**. This Chapter sets forth policy and procedures for movement of cargo, using commercial and military transportation services.

B. **Traffic Management Policy**. The general rule for selecting the mode and transportation service (TSP) to ship items anywhere is based upon the requisition or shipping request urgency/priority. The goal is to obtain appropriate and quality transportation services at the most economical cost to meet the urgency of need. Special requirements for international shipments moving to and from CONUS/OCONUS points via commercial services and via the Defense Transportation System (DTS) are found in Chapter 3 of this Manual and in the Defense Transportation Regulation (DTR), Part II. The same criteria for routing of small package shipments (i.e., those small packages that can be processed using established government/TSP Blanket Purchase Accounts (BPA) and commercial forms) apply as described in this Chapter. Small packages that meet criteria for obtaining small package rates are routed and processed by local shipping offices. Those shipments requiring air or surface freight bills of lading (i.e., Government Bills of Lading (GBL) or electronically-generated Commercial Bills of Lading (CBL)) must be processed at a freight bill of lading site, as described in this Chapter. See also Chapter 7, Freight Bills of Lading and Forms for Small Package Shipments, for more information on use of applicable forms.

C. **Shipping and billing methods for transporting of U.S. Government-owned assets**. All shipments of U.S. Government – owned assets for which charges are paid directly to the TSP must be processed by using one of the following standard shipping/billing methods: (1) issuing a bill of lading (GBL or CBL); (2) using the applicable government small package BPA, go to https://amclg.scott.af.mil/don/domexpress/spsindex.htm; or (3) using the DTS billing methods for OCONUS shipments (i.e., Air Mobility Command and Military Sealift Command services). The DTR, Part II, Cargo Movement, http://public.transcom.mil/ governs procedures and policy for movement of material using DTS.

D. **Government purchase/credit cards and convenience checks**. Purchase cards and convenience checks are to be used for obtaining and paying for shipments only when the above noted standard methods are not available or administratively impractical to meet operational missions (e.g., shipping requirements for underway/deployed units, remote shipping areas). All purchase card transactions for shipping services must be supported by documentation for audit purposes. Documentation should include pertinent shipping information, including description of item(s), weight, dimensions, applicable special handling charges (e.g., hazmat), and expected/agreed charges. Documentation shall be maintained for three years following date of shipment. As authorized under the Federal Acquisition Regulation (FAR) and the CG Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series), government purchase/credit cards may be used for payment of any shipping and handling charges when purchasing supplies and material.

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E. **Freight Routing and Bill of Lading Methods**.

1. CONUS shippers. Designated bill of lading support centers are responsible for providing freight routing and bill of lading support to CONUS shippers. These centers will issue both electronic bills of lading and government bills of lading, as applicable. See paragraph 3 below.

2. OCONUS shippers. The GBL is authorized for OCONUS shippers. OCONUS shippers must request bill of lading services from their OCONUS bill of lading support center.

   a. General freight. OCONUS shippers (e.g., Alaska, Hawaii and Puerto Rico) not supported by a bill of lading support center should contact General Services Administration (GSA) Transportation and Travel Office for routing of non-classified, non-sensitive, non-arms, ammunition and explosive shipments (AA&E). GSA Transportation and Travel Office hours are from 0630-1800 Pacific Time; telephone (415) 522-2830/2846; https://www.pacificrim.gsa.gov/fss/freight/.

   b. Classified, sensitive and arms, ammunition and explosives (AA&E) shipments. OCONUS shippers shall contact Military Surface Deployment and Distribution Command (SDDC) for routing of classified, sensitive, and AA&E shipments. For further information regarding this policy, contact Transportation of Freight Program Manager, 202-267-0640. See Chapters 4 and 5 of this Manual for more information on shipping these types of items.

3. Identifying Designated Bill of Lading Support Centers. See Appendix E for list of Bill of Lading Support Centers. TOs/TAs may also identify their unit's bill of lading support center by consulting the CONUS freight shipment support center listing under Transportation at http://cgweb.comdt.uscg.mil/g-sl/gsl.htm or by contacting the Transportation of Freight Program Manager, 202-267-0640.

4. Routing international cargo. The bill of lading support center will contact the SDDC at 800-526-1465 to obtain freight routing assistance for shipments to international destinations that require commercial airfreight services or the use of DTS, (i.e., military airlift or sealift transportation services).

5. OCONUS and international freight shipments. The use of the GBL is authorized for shipments from CONUS points to non-U.S. destinations and points in Alaska, Hawaii and Puerto Rico. However, electronic transportation acquisition can and should be used, if it provides carrier routing capability to U.S. OCONUS (AK, HI) and Puerto Rico points. For customs clearance purposes, the GBL (SF 1103) should be used for freight shipments to international points (non-U.S. destinations).

6. Underway cutters. For underway cutters, the TO/TA should contact the designated area MLC support desk for guidance routing freight shipments.

F. **General Cargo Routing Criteria**. TOs/TAs shall route general commodity shipments by motor, rail, water and air in compliance with DOD or GSA traffic management policies.

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Guidance for using government-owned assets for transporting materiel is contained in paragraph 9 of this chapter. Using best value principles, the following are considerations for mode and TSP selection:

1. Urgency of need.
2. Reliability of shipment mode to meet shipper Required Delivery Date (RDD).
3. The cost of transportation services.
4. Shipping and receiving facilities at origin and destination, including material handling and dock capability.
5. Availability and suitability of TSP equipment and transportation services.
6. Weight of property shipped.
7. Dimensions of property shipped (i.e., oversize/outsize or unusual item characteristics that need special services).
8. Special protective requirements needed (i.e., hazardous materials, classified items, etc.).
9. Value of property being shipped. Refer to Chapter 6 of this Manual for important information and guidance on TSP liability.

G. **Preparation, description, and consolidation of freight**. TOs/TAs will ensure cargo is packed, labeled, and described, and that shipments are documented in accordance with this Manual and other applicable regulations. Always consolidate shipments to the maximum extent possible. Whenever practical, it is always recommended to consider consolidation of items as single shipments to take advantage of lower per pound rates for specific destinations.

H. **Export shipments**. Refer to Chapter 3 of this Manual. All export shipments must conform to international customs requirements IAW DTS procedures.

I. **Emergency Routing Authority**. In instances of emergency, disaster, or catastrophe, shipments may be made by any mode of transportation without obtaining routing orders from GSA, Commandant (CG-441) or SDDC, if the following apply:

1. The selected TSP can provide DOD required approved/necessary security and control services for controlled and sensitive shipments.
2. The selected TSP is known to be either a DOD or GSA–approved TSP to move U.S. government freight for non-sensitive shipments.

J. **Deviations from normal routing**. The shipper shall keep supporting documentation that justifies the reasons for using emergency routing. This documentation shall be kept with associated shipment files with applicable cross references.

K. **National emergency**. In the case of a national emergency, guidance will be provided by Commandant, (CG-441), in coordination with SDDC, using most appropriate and practical official communication method(s).

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L. **Undeliverable shipments**. When a TO/TA is advised that a shipment will not be delivered because of natural disaster, labor dispute, or other such conditions, the TO/TA will determine if disposition instructions need to be issued. When necessary, the TO/TA will coordinate with appropriate shipping or receiving authority for disposition instructions. Disposition communication can be done by phone, using follow-up email to document instructions or via official message. Contact Transportation of Freight Program Manager, at 202-267-0640, for further guidance.

M. **Government-owned transportation assets**.

1. Government-owned transportation equipment (vans, tractor trailers) can be used for short distance movements, normally to delivery points confined to within a 50-mile radius of the origin of the shipment.
2. Government-owned transportation equipment can be used to provide essential training for operational personnel and to meet logistics needs consistent with development of military capabilities.
3. Except as authorized in paragraph 1 above, government-owned transportation equipment shall never be used solely to avoid the use of available commercial carrier services.
4. Circumstances during national emergencies may dictate the use of government-owned transportation equipment in lieu of, or in addition to, commercial services.
5. Within OCONUS theaters, the policy is to maximize use of government-owned transportation equipment and use commercial transportation when requirements exceed capability of government-owned assets.
6. When government-owned transportation equipment is used for the shipment of material between CG units, copies of the basic issue document, DD 1149, or a locally approved document should be utilized to control and safeguard material movement. Ensure necessary material receipt procedures are maintained per established supply procedures.

N. **Demurrage, detention, and storage**. The TO/TA must be familiar with SDDC freight traffic rules and GSA National Rules Tender No. 100-D for demurrage, detention, and storage and take appropriate action to keep charges at a minimum. TO/TA will inform activity commanders, shipping activity or consignee of conditions that may cause excess charges. Assistance in determining correct charges will be provided by SDDC or GSA, as appropriate.

O. **Diversion and/or re-consignment**. These terms are considered to be synonymous and the use of either means a change in the name of the consignee, a change in the place of delivery within original destination point or a change in destination point. These changes take place after release of shipment to the TSP, but prior to delivery of the shipment by the TSP. Any diversion/re-consignment may result in additional costs to the CG shipper. A bill of lading correction notice is required as explained in Chapter 7 of this Manual.

1. Domestic and intra-theater shipments. The TO/TA will issue diversion or re-consignment instructions directly to TSP.

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2. International and/or inter-theater shipments. The TO/TA will obtain approval from appropriate clearance authority prior to issuing diversion or re-consignment instructions to the TSP.

P. **Tracing and tracking**.

1. Tracer and tracking actions. When a shipment is not delivered by the required delivery date (RDD) or within Uniform Material Movement and Issue Priority System (UMMIPS) time standards (see DTR, Part II), the shipper and/or consignee will initiate tracer action. When tracing service is required, a request may be placed by TO/TA directly with TSP involved.

2. Defense Transportation System Shipments. For shipments transiting the DTS, (these include both international and domestic shipments processed using DOD shipping systems), routine cargo movement tracking and tracing may be accomplished using Global Transportation Network (GTN). GTN provides command and control and In Transit Visibility (ITV) information that integrates automated information support to the DOD. GTN access may be obtained through the GTN website at https://business.transcom.mil/. Select Transportation Information from the sidebar menu items. Refer to DTR, Part II, Chapter 202, for further information regarding tracing and tracking of shipping data processed and captured by DOD shipping systems and moved via DTS.

Q. **Expedited service**. When a shipment is urgently needed at destination, "expedited service" may be used. Additional charges will be incurred.

R. **Exclusive Use**. Requests for "exclusive use" service of carrier equipment should only be made when required for security control reasons. This service is extremely expensive and shall not be used to expedite material.

S. **Transit Times**.

1. DOD. UMMIPS time standards apply. See DTR, Part II.

2. GSA. See GSA Standard Tender of Service for transit times.

3. Small Package TSPs. Transit time for small package express TSPs are those shown in the TSP's service guide for the level of service provided.

T. **Permits for oversize/over weight motor shipments**. TSPs are required to obtain all necessary state highway permits for shipments requiring them. Shipping activities must not release oversize and/or overweight cargo shipments until the TSP has notified or presented the shipping activity with a written statement that they have, or will be able to obtain, required state road-use permits. GSA and DOD policy is to comply with State and local laws, regulations, ordinances, and toll authority regulations relating to vehicle size and weight limitations. No vehicular movement exceeding legal size and weight limitations, or any other special movement requiring highway permits, may be made over public highways unless prior permission is obtained from the appropriate State or local authority. The SDDC or operational theater commander will provide specific instructions (using official advisory

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messages and email) and assistance for any deviations to road permit requirements in situations involving national defense or emergency.

U. **Use of TSP Equipment**.

1. The TO/TA will check TSP equipment to ensure it is suitable for its intended purpose. If deficient, it will be rejected.
2. When the equipment furnished differs from that ordered, (and the equipment is accepted and used for services), the TO/TA shall ensure the bill of lading is properly annotated with the equipment ordered. This action is used to help avoid being charged for delivery and use of more expensive equipment, which the shipper did not need to satisfy shipment requirements.
3. Shipments must be properly loaded, blocked, braced, and secured to prevent damage.
4. For enclosed vans, the TO/TA will apply appropriate seals and/or a lock device to the TSP's equipment for truckload shipments or for shipments that require exclusive use or protective service. Annotate seal numbers on the bill of lading. If seals are removed, the TSP will notify consignor and consignee, and annotate the bill of lading with new seal numbers.
5. Ensure TSP is provided copies of appropriate shipment documentation.

V. **Loading and unloading responsibilities**.

1. Check the appropriate SDDC rules publication for applicable tariff or tender to determine loading and unloading responsibilities. These rules can be obtained by contacting SDDC Operations Center or on the ETA web site (see resources). When tariffs or tenders require TSPs to make cargo accessible to the tailgate to off load vehicle, TSP's are liable for personal injury or property damage. The Government will be liable when the decision is made that it will perform these services for reasons of expediency or convenience.
2. When DOD tenders are used to process a shipment, loading or unloading by the TSP is considered an accessorial (supplemental) service and additional charges apply.

W. **Lifting and Tie-down Procedures**. Proper tie-down, lifting and loading procedures are critical to ensuring that military cargo will be delivered on time and without damage. For further guidance, refer to DTR, Part II.

X. **Determining cargo weight and use of weight agreements**. TOs/TAs should determine actual weight of shipment in accordance with applicable weight agreements. If a weight agreement is not in effect, weight of shipments will be determined by use of tariff or actual weight, whichever is applicable. For applying freight rates with actual cargo weights include inner/packaging of items (including weight of such packaging as tri-walls and other such over-packs), and handling aids (such as pallets or skids, unless otherwise specified by weight agreements.

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1. The shipping activity must create and maintain records in connection with a TSP/shipper weight agreement. These records include shipper's weight certificates, weight correction verifications, and annual scale inspections.
2. Authorized TSP representatives will be allowed to inspect original records and verify weights and descriptions of commodities certified on bills of lading.
3. Contact SDDC Operations Center, 1-800-526-1465, for further explanation and use of applicable tariffs and weight agreements.

Y. **Relocation of Activity**. There are two basic options for movement of government property associated with the relocation of an office, district, or unit. The command may on its own behalf, using authorized procurement procedures, enter into an office relocation contract or it may request that the appropriate transportation management support activity use standard routing practices to obtain necessary transportation and accessorial services.

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CHAPTER 3

SPECIAL REQUIREMENTS FOR INTERNATIONAL COMMERCIAL SHIPMENTS (EXPORT/IMPORT) AND DEFENSE TRANSPORTATION SYSTEM SHIPMENTS

A. **Purpose, scope, and responsibility**. This Chapter governs requirements and policy for Coast Guard shipments of goods to and from overseas locations, as well as the use of transportation accounts codes (TACs) for Defense Transportation System (DTS) shipments. For purposes of this Chapter, an international or overseas location is defined as any point not within any of the 50 states of the U.S.

B. **Customs requirements**. The procedures for meeting customs requirements for import and export shipments are contained in Defense Transportation Regulation (DTR), DOD 4500.9-R, Part V, and the DOD Customs/Border Clearance Program at https://business.transcom.mil/applications/customs/DODcustoms.cfm. This web site provides customs information/guidance for all Government Agencies. The following information is used to facilitate custom clearance for U.S. Coast Guard – owned assets:

1. Use a Government Bill of Lading (GBL) for all freight shipments, which are moved via commercial TSPs to non-U.S. destinations. An electronic commercial bill of lading (CBL) and a (Clearance GBL) can also be used. See Exhibits 3-1 and 3-2 for sample of an electronic CBL with GBL clearance. Electronic commercial bills of lading must be used for shipping freight to Air Mobility Command (AMC) and Military Sealift Command terminals for shipments to overseas destinations.

2. Use TSP shipping forms for small packages, when using World Wide Express (WWX) contract carriers. See Appendix B, Resource List.

3. Complete a Commercial Invoice to clearly describe items with applicable part number, value of each item and all other pertinent shipping information. DD form 1149 can be used as a Commercial Invoice as long as all required customs clearance information is properly cited on it.

4. Annotate documents with following statements: "Property of U.S. government (Department of Homeland Security, U.S. Coast Guard). Items not for sale or re-sale;" and "Exempt from Export licensing per 22 CFR 126.4(a) and for filling Shippers Export Declaration (SED) under 22 CFR 126.5(a)." Exception: Any items, identified as listed on the U.S. Munitions List (USML), subject to the International Traffic in Arms Regulation (ITAR), must be shipped with a completed SED and the Department of Homeland Security's Registration type and code: G-7006 (expiration date: Dec 2025).

5. Cite on documentation: (a) Export Identification Number: 52-059221300; (b) and Coast Guard tax exempt ID number: B239641.

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6. Consult DTR Part V, Customs and Border Clearance Policies and Procedures for additional information on customs documentation and special requirements. Web link: http://www.transcom.mil/j5/pt/dtr.html.

C. **Types of shipping procedures and documentation**. It is extremely important that all overseas shipping documentation is completed and processed accurately IAW the method of shipment:

1. DTS shipments to overseas U.S. military-controlled bases or ports. DTS is used for moving cargo to deployed vessels and units performing joint missions and for overseas units serviced by the Military Surface Deployment and Distribution Command (SDDC) and Air Mobility Command (AMC). All classified, sensitive, and ammunition shipments will move IAW DTR, Part II, for both CONUS and OCONUS movements. The DOD requires authorized shippers to follow specific procedures and documentation requirements when using DTS services (i.e., government contract carriers and/or military transportation assets) to move freight to overseas U.S. military-controlled bases or ports. DTS shipment policy and procedures are found in DTR Part II, DOD 4500.9-R. For further guidance on when to use the DTS, contact Transportation of Freight Program Manager, at (202) 267-0640.

2. Direct commercial transportation services to overseas points. Shipments moved via direct commercial services to overseas points located at non-U.S. military bases or ports, must be processed and documented as prescribed in DTR Part II, Cargo Movement and Part V, Customs/Border Clearance Program. Bills of lading and cargo manifests must include custom clearance documentation with applicable export declarations and annotations to avoid shipment delays, processing fees, storage charges and possibly avoidable duties and taxes. Only GSA and DOD – approved carriers and freight forwarders shall be used for this method of shipping to overseas points. DOD-approved carrier list can be found on Electronic Transportation Acquisition (ETA) web site: https://eta.sddc.army.mil/. GSA-approved carrier and freight forwarder list can be found at http://www.kc.gsa.gov/fsstt/. Go to "Other GSA Topics," and "Transportation Links."

D. **Freight Forwarders**. Freight Forwarders provide door-to-door delivery services that include completion of shipper declarations and assistance with completion of commercial invoices. Their service charges often include applicable custom clearance-related charges. Prior to shipment, TOs should always identify all associated costs for shipping to international points. Rate quotes should include liability limits and a line item break down of all charges associated with the shipment, including freight charges, documentation fees, and applicable custom clearance fees (e.g., port fees, duties and taxes etc.).

E. **Customs Brokers**. Customs Brokers are used whenever authorized representatives are not available to take custody of government material at country entry and/or exit points to execute custom clearance requirements. Authorized Customs Brokers are licensed by the U.S. Treasury Department. Customs Brokers can be identified by going to Customs and Border Patrol link and using its link to "ports," found in "Frequently Asked Questions" section: http://www.cbp.gov/xp/cgov/toolbox/ports/.

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F. **Mandatory air clearance for DOD military airlift shipments**. CG shippers must obtain air clearance of all shipments offered to Air Mobility Command services for overseas airlift. Transportation Control and Movement Document (TCMD, DD Form 1384) data must be communicated to DOD Air Clearance Activity prior to releasing shipment (including freight and small parcels) to TSP for movement to applicable aerial port. Contact Naval Operational Logistics Support Center (NOLSC) to obtain approval for air clearance of shipments, air port to air port routing for deployed units, and applicable in-the-clear addresses. NOLSC, Norfolk, VA, phone number: 757-443-5434. NOLSC web site has information on a wide range of transportation support services and automated shipping and tracking systems: https://tin.ois.disa.mil/nolsc/navtrans/.

G. **Use of bills of lading to points of embarkation (POE) and overseas points**.

1. When using commercial carriers or forwarders, the Government bill of lading is used for direct movement of freight cargo to overseas points.
2. The TO/TA shall route all DTS shipments originating at CONUS locations as a domestic shipment for movement to the CONUS aerial or ocean port.

H. **U.S. Postal Service shipments**. Use the U.S. Postal service when it is required by law, or it is the least costly transportation method that meets required delivery date, security, and accountability requirements. Use APO/FPO addresses for overseas commands and mobile units. APO/FPO mail is handled by the U.S. Postal Service in CONUS, and the Military Postal Service (MPS) when the mail is transported OCONUS. Express Mail is a service from USPS, and is available to some but not all APO/FPO addresses. Never provide APO or FPO addresses as the delivery address to commercial TSPs. U.S. Mail has a weight limit of 70 lbs, and a size limit of either 108 inches length and girth combined (L+G), or 130 inches (L+G) depending on whether it is sent by priority or package services. When mailed, penalty matter shall move at the lowest postage cost to meet delivery date, security and accountability requirements. Use cost effective means to reduce postage costs, such as pre-sort or consolidated mail. Limit special mail services (registered, certified and insured mail, return receipts, etc.) to situations where law or CG directives require their use; or when mission essential. CG policy and procedures for use of U.S. Postal Services are found in the CG Postal Manual, COMDTINST M5110.1 (series). Also refer to following website for further guidance: **www.usps.com**.

I. **Commercial small-parcel express services**. Use Air Mobility Command's (AMC) Worldwide Express (WWX) contract when time-definite, door-to-door delivery services are required for movement of freight shipments weighing 150 pounds or less. AMC's World Wide Express (WWX) contract TSPs provide customers with time-definite, door-to-door delivery. They also provide in transit visibility (ITV) and other services for high-priority packages. Information on WWX can be obtained at https://public.amc.af.mil/business/wwx/wwx.htm.

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J. **Department of Homeland Security (DHS) Express Package contract**. DHS has awarded a contract for all non-freight shipments. The use of this contractor is mandatory for all CG activities for domestic and international express and ground services, except for those Units which ship freight items (i.e., non- administrative items). For further guidance on use of the DHS Express Package Services contract, see DHL Express Delivery Contract, COMDTINST M5110.9 (series), or contact Mail Manager, Commandant (CG-611) at (202) 267-2313.

K. **Shipments originating from overseas locations**.

1. Retrograde. Material, supplies and equipment that are shipped back to the U.S. in conjunction with deployments or mobility missions ordinarily use DOD-supported transportation services as cited in CG deployment plans, prescribed by DTR, Part II and by direction of operational theater commanders. DOD and CG military liaisons at ocean and aerial ports ensure cargo is properly prepared, secured and manifested for in transit visibility and delivery.

2. Mandatory Turn-In Items (MTI). Repairable parts that underway afloat units are required to return for no-charge/credit under the CG Inventory Control Point (ICP) MTI program should not ship the items back to the U.S. from overseas points, unless requested and/or authorized by message to do so. IAW MTI program policy, underway units are provided with an extended time period to return MTI items to avoid charges for repair parts. If possible, MTI items should be shipped back to ICP or repair point upon return to U.S. port to avoid costly shipment charges and potential custom clearance delays.

L. **Transportation Account Codes**.

1. General. This section addresses the CG's policy and procedures for the use of transportation account codes (TACs). TACs are used to link movement authority, funding approval, and accounting data for shipments of cargo and personal property in the DTS. TACs are primarily used in lieu of lines of accounting in DTS shipping systems and on cargo control documents for shipments moved between CONUS and OCONUS points. The Navy, however, also uses TACs on CONUS freight bills instead of standard lines of accounting. TAC policy, procedures, construction and management responsibilities for DOD, other Federal Agencies and the Security Assistance Program are elaborated in the Defense Transportation Regulation (DTR), DOD 4500.9-R, Part II.

2. Identification and construction of TACs. TACs consist of a four position alphanumeric code. The first position identifies sponsoring Military Shipper Service, DOD/non-DOD Agency, or contractor, who will be charged and billed for all services performed incident to movements in the DTS. Second, third and fourth positions of CG TACs are assigned by Transportation of Freight Program Manager, HQs, Commandant (CG-441). The following is a partial list of sponsoring service/agencies and corresponding first position codes:

   a. **Coast Guard: Z** (This is the only assigned CG service code)

   b. Army: A

   c. Air Force: F

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d. Defense Logistics Agency: S

e. Defense Contract Management Agency: V

f. Joint Chiefs of Staff (JCS) Exercises: Y

g. Marine Corps: L (First Destination Transportation)

h. Marine Corps: M (Second Destination Transportation)

i. Navy: N (For all shipments, except Military Assistance Program (MAP) and Foreign Military Sales (FMS))

j. Navy: P (MAP and FMS)

3. Requesting and identifying TACs. Identification and requests for TACs should be made in anticipation of DTS services for movement of material, supplies, equipment, and retrograde (including orders for items at OCONUS Defense Reutilization and Marketing Offices). To request the establishment of a CG TAC, contact Transportation of Freight Program Manager, at 202-267-0640.

   a. The following information must be furnished to establish a CG TAC:

      (1) Command or Unit Requesting TAC,

      (2) Purpose and justification of TAC,

      (3) "Bill to" Department of Defense Activity Address Code (DODAAC),

      (4) CG standard line of accounting (Object class 2211),

      (5) Point of contact or name of funds manager for authorized use of LOA and phone number, and

      (6) Period of time that TAC is needed for DTS shipments.

   b. Finding a TAC. By querying the DOD Master TAC Table at https://DODaac.wpafb.af.mil/index.cfm, TOs/TAs can identify the current, valid TACs.

4. TACs supporting special projects, programs and deployments. TACs should be established to support on-going missions and programs that require use of DTS on recurring and frequent basis. These missions and programs include Special projects (e.g., deployment of newly acquired assets), headquarter sponsored programs (e.g., personal property, munitions), and overseas deployment of shore and afloat units (e.g., cutters, port security units assigned to overseas theaters, etc.).

5. TACs for CG Inventory Control Points and CG Yard. TACs have been established for each ICP (ARSC, ELC) and CG Yard to fund all of their respective DTS shipments.

6. Financial management support for routine CG shipments moved through DTS. As an efficient administrative business practice, MLCs and Area districts should request establishment of a single TAC that funds all routine, infrequent, "one-time" shipments for units within its AOR. All TACs must be maintained with current POCs, lines of

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accounting and justifications at least once each fiscal year. Besides creating unnecessary administrative problems, establishment of an inordinate number of TACs within an AOR for units that may never or only infrequently use DTS services can result in misidentification of TACs at transshipment points, and erroneous funds disbursements.

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CHAPTER 4

HAZARDOUS MATERIALS

A. **General**. This Chapter contains policies, procedures, and responsibilities applicable for movement of hazardous material (HAZMAT) by all modes of transportation.

1. Applicability of regulations. HAZMAT requirements apply to USCG military and civilian personnel, and USCG contractor personnel, as prescribed in cited references in paragraph B below. Specific requirements for HAZMAT moving within the Defense Transportation System (DTS) are cited in the Defense Transportation Regulation (DTR), Part II, Chapter 204. Combatant commanders may apply more stringent requirements. For purposes of this Manual, the terms "ammunition," "explosives," and "munitions" are synonymous. Also, the term HAZMAT includes all classes of materials including munitions.

2. Transporting HAZMAT. Hazardous materials, as defined in 49 CFR, Part 171.8, moving over public highways will be transported using commercial carriers licensed by Department of Transportation. However, if compelling operational necessity dictates the use of government owned vehicles and CG personnel to transport HAZMAT over public highways, commands must ensure all HAZMAT drivers meet the licensing requirements and training as described in this chapter.

3. Hazardous waste (HAZWASTE) requirements. HAZWASTE disposal and shipping requirements are governed by 40 CFR and 49 CFR. HAZWASTE is shipped by use of Defense Reutilization Management Offices (DRMO) contracts or qualified HAZWASTE disposal contractors. Arrangements for processing, shipping and disposal of HAZWASTE are made through Environmental Offices at Maintenance Logistics Commands (MLC) and servicing support commands. Guidance on HAZWASTE disposal and shipping can be found on HQ's Environmental Management Division, (CG-443) web site: http://www.uscg.mil/systems/gse/gsec-3H.htm

B. **Security Plan**. In accordance with 49 CFR Parts, a security plan is required for shippers of HAZMAT and HAZWASTE. The purpose of the requirement is to develop and implement plans to address security risks related to the transportation of hazardous materials over public highways. Coast Guard (CG) policy is to comply with this requirement for all applicable HAZMAT and HAZWASTE shipments, whether offered to commercial transportation providers or moved via government-owned vehicles operated over public highways. When the term "HAZMAT" is used in this instruction, it also refers to HAZWASTE as it applies to compliance to the security plan requirements. CG shippers shall comply with all applicable requirements as cited in 49 CFR Part 172.704, 172.800 and 172.802 for all modes of transportation. This directive describes the security plan components, its components, and associated training. Guidance is also provided to satisfy the requirements. The security plan requirement applies to shipments moved by commercial and government-owned/leased vehicles over public highways.

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1. Determining security plan applicability. When determining the need to develop and implement a security plan, Maintenance Logistics Commands, CG Units, and/or its support commands must use the applicability criteria below against historical shipping records and anticipated shipping requirements. In the interest of physical security and in order to ensure consistent compliance with regulatory requirements, efforts should be made to ensure security plans are in place at any CG shipping activity where covered HAZMAT (using quantity thresholds) are stored and/or may be shipped. Therefore, it is not mandatory to implement a security plan at CG locations which will never likely ship the covered HAZMAT in the threshold quantities cited.

2. Covered HAZMAT. A security plan is required for CG shippers which transport, or arrange for transport, the following:

   a. Highway route-controlled quantity of a Class 7 (Radioactive) material, such as defined in 49 CFR Part 173.403 in a motor vehicle, rail car, or freight container;

   b. More than 25 KG (55 pounds) of a Division 1.1, 1.2, or 1.3 (Explosive)material in a motor vehicle, rail car, or freight container;

   c. More than one liter (1.06 qt) per package of a material poisonous by inhalation, as defined in 49 CFR Part 171.8, that meets the criteria for Hazard Zone A, as specified in 49 CFR Part 173.116(A) or 173.133(A).

   d. A shipment of a quantity of hazardous material in a bulk packaging, having a capacity equal to or greater than 13,248 LITERS (3,500 GALLONS) for liquids or gases or more than 13.24 cubic meters(468 cubic feet) for solids;

   e. A shipment in other than a bulk packaging of 2,268 KG (5,000 pounds) gross weight of more of one class of hazardous materials for which placarding of a vehicle, rail car, or freight container is required for that class under applicable provisions of 49 CFR Part 172 Subpart F.

   f. A select agent or toxin regulated by the Centers for Disease Control and Prevention under 42 CFR Part 73; or

   g. A quantity of hazardous material, including hazardous waste, that requires placarding under the provisions of 49 CFR Part 172 Subpart F.

3. Components of security plan. The security plan must include an assessment of possible transportation security risks for shipments of the hazardous materials listed above. Measures put in place may vary commensurate with the level of threat at a particular time. As a minimum, the security plan must include the following elements:

   a. Personnel security. Ensure measures are in place to confirm accurate information is provided by job applicants hired for positions that involve access to and handling of the HAZMAT materials covered by the security plan. The confirmation system must be consistent with applicable federal and state laws and requirements concerning

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employment practices and individual privacy. CG personnel must be the subject of a favorable suitability investigation. The types of investigations are listed as follows:

(1) Military personnel: National agency checks with local agency check and credit check (NALCC).

(2) Civilian employees: Access National Agency Check with Inquiry (ANACI).

(3) Contractor employees: Contractors will have equivalent suitability determinations through their company unless working on a classified contract, and then the guidelines listed in the National Industrial Security Program Operating Manual (DOD 5220.22-M) will apply.

b. Authorized access. Ensure measures are in place to address the assessed risk that unauthorized persons may gain access to the HAZMAT and HAZWASTE covered by the security plan or transport conveyances being prepared for transportation of the HAZMAT and HAZWASTE covered by the security plan.

c. En route security. Ensure measures are in place to address the assessed security risks of shipments of HAZMAT and HAZWASTE covered by the security plan en route from origin to destination, including temporary storage incidental to movement. Use of DOD's Electronic Transportation Acquisition (ETA) system for freight routing of HAZMAT and DOD contracts for movement and disposal of HAZWASTE, ensures en route security measures are addressed. When CG organic transportation equipment is used to move HAZMAT over public highways, en route security measures must also be addressed in the security plan.

4. Security plan documentation. Security plan must be in writing and must be retained, and updated as required, for as long as it remains in effect. Copies of the security plan, or portions thereof, must be available to the employees who are responsible for implementing it, consistent with personnel security clearance or background investigation restrictions and a demonstrated need to know. The security plan must be revised and updated as necessary to reflect changing circumstances. When the security plan is updated or revised, all copies of the plan must be maintained as of the date of the most recent revision.

5. Training. As part of the overall training requirements cited in 49 CFR 172.704, security awareness training and in-depth security training must be met as follows: As defined in 49 CFR Part 171.8. (See definitions below), each "HAZMAT employer," must ensure "HAZMAT employees" are provided with appropriate levels of training. Whenever a CG employee or contractor meets the definition of "HAZMAT employee," the training requirements apply. CG effectively becomes a "HAZMAT employer" and its employees, "HAZMAT employees" whenever HAZMAT shipping activities occur at its operational sites.

a. HAZMAT employer definition. HAZMAT employer means a person who uses one or more of its employees in connection with: transporting hazardous materials in commerce; causing hazardous materials to be transported or shipped in commerce; or

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representing, marketing, certifying, selling, offering, manufacturing, reconditioning, testing, repairing, or modifying containers, drums, or packagings as qualified for use in the transportation of hazardous materials. This term includes an owner-operator of a motor vehicle which transports hazardous materials in commerce. This term also includes any department, agency, or instrumentality of the United States, a State, a political subdivision of a State, or an Indian tribe engaged in an activity described in the first sentence of this definition.

b. HAZMAT employee definition. HAZMAT employee means a person who is employed by a HAZMAT employer and who in the course of employment directly affects hazardous materials transportation safety. This term includes an owner-operator of a motor vehicle which transports hazardous materials in commerce. This term includes an individual, including a self-employed individual, employed by a HAZMAT employer who, during the course of employment:

(1) Loads, unloads, or handles hazardous materials;

(2) Manufactures, tests, reconditions, repairs, modifies, marks, or otherwise represents containers, drums, or packagings as qualified for use in the transportation of hazardous materials;

(3) Prepares hazardous materials for transportation;

(4) Is responsible for safety of transporting hazardous materials; or

(5) Operates a vehicle used to transport hazardous materials.

c. Security awareness training. Each CG HAZMAT employee must receive training that provides awareness of security risks associated with hazardous materials transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognize and respond to possible security threats. New HAZMAT employees must receive the security training awareness training within 90 days after employment.

d. In-depth security training. Each CG HAZMAT employee at shipping facilities which require a security plan must be trained concerning the security plan and its implementation. Security training must include the CG Unit's security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the Unit's organization security. This training shall be given to new employees within 30 days. Employees may perform HAZMAT functions prior to completion of training provided that those functions are performed under direct supervision of a properly trained and knowledgeable HAZMAT employee.

e. Recurrent training. A CG HAZMAT employee shall receive the training at least once every two years.

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f. Recordkeeping. A record of current training, inclusive of the preceding two years, shall be created and retained by the CG Unit or its support command. The training record shall include:

(1) The HAZMAT employee's name;

(2) The most recent training completion date of the HAZMAT employee's training;

(3) A description, copy, or the location of the training materials used to meet the applicable level of training requirements;

(4) Source of training: The name and office phone number of person providing the training and the following: name of his/her CG office or, if the training is conducted by a source other than a CG employee, the name of individual's company or agency name and full address.

g. Certification of successful training. The Unit or its support command shall document training by issuing an appropriate certificate stating that the HAZMAT employee has been successfully trained and tested.

6. Format of written part of security plan. There is no standard format required for the security plan. However, all requirements and components of the plan must be clearly addressed and presented for clear understanding by affected operational employees, contractors and security personnel.

C. **Governing regulations and publications**. The applicable current editions of the following regulations and publications must be used to prepare, package, mark, label and certify for shipment of hazardous materials:

1. Code of Federal Regulations, Title 49, governs all domestic modes. http://www.gpoaccess.gov/ecfr/

2. International Civil Aviation Organization (ICAO) regulations, as published in the International Air Transport Association (IATA), governs international commercial air shipments. For more information on purchasing a current IATA Dangerous Goods publication go to www.iataonline.com; telephone: 1-800-71-66-32-60; information hotline: 1- (514) 390-6770; email: dangood@iata.org.

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3. Preparing Hazardous Materials for Military Air Shipment, AFMAN 24-204 (series) governs military air shipments. Go to https://www.afmc-mil.wpafb.af.mil/HAZMAT/AFJMAN.htm or http://www.afmc-pub.wpafb.af.mil/HAZMAT/.

4. International Maritime Dangerous Goods (IMDG) governs international maritime shipments. For information on obtaining IMDG publication go to http://www.imo.org/home.asp

5. Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), governs shipments moving on a CG aircraft. Go to Headquarter G-OCA web site to view this publication: http://cgweb.comdt.uscg.mil/G-OCA/G-OCA.htm.

D. **Responsibilities**. Transportation Officers shall:

1. Comply with regulations and instructions governing the safe transportation of HAZMAT for applicable modes of transportation.

2. Ensure all personnel preparing HAZMAT shipments (marking, labeling, packaging, and/or certifying shipping papers) are properly trained in accordance with the HAZMAT regulation governing the mode of shipment to be used.

3. Ensure only certified individuals who have physical access to the HAZMAT, which is being offered for shipment, are signing HAZMAT certification forms.

4. Annotate shipping papers with DOT exemption number, Competent Authority Approval number, or Certification of Equivalency number if applicable.

5. When calling for carrier pickup, NOTIFY the carrier representative that the material being shipped is HAZMAT.

6. Ensure, before releasing HAZMAT, vehicle driver(s) has/have a valid commercial driver's license with a HAZMAT endorsement for HAZMAT shipments. The driver shall have a route plan, as prescribed by Title 49 CFR, Part 397, for explosive shipments in Class 1, Divisions 1.1, 1.2, and 1.3."

7. Ensure vehicle driver(s) has/have a completed copy of shipping papers.

8. Prior to release, ensure commercial and military vehicle drivers receive emergency response instructions. See paragraph L. of this chapter for emergency response telephone number(s), information, and proper reporting procedures for accidents, incidents, or delays en route.

9. Trace munitions (Class 1) shipments when not received 24 hours after estimated time of arrival by contacting the Military Surface Deployment and Distribution Command (SDDC), 1-800-526-1465 OR 1-757-878-8669.

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10. Report overage, shortage, damage, and other transportation-type discrepancies in accordance with Chapter 9.

11. Send applicable Report of Shipment (REPSHIP) to consignee. See DTR, PART II, Chapter 204 for examples of REPSHIPs and Chapter 5 for more information on REPSHIP requirements. Reports will be transmitted no later than two hours after shipment departure and should be made by telephone, fax machine, or other immediate electronic means.

12. Ensure shipments are loaded, blocked, and braced in accordance with Title 49 CFR.

13. Ensure applicable Transportation Control and Movement Documents (TCMD) are completed for DTS export shipments in accordance with DTR, Part II. Advance TCMDs for export airlift munitions shipments will be sent to the Service Air Clearance Authority (ACA) as prescribed in DTR, Part II. Contact SDDC Operations Center for further guidance on movement of munitions to aerial or ocean ports for export shipments: 1-800-526-1465; 1-757-878-8669.

14. For shipments certified in accordance with IMDG, ensure a Container/Vehicle Packing Certificate is prepared for each cargo transport unit containing HAZMAT or vehicle which has regulated HAZMAT packed within. This form will serve as a guide when packing the container or vehicle. A copy of this form or similar must be signed and will be made available to the state port authority. See Exhibit 4-1 for Container Packing Certificate or Vehicle Packing Declaration checklist form.

E. **HAZMAT certification requirements**. All personnel who handle, package, or certify HAZMAT shipments must be trained in accordance with paragraph F of this chapter. In all cases, the individual who signs the certification statement must personally inspect the HAZMAT item being certified. Shippers shall comply with local, state, federal (Title 49 CFR), international laws and regulations. When shipping items via the DTS the following regulations and agreements must be complied with: DOD Component publications, Status of Forces Agreement (SOFA), Standard North Atlantic Treaty Organization Agreements, and host country laws. USCG personnel or contractor personnel who fail to comply may be liable for civil and criminal penalties.

1. Airlift Requirements.

   a. Military aircraft. The requirements contained in Preparing Hazardous Materials for Military Air Shipment, AFMAN 24-204 (series)/NAVSUP Pub 505/TM 38-250/MCO P4030.19 (series), DLAI 4145.3 (series), shall apply.

   b. Commercial aircraft. Commercial airlift of military hazardous materials utilizing contract air carriers is authorized according to Department of Transportation Exemptions (DOT-E) 7573 and 9232. The requirements of AFMAN 24-204(I)/NAVSUP Pub 505/TM 38-250/MCO P4030.19H, DLAI 4145.3, Preparing Hazardous Materials for Military Air Shipment, shall apply.

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c. Aircraft in scheduled and charter service. Procedures for transporting government-owned small arms, ammunition, and HAZMAT aboard commercial aircraft in scheduled and charter service are contained in DTR, Part II.

2. Military Vehicle Surface Movement.

a. Installation (other than public highway). The respective Installation/Base Commanding Officer shall determine requirements for on-post/installation transportation of regulated amounts of HAZMAT as defined in Title 49 CFR 172.101, Hazardous Materials Table. At a minimum, operator training, driver licensing, minimum blocking and bracing requirements, and emergency notification procedures for incidents and/or accidents on roads controlled by the USCG will be addressed. A road is considered controlled by the USCG if access to the road is restricted at all times through the use of gates and guards.

b. Installation (public access). Comply with the requirements of paragraph E.3 in this chapter when moving hazardous materials over uncontrolled roads. A road is considered uncontrolled by the USCG if it is used by the general public (including family member of Military/Government personnel) without having to gain access through a controlled access point.

c. Off-installation. Movement of HAZMAT over public highways shall be consistent with Title 49 CFR, this regulation, and applicable DOD regulations, to include operations needed to meet daily training and mission readiness requirements (i.e., EOD, security forces, munitions or ordnance handling functions, etc.). Comply with host nation requirements when applicable.

d. Point of Contact. All matters pertaining to the establishment, amendment, or clarification of USCG Transportation HAZMAT rules and regulations will be referred to the Transportation of Freight Program Manager, HQs, Commandant (CG-441).

F. **Training for shippers of HAZMAT**.

1. Mandatory training. All personnel involved with the preparation and shipment of HAZMAT for commercial or surface military transportation must receive training IAW Title 49 CFR 172.704. Training for military air shipment will be in accordance with Preparing Hazardous Materials for Military Air Shipment, AFMAN 24-204 (series). Except as otherwise required in this Chapter for personnel responsible for signing shipping papers, commercial or other sources may be used to the extent it satisfies the required level of function-specific training needed. Personnel who certify HAZMAT on shipping papers, i.e., bills of lading, DD Form 836 (Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles/Containers or Vessel), Shippers Declaration for Dangerous Goods, and/or conducts function-specific training for subordinate personnel must successfully complete approved hazardous material training. HAZMAT training quotas can be obtained by faxing a Short-Term Training Request, CG Form 5223, to Transportation of Freight Program Manager, Commandant (CG-441), at (202)-267-4516.

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a. Coast Guard personnel driving vehicles transporting HAZMAT. Drivers transporting HAZMAT over public highways, as a minimum, will receive training on proper vehicle operation, securing loads (blocking and bracing), placarding requirements, vehicle route restrictions, required documentation, actions in the event of an incident or accident and emergency notification procedures. Licensing requirements are identified in paragraph I. (1) and (2), below.

b. Refresher Training. All HAZMAT personnel must receive initial training and subsequent refresher training (every two years). This applies to all levels of required training to include personnel involved with certifying shipments, preparation, packaging, or handling HAZMAT for transportation. Refresher training for persons who certify HAZMAT and conduct technical specialist training for subordinate personnel must be received at one of the approved DOD schools. Schools offering HAZMAT refresher training are cited in paragraph e. below.

c. Training courses for HAZMAT certifiers. The following courses are authorized for personnel who prepare and certify HAZMAT:

(1) Transportation of Hazardous Materials - Basic and Recertification, Navy Supply Corps School, Athens, GA. NSCS is the CG's primary source of HAZMAT training for certification training. Short Term Training Requests (STTR), Form CG 5223, should be faxed to Transportation of Freight Program Manager, at (202) 267-4516. For schedule of classes go to http://www.nscs.cnet.navy.mil/training.asp

(2) Hazardous Material Preparer Course, 345 TRS/TTTD, Lackland AFB, TX. This training source primarily supports aviation personnel who must prepare and/or certify hazardous materials. Information on available quotas and training requests can be obtained by contacting Office of Aviation Forces, HQ, Commandant (G-OCA-2), Aircrew Program Manager, at (202) 267-0647.

(3) Defense Packaging of Hazardous Materials for Transportation, School of Military Packaging Technology (SMPT), Aberdeen Proving Ground, MD. No CG funded quotas are available for this course, but may be used to meet training requirements. A tuition fee is charged to CG personnel attending this course.

(4) Technical Transportation of Hazardous Material and Installation Traffic Management of Hazardous Materials, U.S. Army Defense Ammunition Center and School, McAlester, OK. No CG quotas are available for these courses, but may be used to meet training requirements.

d. Supplementary and function-specific training. Information on additional training resources to meet general awareness and function-specific training can be found on Office of Logistics Policy website (click on "Transportation") http://cgweb.comdt.uscg.mil/g-sl/gsl.htm

e. Training Records. All training to include testing will be documented in personnel training records by the unit's training officer. Maintain the record for as long as the

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person works for the USCG and for 90 days after separation from the USCG. This record must indicate the following:

(1) Name of person who received the training.

(2) Date training took place.

(3) A description, copy, or location of training materials used to train.

(4) Name and address of the person who provided the training.

(5) Certification statement of completion of training and testing.

f. Appointment. All personnel certifying cargo by signing a shipping paper must be appointed in writing by the activity or unit commander, or their designated representative. Appointment must include scope of certification authority. See Exhibit 4-2 for an example of a HAZMAT certifier appointment letter.

G. **Routing**.

1. Carrier selection for HAZMAT shipments will be arranged using appropriate transportation management support activity (DOD or GSA), except for the following:

   a. CLASS/DIVISION 1.1, 1.2,1.3 and 1.4 munitions

   b. CLASS/DIVISION 2.3 Poisonous by Inhalation (PIH) material

   c. CLASS 7 Radioactive materials YELLOW III label

2. For items contained in paragraphs 1.a, 1.b, and 1.c above, submit a Domestic Route Order (DRO), DD 1085, to SDDC. Call (757) 878-7525/8503/8504/6134 for guidance on submittal procedures for applicable HAZMAT/ordnance items or refer to http://www.dior.whs.mil/forms/DD1085.PDF

H. **Providing Assistance to the Transportation Service Provider (TSP)**.

1. To promote safety, expedite transportation, and ensure delivery of HAZMAT shipments, USCG personnel may extend technical assistance and aid considered necessary in connection with moving, salvage, demolition, neutralization, or other disposition of government-owned shipments being transported or stored by TSPs. Except for emergency situations, requests from TSPs for assistance must be in writing and directed to the TO/TA in advance.

2. Requests from TSP to secure any in transit DOD or CG shipments of sensitive or classified cargo shall be referred to SDDC Operations Office 1-800-524-0331 or 1-757-878-8111.

3. If assistance is given, the government does not assume any liability and the TSP may be held responsible for all expenses incurred by the government.

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4. Collection of money for services rendered will be in accordance with the CG Finance Center's (FINCEN) Standard Operating Procedures (SOP). Go to FINCEN website to view SOP: http://www.fincen.uscg.mil/fincen_pubs.htm

I. **Motor Movement License Requirements**. Licensing requirements for drivers are contained in COMDTINST 11240.9 (current edition), Motor Vehicle Manual.

1. Commercial drivers, USCG civilians, and contractors must have a current commercial driver's license (CDL) endorsed for HAZMAT and type vehicle, and a medical examiner's certificate. Information regarding CDL can be obtained at the Federal Motor Carrier Safety Program website: http://www.fmcsa.dot.gov/safetyprogs/cdl.htm

2. Military personnel drivers will be trained and licensed prior to the transporting HAZMAT.

J. **Air, water and rail movement requirements**. Refer to publications cited in paragraph B of this chapter and Chapter 204 of the DTR, Part II.

K. **Accident, Incident, or Delay**. When shipping Hazard Classes/Divisions 1.1, 1.2, 1.3, or 1.4 munitions, 2.3, and 6.1 PIH, or Class 7 radioactive requiring a Yellow III label materials, TOs will furnish vehicle drivers with written instructions on a "shipping paper" (as defined in Title 49, CFR Part 171.8) to notify the consignor and consignee, by the fastest available means, when shipment is:

1. Involved in an accident or incident.

2. Delayed enroute for a period of 12 hours or more.

L. **Emergency Response Information**.

1. Commercial TSP. HAZMAT emergency response information will be annotated on front sheet of the bill of lading (BL). See Exhibit 4-3 for sample of BL that contains HAZMAT information. The following emergency response telephone numbers must be annotated on the first page of BL in bold or highlighted letters. The shipper shall only annotate the applicable emergency response telephone number as noted below.

a. For DOD Hazard Class 1 (Explosives) only, call Army Operations Center - Collect – 703-697-0218/0219, ask for "WATCH OFFICER."

b. For DOD Non-explosive Hazardous Material only, call 1-800-851-8061. For ships at sea, call 804-279-3166.

c. For in transit international freight shipments of DOD Non-explosive hazardous material, call 011-804-279-3131

d. For Hazardous Substance Spills only, call National Response Center (NRC) at 1-800-424-8802 (Day or Night) or 202-267-2675 in District of Columbia.

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2. Government/Military-Owned Vehicles (MOV). HAZMAT emergency response information will be annotated on DD Form 836, Dangerous Goods Shipping paper/Declaration and Emergency Response Information for Hazardous Materials transported by Government Vehicles/Containers or Vessel.

M. **Forms**. Required forms for HAZMAT movement via government/MOV are:

1. DD Form 626, Motor Vehicle Inspection. The shipping activity must prepare DD Form 626 before government/MOV vehicles are used for transportation of HAZMAT on public highway. See Exhibit 4-4 for sample of DD Form 626. All spaces on DD Form 626 must be completed for government/MOV vehicles. Additional pages may be used if necessary. Shipments will not be tendered if any unsatisfactory items are noted and not corrected.

2. DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles/Containers or Vessel.

   a. DD Form 836 will be used as a shipping paper with emergency response information for all government/MOV vehicles transporting HAZMAT. See Exhibit 4-5 for sample of DD Form 836. Emergency response instructions will provide information as required to enable the driver to protect self, lading, vehicle, and any other life or property in the vicinity from hazards associated with accidents or incidents.

   b. Drivers shall use evacuation distances specified in DOT Emergency Response Guidebook, latest revision, which driver is required to carry.

   c. The origin government or military driver will be instructed to keep DD Form 836 in the vehicle while transporting HAZMAT and transferring it to each successive driver for delivery to the consignee.

   d. When Security Escort Vehicle Service (SE) is used, personnel performing the service will be provided a duplicate copy of DD Form 836.

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Container Packing Certificate or
Vehicle Packing Declaration

Person responsible for packing the vehicle or container should complete the checklist. Cross out "vehicle" or "container." After completion, sign the certification.

It is hereby declared that the undersigned has visually inspected container/vehicle number

(Container/Vehicle Number) _____ and certifies that:

_____ The container/vehicle was clear, dry, and apparently fit to receive the goods.

_____ If the consignment includes goods of Class 1 (except Division 1.4), the container/vehicle is structurally serviceable in conformity with Section 12 of the introduction to Class 1 of the IMDG code.

_____ No incompatible goods have been packed into the container/vehicle, unless approved by the competent authority concerned in accordance with 12.2.1.

_____ All packages have been externally inspected for damage, and only sound packages have been packed.

_____ All packages have been properly packed and secured in the container/vehicle.

_____ If container/vehicle is a bulk container, dangerous goods cargo has been evenly distributed.

_____ The container/vehicle and packages therein are properly marked, labeled, and placarded.

_____ When solid carbon dioxide (dry ice) is used for cooling purposes, the container/vehicle is externally marked or labeled in a conspicuous place at the door and, with the words: "DANGEROUS CO2 - GAS (Dry Ice) INSIDE.

VENTILATE THOROUGHLY BEFORE ENTERING."

_____ The dangerous goods declaration required in subsection 9.4 of the General Introduction to the IMDG code has been received for each dangerous goods consignment packed in the container/vehicle.

Name/Status, Company/Organization of Signatory:

_____

Place and Date:

_____

Exhibit 4-1.
Sample Container Packing Certificate or Vehicle Packing Declaration

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U.S. Department of
Homeland Security

United States
Coast Guard

Commanding Officer
United States Coast Guard
Integrated Support Command

100 MacArthur Causeway
Miami, Florida 33339-5101
Staff Symbol: (s)
Phone: (305) 135-4355
Fax: (305) 135-7942

4602
8 Jul 2002

MEMORANDUM

From: Commanding Officer

Reply to Attn of: CDR John Doe
202 555 5555

To: SK3 Joe Blye
COMDT (CG-442)
Thru: Comptroller

Subj: AUTHORIZATION TO CERTIFY HAZARDOUS MATEIALS FOR SHIPMENT

Ref: (a) 49 CFR Parts 100 - to 185
(b) IATA Dangerous Goods Regulations
(c) International Maritime Dangerous Good Regulations (IMDG)
(d) Air Force Interservice Manual 24-204
(e) Transportation of Freight Manual, COMDTINST M4610.5 (series)

1. SK3 Joe Blye is hereby authorized to certify outbound hazardous material shipments on behalf of the Integrated Support Command and CG Units it supports for all modes of shipments.

2. This certification authorization is based upon successful completion of training requirements as cited in references (a) through (e). Certificate of training is enclosed.

3. Certification authorization is effective 15 March 2004 through 14 March 2006 unless otherwise cancelled or withdrawn.

#

Enclosure: Navy Supply Corps School Certificate of Training

Exhibit 4-2.
Example of HAZMAT Certifier Appointment Memorandum

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COMMERCIAL BILL OF LADING

DATE 2004-12-14 | ORIGINAL | B/L NO. > Z518000000102

CARRIER: Estes Express Lines | SCAC: EXLA | CARRIER ACCOUNT NO.

DESTINATION (Name, address and ZIP code)
US COAST GUARD CUTTER DEPENDABLE
C/O USCG TRAINING CENTER CAPE MAY
1 MUNRO AVE
CAPE MAY, NJ 08204 US UDC2

SPLC (Dest.): 199544000

ORIGIN (Name, address and ZIP code)
US COAST GUARD ENGINEERING LOGIS CT
410-762-6331 or 410-762-6328
2401 HAWKINS POINT RD, BUILDING 88
BALTIMORE, MD 21226 US Z52500

SPLC (Orig.): 234000260

CONSIGNEE (Name, address and ZIP code of installation)
US COAST GUARD CUTTER DEPENDABLE
C/O USCG TRAINING CENTER CAPE MAY
1 MUNRO AVE
CAPE MAY, NJ 08204 US IOOI

SHIPPER (Name, address and ZIP code)
US COAST GUARD ENGINEERING LOGIS CT
410-762-6331 or 410-762-6328
2401 HAWKINS POINT RD, BUILDING 88
BALTIMORE, MD 21226 US Z51800

APPROPRIATION CHARGEABLE
2/V/501/138/45/0/NT/52500/2211

BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP code)
U.S. BANK - POWER TRACK
1010 SOUTH 7TH STREET
MINNEAPOLIS, MN 55415 US
PWRTRK

VIA (Route shipment when advantageous to the Government)

MARKS AND ANNOTATIONS
[U]
E141830940
(103) TRANSIT EMERGENCIES ON DOD HAZMAT SHIPMENTS (EXCLUDING EXPLOSIVES) CALL THE DLA HOTLINE AT: 800 851-8061 OR 804 279-3131; FOR EXPLOSIVES SHIPMENTS AT

TP: 3 DD:2004-12-20 S141826956
SEA, CALL THE AOC OR MIL ORD, COLLECT AT: 703 697-0218/0219 OR DSN 227-0218, ASK FOR WATCH OFCR. FOR SDDC OPS SECURE HOLDING CALL: 800 524-0331. OIL OR CHEM SPILLS ONLY, CALL THE NRC-TERRORIST HOTLINE 800
SEE DESCRIPTION OF ARTICLES

TOTAL PKGS. NO	KIND	HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use clear nontechnical description)	QUANTITY * (Pounds, Gallons or Barrels)	FOR USE OF BILLING CARRIER ONLY: Services	Rate	Charges
1	BX		CLASSIFICATION ITEM NO 149500 — Page 1 of 2 PAINTS GROUP, Articles consist of Paints, Paint Material or Putt IN CASE OF EMERGENCY CALL FOR EXPLOSIVES:703-697-0218/0219 FOR OTHER HAZMAT: 800-851-8061 Mileage 160 TOT QTY:240LB CU:18 SEE CONTINUATION SHEET FOR DETAILS	240.0 LB	TOTAL CHARGES		

TARIFF/SPECIAL RATE AUTHORITY: EXLA:002101-00
PICKUP SERVICE FURNISHED ☐
VEHICLE FULLY LOADED ☐
SHIPPERS INITIALS: CTG
ROUTE ORDER/RELEASE NUMBER

STOP SHIPMENT AT
FOR

FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE
EXLA:378965	APPLIED BY SH	AV1	AV3			2004-12-15

CARRIER'S PICKUP DATE: 2004-12-15 | SIGNATURE OF AGENT | PER | CARRIER WAY/FREIGHT BILL NO. AND DATE: PRO 127-85-3565

MODE	ESTIMATE	NO CLS/TLS	TYPE RATE	PSC	REASON
B	48.60	1			02 0.39

DELIVERED ON DATE | AT (Actual delivery point)

ISSUING OFFICER AND OFFICE (Issuing officer name, office and complete address)
CHRISTOPHER T. GIBBS 757-523-6763 TRANSPORTATION MGMT SPEC
US COAST GUARD FINANCE CENTER
1430 KRISTINA WAY
757-523-6763
CHESAPEAKE, VA 23326 US Z51800

GBLOC: BIPK

BY (Name of the delivering carrier)

DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED SHORTAGE ☐ DAMAGED ☐

☐ CARRIER OS&D REPORT ATTACHED
☐ DELIVERY AT DESTINATION FURNISHED
☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED

NAME OF BILLING CARRIER

CONTRACT/PURCHASE ORDER NO. AND FOB POINT | DATED

SIGNATURE OF AGENT

THIS IS TO CERTIFY THAT HERE-IN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED, AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION. SUBJECT TO SECTION 7 OF THE CONDITIONS, IF THIS SHIPMENT IS TO BE DELIVERED TO THE CONSIGNEE WITHOUT RECOURSE ON THE CONSIGNOR, THE CONSIGNOR SHALL SIGN THE FOLLOWING STATEMENT: THE CARRIER SHALL NOT MAKE DELIVERY OF THIS SHIPMENT WITHOUT PAYMENT OF FREIGHT AND ALL OTHER LAWFUL CHARGES.

RECEIVED, SUBJECT TO THE TENDERS AND RULES IN EFFECT ON THE DATE OF THE ISSUE OF THIS BILL OF LADING, THE PROPERTY DESCRIBED ABOVE IN APPARENT GOOD ORDER, EXCEPT AS NOTED (CONTENTS AND CONDITIONS OF CONTENTS OF PACKAGES UNKNOWN), MARKED, CONSIGNED, AND DESTINED AS INDICATED ABOVEWHICH SAID CARRIER (THE WORD CARRIER BEING UNDERSTOOD THROUGHOUT THIS CONTRACT AS MEANING ANY PERSON OR CORPORATION IN POSSESSION OF THE PROPERTY UNDER THE CONTRACT) AGREES TO CARRY TO ITS USUAL PLACE OF DELIVERY AT SAID DESTINATION, IF ON ITS ROUTE, OTHERWISE TO DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED AS TO EACH CARRIER OF ALL OR ANY OF , SAID PROPERTY OVER ALL OR ANY PORTION OF THE SAID ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY SAID PROPERTY, THAT EVERY SERVICE BE PERFORMED HERE UNDER SHALL BE SUBJECT TO ALL THE BILL OF LADING TERM AND CONDITIONS IN THE GOVERNING CLASSIFICATION ON THE DATE OF THE SHIPMENT. SHIPPER HEREBY CERTIFIES THAT HE IS FAMILIAR WITH ALL THE BILL OF LADING TERMS AND CONDITIONS IN THE GOVERNING CLASSIFICATION AND THE SAID TERMS AND CONDITIONS ARE HEREBY AGREED BY THE SHIPPER AND ACCEPTED FOR HIMSELF AND HIS ASSIGNS. NOTE - WHERE THE RATE IS DEPENDENT ON VALUE, SHIPPERS ARE REQUESTED TO STATE SPECIFICALLY IN WRITING THE AGREED OR DECLARED VALUE OF THE PROPERTY. THE AGREED OR DECLARED VALUE OF THE PROPERTY IS HEREBY SPECIFICALLY STATED BY THE SHIPPER TO BE NOT EXCEEDING :
$_____ PER_____ FREIGHT CHARGES PREPAID ☐ COLLECT ☐ FREIGHT PREPAID UNLESS COLLECT BOX IS CHECKED

Exhibit 4.3.
Example of completed HAZMAT Bill of Lading

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COMMERCIAL BILL OF LADING
CONTINUATION SHEET

(This form is to be used as a continuation sheet for SF 1105, US. Government Freight Waybill-Original, or SF 1205, U.S. Government Freight Waybill-Privately Owned Personal Property- Original.)

ORIGINAL

B/L NO. > Z518000000102

SHEET NO. 2 OF 2

ISSUING OFFICE (Name and complete address)

US COAST GUARD FINANCE CENTER
1430 KRISTINA WAY
757-523-6763
CHESAPEAKE, VA 23326 US Z51800

TRANSPORTATION COMPANY TENDERED TO	FROM (Shipping Point)	WAYBILL DATE	WAYBILL NUMBER
Estes Express Lines			

PACKAGES NO	PACKAGES KIND	HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	QUANTITY * (Pounds, Gallons or Barrels)	FOR USE OF BILLING CARRIER ONLY SERVICES	RATE	CHARGES
1	BX	X	PAINT 3, UN1263, PG II FLASHPOINT:0 TOT HAZ QTY: 54.55 LT (54.55 LT) PAINTS GROUP, Articles consist of Paints, Paint Material or Putt TCN:Z5180053480004XXX CU:18.0 COMMODITY:149500 12 GALLONS WHITE PAINT 1 BX CU:18.0 36L36W24H 240.0LB THIS IS TO CERTIFY THAT THE HEREIN-NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED PACKAGED, MARKED & LABELED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION SIGNED.....:JIM CHRIST DATE.....:12-14-2004 EMERGENCY CONTACT:CHRISTOPHER T. GIBBS 757-523-6763 EMERGENCY PHONE..:7573666522 MARKS AND ANNOTATIONS: 424-8802; AT SEA: 202-267-2675 COLLECT. DOD RADIOACTIVE MATERIAL CALL COLLECT: ARMY: 703 697-0218; USAF: 202 767-4011; USN/MC: USE 24-HR EMERGENCY RESPONSE PHONE NUMBER PROVIDED BY USN/MC INITIATING SHIPMENT; DLA: 717 770-5283. (111) SHIPPER TO LOAD AND CONSIGNEE TO UNLOAD. DOES NOT APPLY TO TOWAWAY SHIPMENTS. (314) EMERGENCY RESPONSE INFORMATION FOR THIS MOTOR SHIPMENT IS INDEXED BY UN NUMBER AND IS LOCATED IN THE DEPARTMENT OF TRANSPORTATION EMERGENCY RESPONSE GUIDEBOOK (DOT ERG 2004). 405 - Fuel Related Rate Adjustment $ 3.60 EQUIPMENT DESCRIPTION CONT: TRACTOR: TOTAL NET EXPLOSIVE WEIGHT -> Total Quantity 240.0LB Total Cost 48.60	240.0 LB 0.0 LB			

Exhibit 4.3.
Example of completed HAZMAT Bill of Lading (cont.)

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MOTOR VEHICLE INSPECTION (TRANSPORTING HAZAROUS MATERIALS)
(Read Instructions before completing this form)

This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.	1. GOVERNMENT BILL OF LADING/TRANSPORTATION CONTROL NUMBER

SECTION 1 – DOCUMENTATION	ORIGIN a.	DESTINATION b.
2. CARRIER/GOVERNMENT ORGANIZATION		
3. DATE/TIME OF INSPECTION		
4. LOCATIONOF INSPECTION		
5. OPERATOR(S) NAME(S)		
6. OPERATOR(S) LICENSE NUMBER(S)		
7. MEDICAL EXAMINER'S CERTIFICATE*		

8. (X if satisfactory at origin)					9. CVSA DECAL DISPLAYED ON		
a. MILITARY HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL:	YES	NO	COMMERCIAL EQUIPMENT*	YES	NO
b. VALID LEASE*		e. DRIVER'S VEHICLE INSPECTION REPORT*:			a. TRUCK/TRACTOR		
c. ROUTE PLAN		f. COPY OF 49 CFR PART 397			b. TRAILER		

SECTION II – MECHANICAL INSPECTION

All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.

10. TYPE OF VEHICLE(S)	11. VEHICLE NUMBER(S)

12. PART INSPECTED *(X as applicable)*	ORIGIN (1)		DESTINATION (2)			ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
	SAT	UN SAT	SAT	UN SAT		SAT	UN SAT	SAT	UN SAT	
a. SPARE ELECTRICL FUSES					k. EXHAUST SYTEM					
b. HORN OPERATIVE					l. BRAKE SYSTEM*					
c. STEERING SYSTEM					m SUSPENSION					
d. WINDSHIELD /WIPERS					n. COUPLING DEVICES					
e. MIRRORS					o. CARGO SPACE					
f. WARNING EQUIPMENT					p. LANDING GEAR*					
g. FIRE EXTINGUISHER*					q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING					r. TAILGATE /DOORS*					
i. LIGHTS AND REFLECTIONS					s. TARPAULIN*					
j. FUEL SYSTEM*					t. OTHER *(Specify)*					

13.INSPECTON RESULTS (X ONE) ACCEPTED _____ REJECTED _____
(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)

14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X *ONE*) ACCEPTED _____ REJECTED _____

Exhibit 4-4.
Sample DD Form 626, Motor Vehicle Inspection

Downloaded from http://www.everyspec.com

15. REMARKS					
16. INSPECTOR SIGNATURE (*Origin*)	17. INSPECTOR SIGNATURE (*Destination*)				
SECTION III – POST LOADING INSPECTION This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.	ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
	SAT	UN SAT	SAT	UN SAT	
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR					
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT					
20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT					
21. PROPER PLACARDS APPLIED					
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS					
23. COPY OF DD FORM 626 FOR DRIVER					
24. SHPPED UNDER DOT EXEMPTION 868					
25. INSPECTOR SIGNATURE (*Origin*)	26. DRIVER(S) SIGNATURE (*Origin*)				
27. INSPECTOR SIGNATURE (*Destination*)	28. DRIVER(S) SIGNATURE (*Destination*)				

DD FORM 626, SEP 1998 (EG) PREVIOUS EDITION IS OBSOLETE Page 1 of 3 Pages
Designed using Perform Pro, WHS/DIOR, Sep 98

Exhibit 4-4.
Sample DD Form 626, Motor Vehicle Inspection

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INSTRUCTIONS

SECTION 1 – DCOUMENTATION

General Instructions

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

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW Part 383.

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

Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Transportation Regulation (DTR) requirement.)

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

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

Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection.

SECTION II – MECHANICAL INSPECTION

General Instructions

All items (12.a through 12.t.) will be checked on all incoming empty equipment prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (*Continued*)

Item 12.a Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering system. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bi-directional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

DD FORM 626, SEP 1998 Page 2 of 3 Pages

Exhibit 4-4.
Sample DD Form 626, Motor Vehicle Inspection (Cont'd)

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INSTRUCTIONS

SECTION II (*Continued*)

i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency flashers must be operative on both the front and rear of vehicle. (49 CFR 393)

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83 and 396 Appendix G)

k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83 and 396 Appendix G)

l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 396 Appendix G)

m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 396 Appendix G)

n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 396 Appendix G)

o. Cargo space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 177.815(e)(1) and 398.94)

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

SECTION II (*Continued*)

q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken. Loose damaged or missing lug nuts or elongated stud holes. (49 CFR 396 Appendix G)

r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely (49 CFR 177.835(h))

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))

t. Other Unsatisfactory Condition. Note any other condition, which would prohibit the vehicle from being loaded with hazardous materials.

Item 14. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. Shipper will instruct the driver to send a "test" emergency message to DTTS by having the driver activate the "emergency (panic) button". Shipper will contact DTTS at 1-800-826-0794 to verify that test message was received. Message must be received by DTTS for system to be considered operational.

SECTION III – POST LOADING INSPECTION

General Instructions.

All items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.

Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.

Item 19. Check to ensure that load is secured from movement in accordance with applicable service outload drawings.

Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.

Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR Part 172 Subpart F.

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR Part 172 Subpart C. For shipments transported by Government vehicle, shipping paper will be DD Form 836.

Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.

Item 24. Applies to Commercial Shipment Only. If shipment is made under DOT Exemption 868, ensure that shipping papers are properly annotated and copy of Exemption 868 is with shipping papers.

DD FORM 626, SEP 1998 Page 3 of 3 Pages

Exhibit 4-4.
Sample DD Form 626, Motor Vehicle Inspection (Cont'd)

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A. HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT

1a. NOMENCLATURE: b. MODEL NO.:	c. CONTAINER SEAL NO. d. SERIAL NO.:	e. TCN NUMBER: f. BUMPER NO.

DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION
FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL

2. SHIPPER/ADDRESS/TELEPHONE NO.	3. LOCATION AND DATE SHIPMENT PREPARED	4. DATE OF TRAVEL	5. PAGE 1 OF _____ PAGES

6. CARGO *(To be completed by the unit or shipper Transportation Office (T.O.))*

PROPER SHIPPING NAME *(Include RQ, Technical Names, Additional Information per 49 CFR 172.203, as required)* a.	HAZARD CLASS/ DIVISION b.	UN/ID NUMBER c.	PACKING GROUP d.	PACKAGES NUMBER e.	PACKAGES KIND f.	NET TOTAL QUANTITY & GROSS WT. *(kg)* g.	TOTAL AMMO (NEW) h.

(Port personnel complete Items 7 and 8.)

7. PORT OF EMBARKATION *(OCONUS only)*	8a. SHIP NAME *(OCONUS only)*	b. VOYAGE NUMBER

9. CONSIGNEE

10. REMARKS

11a. COPY OF EMERGENCY GUIDE NUMBER(S) _____ ATTACHED (See back of this form.)

b. EMERGENCY NOTIFICATION. In all cases of accident, breakdown or fire, prompt notification must be given to shipper as noted in Item 2.

c. 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:

DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061 AT SEA: 804-279-3131 (COLLECT)	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: 703-697-0218/0219 (COLLECT) (WATCH OFFICER)	SAFE HAVEN: 1-800-524-0331 NATIONAL RESPONSE CENTER (NRC): 1-800-424-8802 AT SEA: 202-267-2675 (COLLECT)	DOD RADIOACTIVE MATERIALS: ARMY: (703) 697-0218 (COLLECT) USAF: (202) 767-4011 USN/MC: (757) 887-4692/ 1-888/528-0148 DLA: (717) 770-5283

12. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION
It is hereby declared that the goods described above have been packed/loaded into the container/vehicle identified above in accordance with applicable provisions. *(Must be completed and signed for all container/vehicle loads by person responsible for packing/loading.*

CONTAINER NO. _____ VEHICLE NO. _____

a. TYPE OR PRINT NAME	b. SIGNATURE	c. DATE (YYYYMMDD)

13. SHIPPER'S CERTIFICATION
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation, international and national governmental regulations.

a. TYPE OR PRINT NAME OF SHIPPER CERTIFIER	c. SIGNATURE(S) OF VEHICLE OPERATOR(S)
b. SIGNATURE OF SHIPPER CERTIFIER	

14. (X as appropriate) PREPARED IN ACCORDANCE WITH:		49 CFR		IMDGC

DD FORM 836, MAY 2000 PREVIOUS EDITION IS OBSOLETE.

This form meets the requirements of SOLAS 74 Chapter VII, Regulation 5: MARPOL 73/78 Annex III, Regulation 4 and IMDG Code, General Introduction, Section 9.

HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT

Exhibit 4-5.
Sample DD Form 836

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HAZMAT EMERGENCY RESPONSE INFO

EMERGENCY RESPONSE INFORMATION

Guide Numbers 112 And 114 from The U.S. Department of Transportation North American Emergency Response Guide Book (RSPA P 5800.7) are reproduced hereon. These guides are applicable to Hazard Class 1 Materials (Explosives).

Mark an X in the appropriate box

_____ USE GUIDE 112 FOR EXPLOSIVES (1.1), (1.2), (1.3), (1.5) or (1.6) CLASS A OR B

_____ USE GUIDE 114 FOR EXPLOSIVES: (1.4) CLASS C

For all other hazardous materials or substances, annotate appropriate Emergency Response Guide Book Guide Number in the block below, and attach a copy of the guide number page or pages.

GUIDE 112

POTENTIAL HAZARDS

FIRE OR EXPLOSION:

MAY EXPLODE AND THROW FRAGMENTS 1600 METERS (1 MILE) OR MORE IF FIRE REACHES CARGO.

HEALTH HAZARDS:

- Fire may produce irritating, corrosive and/or toxic gases.

PUBLIC SAFETY:

CALL CHEMTREC AT 1-800-424-9300.

- Isolate spill or leak area immediately for at least 500 meters (1/3 mile) in all directions. Move people out of line of sight of the scene and away from windows.
- Keep unauthorized personnel away and stay upwind.
- Ventilate closed spaces before entering.

PROTECTIVE CLOTHING:

- Wear positive pressure self-contained breathing apparatus (SCBA). Structural firefighters' protective clothing will only provide limited protection.

EVACUATION:

LARGE SPILL

- Consider initial evacuation for 800 meters (1/2 mile) in all directions.

FIRE

- If rail car or trailer is involved in a fire and heavily encased explosives such as bombs or artillery projectiles are suspected. ISOLATE for 1600 meters (1 mile) in all directions; also, initiate evacuation including emergency responders for 1600 meters (1 mile) in all directions.
- When heavily encased explosives are involved, evacuate the area for 800 meters (1/2 mile) in all directions.

EMERGENCY RESPONSE:

FIRE:

CARGO Fires: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE!

- Stop all traffic and clear the area for at least 1600 meters (1 mile) in all directions and let burn. Do not move cargo or vehicle if cargo has been exposed to heat.

TIRE or VEHICLE Fires:

- Use plenty of water – FLOOD it! If water is not available, use C02, dry chemical or dirt. If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area.
- Pay special attention to tire fires as re-ignition may occur. Stand by with extinguisher ready.

SPILL OR LEAK:

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material
- DO NOT OPERATE RADIO TRANSMITTERS WITHIN 100 METERS (330 feet) OF ELECTRIC DETONATORS.
- DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST.

GUIDE 114

POTENTIAL HAZARDS

FIRE OR EXPLOSION:

- MAY EXPLODE AND THROW FRAGMENTS 500 METERS (1/3 MILE) OR MORE IF FIRE REACHES CARGO.

HEALTH HAZARD:

- Fire may produce irritating, corrosive and/or toxic gases.

PUBLIC SAFETY:

CALL Emergency Response Telephone Number on Shipping Paper first.
If Shipping Paper not available or no answer.
CALL CHEMTREC AT 1-800-424-9300.

- Isolate spill or leak area immediately for at least 100 meters (330 ft) in all directions. Move people out of line of sight of the scene and away from windows.
- Keep unauthorized personnel away and stay upwind.
- Ventilate closed spaces before entering.

PROTECTIVE CLOTHING:

- Wear positive pressure self-contained breathing apparatus (SCBA). Structural firefighters' protective clothing will only provide limited protection.

EVACUATION:

LARGE SPILL

- Consider initial evacuation for 250 meters (800 feet) in all directions.

FIRE

- If rail car or trailer is involved in a fire, ISOLATE for 500 meters (1/3 mile) in all directions; also, initiate evacuation including emergency responders for 500 meters (1/2 mile) in all directions.

CARGO Fires: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE!

- Stop all traffic and clear the area for at least 500 meters (1/3 mile) in all directions and let burn. Do not move cargo or vehicle if cargo has been exposed to heat.

TIRE or VEHICLE Fires:

- Use plenty of water – FLOOD it! If water is not available, use CO2, dry chemical or dirt. If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area.
- Pay special attention to tire fires as re-ignition may occur. Stand by with extinguisher ready.

SPILL OR LEAK:

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded. Do not touch or walk through spilled material.
- DO NOT OPERATE RADIO TRANSMITTERS WITHIN 100 METERS (330 feet) OF ELECTRIC DETONATORS.
- DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UDER SUPERVISION OF A SPECIALIST

FIRST AID:

- Move victim to fresh air. Call emergency medical care.
- Apply CPR if victim is not breathing.
- Administer oxygen if necessary.
- Remove and isolate contaminated clothing and shoes.

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FIRST AID: – SEE GUIDE 114 FOR INSTRUCTIONS.	– Flush skin or eyes with running water for at least 20 minutes. – Ensure that medical personnel are aware of the materials involved, and take precautions to protect themselves. SUPPLEMENTAL INFORMATION: Packages bearing the 1.4S label contain explosive substances or articles that are designed or packaged in such a manner that when involved in a fire, may burn vigorously with localized detonations and projection of fragments. Effects are usually confined to immediate vicinity of packages If fire threatens cargo area containing packages bearing the 1.4S label, consider initial isolation of a least 15 meters (50 ft) in all directions. Fight fire with normal precaution form a distance.

DD FORM 836 (BACK), MAY 2000

Exhibit 4-5.
Sample DD Form 836 (back)

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INSTRUCTIONS FOR COMPLETEING DD FORM 836
DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION
FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL

GENERAL

DD Form 836 shall be completed by a qualified* individual from a transportation office, unit or other organization offering hazardous material (HAZMAT) for transportation in areas accessible to the general public.

*An individual is considered qualified to complete and sign (certify) DD Form 836, only after having satisfactorily completed either a DOD authorized HAZMAT Course from one of the DOD-approved schools listed in the Defense Transportation Regulation (DTR) or technical specialist training in accordance with DTR, Chapter 204, Para (D). This person shall be appointed in writing by the activity or unit commander, to include scope of authority.

Item 1. Fill in the nomenclature, model number, TCN and bumper number/serial number of the vehicle/container. For containers carrying sensitive or classified items, the container security seal is required.

Item 2. Enter the shipper's address and telephone number of the HAZMAT origination. Telephone number is for NOTIFICATION PURPOSES ONLY. Emergency assistance shall be obtained from the appropriate 24 HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBER(s) in Item 11c. on the first page of this form.

Item 3. Enter the place/date the HAZMAT was certified (e.g., C, Company 66 Armor Motor Pool, Fort Myer, VA 1 Sep 2000).

Item 4. Enter the date the HAZMAT will move.

Item 5. Enter the page number and total number of pages of this form for the vehicle/container carrying the HAZMAT. Example: "Page 1 of 4 Pages. If there are no continuation sheets, annotate "Page 1 of 1".

Item 6a. Enter the proper shipping name of the HAZMAT and if applicable include the technical name. (Enter additional information as required by 49 CFR, 172.203- Example: RQ, Inhalation Hazard or by the IMDG Code General Introduction 9.3 – Example: Flashpoint.)

Item 6b. Enter the Hazard class/division and, if applicable, the Compatibility Group.

Item 6c. Enter the identification numbers (e.g., NA, UN). The letters "UN" or "NA" must be noted. "NA may not be used for OCONUS.

Item 6d. Enter the packing group (e.g., 1, II, or II) of the HAZMAT.

Item 6e. Enter the total number of packages/items.

Item 6f. Enter the type of packaging (e.g., container box, drum, pallet), the HAZMAT is packed in.

Item 6g. Enter the total net quantity for non-explosive material in metric measure. U.S. measure may be added in parentheses underneath the metric measure. For vessel shipments, add the total gross mass in metric measure.

Item 6h. Enter total Net Explosive Weight (NEW) in kilograms for ammunition/explosive (Class 1 items). NEW information is found in the joint Hazard Classification System (JHCS) in the entry for the NEW (Transportation Quantity). Example: 27.231 kg. NEW

Item 7. To be completed by Port Personnel. Enter the name of Port the HAZMAT is being discharged (e.g., Port of Damman, Saudi Arabia) for OCONUS only.

Item 8. To be completed by Port Personnel. Enter the name of the ship used (e.g., USS Watson) and voyage number for OCNUS only.

Item 9. Enter the six digit Department of Defense Activity Address codes (DODAAC) and/or the clear geographical location of the ultimate receiver or consignee of the HAZMAT shipment. If this is a unit move, the unit name will be the same as that for Item 2.) Additional information if needed can be annotated in Item 10 or the continuation of Item 10.

Item 10. Additional handling instructions/information.

Item 11. Self-explanatory.

NOTE: For Radioactive Material shipment sonly: Cross out the non-applicable numbers (e. g. Army shipments – cross out all but Army's radioactive response number.)

Item 12. To be completed by person responsible for packing the vehicle or container. Certifying person must type or print name legibly in 12a. and must sign in writing (longhand) in 12b.

Item 13. Certifying person must type or print name eligibly n 13a. and must sign in writing (longhand) in 13b. 13c – self-explanatory.

Tem 14. For CONUS movements: (X) 49 CFR

For OCONUS movements: (X) 49 CFR and (X) IMDG

NOTES:

1. Units returning from firing range must have a certified or qualified person to ensure that all HAZMAT is properly repackaged and secured (i.e., braced, blocked, and tied down) prior to being transported back to base. See exception below.

2. Completion of a new DD form 836 is not required. Original DD Form 836 may be used provided that:

a. Change Item 3. (Date Prepared) and Item 4. (Date of Travel) as needed.

b. Change Item 6. (Cargo):

(i) HAZMAT used shall be deleted from form by crossing out or lining through.

(ii) HAZMAT which remains, but is in different quantities shall have the correct amounts entered in the appropriate sections(s).

EXCEPTION:

c. Change item 13b.

(i) A qualified individual (if available) shall sign in writing (longhand). If a qualified individual is not available, then the Officer-In-Charge (OIC) or Non-Commissioned Officer-In-Charge (NCOIC) shall sign in writing (longhand) to verify that the above procedures have been performed for the return trip to base.

(iii) Cross out original signature if different certifier will be used.

DD FORM 836 INSTRUCTIONS, MAY 2000 PREVIOUS EDITION IS OBSOLETE.

Exhibit 4-5.
Sample DD Form 836 (Instructions) (Cont'd)

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HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT

1a. NOMENCLATURE: b. MODEL NO.:	c. CONTAINER SEAL NO. d. SERIAL NO.:	e. TCN NUMBER: f. BUMPER NO.

DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION
FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL

2. SHIPPER/ADDRESS/TELEPHONE NO.	3. LOCATION AND DATE SHIPMENT PREPARED	4. DATE OF TRAVEL	5. PAGE 1 OF _____ PAGES

6. CARGO *(To be completed by the unit or shipper HAZMAT Transportation Office (T.O.))*

PROPER SHIPPING NAME *(PSN)* a.	HAZARD CLASS/ DIVISION b.	UN/ID NUMBER c.	PACKNG GROUP d.	PACKAGES		NET TOTAL QUANTITY & GROSS WT. *(kg)* g.	TOTAL AMMO (NEW) h.
				NUMBER e.	KIND f.		

10. REMARKS (Continuation)

DD FORM 836, MAY 2000 PREVIOUS EDITION IS OBSOLETE.

HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT

Exhibit 4-5.
Sample DD Form 836C (Cont'd)

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CHAPTER 5

MOVEMENT OF SENSITIVE CONVENTIONAL AA&E, CLASSIFIED (SECRET AND CONFIDENTIAL), AND CCI SENSITIVE ITEMS

A. **General**. This Chapter provides policy, policy references and guidance for transportation of sensitive conventional arms, ammunition, and explosives (AA&E), Controlled Cryptographic Items (CCI), and guidance on how to determine if an item requires Transportation Protective Services (TPS). Department of Defense (DOD)-approved commercial carriers will be used to transport AA&E, including shipments in support of Unit moves. However, when training or operational necessity dictates the use of organic vehicles, physical security and transportation requirements must be followed as found in Physical Security and Force Protection Program, COMDTINST M5530.1 (series), and Ordnance Manual, COMDTINST M8000.2 (series), respectively. Transportation Officers will use the DTR Part II for policy and procedures and further guidance for transporting sensitive, conventional, AA&E, classified and CCI sensitive items. The following applicable topics are found in the DTR Part II, Chapter 205, with paragraph references found in parenthesis):

1. Risk assessment and category determination (D and E).
2. Transportation protective service (TPS) determination requirements and standards (Chapter 205, F).
3. Small shipments of arms, ammunition, and explosive (G).
4. Sealing of motor conveyances (H).
5. Package Markings (I).
6. Request for routing (J).
7. Report of shipments (L).
8. Emergency hot lines (P).
9. Carrier assistance (Q).
10. Shipment delay, mishap or on-road emergencies (S).
11. Retrograde shipments Shipment delays or mishaps (U).

B. **Transportation protective service (TPS) determination**. Use following guidelines to determine required level of any applicable transportation protective services needed for shipping items:

1. Research items in the Federal Logistics Data System (FEDLOG). See Exhibit 5-1.
2. Check the Controlled Inventory Item Code (CIIC) title and code to obtain detailed information. If CIIC indicates item is sensitive, classified or CCI, TPS is required.

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3. See DTR, Part II, Chapter 205 (F) for further guidance for TPS determination and lists of the types of transportation protective services.

C. **Request for Routing**. All routing requests for shipments of AA&E shall be submitted through the automated shipper system (e.g., Global Freight Management), located at designated Coast Guard (CG) bill of lading (BL) support sites. Whenever the automated shipper system is not available and/or there are routing questions, contact the Military Surface Deployment Distribution Command (SDDC) Operation Center, 1-800-526-1465 for assistance. Routing requests shall be submitted no later than 48 hours prior to shipment pickup. The General Services Administrative (GSA) Transportation and Travel Office does not provide assistance when routing material requiring TPS. The Military Surface Deployment and Distribution Center (SDDC) will provide a list of eligible Transportation Service Providers (TSP). Contact the SDDC at 1-800-524-0331, or 757-878-8503/8504, for guidance and assistance. Any emergency CAT I and II shipments that require expedited pickup within the 48-hour threshold must be immediately coordinated with SDDC Operations Center.

D. **Consolidation of classified and unclassified material**. Shipments of unclassified, non-sensitive material may be combined with material requiring TPS if the required TPS is applied to the entire shipment.

E. **Report of shipment (REPSHIP)**. Shippers of TPS material will forward an advance notification of shipment, REPSHIP, to the consignee. Shippers shall notify the designated receiver no later than two hours after a shipment's departure. Such notification will be by telephone, fax, or other immediate electronic means. All receivers shall establish and maintain suspense lists to ensure timely receipt of the material. See Exhibit 5-2 for REPSHIP information/format requirements.

F. **In transit custody of and record-keeping requirements for bills of lading**. The following requirements apply to security escorts record-keeping.

1. When classified or sensitive ammunition or explosives are shipped by motor carrier, and Security Escort Vehicle (SEV) service is used, SEV personnel performing the service will be provided with a duplicate copy of the shipping papers and instructed to keep these papers in their custody.

2. The shipper and carrier who received a shipping paper must retain a copy or an electronic image thereof, that is accessible at or through its principal place of business and must make the shipping paper immediately available, upon request, to an authorized official of a Federal, State, or local government agency at reasonable times and locations.

3. Each shipping paper copy must be retained for 375 days after the initial carrier accepts the material.

G. **Movement of classified shipments via GSA/DOD contract carrier**. The following provides information regarding the use of the GSA and DOD contract small package carriers for moving classified shipments.

1. SECRET and CONFIDENTIAL cargo shipments may be moved within CONUS, Alaska, Hawaii, Puerto Rico and other U.S. Territory locations as specified and

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permitted in the GSA/DOD small package express carrier contract, provided shippers and recipients comply with U.S. Federal law.

2. Only eligible GSA/DOD overnight small package contract carrier(s) may be used. The shipment must be given to the carrier for next day delivery. Do not ship out on Fridays or the day before a holiday, unless someone is going to be available to receive the package and the carrier has verified that they offer weekend and holiday delivery. Since most delivery points in Alaska are limited to two-day service, TOs/TAs must plan accordingly. An extra charge will be applied for special delivery service. **The carrier must <u>not</u> be told that the shipment is classified**. The delivery address must be a military activity or CONUS-approved contractor location to include Alaska, Hawaii, and Puerto Rico.

3. Do not use this mode/method to move classified shipments to the Air Mobility Command (AMC) Aerial Port of Embarkation (APOE) for onward channel airlift. For these shipments, request routing instructions for classified material from Military Traffic Management Command Operations Center, Air Mobility Command or combatant commander.

4. The classified materiel must be within the carrier's standard small package size and weight limits. Classified shipments, which are hazardous, sensitive, or AA&E are not authorized,

5. Do not, under any circumstances, release the carrier from having to obtain a delivery signature. Ensure the airway bill, either electronic or hard copy, requires a delivery signature.

H. **<u>Small shipments of Arms Ammunition and Explosives (AA&E)</u>**.

1. Small quantity shipments are individual shipments of 15 or fewer small arms (Category II through IV and M-16 rifles), or 200 pounds or less of sensitive CAT IV ammunition may be sent by commercial carrier providing DOD Constant Surveillance Service (CIS) – as the only required transportation protective service – when placed in a locked container, and the size, weight, and safety factors meet the carrier requirements. An acceptable alternative to DOD CIS for arms is the use of registered mail (return receipt requested) when the size and weight meet U.S. Postal Service (USPS) requirements. Small arms and missile components (excluding ammunition and explosives) may be sent by registered mail (return receipt requested) when the size and weight meet USPS requirements. These shipments may be sent within CONUS when package size and weight meet USPS requirements. However, USPS regulations do not currently permit these shipments OCONUS; for OCONUS shipments, contact the SDDC 1-800-526-1465.

2. If the selected mode is less than truckload (LTL), shipments (except weapons) must be over-packed to a minimum of 200 pounds.

3. Motor shipments placed in a closed, locked vehicle or locked containers, such as a dromedary (containers mounted on flat bed trailer or behind power unit of truck and moved as LTL shipment) or similar equipment, do not require over-packing.

4. All sensitive AA&E will require a Signature and Tally form, DD Form 1907.

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5. Shipments of UNCAT/UNCLAS Division 1.4 ammunition and other UNCAT 1.4 items (all compatibility groups) up to a maximum net mass of 400 kg (882 pounds) of the 1.4 component, less packaging and packaging materials, may be shipped as non-bulk.

6. Small shipments of UNCAT/UNCLAS Division 1.4 ammunition and other UNCAT 1.4 may be shipped as single packages provided each package is over-packed to a minimum of 200 pounds IAW DOD 5100.76-M and Military Surface Deployment and Distribution Command Freight Traffic Rules Publication (MFTRP) No. 1C (current version), Rules and Accessorial Services Governing the Movement of Department of Defense Freight Traffic by Motor Carrier.

7. An acceptable transportation alternative to DOD CIS for small quantities of CAT IV small arms ammunition is to ship via DOD Blanket Purchase Agreement (BPA) awarded carrier under the GSA Multiple Award schedule and within the contract's size, weight limitations, and subject to the following conditions:

   a. Ammunition is less than 50 caliber.

   b. Individual requisitions are limited to 4,000 rounds or less.

   c. Ammunition will be packed in unit packages of 4,000 rounds or less, each package not to exceed 150 pounds.

   d. No more than five packages or 20,000 rounds will be shipped per each conveyance and each package must be must be destined for a separate consignee.

   e. Shipments of AA&E placed in a closed, locked vehicle or locked containers, such as a DROM or similar equipment, and shipments awarded to the DOD Blanket Purchase Agreements (BPA) carriers do not require over packing.

   f. Cartridge activated devices (CAD 1.4S) not to exceed 200 pounds.

   g. All other conditions of the BPA option are prohibited for higher CATs of AA&E.

8. Shipment of arms parts such as barrels and major subassemblies will be afforded at least the same protection as CAT IV arms. NOTE: The frame or receiver constitutes a weapon and will be shipped according to the requirements of applicable CAT.

9. Exceptions packaging containing 1.4S ammunition reclassed as ORM-D must be tagged or marked on at least one side with ORM-D designation immediately following or below the proper shipping name of the 1.4S material. ORM-D for CONUS only may be authorized IAW 49 CFR 172.316, Packaging Containing Materials Classed as ORM-D. Maximum gross weight is limited to 30 kg (66 pounds) per package. All other ammunition/explosive packaging must be marked with EX-number or the national stock number issued by the DOD.

10. Handguns may be mailed through USPS by a licensed manufacturer or dealer, an authorized agent, or an authorized state, territory, or district agent only when addressed to a CG officer, O6 or above, (or an officer of Army, Navy, Air Force, Marine Corps, or organized reserved corps); or officer of National Guard or militia of a state, district,

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or territory. An affidavit must be mailed to and signed by addressee and certificate signed by commanding officer. Other requirements also include the following:

a. No marking of any kind that indicates the nature of the contents may be placed on the outside wrapper or container of any mail piece containing firearms. Mailable matter must be properly and securely packaged within the general packaging requirements in Domestic Mail Manual, Section C010, General Mailability Standards.

b. The person who deposits firearms for mailing must complete Statement by Shipper of Firearms, PS Form 1508. The form must be filed with the postmaster of the post office of mailing.

I. **Security Plan and Training**. In accordance with 49 CFR Parts 172.800 through 802, a security plan is required for shippers of HAZMAT and HAZWASTE. The purpose of the requirement is to develop and implement plans to address security risks related to the transportation of hazardous materials over public highways. CG policy is to comply with this requirement for all applicable HAZMAT and HAZWASTE shipments, whether offered to commercial transportation providers or moved via government-owned vehicles operated over public highways. See Chapter 4 for the security plan requirements.

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Management Data Response

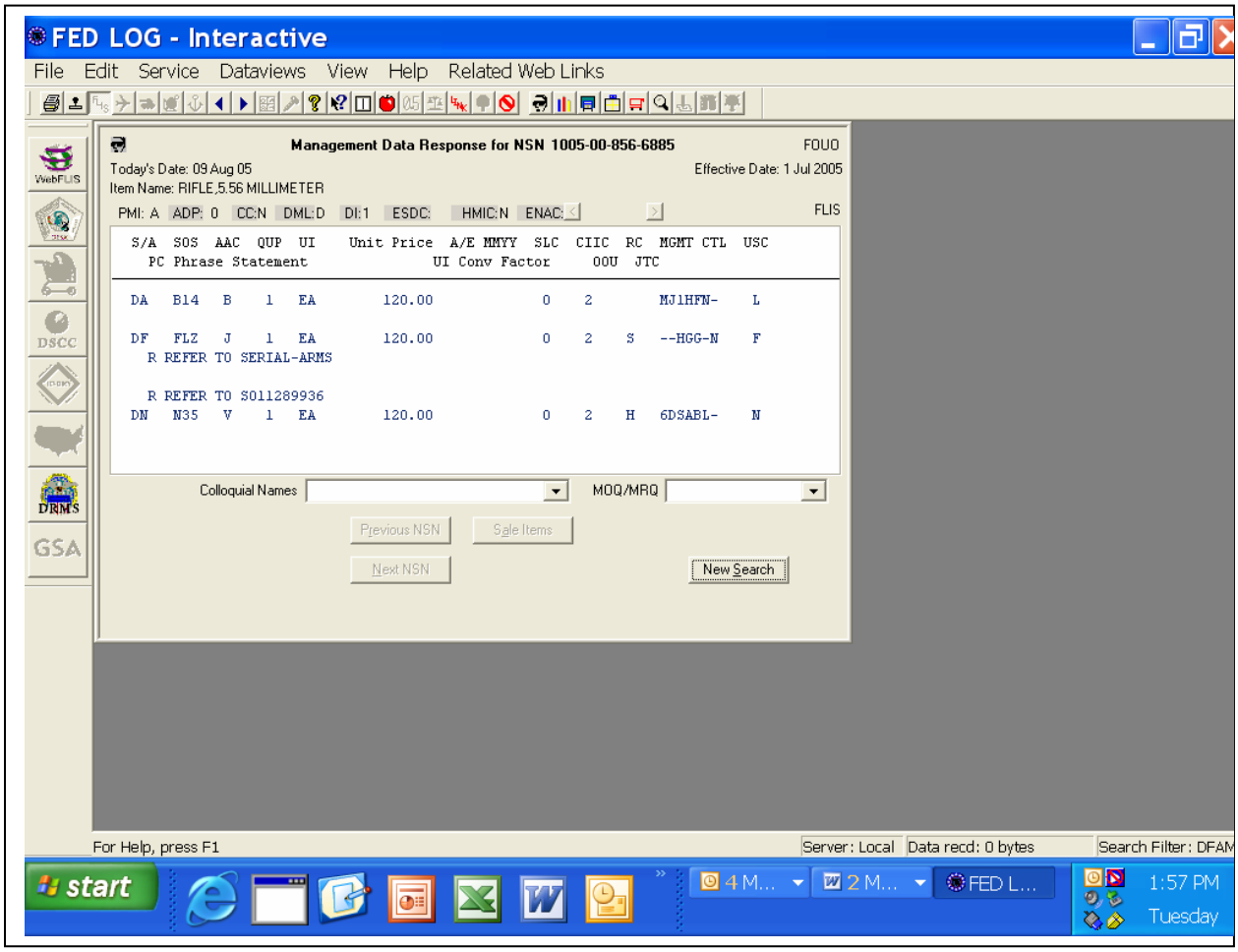

Exhibit 5-1.
Example FEDLOG Management Data Response

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Illustration of REPSHIP Data
Requirements for Individual Shipments of HAZMAT and Inert Component Parts –
CONUS TO CONUS, CONUS to OVERSEAS, or OVERSEAS to CONUS

FROM: SHIPPING ACTIVITY
TO: DOMESTIC CUSTOMER OR TRANSSHIPPING ACTIVITY
CLEARANCE AUTHORITY (OCEAN) OR CUSTOMER SERVICE
BRANCH (CSB) (AIR)
INFO: SPONSORING SERVICE ACCOUNTABLE SUPPLY ACTIVITY
SUBJ: REPSHIP

1. CONVEYANCE NUMBER.

   a. CARRIER AND ROUTING, BILL OF LADING NUMBER, NET EXPLOSIVE WEIGHT (NEW).

   b. SEAL NUMBER(S) AND ANY OTHER SECURITY DEVICES APPLIED, SUCH AS LOCKS, WIRE TWISTS, ETC.

   c. TYPE OF TRANSPORTATION PROTECTIVE SERVICE (TPS), I.E., SIGNATURE TALLY (ST), CONSTANT SURVEILLANCE SERVICE (CS), RAIL ARMED GUARD SURVEILLANCE SERVICE (RG), NONE, ETC., AND TX-GS SERVICE NUMBER.

   d. SHIPMENT DATE WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.

   e. ETA WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.

   f. FOR SURFACE SHIPMENTS, ETR NUMBER AND VESSEL NAME AND/OR VOYAGE NUMBER. FOR AIR SHIPMENTS, ENTER APPLICABLE AIR RELEASE NUMBER OR N/A.

      (1) TCN.

      (2) NSN AND DODIC.

      (3) DIMENSIONS OF UNITIZED LOADS (LENGTH, WIDTH, HEIGHT), IN INCHES.

      (4) TOTAL ROUNDS, TOTAL PIECES, TOTAL WEIGHT, TOTAL CUBE.

      (5) LOT NUMBER AND NEW. FOR MORE THAN ONE LOT, FURNISH THE LOT NUMBER, ROUND COUNT, PIECES, WEIGHT, CUBE, AND NEW FOR EACH LOT.

      (6) PROJECT CODE.

      (7) SECURITY CLASSIFICATION (E.G., SENSITIVE--CATEGORY II, SECRET; NONE, ETC.).

Exhibit 5-2.
REPSHIP Information/Format Requirements

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CHAPTER 6

TRANSPORTATION SERVICE PROVIDER LIABILITY

A. **Purpose, scope, and responsibility**. This Chapter governs policy and requirements for releasing Coast Guard (CG) cargo at actual value.

1. Background. The United States Government has long maintained a policy of self-insuring its own risk of loss. This practice is one of policy, not law. Therefore, the CG does not maintain any centralized insurance to cover material lost and/or damaged by transportation service providers (TSPs).

2. Policy. For shipments not meeting the definition of "valuables" (money, securities, traveler's checks, precious metals, etc.), appropriated funds may be used to purchase increased valuation when the following conditions apply:

   a. The economy sought by self-insurance would be defeated, or

   b. Sound business practice indicates that savings can be realized.

B. **Limited liability**.

1. Small package shipments. All small package TSPs limit their liability. Each TSP has different liability limitations and limits on the maximum dollar amount that can be declared on each shipment or package. Check the TSP's service guide for maximum liability limitations, the monetary charges to increase valuation and procedures to increase such valuation. See paragraph 5 below for a discussion of excess declared valuation procedures.

2. Airfreight shipments. All air TSPs and airfreight forwarders limit their liability, along with monetary limits on the maximum amount that can be declared on each shipment or package. Check the air TSPs service guide for limitations, the charges to increase valuation and procedures to increase valuation. See paragraph F below for a discussion of excess declared valuation procedures.

3. Motor freight shipments subject to DOD rates and tenders. All DOD shipments are subject to limited liability. The TO/TA shall check the DOD rules publication for the amount of liability and increase it, if warranted.

4. Full value liability. Shipments transported by motor freight TSP and subject to the GSA Standard Tender of Service (STOS) move at full value of the commodity shipped.

C. **Excess declared valuation (EDV)**. Different TSPs describe EDV by different names. Common terms are "declared value," "excess declared value," "value for carriage," "insured value, or "your declared value." TSPs generally assess charges based on multiples of $100. Check the TSPs service guide for computation guidelines. When using EDV, indicate the

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actual value of the material; do not inflate it. In the event of loss or damage, the CG will receive the actual value of the material only, limited to the dollar amount declared.

D. **Use of EDV**. The use of EDV must be limited to circumstances where the CG would be adversely impacted if the cargo was lost or the contents damaged beyond repair. Since the use to EDV will incur an additional charge, its use must be limited to:

1. Shipments of a peculiar nature or where the item could not be easily replaced. This includes artifacts, items in limited supply, or parts that are out of production.

2. Items with an unusually high value whose loss would adversely impact the CG. Examples of such items are critical equipment and parts, prototype equipment, computer equipment, audiovisual equipment, office machines and parts, and/or test instruments.

E. **Approval from funds manager**. For items being shipped using non-unit funds or for repairable items being returned to CG Inventory Control Points (ICPs), the funding unit's budget officer or the ICP TO/TA shall authorize use of EDV prior to shipment. Failure to comply may result in those units requesting EDV bearing the increased transportation charges.

F. **EDV documentation required**. Additional information is required on small package and express small package TSP shipments made subject to a contract awarded by GSA. The CG Finance Center requires that increased valuation be coded on the TSP's bill of lading when declaring EDV. This coding facilitates the bill paying process because it shows that the EDV charges were justified and approved at the unit's level.

1. When using EDV, it's mandatory to enter one of the following codes in the shipper reference field:

   a. REFBD1 shows that "the economy sought by self-insurance would be defeated.

   b. REFBD2 shows that "sound business practice indicates that a savings can be effected."

2. If there is no shipper reference field on the TSP's bill of lading, contact the Transportation of Freight Program Manager, at 202-267-0640, for assistance.

3. All unit commanders shall ensure personnel involved in the preparation of shipping documents (TOs/TAs, supply officers, etc.) are familiar with the proper procedures in using EDV.

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CHAPTER 7

FREIGHT BILLS OF LADING AND SMALL PACKAGE FORMS

A. **General**. This section governs the purpose, accountability, issuance, preparation, and distribution of freight bills of lading, both government and commercial versions, and contains instructions for procuring transportation from commercial transportation service providers (TSPs) by Coast Guard (CG) activities.

B. **Purpose of bill of lading (BL)**. The BL is the primary document that 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. It states the terms on which the goods are carried. It contains transportation and cargo information including carrier name, shipping addresses, rate references (tender numbers or tariffs), cargo descriptions, quantities, weights and other pertinent information. It is evidence of ownership and is the source document for payment of transportation charges.

C. **Electronic Commercial Bills of Lading (CBLs)**. Commercial bills of lading (CBLs) have replaced the Government Bill of Lading (GBL) for all CONUS freight shipments (effective April 1, 2002). The DOD's Electronic Transportation Acquisition (ETA) system is used to issue electronic freight bills of lading. Designated BL support centers issue BLs (CBLs and GBLS) for CG freight shipments. Bill of lading support centers can be found on the CG HQ, (CG-441), website: http://cgweb.comdt.uscg.mil/g-sl/gsl.htm; or by contacting Transportation of Freight Program Manager, at 202-267-0640.

1. Except as authorized under the provisions of GSA approved small package TSPs, CBLs are currently used for domestic freight shipments, including Alaska, Hawaii and Puerto Rico.

2. Except as permitted for contract express services, CBLs should not be used for international shipments. Use the GBL.

3. For foreign military sales/grant aid program material, refer to DTR, Part II.

4. Printed copies of the electronic CBLs are used for:

   a. TSP driver's signature as acceptance of freight at pickup.

   b. Cargo manifest for TSP.

   c. TSP driver's/agent's carrier's signature for shipment file.

   d. Consignee's copy in the packing list envelope.

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D. **U.S. Government Bill of Lading (GBL), SF 1103**.

1. Using GBL's. The GBL is used for international shipments of government property when the freight charges are to be paid by the Government directly to commercial TSP. ***GSA mandated the elimination of GBL use for CONUS freight shipments effective April 1, 2002***.

2. The Preprinted freight GBL. The freight GBL version (SF 1103) consists of a nine-part snap-out set or an automated pin-feed set. CG guidance for completing the GBL is available on the FINCEN website at http://www.fincen.uscg.mil/powerpoint/1-4GBLpreparation.ppt.

3. Obtaining GBLs. Authorized issuing activities should contact the appropriate area Maintenance and Logistics Command to request GBL stock. For GBL continuation sets, SF 1109, order using NSN 7540-00-656-1477. These forms can be ordered through MILSTRIP or via purchase card at website http://www.fss.gsa.gov.

4. GBL Continuation Sheets (SF 1109). The original GBL number must be annotated on all continuation sheets. These forms are used when there is insufficient space in the GBL Description of Articles, block 18, and/or Marks and Annotations, block 15, for the required information concerning the articles being shipped, including stop-offs. The sheets will be numbered consecutively, with the GBL being considered as page 1 (such as: 2 of 4, 3 of 4, 4 of 4, etc.). The total number of continuation sheets must be annotated on the original GBL.

5. Records Maintenance. GBL forms are accountable documents. BL issuing offices will maintain a register of GBLs issued and the supply of GBLs on hand. This register may be in electronic or hard copy format. Printed packages of GBLs must be opened immediately upon receipt and inventoried by the GBL issuing officer (or designated representative) to verify that none is missing. GBL receipt confirmation must be accomplished by returning the verification of delivery form included with the GBL shipment. Any order discrepancies must be reported immediately to GSA.

6. Control and Accountability of GBL Stock. Transportation Officers (TOs) must ensure internal procedures are established to control stocks and assign accountability for GBL issuance and use. As the issuing officer, the TO or Transportation Agent (TA) is responsible for maintaining GBL accountability records. This includes GBL control, safekeeping, and disposition. TOs/TAs must provide the same level of accountability and safeguarding of GBL numbers maintained and issued in automated systems as they do for pre-numbered forms. GBL registers will be disposed of three years after the final register entry.

7. Records audit. Personnel external to the office controlling GBLs, at least once yearly, must conduct audits or upon relief/replacement of the TO/TA, whichever is sooner.

8. Disposition of GBLs Unfit for Use or Issued Prior to Shipment Cancellation. When GBLs have become mutilated or otherwise unfit for use or if the TO/TA is disposing of

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excess stock on-hand, destroy all parts of the GBL set. An exception is when the original GBL has been issued and the planned shipment is subsequently canceled for any reason. The original GBL will be marked "Canceled" or "Void" and filed in the "property shipped" bill of lading file. When circumstances prevent filing of the canceled or voided GBL, the consignor copy or a substitute memorandum copy, annotated with disposition of the original GBL, will be placed in the "property shipped" BL file.

a. Destruction of GBL's. The only acceptable methods for GBL destruction are shredding or burning. Record the GBL numbers prior to destruction of the GBL documents. Two CG employees, assigned at the GBL issuing Unit, must witness the destruction process. These two witnesses must sign the disposition document to confirm document destruction.

b. Reporting destruction of GBLs. The destruction must be reported by sending a letter, on CG letterhead, to GSA/FSS, ATTN: Lenore Fleming, 1819 Taylor St., Room 6A024, Ft. Worth, TX 76102. The letter may also be faxed to 817-978-8600. The body of the letter must contain the following statement: "The following Government Bills of Lading were destroyed by (insert method used)." List the destroyed GBL numbers. Provide names and signatures of those performing and witnessing the destruction. Mail the original and keep a copy for your records. For further information on reporting destruction of GBLs, call GSA's Transportation Program office at 703-605-5618; email: transportation.programs@gsa.gov.

9. Lost, Stolen, Missing, or Voided GBLs. The prefix symbol and serial numbers of blank original GBLs or pre-assembled GBL sets that have become lost, stolen, unaccountably missing, destroyed or voided or otherwise beyond the control of the issuing officer, will be reported to above GSA address. Once GBLs are reported lost, stolen, missing, or voided they may not be used even if recovered.

10. DOD shipments. For shipments entering the Defense Transportation System (DTS), TOs/TAs will ensure a transportation control number (TCN) is used in accordance with DTR, Part II. A TCN is a 17 –position alphanumeric character set assigned to control a shipment throughout the transportation cycle. The TCN will be employed as the single, standard shipment identification number within the DTS. Example of a TCN: Z98730 43660001XXX.

11. Prohibited Issuance of GBL's. Issuance of GBL after service has been performed is prohibited. The issuance of a duplicate GBL is also prohibited.

12. Original Bill of Lading Loss or Destruction. When an original GBL and/or freight waybill is lost or destroyed after issuance and release to the TSP, the TSP must request a certified copy of it from the issuing office. The TO/TA will certify a memorandum copy of the GBL as follows, "*I certify that the services shown on this memorandum copy were requested.*" The certifying official must sign and date the certification and return to TSP. The TSP may then submit the GBL to the appropriate finance office for payment.

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13. Distribution of GBL copies. GBL copies may be distributed by mail, electronically or other appropriate means to ensure arrival with, or prior to, the arrival of the shipment at destination. The GBL set is distributed as follows:

    a. Original (SF 1103) and copy(s) (SF 1104/1106) to the TSP.

    b. Memorandum copy (SF 1103-A) for issuing office.

    c. Memorandum copy (SF 1103-A) for the appropriate finance office listed in block 13.

    d. Memorandum copy (SF 1103-B) for consignee.

    e. For shipments with stop-offs, a memorandum copy (SF 1103-A) to the stop-off point(s).

    f. For GBLs citing multiple accounting activities, each finance office cited in accounting classification will be provided a memorandum copy.

E. **Straight Bill of Lading**. These documents have limited application within the CG. Generally, they are not issued electronically. Use the straight bill of lading for movement of goods or property for which payment of transportation charges are not the responsibility of the U.S. Government. Whenever non-government owned property is picked up at a government facility for transport to a commercial entity, and the government is not responsible for transportation charges, a straight bill of lading may be used as record of release and proof of TSP/agent pickup of goods at the government facility. To protect the government from liability, a "no recourse" clause (usually pre-printed on commercial form) should be signed by the TO/TA. This clause states as follows:

"The TSP shall not make delivery of this shipment without payment of freight and other lawful charges. This shipment is accepted by the named TSP/agent and is to be delivered to the consignee without recourse to the U.S. Government relative to property loss, damage or payment liability."

_____

(Signature of TO/TA)

F. **Accountability**.

1. Co-located CG activities have one BL issuing authority. See TO responsibilities in Chapter 1 of this Manual.

2. All CG freight activities are responsible for updating and ensuring correct information appears in the DOD Transportation Facilities Guide (TFG). Access to the TFG can be found on SDDC Electronic Transportation Acquisition (ETA) website, https://eta.sddc.army.mil/

G. **Issuance of BLs**.

1. TOs/TAs is responsible for issuing BLs at designated BL sites, Appendix E, or contact Transportation of Freight Manager, at 202-267-0640. Outbound and inbound segments of a round-trip of freight are two separate movements. Separate BLs must be issued for

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each segment. Each BL will be cross-referenced to show that a round-trip movement is being made.

2. TOs/TAs is authorized to issue a BL provided there are available supporting shipment orders or documents. The supporting documents will be identified on the BL, (i.e., requisition number, purchase order number, and retained with the BL). These shipping orders/documents must include all relevant information in order to effect the shipment, including: freight description, Required Delivery Date (RDD), special handling requirements, value of item(s), funding codes or citation, point of contact for person requesting transportation, and all other information required to accurately prepare the freight or small parcel shipment. These supporting shipping orders/documents are essential to protect the rights and interests of the CG in the event of loss, damage, litigation, or dispute. Persons furnishing supporting documents, contract data, or other information to TOs/TAs are responsible for the accuracy. **The accurate transfer of information to the BL is the TOs/TAs responsibility**. The person furnishing the supporting documentation will resolve any questions as to the accuracy of such information. Examples of supporting documents include:

   a. Commercial invoice or other pricing document;

   b. Purchase order or request;

   c. DD Form 1149, Requisition and Invoice/Shipping Document;

   d. DD Form 1348-1A, Material Release Order/Issue Document;

   e. DD Form 250, Material Inspection and Receiving Report;

   f. DD Form 1384, Transportation Control and Movement Document;

   g. Locally developed request forms for issuance of BLs in support of Free on Board (FOB) Origin contracts/procurements. Any forms used must include specific information as noted in paragraph D2, including name and phone number of contractor/vendor, contract/PO number, any applicable handling requirements (e.g., hazardous materials information), etc. needed to properly prepare shipment for transit.

   h. Contract information, with supporting documentation, is required for those shipments originating at commercial sources.

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i. Electronic requests. Electronically transmitted transportation requests for BL issuance (e.g., e-mail) are acceptable. Such requests must contain the sender's name, title, unit, and telephone number. **These requests must be electronically or manually maintained as supporting documentation as stated above.**

3. TOs/TAs will **not** issue BLs for:

1. Local storage, drayage, and haulage.

2. Contract-related shipments and services, unless authorized in the contract or when a government appropriation is furnished.

3. Supplemental services not provided in line-haul tenders (for example, crane services).

4. Surplus property when sold FOB Origin or when consigned to a state or municipality, other than National Guard, unless the terms of sale or transfer require shipment at government expense.

5. Parcel post shipments.

6. Personal baggage checked on tickets issued on Government Transportation Requests, unless required by tariff of tender in connection with exceptional property.

7. Procurement of accessorial services, (i.e., loading/unloading, blocking/bracing, etc.), which are provided in line-haul tariff, schedule, or tender.

8. Shipments, other than CG Exchange Service (CGES), made to and from non-appropriated fund activities, except when transportation charges are payable from appropriated funds.

H. **Bill of Lading Correction Notice**. The BL Correction Notice will be issued to document changes to BL information. **The original BL-issuing office must issue all required correction notices.** Under no circumstances may TSPs or agents issue BL correction notices on behalf of the BL issuing officer. Use a BL correction notice anytime the data on the original BL is changed, added to, and/or deleted, regardless of the recoverable amount. **Pen and ink changes are not authorized.** The BL correction notice may also be used to resolve transportation discrepancies and to correct BLs as a result of shipment diversion or re-consignment.

1. Use the GFM/ETA correction notice when an electronic CBL is the source document.

2. Use SF 1200, Government Bill of Lading (GBL) Correction Notice, when a GBL is the source document.

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I. **Issuing bills of lading for non-Coast Guard funded shipments at CONUS Coast Guard activities**.

1. Authorized issuing offices. Freight BLs are issued at designated CG Electronic Transportation Acquisition (ETA)/BL support sites. GBLs used for billing and manifesting freight shipments from CONUS to OCONUS sites are also issued at CG BL support centers. See Appendix E for list of freight bill of lading sites, or go to HQ, (CG-441) website, http://cgweb.comdt.uscg.mil/g-sl/gsl.htm or contact Transportation of Freight Program Manager, at 202-267-0640.

2. Bill of ladings for Other Government Agency (OGA)-funded shipments. OGA- funded freight shipments from CG activities should be arranged by coordinating with the appropriate OGA transportation/responsible administrative office and with the selected transportation service provider (TSP). The responsible CG transportation office must contact the respective OGA activity (e.g., Army, Navy, Marine Corps, DLA, Air Force etc) to request an electronically generated BL. CG Units should use locally established procedures to ensure all pertinent details are communicated to both the BL issuing office and the TSP. If it is not practical for the OGA to issue the BL, the appropriate CG ETA/BL support site must be contacted to properly issue the BL IAW the procedures described below.

3. Procedures for requesting a bill of lading for OGA-funded shipments. Transportation Officer or Supply Officer, as applicable, will take the following steps to request issuance of BL from a CG BL support center:

   a. Ensure all applicable shipment information is entered on the shipping request form (e.g., DD 1149 or other locally authorized form).

   b. Shipment information must include:

      (1) Origin Address (pick up point);

      (2) Point of contact (name and phone number) at pick up point;

      (3) Consignor: Name/address of OGA requesting shipment;

      (4) Consignee: Name/address of activity/company that is responsible for ultimate custody after delivery;

      (5) Delivery address: This is often the same as the "consignee";

      (6) Document reference numbers: Requisition number, P.O. number, contract number, etc;

      (7) Funding citation: line of accounting or Transportation Account Code (if applicable);

      (8) Required delivery date;

      (9) Complete description of items to be shipped: to include available national stock numbers (NSN);

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(10) Quantity of shipping containers offered to carrier (if boxes or containers are palletized/unitized, provide the number of boxes, containers etc on each skid, or consolidated shipping unit);

(11) Weight of cargo (packaged item weight);

(12) Dimensions of items;

(13) Any special handling instructions;

(14) Ammunition shipments per applicable instructions from Naval Ammunition Logistics Center (NALC) liaison. Information includes: NSN, C/C, LOT#, PSN, TAC;

(15) If HAZMAT: description (PSN, Class, ID, PG etc) and certifications per applicable regulation.

c. Contact applicable BL support center to request a BL (see Appendix E). Provide above shipping request information to the TO/TA. Take any necessary action to confirm receipt of request. This step does not apply, of course, if the shipment is originating at a BL support center.

J. **Procedures for CG bill of lading support centers**. The TO/TA shall use the following steps to respond to and process a request for bill of lading:

a. Carefully review shipping request to insure that all information is accurate and complete. Contact originator of the shipping request, if necessary, to ensure all required information has been provided.

b. Use following applicable CG line of accounting in the "appropriation chargeable" block of the BL for ammo shipments shipped to Crane, IN and all other OGA-funded shipments - 2/F/**X**01/136/30/0/NAVAMO/51800/2211. Replace the "X" in the line of accounting with the fiscal year in which the shipment is made.

c. Use established methods/application to create and complete the electronic BL, ensuring ALL applicable information that is provided on the shipping request (DD 1149 or other authorized local form).

d. Ensure that:

(1) The OGA document/reference number is annotated in the "description block";

(2) The OGA fund cite/line of accounting or TAC, if applicable, is annotated in the "remarks and annotations block" of the BL; and

(3) ALL other information that is cited on shipping request (see above) is annotated in the appropriate blocks.

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e. Send copy of the completed electronic BL to the TO/TA at the transportation/shipping office where the shipment is to be picked up. This step does not apply, of course, if the shipping/loading point is at a BL support center.

f. Forward a copy of the completed BL (signed by carrier's driver/agent) to FINCEN, Attn: OGC, facsimile 757-523-6541.

g. Ensure the transportation billing/invoice transaction is appropriately approved in PowerTrack™.

h. Ensure the PAO appropriately certifies monthly billing statement IAW CTAPS.

i. Government Bills of Lading. GBLs are completed at ETA support sites and OCONUS freight shipping locations and are completed by using the OGA line of accounting in the "appropriation chargeable" block and by typing in the applicable OGA "bill to address" in block #____. GBLs are processed as per standard procedures for non-electronic billing documents. The commercial carrier cited on the GBL follows the government's procedure for submission of GBLs and the required public voucher.

*Note: See Exhibit 7-1 for sample of Shipping Request; see Exhibit 7-2 for sample of Commercial Bill of Lading; see Exhibit 7-3 for sample of Clearance U.S. Government Bill of Lading,; and see Exhibit 7-4 for sample of Commercial Bill of Lading Correction Notice.

K. **Commercial Transportation Forms for Small Package Shipments**. The use of commercial transportation forms reduces the need for BLs and reduces cost associated with BL preparation, handling, and payment.

1. These commercial forms, such as pickup records, manifests, and air waybills, are provided by the TSP.

2. The terms and conditions of the GBL and government CBL apply to these shipments.

L. **Domestic Small Package Express Carriers**.

1. Next-day domestic express small package transportation is considered premium service. It should be used only for time-sensitive critically needed items or when service provides the best value. No items for personal use will be shipped via this mode at CG expense.

2. Small-package TSPs have varying valuation levels. Refer to each TSP's service guides for specific rates and routing guidelines, terms and conditions, and liability limitations.

3. CG activities will complete the proper commercial form in accordance with the carrier's service guide.

4. For shipments needing excess declared valuation, see Chapter 6 of this Manual for further guidance.

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Shipping Request

NAME OF REQUESTOR: Date:

UNIT/OFFICE:

PHONE NUMBER:

SHIPMENT FROM: (FULL ADDRESS WHERE SHIPMENT IS TO BE PICKED UP) :

POC/TELEPHONE NR: _____ (____) _____

SHIPMENT TO:

POC/TELEPHONE NR: _____ (____) _____

AUTHORITY FOR SHIPMENT: (DD 1348, CONTRACT#, OR OTHER INTERNAL SHIP REQUEST DOCUMENT, EMAIL AUTHORITY):
***ATTACH ANY APPLICABLE DOCUMENT, EMAIL.**

_____

SPECIAL HANDLING INSTRUCTIONS:

OTHER REMARKS: _____

SHIP VIA: (1) Most economical means to meet RDD (2) CG Truck (3) CG Aircraft (4) Other_____

Optional for Transportation Office Processing b/l:

Assigned B/L or Shipping document no._____

Carrier invoice #_____

SPECIAL MARKING: _____

REQUIRED DELIVERY DATE: _____

Number of Pieces	Type of Pack	DESCRIPTION OF ARTICLES	WEIGHT

*** ARE THERE ANY HAZARDOUS MATERIALS IN THIS SHIPMENT?: YES____ NO____**
(THIS QUESTION MUST BE ANSWERED BEFORE YOUR SHIPMENT CAN BE PROCESSED)

APPROVING OFFICIAL: _____ (____) _____

FUNDS CERTIFYING OFFICIAL: _____ (____) _____

FUNDS CITE: _____

Exhibit 7-1.
Sample of Shipping Request

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COMMERCIAL BILL OF LADING

DATE 2004-12-14 | ORIGINAL | B/L NO. > Z518000000102

CARRIER: Estes Express Lines | SCAC: EXLA | CARRIER ACCOUNT NO.

DESTINATION (Name, address and ZIP code)
US COAST GUARD CUTTER DEPENDABLE
C/O USCG TRAINING CENTER CAPE MAY
1 MUNRO AVE
CAPE MAY, NJ 08204 US UDC2

SPLC (Dest.): 199544000

ORIGIN (Name, address and ZIP code)
US COAST GUARD ENGINEERING LOGIS CT
410-762-6331 or 410-762-6328
2401 HAWKINS POINT RD, BUILDING 88
BALTIMORE, MD 21226 US Z52500

SPLC (Orig.): 234000260

CONSIGNEE (Name, address and ZIP code of installation)
US COAST GUARD CUTTER DEPENDABLE
C/O USCG TRAINING CENTER CAPE MAY
1 MUNRO AVE
CAPE MAY, NJ 08204 US IOOI

SHIPPER (Name, address and ZIP code)
US COAST GUARD ENGINEERING LOGIS CT
410-762-6331 or 410-762-6328
2401 HAWKINS POINT RD, BUILDING 88
BALTIMORE, MD 21226 US Z51800

APPROPRIATION CHARGEABLE
2/V/501/138/45/0/NT/52500/2211

BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP code)
U.S. BANK - POWER TRACK
1010 SOUTH 7TH STREET
MINNEAPOLIS, MN 55415 US
PWRTRK

VIA (Route shipment when advantageous to the Government)

MARKS AND ANNOTATIONS
[U]
E141830940
(103) TRANSIT EMERGENCIES ON DOD HAZMAT SHIPMENTS (EXCLUDING EXPLOSIVES) CALL THE DLA HOTLINE AT: 800 851-8061 OR 804 279-3131; FOR EXPLOSIVES SHIPMENTS AT
TP: 3 DD:2004-12-20 S141826956
SEA, CALL THE AOC OR MIL ORD, COLLECT AT: 703 697-0218/0219 OR DSN 227-0218, ASK FOR WATCH OFCR. FOR SDDC OPS SECURE HOLDING CALL: 800 524-0331. OIL OR CHEM SPILLS ONLY, CALL THE NRC-TERRORIST HOTLINE 800
SEE DESCRIPTION OF ARTICLES

TOTAL PKGS. NO	KIND	HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use clear nontechnical description)	QUANTITY * (Pounds, Gallons or Barrels)	FOR USE OF BILLING CARRIER ONLY: Services	Rate	Charges
1	BX		CLASSIFICATION ITEM NO 149500 — Page 1 of 2 PAINTS GROUP, Articles consist of Paints, Paint Material or Putt IN CASE OF EMERGENCY CALL FOR EXPLOSIVES:703-697-0218/0219 FOR OTHER HAZMAT: 800-851-8061 Mileage 160 TOT QTY:240LB CU:18 SEE CONTINUATION SHEET FOR DETAILS	240.0 LB	TOTAL CHARGES		

TARIFF/SPECIAL RATE AUTHORITY: EXLA:002101-00
PICKUP SERVICE FURNISHED ☐
VEHICLE FULLY LOADED ☐
SHIPPERS INITIALS: CTG
ROUTE ORDER/RELEASE NUMBER

STOP SHIPMENT AT
FOR

FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE
EXLA:378965	APPLIED BY SH	AV1	AV3			2004-12-15

CARRIER'S PICKUP DATE: 2004-12-15
SIGNATURE OF AGENT
PER
CARRIER WAY/FREIGHT BILL NO. AND DATE: PRO 127-85-3565

MODE	ESTIMATE	NO CLS/TLS	TYPE RATE	PSC	REASON
B	48.60	1			02 0.39

DELIVERED ON DATE
AT (Actual delivery point)

ISSUING OFFICER AND OFFICE (Issuing officer name, office and complete address)
CHRISTOPHER T. GIBBS 757-523-6763 TRANSPORTATION MGMT SPEC
US COAST GUARD FINANCE CENTER
1430 KRISTINA WAY
757-523-6763
CHESAPEAKE, VA 23326 US Z51800

GBLOC: BIPK

BY (Name of the delivering carrier)

DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED SHORTAGE ☐ DAMAGED ☐

☐ CARRIER OS&D REPORT ATTACHED
☐ DELIVERY AT DESTINATION FURNISHED
☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED

NAME OF BILLING CARRIER
SIGNATURE OF AGENT

CONTRACT/PURCHASE ORDER NO. AND FOB POINT
DATED

THIS IS TO CERTIFY THAT HERE-IN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED, AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION. SUBJECT TO SECTION 7 OF THE CONDITIONS, IF THIS SHIPMENT IS TO BE DELIVERED TO THE CONSIGNEE WITHOUT RECOURSE ON THE CONSIGNOR, THE CONSIGNOR SHALL SIGN THE FOLLOWING STATEMENT: THE CARRIER SHALL NOT MAKE DELIVERY OF THIS SHIPMENT WITHOUT PAYMENT OF FREIGHT AND ALL OTHER LAWFUL CHARGES.

RECEIVED, SUBJECT TO THE TENDERS AND RULES IN EFFECT ON THE DATE OF THE ISSUE OF THIS BILL OF LADING, THE PROPERTY DESCRIBED ABOVE IN APPARENT GOOD ORDER, EXCEPT AS NOTED (CONTENTS AND CONDITIONS OF CONTENTS OF PACKAGES UNKNOWN), MARKED, CONSIGNED, AND DESTINED AS INDICATED ABOVEWHICH SAID CARRIER (THE WORD CARRIER BEING UNDERSTOOD THROUGHOUT THIS CONTRACT AS MEANING ANY PERSON OR CORPORATION IN POSSESSION OF THE PROPERTY UNDER THE CONTRACT) AGREES TO CARRY TO ITS USUAL PLACE OF DELIVERY AT SAID DESTINATION, IF ON ITS ROUTE, OTHERWISE TO DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED AS TO EACH CARRIER OF ALL OR ANY OF , SAID PROPERTY OVER ALL OR ANY PORTION OF THE SAID ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY SAID PROPERTY, THAT EVERY SERVICE BE PERFORMED HERE UNDER SHALL BE SUBJECT TO ALL THE BILL OF LADING TERM AND CONDITIONS IN THE GOVERNING CLASSIFICATION ON THE DATE OF THE SHIPMENT. SHIPPER HEREBY CERTIFIES THAT HE IS FAMILIAR WITH ALL THE BILL OF LADING TERMS AND CONDITIONS IN THE GOVERNING CLASSIFICATION AND THE SAID TERMS AND CONDITIONS ARE HEREBY AGREED BY THE SHIPPER AND ACCEPTED FOR HIMSELF AND HIS ASSIGNS. NOTE - WHERE THE RATE IS DEPENDENT ON VALUE, SHIPPERS ARE REQUESTED TO STATE SPECIFICALLY IN WRITING THE AGREED OR DECLARED VALUE OF THE PROPERTY. THE AGREED OR DECLARED VALUE OF THE PROPERTY IS HEREBY SPECIFICALLY STATED BY THE SHIPPER TO BE NOT EXCEEDING :
$_____ PER_____ FREIGHT CHARGES PREPAID ☐ COLLECT ☐ FREIGHT PREPAID UNLESS COLLECT BOX IS CHECKED

Exhibit 7-2.
Sample of Completed Bill of Lading

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U.S. GOVERNMENT BILL OF LADING

ORIGINAL B/L NO. > Z518000000091

1. TRANSPORTATION COMPANY TENDERED TO: Priority Air Express, LLC

2. SCAC: PAXA

3. DATE B/L PREPARED: 2004-11-04

4. ROUTE ORDER/RELEASE NUMBER:

5. DESTINATION (Name, address and ZIP code)
US COAST GUARD MAT SAN JUAN
M/F USCGC CHINCOTEAGUE
5 CALLE LA PUNTILLA FINAL
SAN JUAN, PR 00901 RQ Z03548

6. SPLC (Dest.): 103300000

7. SPLC (Orig.): 234000260

8. ORIGIN (Name, address and ZIP code)
US COAST GUARD ELC
2401 HAWKINS POINT RD, BLDG 88
(410)762-6331/6328
BALTIMORE, MD 21226 US Z52500

9. CONSIGNEE (Name, address and ZIP code of installatio
US COAST GUARD MAT SAN JUAN
M/F USCGC CHINCOTEAGUE
5 CALLE LA PUNTILLA FINAL
SAN JUAN, PR 00901 RQ

10. GBLOC(Cons.): IOOI

11. SHIPPER (Name, address and ZIP code)
US COAST GUARD ELC
2401 HAWKINS POINT RD, BLDG 88
(410)762-6331/6328
BALTIMORE, MD 21226 US Z52500

12. APPROPRIATION CHARGEABLE
NOT APPLICABLE - CUSTOMS CLEARANCE ONLY

13. BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP code)
NOT APPLICABLE - CUSTOMS CLEARANCE ONLY

14. VIA (Route shipment when advantageous to the Government)

AGENCY LOC CODE: N/A

15. MARKS AND ANNOTATIONS
PROPERTY OF THE U.S. GOVERNMENT
ENTITLED TO DUTY FREE IMPORT
NO EXPORT LICENSE REQUIRED
AIR Air Service Level And Type
(1) D3 Deferred Service
(2) DD Door to Door
[U]
E136923549

TP: 3 DD:2004-11-05 S136923326

16. PACKAGE NO	KIND	17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use clear nontechnical description)	19. QUANTITY* Pounds, Gallons or Barrels	FOR USE OF BILLING CARRIER ONLY: Services	Rate	Charges
			CLASSIFICATION ITEM NO 999914 — Page 1 of 1				
1	CT		Freight All Kinds,except commodities shown in paragraph 2.of ite TCN:Z5250053080001XXX CU:15.8 COMMODITY:999914 CARTON CONTAINS 2 EACH PUMP CENTRIFUGAL 1 CT CU:15.8 39L26W27H 1004.0LB	1004.0 LB			
1	CT		Mileage 0 TOT QTY:1004LB CU:16	1004.0 LB	TOTAL CHARGES		

Sample Copy

20. TARIFF/SPECIAL RATE AUTHORITY: PAXA:000112-00

21. PICKUP SERVICE FURNISHED ☐
VEHICLE FULLY LOADED ☐

SHIPPERS INITIALS: CTG

22. CARRIER WAY/FREIGHT BILL NO. AND DATE: PAXA 37385

23. STOP THIS SHIPMENT AT
FOR

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE FURNISHED
PAXA:_____	APPLIED BY: SH	TT	TT			

25. CARRIER'S PICKUP DATE (Year, month, & day): 2004-11-04

26a. SIGNATURE OF AGENT

26b. PER

B/L NUMBER: Z518000000091

27. MODE	28. ESTIMATE	29. NO OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON
L	N/A	1			

Received by the transportation company named above, subject to the regulations published in Title 41, Part 101-41 of the federal regulations, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.

FOR USE OF ISSUING OFFICE

33a. ISSUING OFFICE (Name and complete address)
US COAST GUARD FINANCE CENTER
1430 KRISTINA WAY
757-523-6763
CHESAPEAKE, VA 23326 US Z51800

33b. GBLOC: BIPK

33c. ISSUING OFFICER
CHRISTOPHER T. GIBBS 757-523-6763 TRANSPORTATION MGMT SPEC

33d. CONTRACT/PURCHASE ORDER NO.OR OTHER AUTHORITY

33e. DATED

33f. FOB POINT NAMED IN CONTRACT

CERTIFICATE OF CARRIER BILLING- CONSIGNEE MUST NOT PAY ANY CHARGES

34a. DELIVERED ON DATE

34b. AT (Actual delivery point)

34c. BY (Name of the delivering carrier)

34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED SHORTAGE ☐ DAMAGED ☐

34e ☐ CARRIER OS&D REPORT ATTACHED
☐ DELIVERY AT DESTINATION FURNISHED
☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED

34f. NAME OF BILLING CARRIER

34g. SIGNATURE OF CARRIER'S AGENT

* Show also cubic measurment for shipments via air, truck or water carrier in cases where required.

Exhibit 7-3.
Sample of Clearance U.S. Government Bill of Lading

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COMMERCIAL BILL OF LADING CORRECTION NOTICE

DATE NOTICE PREPARED
2004-12-16

1. CBL NUMBER	2. DATE CBL WAS ISSUED	3. TOTAL QUANTITY SHOWN ON CBL
Z518000000101	2004-12-14	1875LB

4. ORIGIN (As shown in "Origin" block on CBL)
Z40600 WILDWOOD, NJ 08260 199574000

5. DESTINATION (As shown in "Destination" block on CBL)
LSUMID MIDDLETOWN, CA 95461 873790000

6. ROUTE (Complete routing shown on CBL)

7. ISSUING OFFICE (As shown on CBL under "For Use of Issuing Office")
US COAST GUARD FINANCE CENTER, VA
1430 KRISTINA WAY
757-523-6763
Z51800 CHESAPEAKE, VA 23326

8. To: (Name and address of carrier/activity to which directed, including ZIP Code)
LSUMID
U S COAST GUARD LORAN ST MIDDLETOWN
22627 GRANGE ROAD
MIDDLETOWN, CA, 95461

9. Complete items 9a, b, c only when correction is made after transportation charges have been paid.
a. D.O. VOUCHER NUMBER
b. D.O. VOUCHER DATE
c. D.O. SYMBOL

10. FROM: (FULL name and address of the activity initiating the notice, including ZIP Code.)
US COAST GUARD LORAN SUPPORT UNIT
12001 PACIFIC AVE
WILDWOOD, NJ08260 US Z40600

11. BILL OF LADING NOW READS (Show the information as it reads prior to correction)
********** REASON **********
********** DESCRIPTION OF ARTICLES DETAIL **********
EQUIPMENT 1
4, MX, FAK (See MFTRP 1C for Cargo Liability), 1,875.0 LB
TCN:Z5180053480003XXX CU:199.7
COMMODITY:999912
SKID CONTS COMPUTER RACK W/INS COMPUTER EQUIPMENT
1 SD CU:46.5 35L27W85H 325.0LB
PROJECT FAA41
SKID CONTAINS COMPUTER RACK - EMPTY NO INST EQUIPM
1 SD CU:46.5 35L27W85H 275.0LB
PROJECT FAA41
SKID CONTAINS COMPUTER RACK - EMPTY NO INST EQUIPM
1 SD CU:46.5 35L27W85H 275.0LB
SEE CORRECTION NOTICE CONTINUATION SHEET

12. BILL OF LADING TO READ (Show how the corrected information should read)
********** REASON **********
I 56.54
********** DESCRIPTION OF ARTICLES DETAIL **********
EQUIPMENT 1
5, MX, FAK (See MFTRP 1C for Cargo Liability), 2,575.0 LB
TCN:Z5180053480003XXX CU:282.6
COMMODITY:999912
SKID CONTS COMPUTER RACK W/INS COMPUTER EQUIPMENT
1 SD CU:46.5 35L27W85H 325.0LB
PROJECT FAA41
SKID CONTAINS COMPUTER RACK - EMPTY NO INST EQUIPM
1 SD CU:46.5 35L27W85H 275.0LB
PROJECT FAA41
SKID CONTAINS COMPUTER RACK - EMPTY NO INST EQUIPM
1 SD CU:46.5 35L27W85H 275.0LB
SEE CORRECTION NOTICE CONTINUATION SHEET

13. AUTHORITY FOR CORRECTION (Tariff and item numbers; classification and item number; or other authority for making change.)
DTR 4500.9-R-Part II Cargo Movement

14. REMARKS (Pertinent information not otherwise on the form. If more space is required, use reverse side of this form.)
ADDED ADDITION UNIT TO SHIPMENT

15. INFORMATION COPY TO (Name and address, including ZIP Code)

16. SIGNATURE AND TITLE OF INITIATING OFFICIAL

Exhibit 7-4.
Sample of Commercial Bill of Lading Correction Notice

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COMMERCIAL BILL OF LADING CORRECTION NOTICE		SHEET NO. 2
1. CBL NUMBER Z518000000101	2. DATE CBL WAS ISSUED 2004-12-14	3. DATE NOTICE PREPARED 2004-12-16

PROJECT FAA41
BOX CONTAINS CALBES MISC ELCTRCAL PARTS,UPS MODULE
1 SB CU:60.2 65L50W32H 1000.0LB
PROJECT FAA41

********** SHIPMENT TOTALS **********
4 MX TOT QTY:1875LB CU:200

PROJECT FAA41
BOX CONTAINS CALBES MISC ELCTRCAL PARTS,UPS MODULE
1 SB CU:60.2 65L50W32H 1000.0LB
PROJECT FAA41
SYMETRA UPS POWER SUPPLY
1 SB CU:82.9 55L42W62H 700.0LB
PROJECT FAA41

********** SHIPMENT TOTALS **********
5 MX TOT QTY:2575LB CU:283

Exhibit 7-4.
Sample of Commercial Bill of Lading Correction Notice (cont.)

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CHAPTER 8

SHIPPING AND RECEIVING PROCEDURES

A. **Purpose and scope**. This Chapter provides general guidance on preparation of shipments to ensure that proper protective packaging, marking and labeling are used to protect equipment and material while in the military and commercial transportation pipelines. It also provides receiving procedures and steps to take when material arrives in damaged condition or is lost.

B. **Shipping guidelines**. The following paragraphs outline important considerations and criteria for shipment preparation, as well as training resources.

1. Shipment protection. Shipping floor personnel should always communicate with local Transportation Officers (TOs)/Transportation Agents (TAs) regarding transportation requirements and the opportunities for cost efficiencies. Selection of the most appropriate method of protecting cargo against transportation hazards is extremely important. Vital considerations include:

   a. Hazardous materials. Only trained and certified personnel, in accordance with applicable regulations, must process these shipments. There are special requirements and restrictions for hazardous materials shipments relative to packaging, quantity limitations, marking, labeling, and shipping papers and other special provisions. See Chapter 4 for additional guidance.

   b. Item characteristics. The kind and degree of packaging, including dunnage and/or blocking and bracing, will depend on item vulnerability to damage from hazards in the transportation pipeline. Special packaging and wrapping material is often necessary to protect against static electricity, moisture, dust, abrasions on machine parts with precision/critical surfaces and other environmental hazards.

   c. Mode of shipment. Consider additional vulnerability to shipments moving by ocean, intermodal, or flat bed, which may subject the material to excessive handling and environmental hazards.

   d. Shipment handling requirements. Consider availability of material handling equipment at shipping and receiving points for items that may limit the use of excessively heavy or over sized consolidated containers. However, consolidating materials for shipment can often protect items and helps to facilitate material handling from shipping to receiving points. Use of over packing often provides small items with increased visibility and protection when using common freight transportation provider services that offer required security services (or any required and/or authorized increased valuation), not otherwise available by small parcel Transportation Service Providers (TSPs).

   e. Economy of consolidating material. Transportation charges can be significantly reduced by unitizing and consolidating items whenever feasible, depending upon other relevant shipment requirements or restrictions.

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f. Container economy. The use of cost-efficient containers that adequately protect items must also be considered. Using excessively expensive or unnecessary large containers wastes supply funds and drives transportation costs up.

g. Security requirements for TSP equipment. The use of seals (for intermodal containers, van truckload and/or exclusive use services), tarps, blocking and bracing, and tie downs offer freight protection and ensure public highway safety. Shipping personnel and local TOs/TAs must be knowledgeable on all truck loading safety practices and ensure full cooperation with military and commercial TSPs relative to industry, state and federal highway requirements.

2. Marking and labeling.

a. The use of clear address and package handling labels is essential. Proper identification of shipping containers is very important to insure maximum shipment control, in transit visibility and any necessary tracing/recovery actions. Use MIL-STD-129, Marking for Shipment and Storage. See Appendix B, Resources.

b. All hazardous material shipments require special marking and labeling requirements. See applicable regulations for these requirements.

c. When reusing a container, all previous marking and labeling shall be obliterated or removed to prevent delivery to the wrong consignee or having the shipment frustrated at an import/export point.

3. Shipping floor operations. Ensuring efficient and safe procedures for fabricating containers; using material handling equipment, banding/shrink wrap equipment; staging of freight; and loading shipments onto trucks/conveyances are the responsibility of the local shipping activity or its Command. Any necessary training relative to shipping operations are also the responsibility of the AOR. Compliance with local, state and Federal (OSHA) regulations must be met.

4. Shipping checklist. Use Exhibit 8-1, Shipping Checklist, to ensure shipment requirements are met. See also the DTR, Part II.

5. Training resources. The School of Military Packaging Technology, Aberdeen Proving Ground, MD, website: http://smpt.apg.army.mil/, offers shipment preparation training, including courses on marking and labeling, as well as packaging and preservation methods.

C. **Receiving procedures**.

1. Checking shipments upon delivery.

a. Receiving personnel will examine and count all containers and pieces received in each shipment. Each item will be checked as it is being unloaded, prior to departure of the TSP when possible, to record any overage, shortage, or damage.

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b. When a container shows evidence of damage or pilferage, call it to TSP's attention and segregate damaged items from other items being unloaded to ensure that a proper record is made.

c. Keep a record of count and condition of material when shipment is received. This record will show shipment identification, TSP's equipment number, time, date, seal number, condition of seals, and checker's name. Consignee's copy of bill of lading, a tally sheet, or other approved forms will be used for this purpose.

d. Exhibit 8-2, Receiving Checklist.

2. When discrepancies exist. When reporting transportation discrepancies, follow the transportation discrepancy reporting (TDR) procedures in Chapter 9. Discrepancies will be reported immediately to the FINCEN Claims Section (OGC), at 757-523-6763. The Claims Section will initiate and resolve all claim actions with the TSP.

a. Annotate original and all copies of TSP's delivery receipt with specific identification of over, short, or damaged items at time of delivery. Use clear, specific, and accurate exception annotations. Sign and date all copies of the delivery receipt.

b. Ensure TSP representative signs all copies of the delivery receipt.

c. Never make any qualifying statements on the delivery receipt such as, "subject to count" or "subject to inspection." These statements are useless or self-serving.

d. Take photographs (before unloading, when practicable) before, during, and after unloading and/or unpacking when apparent damage or conditions exist that may result in concealed loss or damage.

D. **Clear delivery receipt**. When the TSP holds a clear delivery receipt for goods later found to have been short or damaged, the receipt may not be construed as final since the terms of the receipt may be varied by the facts actually developed. The actual facts may be explained through the use of signed statements or affidavits made by personnel who executed such clear receipt and then discovered the shortage or damage. This way, it may be possible to prove the discrepancy did, in fact, exist at the time of delivery. Claims for in transit loss or damage are extremely difficult to sustain when a TSP has been given a clear delivery receipt. Transportation/receiving personnel must avoid releasing signed delivery receipts before thoroughly examining the property delivered.

E. **Concealed damage**. When there is no visible damage to a container upon delivery, giving a clear delivery receipt to the TSP does not always relieve it of liability. Claims of TSP liability for concealed damage constitute one of the biggest problems in the CG freight claims system, as they are among the hardest to prove. Concealed damage claims require almost undeniable proof of TSP responsibility for the damage, especially if any significant amount of time has elapsed between the delivery and the discovery of the damage. TSPs, generally, will refuse to accept liability for concealed damage reported after an apparent clear delivery. TSPs can claim that consignee personnel damaged the property after delivery, since the consignee often moves property from the unloading dock to another area before concealed damage is discovered. Considerable weight can be attached to that position. The

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burden of proof is upon the owner of the property to overcome the evidence of the clear delivery receipt. This can be done only by development of the most complete factual data to establish where, how, and in whose possession the property was when the damage occurred. Signed statements or affidavits by transportation or materiel shipping and in-checking personnel giving complete details about the time, place, and circumstances of delivery acceptance at origin and concealed damage discovery at destination are required to support a claim of TSP liability.

F. **Acceptance or rejection of goods**. Goods must not be rejected to the TSP merely because the receiver believes there is damage to the property. Property may be rejected to the TSP ONLY when it has been damaged to the extent that it has no salvage value or it is not economically repairable; that is, the cost of repairs exceeds the appraised value of the repaired item.

G. **Unidentifiable freight or wrong consignee**. If a TSP attempts to deliver a shipment containing packages that are clearly marked for another consignee or which cannot be identified as government property, the misdirected or astray packages will not be accepted. This does not constitute refusal of a freight shipment.

H. **Actions to take after delivery**.

1. If damage exists, contact nearest office of delivering TSP and immediately request an inspection of the shipment. Allow the TSP up to seven (7) calendar days to inspect shipment. If TSP verbally waives inspection, make a record of waiver, including name of TSP representative, phone number, date, title, and notes of discussion and agreements/ disagreements. Confirm the waiver in writing with the TSP by letter, email or facsimile.

2. If the TSP waives inspection, conduct a government inspection. Ask technically qualified personnel for help when complex or specialized equipment is involved. It is essential to document the amount and extent of the damage. Do not interject opinions or suppositions on how the damage happened. Because the TSP waived inspection, it will have to abide by the government inspection made. If necessary, take additional pictures of the damage.

3. Avoid opening damaged packages until the TSP representative arrives to perform an inspection, unless there is a possibility that damage to shipment will be reduced by prompt unpacking. Unpack only if absolutely necessary. Hold all containers and packing material for inspection by the TSP.

4. Protect the goods from further damage and/or loss due to weather, vandalism, etc. It is the consignee's duty to make every effort to mitigate (or minimize or alleviate) the loss or damage to the lowest level.

5. Never discuss liability with any TSP representative.

6. Obtain a copy of TSP representative's damage inspection report for inclusion in TDR package. If TSP assumes responsibility, obtain certified statement to that effect. See Chapter 9 for TDR procedures.

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7. Report shipment discrepancies involving damage on SF 361 in accordance with TDR procedures in Chapter 9.

I. **Overage**. When materiel is received in excess of quantity shown on bill of lading, annotate TSP delivery receipt and report all overages and reconciliations in accordance with Chapter 9.

J. **Shortage of classified or sensitive material**.

1. Report any shortage of classified material or a violation of security immediately to designated Command Security Officer and in accordance with applicable DOD Component procedures using the fastest means. Reports will be made for the following items:

   a. SECRET materials.

   b. CONFIDENTIAL materials.

   c. Narcotics.

   d. Weapons, ammunition, and similar ordnance/hazardous materiel.

2. Promptly notify the Military Surface Deployment and Distribution Command (SDDC) or the appropriate combatant commander if shortage is resolved and indicate condition of material as received. When a shortage notation has been made on the delivery receipt and the property checked short is later received, the consignee will notify the Claims Section (OGC), USCG Finance Center, Chesapeake VA, 757-523-6763.

3. Under no circumstance will TOP SECRET, SECRET, CONFIDENTIAL, or protected material be released to a TSP for repair or salvage.

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Shipping Checklist

- ✓ Does the shipment contain any hazardous material, ammunition, sensitive/classified or controlled material? If so, see Chapters 4 and 5 to ensure complete compliance with applicable transportation and security requirements.
    - Have all shipping personnel received required hazardous materials "General Awareness and/or Function – Specific" training, as appropriate and required by law? Any activity receiving, shipping or storing hazardous materials must ensure training requirements are met in accordance with Title 49 CFR, Part 172.704.
- ✓ Did you route the shipment in accordance with the priority?
- ✓ Did you ensure the freight was properly prepared for shipment to withstand the ordinary hazards of transportation for the mode chosen?
- ✓ If reusable shipping containers were utilized, did you ensure all the markings and labels were completely obliterated or removed from them?
- ✓ Is the freight labeled with minimum information required?
    - TCN
    - Consignee
    - Consignor
    - If applicable, bill of lading number
- ✓ Did you match the shipping documents closely against the shipping labels to ensure correct and accurate shipping information?
- ✓ Did you ensure the bill of lading (commercial or government) was accomplished completely and accurately in accordance with all current regulations and instructions?
- ✓ Was the TSP hauling the freight contacted and given sufficient time to pick up the shipment?
- ✓ When the TSP picking up the freight arrived, was the date and time recorded on the shipping records?
- ✓ Before the shipment was loaded on the TSPs equipment, did the shipping clerk and the driver check the equipment jointly?
- ✓ As the freight was being loaded, was it correctly counted and matched against the bill of lading?
- ✓ Did the TSP driver sign and date the bill of lading to include the number of pieces in the shipment?
- ✓ Was the TSP driver's signature clear and legible?
- ✓ Was the TSP driver given the correct copies of the bill of lading?
- ✓ Did you send the consignee's copies of the bill of lading and supporting documents to destination to assure arrival in advance of the shipment? (HINT: Send them by facsimile, if mailing these documents means arrival after the shipment.)

Exhibit 8-1.
Shipping Checklist

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Receiving Checklist

- ✓ Have all receiving personnel received required hazardous materials "General Awareness and/or Function – Specific" training, as appropriate and required by law? Any activity receiving, shipping or storing hazardous materials must ensure training requirements are met in accordance with Title 49 CFR, Part 172.704.
- ✓ Are all personnel who perform the inchecker function trained in loss and damage prevention procedures and techniques?
- ✓ Is the TSP delivery receipt annotated with the date and time the TSP arrived for unloading, the date and time the TSP departed, and the number of pieces unloaded?
- ✓ Is the TSP vehicle checked for seal integrity prior to opening the trailer; are seal numbers written down on the TSP delivery receipt?
- ✓ Do you check the labels on all containers to ensure the property belongs to your activity; do the labels match the pieces, TCN, and weight as shown on the TSP delivery receipt or the GBL/CBL?
- ✓ Is each container off loaded checked for possible damage; is damaged property immediately brought to the attention of the TSP driver?
- ✓ Is the TSP delivery receipt annotated with the number of pieces damaged or short, along with the TCN number and type of damage (e.g., bent, crushed, leaking, etc.)?
- ✓ Is the shortage or damage notation on the TSP delivery receipt acknowledged by both the TSP driver and the inchecker?
- ✓ Are photographs taken of damaged property?
- ✓ Is the TSP representative called and a request made for an inspection of damaged property; do you keep a record of the name of the person contacted, date, and time of their response?
- ✓ When a TSP chooses not to inspect damaged property, do technically qualified personnel at your activity perform an inspection?
- ✓ On "free astray" or "dead head" bills, are the TCN, consignor, pieces, weight, and any other markings identifying the property written on the TSPs delivery receipt?
- ✓ When concealed damage is reported to the inchecker, do they immediately report the damage to the TSP representative, get statements from personnel who found the damage, and report this information to the transportation OS&D clerk?
- ✓ Are all discrepancies reported to the transportation OS&D clerk immediately upon discovery?
- ✓ Do you have a program to ensure all individuals at your unit (and units you support) who receive items from any TSP understand the rules for accepting freight and annotating the TSP delivery receipt?

Exhibit 8-2.
Receiving Checklist

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CHAPTER 9

TRANSPORTATION DISCREPANCY REPORTING

A. **Purpose and scope**. This Chapter prescribes responsibilities and procedures for reporting transportation discrepancies involving commercial transportation service providers (TSPs) and military shippers worldwide, procedures for documenting astray cargo under the Government Cargo Recovery Efforts (GOCARE) Program, as well as loss and damage claims procedures.

B. **Transportation discrepancy report (TDR), Standard Form 361**. TDRs are created for three reasons:

1. To document loss of or damage to government material to support the filing of claims against TSPs for Government reimbursement. If a claim is not filed, the Government is not compensated by a TSP for loss/damage, which leaves the Government, and thereby the taxpayer, to pay the bill.

2. To document shipper-related discrepancies, (e.g., those associated with HAZMAT requiring corrective action), as appropriate.

3. To document and report astray freight.

C. **TDRs and claim actions**. TOs/TAs will follow the guidance contained in the Defense Transportation Regulation (DTR), Part II, Cargo Movement, Chapters 210 and 211, to report and document transportation-related discrepancies. Address questions and concerns to the Claims Section (OGC), U.S. Coast Guard Finance Center, at 757-523-6763.

1. Coast Guard TOs/TAs are not authorized to file claims directly with commercial TSPs. All TDRs that require claim action shall be forwarded to Commanding Officer (OGC), U.S. Coast Guard Finance Center, 1430A Kristina Way, Chesapeake VA 23326.

2. FINCEN claims personnel will investigate and file a claim with the TSP, if appropriate.

3. Once collected, FINCEN claims personnel will ensure funds are credited to the appropriate line of accounting.

D. **Using PowerTrack™ to identify potential lost, damaged or astray cargo**. US Bank's PowerTrack™ system can be used proactively to identify potential lost, damaged, or astray cargo. Coast Guard TOs/TAs are encouraged to use this system to identify shipments made but not delivered. Suggested PowerTrack™ astray cargo procedures are contained in the DTR, Part II, Cargo Movement, chapter 209.

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E. **Government Cargo Recovery Effort (GOCARE) Program**.

1. Commandant (CG-441) is responsible for identifying and assigning transportation personnel as GOCARE committee members.

2. TOs/TAs assigned to a GOCARE committee will perform their duties as outlined in DTR, Part II, Cargo Movement, Chapter 209.

3. GOCARE committee members will contact the Transportation of Freight Program Manager, at 202-267-0640, with issues and problems concerning astray freight.

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APPENDIX A

ABBREVIATIONS AND ACRONYMS

***Note: The following is a list of commonly used transportation related acronyms and abbreviations, refer to Appendix A, Defense Transportation Manual, Part II for more comprehensive listing.**

AA&E	Arms, Ammunition, and Explosives
ACA	Airlift Clearance Authority
AFMAN	Air Force Interservice Manual
AMC	Air Mobility Command
APO	Air Force Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
AR	Army Regulation
BLOC	Bill of Lading Office Code
CASREP	Casualty Report
CAT	Category
CBL	Commercial Bill of Lading
CCI	Controlled Cryptographic Items
CCP	Consolidation and Containerization Point
CDL	Commercial Drivers License
CFR	Code of Federal Regulations
CIS	Constant Surveillance Service
COCOM	Combatant Command
CONEX	Container Express
CONUS	Continental United States
CTAPS	Commercial Transportation Approval Processing System
DAAS	Defense Automatic Addressing System
DDAC/DODAC	Department of Defense Ammunition Code
DEMIL	Demilitarization
DFAS	Defense Finance and Accounting Service
DLA	Defense Logistics Agency
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DOT	Department of Transportation
DOT-E	Department of Transportation Exemption
DRMO	Defense Reutilization Marketing Office
DRMS	Defense Reutilization and Marketing Service
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
DTTS	Defense Transportation Tracking System

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ETA	Electronic Transportation Acquisition
ETA	Estimated Time of Arrival
ETR	Export Traffic Release
ETRR	Export Traffic Release Request
FAK	Freight All Kinds
FAR	Federal Acquisition Regulation
FINCEN	Coast Guard Finance Center
FOB	Free on Board
FPO	Fleet Post Office
FSC	Federal Supply Class
GBL	Government Bill of Lading
GFM	Global Freight Management System
GOCARE	Government Cargo Recovery Effort
GSA	General Services Administration
GTN	Global Transportation Network
HAZMAT	Hazardous Material
HAZWASTE	Hazardous waste
HMIRS	Hazardous Materials Information Resource System
IATA	International Air Transport Association
IAW	In Accordance With
ICAO	International Civil Aviation Organization
ICP	Inventory Control Point
IMDGC	International Maritime Dangerous Goods Code
ITV	In Transit Visibility
LRU	Less-than-Release Unit
LTL	Less-than-Truckload
MAPAC	Military Assistance Program Address Code
MAPAD	Military Assistance Program Address Directory
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRO	Material Release Order
MSC	Military Sealift Command
MSL	Military Shipping Label
MTMC	Military Traffic Management Command
NA	North America
NAVTRANS	Navy Transportation
NMFC	National Motor Freight Classification
NSN	National Stock Number
OCONUS	Outside Continental United States

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OPFAC	Operating Facility Accounting Code
PAO	Payment Approving Official
POC	Point of Contact
POD	Port of Debarkation
POD	Proof of Delivery
POE	Port of Embarkation
POV	Privately Owned Vehicle
PSN	Proper Shipping Name
RDD	Required Delivery Date
RESHIP	Report of Shipment
RQ	Reportable Quantity
SAAM	Special Assignment Airlift Mission
SCAC	Standard Carrier Alpha Code
SED	Shipper's Export Declaration
TA	Transportation Agent
TAC	Transportation Account Code
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Transportation Discrepancy Report
TFG	Transportation Facilities Guide
TGBL	Through Government Bill of Lading
TO	Transportation Officer, Technical Office, Technical Order
TP	Transportation Priority
TPS	Transportation Protective Service
TSP	Transportation Service Provider
UMMIPS	Uniform Materiel Movement and Issue Priority System
UNCAT	Uncategorized
USTRANSCOM	United States Transportation Command
WCA	Water Clearance Authority
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WWW	Worldwide Web
WWX	Worldwide Express

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APPENDIX B

RESOURCE LIST

***Note: Web sites with secure addresses (https) cannot be linked into directly from this publication. Copy and paste the web address to the "Address" line for Internet Explorer and then click on "Go." The following is a list of commonly used transportation related references and websites, refer to Appendix B, Defense Transportation Manual, Part II, for more comprehensive listing.**

Resource	Web Address
Air Mobility Command	https://amc.af.mil
Airborne Express	http://www.airborne.com/home/home.asp
CG GBL Preparation Guide	http://www.fincen.uscg.mil/powerpoint/1-4GBLpreparation.ppt
CG Office of Logistics Policy, (CG-441)	http://cgweb.uscg.mil/g-s/g-slp/index.htm
Defense Logistics Agency Customer Assistance Handbook	http://www.supply.dla.mil/CustomerHandbook/index.asp
Defense Table of Official Distances	http://dtod-mtmc.belvoir.army.mil/
Defense Transportation Regulation (DTR), DoD Regulation 4500.9-R	http://public.transcom.mil/j4/j4lt/dtr.html
DHL Express	http://www.dhl-usa.com/index/
DOD Border/Custom Clearance Program	https://business.transcom.mil/applications/customs/dodcustoms.cfm
DOD Master TAC Table	https://dodaac.wpafb.af.mil/index.cfm
Domestic Freight Routing Request and	http://www.dior.whs.mil/forms/DD1085.PDF

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Order, DD Form 1085	
Federal Express	http://www.fedex.com
Federal Motor Carrier Safety Administration (FMCSA) Licensing & Insurance System	http://fhwa-li.volpe.dot.gov/
Global Transportation Network (GTN)	https://www.gtn.transcom.mil/index.jsp
Government Cargo Recovery Efforts Program (GOCARE)	http://www.mtmc.army.mil/CONTENT/5380/gocareguidelines.pdf
GSA Forms (Standard & Optional)	http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=116369&contentType=1004&P=1&S=1
GSA GBL Handbook, July 2000	http://www.fss.gsa.gov/transtrav/gblhandbook.pdf
GSA Standard Tender of Service (STOS)	http://www.kc.gsa.gov/fsstt/frt/default.htm
GSA Travel and Transportation	http://apps.fss.gsa.gov/transtrav/transportation.cfm
GSA Travel and Transportation Office – San Francisco	https://www.pacificrim.gsa.gov/fss/freight/
Military Sealift Command (MSC)	http://www.msc.navy.mil
Military Traffic Management Command	http://www.mtmc.army.mil
MTMC Freight Rules Publications	http://dsc.mtmc.army.mil/rules/
Office of Government Ethics	http://www.usoge.gov/home.html
Preparing Hazardous Materials for Military Air Shipment, AFMAN 24-204	https://www.afmc-mil.wpafb.af.mil/Hazmat/AFJMAN.htm or http://www.afmc-pub.wpafb.af.mil/Hazmat/

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School of Military Packaging Technology, Aberdeen Proving Ground, MD	http://smpt.apg.army.mil/
Standard for Military Marking, MIL-STD-129	http://www.dscc.dla.mil/Offices/Packaging/format.html
The Joint Ethics Directive, DoD 5500.7-R	http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/
Title 41, Part 102, Code of Federal Regulations (CFR)	http://www.access.gpo.gov/nara/cfr/waisidx_02/41cfrv3_02.html
Title 49, Pars 100-185, Code of Federal Regulations (CFR)	http://www.access.gpo.gov/nara/cfr/waisidx_02/49cfrv2_02.html
United Parcel Service	http://www.ups.com
United States Postal Service	http://pe.usps.gov
World Wide Express	https://amcpublic.scott.af.mil/wwx/wwx.htm

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APPENDIX C

BACKGROUND ON COMMERCIAL BILLS OF LADING AND POWERTRACK™

Effective April 1, 2002, the Government bill of lading (GBL) became obsolete for CONUS freight shipments. Therefore, the Coast Guard (CG) began using a new automated transportation of freight electronic billing system to replace the manual GBL for CONUS freight shipments.

PowerTrack™ is a software package developed by U.S. Bank. Working in conjunction with the Department of Defense (DOD) Global Freight Management (GFM)/Electronic Transportation Acquisition (ETA) freight assignment software, PowerTrack™ provides a virtually paperless transaction application that processes commercial bills of lading (CBL) electronically. The various carriers that are registered in PowerTrack™ then turn these CBLs into freight invoices. When someone in the Transportation Office (TO) approves the electronic invoice, U.S. Bank pays the carrier. Then once a month, U.S. Bank invoices the CG for all of the charges paid during the month. The CG makes a single payment for the multiple payments made by U.S. Bank.

PowerTrack™ facilitates the electronic exchange of transaction information between trading partners. This system combines financial processing and electronic data warehousing capabilities into one comprehensive service. It allows both shippers and carriers to see, in real time, all the information regarding a transaction. PowerTrack™ uses business rules to determine which actions are available to the user (submit, approval process, deny, hold, cancel, resume, service completion, e-Bill creation, find potential matches, generate). PowerTrack™ offers improved funds control for managers; eliminates paper from the payment process; eliminates manual posting to general ledger accounts; and, provides the TO with a powerful electronic pre-payment audit tool.

When the TO needs to make a shipment, shipping information is entered into the GFM/ETA system. The GFM/ETA system responds by providing a list of carriers that deliver to the designation area, as well as providing a cost estimate for the shipment. The TO then selects the carrier and makes the appropriate arrangements to pick up the freight. This process generates a CBL in the system. The CBL has the DODAAC built into the system to identify the location that is requesting the shipment.

Daily, the TO enters the PowerTrack™ system to review, then approve or disapprove any items which have been shipped, receipted for and invoiced by the carrier. Once approved, U.S. Bank makes payment to the carrier within 72 hours. TOs access PowerTrack™ through the CG Finance Center's (FINCEN) web site at www.fincen.uscg.mil. If there is a problem with any invoice, the TO does not approve it, and works with the carrier to resolve the problem.

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U.S. Bank invoices the CG for all of the charges paid during the month. Each month (usually the 16th), the FINCEN downloads the bank's statement/invoice through the FINCEN Metaframe application. The data is then downloaded into the Commercial Transportation Approval Payment System (CTAPS).

CTAPS was developed and implemented by the CG FINCEN, Accounting Systems Division, to electronically process all of the CBLs created in the GFM/ETA and processed for payment by the PowerTrack™ system.

CTAPS sends a notification to the unit Payment Approving Official (PAO) telling them that an invoice is available for approval. The PAO corrects any accounting lines and electronically certifies the invoice for payment. FINCEN then makes payment to U.S. Bank. The charges are distributed to the appropriate accounting lines and the entire process is now complete.

For those activities that receive a PES report from the FINCEN, the charges will appear on the report as a direct expenditure. No obligations via LUFS should be made for CBL's, because this system is very close to being a real time system and no actual paperwork is created.

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APPENDIX D

DEFINITIONS

***Note: The following is a listing of commonly used transportation related definitions, refer to Appendix D, Defense Transportation Manual, Part II, for more comprehensive listing.**

1. **Air Mobility Command**. The Air Force component command of the United States Transportation Command.

2. **Army or Air Force Post Office**. A military post office, numerically designated as a branch of the United States Post Office, manned and operated by the Army of Air Force to provide postal services to the authorized organizations and personnel.

3. **Assessorial Service**. When the carrier provides any of the services for Assessorial rates, in connection with service provided to government containers, the appropriate Carrier rates contained in the Schedule of Rates will be applicable.

4. **Bill of Lading**. The Bill of Lading is the primary document used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

5. **Carrier, DOD-Approved**. Any carrier, as defined above, approved by the Commander, Military Traffic Management Command.

6. **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 DODFMR 7000.14-R, Volume 5, Chapter 33, Accountable Officials and Certifying Officers.

7. **Clearance Authority**. The activity that controls and monitors the flow of cargo into the airlift or water transportation system. See Airlift Clearance Authority, Ocean Cargo Clearance Authority, and Water Clearance Authority.

8. **Commercial Bill of Lading**. A Commercial Bill of Lading (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.

9. **Concealed Damage**. Any damages found after the driver has obtained a clear delivery receipt where the damage could not have been observed during the unloading

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process, providing that the damage was within the package materials and the opening or unwrapping of the items would be cost prohibitive for the receiver and/or the carrier. In accordance with the National Motor Freight Classification Guidelines Item 300135, Reporting Concealed Damages, when damage to contents of a shipping container that could not have been determined at the time of delivery is discovered by the consignee, the consignee must report it to the delivery carrier upon discovery and the carrier's representative must make a request for inspection.

10. **Consignee**. The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that receiving the product.

11. **Consignor**. The person or activity that is the supplier or shipper of a product.

12. **Container**. An article of transport equipment that meets American National Standards Institute/International Organization for Standardization standards that is designed to be transported by various modes of transportation. These containers are also designed to facilitate and optimize the carriage of goods by one or more modes of transportation without intermediate handling of the contents and equipped with features permitting ready handling and transfer from one mode to another. Containers may be fully enclosed with one or more doors, open top, refrigerated, tank, open rack, gondola, flatrack, and other designs.

    1. Cargo Container. A standardized, demountable, reusable conveyance for transporting cargo on a chassis, rail car, or vessel.

    2. CONEX. Container Express (CONEX). A metal shipping container 8'6" long, 6'3" wide, and 6'10 ½" high or 4'3" long, 6'3" wide and 6'10 1/2" high used for shipping cargo.

    3. Dromedary. A container that can be mounted behind the power unit of a truck or carried on a flatbed trailer or in a van and that can be used to transport less-than-truckload shipments of Arms Ammunition, and Explosives; SECRET, CONFIDENTIAL, and Controlled Cryptographic Items; or sensitive material.

    4. 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. (Dimensions: 20' long, 8' wide and 8' high or may be a flat rack).

    5. Refrigerated (Reefer) Container. A weatherproof container for the movement of temperature controlled cargo insulated against external temperatures and equipped with mechanical refrigeration.

    6. SEAVAN. Commercial or Government-owned (or leased) shipping containers that are moved via ocean transportation without bogie wheels attached, (i.e., lifted on and off the ship).

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13. **Container Consolidation Point**. Consolidates shipments on an air pallet or containerized shipment in a SEAVAN for transportation overseas.

14. **Controlled Cryptographic Item**. Communications Security equipment declassified by the National Security Agency. Controlled cryptographic items (CCI) require accountability when shipped by commercial transportation by use of paper or electronic signature service. Classified keying material associated with CCI must be separately transmitted according to requirements for its classification.

15. **Commercial Transportation Approval Processing System (CTAPS)**. U.S. Coast Guard Finance Center application used by Payment Authorizing Officials to certify monthly PowerTrack transportation invoices. Learn more: http://cgweb.fincen.uscg.mil/metaframe.htm

16. **Cubic Foot**. One cubic foot is a volume one foot high, one foot wide, and one foot deep; one cubic foot (cu ft) = 1/27 cubic yard = 1,728 cubic inches.

17. **Declared Valuation**. The value of goods, as stated by a shipper, when tendered to a carrier.

18. **Defense Transportation System**. That portion of the Nation's transportation infrastructure that 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.

19. **Defense Transportation Tracking System**. A joint service in transit safety and security system hosted by the Naval Ammunition Logistics Center. The Defense Transportation Tracking System (DTTS) provides 24-hour continuous oversight of the Department of Defense arms, ammunition and explosive shipments moving in the public domain. The primary mission of the DTTS is emergency response.

20. **Demurrage**. A charge against a consignor or consignee for holding carrier equipment beyond the allowable free time for loading and unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. It may also be a charge to shippers accruing from the time the container is discharged from the vessel. Charges for demurrage are in addition to all other transportation charges. Demurrage charges typically are associated with rail and water port operations.

21. **Department of Defense Activity Address Code**. A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations as found in Department of Defense Activity Address Directory. These activities are authorized to ship or receive material and to prepare documentation or billings.

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22. **Department of Defense Activity Address Directory**. Publication that lists all DOD activities and their six-position alphanumeric codes is called Department of Defense Activity Address Codes.

23. **Department of Defense Constant Surveillance Service**. A Transportation Protective Service requiring carriers to provide a qualified driver or other qualified representatives who maintain constant visual surveillance of a shipment during transportation.

24. **Detention**. A charge made on a carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for detention are in addition to all other lawful transportation charges. With respect to vessel charter, it is the amount owed by the charterer for detaining the owner's ship or other equipment beyond the time allowed when demurrage charges are not applicable.

25. **Dimensional Weight**. Used to determine commercial air freight rates and charges if the calculation exceeds the actual weight of the freight:

    1. For domestic air freight shipments: L x W x H (inches) divided by 194.

    2. For international air freight shipments: L x W x H (inches) divided by 166.

26. **Direct Procurement Method**. A method of shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contract arrangements or by the use of government facilities and personnel.

27. **Diversion**. A change made in the route of a shipment while in transit. See Reconsignment.

28. **Dromedary**. See Container.

29. **Dual Driver Protective Service**. Dual Driver Protective Service (DDP) consists of two drivers, both who are in the process of obtaining, or have obtained, a SECRET clearance.

30. **Dunnage**. Lumber or other material used to brace and secure cargo to prevent damage.

31. **Electronic Bill**. 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 Electronic Bill (eBill) will not be paid until the other party approves the eBill. eBills are most commonly used to reconcile or adjust shipment payment amounts for shipments that have already been approved, and prior to the Billing Statement being

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generated. An eBill can be linked to a previous transaction, although this is not required.

32. **Electronic Transportation Acquisition (ETA)**. Military Traffic Management Command (MTMC) electronic computer systems that are used for obtaining transportation services, generating documentation, invoicing, and feeding in transit data to logistics systems.

33. **"EX" Number**. The EX (explosive) number is a tracking number assigned by the Department of Transportation to identify the final hazard classification was properly submitted and approved in accordance with 49 Code of Federal Regulations.

34. **Explosives**. Explosives are any chemical compound, mixture, or device, the primary purpose of which is to function by explosion. This term includes, but is not limited to, individual land mines, demolition charges, blocks of explosives and other explosives consisting of 10 pounds or more. Additionally, specific description of explosives is detailed in 49 Code of Federal Regulations, Part 173.59, Description of Terms for Explosives.

35. **Export Cargo Shipments**. Shipments originating from an inland point/Port of Embarkation destined to an overseas destination.

36. **Export Traffic Release**. Shipping instructions, issued by the MTMC Operations Center or Theater Commander in response to an offering that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, cost favorable terminal, shipment terminal arrival date, and any pertinent Routing Instruction Notes.

37. **Fleet Post Office**. A Navy activity established within the Continental United States collocated with the postal concentration center for the purposes of providing 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.

38. **Force Activity Designator**. Numbers used in conjunction with urgency of need designators to establish a matrix of priorities used for supply requisitions. Defines the relative importance of the unit to accomplish the objectives of the Department of Defense.

39. **Free Astray**. A shipment miscounted or unloaded at the wrong station is billed for and forwarded to the correct station, "free of charges as astray."

40. **Free on Board**. This term is used with the designation of a physical point to determine the responsibility and basis for payment of freight charges and, unless otherwise agreed, the point at which title for supplies passes to the buyer or

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consignee. The policies on designation of contracts as Free on Board (FOB) Origin or FOB Destination are set fourth in the Federal Acquisition Regulation Subpart 47.3, Transportation in Supply Contracts.

1. FOB Destination. FOB at destination, or where the seller or consignor delivers the supplies on the seller's or consignor's conveyance to a specified delivery point. In this case, unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the seller or consignor.

2. FOB Origin. FOB at the place of origin, or where the seller or consignor places the supplies on the conveyance by which they are to be transported. Unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the buyer or consignee.

41. **Free Time**. Time allowed by tender, tariff, or contract, to load and/or unload carrier's equipment before detention or demurrage is charged.

42. **Freight All Kinds**. Freight All Kinds (FAK) is a shipping classification. Goods classified FAK are usually charged higher rates than those marked with a specific classification and are frequently in a container that includes various classes of cargo.

43. **Freight Classification**. A system of grouping together commodities of like or similar transportation characteristics for the purpose of assigning ratings to be used in applying rates.

44. **Freight Consolidating Activity**. A transportation activity that receives less than carload/truckload lots for onward movement to the ultimate consignee or to a freight distributing activity or other breakbulk point.

45. **Freight Forwarder**. A firm other than a railroad, motor, water, or air carrier that represents itself as a common carrier and undertakes to assemble and consolidate shipments or provide for assembling and consolidating and performing or providing for the performance of breakbulk and distributing. It assumes responsibility for the transportation of such property from point of receipt to point of destination; and uses the services of carriers subject to the governing bodies.

46. **Full Visible Capacity**. A conveyance so filled that no more like material, in the shipping form tendered, can be loaded in or on the conveyance.

47. **Global Fright Management (GFM) system**. MTMC system that is used by CG ETA sites to generate electronic BLs for freight shipments. GFM applications identify eligible transportation service providers (TSP) and service charges; generates an electronic CBL; and interfaces with U.S. Banks electronic payment system, PowerTrack. GFM also feeds in transit data to numerous DOD logistics systems.

48. **Global Transportation Network**. The automated support necessary to enable the United States Transportation Command and its components to provide global

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transportation management. The Global Transportation Network (GTN) provides the integrated transportation and systems necessary to accomplish global transportation planning, command and control, and in transit visibility across the range of military operations. The designated DOD in transit visibility system provides customers with the ability to track the identity, status, and location of DOD units and non-unit cargo, passengers, patients, forces, and military and commercial airlift, sealift, and surface assets from origin to destination across the range of military operations. GTN collects, integrates, and distributes transportation information to combatant commanders, Services, and other DOD customers. GTN provides the United States Transportation Command with the ability to perform command and control operations, planning and analysis, and business operations in tailoring customer requirements throughout the requirements.

49. **Government Bill of Lading**. A government document used to procure transportation and related services from commercial carriers.

50. **Gross Weight**. The combined weight of a container and its contents including packing material.

51. **Hazardous Material or Substance**. A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and that has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous under the provisions of 49 Code of Federal Regulations (CFR), Parts 172.101 and 172.102, and materials that meet the defining criteria for hazard class and divisions in 49 CFR, Part 173.

52. **Installation Transportation Officer**. See Transportation Officer.

53. **Intermodal**. Type of international freight system that permits transshipping among sea, highway, rail, and air modes of transportation through use of American National Standards Institute and International Organization for Standardization containers, linehaul assets, and handling equipment.

54. **Intermodal Container or Trailer**. Containers or trailers designed to transport cargo from origin to destination by more than one mode of transportation.

55. **International Air Transport Association**. Association of member airlines and developer of the International Air Transport Association (IATA) Dangerous Goods Code, which is used as a reference and unofficial guidance for air shipment of hazardous material. The IATA Dangerous Goods Code includes special restrictions imposed by its member airlines.

56. **International Civil Aviation Organization**. Official ruling body for commercial air shipment of hazardous material and publisher of the official International Civil Aviation Organization Dangerous Goods Code.

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57. **International Maritime Organization**. Official ruling body for commercial maritime shipment of hazardous material and publisher of the International Maritime Dangerous Goods Code.

58. **Intertheater**. Between theaters or between the continental United States and theaters. See Intertheater Traffic.

59. **Intertheater Traffic**. Traffic between theaters exclusive of that between the Continental United States and theaters.

60. **In Traffic Visibility**. 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.

61. **Julian Date**. This date chain, composed of a four digit numeric figure, indicates the year and day of the year. This four-digit number is composed of the last number of the year and the day of the year, in that sequence. Example: 15 December 2003 = 3349.

62. **Lashing**. Ropes, wires, chains, steel straps, or other special devices used to secure cargo.

63. **Less Carload or Less Than Container Load**. A quantity of cargo less than that required for the application of a carload rate. A quantity of cargo less than that fills the visible or rated capacity of an ocean container.

64. **Less Than Release Unit**. A Less Than Release Unit (LRU) is a shipment unit of a specific commodity, weight, size, or mode that does not require an export release before shipment. For continental United States, LRUs are specifically defined in this regulation; for overseas, in applicable theater directives. An LRU shipment generally includes one or more of the following characteristics:

    a. Weighs less than 10,000 pounds.

    b. Is not classified, explosive, poisonous, or in need of protective or security measures.

    c. Does not occupy or is not tendered as a full carload or truckload.

    d. Does not move to the Water Port of Embarkation by driveaway method.

65. **Less Truckload**. A quantity of cargo less than that required for the application of a truckload rate. Also called “less than truckload.”

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66. **Linehaul**. Transportation of cargo over carrier routes from point of origin to destination, excluding local pickup, delivery, local drayage, and switching services.

67. **Metric Ton**. 1,000 kg. (2,204.6 pounds). See Ton.

68. **Military Assistance Program Address Code**. A six-position alphanumeric code constructed from the Military Standard Requisition and Issue Procedures (MILSTRIP) requisition number and the MILSTRIP supplemental address for Security Assistance Program shipments. The Military Assistance Program Address Code is used to identify the consignee in transportation documents and to obtain clear text address and other shipment information from the Military Assistance Program Address Directory.

69. **Military Assistance Program Address Directory**. A sole source directory for use of the Military Services and Agencies, containing the addresses of freight forwarders, country representatives, or customers in the country required for releasing Foreign Military Sales and Grant Aid shipments and related documentation.

70. **Military Assistance Program**. That portion of the United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, that provides defense articles and services to recipients on a nonreimbursable (grant) basis.

71. **Military Sealift Command**. A major command of the United States (US) Navy, and the US Transportation Command's component command responsible for designated common-user sealift transportation services to deploy, employ, sustain, and redeploy US forces on a global basis.

72. **Military Traffic Management Command**. A major command of the US Army, and the US Transportation Command's component command responsible for designated continental US land transportation as well as common-user water terminal and traffic management service to deploy, employ, sustain, and redeploy US forces on a global basis.

73. **National/NATO Stock Number**. The 13-digit stock number replacing the 11-digit Federal Stock Number. It consists of the 4-digit Federal Supply Classification code and the 9-digit National Item Identification Number. The National Item Identification Number consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) nonsignificant number. The number will be arranged as follows: 9999-00-999-9999.

74. **Net Explosive Quantity**. The total quantity of propellant in a tank, drum cylinder, or other container expressed in kilograms.

75. **Net Explosive Weight**. The actual weight in pounds of explosive mixtures or compounds, including the trinitrotoluene equivalent of energetic material, that is used in determination of explosive limits and explosive quantity data arcs.

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76. **Net Weight**. The weight of an item being shipped excluding the weight of packaging material or container (does not apply to household goods) or weight of a ground vehicle without fuel, engine oil, coolant, on-vehicle material, cargo, or operating personnel.

77. **No Show**.

    a. Cargo. Failure of a carrier to pick up a shipment as scheduled or when the government fails to have the cargo available for pick up by the carrier.

    b. Passenger. Passengers who fail to show up for a scheduled flight/ride.

    c. Personal Property. Members/Employees or their authorized agents who fail to show up for scheduled services (packaging, pickup, or delivery).

78. **Ocean Cargo Clearance Authority**. The MTMC Operations Center activity which books DOD sponsored cargo, and passengers for surface movement, performs related contract administration, and accomplishes export/import surface traffic management functions for DOD cargo moving within the Defense Transportation System. See Water Clearance Authority.

79. **OCONUS**. Outside the continental limits of the United States.

80. **Payment Approving Official (PAO)**. Designated financial officer who is responsible for certifying monthly electronic invoices processed through CTAPS. This official can not be the same individual who approves daily commercial carrier invoice transactions in PowerTrack.

81. **Port Call File Number**. Sealift identifier generated and assigned by the Integrated Booking System to uniquely identify a booking. This is sometimes referred to as the government's booking number.

82. **Port of Debarkation**. The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements; it may or may not coincide with the destination.

83. **Port of Embarkation**. The geographic point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port form which personnel and equipment flow to port of debarkation; for unit and nonunit requirements, it may or may not coincide with the origin.

84. **PowerTrack**. PowerTrack is a U.S. Bank web-based, electronic data management and payment system. PowerTrack receives transportation management and financial data via electronic interface and direct data input. Data sources include GFM, transportation service providers, and traffic and financial managers. PowerTrack

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permits the capability for electronic carrier payments, following TOs approval. The PowerTrack System automatically links payments and receipts to a General Ledger Chart of Accounts system, which can provide analysts, visibility of shipment financial information.

85. **PowerTrack Note**. A communication function used in PowerTrack by shippers and carriers to document issues that may impact shipment data or payment. If a "Note" is attached to a transaction, it becomes part of the PowerTrack Record and is identified by an icon appearing in the first column of the Transaction Payment List display; trading partner User ID of the Note originator, appears in the third column (labeled "Notes By").

86. **Priority Designator**. A two-digit issue and priority code (01 through 15) placed in military standard requisitioning and issue procedure requisitions. It is based upon a combination of factors which relate the mission of the requisitioner and the urgency of need or the end use and is used to provide a means of assigning relative rankings to competing demands placed in the DOD supply system.

87. **PRO Number**. The abbreviation of the word progressive and is usually prefixed to an agent's record numbers on freight bills.

88. **Proof of Delivery**. The date and signature of the designated receiver listed on the delivery manifest, certifying the item was received. The proof of delivery establishes transfer of custody and liability to the receiver.

89. **Proper Shipping Name**. The name of a hazardous material as shown in 49 Code of Federal Regulations and related or similar publications.

90. **Protected Cargo**. Items designated as having characteristics requiring them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safety or integrity. It is divided into sensitive, pilferable, and controlled cargo. See Controlled Cargo, Pilferable Cargo, and Sensitive Cargo.

91. **Protective Security Service**. A Transportation Protective Service which requires a cleared commercial carrier to provide qualified dual drivers who are SECRET-cleared or have an interim SECRET clearance under the DOD Industrial Security program to maintain constant surveillance of a shipment at all times during transportation to include stops en route.

92. **Reconsignment**. A change made in the consignment of a shipment before its arrival at the billed destination. Also, a change made in the consignment of a shipment after its arrival at the billed destination, when the change was accomplished under conditions which make it subject to a carrier's diversion or reconsignment rules and charges. See Diversion.

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93. **Release Unit**. A shipment unit of a specific commodity, weight, size, or mode that requires an export release from the appropriate authority before shipment. A Release Unit generally contains one or more of the following characteristics:

    a. Cargo in lots of 10,000 pounds or more.

    b. Cargo in lots of 800 cubic feet or more.

    c. Cargo is classified, explosive, poisonous, or in need of protective or security measures.

    d. Cargo occupies or is tendered as a full carload or truckload.

    e. Vehicles by driveaway service.

94. **Released Value Rate**. A rate applied to a shipment that specifically limits carrier liability in case of loss or damage.

95. **Reportable Quantity**. The amount of material (as listed in 49 Code of Federal Regulations or Air Force Interservice Manual 24-204(I)) that results in its designation as a hazardous substance. Hazardous substances (in reportable quantities) are significant if they are discharged (accidentally or intentionally) into or upon navigable waters or adjoining shorelines.

96. **Report of Shipment**. An advance notification of shipment provided by a shipper to the consignee not later than 24 hours prior to the shipment arrival. For ammunition shipments, notification must be made not later than two hours after shipment departure.

97. **Required Delivery Date-Cargo**. The calendar date when material is required by the requisitioner. Required Delivery Date field may contain 999, E_ _, N_ _, 444, 555, or 777 to indicate expedited handling required.

98. **Retrograde Cargo**. Cargo evacuated from a Theater.

99. **Roll On/Roll Off (RO/RO)**. Loaded on or discharged from a vessel by rolling or driving instead of lifting. Can either cargo on trucks or trailers, or the vehicles themselves.

100. **Route Order (Domestic, International, Standing, and Passenger Standing)**. Shipping instructions issued by the MTMC Operations Center or Theater Commander that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, tariff or tender authority, and any pertinent Routing Instruction Notes.

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101. **Routing Instruction Note(s) (RIN)**. Codes used on Route Orders to identify conditions and stipulations required.

102. **Satellite Motor Surveillance**. Transportation Protective Service that requires carriers to provide vehicle location reports to the Defense Transportation Tracking System and for two-way communications devices to provide truck status changes and emergency situation notification.

103. **Secure Holding**. Assistance provided by an installation to a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or provided at the discretion of an installation commander to a vehicle in transit when no emergency exists.

104. **Security Classification**. A category to which national security information and material are assigned to denote the degree of damage that unauthorized disclosure would cause to national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories:

    a. TOP SECRET. National security information or material that requires the highest degree of protection and the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of "exceptionally grave damage" include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security.

    b. SECRET. National security information or material that requires a substantial degree of protection and the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. Examples of "serious damage" include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans or intelligence operations; and compromise of significant scientific or technological developments relating to national security.

    c. CONFIDENTIAL. National security information or material that requires protection and the unauthorized disclosures could reasonably be expected to cause damage to the national security.

105. **Security Escort Vehicle Service**. A Transportation Protective Service which requires a carrier to provide two unharmed drivers riding in a single escort vehicle to maintain constant surveillance of a vehicle containing a shipment of Category I or Category II material for the purpose of obtaining law enforcement or other emergency.

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106. **Sensitive Arms, Ammunition and Explosives or "AA&E"**. A term that describes conventional weapons, ammunition and explosives that need special protection and security to keep them out of the hands of criminals and terrorists. The majority of portable weapons is sensitive and will include their ammunition and parts. DOD has grouped Sensitive AA&E into four Security Risk Codes or Categories. The highest is I and the lowest is IV. Category I includes man-portable rockets and missiles in a ready to fire configuration (carrier or launcher tube with the explosive rounds are jointly stored together). Category I examples include AT-4, 66MM LAW Rockets, Stingers & Javelins.

    Category II includes missiles and rockets that are crew-served or require platform mounted launchers or other equipment to function. Light automatic weapons, such as machineguns, WP and fragmentation grenades (high explosive or WP grenades), AT or AP mines, C-4, TNT or military dynamite, fall into Category II.

    Category III includes launch tubes and gripstocks for Stingers, mortar tubes up to and including 81MM, incendiary grenades, and blasting caps. The lowest Sensitivity group, Category IV, includes shoulder-fired weapons if they are not fully automatic. It also includes handguns, ammunition with non-explosive projectiles smoke, illumination or CS grenades, and smoke grenades. DOD and Federal Catalogs identify Sensitive AA&E items with Controlled Inventory Item Codes (CIICs). CCICs 1 through 4 correspond to Sensitive AA&E Categories I through IV.

107. **Sensitive Cargo/Material**. 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. See Protected Cargo.

108. **Sensitive Material**. Sensitive, conventional Arms, Ammunition, and Explosives as defined in DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

109. **Shipment Unit**. One or more items of compatible commodities or items assembled into one unit, which becomes the basic entity for control throughout the transportation cycle.

110. **Shippers Export Declaration**. A form (Commerce Form 7525-V) which exporters are required to complete according to United States Department of Commerce regulations. It is filed with the United States Customs Office at the port of export and is used for statistical purposes.

111. **Shortage**. The condition that exists when the number of pieces of freight (packaged or loose) received is less than the number recorded on the applicable bill of lading or governing document.

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112. **Short Ton**. 2,000 pounds. See Ton.

113. **Signature Tally Record**. A written record designated to provide continuous accountability and custody of a shipment from point of pickup to delivery to consignee.

114. **Small Arms**. Man portable, individual, and crew-served weapon systems used mainly against personnel and lightly armored or unarmored equipment including handguns; shoulder-fired weapons; and light automatic weapons. Included in small arms are comparable foreign arms, United States prototype arms, and illegally manufactured weapons retained in inventory for training, familiarization, and evaluation.

115. **Small Arms Ammunition**. A cartridge or family of cartridges intended for use in various types of hand-held or mounted weapons through 50 mm. Within a caliber designation, these weapons may include one or more of the following: rifles (except recoilless), carbines, pistols, revolvers, machineguns, and shotguns. The explosives effects are largely confined to the package. No projection of fragments of appreciable size or range is to be expected and does not significantly hinder emergency response efforts or the effects of explosion are completely confined within the article itself.

116. **Special Assignment Airlift Mission**. A mission performing special assignment airlift. Special assignment airlift missions are defined as airlift requirements for special pickup or delivery by Air Mobility Command (AMC) at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.

117. **Standing Route Order**. A route order issued that covers repetitive movements (two or more shipments per month) of specific items between points in the continental United States or intratheater by any mode of transportation when the origin, destination, commodity (ies), and frequency of shipments constitute a repetitive traffic pattern.

118. **Stop-off**. An authorized stop to load or off-load partial shipments.

119. **Storage**. A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

    a. Temporary Storage. Storage in connection with a line-haul movement of personal property that is acquired either by Personal Property Government Bill of Lading or contract. Such storage is cumulative and may accure at origin, in transit, at destination, or any combination thereof.

    b. Nontemporary Storage. Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a Basic Ordering Agreement entered into by the Storage firm and the Government.

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120. **Tare Weight**. The weight of a container deducted from gross weight to obtain net weight or the weight of any empty container.

121. **Tariff**. A publication containing rates, rules, regulations, and charges applying to commercial/military transportation and accessorial services.

122. **Tender**. A typed or electronic voluntary or negotiated offer by a qualified carrier to provide transportation service to the United States Government at specified rates or charges and submitted by the carrier to a central authority for official acceptance and authorization for use to route traffic.

123. **Theater**. The geographic area outside the continental United States for which a commander of a combatant command has assigned responsibility.

124. **Through Government Bill of Lading**. A BL that is issued by a United States Government activity to document overseas, intermodal through movement of cargo from initial point of origin to final destination.

125. **Ton**. A measurement of weight.

    a. Long Ton (L/T) (LTON) 2,240 pounds.

    b. Measurement Ton (MTON) 40 cubic feet.

126. **Transportation Account Code**. A four-digit alphanumeric code by which the appropriate Service, agency, or contractor identifies the account to be charged for transportation.

127. **Transportation Agent/Assistant**. Person(s) (military or civilian) designated or appointed by the transportation officer to perform traffic management functions.

128. **Transportation Control and Movement Document DD Form 1384**. A form used to control the movement of cargo while in the Defense Transportation System and performs functions similar to bill of lading in the commercial transportation system.

129. **Transportation Control Number**. A 17-position alphanumeric character set assigned to control a shipment throughout the transportation cycle of the Defense Transportation System.

130. **Transportation Discrepancy Report SF 361**. A form used to report loss and damage to material.

131. **Transportation Officer**. Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer, Traffic Manager, Traffic Management Officer, Passenger

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Transportation Officer, Movement Control Team, or Branch Movement Control Team.

132. **Transportation Priority**. A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the Defense Transportation System.

133. **Transportation Protective Service**. A commercial carrier service performed according to Department of Defense standards that provides in transit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive material.

134. **Trip Leased**. A vehicle lease of 30 days or less in duration between a carrier and a leasing agent involving the power unit of a vehicle.

135. **Truck-Away Service**. A method of transporting vehicles, including other-than self-propelled vehicles, whereby the vehicles are loaded into or upon carrier's equipment.

136. **Truckload**. A quantity of cargo required for the application of a truckload rate. Also, a motor vehicle loaded to its carrying capacity.

137. **Uniform Materiel Movement and Issue Priority System**. DOD Directive 4140.1, Materiel Management Policy, Chapter 5 and 8, specifies incremental time standards for requisition, issue, and movement of materiel for DOD. The time standards apply to all transportation modes in peace and war and vary according to the priority and ultimate destination of shipment.

138. **Uniform Services**. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

139. **Unit Load**. A pallet, module, or vehicle.

140. **United States Transportation Command Transportation Component Commands**. The three component commands of the United States Transportation Command are the Air Force Air Mobility Command, the Navy Military Sealift Command, and the Army Military Traffic Management Command. Each Transportation Component Command (TCC) remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each TCC also continues to perform Service-unique missions.

141. **Unitized Load**. A single item or a number of items packaged, packed, or arranged in a specified manner and capable of being handled as a unit. Unitization may be accomplished by placing the item or items in a container or by banding them securely together.

142. **Urgency of Need Designator**. A term accompanied by a capital letter (A through D) that establishes the pressure of necessity for the acquisition of a resource. Urgency of need (A) represents a compelling necessity, the lack of which has caused or will

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cause a mission failure; urgency of need (B) denotes a need that has or will cause mission impairment; urgency of need (C) is used to represent those resource requirements needed sooner than routine handling will permit; and urgency of need (D) establishes routine time frames. Consignee must authenticate all urgency of need demands. Urgency of need designators are used in conjunction with the assigned force/activity designators to establish a positive resource demand-based mission importance and the pressure of necessity.

143. **Water Clearance Authority**. An activity that controls and monitors the flow of cargo into ocean terminals. See Ocean Cargo Clearance Authority.

144. **Water Port of Debarkation**. An authorized point of arrival from a foreign country or the United States located at a water port.

145. **Water Port of Embarkation**. An authorized point of departure from a foreign country or the United States located at a water port.

146. **WorldWide Express**. Contractor service that provides worldwide international commercial express small package service for the United States federal government. Express service includes time-definite, door-to-door pickup and delivery, transportation, in transit visibility, PowerTrack capability, expedited customs processing and clearance of extremely urgent letters and small packages weighing up to 150 pounds.

147. **WorldWide Port System**. An automated information system designed to support the cargo documentation and tracking at common user ocean terminals.

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APPENDIX E

BILL OF LADING SITES

BILL OF LADING SUPPORT CENTERS	PHONE	FAX	CITY	ST
USCG MLC Pacific, Transportation	510-437-3396		Alameda	CA
USCG ISC Alameda	510-437-3050/ 5787	510-437-2913	Alameda	CA
USCG ISC San Pedro	310-732-7526	310-732-7538	San Pedro	CA
USCG ISC Miami, FL	305-535-4322		Miami Beach	FL
USCG ISC New Orleans	504-589-1008	504-589-1007	New Orleans	LA
USCG ISC Boston	617-223-3118	617-223-3145	Boston	
USCG ELC Curtis Bay Location	410-762-6329	410-762-6350	Baltimore	MD
USCG ISC. St. Louis	314-539-3900 ext. 347	314-539-2645	St. Louis	MO
USCG ARSC	252-335-6828	252-335-6278	Elizabeth City	NC
USCG ISC Cleveland	216-902-6375	216-902-6380	Cleveland	OH
USCG ISC Portsmouth, VA	757-483-8619	757-483-8623	Portsmouth	VA
USCG MLC Atlantic	757- 628-4667	757- 628-4677	Norfolk	VA
USCG Finance Center, Chesapeake	757-523-6709	757-523-6817	Chesapeake	VA
USCG ISC Seattle	206-217-6421	206-217-6637	Seattle	WA
ISC Kodiak	907-487-5180 ext.115/ 907-487-5180 ext. 135	907-487-5546/ 907-487-5891	Kodiak	AK
ISC Ketchikan	907-228-0242/ 907-228-0256	907-228-0297	Ketchikan	AK
GROUP MOBILE	251-441-6012	251-441-5412	Mobile	AL
ISC Honolulu	808-541-2426	808-541-1558	Honolulu	HI
FOR SPECIFIC DETAILS, VISIT http://cgweb.uscg.mil/g-s/g-slp/. (click on Transportation of Freight Program)				

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LIST OF FORMS

	Form Number	Form Name	Location of Form
1.	CG 5223	Short Term Training Request	CG Adobe Forms Library
2.	DD 250	Material Inspection and Receiving Report	CG Adobe Forms Library
3.	DD 626	Motor Vehicle Inspection (Transporting Hazardous Materials)	CG Adobe Forms Library
4.	DD 836	Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transport by Government Vehicle	CG Adobe Forms Library
5.	DD 1085	Freight Routing Request and Order, Domestic	CG Adobe Forms Library
6.	DD 1907	Signature and Tally Record	CG Adobe Forms Library
7.	DD 1149	Requisition and Invoice/Shipping Document	CG Adobe Forms Library
8.	DD 1348-1A	Issue Release/Receipt Document	CG Adobe Forms Library
9.	DD 1384	Transportation and Control and Movement Document	CG Adobe Forms Library
10.	PS 1508	Statement of Shippers of Firearms	Available at local Post Offices
11.	SF 361	Transportation Discrepancy Report	CG Adobe Forms Library
12.	SF 1103 (set) (Note: set includes SF 1104 and SF 1106)	U.S. Government Bill of Lading	Contact Commandant HQ (CG 441) Transportation of Freight Program Manager, (202) 267-0640
13.	SF 1109	U.S. Government Bill of Lading Continuation Sheet	CG Adobe Forms Library