

Army Regulation 55-38  
NAVSUPINST 4610.33  
AFR 75-18  
MCO P4610.19  
DLAR 4500.15

Transportation and Travel

# **Reporting of Transportation Discrepancies in Shipments (RCS: MTMC-54)**

Headquarters  
Departments of the Army, of the Navy, the  
Air Force, and the Defense Logistics  
Agency  
Washington, DC  
31 August 1992

**Unclassified**

# ***SUMMARY of CHANGE***

AR 55-38/NAVSUPINST 4610.33/AFR 75-18/MCO P4610.19/DLAR 4500.15  
Reporting of Transportation Discrepancies in Shipments (RCS: MTMC-54)

This revision simplifies and clarifies procedures for reporting transportation discrepancies in shipment. Specifically, it--

- o Revises HQMTMC responsibilities (para 1-4a).
- o Deletes the exception for AMC, LOGAIR, and QUICKTRANS reporting and develops procedures for reporting (paras 1-4j, 2-8 through 2-10, and 3-8 through 3-10).
- o Establishes a uniform threshold for reporting discrepancies (para 1-7).
- o Provides a copy of TDR to the consignor regardless of type or cause (paras 2-10 and 3-10).
- o Adds the requirement to provide a copy to member when TDR is for personal property (paras 2-10 and 3-10).
- o Expedites the processing of classified and sensitive cargo outturn reports (paras 2-11 and 3-11).

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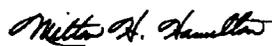
## Transportation and Travel

# Reporting of Transportation Discrepancies in Shipments (RCS: MTMC-54)

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**History.** This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation establishes the responsibilities and procedures for the Transportation Discrepancy Reporting System. It implements Department of Defense Directive 5160.53.

**Applicability.** This regulation applies to the military services, Defense Logistics Agency, the Reserves, and the National Guard. It applies to Foreign Military Sales and Grant Aid shipments, except those under the International Logistics Program. This regulation is implemented by the General Services Administration via the Federal Property Management Regulation to govern civilian agencies in reporting transportation discrepancies in Department of Defense or General Service Administration shipments. This publication applies to the Air National Guard when published in the NGR (AF) 0-2.

**Proponent and exception authority.** Not applicable.

**Army management control process.**

For Army activities: This regulation is subject to the requirements of AR 11-2. It contains internal control provisions, but does not contain checklists for conducting internal control reviews. These checklists appear in DA Circular 11-87-6. This regulation is also subject to internal control requirements of the military services and agencies.

**Committee Continuance Approval.** Not used.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms by Army activities are prohibited without prior approval from HQDA (DALO-TS) WASH, DC 20310-0500. Drafts of proposed supplements will be coordinated with the Commander, MTMC, ATTN: MTIT-MD, 5611 Columbia Pike, Falls Church, VA 22041-5050.

**Interim changes.** Interim changes to this regulation will be approved by all participating services and agencies and are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The Army proponent agency for this publication is the Office of the Deputy Chief of Staff for Logistics. Users are invited to send comments

and suggested improvements through command channels of their service for forwarding to Commander, Military Traffic Management Command, ATTN: MTIT-MD, Falls Church, VA 22041-5050. Army users will use DA Form 2028 (Recommended Changes to Publications and Blank Forms).

**Distribution.** Army: To be distributed in accordance with DA Form 12-09-E, block number 3540, intended for command level C for the Active Army, the Army National Guard, and the U.S. Army Reserve. Navy: Activities holding NAVSUP Manual, Vol V (less SNDL C4FB (Fleet Assistance Group, Atlantic, Norfolk VA)); FKM9 (13 copies); FT56 (70 copies) Copy to: SNDL A3 (OP-09B1); C37E NPPSDO:NDW(CL) (2 copies); C37F3 (Morgantown WV only); FKP1B (8 copies); 0821 (15 copies); 91;09A;091;051.;081B3 (5 copies). Stocked: Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia PA 19120. Air Force: F. Stocked: Air Force Publishing Distribution Center, 2800 Eastern Boulevard, Baltimore MD 21220-2898. Marine Corps: Code: HW2/HW3. Defense Logistics Agency: 2

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation prescribes responsibilities and procedures for implementing the Transportation Discrepancy Reporting (TDR) System, a worldwide program for reporting various transportation discrepancies. These procedures have been approved by the military services, Defense Logistics Agency (DLA), and General Services Administration (GSA). The regulation provides step-by-step rules that must be followed to give—

*a.* Claim offices documented facts to support loss and damage claims against the carrier or contractor to ensure recovery of Government monies.

*b.* All the facts to the Military Traffic Management Command (MTMC) and responsible activities for use in loss and damage prevention.

*c.* Proof of transportation discrepancies so that changes can be made to financial records and property and inventory files, and, dependent on service or agency policy, item managers can reissue lost or damaged items.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Commander, Military Traffic Management Command (MTMC) is responsible for managing the Department of Defense (DOD) Worldwide Cargo Transportation Discrepancy Reporting and Analysis System and will—

(1) Take necessary measures to determine effectiveness of, and weaknesses in, the system and provide recommendations to the DOD components for improvement or corrective action(s).

(2) Develop and administer the system, as well as the Joint Military Astray Freight Program in coordination with the DOD components.

(3) Furnish reports on the system and program as required.

(4) Provide data, information, and reports to DOD and GSA components to help determine trends, any changes required for claims prevention, and improved procedures to reduce loss and damage.

(5) Assist DOD and GSA components to resolve transportation discrepancies.

(6) Furnish information on claim settlements.

(7) Assure that published regulatory guidance meets the needs of the military and federal agencies involved with the system and program.

*b.* MTMC area commanders will—

(1) Monitor Transportation Discrepancy Report (TDR) actions worldwide and initiate investigative or corrective actions, as necessary.

(2) Prepare TDR data for computer input and output.

(3) Provide DOD activities with training assistance and advice.

(4) Monitor TDR performance of field activities that fail to answer RFIs to ensure prompt and accurate replies in the future.

(5) Assist finance centers and claim offices, upon request, in procuring information pertinent to resolving transportation discrepancies and in interpreting disputed tariffs and tenders relative to the amount recoverable under specified released valuation clauses.

*c.* Theater commanders will—

(1) Issue theater directives on reporting procedures unique to their theater as well as process and submit claims against foreign carriers.

(2) Make sure that the theater complies with this regulation and corrects deficiencies.

(3) Set up area monitoring offices (AMOs).

(4) Furnish one copy of any theater TDR directive to the Commander, MTMC, ATTN: MTIT-MD, 5611 Columbia Pike, Falls Church, VA 22041-5050, and to the appropriate DOD component for approval prior to publication.

*d.* AMOs will—

(1) Monitor TDR actions within their areas of responsibility.

(2) Give training assistance and advice, as required, to ensure compliance with this regulation.

(3) Monitor TDR performance of field activities that fail to answer RFIs to ensure prompt and accurate replies in the future.

*e.* Installation commanders will—

(1) Ensure prompt and accurate reporting of transportation discrepancies.

(2) Ensure that TDR inquiries are answered within the fixed time frames.

(3) Provide procedures for discrepancy reporting on shipments received by off-site activities.

(4) Ensure that procedures for obtaining actual repair cost statements and repair cost estimates, as appropriate, are followed as they apply to their activity.

*f.* Transportation officers will—

(1) Document and submit TDRs on all transportation discrepancies in shipments received at their activity, including those pertaining to military mobilizations and exercises.

(2) Investigate and gather facts relating to each discrepancy in shipment to support Government claims against the carrier.

(3) Take necessary TDR corrective actions (e.g., cancel a TDR when a discrepancy is resolved).

(4) Respond to Requests for Information (RFIs) and any other requests for additional information within set time frames.

(5) Notify appropriate Defense Investigative Service Cognizant Security Office of classified material security violation according to DOD 5220.22M.

(6) Furnish documentation to support the contractor's claim against the carrier for free on board (f.o.b.) destination shipments. SF 361 (Transportation Discrepancy Report) may be used for this purpose. (See AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P-4600.14B/DLAR 4500.3, para 41-10.)

(7) Notify supporting security and law enforcement elements immediately upon learning of discrepancies which indicate possible security compromise, theft, vandalism, unexplained loss, or any other activity that may warrant their investigation.

(8) The transportation officer, traffic manager, or a designated representative must review each TDR before submission to the cognizant finance center or claim office for claim action to ensure the following:

*(a)* TDR is routed to the appropriate finance center or claim office.

*(b)* Carrier responsibility has been established and is supported with documented evidence.

*(c)* The amount of damage is supported with documented evidence citing the actual expense of repairing or replacing the lost or damaged material. Use estimated repair costs only when repairs will not be made, repairs will be delayed due to lack of parts or backlog in the repair facility, or the damaged property must be shipped to another facility for repair.

*(d)* Items shipped to the repair facility are adequately marked so the repair facility can identify them and maintain separate repair cost records for claim action.

*(e)* Ensure controls are set up so that timely action is taken on correspondence from the finance center or claim office.

*g.* Contract administration elements will—

(1) Ensure prompt and accurate reporting of transportation discrepancies discovered by their personnel for inbound shipments at contractor plants.

(2) Make sure that TDR inquiries are answered within fixed time frames.

(3) Take necessary TDR corrective actions to prevent future discrepancies.

(4) Investigate and gather facts relating to each discrepancy in shipment to support Government claims.

*h.* Off-site activities will follow the TDR procedures of their support site.

*i.* Finance Centers and Claim Offices will—

(1) Make final determination of liability and measurement of damage.

(2) File a SF 362 (U.S. Government Freight Loss and Damage Claim) SF 362 to complete formal claim action.

(3) Conduct an investigation and respond to all carrier protests, declinations, and compromise offers pertaining to claims filed by their office.

(4) Take collection action.

(5) Handle claims to a conclusion to include furnishing administrative reports to U.S. General Accounting Office and litigation reports to U.S. Department of Justice, when required, because of uncollectable debts, carrier bankruptcy debts, or compromise offers of \$20,000 or more.

*j.* Air Mobility Command (AMC), Air Force Log Express/Integrated Truck System (LOGAIR), RFCC, and Navy Commercial Airlift/Truck Distribution System (QUICKTRANS) operators will—

(1) Prepare and submit Transportation Discrepancy Reports according to their appropriate regulations and/or contracts.

(2) Complete Initial Notification (See para 3-3 *c* (2) and chap 2, sec II) TDRs according to this regulation whenever transportation discrepancies are discovered within their systems and cannot otherwise be resolved.

(3) Distribute Initial Notifications according to this regulation and system operator regulations or contracts.

#### 1-5. Exceptions

This regulation does **not** apply to the following:

*a.* Reporting of equipment offered by carriers that cannot meet the safety requirements for moving hazardous materials. For example: a rail car fails the spark test. (See AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3, para 33-23.)

*b.* Reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, packing, and supply item identification marking; lost or damaged parcel post shipments; Grant Aid shipments under the International Logistics Program. For reporting these on SF 364 (Report of Discrepancy) see DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400-54/MCO 4430.3J.

*c.* Loss or damage to personal property, unless that loss or damage happened to property consigned to transshipment activities for movement overseas, or the discrepancies resulted from movements by AMC or Military Sealift Command (MSC).

*d.* Shipments of bulk petroleum via all modes, e.g., tanker car, pipeline. (See DOD 4140.25-M, chap 5, for SF 361 requirements.)

*e.* Problems with DD Forms 1384 (Transportation Control and Movement Documents (TCMDs)), except hazardous cargo discrepancies. (See DOD 4500.32-R.)

*f.* Discrepancies attributed to inland foreign carriers. (These will be processed according to theater directives or individual military service or agency regulations.)

*g.* Discrepancies found in FMS shipments not in Government-controlled transportation. (For reporting these on the SF 364, see DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J.)

*h.* Discrepancies on commercial or Government-owned (or leased) container (SEAVAN) shipments of Government-owned fresh fruits and vegetables between DLA storage points unless responsibility is clearly attributed to the carrier.

*i.* Overages and shortages on single consignee SEAVANS or containers that were loaded at the supply source and were unstuffed by the cargo consignee with original seals intact. Report these overages and shortages on SF 364. Transshipment points (consolidation and containerization points, ports, breakbulk points) are not supply sources for purposes of this exception.

*j.* Dunnage and lashing gear, e.g., lumber and wood products, wire, wire rope, turnbuckles, clips, chains (other than those items

identified as recoverable according to current individual service policy and procedure) used to fasten or secure cargo to prevent shifting during transportation.

*k.* Discrepancies which occur in movement of material to or from on-station sites or satellite activities using equipment which is assigned to and forming a part of a Government activity, agency, or contractor-vendor operation.

#### 1-6. Documents and their use

*a.* SF 361. This form will be used to—

(1) Notify or confirm notification to carriers of a problem with a shipment. A RFI must be issued to the carrier for every documented transportation discrepancy. This requirement applies to all U.S. commercial carriers, as well as AMC, LOGAIR, and QUICKTRANS.

(2) Notify a carrier to pick up damaged material and to show where the material is located. This requirement applies to all U.S. commercial carriers except AMC, LOGAIR, and QUICKTRANS.

(3) Request information from any source to help resolve a discrepancy, such as requesting pricing data from shipping activity or inventory control point. For RFCC shipments from a depot, the shipping activity is the depot where the shipment originated.

(4) Reply to a RFI.

(5) Advise action agencies that the discrepancy previously reported was either changed or canceled.

(6) Document problems at a stop-off or transshipment point for action by the consignee.

(7) Report all transportation discrepancies that have not been resolved within the time limits set by this regulation.

(8) Document discrepancies when services ordered by the Government are not performed by the carrier (e.g., perishables not delivered on time, nonperformance of overnight service, or nonperformance of DOD Constant Surveillance Service).

(9) Adjust inventory and financial records and, dependent on service or agency policy, allow item managers to reissue lost or damaged items.

(10) Support claims against carriers and contractors.

*b.* DD Form 173/2 (Joint Message Form). This form will be prepared for transportation discrepancies applicable to CLASSIFIED or PROTECTED (including hazardous material) shipments. (Throughout this regulation all references to PROTECTED shipments include only SENSITIVE and CONTROLLED items, as explained in the glossary.)

*c.* DD Form 470 (Cargo Outturn Report). This form is used as a summary and transmittal sheet for a consolidated TDR, DD Form 788 (Private Vehicle Shipping Document For Automobile), or commercial carrier form file when a sealift carrier is suspected of being the cause of a loss or damage.

#### 1-7. Discrepancy guidelines

*a.* Reporting a discrepancy.

(1) A copy of a RFI will be provided to the carrier within 7 days of discovering any transportation discrepancy.

(2) To report discrepancies involving CLASSIFIED or PROTECTED shipments, use procedures in chapter 2. Note: Within this regulation, all references to PROTECTED shipments include only SENSITIVE and CONTROLLED items.

(3) To report discrepancies involving unclassified and non-protected shipments, use procedures in chapter 3.

(4) To report discrepancies discovered by the Joint Military Astray Freight Program (JMAFP) committee members during inspections of carrier terminals, and DOD freight held in U. S. customs bond rooms and freight storage warehouses, use procedures in chapter 4.

(5) To report discrepancies that will not result in a claim against a carrier or contractor but may cause problems in the timely, proper movement of freight, use procedures in chapter 5.

*b.* Determining the cost of a discrepancy.

(1) One action that will be taken in almost every case is finding out how much a discrepancy costs the Government. See AFR 177-19/AR 735-11-1/NAVSUPINST 4610.34E/MCO P4610.16E/

DLAR 4500.12 for complete details. To do this, consider the following factors:

(a) *Pre-shipment value.* This is the current Federal Supply Catalog or DLA Consolidated Management Data List price of an item, minus depreciation or average standard repair cost if the item was used or in repairable condition. The value of lost or damaged Government property must be established by the supply activity or item manager. Pre-shipment value is not determined for personal property TDRs.

(b) *Repair cost.* If the item is damaged, determine how much it will cost to completely repair the intransit damage only. Carriers demand and are entitled to know the actual expense incurred by the Government. The repair cost statement must include parts, labor, and overhead as separate items. Use estimated repair costs only when repairs will not be made, repairs will be delayed due to lack of parts or backlog in repair facility, or the damaged property must be shipped to another facility for repair. Activities submitting estimated repair costs are required to furnish actual repair cost statements when the damaged property is repaired. If a carrier opts to repair damaged property, explain to the carrier that repairs must meet all military specifications. The carrier must agree in writing to this condition. Under no circumstances will classified or protected property, arms, ammunition, or explosives be released to a carrier for salvage or repair. Property subject to released rates and damaged beyond repair will be released to the carrier for salvage only after the full amount of the claim has been collected by the finance center or claim office. Repair cost is not determined for personal property TDRs.

(c) *Unearned freight charges.* This is money paid to the carrier that it did not earn due to a breach in contract (an intransit shortage or delivery of freight damaged beyond repair). If the shipment moved on a Government Bill of Lading (GBL), used commercial procedures for small domestic freight shipments, or was shipped FOB origin, add the freight charges to the preshipment value. However, on FOB destination shipments, the freight charges are included in the price of the merchandise and the vendor or shipper will file a claim for the recovery of the intransit loss from the carrier.

*Note.* On shipments made from or directed by GSA, the freight charges are included in the price of the merchandise. GSA, NCSC, will compute and file claim for the recovery of the intransit loss and all unearned freight charges from the carrier.

(d) *Cost of Disposal.* When CONUS activities are prohibited from turning damaged material over to the carrier, the cost of disposal will be added to the claim.

(2) To find the cost of the discrepancy, add the unearned freight charges or cost of disposal, if any, to the pre-shipment value or repair cost. The sum will be the cost of the discrepancy.

(3) Finance centers and claim offices will contact reporting activities for firm figures of the actual amount of loss when this information is not furnished with the TDR.

*c. Discrepancy reporting threshold.*

(1) Discrepancies valued at \$100 or more *must* be reported. For GSA shipments, all discrepancies, regardless of value, may be reported.

(2) If the value of the discrepancy is known to be less than \$100 per bill of lading (exception for GSA shipments), consignee will prepare a SF 1200 (Government Bill of Lading Correction Notice), and forward a copy to the appropriate finance center or claim office (See AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3, para 32-36 c(2)).

(3) When a response to an RFI indicates that the value of the TDR is less than \$100 (exception for GSA shipments), the consignee will cancel the RFI (see subpara *d* below) and forward a copy to the appropriate finance center or claim office, and to each addressee that received a report of the discrepancy. Consignee may use the canceled RFI in lieu of the SF 1200 to notify the appropriate finance center or claim office.

(4) If OCONUS, adjust inventory and transportation charges according to theater regulations.

*d. Changing or canceling an SF 361.* Use the file (original) copy of the SF 361 and follow the procedures below:

(1) Change information already reported by stamping or writing "REVISED" at the top and bottom of the front of the SF 361. Draw a line through the old information and type or print clearly the new information. Show the reason for the change in block 30. Sign and date the change notation.

(2) Cancel SF 361 by stamping or writing "CANCELLED" at the top and bottom of the form. Show the reason for cancellation in block 30 (use block 43 if block 30 is filled). Type or print this information clearly. Then sign and date the canceled notation.

(3) Make copies of the change or cancellation and send them to each addressee to whom you sent the report of the discrepancy, including the appropriate finance center or claim office.

## Chapter 2 Classified or Protected Cargo

### Section I Introduction

#### 2-1. General

Classified or protected cargo requires discrepancy reporting procedures slightly different from other cargo shipments. This chapter explains the actions to take when reporting these transportation discrepancies. Discrepancies in all shipments of arms, ammunition, and explosives are reported under these requirements even if the material is not classified or protected. (See tables 2-1 through 2-9.) If the discrepancy is not one of the types listed in paragraph 2-2, see chapter 5.

#### 2-2. Types of discrepancies covered

Transportation discrepancies covered by this chapter include the following:

- a. Astray.
- b. Shortage.
- c. Pilferage.
- d. Theft.
- e. Damage.
- f. Vandalism.
- g. Overage.
- h. Entire shipment not received.

i. Special contract or carrier services not provided, shipper requested and carrier did not provide Armed Guard Surveillance Service, Motor Surveillance Service, Dual Driver Protective Service, etc. NOTE: For this type of discrepancy, the TDR is prepared and the original (with supporting documents) is sent to the appropriate finance center or claim office for recoupment of special service charges.

#### 2-3. Advisory action and request for information (RFI)

a. If a discrepancy is found in a classified or protected cargo shipment, the nearest Traffic Management Officer(TMO) or Installation Transportation Officer (ITO) is immediately notified by telephone. This requirement includes ocean and air shipments, and is in addition to the ocean Cargo Outturn Reporting requirements in this regulation and DOD 4500.32-R.

(1) The TMO, ITO, or designated agent notifies the carrier or contractor and the local security office, recording the names and titles of all individuals contacted.

(2) Within 24 hours after the discrepancy is discovered, the TMO or ITO notifies by electronic message all addressees listed in paragraph 2-16, regardless of the value of the shipment. The message form (fig 2-1) is prepared with line numbers corresponding to blocks 1 through 31 of the SF 361. (See table 2-1 for explanation of blocks.) Block 30 is used if more information is needed or if a particular addressee is to take action such as in the following instances:

- (a) Consignor (If shipped by a non-DOD agency, send to the

Government activity that directed/arranged for the shipment (except for GSA, see paragraph 2-16). If shipped by a contractor, send to the Transportation Officer at the Contract Administration Office (CAO) (except for GSA, see paragraph 2-16).

(b) Consignee (If the discrepancy is discovered intransit).

(c) Appropriate MTMC area command (International Traffic Directorate—MTEA-IT or MTEA-IT).

(d) Headquarters, MTMC (Office of Safety, Security, and Intelligence (MTSS) and the Directorate of Inland Traffic (MTIN)).

(e) If OCONUS, send an additional copy to the area monitoring office.

(f) Appropriate item manager as shown in paragraph 2-16.

b. Even if the discrepancy is discovered by an activity other than the consignee, the ultimate responsibility for preparing the SF 361 rests with the consignee (transshipment points, except as noted in para 1-4 j, are consignees for SF 361 purposes). Consequently, the discoverer must include a statement in the remarks (line or block 30) of the Advisory or RFI message requesting all action responses be sent directly to the consignee as noted in line or block 6.

c. Property subject to security regulations will not be released or rejected to the carrier or any unauthorized personnel for repair or salvage. Property designated TOP SECRET, SECRET, or CONFIDENTIAL, narcotic preparations, and property that, in the best interest of the Government, cannot be abandoned for any reason, will not be rejected to the carrier regardless of the extent of the damage.

d. See figure 2-2 for a sample transportation discrepancy report. Figure 2-1 shows a sample of an advisory or RFI message.

#### 2-4. Distribution of the advisory/RFI message

In addition to the addressees indicated in paragraph 2-3, a copy of the message is sent to the local security office and the carrier or contractor. When a theft or loss of narcotics or controlled substances is involved, mail a copy to the Drug Enforcement Administration, Office of Division Control (OD), ATTN: Operations Section, 1405 I Street, Washington DC 20537. See paragraph 2-16 for additional distribution addressees.

#### 2-5. Responding to the advisory or RFI message

All action addressees must answer the advisory or RFI message within 10 calendar days of the date the discrepancy was reported. Even if an action addressee has no information concerning the discrepancy, a negative reply is required.

#### 2-6. Unanswered advisory and RFI messages

If answers are not received by the close of business on the 11th day, the TMO or ITO sends a tracer message to remind the action addressee(s) that a reply is mandatory. The TMO or ITO sends a copy of this tracer to the appropriate MTMC area command if the action addressee is located in CONUS; if the action addressee is located overseas, a copy is sent to the AMO.

#### 2-7. Actions for resolved and unresolved discrepancies

a. *Resolved discrepancies.* If the discrepancy is resolved within 30 calendar days after discovery, no SF 361 is required. A cancellation message is sent to all addressees on the advisory or RFI to close the file. The message will include the reason for cancellation and the date the discrepancy was resolved.

b. *Unresolved discrepancies.* If the discrepancy is not resolved, an SF 361 will be issued by the final consignee no later than 30 calendar days after the discrepancy was discovered.

#### 2-8. Guidance for completing the TDR (SF 361)

a. Blocks 1 through 33 of the SF 361 are completed by the consignee (See fig 2-2). Most of the information needed to fill out the SF 361 is available from the RFI message. In addition, blocks 34 through 46 are to be completed. (See fig 2-2). Block 46f is signed by the approving official at the reporting activity. Since the SF 361 is used for both the RFI and the final TDR, follow the specific block-by-block instructions in table 2-2, based upon the specific action being taken. Blocks 1 through 33 and the squares at the top will be used to prepare the **MANDATORY** RFI as the

Initial Notification to consignees concerning any discrepancies to a shipment, to identify an astray freight find, or document a miscellaneous discrepancy. Check the proper square under PART I, according to the following:

(1) The consignee will check the "RFI" square only when the SF 361 is being used exclusively to request additional information to resolve the discrepancy or support the freight claim.

(2) Check the "Initial Notification" square only when the preparer of the SF 361 is other than the consignee and it is being used exclusively to notify the consignee and the carrier.

(3) Check the "Miscellaneous Problems" square only when the SF 361 is being used exclusively to report miscellaneous transportation discrepancies using Discrepancy Type Code "X" as required in chapter 5.

(4) Do not check any of the above squares if the SF 361 is a final report which is going to a service finance center/claim office for freight claim action.

b. Part II of the form will be used, after part I has been completed, as supporting documentation for formal claims filed with the carrier or contractor. Carrier claims will be filed by the service/agency finance center/claim office whose fund cite is on the bill of lading. Contractor claims will be filed by the Government activity that is administering the contract. The information contained in this part will not be disclosed to the carrier or contractor.

c. If evidence indicates that AMC, LOGAIR, or QUICKTRANS is responsible for the discrepancy, only blocks 1 through 28 and 30 through 31 have to be completed (In addition, data for blocks 10, 14, 17, and 19 may not be available).

#### 2-9. Assembling the TDR package

The SF 361 is the source document for claim action against the carrier and, dependent on service or agency policy, for item manager reissuance of lost or damaged items. These actions will be successful if the TDR is supported with documented facts and firm evidence which establish carrier liability and the actual amount of the Government's loss. (See table 2-3 for a complete list of documents required to support the TDR for claim action.) The SF 361 with all such supporting documentary evidence is called the TDR package. If evidence indicates that AMC, LOGAIR, or QUICKTRANS is responsible for the discrepancy, supporting documents do not have to be attached.

#### 2-10. Forwarding the TDR package

The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary such as the following:

a. If a sealift carrier is at fault, the TDR package is forwarded according to procedures in paragraph 3-11.

b. If a DOD contractor is at fault, the TDR package is forwarded to the Transportation Officer at the responsible CAO.

c. If a non-DOD agency made the shipment, send the TDR package to the Government activity that directed or arranged for the shipment (except for GSA, see paragraph 2-16).

d. If the shipment is personal property, send a copy to the final consignee marked "For member to give a proper claim office when filing claim."

e. If no claim action against a carrier or contractor, is indicated (e.g., DOD shipper responsibility, astray, or overage not resolved), mail the TDR package to the appropriate MTMC area command.

f. When none of the above conditions apply and a claim is intended, the TDR package is forwarded to the appropriate finance center or claim office listed in paragraph 2-16. If the responsible carrier is overseas, send the SF 361 to the AMO for the originating OCONUS area.

g. If evidence indicates that AMC, LOGAIR, or QUICKTRANS is responsible for the discrepancy, the TDR should not be sent to a finance center or claim office. If QUICKTRANS responsibility, mail a copy to Commanding Officer, Navy Material Transportation Office, Code 034, Bldg Z-133-5, Naval Station, Norfolk, VA

23511-6691. For distribution of TDRs for LOGAIR shipments, refer to AFR 76-1, USAF Logistics Airlift (LOGAIR) Traffic, chapter 3.

*h.* The following information applies to all conditions listed above:

- (1) One copy without attachments is mailed to the consignor.
- (2) One copy of the TDR package is kept for the file.
- (3) One copy without attachments (except in condition *e.* above) is sent to the appropriate MTMC area command.
- (4) If OCONUS, one copy of the SF 361 without attachments is mailed to the AMO.
- (5) Other copies are distributed as required by the Service or Agency listing in paragraph 2-16. It is the copy that goes to the inventory control point that adjusts inventory and, dependent upon service or agency policy, reorders the needed item(s).

## 2-11. Cargo Outturn Reporting System (CORS)

The CORS reports discrepancies when a sealift carrier (or its agent) is suspected or known to be at fault.

### *a. Consignee action.*

- (1) When a sealift carrier is known or suspected to be at fault for a discrepancy, the consignee still prepares the TDR package.
- (2) The consignee distributes the discrepancy information as follows:
  - (a) Sends the original TDR package to the port of debarkation (POD) within 30 calendar days from the time the discrepancy was discovered. If the POD mailing address is not known, the AMO furnishes assistance in obtaining the address.
  - (b) Maintains one complete copy of the TDR package in the file.
  - (c) Sends one copy of each SF 361 without attachments to the port of embarkation's MTMC area command.
  - (d) If overseas, sends a copy to the AMO.
  - (e) Sends any other copies as required by the Service or Agency.
- (3) If the discrepancy is resolved, the consignee follows the procedures outlined in paragraph 1-7 *d* to cancel the TDR.

*b. POD action.* The POD combines, by voyage number, all TDR packages received from the consignee. The POD prepares a DD Form 470 for each voyage as explained in figure 3-4 and uses the DD Form 470 as a cover sheet for the attached TDR packages. The POD then sends the DD Form 470 with attached TDR packages to the POE within 60 calendar days after discharge of the cargo.

*c. POE action.* Within 90 calendar days after the discharge of the cargo, the POE completes action on the discrepancies based on the number of DD Forms 470 received for a single voyage.

(1) *One DD Form 470.* If only one DD Form 470 package is received for a single voyage, the POE reviews it for completeness, adding any information or documentation not covered in the package. The POE then sends the package to the appropriate MTMC area command for final review.

(2) *More than one DD Form 470.* If more than one DD Form 470 package is received for a single voyage, the POE first reviews them for completeness, adding any information or documentation not covered in a package. After reviewing each package, the POE consolidates them into one package and uses a new DD Form 470 as a summary sheet for the total package. The POE completes blocks 1, 2, 3, and 12, and signs and dates the new DD Form 470. The only information entered in block 12 is the number of DD Forms 470 that are included in the package. The POE mails the complete package to the appropriate MTMC area command for final review.

*d. MTMC area command action.* After reviewing all DD Form 470 packages received, the MTMC area command submits them to the MSC office responsible for claim action.

## 2-12. Supporting documents to be included with TDRs for claims purposes

### *a. Shortage discrepancies.*

- (1) A copy of the Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL), as appropriate.
- (2) A copy of the carrier's delivery document; e.g., pro or freight

bill, ocean cargo manifest with discrepancy annotation, signed and dated by the consignee's in-checker and the carrier's driver or agent. MTMC terminals and outports, this may be a copy of the Expected Receipt Listing (ERL) supported with a copy of the carrier's pro or freight bill.

(3) A copy of the completed shipping document showing the national stock number (NSN), noun, condition, quantity, and value of material shipped. This may be a DD Form 1348-1, DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Materiel Inspection and Receiving Report; or DD Form 1149, Requisition and Invoice/Shipping Document, as appropriate. Additional documents will be required for the conditions shown below:

(a) When items in a carton are consolidated, a copy of the shipping document for each missing item will be included.

(b) If it was a partial shipment, include a copy of the debit document showing how many items were received.

(c) When an item is shipped in need of repair, a reparable value statement will be required.

(4) A copy of the document showing that supply records were checked to ensure that the item has not been received.

(5) A copy of the tally-out and tally-in records for truckload shipments.

(6) A signed affidavit by the person who discovered the shortage (in all instances when the carrier's delivery document or receipt was not annotated). The affidavit must show the time, place, and how the discovery was made.

(7) A copy of the contractor's paid invoice.

(8) For United Parcel Service (UPS) shipments, a copy of the pick-up record, the UPS tracer, and loss and damage investigation form with loss and damage investigation number annotated. (Not applicable to classified or protected shipments.)

(9) A copy of the CBL and the SF 1034 (Public Voucher for Purchases and Services other than Personal) (except Navy), paid by the shipper when commercial forms are used on domestic shipments.

### *b. Damage discrepancies.*

(1) A copy of the GBL or CBL.

(2) A copy of the carrier's delivery document (e.g., pro or freight bill, ocean manifest) with discrepancy notation signed by the carrier's agent and the transportation in-checker. For CONUS MTMC terminals and outports, a copy of Expected Receipt Listing (ERL) supported with a copy of the carrier's pro or freight bill.

(3) A copy of the completed shipping document which shows the NSN, noun, condition, quantity, and value of material shipped. This could be a DD Form 1348-1, DD Form 1348-1A, DD Form 250, or DD Form 1149, as appropriate.

(4) Copies of photographs that were made of damaged property. These photos should include some that were made before off-loading, if possible, and show carrier, GBL or CBL number, and date shipment received.

(5) For UPS shipments a copy of the pick-up record, the UPS tracer, and loss and damage investigation form with loss and damage investigation numbers annotated.

(6) A copy of the carrier's inspection report signed by the carrier and the transportation representative or documented evidence of carrier inspection waiver.

(7) A statement from the shipper or other source describing the conditions under which loading, blocking, and bracing took place. Ensure that loading, blocking, and bracing were performed according to current contract rules or tenders, and that the carrier inspected it.

(8) Original and one copy of the itemized actual repair cost statement (see AFR 177-19/AR 735-11-1/NAVSUPINST 4610.34E/MCO 4610.16E/DLAR 4500.12).

(9) Copies of GBLs, CBLs, or freight bills for transportation costs to and from the repair facility if paid by the Government.

(10) Carrier's signed receipt for property that was released to the carrier for salvage. It must show the value of the item before damage. NOTE: DO NOT release classified or protected items or *items shipped under released rates* to a carrier or any unauthorized personnel for salvage.

(11) For concealed damage, or when the carrier's receipt was not annotated, a signed affidavit by the person who discovered the damage. The affidavit must give a detailed explanation of time, place, who discovered the damage, and extent of the damage.

(12) In the case of rail, highway, or aircraft accident, a copy of the official law enforcement or accident safety report.

## **Section II Transportation Discrepancy Report (TDR) (SF 361) Distribution and Addresses**

### **2-13. General**

The following paragraphs in this section contain addresses and distribution information required to submit SFs 361. The focal point for policy at each major military command or agency is listed. (Use only if unable to obtain satisfaction through normal command channels.) Information on Area Monitoring Offices and additional distribution requirements for each Service and Agency is given, as well as information on item managers who, dependent on service or agency policy, use transportation discrepancy data to reissue lost or damaged items.

### **2-14. Major military commands and agencies**

a. Department of the Army: Commander, U.S. Army Materiel Command, ATTN: AMCSM-MTS, 5001 Eisenhower Ave., Alexandria VA 22333-0001.

b. Department of the Navy: Commander, Naval Supply Systems Command, ATTN: Code 051, Washington DC 20376-5000.

c. Department of the Air Force: HQ USAF/LETT, Washington DC 20330-5130.

d. Marine Corps: Commandant of the Marine Corps, Headquarters Marine Corps, ATTN: CODE LFT-1, Washington DC 20380-0001.

e. Defense Logistics Agency: Director, Defense Logistics Agency, ATTN: DLA-OT, Cameron Station, Alexandria VA 22314-6100. (For DCAS, ATTN: DLA-AT; for RFCC, ATTN: RFCCPO.)

f. Commander, Military Traffic Management Command, ATTN: MTIT-D, 5611 Columbia Pike, Falls Church VA 22041-5050.

### **2-15. MTMC area commands and area monitoring offices (AMO)**

#### *a. Area commands—continental United States.*

(1) The MTMC area command for the area where the reporting activity is located in CONUS as shown in chapter 2, AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P-4600.14B/DLAR 4500.3.

(2) The MTMC area command for activities under the European Command, Atlantic Command, and Republic of Panama, is Commander, MTMC Eastern Area, ATTN: MTEA-ITD-F, Bayonne NJ 07002-5302. The message address is CDRMTMCEA BAYONNE NJ//MTEA-ITD-F//.

(3) The MTMC area command for activities under the Pacific Command and Alaska is Commander, MTMC Western Area, ATTN: MTWA-ITD-F, Oakland Army Base, Oakland CA 94626-5000. The message address is CDRMTMCWA OAKLAND CA//MTWA-ITD-F//.

#### *b. OCONUS AMOs.*

##### *(1) Alaskan Command Activities.*

(a) Army: Commander, 6th Infantry Division (L), ATTN: AFVR-DL-TF, Fort Richardson AK 99505-5700. The message address is CDR6THINFDIV L FORT RICHARDSON AK//AFVR-DL-TF//.

(b) Navy (Aleutian Islands): Commanding Officer, Naval Air Station, ATTN: Material Division, FPO Seattle 98791. The message address is NAS ADAK AK.

(c) Navy (Mainland): Chief, MTMC Office-Alaska, Elmendorf AFB AK 99506. The message address is CHMTMC OFFICE AK ELMENDORF AFB AK.

(d) Air Force: Commander, Alaskan Air Command, ATTN:

LGT, Elmendorf AFB AK 99506. The message address is HQ AAC ELMENDORF AFB AK//LGT//.

##### *(2) Atlantic command activities.*

(a) Navy: Commanding Officer, NAVMTO, Bldg Z-133, Naval Station, Norfolk VA 23511. The message address is CDRNAVMTO NORFOLK VA.

(b) Non-Navy: Commander, MTMC Eastern Area, ATTN: MTEA-ITD-F, Bayonne NJ 07002-5302. The message address is CDRMTMCEA BAYONNE NJ//MTEA-ITD-F//.

(c) Republic of Panama: Commander, 193d Infantry Brigade (Panama), ATTN: AFZU-DIO, APO Miami 34004. The message address is CDR 193 INF BDE FT CLAYTON PN//AFZU-DIO//.

c. *United States European Command.* Commander, HQ USAREUR ODCSLOG-JTMA, ATTN: AEAGD-TJJ, APO New York 09451-0127. The message address is CDRUSAREURODCSLOG JTMA OBERURSEL GE//AEAGD-TJJ//.

##### *d. Pacific command activities*

(1) Army: Commander, U.S. Army Pacific, ATTN: APLG, Fort Shafter HI 96858. The message address is CDRUSARPAC FT SHAFTER HI//APLG//.

(2) Navy: Commander in Chief, U.S. Pacific Fleet, ATTN: Code 414, Pearl Harbor HI 96860. The message address is CINCPACFLT PEARL HARBOR HI//CODE 414//.

(3) Air Force: Commander in Chief, Pacific Air Forces, ATTN: LGT, Hickam AFB HI 96853. The message is CINPACAF HICKAM AFB HI//LGT//.

(4) Marine Corps: Commanding General, FMFPAC Hawaii, A/Chief of Staff, G-4, Camp Smith HI 96861. The message address is CG FMFPAC.

### **2-16. Service and agency distribution**

#### *a. Army.*

(1) Include Item Manager in block 44, SF 361 for reporting purposes.

(a) CDR, USA Armament, Munitions, and Chemical Command (AMCCOM), ATTN: AMSMC-TM, Rock Island IL 61299-6000, DSN 793-6426 (All Army Ammunition Plants and Arsenal under this Command)

(b) CDR, USA Communications and Electronics Command (CECOM), ATTN: AMSEL-LC-MMD-DT, Ft. Monmouth NJ 07703-5000, DSN 992-1996 (Ft. Monmouth and Vint Hill Farm Station under this Command).

(c) CDR, USA Missile Command (MICOM), ATTN: AMSMI-LC-MM-D, Redstone Arsenal AL 35809, DSN 746-4812 (Redstone Arsenal under this Command).

(d) CDR, USA Tank-Automotive Command (TACOM), ATTN: AMSTA-FDTT, WARREN MI 48090, DSN 786-6803.

(e) CDR, USA Troop Support Command (TROSCOM), ATTN: AMSTR-MSST, St. Louis MO 63120-1798, DSN 693-9258.

(f) CDR, USA Aviation Systems Command (AVSCOM), ATTN: AMSAV-SDT, St. Louis MO 63120-1798, DSN 693-2772.

(g) CDR, Depot System Command (DESCOM), ATTN: AMSDS-SA-PD, Chambersburg PA 17201-4170, DSN 570-9933 (All Army depots under this Command).

(h) CDR, USA Test and Evaluation Command (TECOM), ATTN: AMSTE-LG-S, Aberdeen Proving Ground MD 21005-5055, DSN 298-4900 (All Army Proving Grounds and White Sands Missile Range under this Command).

(i) Commander, U.S. Army Medical Material Agency, ATTN: TRANS, Ft. Detrick, MD 21701, DSN 343-7177 (All medical material units under this Command).

(2) Finance Center or Claim Office (CONUS commercial shipments only): Commander, Defense Finance and Accounting Service (DFAS), Indianapolis Center, ATTN: DFAS-I, Indianapolis IN 46249-0001. For OCONUS claims, contact the applicable AMO for information.

#### *b. Navy.*

(1) Finance Center or Claim Office (OCONUS commercial carrier shipments only): Commanding Officer, Navy Material Transportation Office, Claims Office Code 021.7, Bldg Z-133, Naval Station, Norfolk VA 23511.

(2) Additional Navy distribution requirements:

(a) Any TDR involving ammunition and explosives: Commanding Officer, Naval Sea Systems Command, ATTN: SEA 06T1, Washington DC 20362.

(b) Any Navy international logistics shipments, including foreign military sales, military assistance program, and Grant Aid: Commanding Officer, Naval International Logistics Control Office, ATTN: Code 261, 700 Robbins Avenue, Philadelphia PA 19111.

(c) All shipments with shortages, partial loss, damage, theft, or pilferage, assure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

(d) Any TDR involving QUICKTRANS: Commanding Officer, Navy Material Transportation Office, Code 034, Bldg Z-133-5, Naval Station, Norfolk VA 23511-6691.

*c. Air Force.*

(1) Finance Center or Claim Office (CONUS commercial carrier shipments only) when the appropriation shown on the GBL begins with 57 or the transportation account code (TAC) begins with an F: Commander, Defense Finance and Accounting Service, Indianapolis Center, ATTN: DFAS-I, Indianapolis IN 46249-0001.

(2) Additional Air Force distribution requirements:

(a) Any TDR involving ammunition, explosives and other hazardous materials: OO-ALC/LIWAA, Hill AFB UT 84056.

(b) Any shipments under Air Force Systems Command (AFSC) contract including ammunition, explosives, and hazardous materials: HQ AFSC/LGTT, Andrews AFB MD 20334-5000.

(c) Any Air Force International Logistics Shipment, including Foreign Military Sales, Military Assistance Program, and Grant Aid: HQ AFLC/LGTT, Specialized Traffic Group, Wright-Patterson AFB OH45433-5001.

(d) All shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

*d. Marine Corps.*

(1) Finance Center or Claim Office (CONUS commercial carrier shipments only): Commanding General, Marine Corps Logistics Base, Code 470, Albany GA 31704.

(2) Additional Marine Corps distribution:

(a) Any Marine Corps International Logistics Shipment, including foreign military sales, military assistance program, and Grant Aid: Commanding Officer, Navy International Logistics Control Office, ATTN: Code 261, 700 Robbins Avenue, Philadelphia PA 19111.

(b) All shipments with shortages, partial loss, damage, theft, or pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

*e. Defense Logistics Agency (DLA)*

(1) Finance Center or Claim Office (CONUS commercial carrier shipments only): Commander, Defense Finance and Accounting Service (DFAS), Indianapolis Center, ATTN: DFAS-I, Indianapolis IN 46249-0001.

(2) Additional Defense Logistics Agency distribution:

(a) A copy of the SF 361 will be forwarded to the applicable Defense Supply Center on any shipment made or directed by the Defense Logistics Agency. Routing Identifier Codes (RICs) follow each address for identification purposes. RICs are located in card columns 67 through 69 of DD Form 1348-1.

1. Defense Construction Supply Center, ATTN: DCSC-OSI, Columbus OH 43216-3990. The RIC is S9C.

2. Defense Electronics Supply Center, ATTN: DESC-OSI, 1507 Wilmington Pike, Dayton OH 45444-5000. The RIC is S9E.

3. Defense General Supply Center, ATTN: DGSC-OSR, Richmond VA 23297-5000. The RIC is S9G.

4. Defense Industrial Supply Center, ATTN: DISC-OSIF, Philadelphia PA 19111-5096. The RIC is S9I.

5. Defense Personnel Support Center, Directorate of Medical Material, Technical Assurance Division, Technical Assurance Branch, ATTN: DPSC-RQA(CCP), 2800 South 20th Street, Philadelphia PA 19101-8419. The RIC is S9M.

6. Defense Industrial Plant Equipment Center, ATTN: DIPEC-SQ, Memphis TN 38114-5150. The RIC is S9R/S9Q.

7. Defense Personnel Support Center, Office of Deputy Commander for Subsistence and Commander, Subsistence Field Activities, ATTN: DPSCV-HQS-CDCFP, 2800 South 20th Street, Philadelphia PA 19101-8419. The RIC is S9P/S9S.

8. Defense Personnel Support Center, Directorate of Clothing and Textiles, ATTN: DPSC-FQ(CCP), Building 12-2-G, 2800 South 20th Street, Philadelphia PA 19101-8419. The RIC is S9T.

9. Defense Subsistence Region, Pacific, ATTN: DSR-PAC-Q, 2155, Mariner Square Loop, Alameda CA 94501-1022. The RIC is S7S.

(b) A copy of the SF 361 will be forwarded to the Contract Administration Office (CAO) on any shipment made by a contractor. CAOs are located in block 10 of the DD Form 250 and block 6 of DD Form 1155 (Order for Supplies or Services/Request for Quotations).

(c) All shipments with shortages, partial loss, damage, theft, or pilferage, assure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

*f. General Services Administration (GSA).*

(1) Direct all SFs 361 on shipments made from or directed by GSA to the NCSC. This includes direct delivery shipments from a vendor or contractor but excludes shipments of commercial vehicles. The NCSC address is: GSA National Customer Service Center (6FRT), 1500 East Bannister Road, Kansas City MO 64131.

(2) Submit TDRs for shortage, damage, theft, or pilferage on shipments of commercial vehicles purchased through GSA to the following address: General Services Administration, Automotive Commodity Center (FAP), Washington DC 20406.

*g. International logistics shipments.*

(1) TDR distribution for foreign military sales, Military Assistance Program, and Grant Aid: Security Assistance Accounting Center (SAAC), Denver CO 80279-5000. Also mail a copy to the Cognizant (in country) Military Assistance Advisory Group.

(2) Sponsoring Service International Logistics Coordinating Office listed under applicable Service section. Sponsoring service is determined by the first position of the transportation control number (TCN), e.g., B-Army, D-Air Force, P-Navy, K-Marine Corps.

*h. Army and Air Force Exchange Service (AAFES).*

(1) Finance Center and Claim Office: Headquarters, Army and Air Force Exchange Service, ATTN: CM-1, P.O. Box 222305, Dallas TX 75222.

(2) Additional AAFES distribution requirements.

(a) When any AAFES shipment consignor is within MTMC Eastern Area of responsibility: AAFES Atlantic Transportation Center, Building 42, Room 564, Military Ocean Terminal Bayonne, Bayonne NJ 07002.

(b) When any AAFES shipment consignor is within MTMC Western Area of responsibility: AAFES Pacific Transportation Center, Building 640, Oakland Army Base, Oakland CA 94626.

## **2-17. Additional required distribution to Army primary sources of supply**

Additional sources are as follows:

*a.* Army sources of supply (SOS) and national inventory control points (NICP) for Army managed items (table 2-3).

*b.* Army secondary item control activities (SICA) for non-Army manager items.

*c.* Any Army international logistics shipments including foreign military sales, military assistance program, and Grant Aid: Commander, U.S. Army Security Assistance Center, ATTN:A-MSAC-OP, New Cumberland PA 17070.

*d.* All shipments with shortages, partial loss, damage, theft, or

pilferage, ensure that a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).

e. For Army Total Package Fielding (TPF) shipments, the final consignee should send a copy of the TDR to the fielding command and the managing command using the addresses listed in paragraph 2-16 above.

### 2-18. Countries and CONUS reporting area codes

Lists CONUS area command codes by country so that OCONUS TDR preparers will know where to send the MTMC area command copy of each TDR: List as EA for MTMC Eastern Area or WA for MTMC Western Area (see table 2-4).

*Note.* This does not include all worldwide geographic entities. If a TDR is prepared at or pertains to a geographic location not included above, contact Commander, Military Traffic Management Command, ATTN: MTIT-MD, 5611 Columbia Pike, Falls Church, VA 22041-5050 at DSN 289-1680 or commercial (703) 756-1680 for assistance.

### 2-19. Discrepancy type and cause codes explanation

a. Table 2-5 lists possible discrepancy codes. The first position indicates type of discrepancy and second position indicates cause of discrepancy; e.g., astray freight attributed to incomplete marking would be coded "A3," and damage attributed to spoilage would be coded "DG." The second position must agree with one of the discrepancy causes assigned to the discrepancy type being reported in the first position.

b. The number of characters is two.

c. The type of code is alpha or alphanumeric.

d. Enter the appropriate codes from table 2-5.

### 2-20. Mode of shipment explanation

a. The codes in table 2-6 were extracted from DOD 4500.32-R, paragraph F-9, and may be preempted by changes to MILSTAMP which have precedence over this listing.

b. The mode of shipment code identifies the method of shipment used for each segment of movement within the DTS. However, on advance TCMDs the mode should indicate the initial movement from the origin shipping activity.

c. The number of characters is one.

d. The type of code is alpha or numeric.

### 2-21. Type Pack Codes

a. The type pack code identifies the type of packing used for container and breakbulk shipments. The first position of the code for CONEXs is always "X" and the second position is based on the CONEX serial number. The first position of the code is always "A" for MSCVANS, "Y" for MILVANS, and "Z" for SEAVANS and the second position of the code for each identifies who loaded the vans and to what capacity the vans were loaded.

b. The codes in table 2-7 were extracted from DOD 4500.32-R, paragraph F-10, and may be preempted by changes to MILSTAMP which have precedence over this regulation.

c. The number of characters is two.

d. The type of code is alpha or alphanumeric.

**Table 2-1**  
**Information needed for an advisory or RFI Message**

Line/Block	Element
1	<b>Date.</b> Julian date of the day the message is written. Example: 30 January 1989 would be entered as 9030.
2	<b>Report number.</b> This number is made up of the reporting activity's DOD activity address code (DODAAC) followed by the four-digit serial number. Example: W45QRE-0001. This same number will be used on the TDR if the discrepancy is not resolved within the required time frame. See table 2-2 for instructions.
4	<b>Reporting activity.</b> Name, address (including ZIP code), and DODAAC of the activity.

**Table 2-1**  
**Information needed for an advisory or RFI Message—Continued**

Line/Block	Element
5	<b>Consignor.</b> Name, address (including ZIP code), and DODAAC of the activity which directed the shipment. If shipped by a contractor, this will be the activity that administered the contract.
6	<b>Consignee.</b> Name, address (including ZIP code), and DODAAC of the activity shown as consignee on the transportation document. If the consignee is the same as the reporting activity, enter "Same as line 4."
7	<b>Shipper.</b> Name and address (including ZIP code) of the activity making the shipment for the consignor. If the shipper is the consignor, enter "Same as line 5." If the shipment is containerized, include the name of the activity that stuffed the container. If the shipper is a contractor, enter the Contractor and Government Entity (CAGE) Code from the accompanying bill of lading or other shipping document, if available. For location of CAGE codes on shipping documents, see table 2-2.
8	<b>Carrier routing.</b> Show the carrier's complete name and Standard Carrier Alpha Code (SCAC) and the identification number of the car, truck, or trailer, or the name of the vessel. For containers, show the trailer or container number; for a commercial SEAVAN, also show the name of the owner. Furnish the seal number and condition if applicable. For containers, also show the transportation control number (TCN), and, when known, the voyage number. Copy the routing information from the transportation document. For Navy QUICKTRANS and Air Force Log Express/Integrated Truck System (LOGAIR) shipments, show the flight or mission number and the air manifest number.
10	<b>Carrier's pro/freight bill number.</b> Copy number from the carrier's delivery receipt.
12	<b>Bill of lading number/type.</b> Enter number and indicated type, e.g., GBL or Commercial Bill of Lading (CBL).
16	<b>Date discrepancy discovered.</b> Julian date.
17	<b>Date carrier notified.</b> Julian date on which the commercial carrier was first notified of the discrepancy.
20	<b>Acquisition document and/or transportation control number.</b> Show both numbers if available; and any other control number assigned by the shipper to identify the materiel.
21	<b>Commodity description and/or national stock number.</b> Show the item name and NSN or part number (if known) and the SECURITY CLASSIFICATION of the commodity.
22	<b>Type of pack.</b> Choose the correct code from table 2-9.
23	<b>Quantity discrepant (pieces).</b> Show the number of pieces reported as discrepant for each line entry.
24	<b>Type and cause code.</b> Choose the correct codes from table 2-5.
28	<b>Discrepant weight.</b> Show the total weight for each discrepant line entry shown in 23 above.
30	<b>Remarks.</b> Use this space to add details or supporting information that will help in identification or investigation. Also use this space to request special information or action.
31	<b>Name, title, telephone.</b> Enter the name, title, and the commercial and DSN or FTS telephone numbers of the person drafting the message.

**Table 2-2**  
**Instructions for preparing SF 361 (See figures 2-2, 3-1, 3-2, 3-3, 4-1, and 5-1 for samples of completed SF 361s.)**

Block	Element
<b>Part I.</b>	
1	<b>Date.</b> Julian date TDR is prepared. Sample: 30 January 1990 would be entered as 0030.
2	<b>Report number.</b> This number is made up of the reporting activity's DODAAC followed by a four-digit number. This four-digit number will start with 0001 and go to 9999, e.g., W15QLL-0001, or to the end of the calendar year. The first TDR of each calendar year will always be 0001. Units giving subsistence stockage support to a Defense Subsistence Region (DSR) will use the DODAAC of that DSR. The last four digits will come from a block of numbers assigned by DLA.
3	<b>TO.</b> Name and address (including ZIP Code) of the office(s) to which the RFI or miscellaneous TDR will be mailed. Leave blank for an initial notification.
4	<b>Reporting activity.</b> Name and address (including ZIP Code) of the reporting activity. Joint Military Astray Freight Program committee members enter identification code. Enter the DODAAC in the shaded area. If the unit gives subsistence stockage support to a DSR, use the DSR DODAAC and ZIP Code.
5	<b>Consignor.</b> Name and address (including ZIP Code) of the activity that directed the shipment. Enter the DODAAC in the shaded area. If shipped by a contractor this activity will be the one that administered the contract. If a sealift carrier is suspected or known to be at fault, this entry will be the POE.
6	<b>Consignee.</b> Name and address (including ZIP Code) of the activity shown as consignee on the transportation document. Enter the DODAAC in the shaded area. If the reporting activity is the consignee enter "Same as 4."
7	<b>Shipper.</b> Name and address (including ZIP Code) of the activity making the shipment for the consignor. If the shipper is the consignor, enter "Same as 5." If the shipment is containerized include the name of the activity that stuffed the container. If the shipper is a contractor, enter the Contractor and Government Entity (CAGE) Code from the bill of lading or other shipping document, if available. Location of CAGE Codes is as follows: on DD Form 250, in the SHIPPED FROM block; on DD Form 1348-1, in the SHIPPED FROM block; on the Government Bill of Lading form, Block 11; and on the Commercial Bill of Lading form, in the FROM or SHIPPER block.
8	<b>Routing and identification.</b> Enter Standard Carrier Alpha Code(s) (SCAC) from transportation documents in the proper sequence in the shaded blocks. Enter complete name of the origin carrier. On other than less truckload (LTL), enter the identification number of car, truck, trailer, or the name of the vessel. For containers, show the trailer or container number; if it is a SEAVAN, show owner. For containers, also show the TCN and, when known, the voyage number. For QUICKTRANS and LOGAIR shipments, show the flight/mission number and the air manifest number. When a sealift carrier is suspected or known to be at fault, the voyage number is required.
9	<b>Point of Origin.</b> Enter from bill of lading if different from blocks 5 and 7.
10	<b>Carrier's pro/freight bill number.</b> Copy number from the carrier's delivery receipt if available.
11	<b>Destination.</b> Enter from bill of lading if different from blocks 4 and 6.
12	<b>Bill of Lading number/type.</b> Enter number and indicate type; i.e., GBL or CBL.
13	<b>Mode Code.</b> Choose correct code from table 2-6.

**Table 2-2**  
**Instructions for preparing SF 361 (See figures 2-2, 3-1, 3-2, 3-3, 4-1, and 5-1 for samples of completed SF 361s.)—Continued**

Block	Element
14	<b>Date carrier signed for shipment.</b> Julian date the carrier signed for the shipment.
15	<b>Date consignee received.</b> Julian date on which the consignee signed for the shipment.
16	<b>Date discrepancy discovered.</b> Julian date on which the discrepancy was discovered.
17	<b>Date carrier notified.</b> Julian date on which the commercial carrier was first notified (as in case of pilferage, theft, vandalism, partial loss or damage), and method. Sample: 9133 phone.
18	<b>Name of person contacted.</b> Show the name and telephone number of the carrier's agent to whom you spoke.
19	<b>Seal numbers and condition.</b> Place an "X" in the proper block and show the seal number and condition.
20	<b>Acquisition document and/or transportation control number.</b> Show both the numbers or the one on hand; and any other control number assigned by the shipper to identify the materiel.
21	<b>Commodity description and/or national stock number (NSN).</b> Show item name and NSN or part number. Include the member's name and grade on personal property shipments.
22	<b>Type of Pack.</b> Choose the correct code from table 2-9.
23	<b>Quantity discrepant (pieces).</b> Show the number of pieces reported as discrepant for each line entry.
24	<b>Type and cause code.</b> Show the correct codes from table 2-5.
25	<b>Unit of issue.</b> Show the two-letter abbreviation of the type of unit under which the material was issued. See shipping document.
26	<b>Units billed/shipped.</b> Show the total number of units that were shown on the billing or shipping document.
27	<b>Discrepant units.</b> Enter the number of units of issue that were found to have discrepancies.
28	<b>Discrepant weight.</b> Show the total weight for each discrepant line entry in block 23.
29	<b>Value or cost of repairs.</b> For shortages, enter the replacement value. For over/astray freight, enter the value of material when available. For repairable damage, enter the total of the cost to repair plus the transportation costs to and from the repair shop. For non-repairable damage, use the total of preshipment value plus any other costs incurred to salvage the materials, minus amount recovered through salvage.
30	<b>Remarks.</b> This block is to request information needed in investigation of discrepancies. Include photographs (if available) or any document the shipper may not have that will aid his or her reply. Use this space to confirm notification to the carrier. On miscellaneous discrepancies explain circumstances and responsibility.
31(a)	<b>Name of preparer.</b> Self-explanatory.
31(b)	<b>Title of preparer.</b> Self-explanatory.
31(c)	<b>Telephone number.</b> Show both the commercial and DSN or FTS telephone numbers of the person signing the form.
31(d)	<b>Signature.</b> Self-explanatory.
32	<b>Reply.</b> This block is to reply to any questions asked in block 30 or to furnish any information to aid in investigation of discrepancy.

**Table 2-2**  
**Instructions for preparing SF 361 (See figures 2-2, 3-1, 3-2, 3-3, 4-1, and 5-1 for samples of completed SF 361s.)—Continued**

Block	Element
<b>33(a)</b>	<b>Name of respondent.</b> Self-explanatory.
<b>33(b)</b>	<b>Telephone number.</b> Show both the commercial and DSN or FTS telephone of the person who will sign the reply.
<b>33(c)</b>	<b>Address.</b> Show official address.
<b>33(d)</b>	<b>Signature.</b> Self-explanatory.
<b>33(e)</b>	<b>Date.</b> Julian date.
<b>Part II</b>	
<b>34</b>	<b>Survey document.</b> Place an "X" in the proper block. A TDR is a survey document when the reported loss or damage requires an adjustment to inventory in accordance with service or agency property accountability regulations.
<b>35</b>	<b>Date.</b> Current Julian date of TDR.
<b>36</b>	<b>TO.</b> Name and address (including ZIP Code) of the finance center or claim office or contract administration office to which the TDR package is to be mailed. See para 2-16, theater directive, or contract for address.
<b>37</b>	<b>Responsibility.</b> The transportation officer will decide how to check this block based on evidence gathered during the investigation.
<b>38</b>	<b>Exception noted on carrier's delivery receipt.</b> Place an "X" in the proper block and complete required remarks.
<b>39</b>	<b>Documents attached.</b> Place an "X" in the proper block and list documents in block 43.
<b>40</b>	<b>Photographs attached.</b> Place an "X" in the proper block.
<b>41</b>	<b>Inspection data.</b> Place an "X" in the proper block and complete required remarks.
<b>42</b>	<b>Disposition data.</b> Place an "X" in the proper block and complete required remarks.
<b>43</b>	<b>Remarks.</b> Add any details that will help explain the discrepancy to the finance center or claims office, or that will aid them in filing a claim. List documents attached.
<b>44</b>	<b>Distribution of copies.</b> Unit name and office symbol of each activity that will get a copy. Example: MTMCEA or MTEA-ITD-F and addresses in para 2-16.
<b>45(a)</b>	<b>Name of preparer.</b> Self-explanatory.
<b>45(b)</b>	<b>Title.</b> Self-explanatory.
<b>45(c)</b>	<b>Telephone number.</b> Show both the commercial and DSN or FTS telephone numbers of the person who will sign block 45d.
<b>45(d)</b>	<b>Signature.</b> Self-explanatory.
<b>46</b>	<b>Action by reviewing officials.</b> Blocks a, b, c, and d are for inventory and financial adjustments. This section will not be used if the approving official signature is the same as the signature in block 45. When filling in block 46d for the DLA Stock Fund, always use 26.0 in positions 14, 15, and 16 in appropriation of the property. Armed service components will complete block 46d in accordance with individual service instructions. Block 46f is to be completed by the approving official at the reporting activity.
<b>47</b>	<b>Action by finance center or claim office.</b> To be used by finance center or claim office only.

**Table 2-3**  
**First position of material**

Code	Category structure code	Mailing address
RIC: <sup>1</sup>		
B14	D, M	CDR, USA Armament, Munitions, and Chemical Command, ATTN: AMSMC-TM, Rock Island IL 61299-6000
B17	H	CDR, USA Aviation Systems Command, ATTN: AMSAV-SDT, St. Louis MO 63120-1798
B16	G, P, U	CDR, USA Communications and Electronics Command, ATTN: AMSEL-LC-MMD-DT, Ft. Monmouth NJ 07703-5000
B64	L, X	CDR, USA Missile Command, ATTN: AMSMI-LC-MM-D, Redstone Arsenal AL 35809
B69	C	Commander, U.S. Army Medical Material Agency, ATTN: TRANS, Ft. Detrick, MD 21701
AKZ	K	CDR, USA Tank-Automotive Command, ATTN: AMSTA-FDIT, Warren MI 48090
A12 <sup>2</sup>	B	CDR, USA Troop Support Command, ATTN: AMSTR-MSST, St. Louis MO 63120-1798

Notes:

<sup>1</sup> Routing identifier codes (RIC) are located in card columns 67 through 69 of the DD Form 1348-1 which accompanies, is attached to, or is within the shipment.

<sup>2</sup> Structure codes E,F,J,Q,R,S, and T will use the same mailing address as category code A12.

**Table 2-4**  
**Reporting area codes**

Name	Code	Reporting area command	Code
Afghanistan	AF	EA	1
Albania	AL	EA	1
Algeria	AG	EA	1
American Samoa	AQ	WA	5
Andorra	AN	EA	1
Antigua	AC	EA	1
Argentina	AR	EA	1
Australia	AS	WA	5
Austria	AU	EA	1
Azores	AZ	EA	1
Bahamas	BF	EA	1
Bahrain	BA	EA	1
Barbados	BB	EA	1
Belgium	BE	EA	1
Bermuda	BD	EA	1
Bhutan	BT	WA	5
Bolivia	BL	EA	1
Bouvet Island	BV	EA	1
Brazil	BR	EA	1
British Honduras	BH	EA	1
British Indian Ocean Territory	IO	WA	5
British Solomon Islands	BP	WA	5
British Virgin Islands	VI	EA	1
Brunei	BX	WA	5
Bulgaria	BU	EA	1
Burma (Myanmar)	BM	WA	5
Cambodia	CB	WA	5
Canada	CA	EA or WA	1/5
Canton and Enderbury Islands	EQ	WA	5
Cape Verde Island	CV	EA	1
Cayman Islands	CJ	EA	1
Ceylon	CE	WA	5
Chile	CI	EA	1
China, Communist	CH	WA	5
China, Republic of	TW	WA	5

**Table 2-4**  
**Reporting area codes—Continued**

Name	Code	Reporting area command	Code
Christmas Island (Indian Ocean)	KT	WA	5
Cocos Islands (Indian Ocean)	CK	WA	5
Colombia	CO	EA	1
Comoro Islands	CN	EA	1
Cook Islands	CW	WA	5
Costa Rica	CS	EA	1
Cuba	CU	EA	1
Cyprus	CY	EA	1
Czechoslovakia	CZ	EA	1
Denmark	DA	EA	1
Dominica	DO	EA	1
Dominican Republic	DR	EA	1
Ecuador	EC	EA	1
El Salvador	ES	EA	1
Faeroe Islands	FO	EA	1
Falkland Islands	FA	EA	1
Fiji	FJ	WA	5
Finland	FI	EA	1
France	FR	EA	1
French Guiana	FG	EA	1
French Polynesia	FP	WA	5
Gaza Strip	GZ	EA	1
Germany, Federal Republic of	GE	EA	1
Germany, Soviet Zone of	GC	EA	1
Gibraltar	GI	EA	1
Gilbert & Ellice Islands	GN	WA	5
Greece	GR	EA	1
Grenada	GJ	EA	1
Guadeloupe	GP	EA	1
Guam	GQ	WA	5
Guatemala	GT	EA	1
Guyana	GY	EA	1
Haiti	HA	EA	1
Heard & McDonald Islands	HM	EA	1
Honduras	HO	EA	1
Hong Kong	HK	WA	5
Hungary	HU	EA	1
Iceland	IC	EA	1
India	IN	WA	5
Indonesia	ID	WA	5
Iran	IR	EA	1
Iraq	IZ	EA	1
Iraq—Saudi Arabia Neutral Zone	IY	EA	1
Israel	IS	EA	1
Israel—Jordan Demilitarized Zones	IW	EA	1
Israel—Syria Demilitarized Zones	IU	EA	1
Italy	IT	EA	1
Jamaica	JM	EA	1
Jan Mayen Island	JN	EA	1
Japan	JA	WA	5
Johnston Atoll	JQ	WA	5
Jordan	JO	EA	1
Korea, North	KN	WA	5
Korea, Republic of	KS	WA	5
Kuwait	KU	EA	1
Kuwait—Saudi Arabia Neutral Zone	KZ	EA	1
Laos	LA	WA	5
Lebanon	LE	WA	5
Libya	LY	EA	1
Liechtenstein	LS	EA	1
Luxembourg	LU	EA	1
Macao	MC	WA	5
Malaysia	MY	WA	5
Maldives	MV	WA	5
Malta	MT	EA	1
Martinique	MB	EA	1
Mauritius	MP	EA	1
Mexico	MX	EA	1
Midway Islands	MQ	WA	5

**Table 2-4**  
**Reporting area codes—Continued**

Name	Code	Reporting area command	Code
Monaco	MN	EA	1
Mongolia	MG	WA	5
Montserrat	MH	EA	1
Morocco	MO	EA	1
Muscat and Oman	MU	EA	1
Myanmar (see Burma)			
Nauru	NR	WA	5
Nepal	NP	WA	5
Netherlands	NL	EA	1
Netherlands Antilles	NA	EA	1
New Caledonia	NC	WA	5
New Hebrides	NH	WA	5
New Zealand	NZ	WA	5
Nicaragua	NU	EA	1
Niue	NE	WA	5
Norfolk Island	NF	WA	5
Norway	NO	EA	1
Pakistan	PK	WA	5
Panama	PN	EA	1
Papua and New Guinea	PP	WA	5
Paracel Islands	PF	WA	5
Paraguay	PA	EA	1
Peru	PE	EA	1
Philippines	RP	WA	5
Pitcairn Island	PC	WA	5
Poland	PL	EA	1
Portugal	PO	EA	1
Portuguese Timor	PT	WA	5
Puerto Rico	RQ	EA	1
Qatar	QA	EA	1
Republic of Panama	PQ	EA	1
Reunion	RE	EA	1
Romania	RO	EA	1
Ryukyu Islands, Southern	YQ	WA	5
St. Christopher—Nevis—Anguilla	SC	EA	1
St. Helena	SH	EA	1
St. Lucia	ST	EA	1
St. Pierre & Miquelon	SB	EA	1
St. Vincent	VC	EA	1
San Marino	SM	EA	1
Sao Tome e Principe	TP	EA	1
Saudi Arabia	SA	EA	1
Seychelles Island	SE	EA	1
Sikkim	SK	WA	5
Singapore	SN	WA	5
Soviet Union	UR	EA	1
Spain	SP	EA	1
Surinam	NS	EA	1
Svalbard	SV	EA	1
Swan Islands	SQ	EA	1
Sweden	SW	EA	1
Switzerland	SZ	EA	1
Syria	SY	EA	1
Thailand	TH	WA	5
Tokelau Islands	TL	WA	5
Tonga	TN	WA	5
Trinidad and Tobago	TD	EA	1
Trucial Oman or Trucial Coast	TC	EA	1
Trust Territory of the Pacific Islands	TQ	WA	5
Tunisia	TS	EA	1
Turkey	TU	EA	1
Turks and Caicos Islands	TK	EA	1
United Arab Republic	DG	EA	1
United Kingdom	UK	EA	1
United States	US	EA or WA	1/5
United States Misc. Caribbean Islands	BQ	EA	1
United States Misc. Pacific Islands	IQ	WA	5
Uruguay	UY	EA	1

**Table 2-4**  
**Reporting area codes—Continued**

Name	Code	Reporting area command	Code
Vatican City	VT	EA	1
Venezuela	VE	EA	1
Vietnam, North	VN	WA	5
Vietnam, Republic of	VS	WA	5
Virgin Islands	VQ	EA	1
Wake Island	WQ	WA	5
Wallis and Futuna	WF	WA	5
West Berlin	WB	EA	1
Western Samoa	WS	WA	5
Yemen	YE	EA	1
Yugoslavia	YO	EA	1

**Table 2-5**  
**Discrepancy codes**

Discrepancy type	1st position code	Cause	2nd position code
Astray	A	Incomplete, illegible, or missing marking, label, or tag.	3
		Hotline call initiated visit.	H
		Carrier call initiated visit.	C
		Routine visit.	R
		Bill of lading missing (Result of a visit to carrier terminal).	4
		Hotline call initiated visit.	5 <sup>1</sup>
		Carrier call initiated visit.	6 <sup>1</sup>
		Routine visit.	7 <sup>1</sup>
		Bill of lading missing (Carrier released freight to activity other than JMAFP Committee).	8
		Customs Bond Rooms or Freight Storage Warehouses.	9 <sup>1</sup>
Overage	O	Not specified above (Describe in remarks).	A
		Improper documentation	5
		Incomplete marking or missing label	3
		Defaced or illegal marking	4
Shortage	S	Improper loading or stowage	K
		Not specified above (describe in remarks)	O
		Leakage, spoilage, or evaporation	L
		Improper documentation	5
		Theft	T
		Pilferage	P
		Status "W" cargo (MTMC terminal use only)	I
Damage	D	Improper loading or stowing	K
		Not specified above (describe in remarks)	S
		Fire	F
		Material handling equipment	6
		Improper loading, stowing, or blocking and bracing	K
		Marine casualty	1
		Spoilage	G
Rough handling	Q		
Stevedoring	2		

**Table 2-5**  
**Discrepancy codes—Continued**

Discrepancy type	1st position code	Cause	2nd position code
Other	X	Water damage	E
		Wreck	W
		Vandalism	V
		Concealed damage	Z
		Not specified above (describe in remarks)	D
		Broken, missing, improper, or inadequate seal	B
		Special contract or carrier services not provided on unclassified or non-protected cargo	C
		Excess transit time	H
		Incomplete marking/missing label/tag	3
		Defaced/illegible marking	4
		Improper carrier handling, service, or equipment	J
		Improper loading, stowing, blocking or bracing (if no actual damage)	K
		Certification of hazardous material missing or incorrect DD Form 1387-2 (Special Handling Data/Certification)	L
		Violations in the movement of hazardous material (other than DD Form 1387-2 violations)	M
		Misconsignment	N
		Special contract or carrier services not provided on classified protected cargo for	
		AGS	R
		PSS	5
		DDPS	6
		DODCSS	7
MSS	8		
RSS	9		
TSS	1		
GS	2		
SEVS	F		
Signature and Tally Record (DD Form 1907) violations	S		
REPSHIP message not received within 24 hrs prior to arrival of shipment	E		
Copy of GBL not received by consignee prior to arrival of shipment (CONUS only)	G		
CONUS carrier did not provide shipping documents in advance of shipments for scheduled appointments (Prelodge)	P		
CONUS carrier did not provide DD Form 836 (Special Instructions for Motor Vehicle Drivers)	T		
CONUS carrier did not provide DD Form 626 (Motor Vehicle Inspection) when transporting hazardous material	Q		

**Table 2-5**  
**Discrepancy codes—Continued**

Discrepancy type	1st position	Cause	2nd position
	code		code
		GBL not annotated within requirements of Transportation Facilities Guide	D
		DD Form 1387 (Military Shipment Label) not affixed to cargo	U
		Not specified above (describe in remarks)	X

Notes:  
1. JMAFP Committee use only.

**Table 2-6**  
**Mode of shipment codes**

Code	Description
A	Motor, truckload
B	Motor, less than truckload
C	Van (unpacked, uncrated personal or government property)
D	Driveway/truckaway/towaway
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignment Airlift Mission (SAAM)
G	Surface parcel post
H	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Air—Small package carrier
K	Rail, carload <sup>1</sup>
L	Rail, less than carload <sup>1</sup>
M	Surface—Freight forwarder
N	LOGAIR
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial air freight including regular and expedited service (provided by major airlines) air charter, and air taxi
R	European Distribution System (EDS) or Pacific Distribution System (PDS)
S	Scheduled Truck Service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air freight forwarder
U	QUICKTRANS
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer, walk-thru (customer pickup of material)
Y	Military intratheater airlift service (other than AMC airlift)
Z	Military Sealift Command (MSC); controlled contract, or arranged space
2	Government watercraft, barge, or lighter
3	Roll on/roll off (RORO) service
4	Armed Forces Courier Service (ARFCOS)
5	Surface—Small package carrier
6	Military Official Mail (MOM)
7	Express mail
8	Pipeline
9	Local delivery by government or commercial truck including on-base transfers and deliveries between air, water, or motor terminals, and adjacent activities. Local delivery areas are identified in commercial carriers' tariffs which are filed and approved by regulatory authorities.

Notes:  
1. Includes TOFC and COFC (excluding SEAVAN).

**Table 2-7**  
**MSCVAN, MILVAN, and SEAVAN shipments**

Second position code	Description
A	Loaded to capacity by ocean carrier
B	Loaded to capacity by military terminal
C	Loaded to capacity by military shipping activity
D	Loaded to capacity by vendor
E	Loaded to capacity by contract shipment consolidation facility
F	Loaded to less than capacity by military shipping activity with loading to capacity completed by contract shipment consolidation facility
L	Loaded to less than capacity by military shipping activity, loading completed by military terminal
M	Loaded to less than capacity by vendor, loading completed by military terminal
N	Loaded to less than capacity by contract shipment consolidation facility, loading completed by military terminal
P	Loaded to less than capacity with military cargo by ocean carrier, comingled with commercial cargo in accordance with the MSC Container Agreement and Rate Guide
T	Loaded to less than capacity by military shipping activity, loading completed by ocean carrier
U	Loaded to less than capacity by vendor, loading completed by ocean carrier
V	Loaded to less than capacity by contract shipment consolidation facility, loading completed by ocean carrier
W	Loaded to less than capacity by vendor, loading completed by contract shipment consolidation facility
Z	Empty MILVAN or SEAVAN
3	Loaded to less than capacity by military shipping activity
4	Loaded to less than capacity by vendor
5	Loaded to less than capacity by contract shipment consolidation facility

**Table 2-8**  
**Container express (CONEX) shipments**

1st position	2nd position	Serial number
X	0	000001-099999
X	1	100000-199999
X	2	200000-299999
X	3	300000-399999
X	4	400000-499999
X	5	500000-599999
X	6	600000-699999
X	7	700000-799999
X	8	800000-899999
X	9	900000-999999

Notes:  
1. Second position is based on X CONEX serial number.

**Table 2-9**  
**Breakbulk shipments**

Code	Description
BD	bundle
BE	bale
BG	bag, burlap or cloth
BL	barrel
BS	basket
BX	box
CA	cabinet
CB	carboy
CC	HHG containers, wood (federal specification PPP-B-580)
CL	coil
CM	container, AMC—International Standards Organization, light-weight 8X8X20 foot air container

**Table 2-9**  
**Breakbulk shipments—Continued**

Code	Description
CN	can
CO	container, other than CU, CW, CC, CM, MW, CR, MX
CR	crate
CS	case
CT	carton
CU	container, Navy cargo transporter
CW	container, commercial highway lift
CY	cylinder
DB	dufflebag
DR	drum
EC	engine container
ED	engine cradle or dolly
FK	footlocker
HA	hamper
KE	keg
LS	loose, not packaged
MW	multi-wall container (formerly referred to as triple wall or tri-wall secured or attached to a warehouse pallet)
MX	mixed (more than one type of shipping container)
PC	piece
PL	pail

**Table 2-9**  
**Breakbulk shipments—Continued**

Code	Description
PT	palletized unit load, other than code MW
RL	reel
RO	roll
RT	RORO
SA	sack, paper
SB	skid, box
SD	skid
SH	sheet
SL	spool
SW	suitcase
TB	tub
TK	trunk
TU	tube
UX	unitized (use code RT for unitized cargo on RORO)
VC	van chassis
VE	vehicle
VO	vehicle in operating condition
VS	SEAVAN-TOTE
WR	wrapped

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMI	C.C.	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	NFO					
01 of 02		JUL	89	RR	RR	UUUU		AT	ZYUW	1911800Z
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: CDR FORT HOOD TX//AFZ-DI-TNS-MM//</p> <p>TO: CDR TOAD TOBYHANNA PA//SDSTO-ST//</p> <p>INFO: CDRMTMCWA OAKLAND CA//MTWA-IT/SS//</p> <p>CDRMTMC FALLS CHURCH VA//MTSS/IN//</p> <p>CDRAMCCOM ROCK ISLAND IL//AMSMC-TM//</p> <p>UNCLAS</p> <p>SUBJECT: TDR ADVISORY/RFI FOR CLASSIFIED OR PROTECTED SHIPMENT</p> <ol style="list-style-type: none"> <li>1. 9191</li> <li>2. W45QRE-0031</li> <li>4. TRANS OFF, FT HOOD TX 76544 (W45QRE)</li> <li>5. TRANS OFF, TOBYHANNA ARMY DEPOT, TOBYHANNA PA 18466 (W25G1W)</li> <li>6. SAME AS LINE 4</li> <li>7. SAME AS LINE 5</li> <li>8. ABC TRUCKING TRAILER NO. 01234 SEAL NO. 446688 INTACT</li> <li>10. 064-657122</li> <li>12. GBL K2,345-678</li> <li>16. 9191</li> <li>17. 9191</li> <li>20. TCN W45QRE90140001XXX</li> <li>21. RADIOACTIVE DEVICE NSN 5840 00 123 9876 UNCLAS</li> </ol>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
JOHN WILL/TMS/MTIT-MD (703) 756-1680/DSN 289										
RELIEF	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION		DATE TIME GROUP		
	H. KASKOFF/CH, MTIT-MD/X61610					UNCLASSIFIED				
SIGNATURE <i>Went Kluff</i>										

Figure 2-1. Sample Joint Message Form

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	IMP	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
02 of 02		JUL	89	RR	RR	UUUU		AT	ZYUW	1911800Z
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM:</p> <p>22. BX</p> <p>TO:</p> <p>23. 1 PC</p> <p>24. DK</p> <p>28. 465 LBS</p> <p>30. REQ A STATEMENT BE FURNISHED THIS CMD INDICATING WHO LOADED SHIPMENT, WHAT WERE LOADING CONDITIONS, AND IF CARRIER INSPECTED.</p> <p>31. JOHN WILL, TMS, COMM 703-756-1670, DSN 289-1680.</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION			DATE TIME GROUP	
	SIGNATURE					UNCLASSIFIED				

6  
5  
4  
3  
2  
1  
0

Figure 2-1. Sample Joint Message Form—Continued



<b>PART II - (FOR CLAIMS PURPOSES)</b>	34. THIS IS A SURVEY DOCUMENT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	35. DATE 9188
----------------------------------------	-------------------------------------------------------------------------------------------------------	------------------

36. TO:  
\*\*\*APPROPRIATE FINANCE CENTER/CLAIM OFFICE\*\*\*

37. RESPONSIBILITY				
<input checked="" type="checkbox"/> CARRIER	<input type="checkbox"/> SHIPPER/CONTRACTOR	<input type="checkbox"/> TRANS. SHIPPING ACTIVITY	<input type="checkbox"/> RECEIVER	<input type="checkbox"/> OTHER (Specify)
38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? (If "NO," explain in Remarks)		39. DOCUMENTS ATTACHED? (If "YES," list in Remarks)		40. PHOTOGRAPHS ATTACHED?
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
41. INSPECTION DATA			42. DISPOSITION DATA	
<input checked="" type="checkbox"/> CARRIER INSPECTED (Report attached)		<input type="checkbox"/> INSPECTION WAIVED (Waiver attached)		<input type="checkbox"/> REJECTED (Receipt attached)
<input type="checkbox"/> ORAL WAIVER (Provide name, title, and date in Remarks)		<input type="checkbox"/> GOVERNMENT INSPECTED (Report attached)		<input checked="" type="checkbox"/> REPAIRED AT GOVERNMENT EXPENSE (BIM attached)
<input checked="" type="checkbox"/> OTHER (Explain in Remarks)				
43. REMARKS (See preparation instructions of covering regulation for suggested information)				

DOCUMENTS ATTACHED: CARRIER DROPPED SHIPMENT 6 JULY 1989 WHILE

1. CY CBL
2. CY CARRIER'S TENDER 04216
3. CY CARRIER'S DELIVERY RECEIPT
4. PHOTOGRAPHS
5. CY CARRIER'S INSPECTION REPORT
6. CY GOVERNMENT INSPECTION REPORT
7. CY DD FORM 1348-1
8. ACTUAL REPAIR COST STATEMENT

44. DISTRIBUTION OF COPIES MIMCWA/MTWA-I TD-F FORT HOOD T.O. FILE TOBYHANNA ARMY DEPOT T.O. FILE CDRMIMC/MTSS/MTIN CDRCECOM/AMSEL-MMD-DT CDRTROSCOM/AMSTR-SDT	45A. NAME OF PREPARER (Type or print) JOHN WILL 45B. TITLE TRANSPORTATION OFFICER 45C. TELEPHONE NO DSN 289 (703) 756-1610 45D. SIGNATURE <i>John H. Will</i>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

46. ACTION BY REVIEWING OFFICIALS		
A. ABOVE ITEMS HAVE BEEN <input type="checkbox"/> EXPENDED <input type="checkbox"/> RECEIVED	B. INVENTORY ACCOUNT	C. CHARGE/TRANSFER TO:
D. ACCOUNTING CLASSIFICATION		
E. APPROVED TO HOLD	RESPONSIBLE IN THE AMOUNT OF \$ _____	
F. APPROVING OFFICIAL	NAME (Type or print) SIGNATURE	TITLE DATE

47. ACTION BY CLAIMS OFFICE

Figure 2-2. Sample of a source document for claims—Continued

## Chapter 3 Unclassified and Unprotected Cargo

### Section I General

#### 3-1. Introduction

This chapter explains the actions to take when reporting transportation discrepancies in shipments of unclassified or non-protected cargo. If the discrepancy is not one of the types listed in paragraph 3-2, see chapter 5.

*Note.* Discrepancies in all shipments of arms, ammunition, and explosives are reported under the requirements of chapter 2 even if the material is not classified or protected.

#### 3-2. Types of discrepancies covered

Transportation discrepancies covered by this chapter include the following:

- a. Astray.
- b. Shortage.
- c. Pilferage.
- d. Theft.
- e. Damage.
- f. Vandalism.
- g. Overage.
- h. Entire shipment not received.
- i. Special contract or carrier services not provided, e.g., shipper requested and carrier did not provide exclusive use of trailer, Note: For this type of discrepancy, the TDR is prepared and the original with supporting documents is sent to the appropriate finance center or claim office, as shown in chapter 2, for recovery of special service charges from the carrier.

#### 3-3. Determining the course of action and making notifications

When a discrepancy is found in a shipment, the actions taken differ depending on the type of discrepancy, value of the discrepancy, and the activity finding the discrepancy.

##### a. Type of discrepancy.

(1) Pilferage, theft, damage, or vandalism. When a shipment is delivered by a commercial carrier and one of the above discrepancies is apparent, the first action is to notify the carrier by telephone and request inspection of the shipment within seven (7) calendar days. If the carrier waives inspection, record the person's full name, title, and date of the waiver. When a carrier waives inspection, the Government is required to perform an inspection to determine the extent and cause of damage. If the shipment was delivered by a military vehicle, no telephone notification is required. In either case, follow the procedures outlined in paragraph 3-3 b.

(2) Astray, shortage, overage, entire shipment not received, or special contract or carrier services not provided. For these types of discrepancies, no telephone notification to the carrier is necessary. Follow the procedures outlined in paragraph 3-3 b.

##### b. Value or cost of the discrepancy.

(1) The value or cost of a discrepancy to the Government is the total cost of the loss or damage to include applicable disposal fees, plus the unearned freight charges on a bill of lading. Paragraph 1-7 b details how to determine the value or cost of a discrepancy.

(2) If the value of the discrepancy cannot be determined, an SF 361 is prepared as detailed in paragraph 3-4.

##### c. Activity discovering the discrepancy.

(1) If the consignee discovers the discrepancy, the consignee prepares the SF 361 as detailed in paragraph 3-4 (transshipment points, except as noted in para 1-4 j, are consignees for SF 361 purposes.)

(2) If the activity which discovers the discrepancy is not the consignee, the discoverer:

(a) Prepares an initial notification SF 361 by checking the "initial notification" block, and filling in block 1 and blocks 4 through 31 (see fig 3-1) with all available information. (Table 2-2 contains instructions for filling out each block.) In block 30, indicate the

probable party responsible for the discrepancy, e.g., carrier, transshipping activity, etc.

(b) Distributes the completed SF 361. The original, with all supporting documents is mailed to the consignee within 7 calendar days after the discrepancy is found.

(c) One copy of all documents is maintained for the file.

(d) One copy is mailed to the carrier. The carrier's copy should clearly explain that the carrier's response shall be sent directly to the consignee indicated on the SF 361, but should not include the statement concerning responsibility in block 30, and does not include attachments.

(e) In OCONUS areas, send a copy to the AMO.

#### 3-4. Advisory action and request for information

An RFI **must** be issued for **each** transportation discrepancy. Whether the consignee discovers a discrepancy in a shipment or is notified of such a discrepancy by another activity, the consignee **must** use the SF 361, marked RFI, to notify all interested parties and gather information. The specific information that is being requested should be described in Block 30. The information gathered will aid in the resolution of the discrepancy, or provide the necessary data for the completion of a TDR "package" which will be the basis for a claim. The pre-shipment value of the item or the cost of repairs (Block 29) will **not** be entered on the copy of the RFI which will be provided to the carrier. See figure 3-2.

a. If the consignee receives an initial notification SF 361 from another activity, the shipment should be checked for additional discrepancies. The consignee **must** initiate an SF 361 RFI according to paragraph 2-8, using a locally developed report number, checking the REQUEST FOR INFORMATION (RFI) block, showing the appropriate addresses in blocks 3 and 4, and copying the rest of the information from the initial notification. If additional discrepancies are found, they **must** also be documented on this RFI. The consignee will file any Initial Notification received from another activity with a copy of the consignee-prepared RFI, to be retained as evidence in the event the discrepancy is not resolved. The consignee then proceeds according to the instructions in paragraph 3-4 c.

b. If the consignee is the first to discover any discrepancies, **he or she must** prepare an SF 361 marked RFI, completing Blocks 1-31, according to figure 2-2, and then proceed in accordance with paragraph 3-4 c.

c. The RFI is distributed to any parties which may have information to help resolve the discrepancy.

(1) The carrier is **always** notified in writing (carrier copy of the RFI) of any discrepancy. This written notification is done within 7 calendar days after the discrepancy is found or when a reasonable delivery time has passed and none of the shipment has been delivered.

(2) If information is needed on any GSA-made or-directed shipment, send the RFI to the GSA NCSC (see para 2-6).

(3) Mail a copy to any other activity from which information is being requested in block 30.

(4) If the shipper is a DOD contractor, send the RFI to the Transportation Office at the CAO.

(5) In OCONUS areas, send a copy to the AMO.

(6) File the original SF 361 RFI in a suspense file for 50 calendar days. Do **not** send a copy of the SF 361 RFI to the applicable finance center or claim office. This will give the carrier and other action offices time to investigate and resolve the discrepancy before the 50-day deadline. During this period of time, the reporting activity should be collecting documentation for submission with the TDR package. The 50 calendar days are counted from the date the discrepancy was discovered.

#### 3-5. Responding to the RFI

All action addressees must answer the RFI within 40 calendar days of the date the discrepancy was discovered. If an action addressee has no information concerning the discrepancy, a negative reply is required. When all the answers are received, the consignee attempts to resolve the discrepancy and follows the procedures outlined in

paragraph 3-7. In many instances, shortages are resolved by checking supply and inventory records.

### 3-6. Unanswered advisories and RFIs

If all answers are not received by close of business the 50th day after the discrepancy was discovered, the consignee sends a NON-RESPONSE message to remind applicable action addressees that a reply is mandatory. The subject of the message is "RFI Follow-up" and the body of the message states, "Answer not received by required deadline." The consignee sends a copy of this tracer to the appropriate MTMC area command if the action addressee is located in CONUS; if the action addressee is located outside CONUS, a copy is sent to the AMO. For Air Force RFIs, send a copy to the appropriate major command of the consignee and nonrespondent. Because of the 60-day deadline, the consignee does not wait for a reply to the late notice, but continues with the actions required by paragraph 3-7.

### 3-7. Actions for discrepancies which are resolved, unresolved, or reportable

*a. Resolved discrepancies.* If the discrepancy is resolved within 60 calendar days after discovery, the Transportation Discrepancy Report (SF 361) is canceled as indicated in paragraph 1-7 *d*.

*b. Unresolved discrepancies.* If the discrepancy is not resolved, a SF 361 will be issued no later than 60 calendar days after the discrepancy was discovered.

*c. Discrepancies reportable under chapter 5 provisions.* If responses indicate the discrepancy is reportable under the provisions of Chapter 5, the consignee follows procedures in paragraph 1-7 *a* (so activities receiving the RFI can close their files) and paragraph 5-3 (to report the miscellaneous discrepancy information).

### 3-8. Guidance for completing the TDR (SF 361)

Blocks 1 through 33 of the SF 361 are completed by the consignee (See fig 3-3). Most of the information needed to fill out the SF 361 is available from the initial notification or the RFI. If the file copy of the initial notification or RFI is used, the INITIAL NOTIFICATION or RFI checks must be whited out. In addition, blocks 34 through 46 are completed. The entry in block 46d is not the Transportation Account Code, but the accounting appropriation which paid for the material. Block 46f is signed by the approving official at the reporting activity. Since the SF 361 is used for both the RFI and the final TDR, follow the specific block-by-block instructions in table 2-2, based upon the specific action being taken. If evidence indicates that AMC, LOGAIR, or QUICKTRANS is responsible for the discrepancy, only blocks 1 through 28 and 30 through 31 have to be completed (In addition data for blocks 10, 14, 17, and 19 may not be available).

### 3-9. Assembling the TDR package

The SF 361 is the source document for claim action against the carrier and, dependent upon service or agency policy, for item manager reissuance of lost or damaged items. Claim action will be successful if the TDR is supported with documented facts and firm evidence which establish carrier liability and actual amount of the Government's loss. (See para 2-12 for a complete list of documents required to support the TDR for claim action.) The SF 361 with all supporting documentary evidence is called the TDR package. If evidence indicates that AMC, LOGAIR, or QUICKTRANS is responsible for the discrepancy, supporting documents do not have to be attached.

### 3-10. Forwarding the TDR package

The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary.

*a.* If a sealift carrier is at fault, the TDR package is forwarded according to procedures in paragraph 3-11.

*b.* If a DOD contractor is at fault, the TDR package is forwarded to the Transportation Officer at the CAO.

*c.* If a non-DOD agency made the shipment, send the TDR

package to the Government activity that directed or arranged for the shipment (except for GSA, see para 2-16).

*d.* If the shipment is personal property, send a copy to the final consignee marked "For member to give to proper claim office when filing claim."

*e.* If no claim action is indicated (e.g., DOD shipper responsibility, astray, or overage not resolved), mail the TDR package to the appropriate MTMC area command.

*f.* When none of the above conditions apply and a claim is intended, the TDR package is forwarded to the appropriate finance center or claim office listed in paragraph 2-16. If the responsible carrier is overseas, send the SF 361 to the AMO for the originating overseas area.

*g.* AMC, LOGAIR, and QUICKTRANS are DOD operated systems and, therefore, are considered to be Government insured. In this capacity, filing claims under normal loss and damage claims procedures is not appropriate. However, it is extremely important to file TDRs to monitor and evaluate contract and carrier performance. If evidence indicates that AMC, LOGAIR, or QUICKTRANS is responsible for the discrepancy, the TDR should not be sent to a finance center or claim office, but rather to the appropriate service (for AMC) or contracting office (for LOGAIR and QUICKTRANS) points of contact. If QUICKTRANS responsibility, mail a copy to Commanding Officer, Navy Material Transportation Office, Code 034, Bldg Z-133-5, Naval Station, Norfolk, VA 23511-6691. For distribution of TDRs for LOGAIR shipments, refer to AFR 76-1, USAF Logistics Airlift (LOGAIR) Traffic, chapter 3.

*h.* The following information applies to all forwarding conditions:

(1) One copy of the TDR without attachments is mailed to the consignor.

(2) One copy of the TDR package is kept for the file.

(3) One copy of the TDR without attachments is sent to the appropriate MTMC area command (except in condition *e*. above).

(4) If OCONUS, one copy of the SF 361 without attachments is mailed to the consignor or shipper's AMO.

(5) Other copies are distributed as required by the Service or Agency listing in paragraph 2-16. It is the copy that goes to the inventory control point that adjusts inventory and, depending upon service or agency policy, reorders the needed item(s).

### 3-11. Cargo Outturn Reporting System (CORS)

The CORS reports discrepancies when a sealift carrier (or its agent) is suspected or known to be at fault.

*a. Consignee action.*

(1) When a sealift carrier is known or suspected to be at fault for a discrepancy, the consignee still prepares the TDR package. If the discrepant item is a privately owned vehicle (POV), use a DD Form 788, DD Form 788-1 (Private Vehicle Shipping Document for Van), DD Form 788-2 (Private Vehicle Shipping Document for Motorcycle) or comparable commercial carrier form that arrived with the vehicle. Do not use the SF 361 for POV unless a DD Form 788 series form is not available or is not adequate to describe the discrepancy.

(2) The consignee distributes the discrepancy information as follows:

*(a)* Sends the original TDR or DD Form 788 series package to the port of debarkation (POD) within 60 calendar days from the time the discrepancy was discovered. If the POD mailing address is not known, the AMO furnishes assistance in obtaining the address.

*(b)* Maintains one complete copy of the TDR or DD Form 788 series package in the file.

*(c)* Sends one copy of each SF 361 without attachments to the port of embarkation's MTMC area command.

*(d)* If overseas, sends a copy to the AMO.

*(e)* Sends any other copies as required by the Service or Agency listing in paragraph 2-16.

(3) If the discrepancy is resolved, the consignee follows procedures outlined in paragraph 1-7 *d* to cancel the TDR sent to the POD.

(4) There is no further consignee action unless the POD, POE,

area command, or finance center or claim office requests information.

*b. POD action.* The POD combines, by voyage number, all TDR and DD Form 788 series packages received from consignees. The POD prepares a DD Form 470 as explained in paragraphs 2–11 and 3–12 and figure 3–4 and uses the DD Form 470 as a cover sheet for the attached TDR packages. The POD then sends the DD Form 470 with attached TDR packages to the POE within 90 calendar days after discharge of the cargo. DD Form 470 is initiated only by ocean terminals to consolidate individual transportation discrepancy reports (TDR) when an ocean carrier is at fault.

*c. POE action.* Within 120 calendar days after the discharge of the cargo, the POE completes action on the discrepancies based on the number of DD Forms 470 received for a single voyage.

(1) *One DD Form 470.* If only one DD Form 470 package is received for a single voyage, the POE reviews it for completeness, adding any information or documentation not covered in the package. The POE then sends the package to its MTMC area command for final review.

(2) *More than one DD Form 470.* If more than one DD Form 470 package is received for a single voyage, the POE first reviews them for completeness, adding information or documentation not covered in a package. After reviewing each package, the POE consolidates them into one package and uses a new DD Form 470 as a summary sheet for the total package. The POE completes blocks 1, 2, 3, and 12 then signs and dates the new DD Form 470. The only information entered in block 12 is the number of DD Forms 470 that are included in the package. The POE mails the complete package to its MTMC area command for final review.

*d. MTMC area command action.* After reviewing all DD Form

470 packages received for a single voyage, the MTMC area command submits them to the MSC office responsible for claim action.

## **Section II**

### **Documents to be included in DD Form 470 package**

#### **3–12. Required documents**

*a.* Statements of the vessel's master, officers, or agent in connection with reports of discrepancies.

*b.* Original tally sheets establishing quantity discharged, condition of cargo as noted by the checker or tally clerk, and place of stowage.

*c.* Stevedore damage reports, with identification of stevedore, and report of recovery action being taken.

*d.* Extracts from vessel's logbooks.

*e.* Repair estimates and invoices establishing cost of repair.

*f.* Reports of costs incurred by the U.S. Government or recipient foreign government for recooling, additional handling, or other extra work required solely as a result of damage to the cargo.

*g.* Copies of the DD Form 1691 (Arrival Condition Report — Perishable Subsistence).

#### **3–13. Supporting documents**

*a.* Statements of witnesses.

*b.* Cargo Survey Reports.

*c.* Reports of investigation.

*d.* Photographs and diagrams.

*e.* Sales contracts (establishing salvage value, price lists, or purchase invoices).

*f.* Other available information (to assist in claim collection and cargo loss and damage prevention).

TRANSPORTATION DISCREPANCY REPORT	1. DATE	2. REPORT NUMBER	FORM APPROVED OMB NO.
	9161		3090-0093

PART I

REQUEST FOR INFORMATION (RFI)     INITIAL NOTIFICATION     MISCELLANEOUS PROBLEMS

3. TO		4. REPORTING ACTIVITY	
		MIMC TERMINAL BREMERHAVEN APO NY 09069	
5. CONSIGNOR		6. CONSIGNEE	
MILITARY OCEAN TERMINAL, BAYONNE BAYONNE, NEW JERSEY 07002-5050		CDR, EUROPEAN DISTRIBUTION GROUP AAFES - EUROPE APO NY 09143	
7. SHIPPER		8. CARRIER ROUTING AND IDENTIFICATION	
W15QLL		CT 00106902 SL INDEPENDENCE A4929 W15QLL 4020 V0331M2	
9. POINT OF ORIGIN		10. CARRIER'S PRO/FREIGHT BILL NO.	
		N/A	
11. DESTINATION		12. BILL OF LADING NO./TYPE	
		N/A	
13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED
2			9116
17. DATE CARRIER NOTIFIED			
18. NAME OF PERSON CONTACTED			

19. SEAL NUMBERS AND CONDITION

INTACT     BROKEN/MISSING (Include details)    00058765

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/SHIPPED	DISCREPANT		
20	21	22	23	24	25	26	UNITS	WEIGHT	29
HXBAAW3047-0052XAX	POTATO CHIPS 8940-00-A27-4006	CS	17	SK					
HXBAAW3047-0052XZX	TORTILLA CHIPS 8940-00-A27-4079	CS	4	SK					

30. REMARKS (See preparation instructions of covering regulation for suggested information)

STUFFING ACTIVITY RESPONSIBILITY.

31A. NAME OF PREPARER (Type or print)	31B. TITLE
RONDA A. FORTSON	CLAIMS & REC DOC CONTROL SUPERVISOR
31C. TELEPHONE NO.	31D. SIGNATURE
DSN 247-0321	<i>Ronda A. Fortson</i>
32. REPLY	

33A. NAME OF RESPONDENT (Type or print)	33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE
	33E. DATE

NSN 7540-00-965-2403    361-107    STANDARD FORM 361 (REV. 3-84)  
 PREVIOUS EDITIONS USABLE    Prescribed by GSA  
 FPBR (41 CFR) 101-40.702

Figure 3-1. Sample for discrepancies discovered by other agencies



<b>TRANSPORTATION DISCREPANCY REPORT</b>		<b>1. DATE</b> 9164	<b>2. REPORT NUMBER</b> M93135-0037	<b>FORM APPROVED OMB NO.</b> 3090-0093
<b>PART I</b>				
<input checked="" type="checkbox"/> <b>REQUEST FOR INFORMATION (RFI)</b>		<input type="checkbox"/> <b>INITIAL NOTIFICATION</b>		<input type="checkbox"/> <b>MISCELLANEOUS PROBLEMS</b>
<b>3. TO</b> TRANSPORTATION OFFICER DEFENSE DEPOT MECHANICSBURG MECHANICSBURG, PA 17055		<b>4. REPORTING ACTIVITY</b> TRAFFIC MANAGEMENT OFFICER MARINE CORPS BASE CAMP LEJEUNE, NC 28542-5000 M93135		
<b>5. CONSIGNOR</b> TRANSPORTATION OFFICER DEFENSE DEPOT MECHANICSBURG MECHANICSBURG, PA 17055 SW3100		<b>6. CONSIGNEE</b> SAME AS 4 M93135		
<b>7. SHIPPER</b> SAME AS 5 SW3100		<b>8. CARRIER ROUTING AND IDENTIFICATION</b> THURSTON MOTOR LINES, INC. THUR		
<b>9. POINT OF ORIGIN</b>		<b>10. CARRIER'S PRO/FREIGHT BILL NO.</b> 052-072850-3		
<b>11. DESTINATION</b>		<b>12. BILL OF LADING NO./TYPE</b> GBL T2093742		
<b>13. MODE CODE</b> B	<b>14. DATE CARRIER SIGNED FOR SHIPMENT</b> 9156	<b>15. DATE CONSIGNEE RECEIVED SHIPMENT</b> 9161	<b>16. DATE DISCREPANCY DISCOVERED</b> 9161	<b>17. DATE CARRIER NOTIFIED</b> 9161
<b>18. NAME OF PERSON CONTACTED</b> MR. JONES (215) 492-1800				
<b>19. SEAL NUMBERS AND CONDITION</b> <input type="checkbox"/> INTACT <input type="checkbox"/> BROKEN/MISSING (Include details) <span style="float: right;">N/A</span>				
<b>ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.</b> 20	<b>COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)</b> 21	<b>TYPE OF PACK</b> 22	<b>QUANTITY DISCREPANT (PIECES)</b> 23	<b>TYPE AND CAUSE CODE</b> 24
		<b>ISSUE DATA</b>		<b>VALUE OR COST OF REPAIRS</b> 29
		<b>UNIT OF ISSUE</b> 25	<b>UNITS BILLED/ SHIPPED</b> 26	<b>DISCREPANT</b>
			<b>UNITS</b> 27	<b>WEIGHT</b> 28
M931354366-00125XX	CLOTHING, COTTON 8410-00-265-0385	CT	2	SS
			PR	56
			56	71
				267.68
<b>30. REMARKS (See preparation instructions of covering regulation for suggested information)</b> CARRIER: 2 CARTONS SHORT. PLEASE TRACE. CONSIGNOR: FURNISH PRICED COPY OF SHIPPING DOCUMENT.				
<b>31A. NAME OF PREPARER (Type or print)</b> RONDA A. FORTSON		<b>31B. TITLE</b> TRANSPORTATION OFFICER		
<b>31C. TELEPHONE NO.</b> DSN 484 COM (919) 451-2501		<b>31D. SIGNATURE</b> <i>Ronda A. Fortson</i>		
<b>32. REPLY</b> PRICED COPY OF DD FORM 1348-1 IS ATTACHED.				
<b>33A. NAME OF RESPONDENT (Type or print)</b> CRYSTAL HUNTER			<b>33B. TELEPHONE NO.</b> (717) 790-3384 DSN 430	
<b>33C. ADDRESS</b> TRANSPORTATION OFFICER DEFENSE DEPOT MECHANICSBURG MECHANICSBURG, PA 17055		<b>33D. SIGNATURE</b> <i>Crystal R. Hunter</i>		<b>33E. DATE</b> 01 JUL 1989

NSN 7540-00-965-2403  
PREVIOUS EDITIONS USABLE

361-107

**STANDARD FORM 381 (REV. 3-84)**  
Prescribed by GSA  
FPMR (41 CFR) 101-40.702

Figure 3-3. Sample of a source document for claims (unclassified or unprotected shipment)

<b>PART II - (FOR CLAIMS PURPOSES)</b>	34. THIS IS A SURVEY DOCUMENT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	35. DATE 9188
36. TO: Defense Accounting and Finance Service, Indianapolis Center ATTN: FDAS-I-TB Indianapolis, IN 46249-0001		
37. RESPONSIBILITY <input checked="" type="checkbox"/> CARRIER <input type="checkbox"/> SHIPPER/CONTRACTOR <input type="checkbox"/> TRANS. SHIPPING ACTIVITY <input type="checkbox"/> RECEIVER <input type="checkbox"/> OTHER (Specify)		
38. EXCEPTION NOTED ON CARRIER'S DELIVERY RECEIPT? (If "NO," explain in Remarks) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	39. DOCUMENTS ATTACHED? (If "YES," list in Remarks) <input type="checkbox"/> YES <input type="checkbox"/> NO	40. PHOTOGRAPHS ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
41. INSPECTION DATA <input type="checkbox"/> CARRIER INSPECTED (Report attached) <input type="checkbox"/> INSPECTION WAIVED (Waiver attached) <input type="checkbox"/> ORAL WAIVER (Provide name, title, and date in Remarks) <input type="checkbox"/> GOVERNMENT INSPECTED (Report attached)	42. DISPOSITION DATA <input type="checkbox"/> REJECTED (Receipt attached) <input type="checkbox"/> REPAIRED AT GOVERNMENT EXPENSE (Bill attached) <input checked="" type="checkbox"/> OTHER (Explain in Remarks)	
43. REMARKS (See preparation instructions of covering regulation for suggested information)		

NEGATIVE RESULTS OF TRACER ACTION SHORTAGE.

DOCUMENTS ATTACHED:

1. CY GBL
2. CY CARRIER'S DELIVERY RECEIPT
3. CY DD FORM 1348-1
4. NON-RECEIPT OF PROPERTY DOCUMENT INDICATING THAT SUPPLY RECORDS WERE CHECKED TO DETERMINE IF ITEMS WERE RECEIVED.

44. DISTRIBUTION OF COPIES MTMCEA/MTEA-ITD DEFENSE DEPOT MECHANICSBURG, PA CAMP LEJEUNE T.O. FILE CDR TROSCOM/AMSTR-SDT	45A. NAME OF PREPARER (Type or print) RONDA A. FORTSON 45B. TITLE TRANSPORTATION OFFICER 45C. TELEPHONE NO. DSN 28-9 (703) 756-1610 45D. SIGNATURE <i>Ronda A. Fortson</i>
-------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>46. ACTION BY REVIEWING OFFICIALS</b>		
A. ABOVE ITEMS HAVE BEEN <input type="checkbox"/> EXPENDED <input type="checkbox"/> RECEIVED	B. INVENTORY ACCOUNT	C. CHARGE/TRANSFER TO:
D. ACCOUNTING CLASSIFICATION		
E. APPROVED TO HOLD	RESPONSIBLE IN THE AMOUNT OF \$	
F. APPROVING OFFICIAL	NAME (Type or print) SIGNATURE	TITLE DATE

**47. ACTION BY CLAIMS OFFICE**

Figure 3-3. Sample of a source document for claims (unclassified or unprotected shipment)— Continued

CARGO OUTTURN REPORT		1. VOYAGE DOCUMENT NO. P4252	PAGE 1 of 1 PAGES
2. PREPARING ACTIVITY (Name and Address) N00604 NAVSEACARCOORD - Terminals Department Box 300 - Code 4011 Pearl Harbor, HI 96860		3. NAME OF SHIP SS KAUAI	
4. SHIP STATUS <input type="checkbox"/> USNS <input type="checkbox"/> USS <input type="checkbox"/> GAA <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> VOYAGE CHARTER <input checked="" type="checkbox"/> BERTH TERM <input type="checkbox"/> SHIP <input type="checkbox"/> CARGO <input type="checkbox"/> SHIPPING CONTRACT <input type="checkbox"/> TIME CHARTER			
5. LOADING PORT 3D2 MOTBA Oakland Army Base Oakland, CA 94626		6. LOADING ACTIVITY W62P4E Same as block 5	
7. DISCHARGING PORT XE1 Honolulu, HI		8. DISCHARGING ACTIVITY Matson Navigation Co. Honolulu, HI	
9a. DATE/TIME DISCHARGE STARTED 9139/0630		9b. DATE/TIME DISCHARGE COMPLETED 9140/2300	
10. UNLOADING COST CHARGEABLE: <input checked="" type="checkbox"/> SHIP <input type="checkbox"/> CARGO		11. CARGO DISCHARGED BY: <input type="checkbox"/> MILITARY OR CONTRACT PERSONNEL <input checked="" type="checkbox"/> SHIP OPERATOR OR HIS AGENT <input type="checkbox"/> RECIPIENT GOVERNMENT (MAP/AID shipment)	
12. LIST OF INCLOSURES (Attach to this report all supporting evidence in the form of sworn statements, affidavits, extracts of ship's rough log, photographs, etc.)  one (1) SF 361 one (1) DD 788 one (1) Report of Events one (1) Freight Claim Inspector's Report one (1) Cargo Manifest one (1) Set DD 1348-1 one (1) DD 1385 2 pgs one (1) Temperature Chart one (1) DD 1232		13. DISCREPANCY (Explain in detail, state apparent cause, indicate action taken or recommended)  POV discrepancy noted at time of pickup by owner at port. Cause of damages to POV unknown.  POVs loaded in vans were devanned by carrier prior to release of shipment. 1. PAEPCKE, J., 05  Cargo listed as damaged on attached SF 361 was loaded in undamaged condition at his activity.  <i>Crystal Hunter</i> CRYSTAL HUNTER Supervisory Shipment Assistant MOTBA	
I hereby certify that all items of property, discharged from the above indicated ship, in which discrepancy exists between quantity or condition as manifested and quantity or condition as stated at time and place of discharge were included in this report and that all items not appearing in this report were received as manifested in apparent good order and condition, and that this report is true to the best of my knowledge and belief.			
NAME/GRADE OR RANK OF CERTIFYING OFFICER (Type) Ronda A. Fortson		TITLE Director, Traffic Administration Division	
SIGNATURE <i>Ronda A. Fortson</i>		DATE 24 May 89	

Figure 3-4. Sample of a completed DD Form 470

Legend for Figure 3-4:  
Instructions for preparing DD Form 470

**Block 1. Voyage document no.** The voyage document number from the manifest.

**Block 2. Preparing activity.** The full name, mailing address, and DODAAC of the POD or POE preparing the report.

**Block 3. Name of ship.** The name or number of the ship shown on the manifest. If the vessel that delivered the cargo was not identified on the manifest, list both vessels.

**Block 4. Ship status.** Check the proper block. If the status is not listed, type "other" and show the vessel status mode listed on the manifest.

**Block 5. Loading port.** Name, geographic location (city, state,

country) and water port identifier code of POE indicated on the manifest. Also enter the loading site if known.

**Block 6. Loading activity.** The full name, address, and DODAAC of activity responsible for loading. If same as loading port, indicate "Same as Block 5."

**Block 7. Discharging port.** Name, geographic location (e.g., city, state, country), water port identifier code of POD indicated on the manifest, and the name of the military or commercial berth used. If cargo was diverted to another port from the one on the manifest, show the original destination in parentheses.

**Block 8. Discharging activity.** The full name and DODAAC of the activity responsible for unloading. If same as preparing activity, state "Same as block 2." If unloading was done by a representative or agent of the responsible activity, add the representative's or agent's name. If Military Assistance Program (MAP) cargo was unloaded by the receiving government, name the government.

**Block 9a. Date and time discharge started.** Julian date and hour that off-loading began.

**Block 9b. Date and time discharge completed.** Julian date and hour that off-loading was finished.

**Block 10. Unloading cost chargeable.** Check the proper block.

**Block 11. Cargo discharged by.** Check the proper block.

**Block 12. List of enclosures.** State the number of SFs 361 and DD Forms 788 attached. List and attach all documentary evidence and supporting data that will show the nature and cause of the discrepancies reported, and the amount of monetary loss when known.

**Block 13. Discrepancy.** If a vessel incident occurred that might have caused or had an effect on the reported discrepancies, show PLACE, TIME, and DETAILS. Add "SEE ATTACHED." (This refers to the SFs 361, DD Forms 788, and other evidence that pertains to the discrepancies.)

## Chapter 4 Joint Military Astray Freight Program (JMAFP)— Worldwide

### 4-1. General

This chapter explains how to report transportation discrepancies during inspections of carrier terminals or warehouses. See AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3, paragraph 41-4, for frequency of inspections and other information related to the JMAFP. DOD freight held in U.S. customs bond rooms and freight warehouses is covered by this chapter. These procedures apply to the JMAFP committee members (CM) and to OCONUS activities involved in locating astray freight.

### 4-2. Types of discrepancies covered

*a. Astray.* When astray DOD or GSA cargo (unclassified or non-protected) is discovered, take the action listed in paragraph 4-3. If the astray freight is classified or protected cargo, use procedures in chapter 2.

*b. Discrepancies other than astray.* If the astray freight has another type of discrepancy, such as damage or pilferage, use the procedures listed in chapter 2 (classified or protected cargo) or chapter 3 (unclassified or non-protected cargo).

### 4-3. Discovery of discrepancies

All findings will be reported. If the freight cannot be readily identified, follow actions listed in paragraph 4-4. If the freight can be identified, follow actions listed in paragraph 4-6.

### 4-4. Advisory action and request for information

*a. Shipper Notification.* Prepare the SF 361 as a request for information (RFI) by completing blocks 1 through 31 with as much information as is available (See fig 4-1). Table 2-2 explains how to fill out each block. Use block 30 to ask for information needed. Provide a copy of any packing or shipping documents from the item. This will be done within 7 calendar days after discovery of the freight.

*b. Distribution.* Send a copy (mail, message, or electronic mail) to each activity from which the information is being requested. Send a copy to the carrier. File the original SF 361 in a suspense file for 60 calendar days. This will give the activity that might have information time to resolve the discrepancy before the 60-day deadline. The 60 calendar days are counted from the day the freight was discovered.

*c. Responding to the RFI.* All recipients of the RFI must answer within 40 calendar days after the freight was discovered. If no information can be furnished, a negative reply is required.

### 4-5. Answers to RFIs

*a. Not answered.* If all RFIs are not answered within 50 calendar days after the freight was discovered, follow procedures in paragraph 3-6. Because of the 60-day deadline, do not wait for a reply to a late notice, but continue with the actions in paragraph 4-6.

*b. Answered.* If all the answers were received, the next action is to identify and prepare freight for onward movement; then continue with actions in paragraph 4-6.

### 4-6. Reporting of discrepancies

*a. Action.* Ensure blocks 1 through 31 of the SF 361 are completed with all available information. Table 2-2 explains how to fill out each block. This must be done within 60 calendar days after the discrepancy is noted.

*b. Distribution.* Mail the original SF 361 to the finder's MTMC area command and place one copy in the file. Mail one copy to the consignee's local stock control activity or requisitioner (to both when different) as soon as the consignee is known.

*c. Follow-up.* Activities receiving astray freight should research their files in an effort to match the freight with any TDR package reporting a shortage that has been forwarded to the finance center or claim office for claim action and notify the finance center or claim office.

### 4-7. Security assistance material

*a.* DOD sponsoring services can benefit from the JMAFP when security assistance material is frustrated at carriers' facilities. If a member of the JMAFP committee finds security assistance material frustrated at a carrier's facility, the member should contact the appropriate service's point of contact. The POCs are—

(1) *Navy and Marine Corps.*

(a) U.S. Navy International Logistics Control Office, ATTN: Code 252, 700 Robins Avenue, Philadelphia, PA 19111-5095.

(b) Telephone—Commercial (215) 697-4142, DSN 442-4142.

(c) TWX—NAVILCO PHILADELPHIA PA//252//.

(d) Toll Free Number 1-800-356-6890.

(e) FAX Number (215) 697-4409 ATTN: NAVILCO Code 252.

(2) *Army.*

(a) Deputy for Operations, U.S. Army Security Affairs Command, ATTN: AMSAC-OL/T, 3rd Street and M Avenue, Bldg 54, New Cumberland Army Depot, New Cumberland, PA 17070-5096.

(b) Telephone—Commercial (717) 770-6843/6349/6914/6495, DSN 977-6843/6349/6914/6495.

(c) TWX—CDRUSASAC NEW CUMBERLAND PA//AM-SAC-OL/T//.

(3) *Air Force.*

(a) HQ AFLC/LGTT, Specialized Traffic Group, Wright-Patterson Air Force Base, OH 45433-5999.

(b) Telephone—Commercial (513) 257-3422/2919, DSN 787-3422/2919.

(c) TWX—HQ AFLC WPAFB OH//DSTTI//.

(d) Toll Free Number 1-800-448-0361.

(e) FAX Number (513) 257-7647 ATTN: ILC/XMRD.

b. Security Assistance Material and the sponsoring service are readily identifiable by the first position of the requisition number, document number or Transportation Control Number (TCN). If the first position is a **P** it is Navy Security Assistance Material, if **B**, it is Army, if **K**, it is Marine Corps, and if **D**, it is Air Force.

TRANSPORTATION DISCREPANCY REPORT			1. DATE 9120	2. REPORT NUMBER W15QLL-0008	FORM APPROVED OMB NO. 3090-0093		
<b>PART I</b>							
<input checked="" type="checkbox"/> REQUEST FOR INFORMATION (RFI) <input type="checkbox"/> INITIAL NOTIFICATION <input type="checkbox"/> MISCELLANEOUS PROBLEMS							
3. TO DCASMA, SPRINGFIELD 240 ROUTE 22 SPRINGFIELD, NJ 07081-3170			4. REPORTING ACTIVITY COMMANDER MILITARY OCEAN TERMINAL, BAYONNE BAYONNE, NJ 07002-5301				
5. CONSIGNOR DCASMA, SPRINGFIELD 240 ROUTE 22 SPRINGFIELD, NJ 07801-3170			6. CONSIGNEE SAME AS 4 W15QLL				
7. SHIPPER BALLY RIBBON MILLS BALLY, PA 19503			8. CARRIER ROUTING AND IDENTIFICATION OVERNITE TRANSPORTATION CO.				
9. POINT OF ORIGIN			10. CARRIER'S PRO/FREIGHT BILL NO. N/A				
11. DESTINATION			12. BILL OF LADING NO./TYPE				
13. MODE CODE B	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED 9114	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED MR. JOHN DOE (245-5170)		
19. SEAL NUMBERS AND CONDITION <input type="checkbox"/> INTACT <input type="checkbox"/> BROKEN/MISSING (Include details) <b>N/A</b>							
ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA		VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	
20 DLA100-83-C-0238	21 TAPE TEX 8315-00-231-8531	22 CT	23 3	24 A6	25 26	27 75	28 1000.00
DLA100-84-F-CB08	NECKTIE, POLYESTER 8440-01-171-7571	CT	4	A6		20	300.00
DLA100-83-F-FN18	SHEETS, BED, WHITE 8315-00-231-8531	CT	1	A6		25	157.00
DLA100-83-C-0651	MEDICAL SUPPLIES 6505-01-029-8075	CT	2	A6		50	625.00
30. REMARKS (See preparation instructions of covering regulation for suggested information) CARRIER REQUESTED ASSISTANCE IN IDENTIFYING FREIGHT ON DOCK. NO BILL OF LADING AVAILABLE. CONSIGNOR: REQUEST APPLICABLE BILLING BE FURNISHED FOR ABOVE MATERIAL.							
31A. NAME OF PREPARER (Type or print) JOSEPH STEWART, SR.				31B. TITLE TRANSPORTATION OFFICER			
31C. TELEPHONE NO. DSN 247 (201) 823-6408		31D. SIGNATURE <i>Joseph Stewart, Sr.</i>					
32. REPLY							
33A. NAME OF RESPONDENT (Type or print)					33B. TELEPHONE NO.		
33C. ADDRESS				33D. SIGNATURE	33E. DATE		
NSN 7540-00-965-2403    361-107    STANDARD FORM 381 (REV. 3-84)							
PREVIOUS EDITIONS USABLE    Prescribed by GSA    FPMR (41 CFR) 101-40.702							

Figure 4-1. Sample of an astray freight request for information

## Chapter 5 Miscellaneous Transportation Discrepancies

### 5-1. General

This chapter explains how to report miscellaneous transportation discrepancies. These discrepancies cause problems for the traffic manager, the transportation officer, the in-checker, the inspector, and others involved in the timely proper movement of freight. However, because they do not show a direct cost to the government, they will not result in a claim against a carrier or contractor. Reporting these discrepancies will provide data to the loss and damage prevention program, help correct deficiencies, and improve carrier/contractor services.

### 5-2. Types of discrepancies to be reported

*a.* When improper or inadequate carrier handling, service or equipment is involved use procedures in AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P-4600.14B/DLAR 4500.3, chapter 42, in addition to instructions below. Theater directives or individual military service or agency regulations apply in overseas areas.

*b.* Discrepancies that should be reported are shown below.

(1) When transit time between point of origin and destination exceeds required delivery date (RDD) if shown on the GBL or CBL or normal transit time (for CONUS see DOD Standard Transit Time Guide on pages 161 and 162 of AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P-4600.14B/DLAR 4500.3) and undue delay has occurred.

(2) When improper loading, stowing, handling, blocking, lashing, or bracing discrepancies are involved and there is no loss or damage to the cargo.

(3) When blocking, bracing, placarding, labeling or other handling of a vehicle, rail car, or vessel for transportation of ammunition, explosives, or other hazardous materials does not agree with Department of Transportation (DOT), foreign government, or other directives.

(4) When carrier tariffs, tender agreements, or government transportation regulations are not followed.

(5) When broken, missing, or improper seals are found, but there is no apparent loss or damage to the cargo.

(6) When there is improper marking or a missing label, other than those that are to be reported on SF 364. (See para 1-5 *b.*)

(7) When a shipment becomes frustrated because transportation facility guides or related publications were not followed.

(8) When there are violations in the movement of hazardous materials. Examples: improper, incomplete, or missing DD Form 1387-2, or improper descriptions of hazardous cargo on DD Form 1384.

(9) When a specific shipper fails to send the GBL and repeated efforts fail to get a proper response.

(10) When a shipper fails to send a Report of Shipment (RESHIP) or advance notice of shipment on classified, protected, or sensitive shipments. (See DOD 4500.32-R, pages 2-B-44 and 2-B-45), and AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3, para 32-27).

(11) When a carrier fails to provide a service required by the GBL, i.e., signature security service, etc.

(12) When discrepancies exist that are not listed above and are not covered by any other chapter.

### 5-3. Reporting of discrepancies.

The person, unit, or agency discovering the discrepancy will report it in the following manner:

*a. Action.* Prepare the SF 361 by filling in blocks 1 through 28 and 30 through 31 with all available information (See fig 5-1). Table 2-2 explains how to fill out each block. Indicate the probable party responsible for the discrepancy, e.g., shipper, packer, carrier, etc. in block 30. This must be done within 30 calendar days after the discrepancy was noted.

*b. Distribution.* In CONUS, mail the original SF 361 to the appropriate MTMC area command and place one copy in file. (See chap 2.) Mail one copy of the SF 361 to the consignor. If the shipper was a non-DOD agency, send the copy to the government agency that directed or arranged for the shipment. If the shipper was a contractor, send the copy to the Transportation Officer at the CAO (except for GSA, see chap 2). For Navy shipments, forward one copy of the SF 361 to Navy Materiel Transportation Office (NAVMTO), Norfolk VA. Mail one copy to the appropriate finance center or claim office for recoupment of transportation charges for carrier service failures. If overseas, send a copy to consignor's AMO.

TRANSPORTATION DISCREPANCY REPORT	1. DATE 9274	2. REPORT NUMBER N00253-0010	FORM APPROVED OMB NO. 3090-0093
	PART I		

<input type="checkbox"/> REQUEST FOR INFORMATION (RFI)		<input type="checkbox"/> INITIAL NOTIFICATION		<input checked="" type="checkbox"/> MISCELLANEOUS PROBLEMS	
3. TO COMMANDER, MIMC WESTERN AREA OAKLAND ARMY BASE, ATTN: MTWA-ITD-F OAKLAND, CA 94626-5000			4. REPORTING ACTIVITY NAVSEAWARENSTAG KEYPORT, WA 98345		
5. CONSIGNOR NAVAL SUBMARINE SUPPORT FACILITY NEW LONDON, CT 06340			6. CONSIGNEE SAME AS 4		
7. SHIPPER SAME AS 5			8. CARRIER ROUTING AND IDENTIFICATION ABC FARMLINES TRLR #7666		
9. POINT OF ORIGIN			10. CARRIER'S PRO/FREIGHT BILL NO. A71603		
11. DESTINATION			12. BILL OF LADING NO./TYPE GBL S1,175,013		
13. MODE CODE A	14. DATE CARRIER SIGNED FOR SHIPMENT 9262	15. DATE CONSIGNEE RECEIVED SHIPMENT 9268	16. DATE DISCREPANCY DISCOVERED 9268	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED

19. SEAL NUMBERS AND CONDITION  
 INTACT     BROKEN/MISSING (Include details)     N/A

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DISCREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/SHIPPED	DISCREPANT		
20	21	22	23	24	25	26	UNITS	WEIGHT	29
N00104 3254 Z357	1356-101-774-2021	CO	6	XX	EA	6	6	27,360	N/A

30. REMARKS (See preparation instructions of covering regulation for suggested information)  
 CARRIER VIOLATED TRANSPORTATION REGULATION (49 CFR) WHILE TRANSPORTING CLASS "A" EXPLOSIVES.  
 1. LEAVING THE MOTOR VEHICLE UNATTENDED. 2. PARKING THE VEHICLE NEXT TO A MOTEL. COPY OF MOTOR CARRIER LAW ENFORCEMENT REPORT AND GBL ATTACHED.

31A. NAME OF PREPARER (Type or print) RONDA A. FORTSON	31B. TITLE CLAIMS & REC DOC CONTROL SUPERVISOR
31C. TELEPHONE NO. DSN 960-0321	31D. SIGNATURE <i>Ronda A. Fortson</i>
32. REPLY	

33A. NAME OF RESPONDENT (Type or print)	33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE
	33E. DATE

Figure 5-1. Sample SF 361 for reporting miscellaneous discrepancies

## **Appendix A References**

### **Section I Required Publications**

#### **AR 55-355**

Defense Traffic Management Regulation (NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3). (Cited in paras 1-4, 1-7, 3-4, and 4-1.) (Required for CONUS installations only.)

#### **AFR 177-19**

Uniform Settlement of Military Freight Loss and Damage Claims (AR 735-11/NAVSUPINST 4610.34E/MCO P4610.16E/DLAR 4500.12). (Cited in para 1-9 and table 2-2.)

### **Section II Related Publications**

#### **AFR 75-35**

The Air Force Freight Loss and Damage Claims System.

#### **AFR 76-1**

USAF Logistics Airlift (LOGAIR) Traffic.

#### **DLAR 4140.55**

Reporting of Item and Packaging Discrepancies (AR 735-11-2/SECNAVINST 4355.18/AFR 400-54/MCO 4430.3J).

#### **DLAR 4140.60**

Processing Reports Against Foreign Military Sales Shipments (AR 12-12/SECNAVINST 4355.17/AFR 67-7/MCO 4140.1E).

#### **DOD 4000.25-6-M**

DOD Activity Address Directory (DODAAD)

#### **DOD 4140.25-M**

Procedures for the Management of Petroleum Products

#### **DOD 4140.32-R**

Military Standard Transportation and Movement Procedures (MILSTAMP)

#### **DOD 5220.22M**

Industrial Security Manual for Safeguarding Classified Information

### **Section III Prescribed Forms**

#### **DD Form 470**

Cargo Outturn Report. (Prescribed in paras 2-11 and 3-11.)

#### **\*SF 361**

Transportation Discrepancy Report. (Prescribed in paras 2-7 through 2-10, 3-7 through 3-10, 4-4 through 4-6, and 5-3.)\*Not prescribed as pertains to Air Force.

### **Section IV Referenced Forms**

#### **DD Form 173/2**

Joint Message Form

#### **DD 626**

Motor Vehicle Inspection

#### **DD 788**

Private Vehicle Shipping Document

#### **DD 788-1**

Private Vehicle Shipping Document for Van

#### **DD 788-2**

Private Vehicle Shipping Document for Motorcycle

#### **DD 836**

Special Instructions for Motor Vehicle Drivers

#### **DD 1149**

Requisition and Invoice/Shipping Document

#### **DD 1155**

Order for Supplies or Services/Report for Quotations

#### **DD 1348-1**

DOD Single Line Item Requisition System Document

#### **DD 1348-1A**

Issue Release/Receipt Document

#### **DD 1384**

Transportation Control and Movement Document

#### **DD 1387**

Military Shipment Label

#### **DD 1387-2**

Special Handling Data/Certification

#### **DD 1691**

Arrival Condition Report—Perishable Subsistence

#### **SF 362**

U.S. Government Freight Loss and Damage Claim

#### **SF 364**

Report of Discrepancy

#### **SF 1200**

GBL Correction Notice.

## Glossary

### Section I Abbreviations

#### AAFES

Army Air Force Exchange Service

#### AGS

armed guard surveillance

#### AMC

Air Mobility Command

#### AMO

area monitoring office

#### AUTOVON

see DSN

#### CAO

contract administration office

#### CBL

commercial bill of lading

#### CM

committee member

#### CONEX

Container Express

#### CONUS

continental United States

#### CORS

Cargo Outturn Reporting System

#### DDPS

dual driver protective service

#### DLA

Defense Logistics Agency

#### DOD

Department of Defense

#### DODAAC

Department of Defense Activity Address Code

#### DOD CSS

DOD constant surveillance service

#### DOT

Department of Transportation

#### DSN

Defense Switched Network

#### DSR

Defense Subsistence Region

#### DTMR

Defense Traffic Management Regulation

#### ERL

expected receipt listing

#### FLDC

freight loss and damage claim

#### FOB

free on board

#### FMS

Foreign Military Sales

#### FPMR

Federal Property Management Regulation

#### FTS

Federal Telecommunications System

#### GBL

government bill of lading

#### GS

greater security

#### GSA

General Services Administration

#### ITO

installation transportation officer

#### JMAFP

Joint Military Astray Freight Program

#### LOGAIR

Air Force Log Express/Integrated Truck System

#### LTL

less than truckload

#### MAP

Military Assistance Program

#### MILSTAMP

Military Standard Transportation and Movement Procedures

#### MILVAM

military van

#### MSC

Military Sealift Command

#### MSCVAN

SEAVAN or MILVAN leased or controlled by MSC

#### MSS

motor surveillance service

#### MTMC

Military Traffic Management Command

#### NSN

national/NATO stock number

#### POD

port of debarkation

#### POE

port of embarkation

#### POV

privately owned vehicle

#### PSS

protective security service

#### QUICKTRANS

Navy Commercial Airlift/Truck Distribution System

#### RDD

required delivery date

#### REPSHIP

report of shipment

#### RFI

request for information

#### RIC

routing identifier code

#### RSS

rail surveillance service

#### SCAC

standard carrier alpha code

#### SEAVAN

commercial or Government-owned (or leased) shipping container

#### SEVS

security escort vehicle service

#### TAC

transportation account code

#### TCMD

transportation control and movement document

#### TCN

transportation control number

#### TDR

transportation discrepancy report

#### TFN

TDR file number

#### TL

truckload

#### TMO

traffic management officer

#### TSS

tank surveillance service

#### UPS

United Parcel Service

### Section II Terms

#### Acquisition document

The basic requisition or other approved document covering the item billed/shipped.

#### Ammunition/explosives

A device charged with explosives, propellants, and pyrotechnics, initiating composition of nuclear, biological, or chemical material for use in connection with defense or offense, including demolition. This also includes ammunition used for training, ceremonial, or non-operational purposes.

**Area monitoring office**

The office which is assigned responsibility for monitoring TDR actions in a specific theater or area.

**Astray freight**

Shipments or portions of shipments that are found in carriers' possession or delivered to Government installations for which billing (waybill, freight warrant, etc.) is not available or that are being held for any reason except transfer.

**Calendar days**

Consecutive days without regard to weekends or holidays; (weekends and holidays are counted as calendar days.)

**Civilian agencies**

All agencies in the federal Government other than DOD installations and activities; e.g., GSA.

**Claim**

A written legal demand to a carrier for payment of goods lost or damaged in shipment.

**Claim office**

The office responsible for filing claims on behalf of the Department of Defense against carriers, contractors, stevedores, or vendors for loss or damage resulting from the movement of Government-owned property. Examples: the appropriate finance center for CONUS commercial carriers; MSC for commercial ocean carriers; the office that negotiated the tariff for foreign carriers; the responsible contracting officer for contractors, stevedores, and vendors.

**Classified material**

Official information or material that has been determined to require, in the national interest, protection against unauthorized disclosure and that has been so designated.

**Consignee**

The activity designated by the transportation document to receive the shipment. For example, when a GBL shipment is sent to an aerial port for further movement overseas, the aerial port is the consignee.

**Consignor**

The activity that directs or arranges for a shipment. (The consignor is not always the same as the shipping activity.)

**Contract administration office**

The activity responsible for administering the contract against which the shipment was made.

**Controlled cargo (Also see protected cargo.)**

Items that require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered

mail, precious metal alloys, ethyl alcohol, and drug abuse items.

**CORS**

The system that reports discrepancies in shipments attributed to movement by sealift carriers or their agents.

**Dangerous material**

See hazardous material.

**Department of Defense Activity Address Code (DODAAC)**

A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations, as found in DOD 4000.25-D; e.g., W15QLL.

**Excessive transit time**

Excessive delay in delivery of shipment beyond average or established transit time of the mode used between point of origin and destination.

**Free on board**

A bill of lading term generally denoting ownership of goods in transit. "FOB origin" means the consignee takes title to the goods at origin, (unless otherwise specified in the contract) and is responsible for claim for any loss or damage in transit. "FOB destination" means the shipper retains ownership until delivery, (unless otherwise specified in the contract) and claim for any loss or damage in transit should be made by the shipper.

**Hazardous material**

Any material that has been determined by the Department of Transportation or military regulations under conditions incident to transportation as capable of posing an unreasonable risk to health, safety, and property. This includes material classified as explosive, flammable, corrosive, combustible, poisonous, compressed gas, toxic, radioactive, or unduly magnetic. (Unduly magnetic means that sufficient magnetic field strength is present to cause significant navigational deviations in the compass sensing of an aircraft.)

**Inadequate carrier equipment or facilities**

Carrier's equipment or facilities that are inadequate for movement, storage, or protection of material while in carrier's custody.

**Loading, blocking, stowing, bracing, lashing, handling**

The placement and security of material in carrier's equipment or vessel for protection during transportation.

**Misconsigned shipments**

Shipments incorrectly consigned by the transportation officer or the authorized agent.

**Overage**

Any article of freight (packaged or loose) that, upon delivery by a carrier, is found to be in excess of the quantity recorded on the

bill of lading or transportation document covering the shipment.

**Partial loss**

Indicates partial loss of contents of shipment units, other than by theft or pilferage. This includes spillage, leakage, or evaporation from the contents of bottles, barrels, or similar containers.

**Pilferage**

Items missing from a container in a shipment that has been torn open or material of a pilferable nature missing in the same or adjacent shipment(s) when other containers have been tampered with. Contents of the containers must be totally or partially missing.

**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/integrity. Protected cargo is divided into sensitive and controlled cargo, as defined in this glossary.

**Regional Freight Consolidation Center (RFCC)**

A depot or commercially operated hub which consolidates small parcels and less-than-truckload (LTL) Department of Defense (and other government agency) materiel consigned to a common destination, into larger, lower-rate shipment units.

**Regional Freight Consolidation Centers Program Office (RFCCPO)**

The office at Headquarters, Defense Logistics Agency, which is responsible for the implementation and management of all commercial and government operations within the RFCC network.

**SEAVAN**

A commercial or Government-owned (or leased) shipping container that is moved via ocean transportation without bogey wheels attached.

**Sensitive cargo (See protected cargo.)**

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

**Shipper (other than consignor)**

The activity physically making shipment for the account of the consignor.

**Shipment unit**

One or more items of compatible commodities for shipment to one ultimate consignee under a single-key transportation control number. For the specific definition, see DOD 4500.32-R.

**Shipping/item discrepancies**

Any variation in quantity or condition (DOD shipments only) of goods received from that shown on the covering authorized supply shipping documents (e.g., GSA or DD Form

1348-1, Single Line Item Release/Receipt Document), purchase order, or other authorized shipping document. This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation error.

**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 transportation document and when the discrepancy is discovered at destination, transshipping activity, or other authorized point.

**Special contract or carrier services not provided**

A service for which the carrier was paid but did not perform. Examples: failure to furnish signature security service, failure to re-ice perishables, or failure to furnish two drivers when requested.

**TDR package**

The SF 361 with all supporting documentary evidence, which is forwarded to the appropriate finance center/claim office, to be used as the basis for a claim against a commercial carrier.

**Theft**

Stealing of whole containers or break bulk articles of freight while in the transportation pipeline.

**Transportation control number**

A 17-position number assigned to control a shipment unit throughout the transportation cycle within the DTS.

**Transportation discrepancies**

*a.* Any variation in quantity or condition of material received from that shown in the piece count by type of transportation pack on the bill of lading or governing transportation document.

*b.* Delivery of material without documentation.

*c.* Other deficiencies or discrepancies in transportation when discrepant material is not involved. For example, improper or inadequate carrier handling, service, or equipment; significant or repetitive discrepancies by shippers in connection with the preparation and/or distribution of bills of lading. Responsibility can be the fault of the carrier or the shipper.

**Transshipment point**

Point where the responsibility for an intransit shipment is transferred from one mode or conveyance to another for further transportation to the consignee.

**Section III**

**Special Abbreviations and Terms**

There are no special terms.

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**Unclassified**

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