## **CHAPTER 210**

# TRANSPORTATION DISCREPANCY REPORT (TDR)

## A. GENERAL

- 1. This chapter prescribes responsibilities and procedures for reporting transportation discrepancies involving commercial carriers and military shippers worldwide. The Services, DLA, and GSA approved these procedures.
- 2. Purpose: TDRs are created for two purposes:
  - a. To document loss of or damage to government material to support the filing of claims against carriers for Government reimbursement. If a claim is not filed, the Government is not compensated by a carrier for loss/damage, which leaves the Government, and thereby the taxpayer, to pay the bill.
  - b. To document shipper-related discrepancies, e.g., those associated with HAZMAT requiring corrective action.
- 3. This chapter provides the receiver with rules to:
  - a. Document facts and evidence to claims offices (DFAS) for each of the Services, DLA, DCMA, and the GSA National Customer Service Center to support loss and damage claims against the carrier or contractor to ensure recovery of government funds.
  - b. Provide facts to the SDDC Operations Center and other responsible activities for use in loss and damage prevention.
  - c. Provide proof of transportation discrepancies so changes can be made to financial records, property, and inventory files, and dependent on Service and Agency policy, to the IM who can reissue the lost or damaged material.
- 4. Report transportation discrepancies involving motor, air, water, rail, and small package commercial carriers. Use the procedures in this chapter for discrepancies involving:
  - a. Astray cargo.
  - b. Shortage.
  - c. Pilferage.
  - d. Theft.
  - e. Damage.
  - f. Vandalism.
  - g. Material overage.

- h. Contract services not provided.
- i. Non-conformance with HAZMAT shipping requirements.
- 5. For miscellaneous transportation discrepancies, see Paragraph H.

#### **B. RESPONSIBILITIES**

- 1. The SDDC Operations Center, SDG3-GD-CS will:
  - a. Serve as the DOD TDR Program Manager for the Worldwide Cargo Loss and Damage Prevention Reporting and Analysis System.
  - b. Take necessary measures to determine the effectiveness of and weaknesses in the system and provide recommendations to DOD Components for improvement or corrective action(s).
  - c. Develop and administer the system, as well as the GOCARE Program in coordination with the DOD Components.
  - d. Provide data, analysis, information, and reports to DOD components, DFAS, and GSA to determine trends, changes required for claims prevention, and procedures to reduce loss and damage.
  - e. Assist DOD and GSA components in resolving transportation discrepancies.
  - f. Assure that published regulatory guidance meets the needs of the military and federal agencies involved with the TDR program.
  - g. Provide TOs with timely, adequate training and assistance in the preparation and submission of TDRs and the operation of the GOCARE Program.
  - h. Provide assistance to theater CDR Area Monitoring Offices (AMOs); review and comment on all AMO implementing instructions.
  - i. Monitor TDR actions and initiate investigative or corrective actions affecting CONUS and OCONUS locations assigned to the US Joint Forces Command.
  - j. Input manually prepared TDRs into the ETA system.
  - k. Provide TDR training assistance and advice.
  - 1. Monitor the TDR performance of field activities that fail to respond to Request for Information (RFI) tracers; take action to ensure prompt and accurate replies in the future.
  - m. Assist finance centers and claims offices in obtaining shipment and discrepancy information to resolve transportation discrepancies.
- 2. Theater CDRs will establish an AMO that:
  - a. Monitors TDR actions within its AOR.

b. Provides training assistance and advice, as required, to ensure compliance with this Regulation.

# 3. DOD Components (Services/Agencies) will:

- a. Monitor subordinate activities' compliance with the TDR Program.
- b. Provide assistance IAW this Chapter and Chapters 209 and 211.
- c. Promote and ensure participation in the TDR Program.
- d. Provide Service/Agency-related policy guidance to TOs who are responsible for preparing discrepancy reports.

# 4. TOs and Receiving Officers will:

- a. Take proactive steps to identify potential lost, damaged, or astray cargo. Refer to Chapter 209.
- b. Document and submit TDRs on all transportation discrepancies in shipments received at their activity, including TDRs on military mobilizations and exercises, IAW TDR reporting standards.
- c. Respond to RFIs, TDRs, and any other requests for information within established timeframes.
- d. Provide procedures for discrepancy reporting on shipments received by off-site and tenant activities.
- e. Ensure procedures for obtaining actual repair cost statements and repair cost estimates are followed as they apply to the activity. (See Chapter 211)
- f. Investigate and gather facts relating to each shipment discrepancy to support Government claims against the responsible carrier.
- g. Notify the security and law enforcement elements upon loss of classified/protected material, if loss, pilferage, theft, damage, or vandalism is readily apparent.
- h. Notify Defense Investigative Service cognizant security office of classified material security violations according to DODM 5220.22-M.
- i. Furnish documentation to support a contractor's claim against a carrier for FOB destination shipments; use the SF 361, <u>Transportation Discrepancy Report</u>, Figure 210-1, for this purpose.
- j. Review each TDR before forwarding to the finance center or claims office to ensure that:
  - (1) Carrier responsibility is established and supported with documented evidence.
  - (2) Amount of loss/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.
- (3) 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.
- (4) Controls are in place to ensure action is taken on correspondence from the finance center or claims office IAW established TDR reporting standards.
- k. Ensure that transportation discrepancies of less than \$500.00 in value are documented, reported, and settled at the local level.
- 1. For SAP (FMS or Grant Aid) deliveries to overseas destinations, US Military Representatives such as Security Assistance Officers (SAOs) perform the TDR functions of a Receiving Officer. This applies primarily to Grant Aid and DTCs 9 and 7 FMS shipments.

#### 5. CMOs will:

- a. Take proactive steps to identify potential lost, damaged, or astray cargo. Refer to Chapter 209, Paragraph E.
- b. Ensure prompt, accurate reporting of discrepancies for inbound shipments at contractor plants.
- c. Respond to TDR RFIs.
- d. Take corrective action to prevent further discrepancies.
- e. Investigate each discrepancy and gather facts to support claim actions.
- 6. Finance Centers/Claims Offices will:
  - a. Make final determination of liability and measure of damage.
  - b. File an SF 362, <u>U.S. Government Freight Loss and/or Damage Claim</u>, Figure 210-2, to complete formal claim actions.
  - c. Conduct an investigation and respond to all carrier protests, declinations, and compromise offers pertaining to claims filed by their office.
  - d. Take collection action.
  - e. Handle claims to conclusion, to include furnishing administrative reports to the US General Accounting Office and litigation reports to the US Department of Justice, when required, because of uncollectible debts, carrier bankruptcy debts, or compromise offers of \$20,000 or more.
  - f. Act in an advisory capacity for locally filed claims.
- 7. Transshipment Activities, Terminal Operations, and CCPs will prepare and distribute initial notifications to the reporting activity, transshipment point, consignor, shipper, consignee, and final destination. (See Figure 210-3, SF 361, Discrepancies Discovered by Other Agencies.)

8. Security Assistance Implementing Agency (IA) centers or commands will advise and assist incountry SAOs regarding TDR submission for DTS-delivered SAP shipments.

## C. EXCEPTIONS

This chapter does not apply to:

- 1. Reporting, IAW Chapter 207, e.g., carrier equipment that cannot meet the safety requirements for moving HAZMAT.
- 2. Reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, packing, and supply item identification marking; lost or damaged parcel post shipments; or Presidential Determination shipments under the International Logistics Program. Report these discrepancies on an SF 364, Report of Discrepancy (Supply Discrepancy Report), Figure 210-4. (See: http://www.supply.dla.mil/PDFs/sf%20364.pdf)
- 3. Reporting discrepancies under the GSA Government Purchase Card or the GSA SmartPay Purchase Card.
  - a. GSA Government Purchase Card: If a discrepancy occurs on a shipment paid for under the GSA Government Purchase Card program, cardholders must contact the material vendor to resolve the discrepancy IAW GSA procedures. If billing adjustments do not show up in next month's bill, a dispute form (Form CSQICPPPUR, <u>Cardholder Statement of Questioned Item</u>) will be completed and mailed to the bank representing the GSA Government Purchase Card. Obtain the form from the bank by calling toll-free 888 994-6722.
  - b. GSA SmartPay Purchase Card: If a discrepancy occurs on an order and/or shipment paid for under the purchase card program, the cardholder must contact the responsible vendor/carrier to resolve the discrepancy.
- 4. Loss and damage to personal property, unless that loss and damage happened to be property consigned to transshipment activities for movement overseas or the discrepancies resulted from movements by AMC or by MSC.
- 5. Shipments of bulk petroleum via all modes, e.g., tanker, pipeline. (See DODM 4140.25-M, <u>DOD Management of Bulk Petroleum Products, Natural Gas, and Coal</u>, Volume II, Chapter 5, at: <a href="http://www.dla.mil/dlaps/dod/414025m.htm">http://www.dla.mil/dlaps/dod/414025m.htm</a> for SF 361 requirements.)
- 6. FMS Shipments.
  - a. TDR procedures apply to any SAP shipment made within the DTS. This includes FMS program shipments to overseas destinations and PODs (DTCs 7, 9, G, and J), to DOD CONUS POEs (DTCs 8, B, and C) and to DOD/US Government (USG) CONUS-located activities and contractors (DTC 2). TDRs for overseas deliveries will be submitted by DOD POD personnel (if any) or by US Military Representatives assigned to the Customer Country, e.g., SAOs. TDRs for shipments arriving at CONUS POEs with discrepancies will be submitted by CONUS port personnel. Discrepancies for shipments sent to CONUS-located DOD/USG locations will be submitted by receiving personnel.

- b. TDR procedures do not apply to FMS materiel shipped to non-DOD consignees within the CONUS; e.g., FMS freight forwarders, Customer Country embassies, or carrier facilities identified in NOA responses. However, different policies and procedures apply to prepaid shipments (DTCs 5 and H) and non-prepaid shipments (DTCs 4 and E).
  - (1) Prepaid shipments to these destinations, regardless of the funding source, involve a contractual relationship between a DOD/USG shipping activity and the inland CONUS carrier. The consignee cannot submit claims or tracing requests directly to the carrier. As non-DOD/USG entities, they cannot submit TDRs. For these reasons, the freight forwarder or the Country Representative will report these discrepancies to the DOD shipping activity with a letter or memorandum. The shipping activity will use these reports to initiate tracers or damage claims with the inland CONUS carrier. The proceeds from claims will be forwarded to the Customer Country's account held at DFAS-Denver.
  - (2) Non-prepaid shipments can either be picked up at a CONUS shipping activity by freight forwarder/Customer Country-arranged transportation or they may be released by the shipper to the freight forwarder under a Collect Commercial Bill of Lading. In either case, all requests for tracing actions or claims for damages must be submitted to the carrier by the consignee. The shipping activity will not involve itself with the carrier in these actions.
- c. Non-transportation discrepancies will be reported under SDR procedures. Customer Countries report these discrepancies on a SF 364. See DLAI 4140.55, AR 735.11-2, SECNAVINST 4355.18A, AFJAM 23-215, for SDR procedures at: http://www.dlaps.hq.dla.mil/dlai/i4140.55.htm.
- 7. 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 a SF 364. Transshipment points (CCP, ports, and BBP) are not supply sources for purposes of this exception.
- 8. 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 procedures), used to fasten cargo to prevent shifting during transportation.
- 9. Discrepancies that occur in the movement of material to or from on-station sites or satellite activities using equipment assigned to a government activity, vendor, or contractor operation.

# D. REPORTING PROCEDURES

- 1. To report a discrepancy:
  - a. The consignee will:
    - (1) Prepare an Advisory Action RFI message for classified or protected shipments within 24 hours from the date the discrepancy was discovered.
    - (2) Provide a copy of an RFI to the carrier within seven calendar days from the date the discrepancy was discovered for a non-classified/non-protected shipment. US Military Representatives serving as SAOs in Recipient Countries receiving SAP material via the

- DTS will submit all RFIs and TDR packages directly to the SDDC Operations Center indicated in Paragraph I.1. below.
- (3) Prepare, document, and submit a TDR for loss and/or damage claim action to the finance center/claims office. See Paragraph D.1.a.(2) above.
- (4) Report astray freight recoveries using the guidelines in Chapter 209.
- (5) Obtain a billing adjustment/credit. A copy of the SF 361 will be sent to the ICP, e.g., Defense Supply Center. The completed TDR must be provided to the ICP to receive repair and disposition instructions. Customers must request credit within nine months of receipt or expected receipt of the materiel. Routing Identification Code, which identifies the Defense Supply Center where the materiel originated, is found at positions 67-69 of the DD 1348-1A. (See Figure 202-7) Make the request for credit in the "REMARKS" section, Block 30 of the SF 361. Deposit credit in the account of the requisition originator. Provisions of this subparagraph do not apply to FMS shipments because of title/ownership transfer.
- b. Activities other than the consignee will:
  - (1) Prepare an initial notification SF 361 by completing Block 1 and Blocks 4 through 31. (Appendix I provides instructions for completion of the SF 361.) Block 30 will contain the probable responsible party for the discrepancy, e.g., carrier, transshipment activity.
  - (2) Distribute the completed SF 361. Forward original, with enclosed supporting documents, to the consignee within seven calendar days of identifying the discrepancy.
  - (3) Maintain a file copy.
  - (4) Forward one copy to the carrier explaining that the carrier's response will be sent to the consignee identified in Block 6 of the TDR.
  - (5) Send a copy to the AMO for OCONUS activities.
  - (6) Report astray cargo using the guidelines in Chapter 209.
- 2. Timeframes for submitting TDRs are as indicated in Table 210-1.
- 3. Time Limitations for Filing Claims. 41 CFR 101-40.709 states, "Government agencies shall take prompt action to recover amounts due the United States as a result of discrepancies in delivery, in accordance with time limitations established by the bill of lading or other contracts of carriage, or by statute." The time limit is based on the mode of transportation used and, therefore, TOs may find it necessary to step up reporting and investigation of discrepancies in shipment. TOs will use Table 210-2, Time Limit to File Claim, to determine if there is a reduced time line for submission of a TDR for claim action.
- 4. TDR reporting requirements for claim action:
  - a. Report all discrepancies in DOD shipments valued at \$500 or more (for reporting miscellaneous transportation discrepancies that do not result in a claim, refer to Paragraph H.)

- b. Report all classified, protected, HAZMAT, and SAP shipment discrepancies regardless of value.
- c. Shipments valued at under \$100.00 do not require claims action, except classified and protected shipments.
- d. When a response to an RFI indicates the actual value of the discrepancy is \$499.99 or less, TDRs may be processed at the local level and locally established claims procedures will be used. (See Chapter 211 on how to determine the cost of a transportation discrepancy.) If the carrier declines the claim at the local level, forward the claim with the SF 361 and all supporting documentation for assistance by the finance center or claims office. Digital photographs are acceptable. Provisions of this paragraph do not apply to SAP shipments.
- e. Forward all TDRs valued at \$500 or more to the finance center or claims office for claim action. If the property value is \$499.99 or less and the claim cannot be settled at the local level, or there is a question of proper law or disposition, forward the claim to the finance center or claims office for action. Proceeds obtained for FMS Program shipment discrepancies will be forwarded to the Customer Country's account at the DFAS in Denver, Colorado.
  - (1) Claims settlement: Upon receipt of settlement from the carrier, submit the settlement (claims) check to the finance office or Service or Agency designated location using the DD Form 1131, <u>Cash Collection Voucher</u>, Figure 210-5.
  - (2) Funds credit: 10 USC §2636, <u>Deductions from Amounts Due Carriers</u>, requires that deductions from carriers because of loss or damage to material in transit requires all monies collected from carriers for loss and damage claims be credited to the fund or appropriation from which the same or similar material will be purchased. For damages, funds may be returned to the account from which repair costs are paid. If the original purchase was made using industrial operating funds/stock funds, any monies recovered can be credited to that fund at any time. If the original purchase was made using appropriated funds, recovered monies can only be returned to that appropriation as long as it is still active; after the appropriation has expired, recovered funds must be returned to the General Treasury.
- f. GSA does not require reporting of discrepancies of a certain value, nor does GSA impose a minimum amount for processing discrepancies. GSA bills at the time of shipment and leaves it to the discretion of the Agencies to determine when recovery of their funds warrants the effort of processing a discrepancy report and claim.
- 5. Changing or canceling the TDR. Use the original copy of the SF 361 as follows:
  - a. To change a TDR, write the word "REVISED" on the front, top, and bottom of the form; draw a line through the old information and legibly print the corrected information. In Block 30, state the reason for the TDR change. Sign and date the change notation, and forward to the original addressees.
  - b. To cancel a TDR, write the word "CANCELLED" on the top and bottom of the form. In Block 30 or Block 43, type the reason for cancellation. Sign and date the cancelled notation and forward to the original addressees.

## E. DOCUMENTS AND THEIR USE

- 1. Use the SF 361 to:
  - a. Report discrepancies for AMC and contract carrier discrepancies by sending the original TDR to the last AMC aerial port that handled the freight; do not send the TDR to a finance center. Provide an information copy to:

HQ, Air Mobility Command ATTN: A43 402 Scott Drive. Unit 2A2 Scott AFB, IL 62225-5302

- b. Issue an RFI to the carrier for every documented transportation discrepancy.
- c. Request information (from any source) to resolve a discrepancy, e.g., request pricing data from shipping activity or ICP.
- d. Reply to an RFI.
- e. Change or cancel a previously issued TDR.
- f. Request disposition instructions from the IM and request credit.
- g. Support claims against carriers and contractors.
- 2. When a sealift carrier is suspected or known to be responsible for a loss or damage, follow the procedures in Paragraph G, below.

# F. REPORTING REQUIREMENTS

- When a shipment discrepancy is identified, the actions taken differ depending on the type of
  discrepancy, value of the material discrepancy, and the activity finding the discrepancy.
  Discrepancies in classified or protected material, as well as AA&E shipments (regardless of
  classification), require reporting procedures that are slightly different from other cargo shipments.
  TDRs are important for SAP shipments because they provide needed documentation for
  Customer Countries to submit insurance claims. This is over and above proceeds obtained from
  carriers. Not all countries, however, purchase insurance.
- 2. Advisory Action and RFI.
  - a. Classified or Protected Shipments and all Shipments of AA&E. If a discrepancy is found in a classified, protected, or AA&E shipment, notify the nearest TO by telephone upon discovery. This includes ocean and air shipments and is in addition to the ocean cargo out-turn reporting requirements in Paragraph G.
    - (1) The TO or designated agent notifies the carrier or contractor and the local security office and records the name(s) and position(s) of all individuals contacted.

(2) Regardless of the value of the shipment, within 24 hours after the discovery of a discrepancy, the TO must notify the addressees listed in Paragraph I by message. When a theft or loss of narcotics or controlled substances is involved, forward a copy to:

Drug Enforcement Administration Office of Diversion Washington, D.C. 20537-5000

- (3) The Sample Joint Message Form, Figure 210-6, is prepared with line numbers corresponding to Blocks 1 through 31 of the SF 361. (See Appendix I, Paragraph A, for explanation of blocks.) Block 30 is used if more information is needed or if a particular addressee is to take action.
- (4) Distribution of the RFI Advisory Message:
  - (a) Consignor. If shipped by a non-DOD agency, send to the government activity that directed the shipment (except GSA, see Paragraph J.) If shipped by a contractor, send to the CMO TO.
  - (b) Consignee. If the discrepancy is discovered in transit.
  - (c) SDDC Operations Center or theater CDR.

SDDC Operations Center ATTN: SDG3-GD-CS 661 Sheppard Place, Second Floor Fort Eustis, VA 23604-1644

Commercial: 757 878-8622; DSN: 826-8622 FAX: Commercial: 757 878-7994; DSN: 826-7994

e-mail address: mainorp@sddc.army.mil

- (d) If OCONUS, send additional copy to the AMO.
- (e) IM, as shown in Paragraph I.
- (5) If an activity other than the consignee discovers the discrepancy, the consignee is ultimately responsible for the TDR preparation. The activity that discovers the discrepancy must prepare an initial notification TDR and include a statement in the Remarks section or Block 30 of the Advisory or RFI message requesting all action responses to the consignee in Block 4.
- (6) Classified or protected cargo will not be released to the carrier or any unauthorized personnel for repair or salvage. Property that is designated SECRET or CONFIDENTIAL and narcotic preparations will not be released to the carrier regardless of the extent of damage.
- (7) Responding to the Advisory or RFI Message. All action addressees must answer the Advisory or RFI Message within seven calendar days of the date the discrepancy was reported on a classified or protected shipment. Even if an action addressee has no information concerning the discrepancy, a negative reply is required. After all the

- answers are received, the consignee attempts to resolve the discrepancy and follows the procedures outlined in Paragraph F.2.f. In many instances, shortages are resolved by checking supply and inventory records. (See Figure 210-6, Sample Joint Message Form.)
- (8) Unanswered Advisory or RFI TDR. If a response is not received by the close of business on the seventh day, the TO sends a "Non-response" TDR to remind action addressees that a reply is mandatory. The subject of the TDR will be "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 SDDC Operations Center if the action addressee is located in CONUS or to the AMO if the action addressee is OCONUS. For Air Force RFIs, send a copy to the major command of the consignee. The consignee does not wait for a reply to the late notice, but continues with actions required at Paragraph F.2.f.
- (9) Resolved Advisory or RFI TDR. If the discrepancy is resolved within 30 calendar days from the date it was discovered, cancel the Advisory and RFI message. Send the message canceling the TDR to each addressee that received the original message reporting the discrepancy.
- (10) Unresolved Advisory and RFI TDR. If the discrepancy is not resolved, the consignee will issue a SF 361, regardless of the cost of the discrepancy, no later than 30 calendar days after the discrepancy was discovered for claim action against the carrier.
- (11) Assembling the TDR Package. The SF 361 is the source document for claim action against the carrier and, depending on the Service or Agency policy, for the IM to reissue material, issue credits, or provide disposition and repair instructions. These actions will be successful if the TDR is supported with documented facts and firm evidence that establish carrier liability and the actual amount of the government's loss. Paragraph F.2.h. lists the documents required to support the TDR for claim action.
- (12) Forwarding the TDR Package. The procedures for forwarding a TDR package depend on which party is at fault and whether claim action is necessary. Distribution follows:
  - (a) Forward one copy, without attachments, to the consignor.

**NOTE**: SAOs submitting TDR packages for SAP shipments will usually not send this copy.

- (b) Maintain one copy of the TDR package.
- (c) Send one copy of the TDR, without attachments, to the SDDC Operations Center.

**NOTE**: TDR packages for SAP will include attachments with the SDDC Operations Center copy.

- (d) For SAP TDRs, send one copy of the TDR, without attachments, to the Security Assistance Agency that administers the SAP for the DOD IA that generated the shipments involved.
- (13) Guidance for completing the SF 361. The consignee will complete Blocks 1 through 33 of the SF 361. Most of the information needed to fill out the SF 361 is available from

the Advisory or RFI TDR. In addition, complete Blocks 34 through 45 (Part II of the SF 361) for claim action against the carrier. Carrier claims will be filed by the finance center or claim office whose fund cite is annotated on the Appropriation Chargeable (Block 24) of the BL. Contractor claims will be filed by the Government activity that administers the contract. Information contained in Part II of the SF 361 will not be disclosed to the carrier or contractor. (See Figure 210-1.)

- (a) If OCONUS, forward one copy of the SF 361, without attachments, to the AMO.
- (b) Distribute other copies as required by the Service or Agency identified in Paragraph I.
- b. Non-Classified or Non-Protected Shipments. When a commercial carrier delivers a shipment and pilferage, theft, damage, or vandalism is apparent, the consignee must notify the carrier by telephone and request that the carrier inspect the shipment within seven calendar days from the date the discrepancy was discovered. If the carrier waives inspection, record the person's full name, title, and date of the waiver. When a carrier waives inspection, the government must perform an inspection to determine the extent and cause of the damage. If a military vehicle delivered the shipment, the same inspection procedures are required.
  - (1) An RFI must be issued for each transportation discrepancy. Whether the consignee discovers a discrepancy in a shipment or is notified that such a discrepancy was discovered by another activity, the consignee must use the SF 361, marked RFI, to notify all interested parties and gather information. (See Figure 210-7, Request for Information)
  - (2) Describe the specific information required 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. (See Figure 210-8, Source Document for Claims)
  - (3) Do not enter the pre-shipment value of the item or the cost of repairs (Block 29) of the SF 361 on the copy of the RFI that is provided to the carrier. (See Figure 210-7.)
  - (4) If the consignee receives an Initial Notification SF 361 from another activity, the shipment will be checked for additional discrepancies.
    - (a) The consignee will file any Initial Notification SF 361 received from another activity with a copy of the consignee-prepared RFI, to be retained as evidence in the event that the discrepancy is not resolved.
    - (b) The consignee must initiate an SF 361, checking the Request For Information (RFI) Block, showing the addresses in Blocks 3 and 4 and copying the rest of the information from the Initial Notification SF 361.
    - (c) Send the RFI to any parties that may have information to help resolve the discrepancy.
      - 1 Always notify the carrier in writing (carrier copy of the RFI) of any discrepancy. Do this within seven calendar days after the discrepancy is found,

- or when a reasonable delivery time has passed and none of the shipment has been delivered.
- 2 Send the RFI to the consignor for pricing information for the discrepancy when it is not available.
- 3 Forward a copy of the RFI to any other activity from which information is being requested in Block 30 of the TDR.
- 4 Send the RFI to the TO at the CMO if the shipper is a DOD contractor.
- 5 Send a copy to the AMO for OCONUS.
- 6 File the original SF 361 RFI in a suspense file for 30 calendar days to give the carrier and other action offices time to investigate and resolve the discrepancy. Do not send a copy of the SF 361 RFI to the finance center or claims office. During this time, the reporting activity will be collecting supporting documentation for the TDR package. The 30 calendar days are counted from the date the discrepancy was discovered.
- c. Unanswered SF 361 RFI. If answers are not received by the close of business on the eighth day for a non-classified/non-protected shipment, the TO sends a "Non-Response" TDR to remind action addressees that a reply is mandatory. The subject of the TDR will be "RFI Follow-up" and in Box 30 of the TDR, insert: "Answer not received by required deadline." The consignee sends a copy of this tracer to the SDDC Operations Center 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 major command of the consignee and non-respondent.
- d. Actions for Resolved and Unresolved Discrepancies.
  - (1) Resolved discrepancies. If the discrepancy is resolved within 30 calendar days from the date it is discovered, the TDR SF 361 is canceled as indicated in Paragraph D.4.b. Send a copy of the TDR SF 361 to the carrier and all activities that received a copy of the RFI.
  - (2) Unresolved discrepancies. If the discrepancy is not resolved within 30 days from the date the discrepancy was discovered, initiate claim action. For claims valued at \$500 or more, send the SF 361 with supporting documentation to the claims office. For claims valued at less than \$500, locally established claims procedures will be used.
- e. Guidance for Completing the TDR (SF 361):
  - (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 SF 361 preparer is other than the consignee and is being used exclusively to notify the ultimate consignee.

- (3) Check the "Miscellaneous Problems" block when the SF 361 is being used exclusively for discrepancies pertaining to Paragraph H.
- (4) If evidence indicates that AMC is responsible for the discrepancy, complete only Blocks 1 through 28, and 30 through 31. Data for Blocks 10, 14, 17 and 19 may not be available.
- (5) Most of the information needed to fill out the SF 361 is available from the Initial Notification or the RFI. Part II of the SF 361 (Blocks 34 through 45) will be completed by the consignee and will be used as supporting documentation for formal claims filed with the carrier or contractor. Information contained in this part will not be disclosed to the carrier or contractor. Carrier claim will be filed by the finance centers or claim offices whose fund cite is annotated in the Appropriation Chargeable Block of the BL (see Paragraph I.). Contractor claim will be filed by the government activity that administers the contract for FOB Destination shipments. Do not disclose the information contained in Part II of the SF 361 to the carrier or contractor.
- f. Instructions for Completing a TDR Document are shown in Table 210-3.
- g. 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 the IM to reissue material, issue credit or provide disposition instructions for astray freight and repair of damaged DOD shipments. These actions will be successful if the TDR is supported with documented facts and firm evidence that establish carrier liability and the actual amount of the government loss. Paragraph F.2.h. (below) lists 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 is responsible for the discrepancy, supporting documents are not required.
- h. Supporting Documents. Table 210-4 lists supporting documents that are required for development of the TDR package for filing with claims adjudication:
- i. Forwarding the TDR Package.
  - (1) 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 G.
    - (b) When a contractor uses a BL and the shipment was moved under FOB Destination terms, forward the TDR package for claim action to the responsible CMO.
    - (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 GSA). (See Paragraph I.3.h.)
    - (d) If the shipment is personal property, send a copy to the final consignee marked "For member/employee to give to the proper claims office when filing their claim."

- (e) If no claim action against a carrier is indicated, e.g., DOD shipper responsibility (seals are intact for shortage, overage shipments, or astray freight), forward the SF 361 with supporting documentation to the SDDC Operations Center.
- (f) If evidence indicates that AMC is responsible for the discrepancy, do not send the TDR to the finance center or claims office. However, it is important to file these TDRs to enable monitoring and evaluation of contract and carrier performance.
- (g) If a claim against the carrier is intended, forward the TDR package to the finance center or claims office. (See Paragraph I.3.)
- j. The following distribution applies to all conditions listed above:
  - (1) Forward one copy, without attachments, to the consignor.
  - (2) Maintain one copy with attachments for consignee file.
  - (3) Forward one copy, without attachments, to the SDDC Operations Center.
- k. If OCONUS, forward one copy of the SF 361, without attachments, to the AMO.
- 1. Distribute copies, as required, to the Service or Agency listing in Paragraph I.3.

# G. CARGO OUTTURN REPORTING SYSTEM (CORS)

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

- 1. Consignees will:
  - a. Prepare the TDR package. If the discrepant item is a POV, use a DD Form 788, Figure 210-10; DD Form 788-1, Figure 210-11; or DD Form 788-2, Figure 210-12, or comparable commercial carrier form that arrived with the vehicle. If the discrepant item is general cargo, regardless of classification, use the SF 361. Do not use the SF 361 for a POV unless a DD Form 788 series form is not available or is not adequate to describe the discrepancy. Ensure that "Vessel (Voyage Number)" Block of the DD Form 788 is legibly annotated, and that Blocks 2-6 of "Inspection" portion of form are completed. This will expedite the claims process. (See Figure 210-13, Sample of completed DD Form 470, Cargo Out-Turn Report)
  - b. Send the original TDR or DD Form 788 series package to the POD within seven calendar days from the time the discrepancy was discovered for classified or protected shipments, or within 15 calendar days for non-classified or non-protected shipments. If the POD mailing address is not known, obtain assistance from the AMO. Express small package carrier service may be used, if necessary, to meet reporting timeframes.
  - c. Maintain one complete copy of the TDR or DD Form 788 series package for the official file.
  - d. Send one copy of each SF 361 without attachments, to:
    - (1) GFM/ETA database, where capability exists;
    - (2) SDDC Operations Center, where GFM/ETA is not available;

- (3) If overseas, to the AMO.
- e. Send any other copies as required by the sponsoring Service or Agency (see Paragraph I.)
- f. If the discrepancy is resolved, follow the procedures outlined in Paragraph D.4.b. to cancel the TDR.

### 2. POD will:

- a. Combine, by voyage number, all TDR and DD Form 788 series packages received.
- b. Prepare a Cargo-Out-Turn Report (DD Form 470) for each voyage, as shown in Figure 210-13; use the DD Form 470 as a cover sheet for the attached TDR and DD Form 788 series packages. DD Form 470 is initiated by ocean terminals to consolidate individual TDRs when an ocean carrier is at fault.
- c. Send the DD Form 470, with attached TDR and DD Form 788 series packages to the POE within 20 calendar days after discharge of the cargo for classified or protected shipments, or within 35 calendar days for non-classified or non-protected shipments. Express small package carrier service may be used, if necessary, to meet reporting timeframes.

### 3. POE will:

- a. Act on DD Form 470 packages received within 30 calendar days after the discharge of the cargo for classified or protected shipments or within 45 calendar days for non-classified or non-protected shipments. Express small package carrier service may be used to meet reporting timeframes.
  - (1) If only one DD Form 470 package is received for a single voyage, review for completeness and add any necessary information or documentation not previously included. Send the package to the SDDC Operations Center for final review.
  - (2) If more than one DD Form 470 package is received for a single voyage, review each for completeness and add any necessary information or documentation not previously included. Consolidate all packages using a new DD Form 470 as a summary sheet for the total package. Complete Blocks 1, 2, 3, and 12 of the consolidated DD Form 470; sign and date. Enter the number of DD Forms 470 contained in the new consolidated package in Block 12. Send the complete package to the SDDC Operations Center for final review.

# 4. The SDDC Operations Center will:

- a. Review all DD Form 470 packages received.
- b. Return any incomplete packages to the POE for additional documentation.
- c. Process complete packages for claim action. Table 210-5 lists the documents that will be included in DD Form 470 package:

### H. MISCELLANEOUS TRANSPORTATION DISCREPANCIES

- 1. These discrepancies cause problems for the TO, in-checker, inspector, and others involved in timely, proper movement of cargo. However, because they do not show a direct cost to the Government, they usually will not result in a claim against a carrier or contractor. Reporting these discrepancies on a TDR provides data to the loss and damage prevention program. The following discrepancies will be reported under the TDR process:
  - a. Broken, missing, or improper seals used on a shipment.
  - b. Improper loading, stowing, handling, blocking, or bracing of shipment.
  - c. Improper blocking, bracing, placarding or labeling of HAZMAT shipment.
  - d. Improper description of HAZMAT shipment.
  - e. Improper, incomplete, or missing dangerous goods declaration.
  - f. TFG/related publications not followed.
  - g. Improper marking or missing label(s).
  - h. REPSHIP message not received within 24 hours prior to receipt of shipment.
  - i. Shipper failed to show number of containers shipped on a pallet.
  - j. Shipper failed to send an advance copy of the BL.
- 2. Reporting of Discrepancies. Prepare the SF 361 by completing Blocks 1 through 28, and 30 through 31 with all available information. Appendix I, Paragraph B, explains how to fill out a SF 361; for the GFM ETA-generated TDR, Appendix I, Paragraph J, provides instructions for preparing the SF 361. In Block 30, indicate the probable party responsible for the discrepancy, e.g., shipper, packer, carrier, etc., within seven calendar days after the discrepancy was noted. (See Figure 210-14, Sample TDR, Miscellaneous Problems.) Make the following distribution:
  - a. Send the original SF 361 to the SDDC Operations Center and maintain a file copy.
  - b. Send one copy of the SF 361 to the consignor.
  - c. Send a copy to the Government Agency that directed or arranged for the shipment if the shipper was a non-DOD Agency.
  - d. Send a copy to the TO at the CMO (except GSA), if the shipper was a contractor.
  - e. Send one copy to the finance center/claim office for recovery of transportation charges for carrier service failures.
  - f. For overseas activities, send a copy to the consignor's AMO.

## I. TDR DISTRIBUTION AND ADDRESSES

The following paragraphs contain addresses and distribution information for the SDDC Operations Center, AMOs, Services, Agencies, IMs, Finance Centers, and Claims Offices:

## 1. SDDC Operations Center:

SDDC Operations Center ATTN: SDG3-GD-CS 661 Sheppard Place, Second Floor Ft. Eustis, VA 23604-1644

Commercial: 757 878-8622; DSN: 826-8622 FAX: Commercial 757 878-7994; DSN: 826-7994

E-mail address: mainorp@sddc.army.mil

Message address: CDRSDDC OPSCTR FT EUSTIS VA//SDG3-GD-CS//

## 2. OCONUS AMOs.

- a. US Joint Forces Command.
  - (1) All Services, except Air Force:

SDDC Operations Center ATTN: SDG3-GD-CS 661 Sheppard Place, Second Floor Ft. Eustis, VA 23604-1644

Commercial: 757 878-8622; DSN: 826-8622 FAX: Commercial: 757 878-7994; DSN: 826-7994

E-mail address: mainorp@sddc.army.mil

Message address: CDRSDDC OPSCTR FT EUSTIS VA//SDG3-GD-CS//

# (2) Air Force:

US Central Command Air Forces (USCENTAF)

ATTN: LGTT

524 Shaw Drive, Suite 132 Shaw AFB, SC 29152-5029

Commercial: 803 895-4408; DSN: 965-4408

E-mail address: a4.lgtt@shaw.af.mil

Message address: USCENTAF//A4-LGT//SHAW AFB SC

b. United States European Command.

(1) ECJ4-SDDC, HQ USEUCOM ATTN: 1CTD, UNIT 30400

> P. O. Box 1000 APO AE 09128

Message address: DIR ITTD SDDC EUROPE VAIHINGEN GE//MTEEU-ITT-I//

(2) Headquarters, United States Air Force Europe (USAFE)

HQ USAFE/LGTT Unit 3050, Box 105 APO AE 09094-0105

E-mail address: USAFE.LGTT@ramstein.af.mil

Commercial: 011-49-6371-47-6327

DSN: 314-480-6327

Message address: HQ USAFE RAMSTEIN AB GE//LGTT//

c. United States Pacific Command.

(1) Army:

Commander, US Army Pacific

ATTN: APLG

Ft. Shafter, HI 96858

Message address: CDRUSARPAC FT SHAFTER HI//APLG//

(2) Army Alaska:

Commander, 6th Infantry Division (L)

ATTN: AFVR-DL-TF

Fort Richardson, AK 99505-5700

Message address: CDR6THINFDIV L FORT RICHARDSON AK//AFVR-DL-

TF//

(3) Navy:

Commander, US Pacific Fleet

ATTN: Code 414 Pearl Harbor, HI 96860

Commercial: 808 471-9876; DSN: 471-9876

E-mail address: veningf@cpf.navy.mil

Message address: COMPACFLT PEARL HARBOR HI//CODE 414//

# (4) Air Force:

HQ, Pacific Air Force ATTN: LGRDT 25 E Street, Suite J304 Hickam AFB, HI 96853

DSN: 315 449-8198 FAX: 315 449-3686

E-mail address: deborah.bailey@hickam.af.mil

Message address: HQ PACAF HICKHAM AFB HI//LGRD//

(5) Marine Corps:

Commanding General, FMFPAC Hawaii ATTN: Chief of Staff, G-4/SMO/TMO Box 64118

Camp H. M. Smith, HI 96861-4118

Message address: COMMARFORPAC//G-4/SMO/TMO//

- 3. Service and Agency Distribution.
  - a. Army.
    - (1) Finance Center or Claims Office (CONUS commercial shipments only). When the appropriation shown on the BL begins with "21" or if the TAC begins with an "A", forward TDRs to:

Defense Finance and Accounting Service (DFAS) Indianapolis Center ATTN: DFAS-IN-BVAYC 8899 East 56th Street Indianapolis, IN 46249-0650

Commercial: 317 510-2650; DSN: 699-2650 FAX: Commercial: 317 510-7829; DSN: 699-7829 For OCONUS claims, contact the AMO for information.

- (2) Additional Army Distribution Requirements. Include NICP/ICP for reporting purposes. Use installation supply officer or MILSTRIP document data to assist in determining correct IM.
  - (a) Commander

US Army Joint Munitions Command (JMC)

ATTN: AMSJM-TT

Rock Island, IL 61299-6000

(All Army Ammunition Plants and Arsenals under this Command)

(b) Commander

US Army Communications and Electronics Command (CECOM)

ATTN: AMSEL-LC-MMD-DT Ft. Monmouth, NJ 07703-5000

(c) Commander

US Army Aviation and Missile Command (AMCOM)

ATTN: AMSMI-LC-MM-D Redstone Arsenal, AL 35809

(Redstone Arsenal under this Command)

(d) Commander

US Army Tank-Automotive and Armaments Command (TACOM)

ATTN: AMSTA-LC-CIAT Warren, MI 48397-5000

(e) Commander

US Army Test and Evaluation Command (ATEC)

ATTN: AMSTE-LG-S

Aberdeen Proving Ground, MD 21005-5055

(TECOM is not an NICP but requires copies of TDRs its subordinate TOs prepare)

(f) Commander

US Army Medical Material Agency

ATTN: TRANS

Ft. Detrick, MD 21701

(All medical material units under this Command)

(g) Commander

US Army Soldier Biological Chemical Command

ATTN: AMSSB-RIM-L (N) Kansas St., Bldg 3 Room 129 Natick, MA 01760

- (3) Additional required distribution to Army primary sources of supply:
  - (a) Army Sources of Supply and NICP for Army managed-items. (See Appendix I, Paragraph C)
  - (b) Army Secondary Item Control Activities for non-Army managed items.
- (4) For 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 the activity and requisitioner, when different offices).

## b. Navy.

(1) For CONUS commercial shipments, only, when the TAC begins with "N" or in cases where an LOA is used, the gaining agency is 17 and the appropriation chargeable is not 1105, 1106, 1107, 1108, or 1109, or the gaining agency is "97" and the sub-head starts with an "N", forward TDRs to:

DFAS Norfolk ATTN: Code NVVP 1837 Morris Street, Suite 1401 Norfolk, VA 23511-3431

Commercial: 757 443-4372; DSN: 646-4372 E-mail address: arlene.peterson@dfas.mil Commercial: 757 443-4370; DSN: 646-4370 E-mail address: margie.mitchell@dfas.mil Commercial: 757 433-43693; DSN: 646-4369 E-mail address: beverly.jones@dfas.mil

FAX: Commercial: 757 443-4004; DSN: 646-4004

- (2) For OCONUS commercial shipments, forward TDRs to servicing finance center.
- (3) Additional Navy Distribution requirements:
  - (a) For TDR involving ammunition and explosives, forward TDRs to:

Commander Naval Ordnance Safety and Security Activity Farragut Hall, Building D-323 23 Strauss Avenue ATTN: N714

Indian Head, MD 20640-5555

Commercial: 301 744-6043, ext.190; DSN: 354-6043, ext.190 Commercial: 301 744-6055/56, ext.110; DSN: 354-6055/56, ext.110

FAX: Commercial: 301 744-6093; DSN: 354-6093 E-mail address: heitzmannta@navsea.navy.mil E-mail address: belloj@navsea.navy.mil

(b) For 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).

### c. Air Force.

(1) Finance Center and Claims Office (CONUS commercial carrier shipments only). When the appropriation shown on the BL begins with "57" or if the TAC begins with an "F", forward TDRs to:

Commander
Defense Finance and Accounting Service
Indianapolis Center
ATTN: DFAS-IN-BVAYC
8899 East 56th Street
Indianapolis, IN 46249-0650

Commercial: 317 510-2650; DSN: 699-2650 FAX: Commercial: 317 510-7829; DSN: 699-7829

- (2) Additional Air Force Distribution Requirements.
  - (a) For any TDR involving ammunition, explosives, and other HAZMAT, forward TDRs to:

75 MUNS 7530 Eleventh Street Hill AFB, UT 84056-5707

(b) For any Air Force sponsored SAP shipment, (first position of the TCN = D), including FMS or the SAP, forward TDRs to:

HQ AFMC/LGTT 4375 Chidlaw Road, Room B117 Wright-Patterson AFB, OH 45433-5006

Commercial: 937 257-3422/5631; DSN: 787-3422/5631 Fax: Commercial: 937 257-3371; DSN: 787-3371 Charles.werthiemer@wpafb.af.mil

(c) For 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 and Claims Office (CONUS commercial carrier shipments only). When the TAC on the BL begins with "M", or in cases where an LOA is used, the gaining agency is "17" and the appropriation chargeable is 1105, 1106, 1107, 1108, or 1109, forward TDRs to:

Transportation Voucher Certification Branch (TVCB) ATTN: 470 814 Radford Boulevard, Suite 20318 Albany, GA 31704-0318

E-mail address: mooretc@matcom.usmc.mil

- (2) Additional Marine Corps distribution requirements:
  - (a) Any Marine Corps International Logistics shipments, including FMS and SAP shipment(s), (first position of the TCN = K), forward TDRs to:

Navy Inventory Control Point (NAVICP) International Program ATTN: Code PP764, Transportation Branch 700 Robbins Ave., Building 4B Philadelphia, PA 19111-5095

Commercial: 215 697-5002; DSN: 442-5002 FAX: Commercial: 215 697-0766; DSN: 442-0766 E-mail address: george\_verghis@fmso.navy.mil

- (b) For all shipments with shortages, partial loss, damage, theft, or pilferage, ensure a copy of the SF 361 is furnished to the consignee's local stock control activity or requisitioner (copy to both when different).
- e. US Coast Guard (USCG).

Commanding Officer (OGC) USCG Finance Center 1430 Kristina Way Chesapeake, VA 23326

Commercial: 757 523-6763 FAX: Commercial: 757 366-6541 E-mail address: cgibbs@fincen.uscg.mil

**NOTE**: Coast Guard personnel must follow Agency transportation discrepancy reporting guidelines contained in COMDTINST M4610.5, <u>Transportation of Freight</u> and COMDTINST M4610.6, US Coast Guard Freight Loss and Damage System.

### f. DLA.

(1) Finance Center and Claims Office (CONUS commercial carrier shipments, only). When the appropriation shown on the BL begins with "97" or if the TAC begins with an "S", forward TDRs to:

Defense Finance and Accounting Service (DFAS) Indianapolis Center ATTN: DFAS-IN-BVAYC 8899 East 56th Street

Indianapolis, IN 46249-0650

Commercial: 317 510-2650; DSN: 699-2650

FAX: Commercial: 317 510-7829; DSN: 699-7829

(2) Additional DLA Distribution Requirements. Forward a copy of the SF 361 to the
Defense Supply Center when requesting credit, repair, or disposition instructions.
 (Do not send Centers "status of shipment" or "requests for proof of delivery" requests.
 For lost, short-shipped or over-shipped shipments, submit a SF 364.) (See Figure 210-4)

Routing Identification Code: S9C/S9E

Defense Supply Center, Columbus

ATTN: DSCC-NAB P. O. Box 3990

Columbus, OH 43216-5000

DSN: 850-2089

FAX: Commercial: 614 692-4179; DSN: 850-4179

Routing Identification Code: S9G

Defense Supply Center, Richmond

ATTN: DSCR-JKR

8000 Jefferson Davis Highway Richmond, VA 23297-5000

DSN: 695-3209

E-mail address: s9grods@dscr.dla.mil FAX: Commercial: 804 279-6638

Routing Identification Code: S9I/S9T/S9S/S9M

Defense Supply Center, Philadelphia ATTN: DSCP-OMD (Transportation)

700 Robbins Avenue

Philadelphia, PA 19111-5092

Commercial: 215 737-3825; DSN: 444-3825

FAX: Commercial: 215 737-8400

Routing Identification Code: SMS

Defense Supply Center Philadelphia ATTN: Pam Stephens, DSCP-ILSI 700 Robbins Avenue

Philadelphia, PA 19111-5092

Commercial: 215 737-5237; DSN: 444-5237

FAX: Commercial: 215 737-7902; DSN: 444-7902 E-mail address: paa9346@exmail.dscp.dla.mil

Routing Identification Code: S7S

Defense Supply Center Philadelphia Pacific Region

ATTN: DCSPP-SCP 440 Fuller Way

Pearl Harbor, HI 96860-4967

Commercial: 808 471-0513; DSN: 315 471-0513

(Use the DSCP-OMD address to report discrepancies)

# g. DCMA.

(1) Finance Center and Claims Office (CONUS commercial carrier shipments only). When the appropriation shown on the BL begins with "97" or if the TAC begins with an "H", forward TDRs to:

Defense Finance and Accounting Service (DFAS) Indianapolis Center ATTN: DFAS-IN-RTEC 8899 East 56th Street Indianapolis, IN 46249-0001

Commercial: 317 510-2650; DSN: 699-2650 FAX: Commercial: 317 510-7829; DSN: 699-7829

- (2) Additional distribution requirements:
  - (a) Forward a copy of the SF 361 to the CMO and the TO on any shipment made by a contractor. The CMOs are located in Block 10 of the DD Form 250, <u>Material Inspection and Receiving Report</u>, Figure 210-15 and Block 6 of the DD Form 1155, <u>Order for Supplies or Services</u>, Figure 210-16.
  - (b) For 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 the activity and requisitioner, when different offices).

### h. GSA.

(1) Direct all SF 361s on shipments made from or directed by GSA to the National Customer Service Center (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, Building 4 Kansas City, MO 64131-3087

Commercial: 800 488-3111; DSN: 465-1416

- (2) The NCSC will also accept discrepancies sent via e-mail at rodsm.ncsc@gsa.gov, or through GSA ADVANTAGE. See <a href="https://www.gsaadvantage.gov">https://www.gsaadvantage.gov</a>, for more information on GSA ADVANTAGE.
- (3) Additional distribution requirements:

Submit TDRs for shortage, damage, theft, or pilferage on shipments of commercial vehicles purchased through GSA to the following address:

General Services Administration Federal Supply Service Automotive Division (FFA) 1941 Jefferson Davis Highway, Room 600 Arlington, VA 22202

- i. International Logistics Shipments.
  - (1) For FMS, SAP, and Presidential Determination, forward TDRs to:

Defense Finance and Accounting Service (DFAS), Denver

Directorate for Security Assistance

ATTN: DFAS-AW/DE 6760 E. Irvington Place Denver, CO 80279-2000

Commercial: 303 676-6391

E-mail address: greg.keiling@dfas.mil

Also, forward a copy to the responsible in-country military assistance advisory group.

(2) Sponsoring Service International Logistics Coordinating Office listed under the Service section. The sponsoring service determines the first position of the TCN, for example:

B = Army

D = Air Force

P = Navy

K = Marine Corps

- j. AAFES.
  - (1) Finance Center and Claim Office:

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

(2) For any AAFES consignor, provide a copy to:

HQ AAFES ATTN: LG-T, Box 660320 Dallas, TX 75266-0320

Exchange Customer Contact Center: 877 891-7827

- k. Headquarters, Defense Commissary Agency (DeCA).
  - (1) Finance Center and Claim Office:

Headquarters, Defense Commissary Agency (DeCA) Transportation Division 1300 E Avenue, ATTN: Ms. Arlene Ripp, Manager Building 11200 Fort Lee, VA 23801-1800

Commercial: 804 734-8878; DSN: 687-8878

FAX: Commercial 804 734-8666 E-mail address: arlene.ripp@deca.mil

Message address: DECA FT LEE VA//CC/TR//

1. 3PL Contract Shipments. Transportation discrepancies in shipment must be reported directly to the contractor using the TDR module in ETA/GFM. Discrepancy reporting requirements and claim settlement information are in Appendix C, Performance Work Statement, of the 3PL Contract.

### 4. SAP Addresses.

- a. Sponsoring US Military Services/IA. A copy of any submission related to the SAP will go to the Security Assistance Agency that generated the shipment involved. The US Army, US Navy, US Air Force and the Defense Reutilization and Marketing Service (DRMS) are the major IAs involved in the SAP. The addresses to use for furnishing SAP Agency copies are found in Paragraph F.5.f of Appendix E of this regulation.
- b. Director DFAS Denver Center SAAC

ATTN: DFAS-D 6760 East Irvington Place Denver, CO 80279-2000

## J. TDR POLICY OFFICE ADDRESSES

- 1. The following activities are responsible for TDR policy issues:
  - a. Air Force

Commander Air Force Material Command ATTN: LSO/LOTC 5215 Thurlow Street, Suite 5, Building 70 Wright-Patterson AFB, OH 45433-5540

Commercial: 937 257-4814; DSN: 787-4814 FAX: Commercial: 937 257-4403; DSN: 787-4403 E-mail address: Margaret.proctor@wpafb.af.mil

# b. Army

HQDA, ODCSLOG Transportation Policy Division ATTN: DALO-TSP 500 Army Pentagon Washington, DC 20310-0500

Commercial: 703 614-1524; DSN: 224-1524 E-mail address: edgar.suckfiel@hqda.army.mil

## c. Marine Corps

Headquarters Marine Corps ATTN: Code LPD-1 2 Navy Annex Washington, DC 20380-1775

Commercial: 703 695-7930; DSN: 225-7930

FAX: Commercial: 703 695-8160

E-mail address: feaganstm@hqmc.usmc.mil

# d. Navy

Naval Transportation Support Center ATTN: Code 02A 1837 Morris Street Norfolk, VA 23511-3492

Commercial: 757 443-5401; DSN: 646-5401 FAX: Commercial: 757 443-5411; DSN: 646-5411

E-mail address: jo.policastro@navy.mil

### e. USCG

Commandant United States Coast Guard ATTN: G-SLP 2100 Second Street, SW

Washington, DC 20593-0001

Commercial: 202 267-0640 FAX: Commercial: 202 267-4516 E-mail address: jchrist@comdt.uscg.mil

### f. DLA

Defense Logistics Agency ATTN: J-3733 8725 John J. Kingman Road, Suite 4234 Ft. Belvoir, VA 22060-6220

Commercial: 703 767-3638; DSN: 427-3638 FAX: Commercial 703 767-3628; DSN 427-3628

E-mail address: trans@hq.dla.mil

# g. DCMA

Defense Contract Management Agency ATTN: DCMA-OCS 6350 Walker Lane, Suite 300 Alexandria, VA 22310-5000

Commercial: 703 428-0754; DSN: 328-0754

FAX: Commercial: 703 428-1897; DSN: 328-1897

E-mail address: valli.barnes@dcma.mil

### h. GSA

General Services Administration ATTN: Jim Stroup, Transportation Management Specialist Customer Service Branch II (6FRB) 1500 East Bannister Road, Building 4 Kansas City, MO 64131-3088

Commercial: 816 823-3060 EXT 66015 E-mail address: jim.stroup@gsa.gov

## K. TDR CODE USAGE

- 1. Discrepancy Type and Cause Codes. Appendix I, Paragraph D lists possible discrepancy codes. The first portion indicates type of discrepancy and second position indicates cause of discrepancy, e.g., astray cargo 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 reported in the first position.
- 2. Mode of Shipment--Container and Breakbulk. Appendix I, Paragraph E identifies the type of packing used for container and BB shipments. For ATCMDs, the mode will indicate the initial movement from the origin shipping activity.
- 3. SDDC VAN, MILVAN, SEAVAN Shipments. The first position of the code is always "A" for SDDC VANs, "Y" for MILVANs and "Z" for SEAVANs. The second position of the code in Appendix I, Paragraph F, identifies who loaded the vans and to what capacity the vans were loaded.
- 4. Type Pack Codes. The type pack codes in Appendix I, Paragraph G, identifies the type of packing used for container and BB shipments.

D	. C			1	December	f.D	D	1-4 4500.0	D. D. f T	Dl.	·			
Department of Defense OR  USE CODES AND FOLLOW FOLLOW DEPARTMENT OF USE CODES AND FOLLOW FOLLOW DEPARTMENT OF USE CODES AND FOLLOW FOLL														
Civilian Agencies  INSTRUCTIONS SET FORTH IN:  FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD														
TRANSPORTATION DISCREPANCY 1. DATE 4212						2. REPORT NUMBER W45QRE-0031					FORM APPROVED OMB NO.			
PART 1							3090-0093						J93	
REQUEST FOR INFORMATION (RFI) INITIAL NOTIFICATION MISCELLANEOUS PROBLEMS														
3. TO	RTATION OFFICE	7 <b>D</b>						RTING AC		ED				
TOBYHAN	NA ARMY DEPO NA, PA 18466-503	T					TRANSPORTATION OFFICER FORT HOOD, TX 76544 W45QRE							
	5. CONSIGNOR 6. CONSIGNEE													
	RTATION OFFICE NA ARMY DEPO													
	NNA, PA 18466-50			W25G	1W		SAME	AS 4			W	45QRE		
7. SHIPPER SAME AS 5										ENTIFICATION ER NO. 01234	1			
				W25G	IW									
9. POINT OF C	ORIGIN						AB 10. CAR		O/FREIGHT	BILL NO.				
11 PEGENIA	WOY.							64-6571222						
11. DESTINAT	TION						12. BILL OF LADING NO./TYPE E. 2,345,678 BL							
13. MODE	14. DATE CARR		. DATE CONSI		16. DA			17. DATE	CARRIER	18. NAME	18. NAME OF PERSON CONTACTED			
CODE	SIGNED FOR SHIPMENT	₹	RECEIVED S MENT	HIP-		REPANCY NOTIFIE NOTIFIE			FIED	MR. HARRY SMITH				
	4184		4191			4191		419	1, Phone		215 4	65-0960		
	MBERS AND CON	DITION				•								
☐ INTA	ACT BROK	EN/MISSIN	G (Include deta	ils)		446	688						_	
	ISITION ENT AND/OR	COMM	ODITY DESCRI	PTION	TYPE	QUA						VALUE		
TRANSPORA	TION CONTROL NO.		AND/OR IAL STOCK NO		OF PACK		DIS- EPANT	AND CAUSE		UNITS	DISCI	REPANT	OR COST OF	
ľ	NO.	NATION	IAL STOCK NO	. (NSN)	FACK		ECES)	CODE	UNIT OF ISSUE	BILLED/ SHIPPED	UNITS	WEIGHT	REPAIRS	
	20		21		22		23	24	25	26	27	28	29	
W45Ql	RES0140001XX X		TIVE DEVICE		BX		1	DK	EA	4	1	465	\$450.00	
		5	840-00-123-9876	1										
	(See preparation inst AS LOADED ON AE OF THE BOX						O AND BR	ACED WITH	I TWO-FOOT	4X4'S NAILED	TO THE TRAII	LER FLOOR ON	N ALL	
31A. NAME OF PREPARER (Type or print)  31B. TITLE														
31C. TELEPHONE NO. DSN 737 31D. SIGNATURE														
(817) 287-2200 J T OEWENS 32. REPLY														
33A. NAME OF RESPONDENT (Type or print) 33B. TELEPHONE NO.														
33C. ADDRESS	33C. ADDRESS 33D. SIGNATURE 33E. DATE													
NSN 7540-00-965	5-2403			361-107						FORM 361 (REV	3-84) (EG)			
Prescribed by GSA FPMR (41 CFR) 101-40.702														

Figure 210-1. SF 361, Transportation Discrepancy Report (TDR), (Source Document for Claims)

			34. THIS IS A SUR	VEY DOCUMENT	35. DATE				
PART II – (FOR CI	(AIMS PURPOSES)		YES YES	□ NO	4188				
36. TO:									
*** APPROPRIATE FINAN	CE CENTER/CLAIN	M OFFICE **	**						
37. RESPONSIBILITY									
CARRIER SHIPPER/CONTRACTOR TRANS/SHIPPING RECEIVER OTHER (Specify)									
38. EXCEPTION NOTED ON CARRIERS RECEIPT? (If "NO," explain in Remarks)		OCUMENTS AT Remarks)	TACHED? (If "YES,"	40. PHOTOG	GRAPHS ATTACHED?				
YES NO		YES [	NO	YES	□ NO				
41. INSPECTION DATA		42. DISPOS	SITION DATA	•					
	PECTION WAIVED iver attached)		REJECTED (Receipt attached)		REPAIRED AT GOVERNMENT EXPENSE (Bill Attached)				
, <u> </u>	ERNMENT INSPECTED oort attached)		OTHER (Explain in Re	emarks)					
43. REMARKS (See preparation instruction	ons of covering regulation	for suggested info	ormation)						
DOCUMENT ATTACHED:  1. CY CBL  2. CY CARRIER'S TENDER 04218  3. CY CARRIER'S DELIVERY RECE  4. PHOTOGRAPHS  5. CY CARRIER'S INSPECTION REP  6. CY GOVERNMENT INSPECTION  7. CY DD FORM 1348-1  8. ACTUAL REPAIR COST STATEM	ORT REPORT			IER DROPPED SHII ADING	PMENT 6 JULY 2003 WHILE				
44. DISTRIBUTION OF COPIES 45a. NAME OF PREPARER ( <i>Type or Print</i> )									
SDG3-GD-CS			Bill Gazdagh						
FORT HOOD TO FILE TOBYHANNA ARMY DEPOT I.O. FILE		45b. TITLE	3	45c TE	LEPHONE NUMBER				
CDRMDC/MTSS/MTN DERCEDM/AMSEQ-MMD-DT			ANSPORTATION OF	FICER 703 42	8-2294 DSN 328				
		45d. SIGNA	45d. SIGNATURE  Bill Gazdagh						
	46. ACT	TION BY REVIE	WING OFFICIALS		<u> </u>				
A. ABOVE ITEMS HAVE BEEN  EXPENDED  RECEIVED	B. INVENTORY ACC	COUNT		C. CI	C. CHARGE/TRANSFER TO				
D. ACCOUNTING									
CLASSIFICATION									
E. APPROVED TO HOLD			RESPONSIBLE	IN THE AMOUNT	OF \$				
(Name)									
F. APPROVING OFFICIAL			TITLE	TITLE					
•	SIGNATURE			DATE					
47. ACTION BY CLAIMS OFFICE									

Figure 210-1. SF 361, Transportation Discrepancy Report (TDR), (Source Document for Claims) (Cont'd)

•		•				1	. DEPA	RTMENT	/AGENCY	2. FILE	REFERENC	CE OR CLAIMANT NO.		
U.S. GOVERNMENT FREIGHT LOST/DAMAGE CLAIM							, TCN	NO.		4. CAR	ARRIER CLAIM NO.			
	5. TO:	(Carrier)				-	6. BILL OF LADING							
a. NAME								a. TYPE						
b. STREET ADI	DRESS					b	. NO.	OVERNI	NMENT	COMMERCIA		OCEAN		
c. CITY			d. STATI	E e. ZIP C	ODE	С	. DATE	ISSUED						
a. NAME	7. CON	NSIGNEE				a	. NAME			8. CONSIGNO	R			
	20500					.	OTDE		2500					
b. STREET ADI	DRESS					b	. SIKE	ET ADDF	1655					
c. CITY			d. STAT	E e. ZIP C	ODE	С	. CITY				d. STATE	e. ZIP CODE		
9. MODE OF T	RANSPORTATION CODE:					1	O. BAS	IS FOR	CLAIM CODE:					
11. CARRIER'S NO.		ARRIER'S ST	ratemen <sup>-</sup>	T OR VOU	CHER	12a. (\$)	CHARG	ES 1	2b. DATE PAID	13. DATE C	ATE CARRIER SIGNED FOR SHIPMEN			
14. CONVEYA	NCE (Car, truck, vessel, etc.) (	(Specify type	and No.)			15 D	.O.V. N	UMBER		16. BUREA	U VOUCHE	ER NUMBER		
		a. TYPE				b NI	JMBER			18. DOCK F	RECEIPT N	LIMBER		
17. ACQUISITION	REQUISITION	CONTRA	CT	OTHER (S)	necify)	10. 140	NAIDELL			To. Book I	TECEN 1 II	ONIDER		
DOCUMENT	PURCHASE ORDER	INVOICE		CT   OTTLER 10,										
	19. ACCOUNTING FUN	ID CLASSIFIC	CATION						20. CAF	RRIER INSPECT	IONs			
a. UNEARNED	FREIGHT						YES		NO	☐ WAIV	'ED			
b. PROPERTY						b. NA	AME OF	INSPEC	TOR					
		21. DES	SCRIPTION	N AND VAL					OR DAMAGED					
соммо	DITY DESCRIPTION AND NAT	TIONAL STO	CK NO. (If	any)		CLES V neck or b.		Q	c.	WEIGH	-tT	VALUE (\$) (Explain in Item 23)		
	â.				LOST	DAI	MAGED	UNIT	NO. OF UNITS	d.		e.		
		9 0 1	INIEARNIED	FREIGHT	RATE			f. TOTA	AL X					
		9. 0	NEATHAL	THEIGHT	ITATE			h. A	AMOUNT OF CL	AIM <i>(Line f pl</i> u	ıs Line g)			
i. AMOUNT DU	JE FROM CARRIER (Enter amt.	. shown on L	ine h unles	ss reduced	because (	of rele	ased or	declareo	l value. Explain d	lifference in Ite	m 23)			
	GBL MEMO COPY		INSPECTION CERTIFICATE						HER (Specify):					
22. SUPPORTING	PIER CLERK DELIVERY RECE	IPT		CARRIER OS&D REPORT				23. REN						
DOCUMENTS (Check as	UNLOAIDNG WEIGHT CERTIF			E OR CERT		OPY								
appropriate)	CARRIER'S PRO/FREIGHT BIL EAM LISTING	LL NO.		STATEME IG WEIGHT		ICATE	-	-						
	EAW EIGHING			REMITTAL		T				b. MAIL TO				
	24. PAYING INSTRUCTIONS		PAYAI	BLE TO		1	IAME							
	of this document with remitta documentary evidance of refu													
received with	n one hundred twenty (120) d	lays from the				5	STREET	ADDRES	SS					
from current b	AIM, the cliamed amount will bills. NOT APPLICABLE WITH I AINST INTERNATIONAL AIR C	RESPECT TO				C	CITY				STATE	ZIP CODE		
				25	CLAIMAD	DEDAT	D BY							
a. NAME OF A	CTIVITY	b. SIGNA	25. CLAIM PREP b. SIGNATURE			FAND BY				d. DATE PREPARED				
		c. TITLE								e. DATE OF CLAIM				
										TANDADO	EODM 3	<b>62</b> (REV. 5-97)		
AUTHORIZED Previous edition	FOR LOCAL REPRODUCTION is not usable									escribed by GS				

Figure 210-2. SF 362, U.S. Government Freight Lost/Damage Claim

DO DEMARKO	
23. REMARKS	
•	
INCTRUCTIONS FO	D DDEDADATION
INSTRUCTIONS FO	JR PREPARATION
This form shall be prepared in a sufficient number of copies so that the original an	nd one copy can be mailed to the carrier, and additional distributionmde in accordance
with agency requirements. Detailed instructions are provided below for those items which	h are not considered self-explanatory.
Items 1, 3, 9, and 10 - For optional use by civilian agencies -	Item 21d - Enter weight of units short; weight of units or components
primarily for use by military activities.	rejected to carrier account of damage beyond economical repair.  Item 21e - Enter actual value of units (not released or declared value).
Item 2 - Entér file reference or agency number, as appropriate.  Item 4 - Leave blank unless carrier has assigned a claim number and	Item 21g - Enter freight rate, total weight, and amount of unearned
requested its use.	freight for which carrier has been paid and which must be refunded.
Item 11 - Enter applicable carrier transportation reference number	(When different rates apply to different units, enter "See Item 23" in
(e.g., waybill, lading, delivery receipt, etc.).	spaces for rate and weight and show computations in Item 23.).
Item 18 - Enter dock receipt number for ocean shipments.	Item 25a - Enter name of activity preparing claim; also enter address if
Item 19 - Enter accounting fund classifications to be credited with	different from address shown in Item 7.
collections from carrier for unearned freight and property. (If same for	Item 25d - Enter date claim is prepared.
both, enter classification in Item 19a and use ditto marks in Item 19b.).	Item 25e - Enter date on which claim is mailed to the carrier.
	•
	STANDARD FORM 362 (REV. 5-97) BACK
	STANDARD FURNI 302 (REV. 5-97) DACK

Figure 210-2. SF 362, U.S. Government Freight Lost/Damage Claim (Cont'd)

- 45						1 1 450								
Department of Defense OR  USE CODES AND FOLLOW NETDIGOTORS  Department of Defense Regulation 4500.9-R, Defense Transportation Regulation														
Civilian Agencies FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD														
TRANSPORTATION DISCREPANCY 1. DATE						2. REPORT NUMBER					FORM APPROVED			
REPORT 4161						OMB NO. 3090-0					-0093			
	PART 1													
REQUEST FOR INFORMATION (RFI) INITIAL NOTIFICATION MISCELLANEOUS PROBLEMS														
3. TO $ \begin{array}{c} 4. \text{ REPORTING ACTIVITY} \\ 598^{\text{TH}} \text{ US ARMY TRANSPORTATION TERMINAL} \end{array} $														
598*** US ARMY TRANSPORTATION TERMINAL APO AE 09709-5000  WK3FOY									DΥ					
5. CONSIGNOR 6. CONSIGNEE														
	D INDUSTRIAL S , VA 23511-5000	UPPLY CENT	ek -		AAF	CDR, EUROPEAN DISTRIBUTION AAFES - EUROPE								
			L	N45631	APO	AE 09143					_			
7. SHIPPER SAME AS BLO	OCK 5				8. CA		UTING AND IDE PENDENCE A492		) VO33IN2					
				N45631		I ND								
9. POINT OF C	RIGIN					LND ARRIER'S	PRO/FREIGHT E	ILL NO.						
							N/A							
11. DESTINAT	ION				12. B	ILL OF LAI N/A	OING NO./TYPE							
13. MODE CODE	14. DATE CARR SIGNED FOR		DATE CONSIGNEE RECEIVED SHIP-	16. DAT			TE CARRIER	18. NAME (	18. NAME OF PERSON CONTACTED					
	SHIPMENT	MENT	DISCOVER				MR. HARRY SMITH							
Z 4116  19. SEAL NUMBERS AND CONDITION									215	465-0960				
			6 (Include details)		57765									
	ISITION NT AND/OR	COMMOD	ITY DESCRIPTION	TYPE	QUANTITY	TYPE	3	ISSUE DATA  DISCREPANT			VALUE			
TRANSPORAT	TION CONTROL IO.		AND/OR L STOCK NO. (NSN)	OF PACK	DIS- CREPANT	AND CAUS		UNITS BILLED/	Disc	REPAINI	OR COST OF			
					(PIECES)	CODI	ISSUE	SHIPPED	UNITS	WEIGHT	REPAIRS			
	20 LITO A T	DO.	21	22 CD	23	24	25	26	27	28	29			
HX8AA	UTOAT-		ATO CHIPS 40-00-A27-	CD	17	SK								
HX8AA	UTOAT-		TILA CHIPS	CD	4	SK								
		89	40-00-A27-											
			ring regulation for sugge											
SHIPMENT WA SIDES OF THE		C TRUCKING	TRAILER NO. 01234, 3	APR 2003, BL			TIH TWO-FOOT	4X4'S NAILED T	O THE TRA	ILER FLOOR (	ON ALL FOUR			
31A. NAME OF PREPARER ( <i>Type or print</i> )  RONDA A. FORTSON  31B. TITLE  TRANSPORTATION OFFICER														
31C. TELEPHONE NO. DSN 328 31D. SIGNATURE (703) 428-2294 RONDA A. FORTSON														
32. REPLY														
33A. NAME OF RESPONDENT (Type or print) 33B. TELEPHONE NO.														
33C. ADDRESS	33C. ADDRESS 33D. SIGNATURE 33E. DATE													
NSN 7540-00-965	5-2403		361-107				STANDARD I	ORM 361 (REV 3	84) (FG)					

Figure 210-3. SF 361, Sample for Discrepancies Discovered by Other Agencies

REPORT OF DISCREPANCY	(ROD)			1. D	ATE OF PREPA	ARATION	2. REP	ORT NUMBE	R		
SHIPPING	PACKA	CINIC									
3. TO (Name and address, include ZIP Co		31116	·	A E	ROM (Name an	d address	include ZIP	Code)			
or to traine and address, include 211 co	,40,				KOW (Frame an	a address,	include Zir	Code			
5a. SHIPPER'S NAME	A-	•	1	5b. f	NUMBER AND	DATE OF	6. TRA	NSPORTATI	ON DOC	JMENT	
				INV	OICE		NOWBE	ER (GBL, Wa	yom; TCr	i, etc.)	
7a. SHIPPER'S NUMBER (Purchase	7b. OFFICE	ADMINIS	TERING (	CONT	RACT		8. REQUIS	ITIONER'S	NUMBER	(Requi-	
Order/Shipment, Contract, etc.)							sition, Purc	hase Request	(, etc.)	•	
A CONTRACT OF		DESCION			.,,						
9. SHIPMENT, BIL		UNIT	QUANT	ITY	Q1.44.100.000.4	10.		NCY DATA	1	11. AC- <sup>2</sup>	
NSN/PART NUMBER AND NOMENCLATURE	)	OF	SHIPPE	D/	QUANTITY RECEIVED	QUAN- TITY	PRICE	COST	CODE1	CODE	
(a)		(6)	(c)		(d)	(a)	(b)	(c)	(a)		
12. REMARKS (Continue on separate sh	eet of paper i	f necessary	)								
	<sup>1</sup> DISCREPA	NCY COD	ES					<sup>2</sup> ACTION	CODES		
CONDITION OF MATERIAL C1 — In condition other than that indic	ated on	PRODU	CT QUAL	ITY (	DEFICIENCIES al (Applicable to	o Grant A	1A-	Disposition i			
release/receipt document C2 — Expired shelf life	3104 011	SHORT	nd FMS sh AGE OF N	ipme IATE	nts only)		18 -	Material bein remarks)	g retained	(See	
C3 — Damaged parcel post shipment SUPPLY DOCUMENTATION D1 — Not received					in that on receipt that requested			Supporting s tion requests	ed		
D2 — Illegible or mutilated D3 — Incomplete Improper or without a	uthority	S3 - N	Non-receipt	of p	arcel post shipn TA MARKING ating Handbool	nents S (i.e., Na	me	Material still snipment (N (FMS)			
(Only when receipt cannot be pro- processed) MISDIRECTED MATERIAL	perty	Instructi	ons. etc.i			rs, Special	1E -	Local purcha returned at s unless dispos	upplier's 6	expense	
M1 — Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS		T3 F	Alssing Hegible or Precautions	ary of	perational mark	ings missir	19	to the contra within 15 da verse) (Not	ry are rec ys (Reply	eived on re-	
O1 — Quantity in excess of that on rece ment O2—Quantity in excess of that requeste		T5 Ş	erviceabili	tyop	missing or incom erating data mis	ssing or	16-	verse) (Not Replacement (Not applica	t snipmen	requested	
than unit of issue pack) O3 — Quantity duplicates shipment		WRONG	Varranty d	ata m entif	issing y requested iten above)	n as a	1G-	Reshipment to be re-requ	not required.	ed. Item	
PACKING DISCREPANCY PI — Improper preservation P2 — Improper packing		WI I	copy in It ncorrect it Jnacceptat	em re	eceived		1	No action re only	quired. In		
P3 — Improper marking P4 — Improper unitization		OTHER	DISCREP ee remarks	ANC	IES		12-	Other action remarks)	requested	i (see	
13. FUNDING AND ACCOUNTING DA	TA							A			
142 TYPED OR PRINTED NAME TITL	E AND PHO	NE NI IM	SED OF E	OF.	14h SIGNATI	105					
14a. TYPED OR PRINTED NAME, TITL PARING OFFICIAL	HIND PAC	ALE NOW	JER OF F		140. SIGIVATO	- NE					
							-				
15. DISTRIBUTION ADDRESSEES FOR	RCOPIES							P			
7540-00-159-	4442	(F	Previous e	dition	is obsolete.)			IDARD FOR			

Figure 210-4. SF 364, Report of Discrepancy (ROD)

16. FROM:	17. DISTRIBUTION ADDRESSEES FOR CO	PIES
,		
18. TO:		A A A A A A A A A A A A A A A A A A A
•	this documen address, inclusive starting one to the left dot. must NOT ex dot. Address	envelope to mail t. Insert name and uding ZIP Code, yping space below Each address line tend beyond right must not exceed pace typing lines.
	SCREPANCY ON FACE OF THIS FORM:	
a. MATERIAL DOCUMENT NUMBER HAS BEEN BE SHIPPED	b. NO RECORD OF SHIPMENT. RES	UBMIT REPORT TO PRIATE REGULATION.
AN ADJUSTMENT IN BILL- ING HAS BEEN/WILL BE CREDIT DEBIT	INVOICE/BILL Shipmen	OF DELIVERY (Parcel Post ts) OR EVIDENCE OF NT ENCLOSED.
AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCR	EPANCY WILL NOT BE PROCESSED FOR T	HE FOLLOWING REASON
(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGUL	ATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBO DEFICIENCIES IN GSA OR DOD SI OR BILLINGS (FPMR 101-26.8)	DOK. DISCREPANCIES OR HIPMENTS, MATERIAL,
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRE- SCRIBED IN THE REGULATION OR AGREEMENT INDI- CATEO IN 19f(2)	(b) CHAP. 2 AND/OR 7 OF DOD 4000. ARD BILLING SYSTEM (MILSBILL DOD OFFER AND ACCEPTANCE,	25-7-M, MILITARY STAND- S) AND/OR DD 1513, U.S.
	MADE OF THE REFERENCED MATERIAL:	
a. PROCESS FOR DISPOSAL IN ACCORDANCE b. REPRE	SENTATIVE WILL CALL FOR DISCUS- ONCERNING DISPOSITION IN:	DAYS
c. RETAIN MATERIAL AT NO CHARGE. d. MATER	RIAL WILL BE PICKED UP IN:	DAYS
e. SHIP MATERIAL (Specify location):		
(1) GBL APPROPRIATION CHARGEABLE:		
	PARCEL POST (\$posta	ge advanced herewith .
,,	NOTE: Please en	iclose postage. Material ed Parcel Post collect.)
(3) L PARCEL POST LABEL ATTACHED (4) L FREIG	GHT PREPAID	
f. OTHER (Specify)		
		DATE
21. IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION 22. MATE	ACEMENT WITH SATISFACTORY ERIAL WILL BE MADE ON OR BEFORE:	,
23. REMARKS (Continue on separate sheet of paper if necessary)		
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL 24b. SIGNATUR	RE	24c. DATE
	STANDARD FO	ORM 364 BACK (REV. 2-80)

Figure 210-4. SF 364, Report of Discrepancy (ROD) (Cont'd)

			1. DISBURSING OF	FICE COLLECTION	VOUCHER NUMBER
	CASH COLLECTION VOUCHER	R	2. RECEIVING OFFI	CE COLLECTION V	OUCHER NUMBER
3. RECEIV	ING OFFICE		<u>.</u>		
	TY (Name and Location) (Include ZIP Code)		,		
b. RECEIV	ED AND FORWARDED BY (Printed Name, 7	Title and Signatur	e)		d. DATE (YYYYMMDD)
			-,		
	ONE NUMBER (Include Area Code): ERCIAL:	DSN:			
4. DISBUR	ISING OFFICE				
a. ACTIVI	TY (Name and Location) (Include ZIP Code)	1			
b. DISBUR	SING OFFICER (Printed Name, Title and Sign	gnature)			d. DISBURSING STATION
					SYMBOL NUMBER
1	ONE NUMBER (Include Area Code): ERCIAL:	DSN:			e. DATE (YYYYMMDD)
	a. FROM:	b. TO:			
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILET PURPOS COLLECTION	DESCRIPTION OF E FOR WHICH S WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
			-		
,					
					·
		PP1			
	, ,				
,	,	,			
		·			
		-			
		-			
,					
	treat		11. TOTAL	0.00	
DD FOR	W 1131, DEC 2003	PREVIOUS	EDITION IS OBSOLET	F	THE RESERVE OF THE PARTY OF THE

Figure 210-5. DD Form 1131, Cash Collection Voucher

```
FROM: CDR FORT HOOD TX //AFZ-DI-INS-MM//
TO:
      CDR TOAD TOBYHANNA PA//SDSTO-ST//
INFO: SDDCOPNSCTR FT EUSTIS VA//SDG3-GD-CS
      CDRJMC ROCK ISLAND IL//AMSJM-TT//
UNCLAS
SUBJECT: TDR ADVISORY/RFI FOR CLASSIFIED OR PROTECTED SHIPMENT
   3148
   W45QRE-0031
   TRANS OFF FT HOOD TX 76544 (W45QRE)
4.
    TRANS OFF, TOBYHANNA ARMY DEPOT, TOBYHANNA PA 18466 (425613)
    SAME AS LINE 4
   SAME AS LINE 5
    ABC TRUCKING TRAILER NO.01234 SEAL NO 446688 INTACT
10. 064-657122
12. GBL K2,345,678
16. 3191
17. 3191
20. TCN 04SORE 90140001XXX
21. RADIOACTIVE DEVICE NSN 5840 00 123 9876 UNCLAS
22. BX
23. 1 PC
24. DK
28. 465 LBS
30. REQ A STATEMENT BE FURNISHED THIS CMD INDICATING WHO LOADED SHIPMENT
    WHAT WERE LOADING CONDITIONS AND IF CARRIER INSPECTED.
31. PAM MAINOR (Mainorp@sddc.army.mil) Commercial: 757 878-8622, DSN:
    826-7558)
```

Figure 210-6. Sample Joint Message Form

Department of Defe OR	ense	USE COL FOLLOW		Departmen	of Defense Regu	lation 4500.	9-R, Defense T	ansportati	on Regulation	on		
Civilian Agencies		INSTRUC SET FOR	TIONS	FPMR (41	CFR) 101-40.7 or	FPMR (41	CFR) 101-26.8	WHEN RI	EPORTING	TO GSA OR I	DOD	
TRANSPO	RTATION DISC REPORT	CREPANCY	1. DATE 3164				PORT NUME 00-0081	ER			FORM APPRO OMB NO.	VED -0093
				PART	1					I	3090	-0093
	REQUEST F	OR INFORMATI	ON (RFI)	NITIAL NOT	1		_	LANEO	US PROI	BLEMS		
	TION OFFICER RIBUTION DEP A, PA 17070-500				TRAFFIO MARINI	RTING AC C MANAC E CORPS I EJEUNE,	GEMENT	04			M31000	]
			SW3	3100	6. CONS SAME A	IGNEE S LINE 4	M31000					
7. SHIPPER SAME AS BLOO	CK 5						TING AND I N MOTOR L					
				コ	THU	TR						
9. POINT OF OF	RIGIN					RIER'S PI	RO/FREIGHT	BILL N	IO.	•	•	
11. DESTINATION	ON					OF LADI BL 07285	ING NO./TYI 0-3	PΕ				
13. MODE CODE	14. DATE CARR SIGNED FOR		E CONSIGNEE EIVED SHIP-	16. DATE CREPA			E CARRIER IFIED	18	8. NAME	OF PERSON	CONTACTED	
B SHIPMENT MENT DISCOVERED MR. BOB JONES 4156 4161 4161 4191 215 402-1800												
19. SEAL NUMI	BERS AND CON	DITION BROKEN/MISSIN	G (Include details)		N/A							
ACQUIS		COLUCTOR	DEGGDIDATON	TT (DE	OLI A NITHTNI	TYPE			ISSUE	DATA		
DOCUMEN TRANSPORATI	ON CONTROL	COMMODITY ANI	O/OR	OF	QUANTITY DIS-	AND			NITS	DISC	REPANT	VALUE OR COST OF
NO	).	NATIONAL ST	OCK NO. (NSN)	PACK	CREPANT (PIECES)	CAUSE CODE	UNIT OI ISSUE		LLED/ IPPED	UNITS	WEIGHT	REPAIRS
20		2		22 CT	23	24	25		26	27	28	29
M93135	54360-	CLOTHING 8410-00-	*	CT	2	SS	PB		56	56	71	\$267.60
											1	
CARRIER: 2 CA	RTONS SHORT.		regulation for suggest	ted information)	ļ							
	PREPARER (Type of		DOCUMENT		31B. TI		NSPORTATIO	N OFFIC	CER			
	E NO. DSN 328	31D. SIG	NATURE		1	RONDA	A. FORTSON	ī				
32. REPLY		•										
33A. NAME OF F	RESPONDENT (Ty	pe or print)							33B	B. TELEPHON	NE NO.	
33C. ADDRESS			33D. SIG	NATURE				33E. DA				
NSN 7540-00-965-2	2403		361-107				STANDARI	FORM:	361 (REV 3	-84) (EG)		

STANDARD FORM 361 (R
Prescribed by GSA
FPMR (41 CFR) 101-40.702

Figure 210-7. SF 361, Request for Information

Department of De OR	efense		DES AND	Departme	ent of Defens	se Regulati	ion 4500.9-	R, Defense Trans	portation Regulat	ion		
Civilian Agencies	:	FOLLOV	CTIONS	FPMR (4	1 CFR) 101-	-40.7 or FP	PMR (41 C	FR) 101-26.8 WH	IEN REPORTING	TO GSA OR I	OOD	
		SET FOR	TH IN:	`	,			,				
TRANSP	ORTATION DISC	CREPANCY	1. DATE				2. REPO	ORT NUMBER	2	F	ORM APPRO	OVED
	REPORT		4164							C	MB NO.	-0093
				PART	r 1						3090	-0093
	REQUEST I	FOR INFORMAT	ION (RFI)	NITIAL NOT		ION		MISCELLA	NEOUS PRO	BLEMS		
3. TO	ATION OFFICER					REPORT						
	ATION OFFICER STRIBUTION DEP	OT				ARINE C						
SUSQUEHAN	NA, PA 17070-500	)2			CA	AMP LEJ	EUNE, N	NC 28542-0004			M31000	
5. CONSIGNO	ID.				6.1	CONSIG	NEE					
TRANSPORTA	ATION OFFICER					AME AS						
	STRIBUTION DEP NA, PA 17070-500		SW3	100								
SUSQUEITAN	NA, LA 17070-300	12	5₩3	100								
7. SHIPPER SAME AS BLO	OCK 5				8.			ING AND IDE MOTOR LINE		1		
				7								
						THUR						
9. POINT OF C	ORIGIN				10			O/FREIGHT B	ILL NO.	•		
11. DESTINAT	ΓΙΟΝ				12		-072850-3 F LADIN	NG NO./TYPE				
	Г						_ 072850-					
13. MODE CODE	14. DATE CARE SIGNED FOR		TE CONSIGNEE TEIVED SHIP-	16. DATE CREP	E DIS- PANCY	17	7. DATE NOTII	CARRIER FIED	18. NAME	OF PERSON	CONTACTED	
В	SHIPMENT	MEI	T	DISC	OVERED						OB JONES	
10 SEAL NUM	MBERS AND CON	IDITION	4161		4161			4191		215	402-1800	
Inta			IG (Include details)		N/A							
	ISITION	DROKE WINDSH	(Themae aeians)	<u> </u>	14/21	`			IGGLIE	DATA		
DOCUME	NT AND/OR		DESCRIPTION	TYPE	QUANTI		TYPE			DATA	REPANT	VALUE OR COST
	ΓΙΟΝ CONTROL NO.		D/OR OCK NO. (NSN)	OF PACK	DIS- CREPAN		AND CAUSE	UNIT OF	UNITS BILLED/			OF
			, ,		(PIECES	S)	CODE	ISSUE	SHIPPED	UNITS	WEIGHT	REPAIRS
	20		21	22	23		24	25	26	27	28	29
M931	354360-		G, COTTON	CT	2		SS	PB	56	56	71	\$267.60
		8410-00	-265-0385									
												+
CARRIER: 2 C	ARTONS SHORT.	PLEASE TRACE	regulation for suggest	ed information	1)	•		•			•	•
31A. NAME OF	PREPARER (Type	COPY OF SHIPPIN or print)	G DOCUMENT		3	B1B. TITL		SPORTATION	OFFICER			
31C. TELEPHO (703) 428-2294		31D. SIC	NATURE			т		a. FORTSON	OTTICLK			
32. REPLY		l				P	KONDA P	1. 1 OK 13ON				
	OF DD FORM 1348								T = ==	. mmy ======	TE NO	
33A. NAME OF CRYSTAL HUN	RESPONDENT (T) NTER	vpe or print)								B. TELEPHON 7 279-3384 DS		
		N OFFICER, DEFENS ANNA, PA 17070-5002							E. DATE May 04			
NSN 7540-00-965	5 2402		361-107			14 May 04 STANDARD FORM 361 (REV 3-84) (EG)						

Figure 210-8. SF 361, Source Document for Claims

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCH SERVICES O	IER FOF	PURCHASE HAN PERSC	S AND	1	·	OUCHER NO.
U.S. DEPARTMENT, BU	JREAU, OR ES	STABLISHMENT AND LOCATION	DATE	VOUCHER PREPAI	RED		s	CHEDULE NO.
			CON	TRACT NUMBER A	ND DATE		PA	AID BY
			REQU	DISITION NUMBER	AND DATE			
Г					·			
PAYEE'S NAME							D/	ATE INVOICE RECEIVED
AND ADDRESS							DI	SCOUNT TERMS
							P.A	AYEE'S ACCOUNT NUMBER
SHIPPED FROM		то			WEI	GHT	G	OVERNMENT B/L NUMBER
	DATE OF	ARTICLES O	R SERVICES	3	QUAN-	UNIT	PRICE	AMOUNT
	DELIVERY OR SERVICE	(Enter description, item number schedule, and other inform			TITY	COST	PER	(1)
(Use continuation sheet(s) i	f necessary)	(Pavee mus	t NOT use	the space belo	nw)		 TOTAL	
	PPROVED F	<u> </u>	EXCHANG		1	NOTO		
PROVISIONAL COMPLETE	3Y 2	= \$		= \$1.00	DIFFERE	INCES —		
PARTIAL						-		
FINAL						verified; con		
PROGRESS 1 ADVANCE	TITLE				(Signature	e or initials)		
Pursuant to authority v	ested in me, I	certify that this voucher is correct	t and proper	for payment.				
(Date)		(Authorized Certifying Officer)					(Title)	
CHECK NUMBER		ON ACCOUNT OF U.S. TR		LASSIFICATION	R	ON	(Name of	hanki
<u>B</u>	1		LAJUNI				varie of	worm)
CASH \$		DATE		PAYEE 3				
necessary; otherwise the 3 When a voucher is receip the company or corporat	d authority to ap approving office oted in the name te name, as well	ame of currency.  prove are combined in one person, one  r will sign in the space provided, over  of a company or corporation, the name  as the capacity in which he signs, must	his official title of the person	writing	PER			
"John Doe Company, pe Previous edition usable.	er John							NSN 7540-00-900-223
		PRIVAC	Y ACT STAT	EMENT				
The inform		on this form is required under the provise to identify the particular creditor and	isions of 31 U	.S.C. 82b and 82c, for				

Figure 210-9. SF 1034, Public Voucher for Purchases and Services other than Personal

DATA		RIVATE	VEHI	CLE SHIP	PING I	OCUME	NT FO	OR AU	гомові	LE		
	DOC ID /1-3/ TP1 2. C	ONTAINER	NO. (4-8)	3. CONSIGNO	OR (9-14)	4. COMM-E	X (15-19)	5. POE /2	1-23/	6. POD (24-26)	7. PACK (28	-29)
8. TRANSPORTATION	CONTROL NUMBER (30	-46)		9. CONSIGNE	EE (47-52)	10. RDD /54	1-56)	11. TR A	CCOUNT	12. PIECES (68-71)	13. WEIGHT	(72-76)
14. CUBE (77-78) 15.	DOC ID (1-3) TP8 16.	POV YR, M	AKE (9-14)	1		17. OWNER	'S LAST N	IAME (54-6	16)	18. F & MI (67-68)	19. GRADE /	(69-70)
20. STATE (71-72) 2	1. LICENSE NUMBER (7)	3-77)		21. COLOR /	78-80)	22. BODY T	YPE	23. VEHI	CLE IDENTIFI	CATION NUMBER		
24. ODOMETER READI	ING 25.	VESSEL /V	oyage Num	ber)		26. AUTHOR	RIZATION	CHARGES	PAID, ETC.	27. DATE LOAD	ED (YYYYMM	(DD)
28. STOWAGE LOCAT	TON		***************************************	29. BILLING	ADDRESS	FOR NOTIFICA	ATION PU	RPOSES				
30. Inspected in	my presence, cond	lition		f. (1) USER		(2) INSPE	CTION		(3) DAT		OR'S PRINTED	
conditions go	ed as marked below overning shipment			X	(a) Turn	in joint insp	ection - c	owner/	(YYYYMM	DD) (Last, Fir.	st, Middle Init	iall
accepted.	(MDD)			T	repre	use (Optiona						
b. SIGNATURE O	F OWNER OR AGENT			<u> </u>		check in sto		ion				
c. NAME OF AGE	ENT (Last, First, Middle	e Initial) (I	Print)		wher	check in sto	container					
d. STREET ADDR				$\bigcirc$	when	n removed fr	om cont					
e. CITY, STATE,				O	(e) Relea	ise of custoo narge steved	lore					
				*		use (Optiona		( . ( 55:			ata ta at	
	for proof of shipme AL INSPECTION, R										artic ipation	
FRONT  BACK  32. ENTRY NUMBER (US Customs use only)												
POV BE - Bent CR - Cracked LO - Loose MI - Mildewed RU - Rubbed TO - Torn									32. ENT	RY NUMBER (US C	Customs use	only)
CONDITION	BR - Broken	DE -	Dent	M	A - Marre	d	MI - Mil	dewed	RU - SC -	Rubbed T Scratched V		
CONDITION CODES 33. INTERIOR CO	BR - Broken CH - Chipped	DE -	Dent Gouged	CESSORIE:	A - Marre G - Missir S	d ng	MI - Mil	dewed	RU - SC - SO -	Rubbed T	"O - Torn VO - Badly V	
CONDITION CODES  33. INTERIOR CO a. FRONT SEATS b. REAR SEAT c. REAR MIRROR	BR - Broken CH - Chipped	DE - GO	34. AC a. CAT b. SIDI c. ANT	M. M. CCESSORIE: ALYTIC CONV. E MIRRORS ENNA	A - Marre G - Missir S	d ng	MI - Mil PF - Pair RS - Rus	dewed nt Faded sted	RU - SC - SO - 35. PRO	Rubbed T Scratched V Soiled	"O - Torn VO - Badly V	Vorn
CONDITION CODES  33. INTERIOR CO 8. FRONT SEATS b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BEL e. REAR SEAT BEL	BR - Broken CH - Chipped ONDITION	DE - GO	Dent Gouged 34. AC a. CAT b. SIDI c. ANT d. FAN e. FEN	M. M CCESSORIE: ALYTIC CONV E MIRRORS ENNA I BELT DER SKIRTS	A - Marre G - Missir S ERTER/PEL	d ng	MI - Mil PF - Pair RS - Rus	dewed nt Faded sted	RU - SC - SO - 35. PRO	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL	"O - Torn VO - Badly V	Vorn
CONDITION CODES 33. INTERIOR CC B. FRONT SEATS B. REAR SEAT C. REAR MIRROR d. FRONT SEAT BELT F. ASH TRAYS F. FLOOR MATS D. DOOR PAMELS	BR - Broken CH - Chipped ONDITION	DE - GO	Dent Gouged 34. AC a. CAT b. SIDI c. ANT d. FAN e. FEN f. FIRE g. FIRS h. CIG.	M. M	A - Marre G - Missin S ERTER/PEL ER	d ng	MI - Mil PF - Pair RS - Rus	dewed nt Faded sted	RU - SC - SO - 35. PRO a. ADD/II b. CONN BATT	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL	"O - Torn VO - Badly V	Vorn
CONDITION CODES  33. INTERIOR CC a. FRONT SEATS b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BEL e. REAR SEAT BEL f. ASH THAY'S g. FLOOR MATS h. DOOR PANELS i. ARM RESTS j. REAR SPEAKERS k. CUSHON	BR - Broken CH - Chipped ONDITION	DE - GO	Dent Gouged  34. AC a. CAT b. SIDI c. ANT d. FAN e. FEN f. FIRR g. FIRS h. CIGA j. HUE k. JAC	M M M M M M M M M M M M M M M M M M M	A - Marre G - Missin S ERTER/PEL ER ER	d ng	MI - Mil PF - Pair RS - Rus	dewed nt Faded sted	RU - SC - SO - 35. PRO a. ADD/II b. CONN BATT	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL SECT/DISCONNECT ERY ACCESSORIES	"O - Torn VO - Badly V	Vorn
CONDITION CODES  33. INTERIOR C( a. FRONT SEATS b. REAR SEAT b. REAR SEAT c. REAR MIRROR d. FRONT SEAT SEL e. REAR SEAT BELT i. ASH TRAYS g. FLOOR MATS h. DOOR PANELS i. ARM RESTS k. CUSHON l. UPHOLISTERY m. RADIO JAM, FAM, m. RADIO JAM, FAM,	BR - Broken CH - Chipped ONDITION	DE - GO	Dent Gouged  34. AC a. CAT b. SIDI c. ANT d. FAN e. FEN f. FIRR g. FIRS h. CIG. i. HAN j. HUE k. JAC l. JUM m. LUG	M M M M M M M M M M M M M M M M M M M	A - Marre G - Missin S ERTER/PEL ER ER	d ng	MI - Mil PF - Pair RS - Rus	dewed nt Faded sted	RU - SC - SO - 35. PRO a. ADD/II b. CONN BATT c. PACK	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL SECT/DISCONNECT ERY ACCESSORIES	"O - Torn VO - Badly V	Vorn
CONDITION CODES  33. INTERIOR CC  a. FRONT SEATS b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BELT f. ASH THAYS b. FLOOR MATS h. DOOR PANELS i. ARM MESTS j. REAR SPEAKERS k. CUSHION UPHOLSTERY	BR - Broken CH - Chipped ONDITION	DE - GO	Dent Gouged  34. AC a. CAT b. Slid c. ANT d. FAN e. FEN f. FIRI g. FIRS h. CIG L. HAN j. HUG m. LUG n. BLA o. WA	M M M M M M M M M M M M M M M M M M M	A - Marre G - Missin S ERTER/PEL ER ER	d 199 LETS	MI - Mil PF - Pair RS - Rus	dewed nt Faded sted	RU - SC - SO - 35. PRO a. ADD/II b. CONN BATT c. PACK	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL SECT/DISCONNECT ERY ACCESSORIES	"O - Torn VO - Badly V	Vorn
CONDITION CODES 33. INTERIOR CC a. FRONT SEATS b. REAR SEAT c. REAR MIRROR d. FRONT SEAT SEL f. REAR SEAT SELT f. ASH TRAYS p. FLOOR MATS h. DOOR PANELS j. REAR SPEAKERS k. CUSHION L. UPHOLSTENY m. RADIO JAM, FM. n. CS RADIO c. CARPET p. CLOCK 36. DOD POV IN	BR - Broken CH - Chipped ONDITION  LTS TS  IAdditionali  Tapei	DE - GO	Dent Gouged  34. AC a. CAT b. SiDio c. ANT d. FAN e. FEN f. First h. CIG. i. HAN j. HUG m. LUG n. BLA o. WA p. SPA	M M M M M M M M M M M M M M M M M M M	A - Marre G - Missin S ERTER/PEL ER SHUGHT CH	d d ug lets	MI - Mil PF - Pair RS - Rus	dewed nt Faded sted	RU - SC - SO - 35. PRO a. ADD/II b. CONN BATT c. PACK	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL SECT/DISCONNECT ERY ACCESSORIES	"O - Torn VO - Badly V	Vorn
CONDITION CODES 33. INTERIOR C.  a. FRONT SEATS b. REAR SEAT C. REAR MIRROR d. FRONT SEAT BELT f. ASH TRAYS p. FLOOR MATS h. DOOR PANELS j. REAR SEAKERS k. CUSHION L. UPHOLSTERY a. CB RADIO c. CAPPET p. CLOCK TO DOD POV IN THE VEHICLE D  11) DOEs not ha	BR - Broken CH - Chipped ONDITION  LTS S  (Additional)  Tape)  APORT CONTROL F  ESCRIBED ABOVE: we a manufacturer's li	DE - GO CODE PROGRA	Dent Gouged  34. AC B. SIDI C. ANT B. SIDI C. ANT G. FAN G	M M M M M M M M M M M M M M M M M M M	A - Marre G - Missin S SERTER/PEL ER SHUGHT CH SLE/TROUB	d d ng LETS	MI - Mill PF - Pain RS - Ru: IN BOX	dewed nt Faded sted LOOSE	RU - SC - SC - SO - 35. PRO a. ADD/I b. CONN BATT c. PACK d. OTHE	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL SECTIONSCONNECT ERY ACCESSORIES R	O - Torn WO - Badly V E POE	Vorn
CONDITION CODES 33. INTERIOR C.  a. FRONT SEATS b. REAR SEAT b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BELT f. ASH TRAYS p. FLOOR MATS h. DOOR PARELS j. REAR SEAKERS k. CUSHION L. UPHOLSTERY m. RADIO JAM, FM. a. CS RADIO o. CARPET CLOCK 11) DOES NOT ha THE VEHICLE D 11) DOES NOT ha 12) DOES NOT ha 13) WAS certifie 13) WAS certifie	BR - Broken CH - Chipped  ONDITION  LTS TS  (Additional)  Tapel  APORT CONTROL F  ESCRIBED ABOVE:	DE GO CODE  PROGRA  abel affixe abel affixe emission	Dent Gouged  34. AC B. SIDI C. ANT G. FAN G. FAN G. FEN G. FIRR H. CIG. I. HAN J. HUB R. JAC D. WA D. SPA M (X app	M CCESSORIE: ALYTIC CONV EMIRONS EMIRONS EMIRONS EMIRONS EMIRONS EXTINGUISHIT TAID NITS ARETE LIGHT ID TOOLS/FLA. ICAPS GAGE RACK NKET EMIRONS	A - Marre G - Missin SERTER/PEL ER ER SHLIGHT CH DLE/TROUB for all vel mance wit powered og a cataly	d d ng LETS  LE LIGHT nicles) th US EPA e or pre 68 ga yst or was s	MI - Milk PF - Pain RS - Rus IN BOX	dewed ht Faded sted LOOSE LOOSE standards were diverse as per severe diverse as per severe deverse deverse as per severe deverse dev	RU - SC - SC - SO - SO - SO - SC - SO - SC - SO - SC - SC	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL  IECT/DISCONNECT ERY  ACCESSORIES R  with US Custams reconst regulated under rot 1976.	POE  POE  POE  Quired.) CAA.	POD
CONDITION CODES 33. INTERIOR CC  a. FRONT SEATS b. REAR SEAT BELT c. REAR MIRROR d. FRONT SEAT SEL FRONT SEAT SEL FRONT SEAT SEL FRONT SEAT SEL L. REAR SEAT BELT L. ASH TRAYS D. PLOOF MATS D. DOOR PARELS L. ARM RESTS J. REAR SPEAKERS E. CUSHON L. UPHOLSTERY D. CLOCK 36. DOD POV IM R. RADIO JAM, FM, B. CB RADIO 11) DOES NOT HA 12) DOES NOT HA 13) Was certifie 13) Was certifie 13) Was certifie 13) Was certifie 14) Requires a c 15, IMPORT (# POV	BR - Broken CH - Chipped  ONDITION  LTS S  (Additional)  Tapel  APPORT CONTROL F  ESCRIBED ABOVE: we a manufacturer's lave a da se meeting US EPA	DE - GO CODE  CODE  PROGRA  abol affixe emission le oxygen	Dent - Dent - Gouged	M CCESSORIE: ALYTIC CONV EMISTRO CONV EMISTRO CONV EMISTRO ENTA BELT T AID NTS ARETTE LIGHT ID TOOLS: TA ID NTS ARETTE LIGHT ID TOOLS: TA ID NTS ARETTE LIGHT IN THE AID TOOLS: TO TOOLS: TO TOOLS TO TOO	A - Marre G - Missin S SERTER/PEL ER ER SHUGHT CH DELE/TROUB for all vel mance with powered gg a catalla A emission	d d ng  LETS  LELIGHT  picles)  th US EPA e or pre 68 ga yst or was s	MI - Mill PF - Pain RS - Ru IN BOX IN BOX	dewed ht Faded sted LOOSE LOOSE standards were diverse as per severe diverse as per severe deverse deverse as per severe deverse dev	RU - SC - SC - SO - SO - SO - SC - SO - SC - SO - SC - SC	Rubbed T Scratched V Soiled CESSING SERVICE DRAIN FUEL  IECT/DISCONNECT ERY  ACCESSORIES R  with US Custams reconst regulated under rot 1976.	POE  POE  POE  Quired.) CAA.	POD
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Figure 210-10. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOV	
I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEH REGULATION, i.e.:  1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner	(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or
and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.	lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.
2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.  (3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).	THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (11 by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.  If urther understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.
77. DELIVERY RECEIPT	No social di la companya di Calanta
a. EXCEPTIONS	
1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.)	SATISFACTORY
88. MISCELLANEOUS INFORMATION	
IN A LIBERTY ACKNOWLEDGE DECENT OF MY VEHICLE IN THE CON-	DITION IN WHICH I TURNED IT IN TO THE U.S. GOVEDNMENT
39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CON REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED AB	OVE.
REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED AS a. SIGNATURE OF OWNER OR AGENT	b. DATE (YYYYMMDD)
REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED AB	b. DATE (YYYYMMOD)

Figure 210-10. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

TCMD 1.		PRIVATE	VEHICLE :	SHIPPI	NG DOCUMEN	IT FOR	VAN					
101110	DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNO	OR (9-14)	4. COMM-EX (15-19)	5. POE /2	1-23/	6. POD (24-26)	7. PACK /28	-29)		
8. TRANSPORTATION	CONTROL NUMBER	130-461	9. CONSIGNE	E (47-52)	10. RDD (54-56)	11. TR A	CCOUNT	12. PIECES (68-71)	13. WEIGHT	(72-76)		
14. CUBE (77-78) 15.	DOC ID /1-3/ TP8	16. POV YR, MAKE (9-14	)		17. OWNER'S LAST N	IAME (54-0	56)	18. F & MI (67-68)	19. GRADE	69-70)		
20. STATE (71-72) 2	1. LICENSE NUMBER	(73-77)	21. COLOR /	78-80/	22. BODY TYPE	23. VEHI	CLE IDENTIFI	CATION NUMBER				
24. ODOMETER READI	ING 2	25. VESSEL (Voyage Num	nber)		26. AUTHORIZATION	CHARGES	PAID, ETC.	27. DATE LOA	DED /YYYYMN	1DD)		
28. STOWAGE LOCAT	TON		29. BILLING	ADDRESS F	FOR NOTIFICATION PUR	RPOSES						
30. Inspected in	my presence, co	ondition	f. (1) USER		(2) INSPECTION		(3) DAT		TOR'S PRINTED			
acknowledge	ed as marked be overning shipme	low, and	CODE	(a) Turn	in joint inspection - c	owner/	(YYYYMM	(Last, F	First, Middle Init	ial)		
accepted.	MMDD)		X	repre	t & Government sentative							
b. SIGNATURE O	F OWNER OR AGE	NT	T		use (Optional)  check in stow/condit	ion		-				
c. NAME OF AGE	ENT (Last, First, Mi	iddle Initial) (Print)	<u>                                   </u>	wher	stuffed in container							
d. STREET ADDR			$\bigcirc$	wher	check in stow/condit removed from cont	ainer						
			0		se of custody by large stevedore							
e. CITY, STATE,			*		use (Optional)	1.155	(1					
		ment for return trai , RECORD ONLY M							partic ipation			
RIGHT SIDE  REAR  32. ENTRY NUMBER (US Customs use only)  FRONT  ROW  RE-Ray  REAR  RIGHT SIDE  REAR  RIGHT SIDE  REAR  RIGHT SIDE  REAR  RIGHT SIDE  RIGHT SIDE  REAR  RIGHT SIDE												
CONDITION	BR - Broken	DE - Dent	M	A - Marre	POV BE - Bent CR - Cracked LO - Loose MI - Mildewed RU - Rubbed TO - Torn							
33. INTERIOR CO												
33. INTERIOR CONDITION CODE 34. ACCESSORIES IN BOX LOOSE 35. PROCESSING SERVICE POE POD a. FRONT SEATS a. CATALYTIC CONVERTER/PELLETS									WO - Badly V	Vorn		
b. REAR SEAT c. REAR MIRROR		a. CAT b. SID c. ANT	FALYTIC CONV E MIRRORS FENNA		IN BOX		35. PRO		WO - Badly V	Vorn		
b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BELT e. REAR SEAT BELT		a. CAI b. SIDI c. ANI d. FAN e. FEN	FALYTIC CONVI E MIRRORS FENNA I BELT IDER SKIRTS	ERTER/PEL	IN BOX		35. PRO	CESSING SERVIC	WO - Badly V	Vorn		
b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BELT e. REAR SEAT BELT f. ASH TRAYS g. FLOOR MATS h. DOOR PANELS		a. CAT b. SID c. ANT d. FAN e. FEN f. FIR g. FIRS h. CIG	FALYTIC CONVI E MIRRORS TENNA I BELT IDER SKIRTS E EXTINGUISHE ST AID KITS ARETTE LIGHTI	ERTER/PEL	IN BOX		a. ADD/I	CESSING SERVIC	WO - Badly V	Vorn		
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b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BELT f. ASH TRAYS p. FLOOR MATS h. DOOR PANELS i. ARM RESTS j. REAR SPEAKERS k. CUSHION 1. UPHOLSTERY m. RADIO (AM, FM,	rs i (Additional)	a. CA1 b. SID) c. AN1 d. FAA e. FENE f. FIR g. FIR h. CIG i. HAI j. HUI k. JAC I. JJN m. LUE	FALYTIC CONVI E MIRRORS TENNA I BELT JOER SKIRTS E EXTINGUISHE ST AID KITS ARETTE LIGHTI ND TOOLS/FLA: B CAPS CK/ULG WRENC WEER CABLES GGAGE RACK	ERTER/PEL  ER  ER  SHLIGHT	IN BOX		a. ADD/I	CESSING SERVICE DRAIN FUEL JECT/DISCONNECT ERY ACCESSORIES	WO - Badly V	Vorn		
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Figure 210-11. DD Form 788-1, Private Vehicle Shipping Document for Van

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		V-V-L.	b. DATE (YYYYMMDD)
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	40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT	

Figure 210-11. DD Form 788-1, Private Vehicle Shipping Document for Van (Cont'd)

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AS EXPO											
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	LO - Loose		MI - Mile		RU - Ru		O - Torn				
M	MA - Marre MG - Missir		PF - Pain RS - Rus	ted	SC - Sc SO - Sc	iled	VO - Badly V				
YTIC CON	ES IVERTER/PEL	LETS	IN BOX	LOOSE	a. ADD/DR/	SSING SERVICE	POE	POL			
INA							-				
R SKIRTS					BATTER	T/DISCONNECT					
XTINGUISH	HER				c. PACK AC	CESSORIES					
AID KITS	ITER				d. OTHER						
TOOLS/FLA	ASHLIGHT										
APS LUG WREN	NCH										
I. UPHOLSTERY I. JUMPER CABLES											
m. RADIO (AM, FM, Tape) m. LUGGAGE RACK											
ET	n. CB RADIO n. BLANKET  o. CARPET o. WARNING TRIANGLE/TROUBLE LIGHT										
	IGLE/TROUB	LE LIGHT		CARPET     O. WARNING THIANGLET RUUBLE LIGHT      P. CLOCK     P. SPARE TIRE							
ING TRIAN		LE LIGHT									
TIRE  priate box  not have r to vehicle	a manufac cle release	cturers label ot the US P	ort of Entr	ry.		e with US EPA er th US EPA emiss					
	R CABLES	R CABLES GE RACK	R CABLES IGE RACK ET	R CABLES GE RACK ET	R CABLES GE RACK	R CABLES GE RACK	R CABLES  GE RACK  ET	R CABLES			

Figure 210-12. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle

CONDITIONS GOV	ERNING SHIPMENT
	ICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING
REGULATION, i.e.:  1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extral set of keys.  2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.  (3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).	(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port! relieves the Government of any liability for damage due to freezing.  THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the vehicle is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.  I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.
AT DELIVERY DECEME	
37. DELIVERY RECEIPT	
a. EXCEPTIONS	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
b. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.)	SATISFACTORY UNSATISFACTORY
38. MISCELLANEOUS INFORMATION	
S. M. Second Committee	
39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONI REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED AB	
a. SIGNATURE OF OWNER OR AGENT	b. DATE (YYYYMMOD)
do grant ture of Venetula II a content and a	144 NAME OF PORT
40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	E 41. NAME OF PORT
DD FORM 788-2 (BACK), SEP 1998	

Figure 210-12. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle (Cont'd)

		SE DOCUMENT					
CARGO OUT-TUR	IN REPORT	NO. P4252		PAGE 1 OF 1 PAGES			
2. PREPARING ACTIVITY (No. N00604 FISC Pearl Harbor – Termina Box 300- Code 4011 Pearl Harbor, HI 96860-4549		3. NAME ( SS KAU					
4. SHIP STATUS							
USNS USS [	COM GAA	IMERCIAL	SHIPPING CON	TRACT TIME CHARTER			
5. LOADING PORT		6. LOADING AC					
D2 MOTBA Oakland Army Bas Oakland, CA 94626	se	462p4e Same	as block 5				
7. DISCHARGING PORT		8. DISCHARGIN					
XE1 Honolulu, HI		Matson Nav Honolulu, I	vigation Co. II				
9a. DATE/TIME DISCHARGE 4139/0630	,	DISCHARGE COM	PLETED				
10. UNLOADING COST CHARGEABLE:  SHIP ☐ CARGO	CHARGEABLE: SHIP OPERATOR OR HIS AGENT						
12. LIST OF INCLOSURES (Attach to this report all supporting evidence in form of sworn statements affadavits, extracts of ship's rough log: photographs, etc.)	POV discrepand Cause of damag	cy noted at time ges to POV unk	e of pickup by own nown.	e, indicate action taken or recommended) ner at port.  prior to release of shipment.			
one (1) SF 361	1PAEPOKE, J_			•			
one (1) DD 788 one (1) Report of Events one (1) Freight Claim	Cargo listed as damaged on attached SF 361 was loaded in undamaged condition at his activity.						
Inspectors Report	CRYSTAL HUNTER Supervisory Shipment Assistant MOTBA						
I hereby certify that all items of prop in which discrepancy exists between quantity or condition as tallied at tim included in this report and that all ite	quantity or condition a ne and place of discharg	as manifested and		report were received as manifested in apparent ondition and that this report is true to the best e and belief.			
NAME/GRADE OR RANK OF	CERTIFYING OFF	TICE (Type)	TITLE				
Ronda A. Fortson			Director, Traffic Administration Division				
SIGNATURE Ronda A. Fortson			DATE 24 MAY 04				

DD Form 470, OCT 76(EG)

EDITION OF 1 APR 66 IS OBSOLETE, REPLACES DD FORM 470C, 1 APR 66, WHICH IS OBSOLETE

USAPPC V1.00

Figure 210-13. DD Form 470, Cargo Out-Turn Report

Department of Defense OR	Department of Defense OR  USE CODES AND FOLLOW  Department of Defense Regulation 4500.9-R, Defense Transportation Regulation FOLLOW										
Civilian Agencies  INSTRUCTIONS SET FORTH IN:  FPMR (41 CFR) 101-40.7 or FPMR (41 CFR) 101-26.8 WHEN REPORTING TO GSA OR DOD											
TRANSPORTATION DISCREPANCY 1. DATE 4093					2. REPORT NUMBER W68P4C-0216 FORM APPROVED OMB NO.						
			PART	۲1						3090-0	093
REQUEST	☐ REQUEST FOR INFORMATION (RFI) ☐ INITIAL NOTIFICATION ☐ MISCELLANEOUS PROBLEMS										
3. TO SDDC OPERATIONS CENTER ATTN: SDG3-GD-CS 661 SHEPPARD PLACE, SECOND FLOOR FT. EUSTIS VA 23604-5000						4. REPORTING ACTIVITY TRANSPORTATION OFFICER 833 <sup>RD</sup> TRANS BN SEATTLE, WA 98134-2391 W68P4C					
5. CONSIGNOR					6. CONSIG						
TRANSPORTATION OFFICER XVIII AIRBORNE CORPS				S	SAME AS	4					
FORT BRAGG, NC 28310-5000		W36R4	4X						<u> </u>		
7. SHIPPER SAME AS BLOCK 5				8			TING AND IDE EXPRESS	ENTIFICATION	1		
		W36R4	4X		RDWY						
9. POINT OF ORIGIN				1		ER'S PR -869881-	O/FREIGHT B	ILL NO.	•	1	
11. DESTINATION				1	12. BILL O		NG NO./TYPE				
13. MODE 14. DATE CAR		E CONSIGNEE	16. DATE			7. DATI	E CARRIER	18. NAME	OF PERSON	CONTACTED	
CODE SIGNED FO B SHIPMENT 4038		EIVED SHIP- NT 4057	DISC	PANCY OVERED 4059							
19. SEAL NUMBERS AND CO	NDITION				<u> </u>						
☐ INTACT ☐ BRO	OKEN/MISSING (In	clude details)									
ACQUISITION DOCUMENT AND/OR	COMMODITY	DESCRIPTION	TYPE	QUANT	TITY	TYPE		ISSUE	DATA		VALUE
TRANSPORATION CONTROL NO.	ANI	D/OR OCK NO. (NSN)	OF PACK	DIS CREPA (PIEC	ANT	AND CAUSE CODE	UNIT OF ISSUE	UNITS BILLED/ SHIPPED	UNITS	WEIGHT	OR COST OF REPAIRS
20		21	22	23	:	24	25	26	27	28	29
F5029246497746HXX	HHG, AIN	NSWORTH	CC	1		XD	1	1	1	2500	
30. REMARKS (See preparation instructions of covering regulation for suggested information) BL NOT ANNOTATED WITHIN REQUIREMENTS OF TRANSPORTATION FACILITIES GUIDE, THIS INSTALLATION REQUIRES CARRIERS TO PRELODGE FREIGHT 24 HOURS PRIOR TO DELIVERY											
31A. NAME OF PREPARER (Type		OCKSTRIOK TO L	- DELY LIK I		31B. TITL		JSPORTATION	OFFICER			
	BONNIE HANNON  TRANSPORTATION OFFICER  31C. TELEPHONE NO. DSN 289 618 428-2294 Bonnie Hannon  Bonnie Hannon										
32. REPLY	IO 1 IC ATTRACTION										
	PRICED COPY OF DD FORM 1348-1 IS ATTACHED  33A. NAME OF RESPONDENT (Type or print)  33B. TELEPHONE NO.										
33C. ADDRESS		33D. SIG	NATURE				33	BE. DATE			
NSN 7540-00-965-2403 361-107 <b>STANDARD FORM 361</b> (REV 3-84) (EG) Prescribed by GSA FPMR (41 CFR) 101-40.702											

Figure 210-14. SF 361, Sample TDR, Miscellaneous Problems

	MATERI	AL INSF	PECTION AND REC	EIVING	REPO	RT			Form Approved OMB No. 0704-0248
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Hadquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.  PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS.  SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.									
PROCUREMENT I     (CONTRACT) NO	NSTRUMENT IDENTIF	CATION	ORDER NO.	6. INV	DICE NO./	/DATE	7	7. PAGE OF	8. ACCEPTANCE POINT
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L	5. DISCOUNT TERMS						
9. PRIME CONTRAC	D. PRIME CONTRACTOR CODE 10. ADMINISTERED BY CODE					DE			
11. SHIPPED FROM	(If other than 9) CODI	<b>=</b>	FOB:	12. PA	YMENT V	VILL BE N	ADE BY	со	DE
13. SHIPPED TO CODE 14. MARKED FOR CODE					DE				
15. 16 ITEM NO.	5. STOCK/PART NO.	nber of ship	DESCRIPTION ping containers - type of			ANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
TIEM NO. container - container number.)									
21. CONTRACT C	UALITY ASSURAN	CE	1		1			CEIVER'S USE	47
on supporting documents.  TYPED NAME:					except as noted.				
TYPED NAME: TITLE:	SIGNATURE OF AUTHO GOVERNMENT REPRESEN	RIZED TATIVE	DATE SIGNATURE OF AUTHORIZED MAILING ADDRESS:  TYPED NAME:  TITLE:  COMMERCIAL TELEPHONE						
MAILING ADDRESS:  MAILING ADDRESS:  * If quantity received by the Government as quantity shipped, indicate by (X) mark different, enter actual quantity received L quantity shipped and encircle.					nte by (X) mark; if ntity received below				
23. CONTRACTOR USE ONLY  DD FORM 250, AUG 2000 PREVIOUS EDITION IS OBSOLETE.									

Figure 210-15. DD Form 250, Material Inspection and Receiving Report

	ORDER FOR SUPPLIES OR SERVICES							PAGE 1 OF		
1. CONTRACT/	PURCH ORDER/AGREEMENT NO.	2. DELIVERY	ORDER/CALL NO.	3. DATE OF ORDI		4. REG	DUISITIO	N/PURCH	REQUEST NO.	5. PRIORITY
6. ISSUED BY		CODE	CODE 7. ADMINISTERED BY (If other than 6) CODE					8. DELIVERY FOB  DESTINATION  OTHER  (See Schedule if other)		
9. CONTRACTO	DR .	CODE		FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMMDD)				11. X IF BUSINESS IS	
NAME AND ADDRESS			12. DISCOUNT TERMS				SMALL DISAD- VANTAGED WOMEN-OWNED			
•				•		13. M	AIL INV	DICES TO	THE ADDRESS	IN BLOCK
14. SHIP TO	HIP TO CODE 15. PAYMENT WILL BE MADE BY CODE						MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. DELIV	'ERY/ This delivery order/cal	ll is issued on a	nother Government age	ency or in accordance v	vith and sub	ject to	terms an	d conditio	ns of above num	nbered contract.
OF ORDER PURC	ACCEPTANCE, THE	CONTRACTOR DIFIED, SUBJE	HEREBY ACCEPTS THE ECT TO ALL OF THE TE	E OFFER REPRESENTE ERMS AND CONDITION	D BY THE N IS SET FOR	UMBER TH, ANI	ED PURC O AGREE	HASE OF	RDER AS IT MAY	on terms specified herein. Y PREVIOUSLY HAVE ME.
Ь	OF CONTRACTOR is marked, supplier must sign Acce		SNATURE	per of copies:	TYPED	NAME A	AND TITI	LE		DATE SIGNED (YYYYMMMDD)
17. ACCOUNTI	NG AND APPROPRIATION DATA/L	OCAL USE								*
18. ITEM NO.	19. S	CHEDULE OF S	SUPPLIES/SERVICES		20. QUA ORDEF ACCEP	RED/	21. UNIT	22. U	INIT PRICE	23. AMOUNT
										\$0.00
										\$0.00
										\$0.00
	cepted by the Government is lity ordered, indicate by X.	24. UNITED S	STATES OF AMERICA						25. TOTAL	\$0.00
If different, en	ter actual quantity accepted below ed and encircle.	BY:		,	CONTRACTI	NG/ORI	DERING	OFFICER	26. DIFFERENCES	
	Y IN COLUMN 20 HAS BEEN		CONTORNO TO						L	
	INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:  SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE  C. DATE (YYYYMMMDD)  G. PRINTED NAME AND TITLE OF AUTHORIZED G REPRESENTATIVE					GOVERNMENT				
e. MAILING AI	DDRESS OF AUTHORIZED GOVER	NMENT REPRE	SENTATIVE	28. SHIP. NO.	29. D.O.	VOUCH	IER NO.		30. INITIALS	
f. TELEPHONI	. TELEPHONE NUMBER g. E-MAIL ADDRESS			PARTIAL	32. PAID	BY				VERIFIED CORRECT FOR
36. I CERTIFY 1	THIS ACCOUNT IS CORRECT AND	PROPER FOR	PAYMENT.	31. PAYMENT COMPLETE					34. CHECK NU	JMBER
a. DATE (YYYYMMMDD	b. SIGNATURE AND TITLE OF C	ERTIFYING OF	FICER	PARTIAL FINAL					35. BILL OF LA	ADING NO.
37. RECEIVED AT	38. RECEIVED BY (Print)	-	39. DATE RECEIVED (YYYYMMMDD)	40. TOTAL CON- TAINERS	41. S/R /	ACCOU	NT NUM	BER	42. S/R VOUC	HER NO.

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE.

Figure 210-16. DD Form 1155, Order for Supplies or Services

Table 210-1. Timeframes for Submitting TDRs

Table 210 1. Timetraines for Submitting 1DAS						
Type of Discrepancy Message/Document (SF 361)	Classified/Protected Shipments and All Shipments of AA&E	Unclassified/Unprotected				
Advisory or RFI Message	Immediately, via telephone	Within seven calendar days of discovery				
Follow-up Notification Message	Within 24 hours via message	Not required				
Advisory/RFI Message Response	Within seven calendar days	Within seven calendar days				
Tracer Message, if required	Send a tracer message the eighth calendar day after loss is discovered	Send message within eight calendar days after loss is discovered				
Cancellation Message	Within 30 calendar days of discovery	Within 30 calendar days of discovery				
SF 361, if not resolved	NLT 30 calendar days after discovery, cancel message; take claim action	NLT 30 calendar days after discovery				

## **Table 210-2. Time Limit to File Claim**

Mode of Shipment	Time Limit to File Claim
Domestic motor	Nine months from date of delivery or expected date of delivery
Domestic rail	Nine months from date of delivery or expected date of delivery
Domestic air	Limits are set forth on the individual carrier's air waybill
Ocean	One year from date of delivery
International air	Visible damage – within 14 days of delivery; other damage – within 14 days of delivery; non delivery of goods – 120 days from the date of the airway bill issue
Small package carrier	Limits are set forth in the carrier's individual service guide

Table 210-3. Completing a TDR

Transportation Discrepancy Document (SF 361)	Complete These Block Numbers on the TDR
Advisory TDR	1-2, 4-8, 10, 12, 16-17, 20-24, 28, 30-31
Initial Notification TDR	1, 4-31
Loss or Damage TDR	1-28, 30-33
Astray Freight TDR	1-31
TDR Claim for Action	1-46
Miscellaneous TDR	1-28, 30-31
	Block 30 - Indicate the probable party who is responsible for the discrepancy, e.g., the shipper, packer, carrier, within seven calendar days after the discrepancy was noted.

**Table 210-4. TDR Development Supporting Documents** 

Table 210-4. TDR Development Supporting Documents						
Supporting Document	Shortage Discrepancy	Damage Discrepancy				
Minimum Documentation Needed To Support a TDR for a Claim						
Copy of the BL. For commercial air shipments, a copy of both the front and back of the airbill is required.						
Copy of the consignee's copy of the carrier's delivery receipt with discrepancy noted and signed and dated by the carrier's driver and the consignee.	Ø	☑				
Copy of the shipping document completed to show NSN, quantity shipped, material condition, unit cost, and noun or nomenclature as shown by the Federal Supply Catalog. This shipping document may be a DD Form 1348-1, DD Form 250, DD Form 1149, DD Form 1155, etc.	Ø	Ø				
Additional Documentation, as Needed						
When there is a consolidation of requisitions in a carton covered by one TCN, a completed copy of each document in the consolidation is required to establish the actual loss.	Ø					
When property is shipped in reparable (F) condition, a reparable value statement is required, citing the actual preshipment value.		☑				
For prepaid FOB origin shipments, a copy of the contractor's paid invoice is required.	Ø	$\square$				
Copy of a document showing the consignee's supply records have been researched for confirmation of whether or not the property checking short has been received. If ultimate consignee is overseas, they will be contacted for confirmation of whether or not shipment has been received and a copy of such reply will be included in the TDR package.	V					
A copy of the debit document showing how many items were received on a partial delivery (for example, one box of two received).	Ø					
A copy of the shipper's reply to the TDR (Request for Information) confirming whether or not shipment was shipped as billed and condition of property when tendered to the carrier.	Ø					
Copy of the shipper's reply to TDR (Request for Information) describing conditions under which loading, blocking, and bracing took place, the adequacy of those actions, and who performed them. Shipper must show if packing, loading, blocking, bracing were performed according to the terms of the contract, the Rules of the Association of American Railroads or American Trucking Associations, and whether or not loading was inspected by carrier.						
Copy of tally-out and tally-in records for truckload or rail shipments when carrier is determined responsible for the shortage or damage.	Ø	V				
Copy of tally-out, tally-in, or truck loading/unloading manifest for any shipment considered to be shipper load and count and/or consignee unload.	Ø					
For concealed loss or clear delivery receipt, signed affidavit(s) by person(s) who first discovered the discrepancy, showing time, place, circumstances of delivery, and explanation as to why shortage or damage was not noted at time of delivery. If the property was moved from the original delivery point, also include signed and dated statement(s) or affidavit(s) by person(s) who moved the property, showing distance, method of movement, time, and circumstances of movement.	Ø	Ø				

Supporting Document	Shortage Discrepancy	Damage Discrepancy
A copy of the carrier's inspection report signed by the carrier's representative and the consignee. If the carrier declined inspection of the damaged property, a copy of the government inspection performed, signed and dated by a technically qualified person.		Ø
Original photographs made of the damaged property, showing the carrier's name, BL number, date shipped, TCN, date shipped, and NSN to identify the property.		₫
Itemized actual or estimated repair cost statement, signed and dated by a technically qualified person. For commercial repair, a copy of the contractor's paid invoice.		
Copy of the carrier's receipt for property released to it for salvage, showing the preshipment value as the amount of the government's loss. The carrier or its authorized agent must sign the receipt.		☑
Copy of the official accident report initiated by law enforcement personnel for loss or damage due to aircraft, rail, or highway accidents.	Ø	☑
If damaged property was sent to a repair facility, a copy of the BL or freight bill for transportation costs to and from the repair facility.		
For small package express shipments, a copy of the pickup record, e.g., manifest, bar code number, or BL. Include the SF 1034, Figure 210-9, or other paying documentation to support transportation charges paid on shipment.	N	Ŋ
For small package express shipments, a copy of the tracer or loss and damage investigation report/number. The carrier will not honor claims failing to cite this number.	Ø	☑
Appropriation to be credited for replacement or repair costs.	$\square$	Ø

**Table 210-5. DD Form 470 Package Documents** 

Table 210-3. DD F0fm 470	1 dekage Documents
Required Documents	Supporting Documents
Statements of the vessel's master, officers, or agent, in connection with reports of discrepancies	Statements of witnesses
Original tally sheets establishing quantity discharged, condition of cargo as noted by the checker or tally clerk, and place of stowage	Cargo survey reports
Stevedore damage reports, with identification of stevedore and report of recovery action being taken	Reports of investigation
Extracts from vessel's log books	Photographs and diagrams
Repair estimates and invoices establishing cost of repair	Sales contracts establishing salvage value, price lists, or purchase invoices
Reports of costs incurred by the US Government or recipient foreign government for re-cooperage, additional handling, or other extra work required solely as a result of damage to cargo	Any other information to support the claim process and prevention of future cargo loss or damage