

APPENDIX A

TRANSPORTATION FACILITIES GUIDE (TFG) INSTRUCTIONS

A. TFG TUTORIAL

1. General. The purpose of the TFG Tutorial is to provide the user with necessary information and step-by-step procedures to use the TFG on-line application system effectively. The TFG contains information on Continental United States (CONUS) and Outside Continental United States (OCONUS) Department of Defense (DOD), Coast Guard, Defense Logistics Agency (DLA), and other Agency transportation facilities. It is used to determine the proper routing for DOD freight and passenger movements. The TFG Tutorial Manual is intended for use by all personnel who need to view, update, and report on data from the TFG system. The Manual should be reviewed during shipment planning.
2. TFG Procedures. The purpose of these TFG procedures is to inform users of requirements to update TFG records, publish TFG information, include additional information in the TFG, and to prescribe the actions required for use of the web-based TFG system.
 - a. The automated web-based TFG system allows the user to update a TFG record directly on-line, in an interactive mode.
 - b. Previous procedures requiring users to report TFG information to the Military Traffic Management Command (MTMC) and requiring subsequent publication of regulations and instructions by the Services are no longer in effect and will not be used. OCONUS Commands will use the automated web-based TFG system in lieu of command-unique published TFGs.
 - c. The TFG includes CONUS Secure Holding Area information. When TFG Secure Holding Area information is updated, it concurrently updates the Secure Holding Area Listing.
 - d. Service Headquarters and Parent organizations/Agencies have the following responsibilities for administration of the TFG:
 - (1) Authorizing activities to register and obtain passwords to use the TFG.
 - (2) Designating site coordinators for the TFG.
 - (3) Assuring each shipping and receiving activity maintain accurate, complete, and timely TFG data.
 - (4) Reconciling activity Bill of Lading Office Codes (BLOCs) and Department of Defense Activity Address Codes (DODAACs).
 - (5) Assuring that shipping and receiving activities update their TFG records per timelines established in the DTR, Chapter 201, Paragraph P.

B. ACCESSING THE TFG WEB-BASED SYSTEM

1. The procedures described herein apply to use of the web-based Electronic Transportation Acquisition (ETA) TFG system. All DOD, DLA, and other Agency freight shipping and receiving activities will use this system to maintain their respective TFG records. The ETA TFG system is available for use worldwide. Each user must first obtain a password to use the web-based ETA TFG system to update a TFG record.

2. System requirements.
 - a. The user must have a personal computer (PC) and an Internet browser to access the web-based TFG for the purpose of initiating or updating a TFG record. The recommended standard browsers are Netscape Communicator and Microsoft Internet Explorer. The current browser versions may be downloaded from their respective Web sites:

<http://home.netscape.com/download/>
<http://www.microsoft.com/downloads/search.asp>

Follow the instructions provided by Netscape or Microsoft to install the browser.
 - b. Adobe Acrobat Reader is required to print and save documents and reports. Adobe Acrobat Reader can be downloaded from:

<http://www.adobe.com/products/acrobat/readstep.html>

Follow the instructions provided by Adobe to install Acrobat Reader.
 - c. All Netscape Communicator users must download the JInitiator Plug-in one time, and then exit and re-enter the system. This must be done prior to using the system the first time. This action needs to be accomplished only one time, and is valid for all ETA component application software systems. The user will receive a prompt when the JInitiator plug-in is required to be installed. Proper instructions on how to load the application will be displayed. For additional assistance downloading and installing JInitiator, call the Global Freight Management (GFM) Help Desk at 800 336-4906.
3. Password Requests and Issuance for first time users.
 - a. Access your web browser from your PC and enter: <https://eta.mtmc.army.mil/>.
 - b. An alternate path is: <http://www.mtmc.army.mil>. When the MTMC screen appears, click on the "Freight/Cargo" tab and under "Related Links" click "ETA Systems."
 - c. When the ETA screen appears, if you are a first time user, click on "Register for the First Time" at the top of the screen.
 - d. When the ETA Registration screen appears, click on the "GFM" button and then select your role (TFG/TDR Updates Only, or ITO, or Carrier, or whatever is appropriate).
 - e. Click on the "Generate Request Form" button at the bottom of the screen.
 - f. Complete the Request form when it appears.
 - g. Click on the "Submit Request" bar.
 - h. Receive your User Identification (ID) instantly.
 - i. Receive your password by electronic mail several days later.
4. If you already have an ETA account and have either forgotten your password or user ID, do one of the following:
 - a. If you have forgotten your password, click "Forgot Password."
 - b. If you have forgotten your user ID, Contact an ETA Administrator.
5. Using the ETA TFG System. Once the user receives a password, the following procedures apply to accessing and using the system:
 - a. Access your web browser as in either B.3.a. or B.3.b. above.

- b. When the ETA screen appears click on the “General” button.
 - c. Click on the “Transportation Facility Guide Update” which will appear in a column on the right.
 - d. When the next screen appears, enter your User ID and password to log-on.
 - e. You must accept the Site Certificate by clicking “Next” and then “Finish.” After the initial entry you may reset this.
 - f. Begin using the ETA TFG system to query records, update your TFG record or access the TFG Tutorial.
6. Accessing the ETA TFG Tutorial. An on-line TFG Tutorial is available on the web for TFG system users. The Tutorial describes in detail what data goes in each block in the TFG record and the wide variety of system options available to the user. The following procedures apply to accessing the Tutorial.
- a. The TFG Tutorial is available from the TFG Main Menu once a user has entered the system by using a password. Select the “Tutorial” from the Main Menu tool bar.
 - b. All tutorials, including the TFG Tutorial, are available from the Global Freight Management Applications main menu, at: <https://cfm.eta.mtmc.army.mil>.
 - (1) Your ETA password is required to access this website.
 - (2) From the main menu, click “GFM Tutorials” at the top of the page. This will give you a list of all the tutorials.
 - (3) Select “TFG Tutorial” from the list.
7. TFG System Capabilities.
- a. The TFG is presently available for “View Only.”
 - b. A TFG record may only be updated by the owning activity granted a password.
8. User Support. The MTMC Freight Systems Office provides TFG system user support through its GFM system office, as follows:
- a. All users and potential users are encouraged to familiarize themselves with the contents of the Tutorial in advance of using the system.
 - b. Help Desk support. The GFM Help Desk is available to respond to TFG questions and problems encountered. Hours of operation are Monday through Friday from 0700 to 1800 hours Eastern Standard Time. Telephone numbers are as follows:
 - 800 336-4906 (calls from CONUS only)
 - Commercial: 703 428-3333
 - DSN: 328-3333
 - FAX Commercial: 703 428-3481
 - FAX DSN: 328-3481

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APPENDIX B

ROUTING INSTRUCTION NOTES (RIN) LIST KEY TO NUMBER SERIES

NOTE: The most current versions of RINs are available at the Table Management Distribution System website at: <https://tmds03.scott.af.mil/tmds/>.

100 - ANY MODE OF TRANSPORTATION

200 - RAIL TRANSPORTATION

300 - MOTOR TRANSPORTATION

400 - OTHER MODES (AIR, WATER)

900 - THIRD PARTY LOGISTICS

<u>RIN No.</u>	<u>Instruction</u>
102	Annotate bill of lading (BL): "Security escort vehicle service requested."
103	Annotate BL: For in transit emergencies involving DOD general hazardous material shipments (excluding explosives) contact the Defense Logistics Agency hotline at 800 851-8061 or 804 279-3131. For explosives shipments, contact the Army Operations Center for military ordnance, collect 703 697-0218/0219 or DSN 227-0218. Ask for Watch Officer. For MTMC Operations Center Secure Holding Areas call: 800 524-0331. For Oil or Chemical spills only, call the National Response Center and Terrorist Hotline at 800 424-8802. For DOD RADIOACTIVE material call: Army: 703 697-0218 (Collect); USAF: 202 767-4011 (Collect); USN/MC: 757 887-4692 (Collect) or 888 528-0148; DLA: 717 770-5283 (Collect).
104	Shipper will request the carrier to provide dual driver protective service (DD). Annotate BL: "Dual driver protective service (DD) requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
105	Annotate BL: "Use of Signature and Tally Record requested. DD Form 1907 furnished to carrier."
107	Annotate BL: "Move shipment by door-to-door trailer-on-flatcar (TOFC) service."
108	Shipper will request the carrier to provide dual driver protective service with national agency check. Annotate BL: "Dual driver protective service with national agency check requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
109	Annotate BL: "Carrier to load and unload."
110	Annotate BL: "Loading performed by ("carrier" or "shipper"); unloading performed by ("carrier" or "consignee" as appropriate)."
111	Annotate BL: "Shipper to load and consignee to unload." Does not apply to towaway shipments.
112	Annotate BL: "Flame or heat producing tools will not be used to remove security devices."
113	Annotate BL: "Protective security service required. Signature and Tally Record (DD Form 1907) furnished to carrier."
114	Except for movement requiring motor surveillance service, annotate bill of lading: "Carrier to notify (name of consignor, consignee with duty and 24-hour non-duty telephone numbers) and MTMC HOTLINE at 800 524-0331 immediately if shipment is delayed en route because of an accident or incident. Use hotline number to obtain secure holding instructions in the event shipment must stop en route for any reason."

- 115 Export: When a shipment is consigned overseas direct, or is forwarded to a port for export, annotate BL: "For Export."
- 116 Annotate BL: "Released value not exceeding (released value per pound as furnished in the route order) per pound."
- 117 Annotate BL: "Released value not exceeding \$20,000 for each vehicle in the shipment."
- 118 Security Risk Category (SRC) I and II shipments are restricted to short stops in transit of four hours or less. Shipments should depart origin-shipping activities and arrive at the destination point without delay. Only during Secure Holding emergencies will carriers schedule transit stops of over four hours for SRC I and II shipments.
- 120 Annotate BL: "This shipment contains defense articles controlled under the United States Munitions List and is for exclusive end-use by DOD. Pursuant to a temporary waiver issued on January 21, 2003 by the Directorate of Defense Trade Controls letter. This letter authorizes and provides DOD an alternative documentation to the requirements of ITAR Sections 126.4 (a), (c), and (d) in shipments originating from DOD shipping activities only. Any questions on this shipment should be directed to duty phone (insert phone number here) during working hours, and duty phone (insert telephone number here) after hours.
- 121 Annotate BL: "Department of Defense shipment. No export declaration or license required."
- 122 Annotate BL: "Foreign Military Sales shipment."
- 123 On BL separate from weight of freight being shipped, show weights, each separately, for pallets, platforms, skids, dunnage, bulkheads, partitions, and door protection. (NOTE: When shipped by motor, rate includes free transportation of dunnage and pallets when minimum weight per vehicle is assessed. When shipped by rail, rate also includes free transportation of dunnage not in excess of 2,000 pounds. Weight in excess of 2,000 pounds will be charged at the rate for commodity shipped.)
- 131 Use alternate route only when initial carrier cannot provide equipment and service is to best advantage of the Government, or when there is not sufficient tonnage to meet minimum weight requirements of the lowest-rated carrier and use of higher alternate carrier will result in lower transportation charges.
- 141 Load entire shipment on (number of vehicles or cars as provided in route order). If unable to comply, withhold shipment and notify MTMC routing office.
- 143 Annotate BL: "DOD Constant Surveillance Service requested. Signature and Tally Record (DD Form 1907) furnished to carrier." Contact MTMC Operations Center Hotline at 800 524-0331 to obtain Secure Holding Area or Refuge instructions in the event of civil disaster, natural disaster, carrier strike or other emergency.
- 146 Transmit REPSHIP to consignee same day shipment is moved.
- 147 Forward REPSHIP to CONUS water terminal and Water Clearance Authority.
- 153 If rocket motors are shipped in a propulsive state, route order is valid only if shipment is approved by the cognizant military authority designated in the following:
- a. ATA Hazardous Materials Tariff, ATA 111 series.
 - b. 49 CFR.
- 155 Shipment must comply with all requirements of:
- a. ATA Hazardous Materials Tariff ATA 111 series.
 - b. Bureau of Explosives Tariff, BOE-6000 series.

- c. 49 CFR Parts 100-177.
- 156 Annotate the BL with the total quantity and weight of MILVAN restraining bars.
- 157 Apply seals to restrained MILVANs and annotate seal numbers on the BL.
- 158 (Name of carrier(s) as provided in Route Order) is/are disadvantaged woman-owned and is/are considered service and cost competitive on this standing route order. Shipper will establish a goal of offering this/these carrier(s) up to 25 percent of the tonnage. This is a goal, not a quota. The amount of traffic offered will depend upon carrier capability and length of time competitive, which may preclude the ability to handle as much as 25 percent of the tonnage.
- 200 Request Military Traffic Expediting Service (MX) and provide to the MTMC In Transit Visibility Office (DSN 826-8350/7460 or Commercial 757 878-8350/7460) the shipment information and rail car initials and numbers.
- 203 If rail shipment is over 11 feet wide and/or over 15 feet high from top of the rail car, shipper is to obtain Railway Line Clearance Number from the carrier and note it on the front of the BL.
- 205 Annotate BL: "Rail Armed Guard Surveillance Service Requested."
- 206 Emergency Response Information for this shipment must appear on the front of the BL or shipping paper.
- 207 a. Annotate BL: "Rail Inspection Service Requested."
b. Provide the MTMC In Transit Visibility Office (DSN 826-8350/7460 or Commercial 757 878-8350/7460) with shipment information and rail car initials and numbers.
- 209 Annotate BL: "Delivery carrier must notify consignee (name of consignee with duty and 24-hour non-duty telephone numbers) immediately when rail car(s) delivered."
- 212 If applicable, standard railcar substitution is to be provided in accordance with MFTRP-10, item 480.
- 216 Describe all items as "Military impedimenta" on BL and cite tender authority as provided in Route Order. The BL must show car number and weight of lading for each car used and the separate dunnage weight for each car. Army Tractor Tanks (including USMC tanks); tractors, artillery towing, crawler type; and tractors, tracked, utility vehicles must be separately identified and described on the same BL.
- 220 Bi-level railcars restricted for loading of powered vehicle units only.
- 230 Annotate BL: "Temperature controlled railcar service requested and furnished. Temperature to be maintained at (required temperature in Fahrenheit degrees)."
- 246 Prior to release of shipment, obtain receiving approval from consignee for rail shipment as required by the Transportation Facilities Guide.
- 268 Rail Demurrage charges are shown in carriers tender, Section F, accessorial code DM.
- 271 Allow space in doorway of car for heater frames as follows: 2' X 4' space for Fairbanks area (Fort Wainwright, Eielson AFB, and Fort Greely) and 2' X 2' space for Anchorage area (Fort Richardson, Elmendorf AFB, and Kulis ANG). Pallet boards and/or side racks must be in place to assure proper circulation of heated air.
- 272 a. Prior to ordering equipment, the shipper will contact CN Aquatrain, 1150 Station Street, Vancouver, British Columbia, V6A2X7, telephone 604 665-4360 or 4205, facsimile 604 665-4362, telex no. 045-3196, to request a space permit and furnish the following information:
- (1) Origin

- (2) Consignee
 - (3) Destination
 - (4) Commodity
 - (5) Weight
 - (6) Proposed shipping date
 - (7) Dimensions, if high and/or wide load
- b. The shipper will notify the origin rail carrier of the permit number when an order is placed for empty cars. The permit number will be annotated by the shipper in the “description of articles” block of the BL. As soon as rail cars are loaded, the shipper will notify CN Aquatrain of:
- (1) Car number
 - (2) Date shipped
 - (3) Complete-Routing
 - (4) Permit number
- 314 Annotate BL: “Emergency response information for this motor shipment is indexed by UN number and is located in the Department of Transportation Emergency Response Guidebook (ERG2000).”
- 323 When vehicles move in combination drive-away service, annotate BL: “Carrier is to disconnect drive shaft of towed vehicle at origin and reconnect at destination.”
- 331 Annotate BL: “Carrier will notify consignee (name of consignee with telephone number) 24 hours prior to delivery of shipment.”
- 332 On BL for shipments of overdimensional freight by specialized carrier, enter height of material from ground and width of material after loaded on carrier equipment. On BL covering overweight shipments, show length, width, and height, including the loaded shipment weight and weight of the carrier equipment.
- 337 Annotate BL: Satellite motor surveillance service requested. In event of system failure, driver must immediately notify the motor carriers dispatcher who will immediately notify DTTS at 800 826-0794. The driver must subsequently provide DTTS a telephonic location/status report every four hours, with a final telephonic report upon delivery at destination.
- 342 When shipments require transportation protective service, or when shipments of ammunition and/or explosives are routed by motor, consignor will:
- a. Consult consignee TFG record to determine hours delivery will be accepted.
 - b. Annotate BL with the hours consignee will accept delivery.
- 346 Annotate BL: “Motor surveillance service requested. Driver must call DTTS at 800 826-0794 before departing origin activity and every eight hours thereafter to furnish shipment location/status. A final call must be made upon delivery at destination.”
- 347 Enter the seal number in block 24 of BL and annotate BL: “Exclusive use of vehicle, dromedary, or 410 dromedary (as applicable), requested by the Government. Do not break seals except in case of emergency or upon prior authority of the consignor or consignee. If broken for emergency reasons, apply carrier seals as soon as possible and immediately notify the consignor and the consignee. (Show name of consignor and consignee with duty and 24-hour non-duty telephone numbers.)”
- 348 Annotate BL: “If shipper seal(s) are applied. Carrier may remove seal(s) and replace with equivalent seal(s). If seals are broken in emergencies, notify consignor (show name of consignor with duty and

- 24-hour non-duty telephone numbers) as soon as possible. Carrier must annotate seal changes on BL.”
- 350 Annotate BL: “Expedited Service Requested.”
- 351 Carrier is approved to trip lease. “Trip leased carriers must be DOD approved.”
- 353 Route Order valid only when permit authorities have approved carrier request for permit(s) or to release of shipment, carrier must advise the Transportation Officer, by facsimile, that the permit(s) application has been approved and must sign a statement to that effect. Annotate BL: “Carrier has obtained all necessary permits. If permit(s) are not obtainable, withhold shipment and notify the MTMC Operations Center.”
- 356 Pickup carrier represents a shipper agent, shipper association, or a freight forwarder. These carriers are not required to have documentation showing such affiliation, therefore, do not ask driver for copy of trip-lease permanent lease.
- 357 Shipper to verify DOD Driver ID requirements.
- 366 Annotate BL: “Temperature control van service requested and furnished. Temperature to be maintained at (required temperature in Fahrenheit degrees).”
- 367 When ordering equipment, notify carrier that shipment must not be transported in trip-leased equipment. Annotate BL: “This shipment must not be transported in trip-leased equipment.”
- 369 This shipment requires state permits. Accessorial charges will be assessed if shipment is in the carrier’s possession during a weekend. Unless delivery requirements dictate otherwise, tender shipment to carrier to avoid weekend accessorial charges.
- 405 Fuel Adjustment.
- 435 Each shipment of hazardous materials must be packed, marked, loaded, stowed, secured, and unloaded in accordance with the applicable rules and special instructions in 49 CFR Parts 172 through 178.
- 436 Provide full instructions on special handling procedures and precautions necessary for safe shipment, including a completed DD Form 836 or other written statement containing the same information. The aircraft commander will also be instructed on the DD Form 836 that accidents, seal breakage, and delays exceeding 6 hours will be reported immediately by automated means to the consignor or consignee. The report must include all pertinent information. Provide qualified personnel to supervise the loading and unloading of each shipment.
- 438 Shipper will schedule movement to ensure arrival at destination during normal working hours and will notify consignee by telephone of the estimated arrival time of aircraft as soon as information is available.
- 442 When shipments of sensitive material are routed by air taxi, consignor will:
- a. Notify carrier of pending move and record date, time and individual contacted.
 - b. Advise consignee of estimated time shipment can be picked up.
 - c. Tender each shipment on a separate BL.
 - d. Document and report all carrier failures to provide pickup service as scheduled, unless additional time has been agreed to by shipper.

- 443 This Route Order is issued for explosive cargo only. Material other than explosives that is designated as “hazardous” may not be included. If a hazardous shipment other than explosives, such as Class A poison, chemicals, or radioactive material, must be transported via air taxi, the air taxi commercial operator must obtain:
- a. Special waiver from the local FAA General Aviation District Officer.
 - b. FAA waiver prior to acceptance of the shipment for airlift.
- 446 Ensure all aircraft transporting hazardous/explosive material are staffed with IFR qualified pilot in command and copilot. Also, ensure that only aircraft identified on the MTMC approved list are used to transport hazardous/explosive material. Report any service failures.
- 447 Instruction: Advise Water Clearance Authority (WCA) by priority message or telephone of the serial number of the container used for loading each TCN assigned by the releaser.
- 900 Third Party Logistics (3PL) Contract – DAMT01-01-D-0150.
- 901 3PL Schedule I – LTL Routine Service.
- 902 3PL Schedule II – LTL Priority Service.
- 903 3PL Schedule III – LTL Expedited Service.
- 904 3PL Schedule IV – TL Routine Service.
- 905 3PL Schedule V – Rail Routine Service.
- 906 3PL Schedule IV and VI – Truckload Express Service.

APPENDIX C

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APPENDIX D

EXPORT TRAFFIC RELEASE REQUEST (ETRR) PROCEDURES

Note: The most current versions of Export Traffic Release Request Codes are available at the Table Management Distribution System website at: <https://tmds03.scott.af.mil/tmds/>.

A. DATA ELEMENTS FOR EXPORT REQUEST, OFFER, ACCEPTANCE, AND RELEASE CYCLE

1. Data element number: 1

Number of characters: 3

Field title and entry instructions: DOCUMENT IDENTIFIER, (DELETED). The process has changed due to the implementation of the Integrated Booking System (IBS). Maintain the use of data element numbers and characters for guidance and references.

2. Data element number: 2

Number of characters: 6

Field title and entry instructions: REQUESTER. The Department of Defense Activity Address Code (DODAAC) of the activity requesting an ETR. Include the requester's name, electronic mail, Commercial and Defense Switched Network (DSN) Facsimile (FAX) Number. Codes may be obtained from Department of Defense Manual 4000.25-6-M, Part I, Department of Defense Activity Address Directory (DODAAD), and from the on-line Transportation Facilities Guide (TFG).

3. Data element number: 3

Number of characters: 7

Field title and entry instructions: REQUESTER IDENTIFIER, (DELETED). Real time is automatically recorded by IBS when the entry is made by the requester on line. When a request is received off line and entered into IBS by the Military Traffic Management Command (MTMC) Operations Center, it is not entered using real time. The request may be received on 8 January 03 and not entered into IBS until 9 January 03. The Port Call File Number (PCFN) as shown in data element number 32 is unique for each ETRR created in IBS.

4. Data element number: 4

Number of characters: 6

Field title and entry instructions: SHIPPER. The DODAAC of the activity making the physical shipment. Codes may be obtained from the DODAAD and from the appropriate TFG. In cases where no DODAAC is assigned, enter the first five digits of the Zone Improvement Plan Code (ZIP) and use data element number 13 to show the shipping point and state, and railroads serving the shipper facility, including private siding description and the shippers name.

5. Data element number: 5

Number of characters: 3

Field title and entry instructions: DATE AVAILABLE. The earliest Julian Date that the proposed release unit (PRU) is to be available for movement from the shipping point. When the entry in data element number 11 is other than "00," show the earliest date the shipment can begin. Spot date is a maximum of three days prior to available date.

6. Data element number: 6

Number of characters: 1

Field title and entry instructions: LADING TERMS CODE. A coded indication of the bill of lading (BL) free on board (FOB) terms, or other considerations. The lading terms should not be confused with the Foreign Military Sales (FMS) Condition of Sales contained in the shipment unit Transportation Control Number (TCN), record position (rp) 23. (See data element number 14.)

Code **Lading Terms**

- A FOB ORIGIN.
- B FOB PORT. Source load container shipments. The Government is responsible for transportation from the ocean carrier's terminal to the destination. This is "K" terms ocean service. The shipper is responsible for obtaining an empty SEAVAN from the ocean carrier and returning it loaded to the ocean carrier, see code "H" FOB PORT.
- C FOB PORT. Non-Containerized shipments. The shipper is responsible for transportation to a military or ocean carrier terminal.
- D FOB VESSEL. The shipper is responsible for transportation to the port and for vessel loading costs.
- E FOB OTHER. Describe the lading terms in data element number 14.
- F FOB ORIGIN. Commercial BL (CBL) conversion to Government (GBL) at the transshipment point.
- G FOB INTERMEDIATE POINT OR PORT. Container service. The vendor is responsible for obtaining an empty container and returning the loaded container to an intermediate port or point. The Government is responsible for transportation from that point. An example of a shipment using this lading code would be material procured FOB East coast for a destination in the Far East. The vendor would bring the shipment to an East coast port and the Government would arrange for transportation using "M" term container service. Describe further in data element number 48.
- H FOB PORT. Commissary and Non-appropriated Funds (NAF) shipments.

7. Data element number: 7

Number of characters: 2

Field title and entry instructions: SHIPMENT UNITS. The number of shipment units included in the PRU.

8. Data element number: 8

Number of characters: 5

Field title and entry instructions: NUMBER OF PIECES (PRU). The number of pieces comprising the PRU. In the event of package consolidation, this number will be the same number that a carrier agent or checker would sign for. When the transportation unit is to be a single container (such as a CONEX or a roll-on/roll-off (RO/RO trailer)), enter "00001." When requesting SEAVANS, enter the number of vans requested. The total number of SEAVANS requested cannot exceed 99.

9. Data element number: 9

Number of characters: 4

Field title and entry instructions: CUBE (PRU). The total cube of the PRU expressed in tens of cubic feet; an entry of 4,500 cu. PRU would be "0450." On containerized traffic, show the total cube of container(s) expressed in tens of cubic feet. For vehicles, the cube shown in this field and in data element numbers 19, Cube (SU) and 20, Weight (SU), will be the cube of the vehicles when reduced for water shipment. The cube when prepared for Continental United States (CONUS) shipment, when different, will be shown in data element number 30. When the cube exceeds the capacity of this field, divide the PRU into two or more requests (See Paragraph C, Step 3).

10. Data element number: 10

Number of characters: 5

Field title and entry instructions: WEIGHT (PRU). The total shipping weight of the PRU expressed in hundredweight. For example, an entry for 480,000 pounds would be "04800." When the weight exceeds the capacity of this field, divide the PRU release into two or more requests. (See Paragraph C, Step 3.)

11. Data element number: 11

Number of characters: 2

Field title and entry instructions: DAILY FLOW FACTOR (PRU). The percent of the total PRU weight. To compute the daily flow factor percentage, divide the expected daily flow rate by the PRU total weight. For example, if the daily flow rate is 96,000 pounds for a PRU weight of 480,000 pounds ($96,000/480,000 = .20$), the entry in this field would be "20." In most cases, single shipments will be involved and the entry will be "00" (to be interpreted as 100 percent). In cases where the entry is not "00," the numeric percent value of the daily flow factor will be transmitted in the ETRR in the first two positions of data element number 13.

12. Data element number: 12

Number of characters: 1

Field title and entry instructions: THE TYPE OF SPECIAL CONTAINER EQUIPMENT REQUIRED. (Leave blank when no special equipment is required.)

Code Description

F	Flatrack, cargo cannot be loaded into open top or dry cargo container.
G	Flatrack, cargo could be loaded in open top or dry cargo container, but loading costs are less if shipped in a flatrack. Describe disability costs in remarks.
O	Open top.
H	High cube container.
I	Insulated dry cargo container.
B	Dry cargo container with liner for bulk, pourable cargo.
T	Tank (liquid) container.
V	Ventilated dry cargo container.

Code **Description**

- S Dry cargo container with extended detention or storage at destination anticipated.
- R Refrigerated container.
- Q Shipment is loaded in a Government-owned or leased container. The cargo can be considered a single shipment unit.
- U Shipment is loaded in a Government-owned or leased container. The container with cargo can be considered as a single shipment unit.
- Z Other specialized equipment required. Describe in data element number 13.

13. Data element number: 13

Number of characters: Limited to 60 characters.

Field title and entry instructions: REMARKS (PRU). Plain language remarks referring to PRU(s) as a whole. The requestor should also include the shipper's Bill of Lading Office Code and Standard Point Location Code (SPLC) codes whenever possible. Remarks are limited to a maximum of sixty characters in the remarks field in IBS. In the cases where there is no DODAAC assigned to the shipper, show the shipping point in the remarks field. Enter the shipper's name and street address. As an example, show JAXBOTTLING CO, 123 Elm St., Milwaukee, WI. Enter the title, last name, and telephone number of the point of contact (POC) for notification of release information, except for Divisions 1.1 through 1.3 ammunition shipments. The telephone number should be expressed in the following format:

Commercial Area Code: XXX

Commercial Prefix: XXX

DSN Prefix: XXX

Digits: XXXX

Example: Mr. Jones 202 634 288 5789. When the material is classified, the degree of classification, such as SECRET or CONFIDENTIAL, will be indicated. Shippers of classified material, however, must comply with applicable security regulations. If the shipment is considered suitable for through-container movement, annotate "SEAVAN" in rp 19-24. The next position following "SEAVAN", rp 25, is reserved for a Van Code. Leave rp 26 blank and begin further remarks in rp 27. The requestor will advise the Ocean Cargo Clearance Authority (OCCA) of any significant change or impediment to loading the cargo in a container at origin. The following codes will be used to describe specific circumstances that may limit source loading in a container.

Van
Code **Reason**

- A Insufficient quantity of cargo to meet break-even cost factors; however, cargo could be containerized at the water port terminal stuffing facility if combined with other cargo.
- B Excessive density of cargo, however, cargo could be containerized at the water port terminal stuffing facility if mixed with higher cube cargo.
- C Cargo configuration/density not compatible to containers, and in all probability could not be containerized at the water port terminal stuffing facility.

Van
Code **Reason**

- D Shipper facilities are not adequate for source stuffing of containers.
- E Container offering returned by the Cargo Booking Office due to no ocean carrier container lift or equipment being available for the desired lift period to the Port of Debarkation (POD).
- F Source stuffing requiring door-to-door or on carriage service under shipping contracts is not authorized, e.g., NAF shipments, vendor purchase agreements specifying other than FOB origin, and shipper otherwise declines to stuff and have vans drayed at shipper expense.
- G Show disability costs for loading and shipment preparation that would vary with mode of transportation selected. Provide specifics beginning in rp 27. Format as follows:
 - a. Abbreviations.
 - (1) LD (local drayage) loading costs. Include labor, blocking, and bracing.
 - (2) Packing. Costs for over packing or other packaging required for different shipment modes. Not normally required for container eligible shipments.
 - (3) DR (Drayage). Local drayage and switching costs that would not be included in transportation arranged by the MTMC Operations Center.
 - (4) R-Rail.
 - (5) M-Motor.
 - (6) C-Container.
 - b. Express costs in total dollars for the release, unless other units are more appropriate, then specify units. Examples are \$/CWT (hundred weight), \$/MT (measurement ton), \$/PC (piece), \$/RC (rail car), \$/TR (truck), \$/CR (container).
 - c. Show cost category, units (if not total cost), and mode. Separate different cost categories with a colon, otherwise one blank. Example: LD \$/CWT R C: DR 46 R would mean loading costs of CWT for rail and CWT for both container and motor. There is a cost for rail switching/drayage costs for either motor or container.

14. Data element number: 14

Number of characters: 16

Field title and entry instructions: SHIPMENT UNIT (SU). This number is obtained from the TCN applicable to the SU. The 17th digit of the TCN (split shipment indicator) is omitted from this entry.

15. Data element number: 15

Number of characters: 6

Field title and entry instructions: OVERSEAS CONSIGNEE (SU). The coded overseas address of the activity designated to receive the SU, as obtained from Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions. For non-MILSTRIP SUs, code will be derived from the DODAAD. If the address is not available in coded form, enter the shipper-service code

indicated by the first position of the Transportation Account Code, followed by five zeroes (e.g., N00000) and use data element number 30 to provide the plain language overseas shipping address of the activity to which shipment unit is ultimately consigned.

16. Data element number: 16

Number of characters: 1

Field title and entry instructions: TRANSPORTATION ACCOUNT CODE. The code of the agency funding the domestic transportation segment. If the move is to be on a BL, the agency procuring the material will be coded.

Code **Assignment**

A	Army
Y	Army-Air Force Exchange Service
F	Air Force
M	Marine Corps
N	Navy
S	DLA
Z	Coast Guard
D	Other Department of Defense (DOD)
P	Non-DOD

17. Data element number: 17

Number of characters: 3

Field title and entry instructions: PROJECT CODE (SU). The project code is obtained from MILSTRIP requisitions.

18. Data element number: 18

Number of characters: 5

Field title and entry instructions: NO. OF PIECES (SU). The number of pieces comprising the SU. (In the event of containerization, this number may or may not equal the entry in data element number 8.)

19. Data element number: 19

Number of characters: 4

Field title and entry instructions: CUBE (SU). The total cube of the SU expressed in tens of cubic feet. If the cube is less than 10 feet, insert "1" in this field and show the actual cube in data element number 30. For vehicles, the cube shown in this entry and in data element number 9 and 29, will be the cube of the vehicles as reduced for water shipment. Cube as prepared for CONUS shipment, when different, will be shown in data element number 30.

20. Data element number: 20

Number of characters: 5

Field title and entry instructions: WEIGHT (SU). The total shipping weight of the SU expressed in hundreds of pounds. If the weight is less than 100 pounds, insert "00001" in this field and show the actual weight in data element number 30.

21. Data element number: 21

Number of characters: 6

Field title and entry instructions: FREIGHT CLASSIFICATION (SU). Enter the appropriate Standard Transportation Commodity Code (STCC)/National Motor Freight Classification (NMFC) item number. Indicate STCC by entering "S" in first character of field (e.g., "S03567").

22. Data element number: 22

Number of characters: 2

Field title and entry instructions: RESERVED.

23. Data element number: 23

Number of characters: 2

Field title and entry instructions: TYPE PACK CODE (SU). The Defense Transportation Regulation (DTR) alphanumeric code for the type of packing (See Appendix UU). If any package is longer than 15 feet, exceeds eight feet in width or six feet in height, or weighs more than 10,000 pounds, enter instead the number of outsize specification entries (data element number 29) appended to describe the outsize items. Exceptions:

- a. Dimensions will be provided in data element number 29 for all types of wheeled or tracked vehicles and for unitized ammunition, regardless of size.
- b. Dimensions are not required for CONEX containers or RO/RO trailers.

24. Data element number: 24

Number of characters: 5

Field title and entry instructions: DOD COMMODITY CODE. DTR Water Commodity Codes. (See Appendix KK.)

25. Data element number: 25

Number of characters: N/A

Field title and entry instructions: TRANSIT REFERENCE (DELETED).

26. Data element number: 26

Number of characters: 1

Field title and entry instructions: TRANSPORTATION PRIORITY. (See Figure 203-6.)

27. Data element number: 27

Number of characters: 3

Field title and entry instructions: RDD. The Required Delivery Date (RDD) of the SU, expressed as a Julian Date (or code 999 when applicable) when assigned by the requisitioner and perpetuated from MILSTRIP documentation. Use other codes that may appear in the RDD field for requisitions supporting overseas areas. Leave blank unless the requisitioner assigns a RDD or code. Do not compute the Standard Delivery Date.

28. Data element number: 28

Number of characters: N/A

Field title and entry instructions: TRANSIT CREDIT DATA (DELETED).

29. Data element number: 29

Number of characters: 60

Field title and entry instructions: OUTSIZE SPECIFICATION (SU). Two outsize specifications per SU may be submitted. This data field will be used when data element number 23 requires outsize specification entries. Outsize item description for vehicles will include the type and appropriate model designation (e.g., Truck, utility, 4 x 4½ ton, M606). Dimensions and cube shown for vehicles will be as reduced for water shipment. Dimensions and cube as prepared for CONUS shipment, when different, will be shown in data element number 30. The data required for outsize specifications are shown below:

<u>Data Fields</u>	<u>Digits</u>
Number of pieces described in entry (Numeric)	3
Type Pack Code (See Appendix UU)	2
Unit weight of described piece (in hundreds of pounds) (Numeric)	3
Unit Code of described piece (in tens of cubic feet) (Numeric)	3
Length in inches (Numeric)	3
Width in inches (Numeric)	3
Height in inches (Numeric)	3
Outside item description	40
TOTAL	60

If further description is necessary, enter "RMK" in this field and enter data in data element number 30, which is limited to a maximum of 60 characters. The sum of pieces described in entries will equal number of pieces in the SU. An SU involving vehicles which require export processing will include one of the Vehicle Level of Processing (VLP) codes listed below, as appropriate.

<u>Code</u>	<u>Level of Processing</u>
VLPAA	Level "A" required; processed to level "A" at origin.
VLPAB	Level "A" required; processed to level "B" at origin.
VLPAC	Level "A" required; processed to level "C" at origin.
VLPAM	Level "A" required; processed to manufacturer's commercial practice at origin.
VLPAX	Level "A" required; not processed at origin.
VLPAZ	Level "A" required; processed to modified level "A" at origin (operable).
VLPBB	Level "B" required; processed to level "B" at origin.
VLPBC	Level "B" required; processed to level "C" at origin.
VLPBM	Level "B" required; processed to manufacturer's commercial practice at origin.

<u>Code</u>	<u>Level of Processing</u>
VLPBX	Level “B” required; not processed at origin.
VLPC	Level “C” required; processed to level “C” at origin.
VLPCM	Level “C” required; processed to manufacturer’s commercial practice at origin.
VLPCX	Level “C” required; not processed at origin.

The VLP code will follow dimensions of wheeled or tracked vehicles when the message format is used. When the format is used, the VLP code will be entered in rps 39-43 of the Outside Specification Data Transaction.

30. Data element number: 30

Number of characters: Limited to 60 characters.

Field title and entry instructions: REMARKS (SU).

- a. Submit a maximum of 60 characters referring to the SU.
- b. When a SU includes any item of ammunition or explosives, or other hazardous materials (HAZMAT), the following information must be provided in this field. (See Chapter 204 for additional instructions.)
 - (1) National Stock Number of each item.
 - (2) Net Explosive Weight (NEW) of each SU (in pounds); for example, “NEW 200” (do not enter “Pounds” or abbreviation “lbs”).
 - (3) Department of Defense Identification Code or Navy Ammunition Logistics Code.
 - (4) Department of Transportation (DOT) Proper Shipping Name.
 - (5) DOT Identification Number (preceded by UN or NA).
 - (6) Storage Class and Storage Compatibility Group prescribed in Department of Defense 6055.9-Standard (STD), DOD Ammunition and Explosives Safety Standard and Army Materiel Command Regulation (AMCR) 385-100, Safety Manual.
 - (7) Quantity/round count.
 - (8) Coast Guard and DOD classification.
 - (9) Sensitive arms, ammunition, and explosives risk category (See Chapter 205).
- c. In addition to data specified in Paragraph 30.b above, the following information will be furnished for each shipment of radioactive material:
 - (1) Hazard class (49 Code of Federal Regulations (CFR), Part 172, § 101, Purpose and Use of Hazardous Materials Table).
 - (2) Pieces, weight, and cube (49 CFR, Part 172, § 202, Description of Hazardous Material on Shipping Papers).
 - (3) Radioactive element, radionuclide, and transport group (49 CFR, Part 172, § 203, Additional Description Requirements).
 - (4) Description of chemical and physical form of material (49 CFR, Part 172, § 203, Additional Description Requirements).

- (5) Activity (curies, millicuries or microcuries) (49 CFR, Part 172, Section 203, Additional Description Requirements).
 - (6) Type label (49 CFR, Part 172, § 203, Additional Description Requirements).
 - (7) Transport index for shipments bearing Radioactive Yellow-II or III labels (49 CFR, Part 172, § 430, Poison Labels).
 - (8) Fissile Class I, II or III, if applicable (49 CFR, Part 173, Section 417, Authorized Fissile Materials Packages).
 - (9) International Munitions Compatibility Office Class.
 - (10) Nuclear Regulatory Commission, Export License Number.
 - (11) Net weight of radioactive material.
 - (12) Purpose of product (for example, radio tubes).
 - (13) Level of radiation at surface of package.
 - (14) Level of radiation at one meter from package.
- d. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown in the DODAAD and this information must be passed to the terminal authority, enter the initials "POD" in this item, immediately followed by the code symbol for the port as shown in Appendix MM, and the authority for the POD exception information. Shipments to Navy PODs are excluded from the exception authority provisions. When POD information is required, make entry in Remarks (SU) Field. When POD information is not required, start general remarks applicable to a SU in rp 19.
 - e. When the overseas consignee address is not available in coded form for entry in data element number 15, enter "OVERSEAS CONSIGNEE" in the item, immediately followed by the plain language overseas address of the activity to which the shipment unit is ultimately consigned.
 - f. For FMS shipments, enter "SUPPAD" in this item immediately followed by the code symbol for the overseas activity as found in rp 45-50 of the MILSTRIP requisition.

31. Data element number: 31

Number of characters: 2

Field title and entry instructions: MTMC REFERRAL SYMBOL. Alphanumeric code assigned by the MTMC Operations Center for perpetuation on terminal authority Export Traffic Acceptance.

32. Data element number: 32

Number of characters: 6

Field title and entry instructions: PCFN. Unique validating file identifier, assigned by the MTMC Operations Center, which controls ETR processing and shipment.

Components

Digits

MTMC Identifier:

D - MTMC Operations Center	1
File Serial Number	5
TOTAL	6

33. Data element number: 33
 Number of characters: 14
 Field title and entry instructions: RESERVED
34. Data element number: 34
 Number of characters: 3
 Field title and entry instructions: PORT OF EMBARKATION. DTR coded designation of CONUS port through which cargo is to move. (See Appendix MM.)
35. Data element number: 35
 Number of characters: 3
 Field title and entry instructions: TERMINAL ARRIVAL DATE. Julian Date by which transportation unit is to be received at terminal. Movement and routing will take account of this, but will be planned so that delivery is not earlier than five workdays before this date.
36. Data element number: 36
 Number of characters: N/A
 Field title and entry instructions: REMARKS (CONSIGNMENT). Instructions for effecting proper land-water terminal coordination. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown therein, and this information must be passed to the shipper, enter the initials "POD" in the first three columns followed by the code symbols for the port, as shown in Appendix MM. When routing is for through-bill or through-container movement, include necessary instructions and through-bill issuing advice and single fund citation.
37. Data element number: 37
 Number of characters: 13
 Field title and entry instructions: ETR NUMBER. A unique release identifier comprised of information needed by the shipper and for recovery of release and request information. ETR number components are provided below.

<u>Components</u>	<u>Digits</u>
<u>MTMC Identifier:</u>	1
D - MTMC Operations Center	
<u>Cargo Category:</u>	1
C - General	
A - Ammunition	
F - FMS	
V - Containers	
Julian Date Due at Terminal (See Data element number 35)	3
File Serial Number (See Data element number 32)	5
Funding Agency (See Data element number 16)	1
Port of Embarkation (See Data element number 34)	3
TOTAL	14

38. Data element number: 38
 Number of characters: 7
 Field title and entry instructions: DATE/TIME OF RELEASE. Date/Time Group of release action by the MTMC Operations Center. Generated automatically in IBS.
39. Data element number: 39
 Number of characters: N/A
 Field title and entry instructions: RESERVED.
40. Data element number: 40
 Number of characters: 4
 Field title and entry instructions: RATE/CWT. Tariff or tender rate per cwt applicable to the MTMC Operations Center routing. If rate used in routing applies on other than a cwt, factor and enter the rate(s) and applicable factor, e.g., mileage, net ton, in remarks field.
41. Data element number: 41
 Number of characters: 3
 Field title and entry instructions: MINIMUM WEIGHT. Minimum weight (in thousands of pounds) applicable to rate used in routing (including applicability of “R” for classification rule). Example: for 38,000 lbs., enter “038”. The computer will enter leading zeros automatically.
42. Data element number: 42
 Number of characters: 1
 Field title and entry instructions: TYPE EQUIPMENT TO ORDER. Coded designation of type of carrier equipment (including capacity and size) to be ordered by shipper (MTMC TEA Pamphlet 700-2, Logistics Handbook for Strategic Mobility Planning). If an appropriate code has not been assigned, insert “X” in field and enter plain language specifications in data element number 48 for routing instruction.
43. Data element number: 43
 Number of characters: 2
 Field title and entry instructions: NO. CL-TL (DELETED).
44. Data element number: 44
 Number of characters: 3
 Field title and entry instructions: TYPE RATE. Coded designation of type of rate used for routing.

<u>Code</u>	<u>Type Rate</u>
010	General Cargo
020	Commodity tariff rate Light Vehicles
030	Exception tariff rating Heavy Vehicles

45. Data element number: 45

Number of characters: 2

Field title and entry instructions: ACCESSORIAL SERVICES. Coded designation of type of accessorial services surcharges:

<u>Code</u>	<u>Type Rate</u>
4	Container /Trailer Size Surcharge
A	OCONUS Stop Off
AX	Ammo Line Haul Surcharge
B	Stuffing
C	Stripping, Sorting, And Consolidation
D	Transloading
E	Controlled Atmosphere
I	Modified Atmosphere
J	Leasing Rates
K	Garment On Hanger
L	Flat Rack Lump Sum
M	Extra Length
R	Keep From Freezer
U	Under Deck Stowage

46. Data element number: 46

Number of characters: 28

Field title and entry instructions: ROUTING. Only applies to CONUS outbound shipments. Enter the four-digit Standard Carrier Alpha Code (SCAC) as published in the SCAC Directory, for up to eight carriers shown in routing. Some carriers are assigned a SCAC containing less than four digits, therefore, begin carrier designation on every fourth digit after entering the first SCAC; leave any unused columns blank. If more space is needed, enter "RMKS" in last four positions of this field and use data element number 48 for explanation.

47. Data element number: 47

Number of characters: N/A

Field title and entry instructions: BL NOTES. Coded or plain language notes that must appear on the BL. (See Chapter 206)

48. Data element number: 48

Number of characters: N/A

Field title and entry instructions: REMARKS. Coded or plain language instructions necessary for routing or making a shipment. Furnish appropriate SPLCs as published in the SPLC Directory for the shipping and destination point entries on the BL. SPLC codes may also be obtained from the appropriate TFG.

49. Data element number: 49

Number of characters: 1

Field title and entry instructions: LIGHTERAGE. Entry designates if free lighterage applies under terms of a tariff or tender. Enter "1" if free lighterage applies. Enter "0" if lighterage does not apply.

50. Data element number: 50

Number of characters: 2

Field title and entry instructions: PERMITTING UNDER EMERGENCY CONDITIONS. The ETR number, data element number 37, will be used during national, regional, or local emergencies. When an ETR is issued as a permit or as an exception to embargoes declared by Government agencies, the shipper services or commercial carrier(s), it will be prefixed with the added symbol "DD" in this field. Port Storage Forwarding Permits will show the numerical identification of the Federal Emergency Management Agency (FEMA) region where the MTMC permit issuing office is located in lieu of the MTMC Operations Center identifier code required in data element 37 (Export Traffic Release Number). (See Chapter 201 for further guidance on routing under emergency conditions).

51. Data element number: 51

Number of characters: 2

Field title and entry instructions: SHIPMENT UNIT SEQUENCE NUMBER (DELETED). This process is automated through the IBS.

52. Data element number: 52

Number of characters: 2

Field title and entry instructions: TOTAL CARDS OR LINES IN REQUEST OR RELEASE (DELETED). This process is obsolete.

53. Data element number: 53

Number of characters: 2

Field title and entry instructions: CARD OR LINE SEQUENCE NUMBER (DELETED). This process is obsolete.

54. Data element number: 54

Number of characters: 1

Field title and entry instructions: AMPERSAND (DELETED). This process is obsolete.

55. Data element number: 55

Number of characters: 1

Field title and entry instructions: SEAVAN REQUEST. System generates M, S, or V to identify SEAVAN requests.

56. Data element number: 56

Number of characters: 2

Field title and entry instructions: NUMBER OF VANS REQUIRED. Used in SEAVAN requests to show number of vans required. No more than 99 vans may be requested on a single request.

57. Data element number: 57
 Number of characters: 1
 Field title and entry instructions: SIZE OF VANS REQUIRED. When a specific size container is required, the user can select the size and type of equipment required.
58. Data element number: 58
 Number of characters: 3-5
 Field title and entry instructions: CARGO CODE. Data is located in data element number 24.
59. Data element number: 59
 Number of characters: 3
 Field title and entry instructions: PORT OF DEBARKATION (POD). DTR code symbol for the overseas POD (See Appendix MM).
60. Data element number: 60
 Number of characters: 1
 Field title and entry instructions: MODE. Transportation mode to be used for shipment. Use following codes, as appropriate: P--Through BL; V--SEAVAN.
61. Data element number: 61
 Number of characters: 2
 Field title and entry instructions: TYPE OF PACK (use type of Pack Code from Appendix UU).
62. Data element number: 62
 Number of characters: 17
 Field title and entry instructions: TRANSPORTATION CONTROL NUMBER (TCN). SEAVAN TCN as assigned by Cargo Booking Office. Make-up of TCN is shown in Appendix L.
63. Data element number: 63
 Number of characters: 3
 Field title and entry instructions: ENDING SERIAL NUMBER. Last SEAVAN serial number assigned by the Cargo Booking Office (See Paragraph E, note 4).
64. Data element number: 64
 Number of characters: 1
 Field title and entry instructions: DELAY CODES. The following delay codes are provided to the requester on the Required Terminal Delivery Date (RTD) output provided to the customer whenever the ETRR cannot be processed in a routine manner.

Delay
Codes **Reason**

- A Additional information required.
- C Waiting confirmation of booking.
- D Infrequent ocean lift.

**Delay
Codes**

Reason

F	Awaiting negotiation of rates (OTO).
G	Awaiting shipper cancellation.
H	Awaiting vessel schedule.
J	Service hold.
K	Theater hold.
L	Pending update of vessel file.
M	Completed. Pending IBS update.
N	Pending foreign flag approval.
R	Pending rating/routing.
S	Internal processing delay (internal to MTMC).
T	MSC ship requested.
U	Ammo-waiting cargo generation.
V	FMS codes 4 & 8 cargo awaiting booking by purchasing representative.

65. Data element number: 65

Number of characters: 1

Field title and entry instructions: CANCEL CODE. Code is provided in the MTMC Operations Center-generated response to provide the requester with reason for cancellation of ETRR. Codes and explanation are listed below:

Code

Explanation

A	Cargo not available.
B	Airlifted.
D	Plain language reason(s) that cause a cancellation.
E	Alaska cargo.
G	Canceled per requester.
L	Domestic shipment.
M	Requester in other area.
R	Submitted incorrectly. Not in compliance with this regulation. Resubmit.

66. Data element number: 66

Number of characters: 1

Field title and entry instructions: MODE OF TRANSPORTATION CODE. The method of shipment code as found in Appendix GG.

67. Data element number: A

Number of characters: 2

Field title and entry instructions: STATE/POSSESSION CODE. May be used in "REMARKS" fields.

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
01	Alabama	31	New Jersey
02	Alaska	32	New Mexico
03	Arizona	33	New York
04	Arkansas	34	North Carolina
05	California	35	North Dakota
06	Colorado	36	Ohio
07	Connecticut	37	Oklahoma
08	Delaware	38	Oregon
09	District of Columbia	39	Pennsylvania
10	Florida	40	Rhode Island
11	Georgia	41	South Carolina
12	Hawaii	42	South Dakota
13	Idaho	43	Tennessee
14	Illinois	44	Texas
15	Indiana	45	Utah
16	Iowa	46	Vermont
17	Kansas	47	Virginia
18	Kentucky	48	Washington
19	Louisiana	49	West Virginia
20	Maine	50	Wisconsin
21	Maryland	51	Wyoming
22	Massachusetts		
23	Michigan	<u>Possessions:</u>	
24	Minnesota	52	American Samoa
25	Mississippi	53	Guam
26	Missouri	54	Puerto Rico
27	Montana	55	US Virgin Islands
28	Nebraska	56	Marshall Islands
29	Nevada	57	Midway Island
30	New Hampshire	58	Wake Island

B. RELEASING AUTHORITY AND POC FOR SUBMITTAL OF EXPORT TRAFFIC RELEASE REQUESTS

The releasing authority is the MTMC Operations Center.

<u>Shipper activity is located in --</u>	<u>And when the means of communication is</u>	<u>The POC is --</u>
CONUS and Alaska	Automated though IBS	CDR MTMC Operations Center, FT EUSTIS VA//MTOPI//MTOPI-GI-C
	No message traffic for receiving ETRRs	
	Mail	Commander, MTMC Operations Center ATTN: MTOPI-GI-C 661 Shepherd Place, Ft. Eustis, VA 23604-1644
	FAX and Voice Telephone	DSN: FAX: 826-1810 Commercial: FAX 757 878-1810 DSN: 826-7471 Commercial: 757 878-7471

Outside CONUS/Alaska ETRR will be submitted to the OCCA designated in Appendix R.

C. INSTRUCTIONS FOR SUBMITTAL OF ETRR (NON-CONTAINERIZED SERVICE)

Step 1:

Objective: Prepare shipment unit. Instructions (See Note): Prepare SU data for each SU to be included in the ETRR. Data element numbers 14, 21, 23, 26, and 27 may be transcribed from the shipment planning work sheet. Data element number 24 (DOD commodity code) is obtained from Appendix KK.

Step 2:

Objective: Prepare outsize specification and remarks data. Instructions (See Note): Prepare data for:

1. Outsize Specifications. If an SU has any of the characteristics of an outsized item (article of freight more than 15 feet long or 8 feet wide or 6 feet high, or weighing more than 10,000 pounds).
 - a. Data element number 29 will be completed to reflect all dimensions and the weight of the outsized item.
 - b. Data element number 23 will be revised to show the number of outside specification entries.
2. HAZMAT. When ammunition explosives or other HAZMAT are involved, identify these articles in accordance with (IAW) data element number 30.
3. Remarks. Essential plain language remarks will be stated IAW data element number 30.

Step 3:

Objective: Selection of one or more shipment units for nomination as elements of a PRU.

Instructions (See Note):

1. Select SUs for inclusion in a PRU based on the principles of consolidation prescribed in Chapter 203. In addition, a PRU may include the following:
 - a. One or more SUs intended for movement to the designated water terminal as a single shipment, except that each ETRR for movement to an ammunition out-loading port must only include shipments for one country.
 - b. A single requisition intended to move in several increments.
2. On the basis of the included SUs necessarily consistent with data element numbers 5 and 6, data element numbers 7 through 11 are calculated and entered in the PRU on-line in IBS or on the MTMC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk, (See Figure D-1); data element number 13 may include remarks pertaining to the entire PRU. Whenever the cube or weight of a PRU exceeds the capacity of data element numbers 9 or 10 fields, the PRU should be divided into two or more requests, each cross-referenced to the other in data element number 13. Example: If total weight is 12,000,000 lbs. and total cubic feet is 160,000, make two requests-each for 6,000,000 lbs. and 80,000 cu. ft.

NOTE: Data elements are explained in Paragraph A of this Appendix.

Complete data elements required on the MTMC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk or on-line in IBS.

This data is submitted on-line in IBS or completed on MTMC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk, then faxed or mailed to MTMC Operations Center.

**MTMC OPERATIONS CENTER Manual Request Worksheet B
Export Traffic Release Request (ETRR) Break Bulk**

D32 PCFN _____ generated by MTMC

Data Element Number (D) _____ Date _____

D30 For FMS Only FMS DEL FMS Deliv Term
SUPPAD: _____ Term Cd: _____ Desc: _____

D2 Requester DODAAC: _____ Requester Name: _____
Address: _____ City/State/Zip: _____ FAX: _____
E-Mail: _____

D4 Shipper DODAAC: _____ D13 Shipper Name: _____
Address: _____ City/State/Zip: _____

D14 Number of SU (#TCNs) _____ D13 Break Bulk Reason: (A-G) ____ D16 TAC: ____

D15 Ultimate Consignee DODAAC: _____ Consignee Name: _____
Address: _____ City/State/Zip: _____

D44 Rate Guide Commodity Code: (0X0) _____ D6 Lading Terms: (A-H) _____

D5 Available Date: _____ D27 RDD: _____

D13 POC Name: _____ Commercial Phone: _____
FAX: _____ DSN Phone: _____ FAX: _____

D48 Delivery Info: (For Carrier to Know): _____

D30 Remarks: (For Booker to Know): _____

D14 TCN: _____

D24 Water Commodity Code: (DTR) _____ D24 Type Code: (1 character) ____
Commodity Description: _____

D24 Handling Code: ____ (1 character) _____ D23 Type Pk: _____

D18 SU Pcs: _____ D19 SU Cube: _____ D20 SU Wt: _____

D29 Dimensions: L _____ W _____ H _____

If this is hazardous, complete ETRR Worksheet C. REF: DOD 4500.9-R, Defense Transportation Regulation (DTR) Part II, Cargo Movement, and this Appendix.

Figure D-1. MTMC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk

D. ETRR FOR CONTAINER SERVICE

Step 1:

Complete data elements required on MTMC Operations Center Manual Request Worksheet A Export Traffic Release Request (ETRR) Container, Figure D-2, or on-line in IBS.

Step 2:

The following data are omitted from an ETRR for container service (except under the conditions described in Step 3).

<u>Data Element Number</u>	<u>Field Title or Entry Instruction</u>	<u>Record Position</u>
7	Shipment Units	27-23
9	Cube (PRU)	34-37
10	Weight (PRU)	38-42
11	Daily Flow Factor (PRU)	43-44
14	Shipment Unit (SU)	19-34
18	Number of Pieces (SU)	45-49
21	Freight Classification (SU)	59-64
23	Type Pack Code	67-68
24	DOD Commodity	69-73

Step 3:

When an ETRR for container service covers shipments moving in straight commodity loads or shipments moving from a transit point, and the weight of a single commodity exceeds 10,000 pounds in a shipment consisting of one or more containers, the following data elements must be included.

1. Data Element 21 Freight Classification (SU).
2. Data Element 20 Weight (SU).

Step 4:

Submit to the MTMC Operations Center releasing authority (See Paragraph B of this Appendix). Allow as much lead-time as possible.

NOTE: Data elements are explained in Paragraph A of this Appendix.

**MTMC OPERATIONS CENTER Manual Request Worksheet A
Export Traffic Release Request (ETRR) Container**

D32 PCFN _____ generated by MTMC

Data Element Number (D) _____ **Date** _____

D30 For FMS Only _____ **FMS DEL** _____ **FMS Deliv Term** _____
FMS SUPPAD: _____ **Term Cd:** _____ **Desc:** _____

D2 Requester Address: _____

City/State/Zip: _____ **Requester FAX:** _____

E-Mail: _____

Requester DODAAC: _____ **Requester Name:** _____

D4 Shipper DODAAC: _____ **D13 Shipper Name:** _____

Address: _____ **City/State/Zip:** _____

D8 Number of Vans: _____ **D42 Van Size** _____

D12 Type Van (Dry, Reefer, Gov't Leased) _____ leave blank when no special equipment required

For Reefer: TEMP STATE: _____ **TEMP VARIANCE:** _____

D15 Ultimate Consignee (DODAAC: _____ **Consignee Name:** _____

Address: _____ **City/Country/State/Zip** _____

D6 Lading Term: _____ (A=GBL, B-H = CBL)

D5 PRU Available Date: _____ **D27 RDD:** _____ **D5 Spot Date:** _____

D2 POC Name: _____ **Commercial Phone:** _____

Commercial FAX: _____ **DSN:** _____ **Voice:** _____ **FAX:** _____

D48 Delivery Info: (For Carrier to Know): _____

D30 Remarks: (For Booker to Know): _____

D24 Water Commodity Code: (DTR) _____ **Description:** _____

D24 Type Code: __ (1 character) **Handling Code:** __ (1 character) **D23 Type Pk:** __ (Y or Z)

D45 Accessorial Services: __ **D18 SU Pieces:** __ **D19 SU Cube:** __ **D20 SU Weight:** __

D29 Dimensions: L _____ **W** _____ **H** _____

If this is hazardous, complete ETRR Worksheet C. REF: DOD 4500.9-R, Defense Transportation Regulation (DTR) Part II, Cargo Movement, and this Appendix.

**Figure D-2. MTMC Operations Center Manual Request Worksheet A
Export Traffic Release Request (ETRR) Container**

**MTMC OPERATIONS CENTER Manual Request Worksheet C
Export Traffic Release Request (ETRR)
Hazardous Cargo Information**

D32 PCFN _____ generated by MTMC

Data Element Number 30 **Date** _____

Pcs: _____ **Wt:** _____ **Cu:** _____

UN/NA Number: _____ **Packing Group:** _____

HAZMAT Proper Shipping Name: _____

Hazard Class/Division: _____ **Hazard Material Descript:** _____

Compatible Group Cd: _____ **Descript:** _____

Emergency Response Number: _____

Flash Point: _____ **F/C:** _____

IMDGC Page Number: _____ **DODIC:** _____

NSN: _____

Hazardous Cargo Explosive Number: _____

Net Explosive Weight (NEW): _____ **Round Count:** _____

Complete this worksheet if there is Hazardous Material on ETRR Worksheet A or B. REF: DOD 4500.9-R, Defense Transportation Regulation (DTR) Part II, Cargo Movement, and this Appendix.

**Figure D-3. MTMC Operations Center Manual Request Worksheet C
Export Traffic Release Request (ETRR) Hazardous Cargo Information**

E. EXPORT TRAFFIC RELEASE FOR CONTAINER SERVICE (NOTE 1)

Rp: 1-3
Data Element Number (Note 2): 1
Field Title or Entry Instructions: Document Identifier
Remarks:

Rp: 4-9
Data Element Number (Note 2): 2
Field Title or Entry Instructions: Requester
Remarks: From rp 4-16 of ETR data transaction

Rp: 10-16
Data Element Number (Note 2): 3
Field Title or Entry Instructions: Requester Identifier
Remarks:

Rp: 17-19

Data Element Number (Note 2): 56

Field Title or Entry Instructions: Number of Vans Required

Remarks: From rp 31-33

Rp: 20-21

Data Element Number (Note 2): 57

Field Title or Entry Instructions: Size of Vans Required

Remarks: (Note 3)

Rp: 22-24

Data Element Number (Note 2): 34

Field Title or Entry Instructions: Port of Embarkation

Remarks: N/A

Rp: 25-27

Data Element Number (Note 2): 59

Field Title or Entry Instructions: Port of Debarkation

Remarks: N/A

Rp: 28

Data Element Number (Note 2): 60

Field Title or Entry Instructions: Mode

Remarks: P--Through-BL, V-SEAVAN

Rp: 29-30

Data Element Number (Note 2): 61

Field Title or Entry Instructions: Type of Pack

Remarks: First position always Z

Rp: 31-47

Data Element Number (Note 2): 62

Field Title or Entry Instructions: Transportation Control Number

Remarks: See Appendix L

Rp: 31-36

Data Element Number (Note 2): N/A

Field Title or Entry Instructions: Shipping activity

Remarks: From rp 4-9

Rp: 37-40

Data Element Number (Note 2): N/A

Field Title or Entry Instructions: Voyage Number

Remarks: N/A

Rp: 41

Data Element Number (Note 2): N/A

Field Title or Entry Instructions: V

Remarks: Denotes SEAVAN TCN

Rp: 42-44

Data Element Number (Note 2): N/A

Field Title or Entry Instructions: Serial number assigned by the MTMC Operations Center

Remarks: (Note 4)

Rp: 45-46
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Terms of carriage for SEAVAN
Remarks: See Appendix DD-10

Rp: 47
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Type of SEAVAN
Remarks: N/A

Rp: 48-50
Data Element Number (Note 2): 63
Field Title or Entry Instructions: Ending Serial Number assigned by the MTMC Operations Center
Remarks: N/A

Rp: 51-78
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Remarks
Remarks: Plain language information

NOTES:

1. ETR issued in response to request for container service will include an additional (R56) data transaction. This record is used exclusively for an ETR for container service.
2. Data elements are explained in Paragraph A of this Appendix.
3. Only one van size per request is permitted.
4. Rp 42-44 will show the serial number assigned for one van (shown as "001" in rp 17-19). If rp 17-19 entry is for more than one van, rp 42-44 will show the first serial number assigned, and rp 48-50 will show the last serial number assigned. Example: Four vans are to be used rp 17-19 show "004", rp 42-44 show the first serial number assigned, e.g., "069", and rp 48-50 show the last serial number assigned, e.g., "072".

F. DELAY OF ETR

Rp: 1-3
Data Element Number: 1
Field Title or Entry Instructions: Document Identifier
Remarks: RTD

Rp: 4-16
Data Element Number: 3
Field Title or Entry Instructions: Requester Identifier
Remarks: From rp 11

Rp: 17-24
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Rp: 25-29
Data Element Number: 32
Field Title or Entry Instructions: File Identifier
Remarks: Assigned by the MTMC Operations Center

Rp: 30
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Rp: 31-35
Data Element Number: N/A
Field Title or Entry Instructions: Projected day of release
Remarks: Two-position year and three-position Julian Date

Rp: 36-77
Data Element Number: N/A
Field Title or Entry Instructions: Plain language reason for delay of release
Remarks: N/A

Rp: 78
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Rp: 79-80
Data Element Number: N/A
Field Title or Entry Instructions: Always "01"
Remarks: N/A

NOTE: Data elements are explained in Paragraph A of this Appendix.

G. CANCELLATION OF ETR

Rp: 1-3
Data Element Number: 1
Field Title or Entry Instructions: Document Identifier
Remarks: RT1

Rp: 4-16
Data Element Number: 3
Field Title or Entry Instructions: Requester Identifier
Remarks: From rp 11

Rp: 17-22
Data Element Number: 4
Field Title or Entry Instructions: Shipper
Remarks: From rp 11

Rp: 23
Data Element Number: N/A
Field Title or Entry Instructions: MTMC Operations Center provides data
Remarks: MTMC Operations Center

Rp: 24
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Rp: 25
Data Element Number: 65
Field Title or Entry Instructions: Cancel Code
Remarks: N/A

Rp: 26-30
Data Element Number: 32
Field Title or Entry Instructions: File Identifier
Remarks: Assigned by the MTMC Operations Center

Rp: 31-77
Field Title or Entry Instructions: Plain language reason(s) for cancellation, if Cancel Code “D” is used in rp 25
Remarks: N/A

Rp: 78-80
Field Title or Entry Instructions: Port to which cargo was released
Remarks: Use DTR codes

NOTE: Data elements are explained in Paragraph A of this Appendix.

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