



DEPARTMENT OF DEFENSE  
Defense Commissary Agency  
Fort Lee, VA 23801-1800

# MANUAL

## Transportation of Subsistence, Equipment, and Supplies Manual

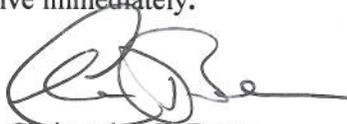
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Sales  
OPR: DeCA/PSVT

- 1. POLICY.** This Manual is issued under the authority of Defense Commissary Agency (DeCA) Directive (DeCAD) 40-11 (Reference (a)), and is in compliance with references listed within this document.
- 2. PURPOSE.** This Manual provides procedures for carrying out the transportation policy and guidance to support the functions within HQ DeCA, Sales Directorate, Internet Sales, Transportation, and Cataloging Division, Transportation Branch (PSVT).
- 3. APPLICABILITY.** This Manual applies to DeCA activities involved in the transportation of commissary merchandise, equipment, and supplies.
- 4. MANAGEMENT CONTROL SYSTEM.** This Manual contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 (Reference (b)).
- 5. RELEASABILITY – UNLIMITED.** This Manual is approved for public release and is located on DeCA's Internet Web site at [www.commissaries.com](http://www.commissaries.com).
- 6. EFFECTIVE DATE.** This Manual is effective immediately.

  
Christopher T. Burns  
Director of Sales

## TABLE OF CONTENTS

<b>REFERENCES</b> .....	3
<b>Chapter 1 General</b>	
1-1 Purpose .....	4
1-2 General Overview.....	4
<b>Chapter 2 Roles and Responsibilities</b>	
2-1 Purpose and Responsibilities .....	5
2-2 Functions .....	5
2-3 Requirements .....	7
2-4 Booking Ocean Containers .....	8
2-5 Reports, Tracking, and Tracing on Container Movements .....	8
2-6 Monitoring Government and Carrier Performance. ....	9
<b>Chapter 3 Air Shipments</b>	
3-1 Purpose .....	11
3-2 Booking Airlift to Guantanamo Bay, Cuba .....	11
3-3 CDC Kaiserslautern Air Shipments .....	11
3-4 CDC Germersheim Air Shipments .....	11
3-5 CMPP Ramstein .....	11
3-6 Far East Air Shipments .....	12
<b>Chapter 4 Transportation Bill Paying</b>	
4-1 Purpose .....	13
4-2 Transportation Budget Execution .....	13
<b>GLOSSARY</b>	
Definitions .....	15
Acronyms .....	18

## REFERENCES

- (a) DeCA Directive 40-11, "Transportation and Leased Motor Vehicles," January 7, 2009
- (b) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (c) United States Transportation Command (USTRANSCOM) Handbook 24-2, "Understanding the Defense Transportation System," January 30, 2009
- (d) Defense Transportation Regulation (DTR) 4500.9-R-Part II Cargo Movement, June 2008
- (e) Air Mobility Command (AMC), "Sequence Listing for Channel Traffic," January 1, 2008
- (f) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (g) DoD Instruction 1330.17, "Armed Services Commissary Operations," October 8, 2008

## CHAPTER 1

### GENERAL

**1-1. PURPOSE.** On October 1, 1991, DeCA became a shipper service agency for the movement of resale subsistence and equipment worldwide. DeCA receives transportation policy guidance from the United States Transportation Command (USTRANSCOM). PSVT is responsible to abide by the rules and regulations of the current universal service contract (USC) 6, April 1, 2009, and guidance stated in USTRANSCOM Handbook 24-2 (Reference c).

#### **1-2. GENERAL OVERVIEW.**

a. Defense Transportation System (DTS) is the worldwide transportation infrastructure that supports the Department of Defense (DoD) through its transportation component commands - Air Mobility Command (AMC) and Surface Deployment and Distribution Command (SDDC). DeCA receives the following from these two commands:

(1) AMC. AMC provides air transportation and contract support for DeCA subsistence, supplies, and equipment on a worldwide basis.

(2) SDDC. SDDC provides freight traffic management services, contract support for ocean carrier services, common-user ocean terminal support, operational management of defense intermodal containers, and ocean cargo booking for sealift cargo.

b. The central distribution centers (CDC) and stores that transport commissary goods within-theater may also receive guidance from local overseas command and command directives for local transportation and customs procedures.

c. PSVT traffic manager and traffic management specialist (TMS), serve as DeCA's representatives at all USTRANSCOM/SDDC quality council meetings, ocean carrier contract meetings, and evaluations of ocean contracts. PSVT is also responsible for gathering container shipment data on a monthly basis. This information is used for transportation briefings, forecasting, and budgeting.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2-1. PURPOSE AND RESPONSIBILITIES.** PSVT and regions are responsible for providing guidance and assistance in implementing these policies and procedures. PSVT oversees the planning, budgeting, executing, and monitoring of transportation functions to enable the worldwide movement of resale subsistence, supplies, and equipment. PSVT assists in procuring transportation requirements for the National Guard and Reserve onsite remote sales.

**2-2. FUNCTIONS.** PSVT and region transportation offices shall carry out all transportation functions to include forecasting requirements, shipment planning, clearing and booking cargo, documentation, in-transit visibility, transportation discrepancies, performance reporting, and validating bills for payment.

a. Forecasting. PSVT is responsible for forecasting DeCA transportation requirements to AMC and SDDC for movement of subsistence, equipment, and supplies via AMC channels and SDDC traffic area from continental United States (CONUS) to outside the continental United States (OCONUS), and from OCONUS to OCONUS air and water ports. PSVT manually prepares these forecasts based on region inputs and extracting data from prior lift, sales, and base closure information then provides to HQ DeCA, Resource Management Directorate (RM) to be incorporated into the Agency budget.

b. Shipment Planning. PSVT and region transportation offices plan, document, and ship in accordance with Defense Transportation Regulation 4500.9-R (Reference (d)). All transportation shipments are based on required delivery date (RDD) of requisitions.

(1) Orders transmitted from overseas ordering points must follow the DeCA Interactive Business System (DIBS)-DeCA Overseas Ordering and Resale System (DOORS) criteria. Transmitted orders pass through the DIBS van planning program which estimates the number and type of containers for each order.

(2) Shipment planning for overseas destinations begins with DeCA region buyers (DeCA Europe), store, or CDC and Central Meat Processing Plant (CMPP) who determine which product will be ordered for the CDC and CMPP under their area of responsibilities.

(3) Vendors make the decision whether they want to be a source load supplier based on DeCA's requirements to fill an ocean container as determined by volume, frequency of order, and location.

(a) Vendor source load refers to manufacturers/suppliers that are able to sufficiently fill a 20- or 40-foot container with their product at the required pallet configuration.

(b) CONUS consolidated distribution facility is a distribution facility that consolidates products from many manufacturers to meet container utilization from orders generated by the overseas ordering points.

c. Clearing and Booking Cargo. Overseas shipments entail certain clearance and booking requirements depending on mode of shipment and country to which destined. Subsistence containers arriving overseas are port handled and customs cleared by SDDC port activities. After containers are customs cleared, their movement to their final destinations is arranged by the ocean carrier and are moved by commercial truck, rail, or barge; or a combination of these modes.

d. Booking Cargo. Transportation offices book containerized shipments going by surface modes with SDDC 2 to 3 weeks in advance of desired sailing date using either SDDC Web-based application Integrated Booking System (IBS) or through the contract sealift carriers' Web sites, and using U.S. Bank PowerTrack system as a third party pay agent. Containerized shipments are booked on contracted United States (U.S.) flag ocean carrier vessels approved by USTRANSCOM/SDDC.

e. Store-to-Store Shipments. Transportation of commissary goods and equipment should be accomplished through the installation transportation office in accordance with the inter-Service support agreement. Obtain funds authorization from HQ RM, Budget and Manpower Directorate (RMB). The DeCA transportation account code (TAC) will be used for all shipments made through the installation transportation office. For DeCA Europe, stores will contact the DeCA Europe traffic manager to ascertain whether the existing transportation tender may be utilized. The use of the government purchase card is authorized only when the DeCA Europe traffic manager has established no existing transportation vehicle exists and the action is approved by DeCA Europe DO, with routing through DeCA Europe RMB.

f. Documentation Requirements. Shipping instruction (SI) is the document used to submit container information for shipment, source load vendors and distributors shipping information, and bill paying. SI is the basic document used to obtain clearance to control shipments in DTS.

g. In-Transit Visibility. Ocean carriers provide a container lift report to the transportation office which contains the ship name, date of sail, and all containers lifted. The lift report is reviewed by transportation assistants (TA) each week to insure all containers were lifted as booked. A weekly report is provided to the OCONUS activity to alert them of what is coming. Further discussion is in paragraph 2-6.

h. Transportation Discrepancy Reporting (TDR) Procedures. When a container arrives at the final destination in a damaged or hot condition, or a theft has occurred, a DD Form 361, Transportation Discrepancy Report (TDR), is initiated. The TDR is generated by the appropriate CDC who must complete the TDR and include copies of all supporting documents; such as, the Transportation Control and Movement Document, photos of damages, screenshots, and invoices. For DeCA Europe, the report is then sent to SDDC, Rotterdam, NL at 598<sup>th</sup> Transportation Group, Unit 6713, Box 168, APO AE 09709. For DeCA West, the report is generated in Electronic Transportation Acquisition (ETA) and routed through the appropriate offices. It is the responsibility of the CDC to furnish copies of the report to PSVT in order to retain a copy for their files. SDDC will review the claim and forward to the carrier for their review and decision. Any payment due to DeCA as a result of the claim will be sent to HQ DeCA which would be deposited into the DeCA general fund.

i. Performance Reports. PSVT is responsible for submitting DeCA requirements for ocean contracts and reporting performance against these contracts. DeCA is a member of the Source Selection Evaluation Board for all contracts. Performance reports include number of containers that were shut out (left off) the booked vessel, number of times the ship does not sail on time, and the number of times the containers do not arrive by their RDD.

j. Bill Paying. SDDC and AMC generate transportation bills for shipping subsistence, supplies, equipment, household goods, and privately owned vehicles. PSVT is responsible for reviewing these transportation charges for accuracy and validity so they can be paid via U.S. Bank PowerTrack system or Defense Finance and Accounting Service (DFAS). The region RM office will be responsible for CDC to store, off-shore acquired store cross-leveling and other within region transportation billings.

## 2-3. REQUIREMENTS.

a. Manufacturers and Distributors (Suppliers). All suppliers are required to have access to the Electronic Shipper System (eSS ) to include individual passwords and appropriate training which can be obtained by accessing <https://ess.eta.sddc.army.mil>. Suppliers will enter their shipping ocean container requirements for each order into eSS and provide a hard copy to the transportation offices. DeCA transportation offices will read the requirements and arrange bookings, as requested. The confirmed booking information is electronically passed to eSS updating the database. The supplier can view the booking information in eSS. Distributors/suppliers are responsible for updating the eSS database with all required information as soon as the containers are loaded at their facility. This information includes, but may not be limited to: container number (to include owner abbreviation code), seal number, cargo description, total weight (including pallets and dunnage), pieces, and cube (including pallets and dunnage). An SI will be printed when information is completed in eSS and a copy provided to the driver delivering the container to the port.

b. Subsistence Containerized. The bulk of shipments move on commercial shipping lanes in commercial ocean carrier-owned or leased containers under a container agreement negotiated between USTRANSCOM/SDDC and the ocean carriers. DeCA suppliers obtain commercial containers from ocean carriers through cargo booking numbers. Suppliers arrange for pickup of empty containers and delivery of loaded containers to CONUS ports. Ocean carriers lift all containers to overseas ports and arrange for overland line haul to final destinations. Ocean carriers are responsible for maintenance of prescribed temperatures for reefer containers in their possession.

c. Container Utilization. To be considered a source load supplier, a manufacturer/distributor must have the capability to receive and sufficiently load a cargo container weekly or biweekly. Suppliers are responsible for shipping product that will be received in a damage free condition. Product will be shipped on four-way entry, 48- by 40-inch commercial pallets that can be offloaded and moved by a pallet jack or forklift. Product will not be stacked directly onto container floors. To the extent possible, cases of like product items should be loaded on the same pallet or in the same tier. Container will be blocked and braced to avoid shifting and damage. The cube and weight of the product being shipped, pallets, crating, and other packing material required to stabilize loads will be included in the total weight and cube calculations. The below listing is guidance to assist suppliers in achieving proper cube and weight requirements:

(1) Semi-Perishable:

20-foot semi-perishable	700 cube or 35,000 pounds
40-foot semi-perishable	1450 cube or 40,000 pounds
40-foot high cube	1700 cube or 40,000 pounds

(2) Perishable:

40-foot chill perishable	1100 cube or 40,000 pounds
40-foot freeze perishable	1250 cube or 40,000 pounds

d. Order Fill Rate. Suppliers are required to provide a minimum of 95 percent fill rate. Calculations will be based on the total number of cases filled divided by the total number of cases ordered. Fill rates are captured by the 856 data sent in by the supplier and are kept at the ordering processing point level.

## **2-4. BOOKING OCEAN CONTAINERS.**

a. Accessing Booking System. The TA or TMS who is responsible for booking ocean containers must have access to USTRANSCOM/SDDC's ETA system. Each person must obtain his or her own user identification (ID) and login. The World Wide Web page is <https://ess.eta.sddc.army.mil>. Once registered and trained, they will access via the eSS Web site. The eSS provides status for each order number and grouping into bookings, container numbers, detailed content data, and associated SI data.

b. Book Container Requirements. The transportation personnel responsible for booking cargo will book the required number of containers requested by the suppliers within 24 hours of the supplier entering data into eSS. The bookings will be made with an approved ocean carrier contract most cost effective or best value for the Government either through eSS IBS or with the ocean carrier directly on their direct booking World Wide Web sites. Once the booking is confirmed by the ocean carrier or IBS, the booking number and other data will be entered into the eSS booking. An eSS ID number will automatically be assigned that is associated with the pull number being booked. Once booking information is loaded into eSS, the suppliers will be able to pull down this information and also print their draft SI.

c. Approving SI. Once the containers have been loaded and the suppliers have entered their van detail information into eSS, the van detail must be approved in eSS by the transportation offices. The approval process generates the following computer transactions:

- (1) An approved SI in eSS.
- (2) If booking was a direct booking with the ocean carrier, the approved SI generates a transaction into U.S. Bank PowerTrack system for carrier payment based on container lift.
- (3) If booking was through IBS, the approved SI generates a transaction to SDDC for payment.
- (4) The approved SI updates IBS container sealift solution, which then feeds the Worldwide Port System. These two systems help to create the customs clearance procedures as well as assist in tracking containers from port of embarkation to port of debarkation.

d. Far East Booking. Containers for Far East shipments that carry only DeCA goods are booked using IBS or are direct booked with the ocean carriers on their Web sites through eSS based on cost and ETA to final destination. Containers that are shared with other commands/organizations are booked using IBS only so other agencies TACs can be charged for their portion of the container.

## **2-5. REPORTS, TRACKING, AND TRACING ON CONTAINER MOVEMENTS.**

a. Container Reports. The TMS is responsible for monitoring the status for each container and will provide to the overseas consignee a container activity report weekly, if requested. This report captures supplier, container number, transportation control number, consignee, and the RDD for each and every ocean carrier sailings. Information on any missing containers that are indicated as sailed but not on the ocean carriers lift report is stated on the report and in the e-mail. This report is in Excel and Access formats which is e-mailed to region personnel. The overseas receiving activities will either annotate the report or e-mail the transportation office in their region of any issues of late or missing containers. If using the report from the transportation office, they should enter for each container on the list the date the container arrives at the facility, the date the container is off-loaded, and the date the empty container is returned to the carrier.

b. Reporting Missing/Delayed Containers. The TMS will notify the contracting officer representative who is assigned by USTRANSCOM/SDDC responsible for servicing the current USC contract, in writing, of container delays in shipment. This report captures the vessel name, container number, and number of days late. The administrative contracting officer appointed by USTRANSCOM/SDDC who is responsible for the USC will determine who is at fault before accessing liquidation damages.

c. Tracking and Tracing Containers. The TMS is responsible for tracking and tracing missing containers. This is accomplished by checking the ocean carrier's World Wide Web site container tracking information. Containers can be researched by either the carrier's booking number or container number.

(1) If containers are not on the lift reports provided by the ocean carriers, the TMS will either telephone or e-mail the carrier to inquire the status of the missing container. The TMS also will contact the supplier for copies of the trucking in-gate receipts to show when the containers were actually taken in at the port.

(2) The TMS can also contact the overseas SDDC office for container status.

(3) Once container(s) are found not lifted as booked, arrangements are made by the TMS and ocean carrier to have delivery of the container moved quickly to meet the RDD. It is the responsibility of the TMS to inform the ordering processing point and CDC the container number(s) and corresponding order number(s) of any delays and what arrangements are being made to resolve any problems.

## **2-6. MONITORING GOVERNMENT AND CARRIER PERFORMANCE.**

a. Quality Assurance Program. PSVT and regions are responsible for the implementation and monitoring of a quality assurance program. The program provides guidance for systematically and effectively monitoring government and carrier performance for all DeCA sealift operations covered under the Universal Service Contract 6 (USC6) administered by USTRANSCOM/SDDC.

b. Carrier Performance. It is the carrier's responsibility to accept the booking, provide equipment, lift containers on booked vessel, and deliver container within the specific transit time. Each country has a different transit time. If the container is not delivered within the prescribed time limits, the results are provided to SDDC to reflect against the carrier's performance as a failure. Strict monitoring of carrier container movement and reporting of container arrival will be the principle means of identifying performance deficiencies which leads to lower performance ratings of that particular carrier. Lower performance ratings could result in the ocean carrier getting less container bookings.

c. Ocean Carrier's Container Equipment. Containers available for subsistence movement are seavan containers. These containers are mainly 8 feet by 8 feet 6 inches by 20 or 40 feet lengths. They are either dry for semi-perishable cargo or refrigerated (reefer) for perishable cargo. Commercial containers are provided to DeCA suppliers under the ocean carrier's SDDC contractual agreement. This contractual agreement is awarded by base year with one or two option years. The contract rate is renegotiated prior to each option year. Ocean carriers are responsible for maintaining containers free from holes, contamination, protruding objects, odors, nonoperating refrigeration units, or other conditions that might warrant rejection of the container. It is the responsibility of the vendor/distributor to accept or reject containers being offered by the carrier.

d. Ocean Carrier Issues. Ocean carriers are required to meet monthly with SDDC to discuss problems. The shippers can submit in writing or attend these meeting on shipping problems to SDDC, which will result in a record of history pending resolution.

## CHAPTER 3

### AIR SHIPMENTS

**3-1. PURPOSE.** The decision to airlift product whether routine or emergency is the responsibility of PSVT and region transportation office. Airlift is extremely costly and must be monitored by the transportation offices to prevent abuse.

a. Routine Airlift. Several countries have been approved to receive airlift of highly perishable fresh fruit and vegetables, dairy, and/or meat products because surface transportation is untimely. DeCA budgets for routine airlift costs. The following countries receive routine airlift: Azores, Cuba, Turkey, Egypt, Korea, Japan, Okinawa, and Guam.

b. Emergency Airlift. An emergency is defined as an order placed before or after a normal order cycle to support a critical health need or installation mission requirement. Airlift may be requested and approved for critical equipment/repair parts for refrigeration, automation, and material handling equipment. It is DeCA's policy that emergency airlift to OCONUS destinations will only be requested after all other courses of action fail to resolve or fill the requirement. The region designated representative determines if an emergency airlift is needed and will coordinate with the DeCA TSA to ensure that funding will be available.

**3-2. BOOKING AIRLIFT TO GUANTANAMO BAY, CUBA.** PSVT is responsible for preparing the air clearance and bookings for the fresh fruit and vegetables, dairy, and highly perishable product going to Guantanamo Bay, Cuba, on a weekly basis. This is accomplished by accessing the Financial and Air Clearance Transportation System (FACTS) via Web site. Once information is submitted for clearance, an e-mail must be submitted to Norfolk Naval Air Terminal, NAS Norfolk, VA, providing them with the total number of tri-walls, weight, and cube for flight planning purposes. A monthly report is maintained reflecting the total number of tri-walls, weight, and cube for cost analysis.

**3-3. CDC KAISERSLAUTERN AIR SHIPMENTS.** CDC Kaiserslautern has the sole mission of supporting commissaries in DeCA Europe with frozen and chill products. The products that are airlifted are picked, packed, and air transportation arranged by the CDC. Product that does not go over land is airlifted to the distant customers such as Cairo, Egypt, and Lajes, Azores. The amounts shipped to these locations are approximately 500 air boxes monthly, departing from Ramstein Air Base. The airlift information is entered into FACTS for air clearance.

**3-4. CDC GERMERSHEIM AIR SHIPMENTS.** CDC Germersheim has the mission of supporting commissaries in DeCA Europe with semi-perishable products, equipment, and supplies. The products that are airlifted are picked, packed, and air transportation arranged by the CDC. Airlifts are in support of Cairo, Egypt, and Lajes, Azores. The amounts shipped to these locations are approximately 38 pallets monthly, departing from Ramstein Air Base. The airlift information is entered into FACTS for air clearance.

**3-5. CMPP RAMSTEIN.** CMPP Ramstein has the mission of supporting commissaries in DeCA Europe with semi-perishable products, equipment, and supplies. The products that are airlifted are picked, packed, and air transportation arranged by the CDC. Airlifts are in support of Cairo, Egypt and

Lajes, Azores. The amounts shipped to these locations are approximately 56 air boxes monthly, departing from Ramstein Air Base. The airlift information is entered into FACTS for air clearance.

**3-6. FAR EAST AIR SHIPMENTS.** Fresh fruits and vegetables for Far East destinations are shipped and arranged as a routine airlift by PSVT. Only items approved by the region produce specialist and HQ DeCA, Contracting Directorate, Contracting Division, in coordination with the region director are authorized.

## CHAPTER 4

### TRANSPORTATION BILL PAYING

**4-1. PURPOSE.** PSVT is responsible for the transportation program, budget, and execution of all second destination transportation transactions. This includes all surface, air, port handling, demurrage, detention, and storage charges incurred in shipping items to all DeCA OCONUS commissaries worldwide. DeCA funds the transportation business area for second destination transportation cost with Defense Working Capital Funds.

#### **4-2. TRANSPORTATION BUDGET EXECUTION.**

a. Execution of Standard Form (SF)1080. Monthly, DFAS sends a SF-1080, Voucher for Transfers Between Appropriations and/or Funds, billing and supporting document for transportation movement of air and surface shipments (including store-to-store shipments) based on DeCA's transportation account codes. PSVT budget technician reviews the SF-1080 billing and backup documentation and when feasible, resolves problems with DFAS and/or the Transportation Commands. Bills are verified and adjusted as necessary. Revised bills with the adjustments which include narratives why items were deducted from the DeCA billing are then forwarded to DFAS Columbus for payment. DFAS cross-disburses the transportation bill by crediting the Transportation Commands and debiting the DeCA transportation account.

b. Container Detention. The ocean contracts provide for payment of container detention to the carrier when the government retains carrier equipment beyond the prescribed free time. The carrier submits the required forms to the appropriate SDDC overseas office for verification and certification for charges prior to forwarding its claim. The weekly container activity report or the quarterly detention report will serve as the principle means of tracking and recording container movement. Prompt response to all activity movement will enable DeCA to reduce potential costs resulting from container detention charges. The detention charges are forwarded to SDDC for verification and certification, and then originals are Federal Expressed to PSVT for payment. Ocean carriers input the amounts into U.S. Bank PowerTrack system and DeCA's budget technician reviews and approves for payment.

c. U.S. Bank PowerTrack Billing System. U.S. Bank PowerTrack is a Web-based system that pays all transportation freight bills. Carriers submit bills electronically and U.S. Bank pays upon receipt of payment approval or matched documentation. On a monthly basis, PSVT pulls down a statement for all freight charges against DeCA's account. The bill is reconciled and processed to DFAS for payment. U.S. Bank PowerTrack is used to pay:

(1) Ocean container shipments that are booked directly with the ocean carriers using USTRANSCOM contract rates. PSVT sends U.S. Bank an electronic SI for containers booked to specific ships. The U.S. Bank PowerTrack system then matches against the ocean carriers lift report and pays the ocean carrier within 72 hours.

(2) Routine air shipments for magazines, deli, fresh fruit and vegetables are entered into the U.S. Bank PowerTrack system by the carrier or PSVT and upon receipt of delivery PSVT approves payment. U.S. Bank then pays the air carriers.

(3) Freight forwarding and warehouse contract charges for the special handling and distribution of fresh fruit and vegetables for the Far East are paid in the U.S. Bank PowerTrack system. The budget technician enters the invoices into U.S. Bank PowerTrack and the supplier reconciles and submits receipts of delivery. PSVT verifies each invoice and approves in U.S. Bank PowerTrack and U.S. Bank pays the freight forwarder.

(4) Anchorage to Kodiak shipment invoices will be input into the U.S. Bank PowerTrack system on a weekly basis by the DeCA West, Overseas Product Support Subsistence Division. Anchorage Area Commissary will be responsible, on a weekly basis, for providing the DeCA West, Overseas Product Support Subsistence Division with the container number, type, and size of each container shipped that week by close of business each Friday. Invoices received via e-mail from the carrier will be matched against information provided by Anchorage and then input into the U.S. Bank PowerTrack system so payment can be approved by PSVT and paid by U.S. Bank to the carrier.

d. Appropriated Transportation Funding. Appropriated transportation funding pays for second destination transportation costs for commissary merchandise, supplies, and equipment within or outside. This includes transoceanic movement of goods to and from overseas and U.S. sea and aerial ports of embarkation to first destination overseas. Movement of U.S. and foreign goods within foreign areas and movement of U.S. goods between DoD installations is also paid by appropriated transportation funding (Reference (g)).

## GLOSSARY

### DEFINITIONS

**airlift clearance authority (ACA).** A service activity which controls the movement of cargo (including personal property) into the military airlift system under provisions of Defense Transportation Regulation 4500.9-R, Part II, Cargo Movement.

**Air Mobility Command (AMC).** The Air Force component command of USTRANSCOM.

**automated approval.** A functionality in U.S. Bank PowerTrack system that automatically approves for payment shipments that meet the automatic approval criteria. These criteria include matching of data elements, maximum price thresholds, and maximum price difference tolerances.

**bill of lading.** The primary document used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

**carrier.** An individual, company, or corporation commercially engaged in transporting cargo or passengers between two points.

**channel sequence listing.** A listing of approved active AMC channels prepared annually by AMC.

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

**consignee.** The recipient (unit, depot, or person) to who cargo is addressed or consigned for final delivery; activity that is receiving the shipments.

**consignor.** The person or activity that is the supplier or shipper of a cargo consignment.

**cargo container.** A standardized, demountable, reusable conveyance for transporting cargo on a chassis, rail car, or vessel.

**containerization.** The use of containers to unitize cargo for transportation, supply, and storage. Containerization incorporates supply, transportation, packaging, storage, and security together with visibility of a container and its contents into a distribution system from source to destination.

**contract.** An agreement between two or more competent parties in which an offer is made and accepted and each party benefits. The agreement can be formal, informal, written, oral, or just plain understood. Some contracts are required to be in writing in order to be enforced. An agreement between two or more parties that creates obligations to do or not do the specific things that are the subject of that agreement.

**contract carriers.** A person or company that is under contract to transport people or goods for individual contract customers only.

**cubic foot.** One cubic foot is a volume 1 foot high, 1 foot wide, and 1 foot deep;  
1 cubic foot = 1/27 cubic yard = 1,728 cubic inches.

**Defense Transportation System (DTS).** DTS is that portion of the worldwide transportation infrastructure that supports DoD transportation needs in peace and war. DTS consists of two major elements: military (organic) and commercial resources. These resources include aircraft, assets, services,

and systems organic to, contracted for, or controlled by DoD. DTS infrastructure, including traffic management that DoD maintains and exercises in peacetime, is a vital element of DoD capability to project power worldwide. It provides for responsive force protection and seamless transition between peacetime and wartime operations.

**Electronic Transportation Acquisition (ETA).** The ETA system is the Military SDDC single sign-on portal to the transportation community through the use of the World Wide Web. ETA provides a centralized portal for changes to adhere to security regulations (i.e., public key infrastructure implementation) and a centralized reporting capability for compliance adherence.

**Electronic Shipper System (eSS).** The eSS is a single, worldwide, automated booking system supporting direct bookings and IBS by shippers of ocean movement cargo and ocean containers. The Web application falls under the ETA system.

**Integrated Booking System (IBS).** A single, worldwide, automated booking system supporting direct booking by shippers of ocean movement cargo and ocean containers.

**line-haul.** Transportation of cargo over carrier routes from point of origin to destination, excluding local pickup, delivery, local drayage, and switching services.

**offering.** The submission of shipment documentation to a clearance authority for release instructions and to the booking office for ocean transportation to effect shipment or transshipment.

**pallet.** A flat base for combining product or carrying a single item to form a unit load for handling, transportation, and storage by materials handling equipment (MHE).

a. 463L Pallet. An 88 by 108 inches aluminum flat base used to facilitate the upload and download of aircraft.

b. Warehouse Pallet (also known as a wood skid). A two-deck platform, usually wooden, used for handling several packages as a unit.

c. Commercial Pallet. A 48 by 40 four-way entry wooden pallet used for handling several packages on a unit and movable with a pallet jack or MHE.

**palletized.** A quantity of items, packed or unpacked, which is arranged on a pallet in a specific manner and is secured, strapped, or fastened on the pallet so that the whole pallet load may be handled as a single unit.

**port of debarkation.** The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements, it may or may not coincide with the destination.

**port of embarkation.** The geographic point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to port of debarkation; for unit and nonunit requirements, it may or may not coincide with the origin.

**reefer cargo.** Perishable commodities that require refrigerated (chill and freeze) stowage at prescribed temperatures while in transit (excludes cargo-authorized storage in ventilated holds).

**required delivery date (RDD).** The date a cargo shipment is due at the consignee.

**shipper.** A service or agency activity (including the contract administration or purchasing office for vendors) or vendor that originates shipments. The functions performed include planning, assembling, consolidating, documenting, and arranging material movement.

**shipping instructions (SI).** Commercial document specifying, in detail, the items carried on a transportation conveyance for a specific destination.

**shipping/item discrepancies.** Any variation in quantity or condition of goods received which is different from that shown on the authorized shipping documents, purchase orders, or other authorized shipping document. This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation error.

**transportation account code (TAC).** A 4-digit alphanumeric code by which the service, agency, or contractor identifies the account to be charged for transportation.

**transportation discrepancies.** Any deviation of shipment received (i.e., quantity, condition, documentation, or deficiencies).

**transportation discrepancy report (TDR).** An automated form used to report loss and damage to material while in the carriers possession.

**universal service contract (USC).** USTRANSCOM/SDDC negotiated contract for the provision on commercial ocean containers, related services, and over ocean movement.

**U.S. Bank PowerTrack System.** U.S. Bank PowerTrack system is a Web-based freight payment system that allows business-to-business trading partners (identified as shippers and carriers) to electronically monitor/report shipment status/receipt information and collaboratively resolve invoice exceptions. The U.S. Bank PT system permits the capability for electronic carrier payments, following transportation officer approval. The U.S. Bank PT system automatically links payments and receipts to a general ledger chart of accounts system, which can provide analysis, visibility of shipment financial information.

## GLOSSARY

### ACRONYMS

ACA	airlift clearance authority
AMC	Air Mobility Command
CDC	central distribution center
CMPP	central meat processing plant
CONUS	continental United States
DeCA	Defense Commissary Agency
DFAS	Defense Finance and Accounting Service
DIBS	DeCA Interactive Business System
DoD	Department of Defense
DOORS	DeCA Overseas Ordering and Resale System
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
eSS	Electronic Shipper System
ETA	Electronic Transportation Acquisition
FACTS	Financial and Air Clearance Transportation System
HQ	headquarters
IBS	Integrated Booking System
ID	identification
MHE	material handling equipment
OCONUS	outside the Continental United States
PSVT	HQ DeCA, Sales Directorate, Internet Sales, Transportation, and Cataloging Division, Transportation Branch
RDD	required delivery date
RM	resource management
SDDC	Surface Deployment and Distribution Command
SF	Standard Form
SI	shipping instruction
TA	transportation assistant
TAC	transportation account code
TDR	transportation discrepancy report
TMS	traffic management specialist
U.S.	United States
USC	universal service contract
USTRANSCOM	United States Transportation Command