



DECA MANUAL 45-01.01

TRANSPORTATION MANAGEMENT

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Approved by:	Eric Swayzee, Director of Logistics

Purpose: This manual:

Establishes policy and assigns responsibilities for the transportation of commissary merchandise, equipment, and supplies by ocean (surface) and air. On October 1, 1991, the Headquarters, Defense Commissary Agency (HQ, DeCA) became a shipper service agency for the movement of commissary resale products, supplies and equipment worldwide. DeCA receives transportation policy guidance from the United States Transportation Command (USTRANSCOM). HQ, DeCA's Transportation Division is responsible to abide by the rules and regulations of the current Universal Service Contract (USC) and guidance stated in USTRANSCOM Handbook 24-2. HQ, DeCA Transportation Division is responsible for providing guidance and assistance in implementing these policies and procedures. HQ, DeCA's Transportation Division oversees the planning, budgeting, executing, and monitoring of transportation functions to enable the worldwide movement of resale subsistence, supplies, and equipment.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This manual applies to DeCA transportation offices responsible for arranging transportation movement of commissary resale item activities and all DeCA personnel in accordance with (IAW) Department of Defense (DoD) Directive 5105.55.

a. This manual implements policy as defined in DeCA Directive (DeCAD) 40-11.

b. DeCA's Transportation Division will ensure all of DeCA's policies and procedures are used effectively for container movements. DeCA receives transportation guidance from USTRANSCOM and Surface Deployment Distribution Command (SDDC).

1.2 POLICY. It is DeCA's policy to provide the transportation of commissary merchandise and responsibilities for the administration and operation to support commissary operations worldwide by complying with internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2.

SECTION 2: RESPONSIBILITIES

2.1. TRANSPORTATION OFFICER. The transportation officer serves as DeCA's representative at all USTRANSCOM and SDDC quality council meetings, ocean carrier contract meetings, and evaluations of ocean contracts. The Transportation Division is also responsible for gathering container shipment data on a monthly basis. This information is used for transportation briefings, forecasting, and budgeting.

2.2. CENTRAL DISTRIBUTION CENTER (CDC) MANAGERS. The CDC Managers and warehouse staff that ship commissary goods within-theater may also receive guidance from local overseas command and command directives for local transportation and customs procedures.

SECTION 3: RESPONSIBILITIES

3.1. RESPONSIBILITIES. Headquarters DeCA's 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. Headquarters DeCA's Transportation Division is responsible for forecasting DeCA's transportation requirements to Air Mobility Command (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 CDC's to commissaries in Europe and the Pacific Theater.

b. Shipment Planning. Headquarters DeCA Transportation Management Specialists (TMS) plan, document, and ship IAW Defense Transportation Regulation (DTR) 4500.9-R. All transportation shipments are based on Required Delivery Date (RDD) of requisitions.

c. Shipment planning for overseas destinations begins with DeCA's ordering offices in DeCA Europe and DeCA Western Pacific Area Offices, CDCs, and Central Meat Processing Plant (CMPP).

d. Orders transmitted from overseas ordering points must follow the DeCA Interactive Business System (DIBS) and DeCA Overseas Ordering and Receiving System (DOORS) criteria. Transmitted orders pass through DIBS van planning program which provides estimated weight, cube, and number of pieces ordered.

e. 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. Manufacturers/suppliers must follow the Resale Ordering Agreement (ROA), which is DeCA's contract instrument classified in the ordering agreement.

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

(2) Distributors. CONUS consolidated distribution facility is a distribution facility that consolidates products from many manufacturers to meet container use from orders generated by the Overseas Ordering Points (OOP).

(3) Booking Cargo. The TMS books containerized shipments by surface modes with the SDDC two to three weeks in advance of the desired sailing date using either SDDC web-based application known as the Electronic Transportation Acquisition (ETA) system and/or via the Integrated Booking System (IBS) at the website (<https://eta.sddc.army.mil>). This site books containers with the Contracted Industry Carriers via surface mode. Booking can also be made

directly with the Contracted Industry Carriers through their direct website. Containerized shipments are booked on contracted United States (U.S.) flag ocean carrier vessels approved by USTRANSCOM/SDDC.

(4) Documentation Requirements. Shipping Instruction's (SI's) are the documents used to submit container information for shipments to source load vendors, distributors, SDDC, and all receiving CDCs and Commissaries that receive direct container shipments. Additionally, the SI is the basic document used to control shipments in Defense Transportation System (DTS).

(5) In-Transit Visibility. Ocean carriers provide container information via 315 Electronic Data Interface (EDI) information to SDDC's IBS and ETA's Pipeline Asset Tool (PAT). We can determine various activities about containers by using either of these two systems, such as when the containers were out-gated, in-gated, lifted on board, vessel departure, vessel arrival, vessel discharge, and when the container was delivered to the final booked destinations.

(6) Clearing Cargo. Overseas shipments entail certain clearance and booking requirements depending on mode of shipment and country destination. Subsistence containers arriving overseas are customs cleared by industry carriers that are under contract with SDDC. After containers are customs cleared, movement to their final destinations are arranged by the ocean carrier and are moved by commercial truck, rail, barge, or a combination of these modes.

(7) Store-to-Store Shipments. A request must be submitted through the Equipment and Property Divisions for valid transfer of equipment items from one store to another. Once approval has been granted, a request must be sent to the HQ DeCA Transportation Division who will provide instructions on obtaining commercial transportation through the local Installation Transportation Freight Office. Once the shipment is complete, they will send a copy of all paperwork to include the actual cost must be sent back to the Transportation Division for filing and payment accountability purposes.

(8) Transportation Discrepancy Reporting (TDR) Procedures. When a container arrives at the final destination in a damaged or hot condition, or a pilferage has occurred, a Department of Defense Form 361, Transportation Discrepancy Report (TDR) will be initiated. The TDR is generated by the appropriate CDC or commissary. The TDR must be initiated in the Global Freight Management (GFM) portal of SDDC's Electronic Transportation Acquisition System. Submit copies of all supporting documents, such as Transportation Control and Movement data, photos of damages, screenshots, and invoices with the final claim. All claims are sent to the appropriate SDDC Area Monitoring Office (AMO) as stated in the DTR Part II, Chapter 210. The reporting CDC/commissary will provide a copy of the completed report to the Transportation Division for tracking purposes. The SDDC will review the claim and forward it to the carrier for their review and decision. Any payments due to the Agency as a result of the claim will be sent to HQ DeCA which will be deposited via Electronic Fund Transfer (EFT) into the Agency's general fund.

(9) Performance Reports. The Transportation Officer is responsible for submitting Agency requirements pertaining to the current USC and Carrier Performance Reports to

USTRANSCOM and SDDC. Requirements also include providing, against these contracts. DeCA is a member of USTRANSCOM and SDDC Source Selection Evaluation Board for all contracts regarding worldwide commissaries. Performance reports include the number of containers that were not loaded on the original booked vessel, number of times the ship did not sail on time, and the number of times the containers did not arrive by the designated RDD.

(10) Bill Paying. SDDC and AMC generate transportation bills for shipping subsistence, supplies, equipment, household goods, and privately owned vehicles. The Transportation Division is responsible for reviewing these transportation charges for accuracy and validity so they can be paid via U.S. Bank Freight Payment System or Defense Finance and Accounting Service (DFAS). The Resource Management Specialist will be responsible for CDC to store, off-shore acquired store cross-leveling, and other regional transportation billings.

3.2. ROLES.

a. Defense Transportation System (DTS). DTS is the worldwide transportation infrastructure that supports the DoD through its transportation component commands—AMC and SDDC. DeCA receives the following support from these two commands:

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

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

(3) The CDC and commissary personnel responsible for receipting the containers and that transport commissary goods within-theater may also receive guidance from local overseas command and command directives for local transportation and customs procedures.

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

3.3. 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 SDDC's ETA webpage. Suppliers will enter their shipping ocean container requirements for each order into eSS. DeCA Transportation Offices will read the requirements and arrange bookings, as requested. The confirmed booking information is electronically passed to eSS by updating the database. The supplier can view the booking

information in eSS as well. 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 will be provided to the driver delivering the container to the port.

b. Overseas Acquired. A product that is purchased or acquired from overseas manufacturers. It is delivered directly from the manufacturer to commissaries and CDC's. The cost of transportation is generally included into the total product cost.

c. 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 the maintenance of prescribed temperatures for refrigerated (reefer) containers in their possession.

d. Container Use. A manufacturer or distributor must have the capability to receive and sufficiently load a cargo container weekly or biweekly to be considered a source load supplier. Suppliers are responsible for shipping product that will be received in a damage free condition. The product will be shipped on a four-way entry, 48 by 40 inch commercial pallets that can be offloaded and moved by a pallet jack or forklift. It will not be stacked directly onto container floors. Cases of like product items should be loaded on the same pallet or in the same tier to the maximum extent possible. In addition, containers will be blocked and braced to avoid shifting and damage. The cube and weight of the product being shipped along with other packing material required to stabilize the 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 1,450 cube or 40,000 pounds

40-foot high cube 1,700 cube or 40,000 pounds

(2) Perishable:

40-foot chill perishable 1,100 cube or 40,000 pounds

40-foot freeze perishable 1,250 cube or 40,000 pounds

e. 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 order processing point (OPP) level.

3.4. BOOKING OCEAN CONTAINERS.

a. Accessing Booking System. The transportation assistant (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. Once registered and trained, they will be able to access via the eSS website. The eSS provides the container booking status for each of the OPP pull numbers which allows the vendors and bookers to see a specific container number, detailed container content data, and associated SI data.

b. Book Container Requirements. The TA and TMS are responsible for booking cargo requested by the suppliers within 24 hours of the supplier entering their data into eSS. The bookings will be made with an approved and most cost effective ocean carrier contract or best value for the government either through eSS IBS or with the ocean carrier directly on their booking world wide websites. 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 when the vendor requests containers in eSS. Once the booking information is loaded into eSS, the suppliers will be able to view 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 TA's and or TMS'. The approval process generates the following computer transactions:

(1) An approved SI in eSS.

(2) A transaction action into the U.S. Bank Freight Payment system for carrier payment based on container lift if it was a direct booking with the ocean carrier.

(3) A transaction action to SDDC for payment if the booking was through IBS.

(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. In-Theater CDC Container Movement (Europe). CDC's in Europe arrange container movement to European commissaries by using Transportation Tenders for surface movement which is administrated by the United States European Command Contracting Office (USEUCOM).

e. In-Theater CDC Container Movement (Pacific Theater). CDC's in the Pacific arrange surface container movement to commissaries by utilizing internal transportation assets and local U.S. Army contracts.

f. DeCA Shared Containers with Other Agencies. DeCA and other agencies have become partners in sharing containers as a way to save on shipping costs. Memorandums of Agreements (MOAs) have been established with the agencies in which DeCA shares containers with. These

agencies will provide DeCA with their line of accounting (LOA) each September which will be loaded into DeCA's Chart of Accounts with our U.S. Bank Syncada account. The MOA states that when another agency ships their product in a DeCA container and upon reaches a total of 20 pallet positions shipped, then that agency will be charged the amount of a full container. This is accomplished by changing the LOA from DeCA's to the appropriate agency. A copy of the shipping instructions showing the number of pallet positions each agency has in DeCA's containers is filed for reporting purposes and a spreadsheet is maintained at HQ DeCA, Transportation Division. A copy of the report is sent to each respective agency monthly for review and comments.

3.5. 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. The report captures suppliers, container numbers, transportation control numbers, consignees, and the RDD for each ocean carrier that delivers to their receiving locations. Additionally, the excel report is e-mailed to DeCA's Area offices to assist in scheduling the delivery of containers that are needed to be delivered first. The information on all missing containers that were indicated as sailed but were not on the ocean carriers lift report must be annotated via email. The overseas receiving activities will annotate the report and email HQ DeCA's of all late or missing containers. If the report from the Transportation Office is used the receiving staff enters the date the container arrives at the facility, the date the container is off-loaded, and the date the Movement Control Team (MCT) is notified that the container is empty and ready to be returned to the carrier.

b. Reporting Missing/Delayed Containers. The TMS will notify the Contracting Officer's Representative (COR), who is assigned by USTRANSCOM/SDDC for servicing the current USC contracts, in writing, of container delays per shipment. This report captures the vessel name, container number, and number of days that the container is 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 and annotating carrier performance.

c. Tracking and Tracing Containers. The TMS is responsible for tracking and tracing missing containers. This is accomplished by checking the ocean carrier's worldwide website container tracking information using either the carrier's booking number or the container number. Another way of tracking containers is by accessing PAT in ETA. Each industry carrier is responsible for entering their 315 lift data into PAT.

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

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

(3) Once the 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 OPP and CDC of the container number(s), corresponding order number(s) of any delays, and what arrangements are being made to resolve any problems.

3.6. MONITORING GOVERNMENT AND CARRIER PERFORMANCE.

a. Quality Assurance Program. The Transportation Officer is responsible for the implementation and monitoring of the quality assurance program. The program provides guidance for systematically and effectively monitoring government and carrier performance for all of DeCA's sealift operations covered under the USC 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 containers within the specific transit time. Each country has a different transit time. In the event, 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 the carrier's 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 called sea van containers. The container measurements for shipping subsistence are mainly 20 or 40 feet lengths and are on chassis. They are either dry for semi-perishable cargo or 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. Ocean carriers are responsible for maintaining containers free from holes, contamination, protruding objects, odors, non-operating 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 the shipping problems in writing to SDDC, which will result in a historical record pending resolution or attend the meeting(s).

3.7. AIR SHIPMENTS.

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 annually 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 materiel 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. Only the HQ DeCA Transportation Officer can approve emergency airlifts.

c. **Booking Airlift To Guantanamo Bay, Cuba.** Headquarters DeCA TMS' 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). Once the information is submitted for clearance, an email must be submitted to the Norfolk Naval Air Terminal, Naval Air Station, 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.

3.8. TRANSPORTATION BILL PAYING.

a. **Execution of Standard Form (SF)1080.** On a monthly basis, DFAS sends a SF1080, Voucher for transfers between appropriations and/or funds along with billing and supporting documentation for transportation movement of air and surface shipments (including store-to-store shipments) based on DeCA's transportation account codes. The Transportation Budget Technician (TBT) reviews the SF1080 billing and backup documentation and when feasible, resolves problems with DFAS and/or SDDC. Transportation bills are verified and corrected, as necessary. Corrected bills with the adjustment include statements identifying why items were deducted from the DeCA bills, which are then forwarded to DFAS Columbus for payment. DFAS cross-disburses the transportation bill by crediting SDDC and debiting the DeCA transportation account.

b. **U.S. Bank Freight Payment Billing System.** U.S. Bank Freight Payment 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, statements are retrieved by the TBT from the freight payment system, for all freight charges against DeCA's STD accounts. The bills are reconciled and processed by the TBT then signed by the TM, and forwarded to DFAS for payment. Additionally, U.S. Bank Freight Payment is used to pay ocean container shipments that are booked directly with the ocean carriers using USTRANSCOM contract rates. The TMS approves the shipping instruction in eSS which automatically forwards electronic information on container shipments to U.S. Bank. In turn, the bank pays on the container TCN's lifted on a booked ship. The U.S. Bank Freight Payment System then matches against the ocean carriers lift report and pays the ocean carrier within 72 hours. In the event that items are not matched, they are placed in an audit exception status, and the TBT or TMS will notify the ocean carrier billing office, via email, that there are audit exceptions or unmatched transactions that need to be reviewed and or corrected. The TBT or TMS will send our copies of our findings based on the approved shipping instructions as attachments to the email.

c. Container Detention. The ocean contracts provide for payment of container detention to the ocean carrier when the government retains carrier equipment beyond the prescribed free time. The carrier submits their invoices along with back up documentation to the appropriate SDDC overseas office for verification and certification of charges prior to forwarding it back to the ocean carrier to input charges into U.S. Bank Syncada for payment. 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. Once the claims are verified and certified by SDDC the original invoices are e-mailed to HQ DeCA for payment. In addition, once the certified copies are received from SDDC they are re-verified by the Lead TMS who confirms the charges are valid and ready for approval of payment. The TBT then approves the invoice payments in the U.S. Bank Freight Payment System.

d. Expedited Charges. Any additional duties that an ocean carrier performs, which was not requested outside, the original booking which result in additional costs are considered pass through charges. The booking office is responsible for reimbursing the ocean carrier for these charges. An example of this would be: if a container arrives at the receiving port and is needed at the CDC before the projected RDD, a request is sent to SDDC (Overseas offices) and to the ocean carrier who is responsible for delivering the container, requesting the container be expedited immediately to their facility. If the ocean carrier can commit to delivering the container on a specific date the container is needed, the fee for expedited service will be charged to DeCA and must be paid. There are difference rates in the USC depending on the distance from the port and receiving activity. A copy of the request is kept and attached to the invoice once the service is paid to the ocean carrier via the Freight Payment System.

e. Appropriated Transportation Funding. The appropriated transportation funding pays for second destination transportation costs for commissary merchandise, supplies, and equipment outside CONUS. This includes transoceanic movement of goods from U.S. Sea and Aerial Ports of embarkation to second destination within OCONUS. Also, the movement of U.S. and foreign goods within foreign areas and movement of U.S. goods between DoD installations are paid for by appropriated transportation funding.

GLOSSARY

G.1. ACRONYMS.

ACA	Airlift Clearance Authority
AMC	Air Mobility Command
AMO	Area Monitoring Office
BT	Budget Technician
CDC	Central Distribution Center
CMPP	Central Meat Processing Plant
CONUS	Continental United States
COR	Contracting Officer's Representative
DeCA	Defense Commissary Agency
DeCAD	DeCA Directive
DFAS	Defense Finance and Accounting Service
DIBS	DeCA Interim Business System
DoD	Department of Defense
DOORS	DeCA Overseas Ordering and Receiving System
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
EDI	Electronic Data Interface
eSS	Electronic Shipper System
EFT	Electronic Fund Transfer
ETA	Electronic Transportation Acquisition System
FACTS	Financial and Air Clearance Transportation System
GFM	Global Freight Management
HQ	Headquarters
IBS	Integrated Booking System
ID	Identification
LELD	Logistics Directorate, Distribution and Transportation Division
LOA	Line of Accounting
MCT	Movement Control Team
MHE	Materiel Handling Equipment
MOA	Memorandums of Agreements
OCONUS	Outside the Continental United States

OOP	Overseas Ordering Points
OPP	order processing point
OSA	Over Seas Acquired
PAT	Pipeline Asset Tool
RDD	Required Delivery Date
RM	Resource Management
ROA	Resale Ordering Agreement
SDDC	Surface Deployment and Distribution Command
SF	Standard Form
SI	Shipping Instruction
SDT	Second Destination Transportation
TA	Transportation Assistant
TAC	Transportation Account Code
TBT	Transportation Budget Technician
TCN	Transportation Control Number
TD	Transportation Division
TDR	Transportation Discrepancy Report
TM	Traffic Manager
TMS	Traffic Management Specialist
U.S.	United States
USC	Universal Service Contract
USEUCOM	United States European Command Contracting Office
USTRANSCOM	United States Transportation Command

G.2. 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.

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

Automated Approval: A functionality of the U.S. Bank Freight Payment System that automatically approves shipment payments 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. Also see ACA, Ocean Cargo Clearance Authority and Water Clearance Authority.

Consignee: The recipient (unit, depot, or person) to whom cargo is addressed or consigned to 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 an obligation(s) to do or not do the specific things that are the subject of that agreement.

Contract Carriers: A person or company that has an agreement is under contract to transport people or goods for individual contract customers only.

Cubic Foot: One cubic foot is a volume of 1 foot high, 1 foot wide, and 1 foot deep. In addition, 1 cubic foot = 1/27 cubic yard = 1,728 cubic inches.

Defense Transportation System (DTS): DTS is the 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 that are 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-compliance reporting capabilities for 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, transporting, and storing by materials handling equipment (MHE).

a. **463L Pallet:** A 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, and is used for handling several packages as a unit.

c. **Commercial Pallet:** A 48 by 40 inches ,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 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. In the case of 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 departs. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation. In the case of unit and non-unit 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, 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 set 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 that are 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 carrier's possession.

Universal Service Contract (USC): USTRANSCOM/SDDC negotiated agreement for the provision on commercial ocean containers, over ocean movement, and related services.

U.S. Bank Freight Payment System: U.S. Bank Freight Payment 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 Freight Payment System permits the capability for electronic carrier payments, following the Transportation Officer's approval. The U.S. Bank Freight Payment System automatically links payments and receipts to a general ledger chart of accounts system, which can provide analysis, and visibility of shipment financial information.

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