



DECA DIRECTIVE 45-01

TRANSPORTATION MANAGEMENT

Originating Component:	Logistics Directorate
Effective:	October 5, 2018
Releasability:	Unlimited. This directive is approved for public release and is located on DeCA's internet website at www.commissaries.com .
Reissues and Cancels:	DeCA Directive 40-11, "Transportation and Leased Motor Vehicles," January 7, 2009
Approved by:	Timothy C. Ford Chief, Executive Services Division

Purpose: This directive:

- Establishes policy, and assigns responsibility for the transportation of commissary merchandise, equipment, and supplies by ocean carrier or aircraft. This directive supersedes DeCAD 40-11, January 7, 2009.
- Facilitates compliance with all listed references.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This directive applies to all Defense Commissary Agency (DeCA) activities and all DeCA personnel in accordance with Department of Defense (DoD) Directive 5105.55.

1.2. POLICY. It is DeCA's policy that:

a. The Transportation Division maintains publications regarding the transportation of commissary merchandise and responsibilities for the administration and operation to support commissary operations worldwide.

b. The Transportation Division will ensure that all of DeCA's policies and procedures are used while coordinating efforts for container movements. DeCA receives transportation guidance from the United States Transportation Command (USTRANSCOM) and Surface Deployment Distribution Command (SDDC) using their Universal Service Contract (USC) and Defense Transportation Regulations (DTR).

SECTION 2: RESPONSIBILITIES

2. THE TRANSPORTATION OFFICER. Identify the key officials who will implement the policy and list the overarching duties and obligations of each. Always assign responsibility to officials, not to their offices or organizations. In assigning responsibilities, be specific; do not include procedures. State what the official is responsible for doing, not how the official should do it. By clearly aligning the responsibility with the official, the intent of the document can be better accomplished. The transportation officer:

a. Will oversee the planning, budgeting, executing, and monitoring of transportation functions to enable the worldwide movement of resale subsistence, supplies, and equipment. Transportation functions include forecasting requirements, shipment planning, clearing and booking cargo, documentation, in-transit visibility, transportation discrepancies, performance reporting, and bill paying.

b. Routine Airlift. Several countries receive airlift of highly perishable fresh fruits and vegetables (FF&V), dairy, and meat products because surface transportation is untimely. The following countries receive routine airlift: Azores, Cuba, Turkey, Egypt, and Kuwait.

c. Airlift booking of FF&V for Guantanamo Bay, Cuba (GITMO). The DeCA HQ Traffic Management Specialist is responsible for preparing the air clearance and bookings for FF&V going to GITMO on a weekly basis in the Financial Air Clearance Transportation System and will be verified by the Transportation Officer.

(1) If the product will be sent over the ocean, shipping information will be entered into the Electronic Shipper System (ESS), which is accessible via webpage on the Electronic Transportation Acquisition system (ETA). The ESS provides status for each order number, detailed content data, and associated shipping instruction data. DeCA's Transportation Division is responsible for booking the required number of containers requested by distributors and source load vendors. All bookings will be with industry carriers that have established contracts with USTRANSCOM/SDDC.

(2) After a carrier accepts DeCA's request for a shipment, the carrier accepts responsibility for providing equipment to load and deliver products within a specified timeframe.

(3) The Transportation Offices are responsible for monitoring all late shipments. The Transportation Management Specialist will provide all overseas locations a weekly container activity report.

d. Transportation Bills. DeCA HQ Budget Technician is responsible for paying all transportation bills via U.S. Bank Syncada. SDDC and Air Mobility Command (AMC) will generate monthly transportation bills for shipping subsistence, supplies, equipment, household goods, and privately owned vehicles. All payments will be verified by the Transportation Officer.

GLOSSARY

G.1. ACRONYMS.

AMC	Air Mobility Command
DeCA	Defense Commissary Agency
DoD	Department of Defense
DOLM	Equipment Maintenance and Replacement Branch
DTR	Defense Transportation Regulation
ESS	Electronic Shipper System
ETA	Electronic Transportation Acquisition System
FF&V	Fresh Fruits and Vegetables
GITMO	Guantanamo Bay, Cuba
HQ	Headquarters
SDDC	Surface Deployment and Distribution Command
USTRANSCOM	United States Transportation Command
USC	Universal Service Contract

REFERENCES

DeCAD 70-2, "Internal Control Program," December 17, 2007

DeCAD 40-11, "Transportation Program" January 7, 2009

Department of Defense (DoD) Directive 5105.55, March 12, 2008

