

UNCLAS**ALTERNATIVE SHIPPING PROCEDURES**

Originator: CMC L LPD WASHINGTON DC

DTG: 031310Z Mar 15 **Precedence: R DAC: General**

To: AIG 11342, AIG 418, COMMCICOM

CC: CMC L LP WASHINGTON DC, CMC L LPC WASHINGTON DC, CMC L LPD WASHINGTON DC, CMC L WASHINGTON DC

RAAUZYUW RUJIAAA2906 0621319-UUUU--RUJIAAA.

ZNR UUUUU ZUI RUEOMCG4749 0621319

R 031310Z MAR 15

FM CMC L LPD WASHINGTON DC

TO AIG 11342

AIG 418

RUJIAAA/COMMCICOM

INFO RUJIAAA/CMC L LP WASHINGTON DC

RUJIAAA/CMC L LPC WASHINGTON DC

RUJIAAA/CMC L LPD WASHINGTON DC

RUJIAAA/CMC L WASHINGTON DC

BT

UNCLAS

SUBJ/ALTERNATIVE SHIPPING PROCEDURES

MSGID/GENADMIN/CMC L LPD WASHINGTON DC//

SUBJ/ALTERNATIVE SHIPPING PROCEDURES//

REF/A/DTR 4500.9R, PART II//

REF/B/DOD 7000.14R//

REF/C/FINANCIAL AND AIR CLEARANCE TRANSPORTATION SYSTEM (FACTS) USER MANUAL INSTRUCTIONS//

NARR/REF A IS THE DEFENSE TRANSPORTATION REGULATION, PART II CARGO MOVEMENT. REF B IS THE FINANCIAL MANAGEMENT REGULATION VOL V. REF C IS THE FACTS USER MANUAL INSTRUCTIONS.//

POC/ANTOINE BAILEY/CIV/LPD-1/TEL: DSN 260-2765/TEL:

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GENTEXT/REMARKS/1. THIS MESSAGE IS TO PROVIDE GUIDANCE FOR ALTERNATIVE SHIPPING PROCEDURES WHEN CARGO MOVEMENT OPERATIONS SYSTEM (CMOS) IS NOT OPERATIONAL, OR WHEN LOCAL ACCESS TO CMOS HAS BEEN IMPAIRED.

2. TO UTILIZE THE MANUAL RATING AND ROUTING PROCESSING METHOD FOR TRUCK LOAD/LESS THAN TRUCK LOAD (TL/LTL), DMOS MUST MAINTAIN A COMPLETE FILE OF AUTHORIZED TENDERS. FOR ASSISTANCE OBTAINING A LIST, EMAIL THE SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND (SDDC) SPECIAL REQUIREMENTS BRANCH AT SDDC-OPS-NEGOTIATION@US.ARMY.MIL. FOR AFTER HOURS, CALL 618-220-4262. MANUAL TENDER FILES MUST BE UPDATED SEMI-ANNUALLY TO ADD NEW AND/OR REMOVE EXPIRED TENDERS IAW REF A. THE COMMERCIAL FREIGHT WAYBILL WILL BE USED WHEN ORDERING TRANSPORTATION FROM THE TENDERS VICE THE COMMERCIAL BILL OF LADING (CBL) VIA CMOS.

3. NOT ALL COMMODITIES MAY BE SHIPPED USING THE MANUAL TENDER PROCESS. A ROUTING REQUEST, DD FORM 1085, MUST BE SUBMITTED FOR COMMODITIES LISTED IN REF A, CHAPTER 202, PARAGRAPH B.2.

4. THE DMOS CAN SUBMIT AN ELECTRONIC REQUEST USING THE GLOBAL FREIGHT MANAGEMENT SYSTEM, WHICH CAN BE ACCESSED VIA THE SDDC ETA WEBSITE: [HTTPS://ETA.SDDC.ARMY.MIL](https://eta.sddc.army.mil). FOR SHIPMENTS THAT ARE OVER-DIMENSIONAL, OVERWEIGHT, LARGE-VOLUME MOVEMENTS OR FREIGHT REQUIRING SPECIAL PERMITS, THE INSTALLATION CAN FAX DD FORM 1085 REQUESTS TO THE SDDC SPECIAL REQUIREMENTS BRANCH AT 618-220-5261 OR E-MAIL TO SDDC-OPS-NEGOTIATION@US.ARMY.MIL.

5. SHIPMENTS OF GENERAL CARGO COMMODITIES WILL NOT BE COMBINED WITH MATERIAL REQUIRING TRANSPORTATION PROTECTIVE SERVICES IF PROCESSED FOR MOVEMENT ON SEPARATE SHIPMENT DOCUMENTS WITH DIFFERENT TRANSPORTATION CONTROL NUMBERS.
6. FOR SMALL/EXPRESS PACKAGE SHIPMENTS, DMOS ARE AUTHORIZED TO USE THE CARRIER WEB SERVICES OR PROPRIETARY CARRIER SOFTWARE AS APPLICABLE.
7. IF A SHIPMENT REQUIRES MOVEMENT VIA MILITARY AIR, THE DMO SHOULD UTILIZE THE ELECTRONIC AIR CLEARANCE PROCESS VIA THE FACTS WEBSITE: [HTTPS://MZC.CSD.DISA.MIL/FACTS](https://mzc.csd.disa.mil/facts). ONCE AN ACCOUNT IS ESTABLISHED, PROCEDURAL MANUALS AND INSTRUCTIONS TO SUBMIT ELECTRONIC REQUESTS CAN BE OBTAINED FROM THE RESOURCE INFORMATION TAB, OR BY CONTACTING THE FACTS HELP DESK AT DSN 430-6122 OR TOLL FREE 877-962-3365. THE DMOS MAY ALSO CONTACT THE AIR CLEARANCE AUTHORITY AT 760-577-7875/7660 DURING NORMAL WORKING HOURS. FOR AFTER HOURS, CONTACT THE DUTY OFFICER AT 760-577-7875.
8. FOR OCEAN SHIPMENTS, DMOS CAN SUBMIT EXPORT TRAFFIC RELEASE REQUESTS (ETRR) USING THE INTEGRATED BOOKING SYSTEM (IBS) VIA THE SDDC ETA WEBSITE: [HTTPS://ETA.SDDC.ARMY.MIL](https://eta.sddc.army.mil) OR BY CONTACTING THE SDDC OPERATIONS CENTER AT COML 618-220-6789 FOR MANUAL PROCESSING. SHIPMENTS WILL NOT BE LOADED OR TENDERED TO A LINE-HAUL CARRIER UNTIL AN EXPORT TRAFFIC RELEASE (ETR) IS OBTAINED.
9. SMALL/EXPRESS PACKAGES AND TL/LTL SHIPMENTS WILL REQUIRE DATA TO BE SEPARATELY ENTERED INTO THE THIRD PARTY PAYMENT SYSTEM. DMOS WILL CREATE A RECORD IN SYNCADA FOR EACH APPROPRIATE SHIPMENT USING A BL FOR TL/LTL AND A CARRIER INVOICING MODEL FOR SMALL/EXPRESS PACKAGE SHIPMENTS, OR THE DMO CAN ELECT TO REVIEW THE UNMATCHED SELLER DOCUMENT REPORT AND CREATE A BL FOR THOSE AUTHORIZED SHIPMENTS IAW REF A, CHAPTER 212.
10. IF A SHIPMENT IS TO BE PLACED IN THE DEFENSE TRANSPORTATION TRACKING SYSTEM (DTTS), DMOS ARE TO MANUALLY ENTER THESE SHIPMENTS IAW REF A, CHAPTER 205.
11. DMOS WILL NOTIFY THE LOCAL FINANCIAL OFFICE OF MANUAL SHIPMENTS AND PROVIDE COPIES OF THE BL AND SYNCADA RECORDS, IF REQUESTED.
12. DMOS WILL RETAIN ALL SHIPPING DOCUMENTATION, DTTS RECORDS, AND SYNCADA PRINTOUTS IAW REF B.
13. PLEASE CONTACT THE POCS ABOVE FOR ADDITIONAL GUIDANCE OR ASSISTANCE.//

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