GFM Discrepancy Identification System (DIS)

User Manual and Help Files

Version 9.0

December 2016

FOR OFFICIAL USE ONLY

Overview

The Discrepancy Identification System(DIS) User Manual provides step-by-step instructions for the use of the Global Freight Management (GFM) DIS application. It can also be used as a help file for specific questions by clicking on topics in the table of contents to the left or searching the index. For instructions on the use of GFM online user manuals, please refer to the GFM Getting Started Guide.

Use of DIS requires only a PC with Windows Internet Explorer and access to the internet. Adobe Reader is required to view and print reports and other documents. Refer to the Before You Begin topic of the GFM Getting Started Guide for download and installation instructions for these resources.

Discrepancy Identification System

DIS is an Internet-based application that is accessible from the GFM Main Menu and is used to generate the Department of Defense (DD) Form 361, Transportation Discrepancy Report (TDR). The TDR records and tracks the investigation and resolution of shipment discrepancies involving the movement of DoD cargo. Examples of discrepancies include:

- Astray freight
- Damages
- Theft
- Lost shipments
- Overages
- Pilferage
- Shortages
- Vandalism
- Special carrier or contract services not received

DIS adheres to the Defense Transportation Regulation (DTR), Part II Cargo Movement, Chapter 210 and supports the generation of the following TDRs: Request for Information (RFI), Initial Notification, Astray Freight, Miscellaneous Problems, and Report of Shipment (REPSHIP). TDRs generated through DIS are used by the Defense Finance and Accounting Services (DFAS) to settle claims for discrepant shipments on behalf of the US Government.

An interface exists between DIS and Carrier Performance Module (CPM). This ensures that when a CPM incident is generated, the data becomes available in DIS for the creation of a TDR. Any TDR is available to CPM for inclusion in the Carrier's Performance File and on any documentation created by CPM.

DIS provides a link to the GFM Host database to automatically populate data from bills of lading (BL) that were generated by the GFM Freight Acquisition Shipping Tool (FAST), the GFM Spot Bid application, or the Cargo Movement Operations System (CMOS). DIS also automates email requests for information between shippers, receivers, carriers, and additional parties.

Types of Discrepancy Reports

- **RFI TDR**

The RFI TDR is the most common type of TDR. This TDR requires a response from the recipient and is used to gather information regarding a shipment with a discrepancy. Once an RFI is sent, the recipient must respond within 30 days, except for classified cargo which requires a response within 10 days. When all responses for an RFI TDR are received, the responses are collated and sent to the servicing claims office for processing.

- **Astray Freight TDR**

Astray Freight TDRs are created when shipments or portions of shipments are found in a carrier's possession or delivered to a government activity for which billing (e.g., waybill, BL) is not available or which is being held for any reason except transfer.

- **Miscellaneous Problems TDR**

A Miscellaneous Problems TDR documents carrier performance involving the timely delivery of freight, but does not result in a claim against the carrier. This type of TDR does not involve any cost to the government, and no response from the consignor is required.

- **REPSHIP TDR**

The REPSHIP TDR allows the user to select a cargo type of Arms, Ammunition, and Explosives (AA&E), Nuclear Weapons Related Material (NWRM), Transportation Protective Service (TPS) or Other. When REPSHIP is selected TDR reason codes display in a drop-down list.

TDR Attachments

DIS provides users the ability to upload documents and identify each as one of 29 different categories. See the Supporting Documents topic to view the list of 29 document categories and instructions for uploading documents in DIS.

GFM has identified the following six (6) stakeholder groups in the TDR process:

- Consignor
- Consignee
- Reporting Activity
- Carrier
- SDDC (TDR Administrator)
- Claims Office

Each of these groups has varied permissions for each document category. See Appendix C: User Role Permissions Table for the table of document categories, user roles, and permissions.

Reports

The following management reports can be generated by Military Surface Deployment and Distribution Command (SDDC) Operations Center personnel:

- Weekly TDR Record Count Report
- Priority TDR Discrepancy Report
- TDR Activity Details Report
- TDR Status Report
- TDR Discrepancy Analysis Report
- TDR Over/Short/Astray Matching Report
- TDR Close Out Report
- TDR Carrier Monitoring Report
- TDR Summary Report

My Reports

The following reports can be generated by all users with access to DIS:

- Ad Hoc Report
- Astray Report

Navigating the User Manual

This user manual provides instructions for the use of the GFM DIS application. It can be read online where you are guaranteed the most up-to-date information, or downloaded to your local computer. Page through the guide by clicking the arrow buttons at the top of the screen or pressing the <Page Up>, <Page Down>, or arrow keys on your keyboard.

To search on a specific word or phrase, press <Control + F>, enter the word in the Find box, and click Next or Previous to find each instance of the word in the user manual.

To print all or part of this guide, click the printer icon to display the Print dialog box.

Bookmark Panel

An interactive table of contents is displayed in the Bookmarks panel on the left. Clicking topics in the table of contents takes you directly to that topic. If the Bookmarks panel is not displayed, click the bookmark icon at the top of the left margin, or click View → Show/Hide → Navigation Panel → Bookmarks from the menu at the top of the screen.

Click the plus or minus sign next to a topic to expand or collapse a list of subtopics. To expand or collapse *all* topics, click the menu icon to the right of the bookmark icon and select Expand or Collapse Top-Level Bookmarks.

Accessing DIS and the DIS Dashboard

DIS is accessed from the GFM Main Menu.

Note: For information on accessing the GFM system, please refer to the GFM Getting Started User Manual.

Clicking the Discrepancy Identification System link from the GFM Main Menu displays the DIS Dashboard (Image A).

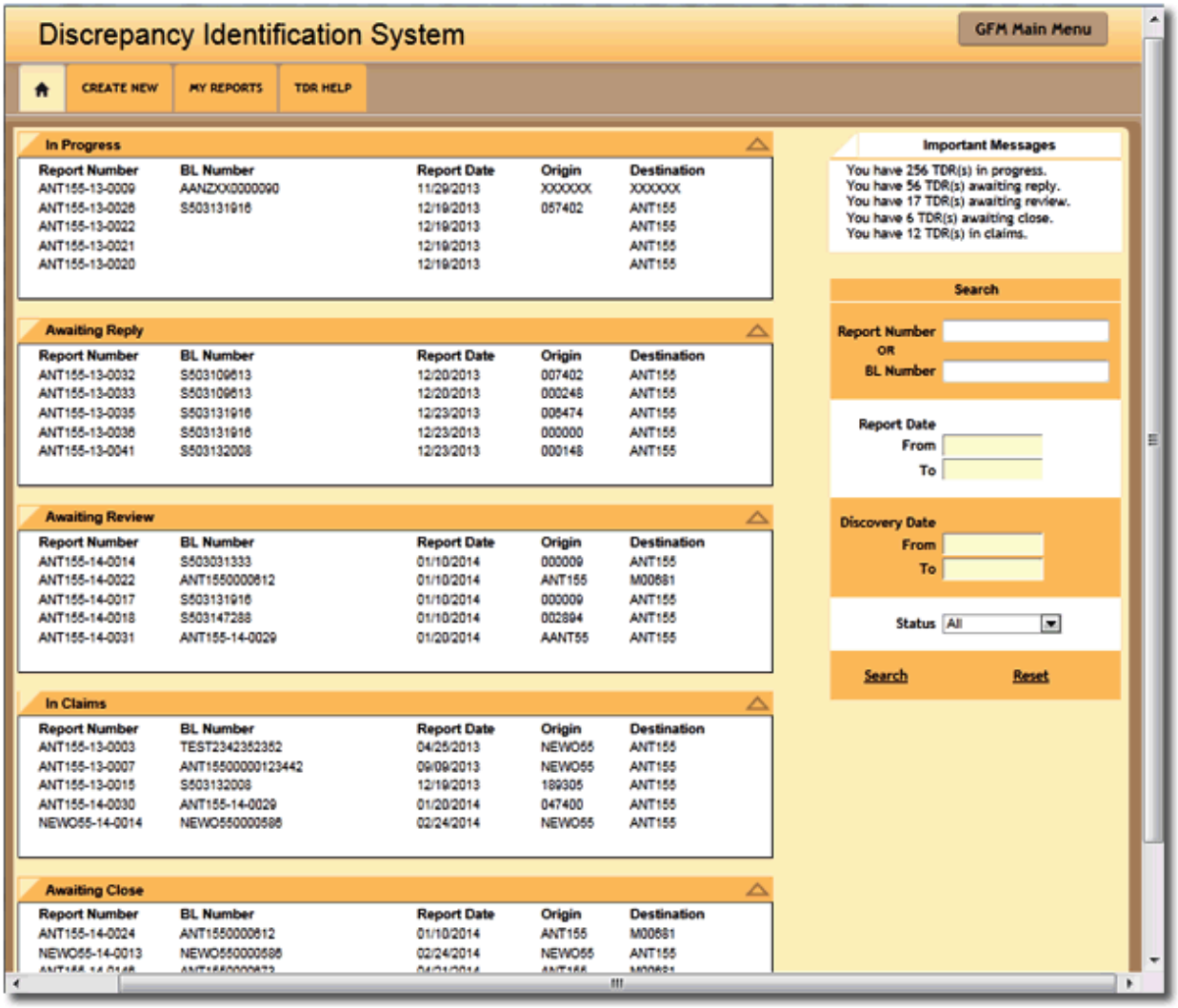


Image A: DIS Dashboard

The Dashboard is designed to give users quick and easy access to all their discrepancy reports. The content of the Dashboard is dependent upon the user role (Transportation Officer, Carrier, Claims, etc.).

The GFM Main Menu button displays in the upper right corner of the screen. The GFM Main Menu button closes DIS and displays the GFM Main Menu.

Tabs display at the top of the screen:

- **DIS Home (the house icon)** displays the DIS Dashboard screen.
- **Create New** creates a new discrepancy report and displays the Report Identifier screen.
- **My Reports** displays Create Report and Astray Report links.
- **TDR Help** displays the following information:
  - **General Help with TDRs:** Contact information for the SDDC G9 Help Desk.
  - **GFM System Help Desk - SDDC System Response Center:** Contact information for the SDDC System Response Center.
  - **USTRANSCOM DTR, Part II:** Links to the Defense Transportation Regulations, Part II.

Below the tabs, discrepancy reports are accessible on the Dashboard, by status, through the status windows (Image B).

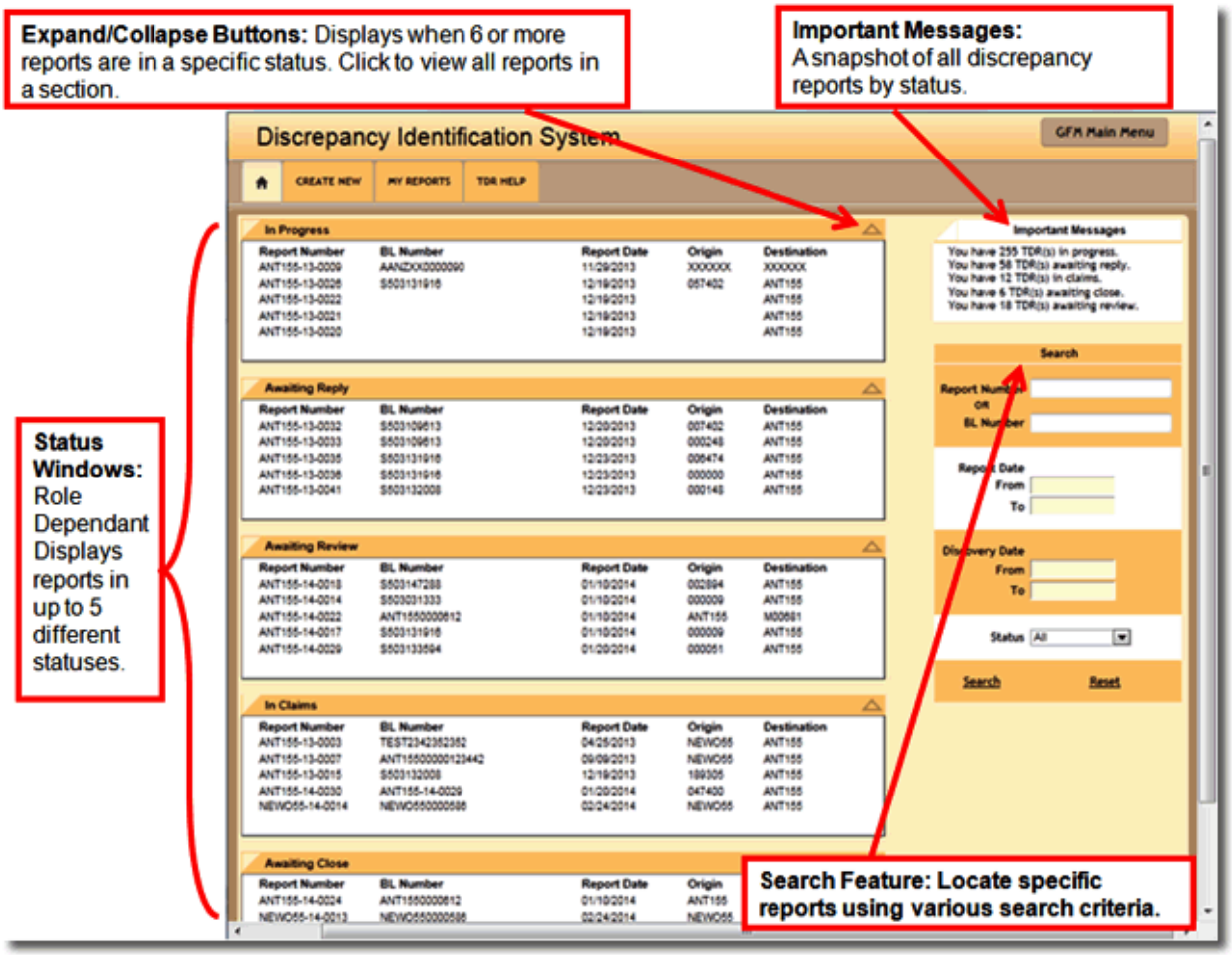


Image B: DIS Dashboard Sections Identified

The Dashboard may display, depending on user role, as many as five different status windows for discrepancy reports (In Progress, Awaiting Reply, Awaiting Review, In Claims, and Awaiting Close). Initially, only five reports display for each status window. If six or more reports are in a specific status, an expand button displays to view the additional reports. See the Status Windows topic for more information using the status windows.

Note: Two additional column headings, "Claim Status" and "Claim Processor's Initials", display on the Claims Office Dashboard for users with a Claims Office role.

A summary snapshot of all discrepancy reports by status displays in the Important Messages section. The total number of discrepancy reports in each status are listed.

The Search feature includes several search criteria to assist in finding a specific discrepancy report.

Status Windows

Discrepancy reports are accessible on the DIS Dashboard, by category status (Image C).

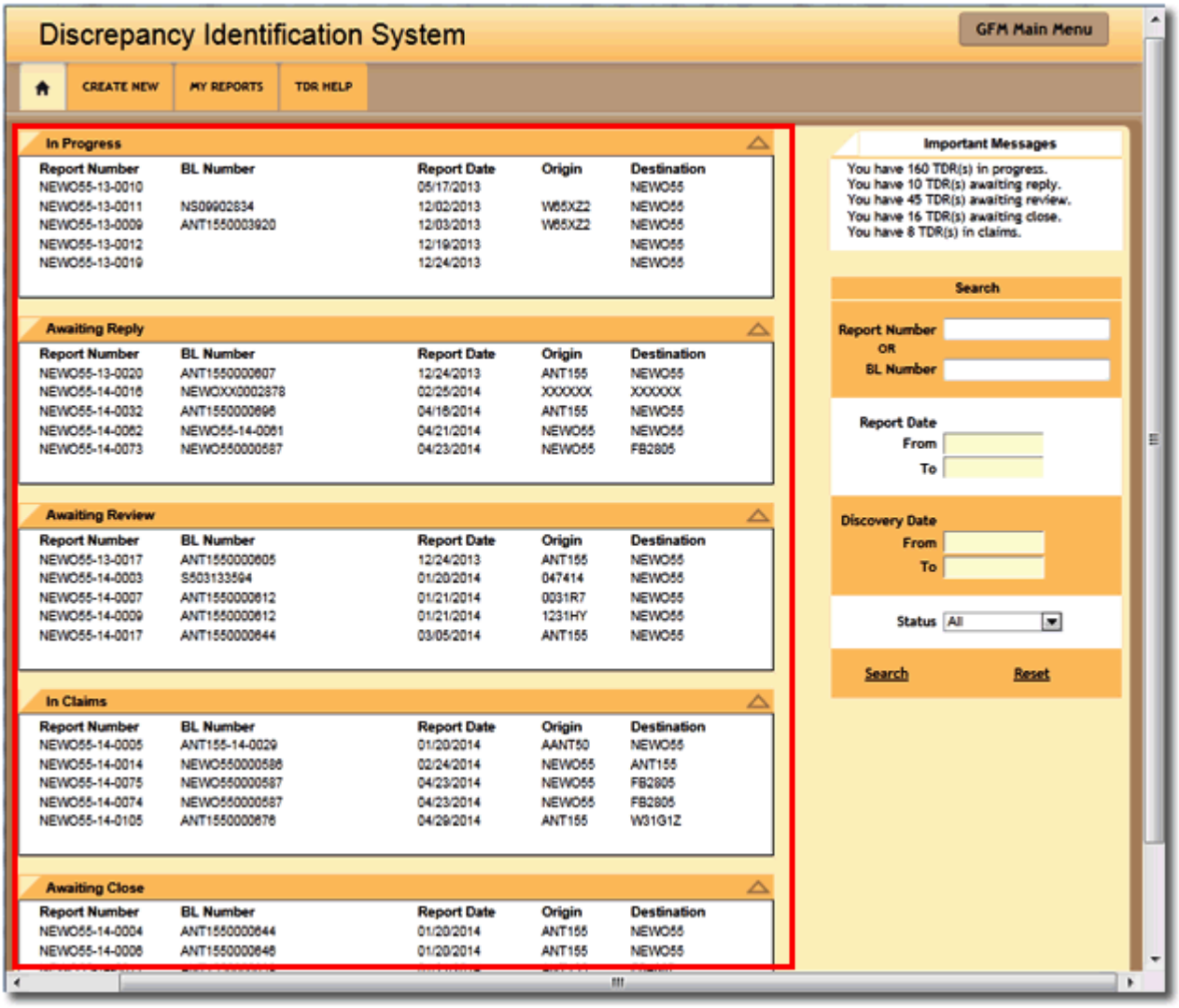


Image C: DIS Dashboard with Status Windows Highlighted

The Dashboard displays as many as five (5) different status windows (depending on the user's role):

- **In Progress** discrepancy reports are those that have been created but have not been sent to a recipient. In Progress reports may be complete or partially complete.
- **Awaiting Reply** discrepancy reports are those that have been created and sent to a recipient for review. These reports are waiting for the carrier's or recipient's reply.
- **Awaiting Review** discrepancy reports are those that have been sent to a recipient and the recipient has provided a reply, which is ready to be reviewed by the report originator.

- **In Claims** discrepancy reports are those that have been sent to claims.
- **Awaiting Close** discrepancy reports are those that are waiting to be closed following the receipt of replies from the claims office and the recipients.

Up to five discrepancy reports display in each status window. If there are six or more reports in any of the five different statuses**,** an expand button displays in the upper right corner of that status window (Image D).

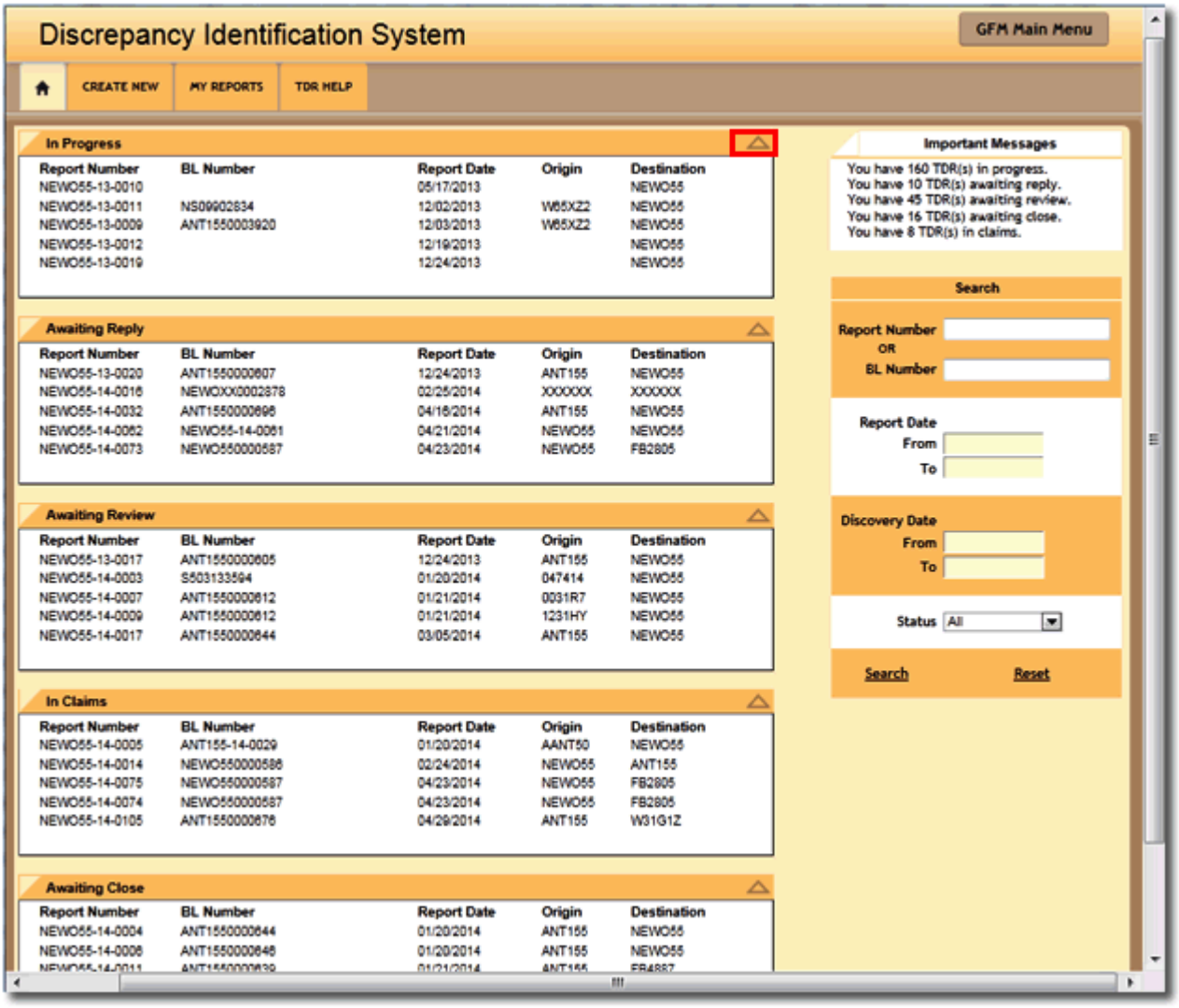


Image D: DIS Dashboard with an Expand Button Highlighted

Note: The total number of discrepancy reports, by status, displays in the Important Messages section.

To Navigate the DIS Status Windows:

1. Click the expand button, in the upper right corner of any status window, to display the entire report list without limitation. The expand button displays with a collapse button (Image E).

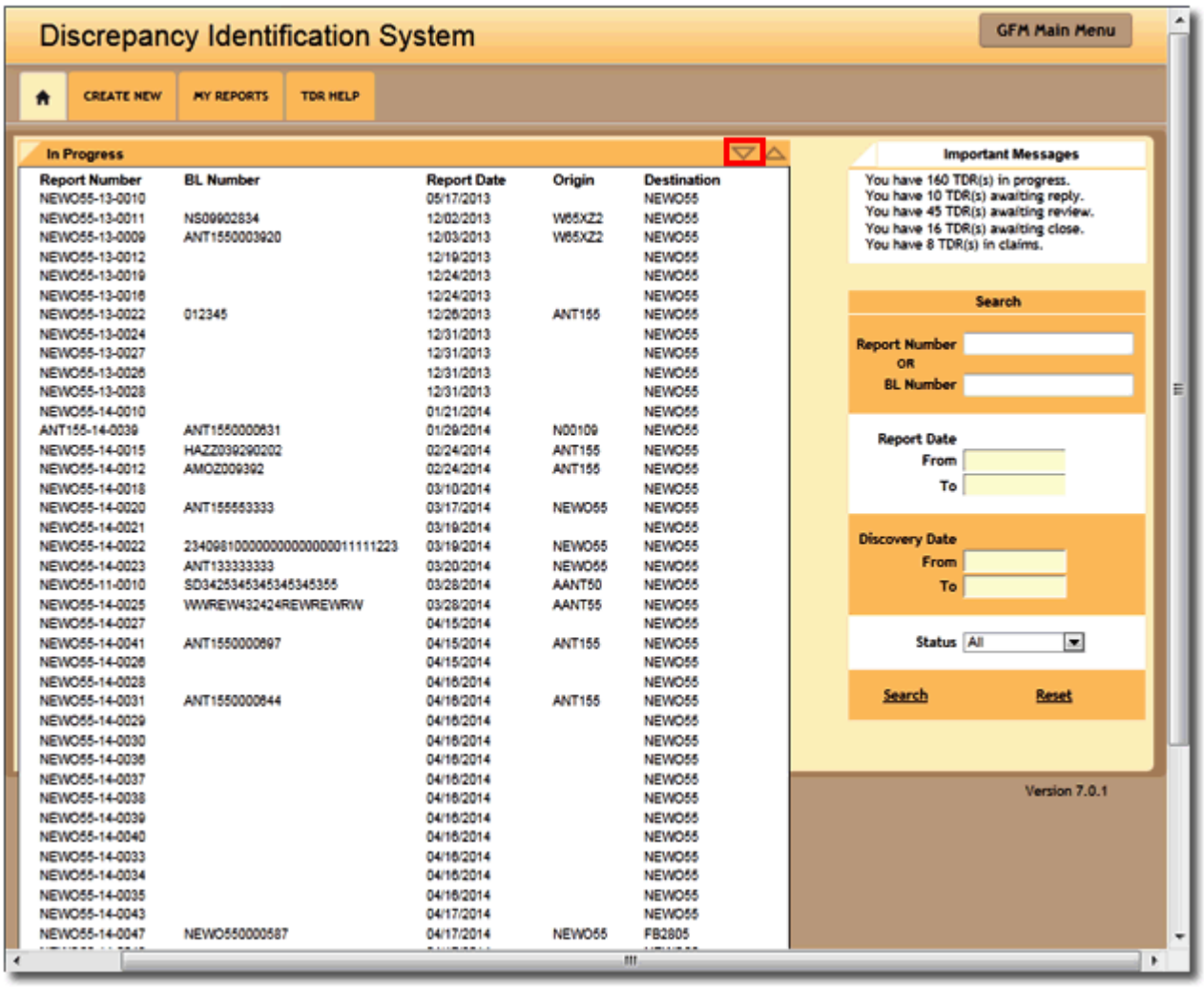


Image E: DIS Dashboard with In Progress Status Window Expand Button Highlighted

2. Click the collapse button to return the status window to a collapsed view of the report list.

If there are five or fewer reports in any certain status, no expand button displays for that status window.

All column field titles in the DIS dashboard have sort capability. This sort capability is available in all user roles. Columns are sorted in ascending or descending order by clicking the up/down arrow to the right of a column field title.

3. Click the down arrow to sort the column in ascending (oldest to newest) order (Image F). Click the up arrow to sort the column in descending (newest to oldest) order.

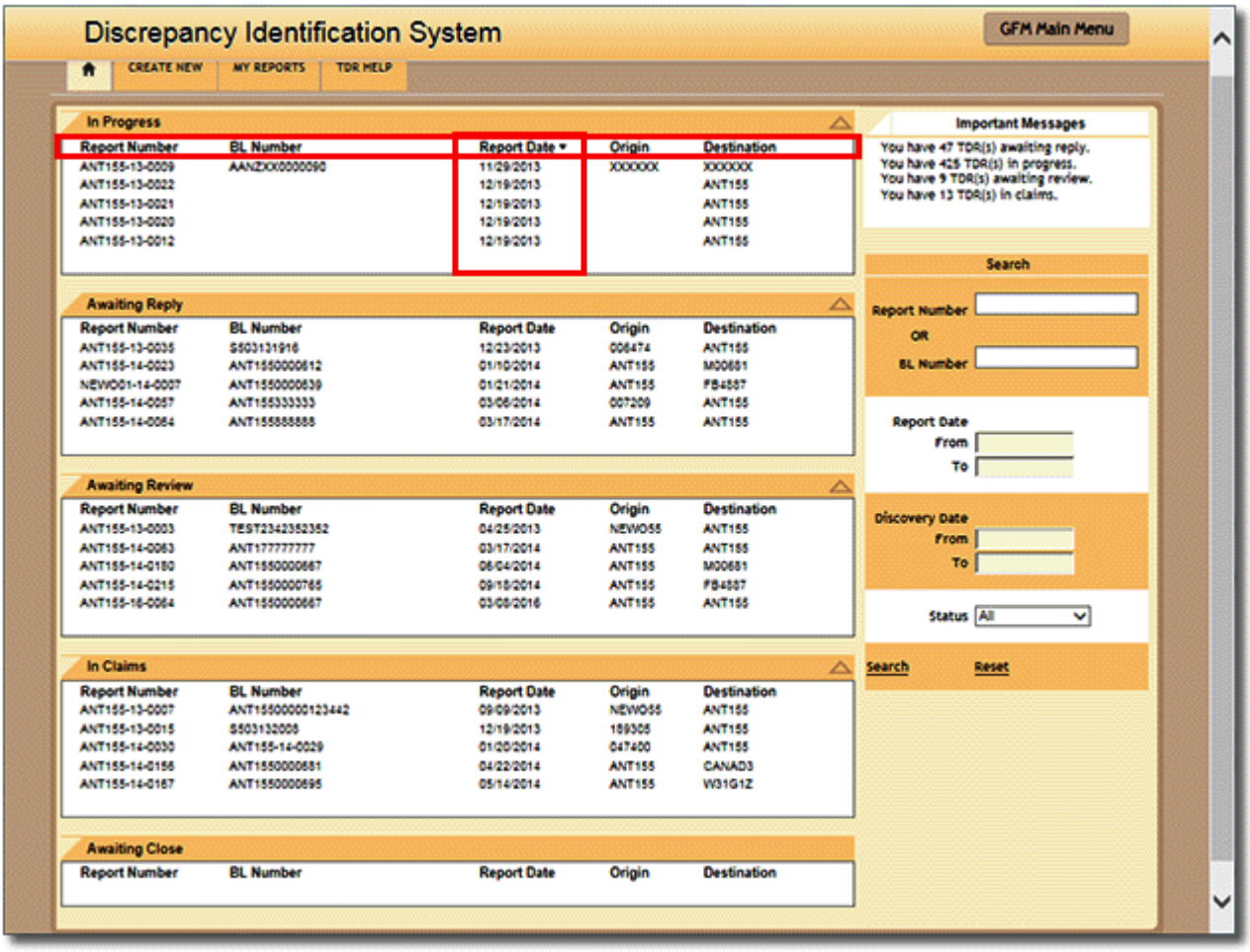


Image F: Column Field Titles Highlighted with the Report Date Column Sorted in Ascending Order

4. Hover the mouse pointer over any field (Report Number, BL Number, Report Date, Origin, or Destination) on a report line. All of the fields of the selected report will be highlighted.

5. Click the highlighted report line of a specific report. The Report Identifier screen displays for the selected report (Image G).

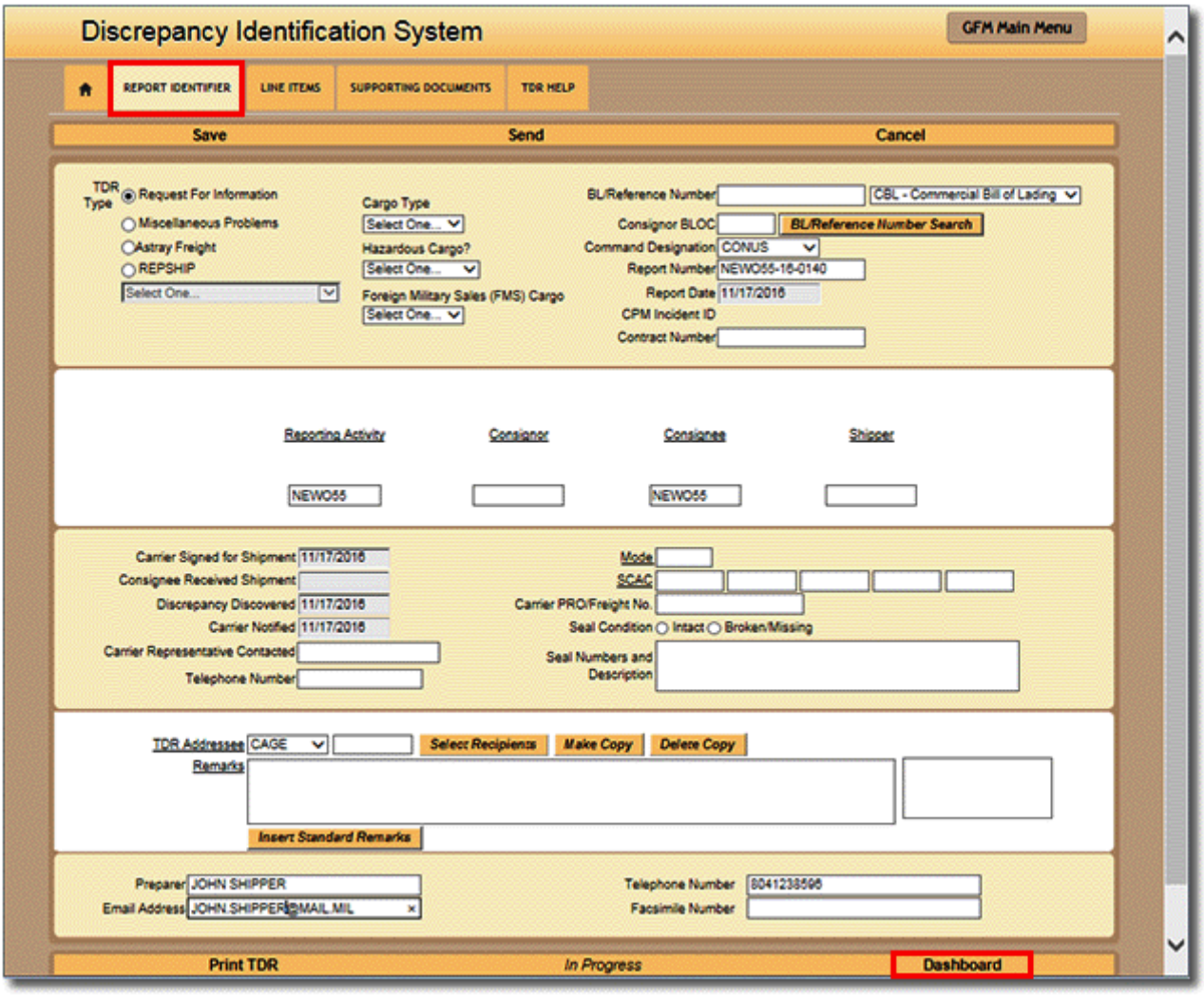


Image G: Report Identifier Screen with Report Identifier Tab and Dashboard Link Highlighted

6. Click the Dashboard link (Image G) in the lower right corner of the screen to return to the DIS Dashboard.

Report Search Feature

Use the Search feature located on the DIS Dashboard to locate discrepancy reports within DIS using specific search criteria (Image H).

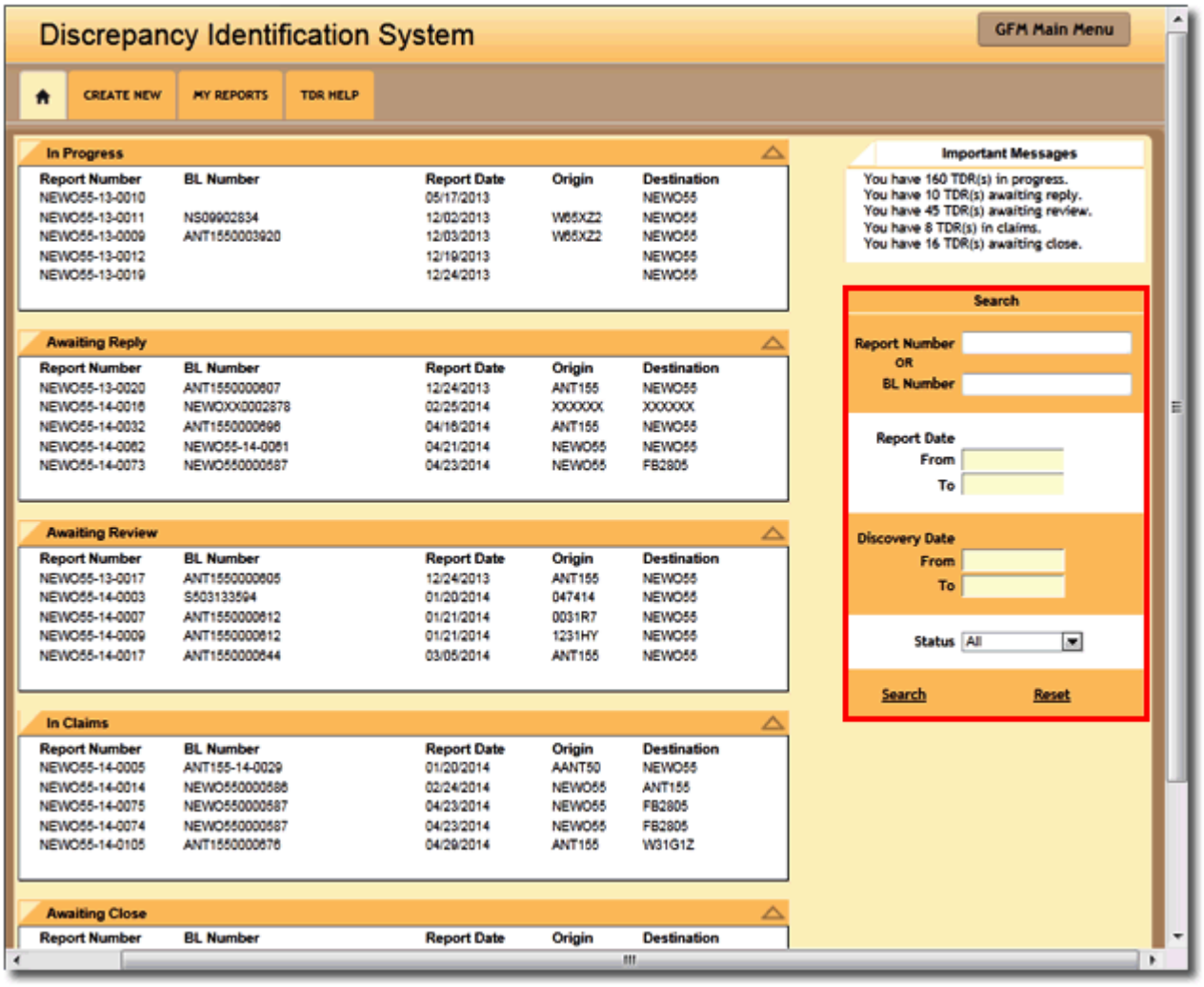


Image H: DIS Dashboard with Search Feature Highlighted

There are 4 searches that can be performed to locate a discrepancy report:

- Discrepancy Report Number
- Shipment BL Number
- Report Date
- Discovery Date

Note: To ensure that your system is displaying the most current data, and to clear the cache, refresh the browser screen with “Ctrl + F5” on the keyboard.

The Status drop-down list defaults to All statuses. There are 7 additional statuses in the Status drop-down list:

- In Progress
- Reply
- Review
- Claims
- Awaiting Closed
- Closed
- Cancelled

Searching by Report Number

To Locate a Discrepancy Report Using the Report Number:

1. Enter the report number in the Report Number field. Partial entries are allowed. For example, entering "55" in the Report Number field would return all discrepancy reports with report numbers like NEWO**55**-07-0033 and FB3333-07-0**55**0.

2. To restrict the results to those discrepancy reports in a specific status, select the desired status from the Status drop-down list.

3. Click Search. A list of matching discrepancy reports displays in the Search Results status window (Image I).

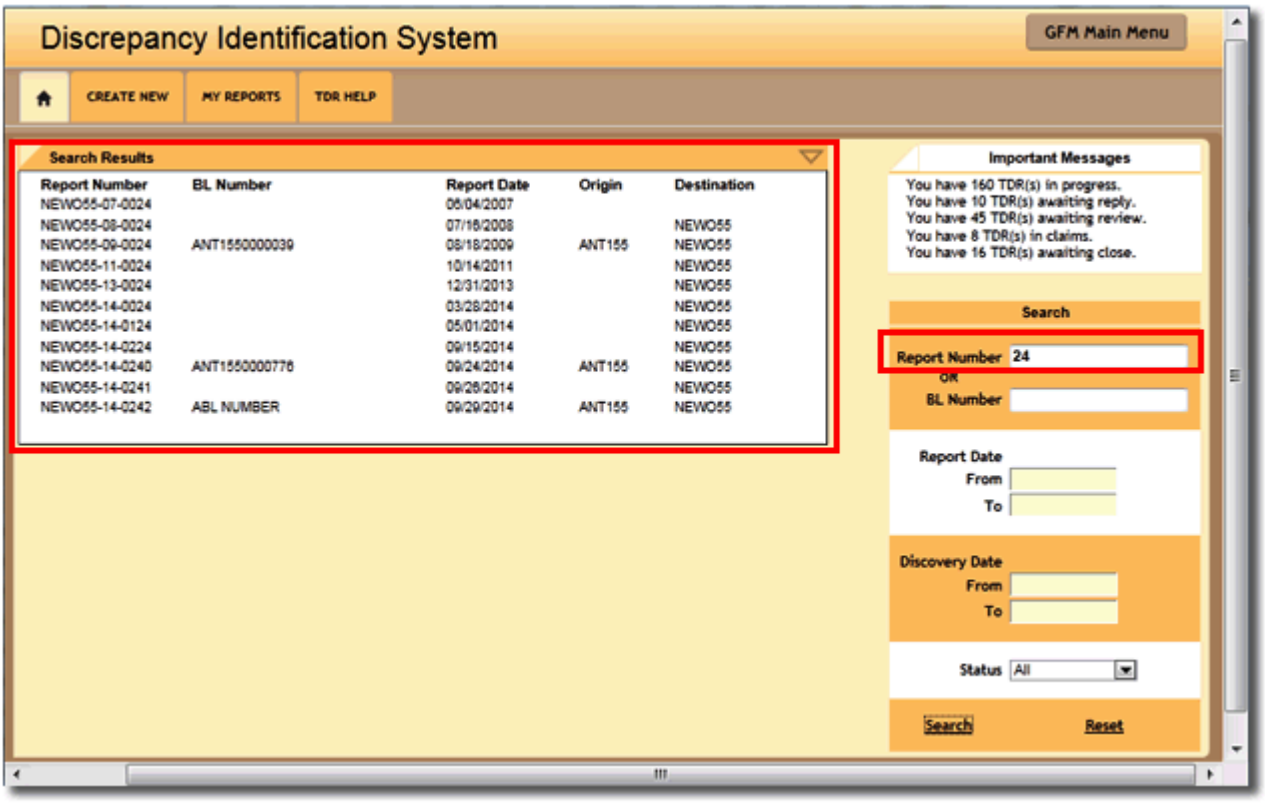


Image I: Search Results Status Window and Report Number Search Criteria Highlighted

4. Click the collapse button to refresh the display of the In Progress, Awaiting Reply, Awaiting Review, In Claims, and Awaiting Close status windows.

Note: The number of status windows that display depends on the user role (Transportation Officer, Carrier, Claims, etc.).

Searching by BL Number

To locate a discrepancy report using the shipment BL number:

1. Enter the BL number in the BL Number field. Partial entries are allowed.

2. To restrict the results to those discrepancy reports in a specific status, select the desired status from the Status drop-down list.

3. Click Search. A list of matching discrepancy reports displays in the Search Results status window (Image I).

4. Click the collapse button to refresh the display of the In Progress, Awaiting Reply, Awaiting Review, In Claims, and Awaiting Close status windows.

Searching by Report Date

To Locate a Shipment by the Date it was Reported:

1. Click the Report Date From field to display the calendar pop-up window and select a date (Image J).

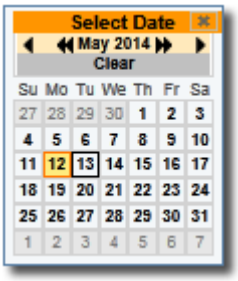


Image J: Calendar Pop-up Window

2. Click the Report Date To field to display the calendar pop-up window and select a date.

Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

3. To restrict the results to those discrepancy reports in a specific status, select the desired status from the Status drop-down list.

4. Click Search. A list of matching discrepancy reports displays in the Search Results status window (Image I).

5. Click the collapse button to refresh the display of the In Progress, Awaiting Reply, Awaiting Review, In Claims, and Awaiting Close status windows.

Searching by Discovery Date

To Perform a Search Using the Discovery Date Range:

1. Click the Discovery Date From field to display the calendar pop-up window and select a date (Image J above).

2. Click the Discovery Date To field to display the calendar pop-up window and select a date.

3. To restrict the results to those discrepancy reports in a specific status, select the desired status from the Status drop-down list.

4. Click Search. A list of matching discrepancy reports displays in the Search Results status window (Image I).

5. Click the collapse button to refresh the display of the In Progress, Awaiting Reply, Awaiting Review, In Claims, and Awaiting Close status windows.

Report Identifier

Discrepancy reports are created in the same manner regardless of TDR type (RFI, Miscellaneous Problems, Astray Freight, or REPSHIP). The Report Identifier and Line Items screens must be completed for each discrepancy report. Data is entered manually or populated automatically using search features and the BL Reference Number Search, which is available for shipments generated by the GFM FAST, the GFM Spot Bid, or the CMOS applications.

To Create a Report:

1. Click the Create New tab on the DIS Dashboard (Image K).

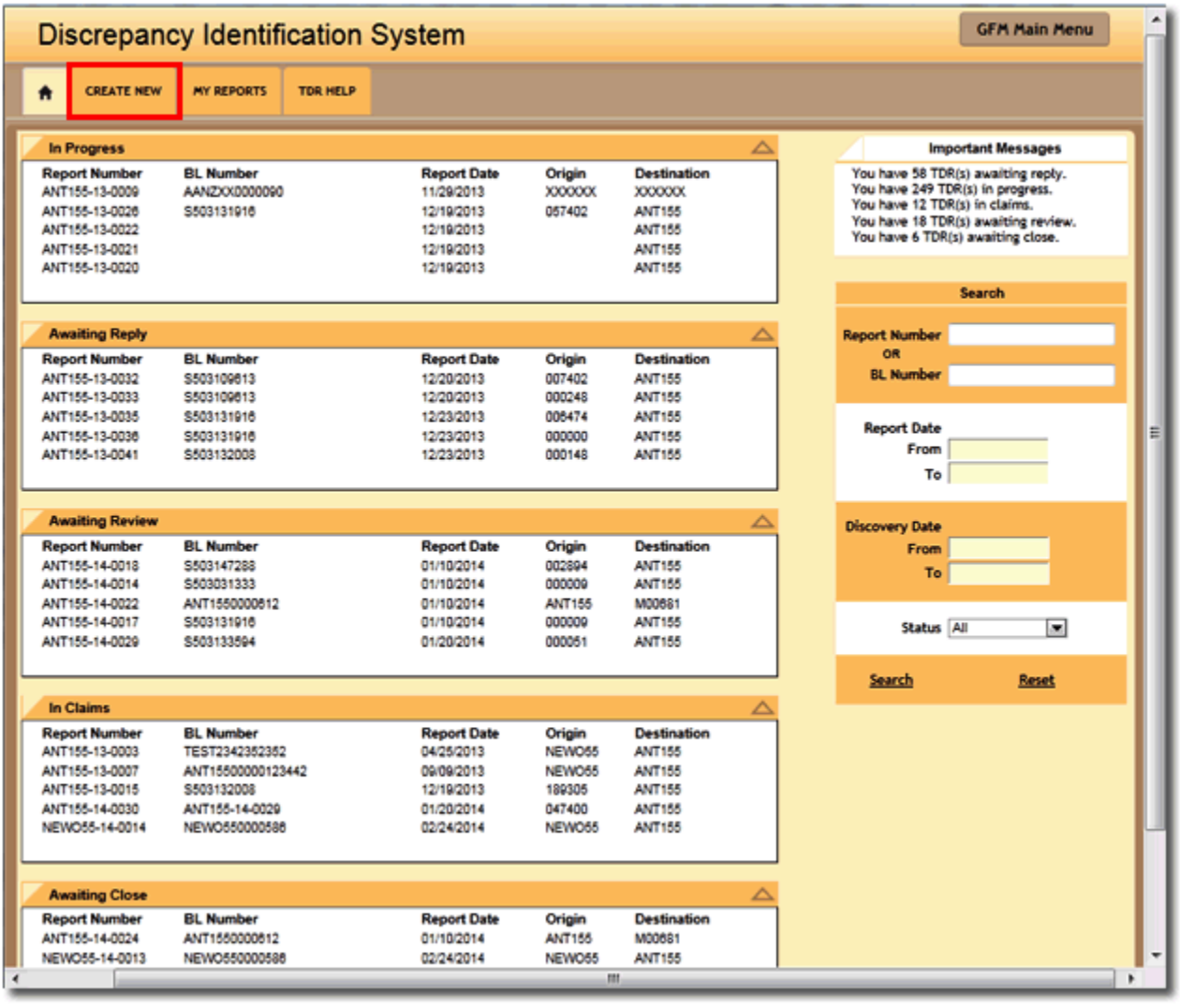


Image K: The DIS Dashboard with the Create New Tab Highlighted

The Report Identifier screen displays (Image L).

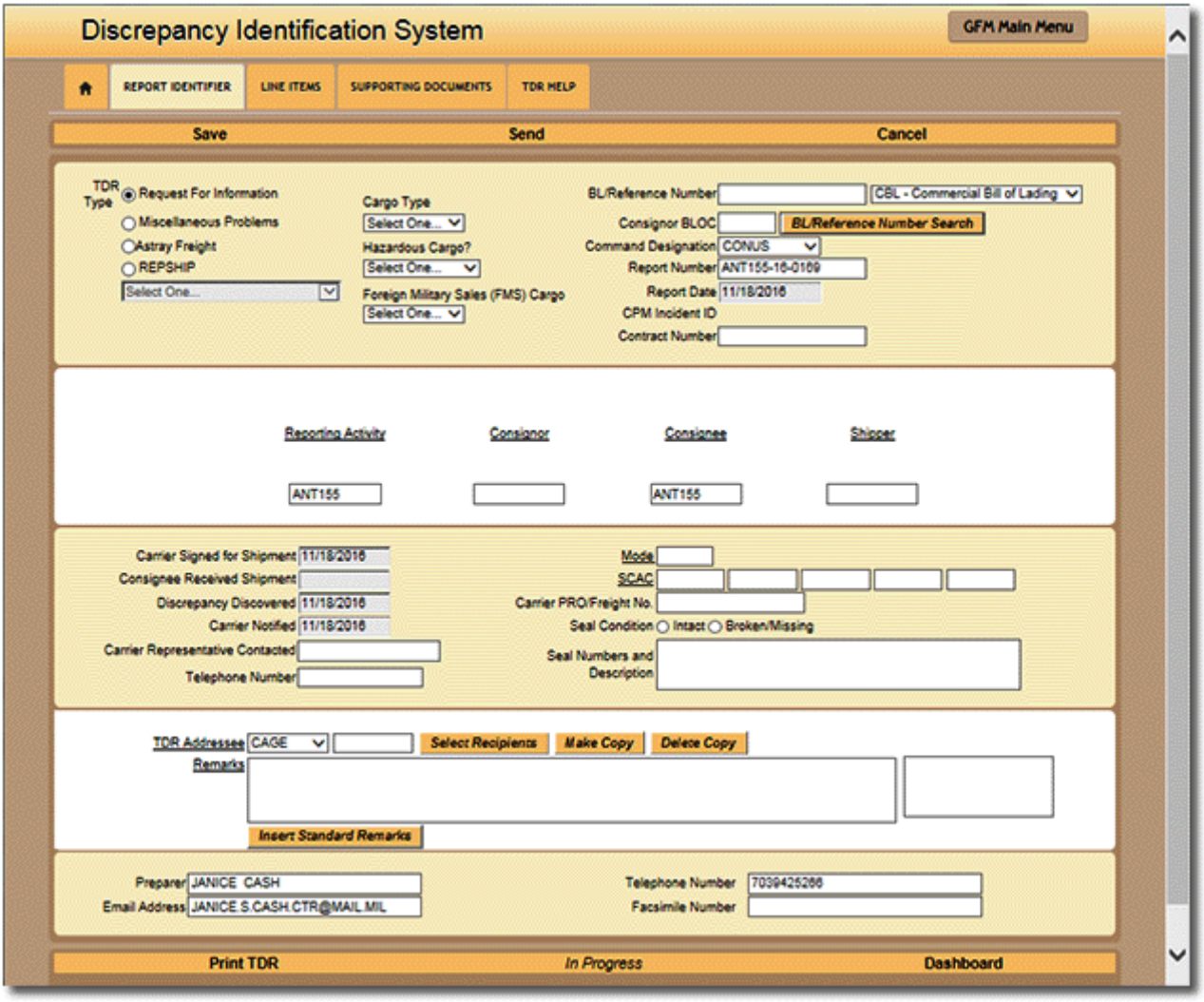


Image L: The Report Identifier Screen

Five tabs display at the top of the screen:

- **DIS Dashboard (House Icon)** returns to the dashboard screen.
- **Report Identifier** indicates the Report Identifier screen for the discrepancy report displayed.
- **Line Items** saves the data entered on the Report Identifier screen and displays the Line Items screen for the discrepancy report.
- **Supporting Documents** provides users with a means for uploading documents and images to support the TDR.

- **TDR Help** displays the following information:
  - **General Help with TDRs:** Contact information for the SDDC G9 Help Desk.
  - **GFM System Help Desk – SDDC System Response Center:** Contact information for the SDDC System Response Center
  - **USTRANSCOM DTR, Part II:** Links to the Defense Transportation Regulations, Part II.

Links are located below the tabs:

- **Save** saves the data entered on the Report Identifier screen. Information is automatically saved when moving from one screen to another, however, if you are interrupted during data entry, click the Save button before leaving your PC to ensure that no data is lost.
- **Send** transmits the discrepancy report to the recipients entered in the TDR Addressee section of the Report Identifier screen.
- **Cancel** cancels the discrepancy report and displays the DIS Dashboard. However, the report is not deleted from DIS and can be restored. To locate cancelled reports, use the search feature on the DIS Dashboard.

Links and report status display at the bottom of the screen:

- **Print TDR** generates the DD Form 361 and displays it in Adobe Acrobat Reader for printing.
- **In Progress** indicates the status of the discrepancy report (In Progress, Awaiting Reply, Awaiting Review, In Claims, Awaiting Close, Cancelled). In Progress reports have been created but not sent to any recipients. As the report is processed through DIS, the status updates.
- **Dashboard** saves any data entered for the report and displays the DIS Dashboard.

There are four types of discrepancy reports that can be created in DIS. The Request for Information radio button is automatically selected when a new report is created.

2. Select the Request for Information, Miscellaneous Problems, Astray Freight, or REPSHIP radio button to indicate the type of TDR being created.

If REPSHIP is selected, a drop-down list displays the following TDR reasons; Not Sent, Cargo Not Reported As Received, and Not Acknowledged.

3. Select a TDR reason from the REPSHIP drop-down list if appropriate (Image M).

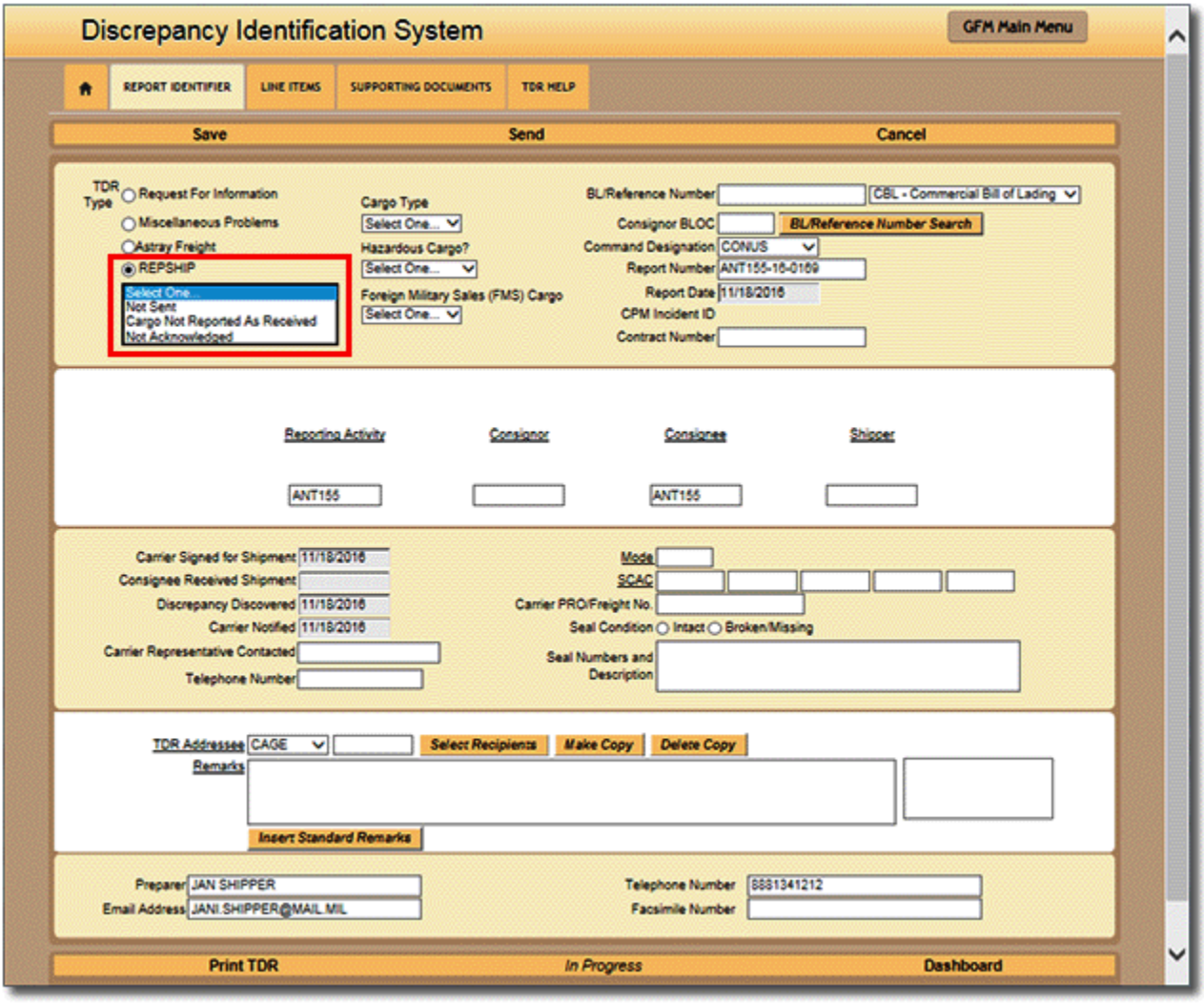


Image M: The Report Identifier Screen with the REPSHIP Field and Drop-down List Highlighted

Note: Selection of REPSHIP requires the selection of a Cargo Type.

The Cargo Type selections include; AA&E, NWRM, TPS, or Other.

4. Select a Cargo Type from the drop-down list if appropriate (Image N).

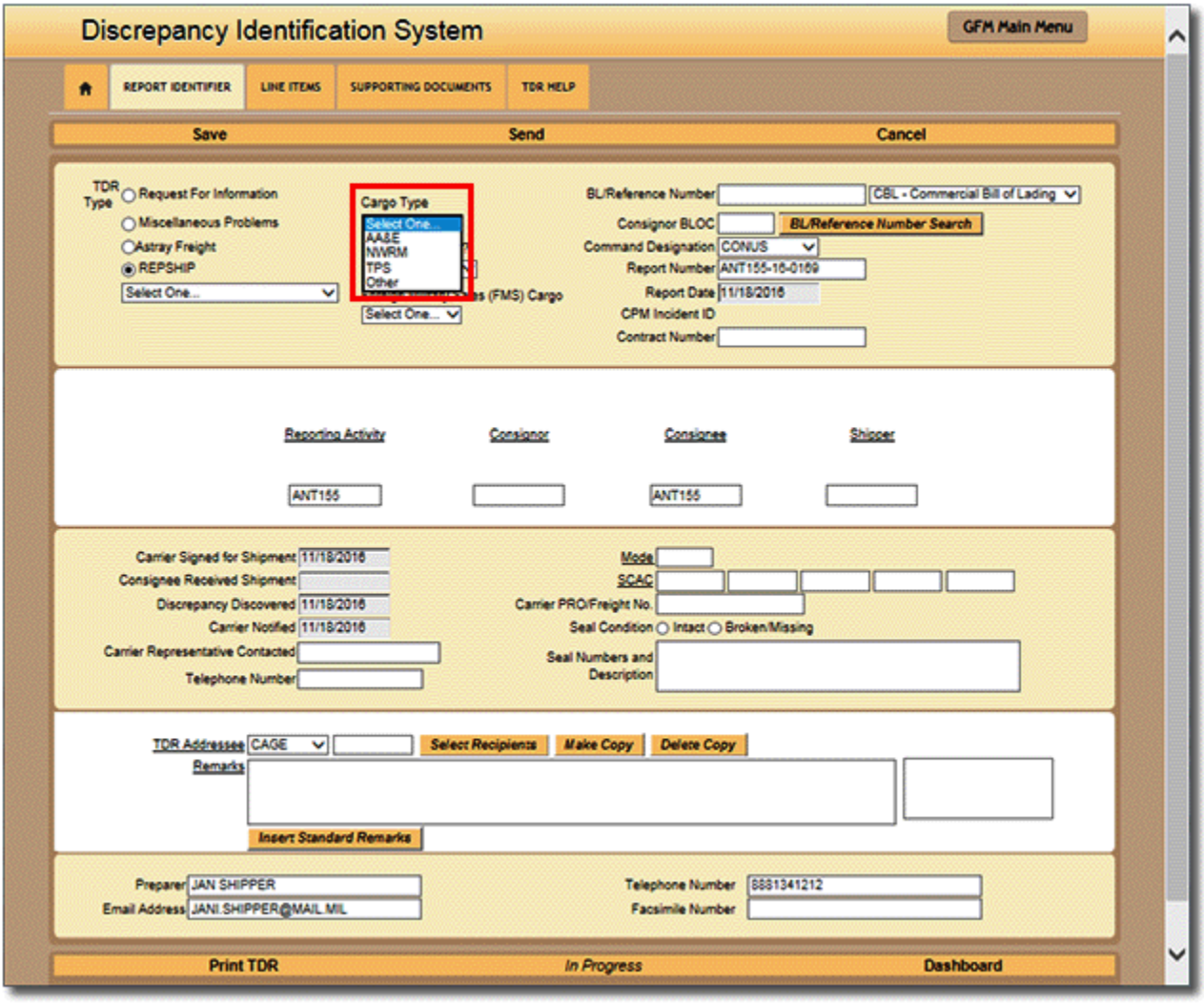


Image N: The Report Identifier Screen with the Cargo Type Drop-down List Highlighted

5. Select Hazardous or Non-Hazardous from the Hazardous Cargo drop-down list (Image O).

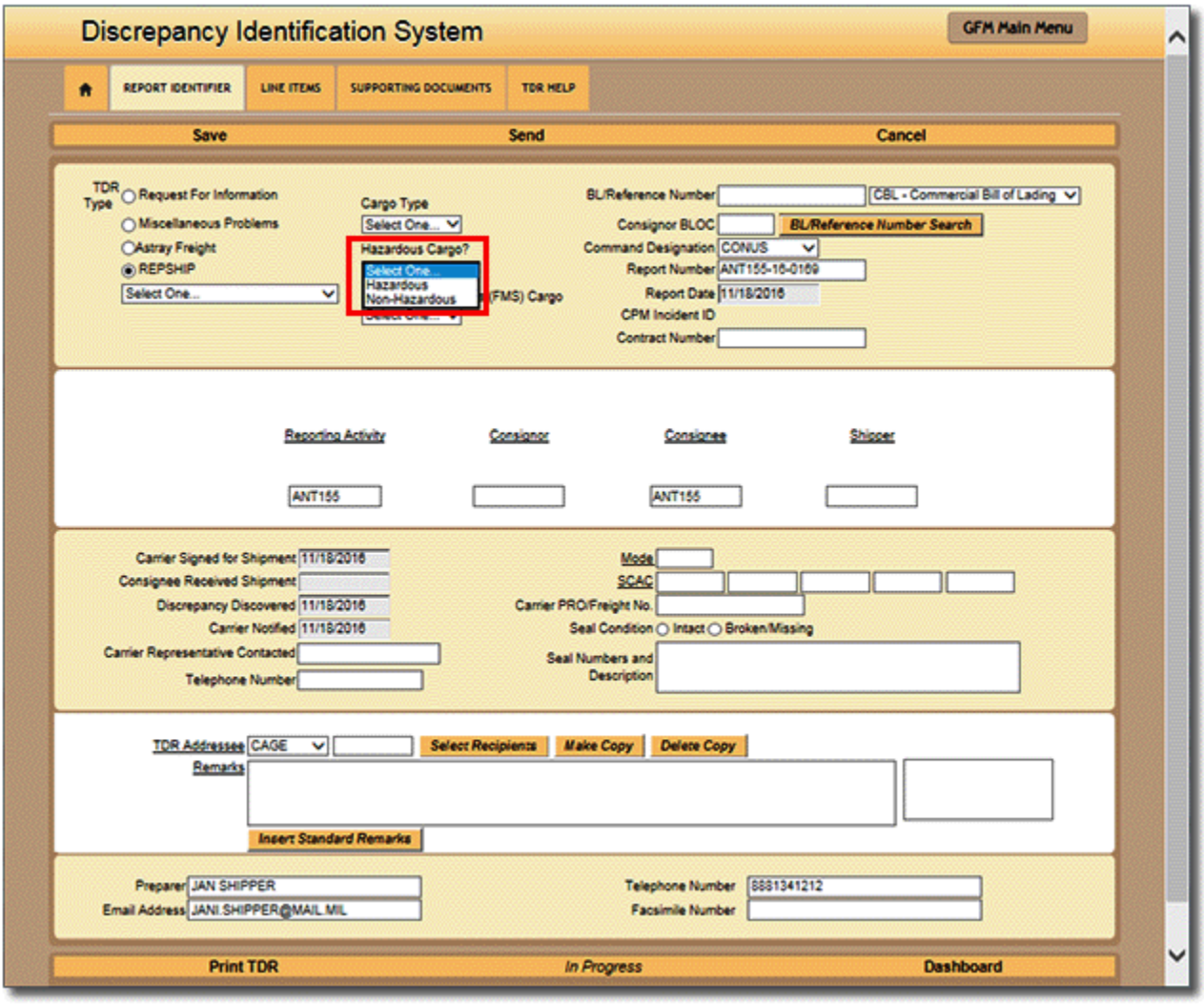


Image O: Hazardous Cargo Drop-down List Highlighted

6. Select "Yes" or "No" from the Foreign Military Sales (FMS) Cargo drop-down list (Image P). The Foreign Military Sales (FMS) Cargo field is required.

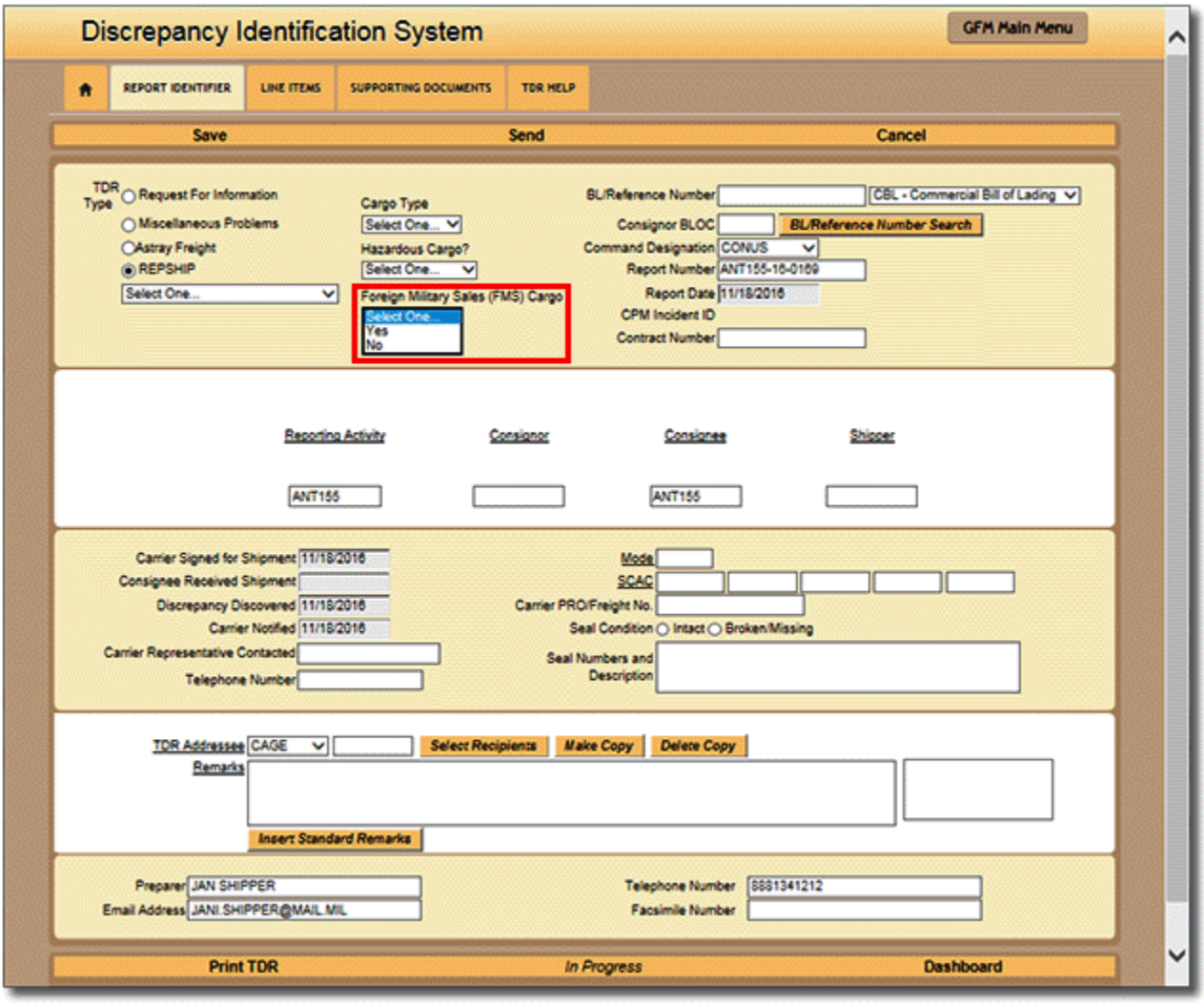


Image P: Foreign Military Sales (FMS) Cargo Drop-down List Highlighted

Note: Users have the ability to populate many fields with information from BLs completed in DoD shipping systems including FAST, Spot Bid, and CMOS or may enter the report data manually.

The following instructions primarily focus on the completion of a report using the BL Select function fields (Image Q), which automatically retrieve shipment data for shipments generated in the FAST, Spot Bid, or CMOS applications for use in populating fields on the Report Identifier and Line Items screens.

7. Enter a BL number in the BL/Reference Number field and select the type of BL (i.e. CBL – Commercial Bill of Lading) from the drop-down list (Image Q).

8. Enter the Consignor's Bill of Lading Office Code (BLOC) or Government Bill of Lading Office Code (GBLOC) in the Consignor BLOC field (Image Q).

Note: The Select button has been renamed BL/Reference Number Search.

9. Click the BL/Reference Number Search button (Image Q).

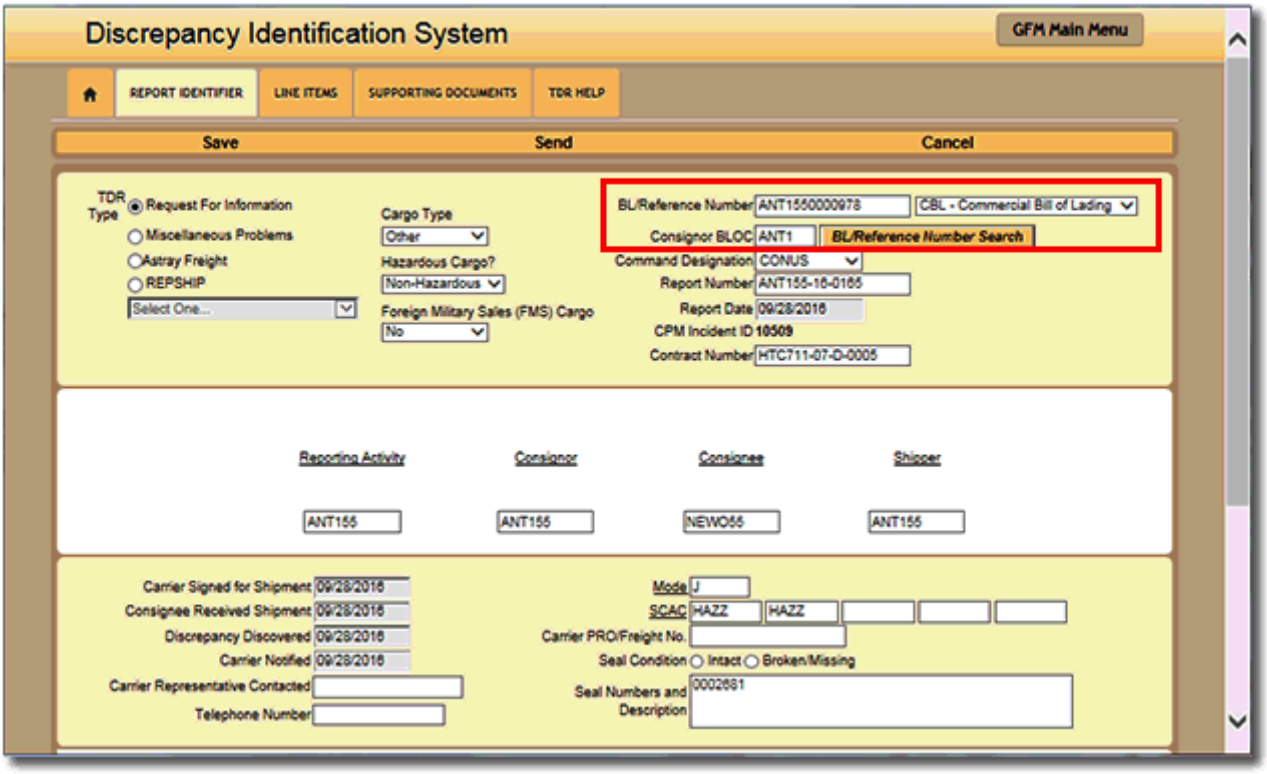


Image Q: BL/Reference Number and Consignor BLOC fields and BL/Reference Number Search Button Highlighted

If the shipment associated with the BL was generated by FAST, Spot Bid, or CMOS, then the shipment data is loaded into DIS and the following fields are populated; Contract Number, Consignor, Shipper, Mode, and Standard Carrier Alpha Code (SCAC) (Image R).

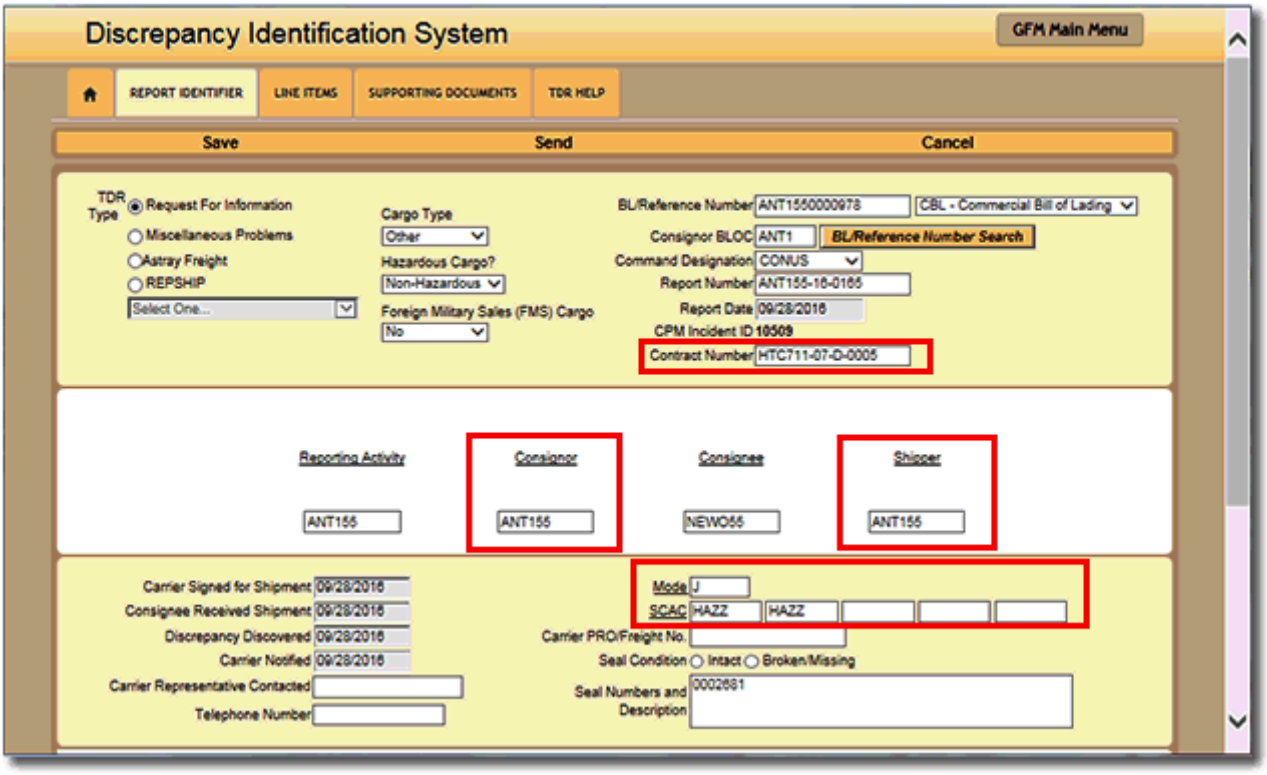


Image R: BL Select Function Fields Automatically Populated and Highlighted

Note: The Contract Number also displays in the Remarks block when the user clicks the Insert Standard Remarks button in the Remarks section of the Report Identifier screen.

10. Select CONUS, EUCOM, PACOM, CENTCOM, SOUTHCOM, JFCOM, or OTHERS from the Command Designation drop-down list, as appropriate (Image S).

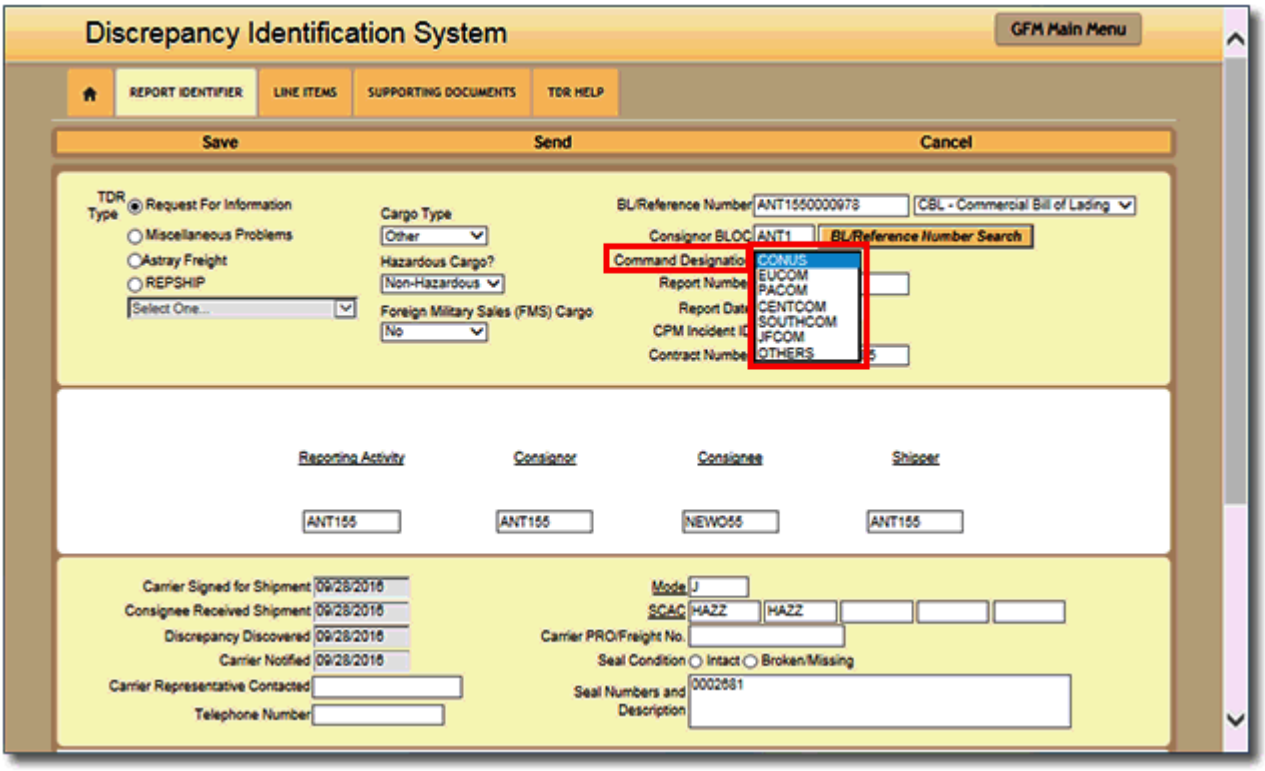


Image S: Report Identifier Screen with Command Designation Drop-down List Highlighted

Port Call File Number (PCFN) in DIS uses the Integrated Surface Deployment Data Cleansing Tool (ISDDC) web service. Querying by PCFN using ISDDC automatically populates the following six (6) fields on the Report Identifier screen:

- Consignee
- Consignor
- Shipper
- Mode – Mode as "O" for all PCFN look ups via the Transportation Control and Movement Document (TCMD) Web Service (WS)
- SCAC
- Contract Number

11. Enter the BL/ Reference Number and select PCFN - Port Call File Number from the drop-down list (Image T).

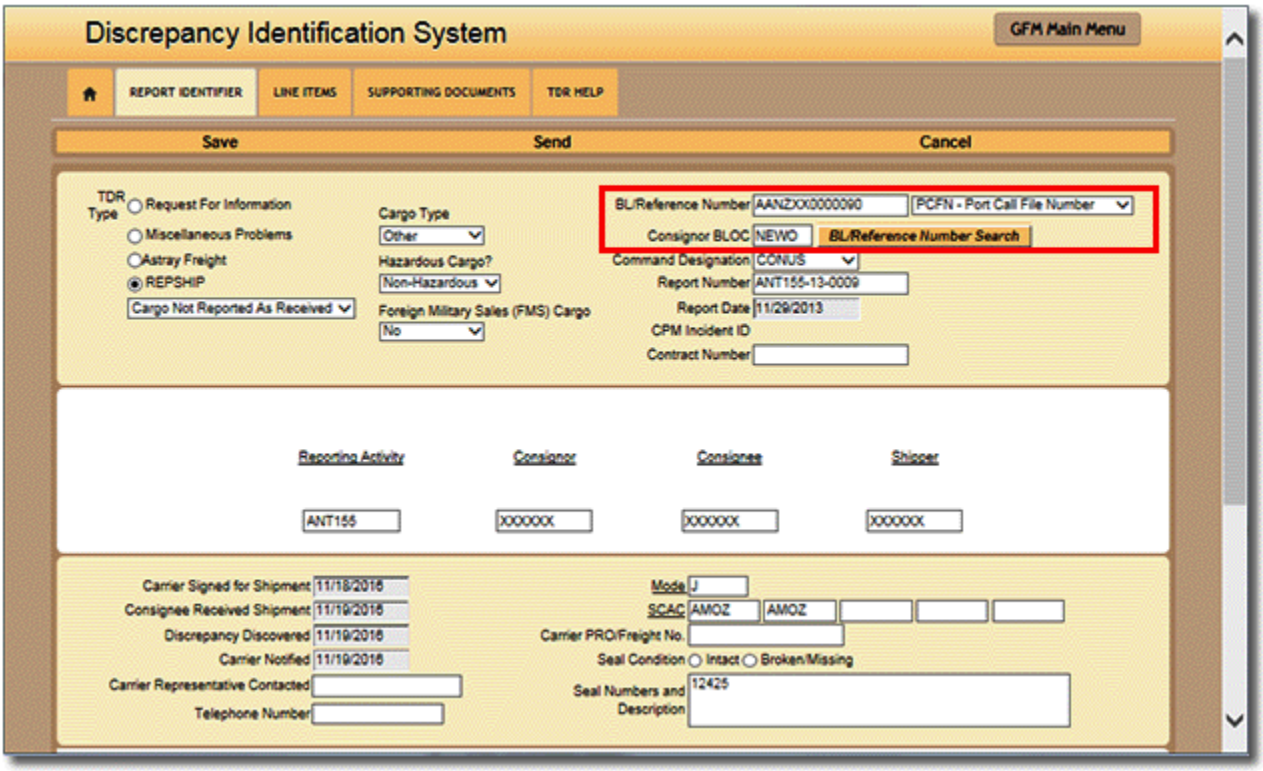


Image T: BL Reference Number, PCFN, Consignor BLOC, and BL/Reference Number Search buttons Highlighted

The BL/Reference Number Search button is only enabled when one of the following 5 BL/Reference Number types is selected:

- CBL - Commercial Bill of Lading
- GBL - Government Bill of Lading
- PCFN - Port Call File Number
- FB - Freight Bill
- PN - PRO Number

The PCFN web service launches, retrieving the data associated with the PCFN and auto-populating TDR data. This functionality works similar to the CBL lookup tool that DIS uses.

Note: A "retrieving data" message displays. This step could take up to several minutes depending on web service traffic. If the PCFN lookup capability is temporarily offline; the BL/Reference Number Search button is disabled when the BL/Reference Number Search is set to PCFN.

Note: For processing purposes, CBLs, Freight Bills, and Pro Numbers are not available for the majority of the ocean shipping customers. Shipments are routed through Freight Acquisition Regulation (FAR) based contracts versus tender based bills of lading.

When querying by PCFN, DIS auto-populates the following six (6) data fields on the Report Identifier Screen; Contract Number, Consignor, Consignee, Shipper, Mode, and SCAC (Image U).

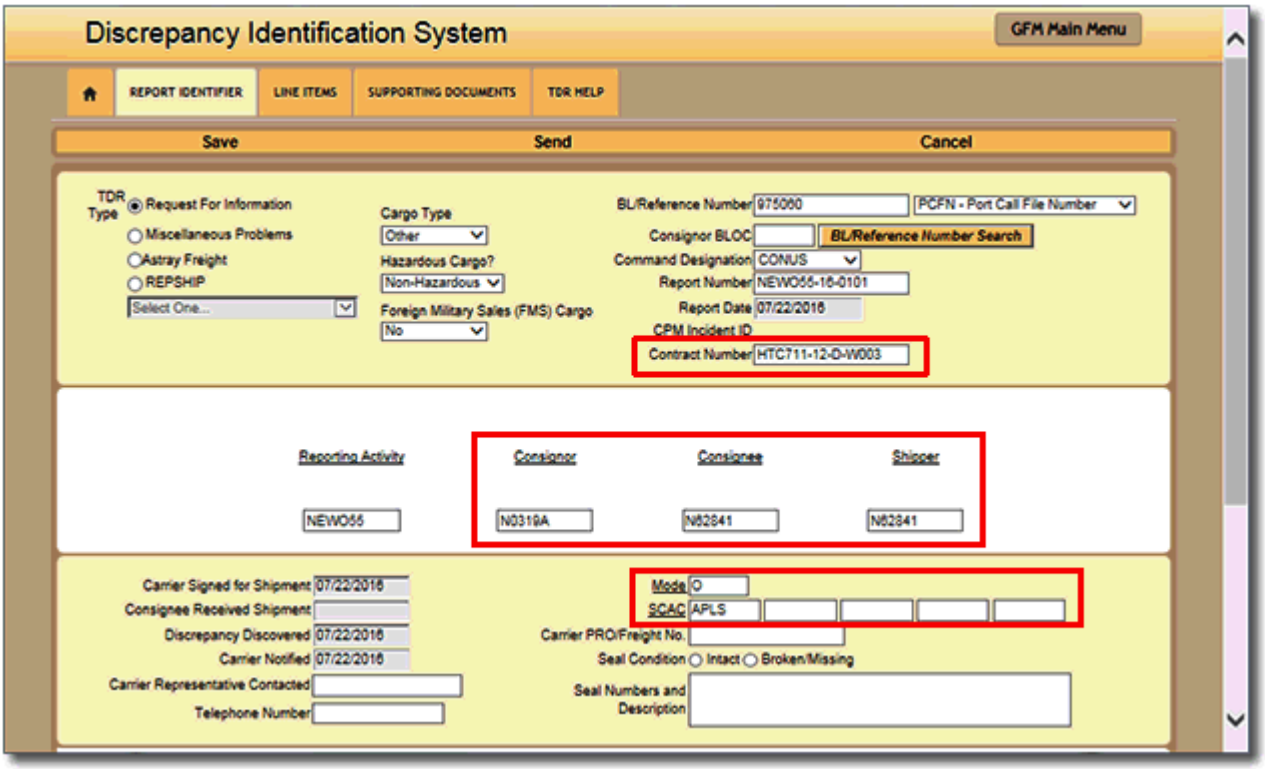


Image U: Report Identifier Screen with Data Fields Highlighted

The TCMD WS returns shipment details for a Transportation Control Number (TCN) or for all TCNs associated with a PCFN that has been active within the last two years from the ISDDC web services.

The TCNs and container numbers containing those TCNs, are available on the Line Items Screen (See the Line Items topic for details).

A unique report number is automatically generated and populates the Report Number field. The report number consists of the Department of Defense Activity Address Code (DODAAC), the last 2 digits of the year, and a 4 digit sequential number. The report number can be modified if data is being entered for another reporting activity.

12. Modify the number in the Report Number field, as necessary (Image V).

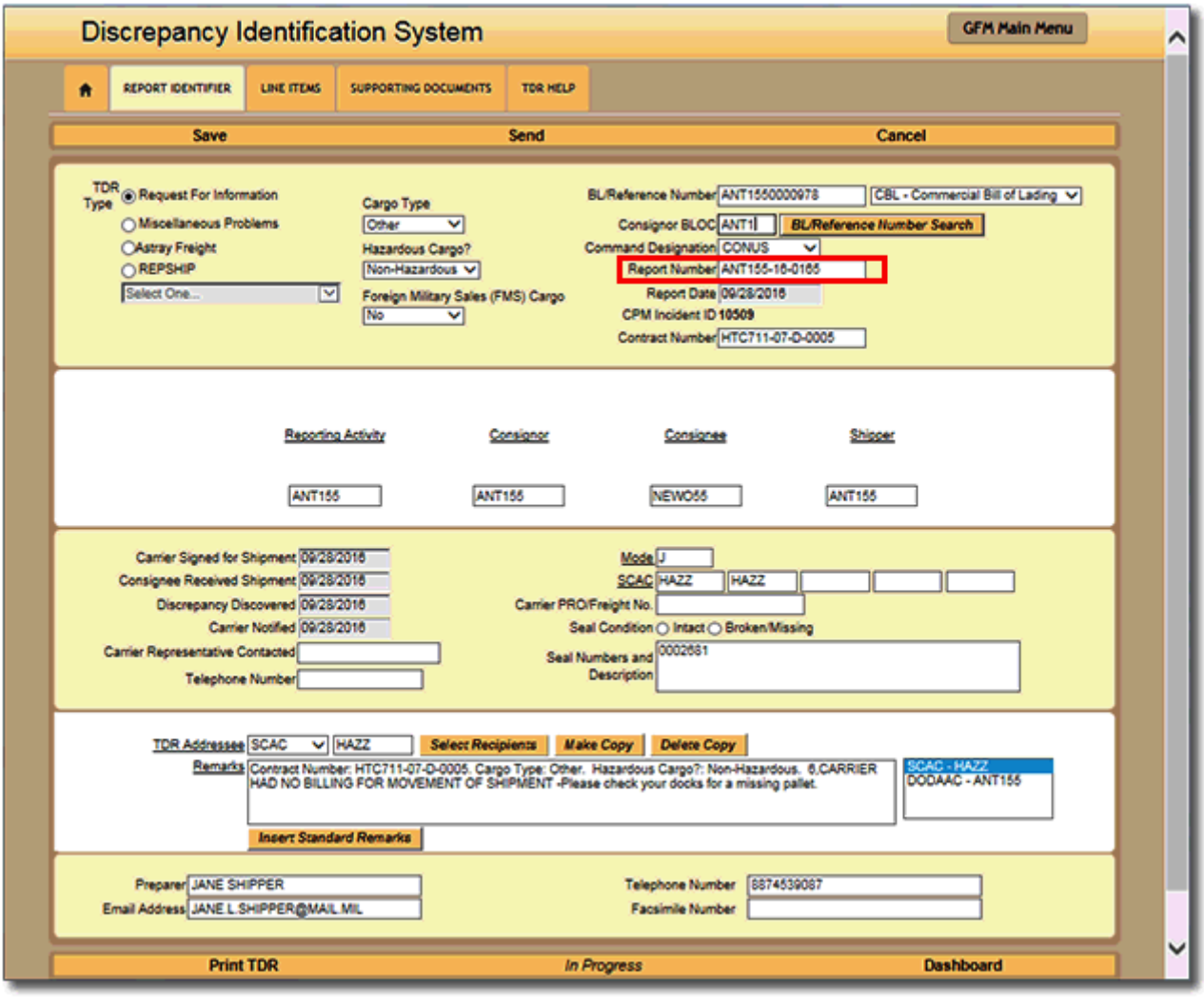


Image V: Report Date Field Highlighted

The Report Date is automatically populated with the current date.

13. Click the Report Date field to display the calendar pop-up window and select a different date (Image W).

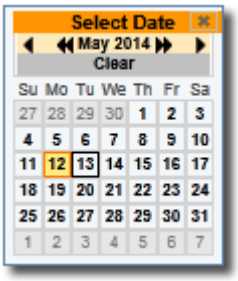


Image W: Calendar Pop-up Window

14. Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

Note: Date fields are converted to Julian date format when the DD Form 361 is generated in compliance with the DTR.

The Reporting Activity and Consignee address code fields populate automatically based on user login information when the Report Identifier screen displays (Image X).

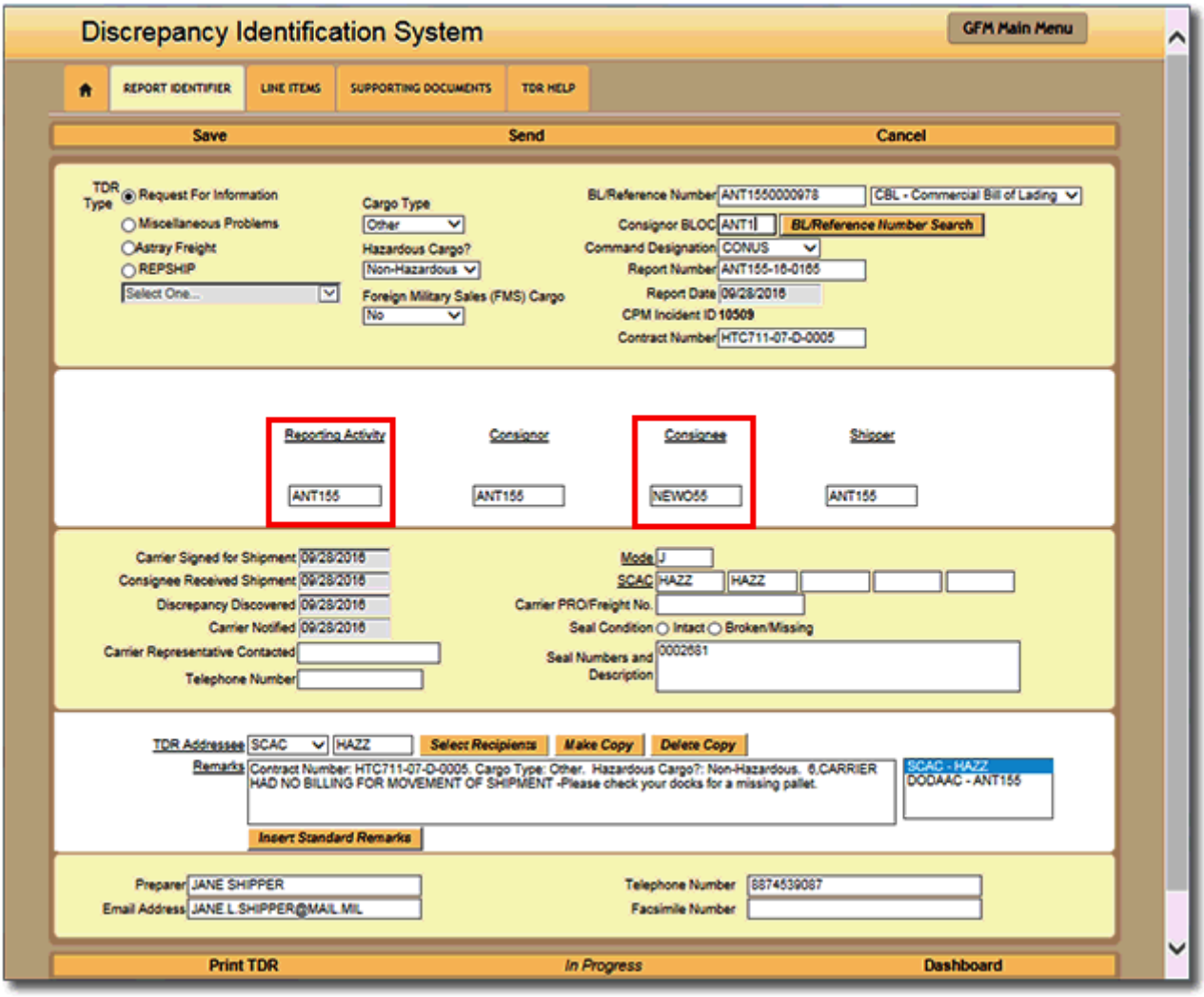


Image X: Reporting Activity and Consignee Fields Highlighted

The Consignor, Consignee, and Shipper fields populate when the BL/Reference Number Search button is used to create a report and are mandatory when completing the report manually. The address codes can also be entered using the DODAAC search feature by clicking the Reporting Activity, Consignor, Consignee, or Shipper link above the applicable field.

15. Enter the appropriate address codes in the Reporting Activity, Consignor, Consignee, and Shipper address code fields.

The Carrier Signed for Shipment, Discrepancy Discovered, and Carrier Notified fields automatically populate with the current date when a new report is created. They can be modified if necessary.

The Carrier Signed for Shipment field updates with data from the shipment when the BL Select function is used.

16. Click the Carrier Signed for Shipment, Discrepancy Discovered, or Carrier Notified date field to display the calendar pop-up window and select a different date.

Note: The Discrepancy Discovered date allows the date selected to be earlier than the Consignee Received Shipment date. This will allow trans-shippers and port officials to report a discrepancy before delivery, as required by the DTR.

17. Click the Consignee Received Shipment date field to display the calendar pop-up window and select a date.

18. Enter the name of the person contacted about the discrepancy in the Carrier Representative Contacted field.

19. Enter the carrier contact phone number in the Telephone Number field.

The Mode field populates when the BL/Reference Number button is selected. The shipment mode can also be entered manually by using the search feature or by clicking the Mode link.

20. Enter the transportation mode code in the Mode field.

The SCAC fields populate when the BL/Reference Number button is selected. SCACs can also be entered manually by using the search feature or by clicking the SCAC link.

21. Enter the carrier(s) that transported the shipment in the SCAC fields. Up to five SCACs can be entered.

22. Enter the shipment identifier from the carrier's delivery receipt in the Carrier PRO/Freight No. field.

23. If a seal was applied to the shipment, indicate if the seals were intact, broken, or missing by selecting the appropriate Seal Condition radio button.

24. Enter the seal numbers and description in the Seal Numbers and Description field.

25. Using the TDR Addressee feature, enter comments and addresses for the recipients of the discrepancy report.

The Preparer, Email Address, Telephone Number, and Facsimile Number fields populate automatically based on user login information and can be modified if necessary.

26. Click the Line Items tab to save the data entered on the Report Identifier screen and display the Line Item screen for the discrepancy report.

Search Features

Multiple search features are available on the Report Identifier screen to easily populate fields (Image Y):

- DODAAC
- Mode
- SCAC

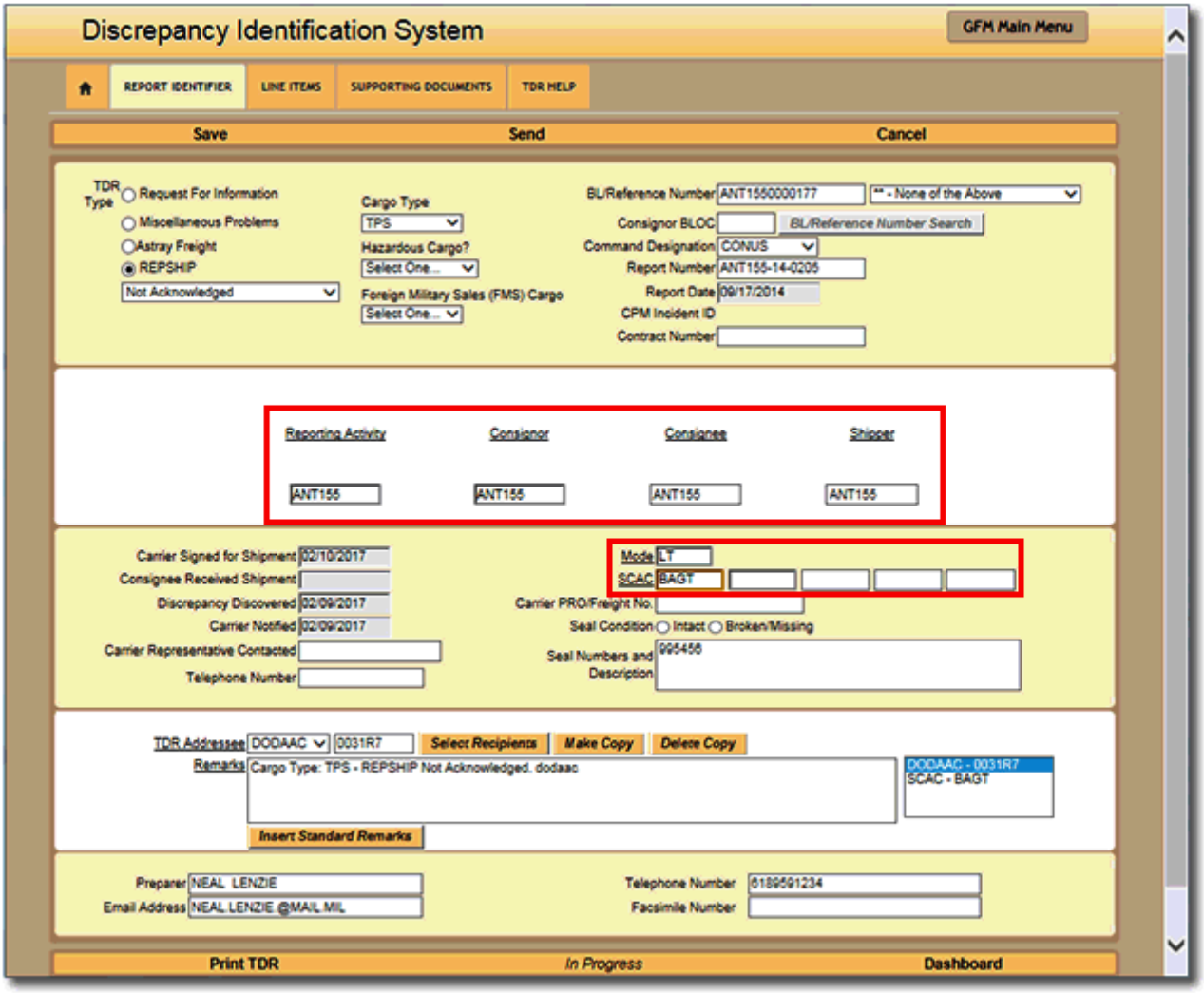


Image Y: Report Identifier Screen with Address Codes, Mode and SCAC Fields Highlighted

Note: The search features used to populate the TCN and FSC fields are covered in the Line Items Screen topic.

DODAAC Search

Use the DODAAC search feature to populate the Reporting Activity, Consignor, Consignee, or Shipper address code fields on the Report Identifier screen.

To Search for a DODAAC:

1. Click the Reporting Activity, Consignor, Consignee, or Shipper field name (Image Y).

The DODAAC Search window displays (Image Z).

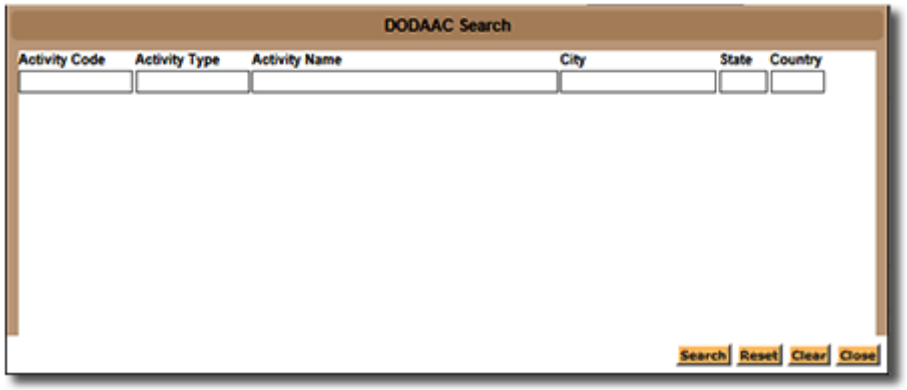


Image Z: DODAAC Search Window

The DODAAC Search window provides six search fields (Activity Code, Activity Type, Activity Name, City, State, Country).

Four buttons display at the bottom of the DODAAC Search screen:

- **Search** returns a list of activities matching the criteria entered in the search fields.
- **Reset** clears the data entered in the search fields from a previous search.
- **Clear** removes the search results, i.e., clears the list of activities returned when the Search button was clicked.
- **Close** closes the DODAAC Search window without populating the address code field on the Report Identifier screen.

Note: If the buttons do not display at the bottom of the DODAAC Search screen, change the browser text size setting to a smaller setting (Smaller or Smallest is recommended for Microsoft Internet Explorer). For Internet Explorer, the browser text size setting is located in the View drop-down menu located at the top of the browser window. Refer to your browser help files for additional information.

2. Enter the desired search criteria in one or more of the search fields. Partial terms are allowed. For example, entering "new" in the City field returns activities located in cities such as **New** Haven, CT and **New** Bedford, MA as well as, cities such as Ken**new**ick, WA.

3. Click the Search button. A list of matching activities displays (Image AA).

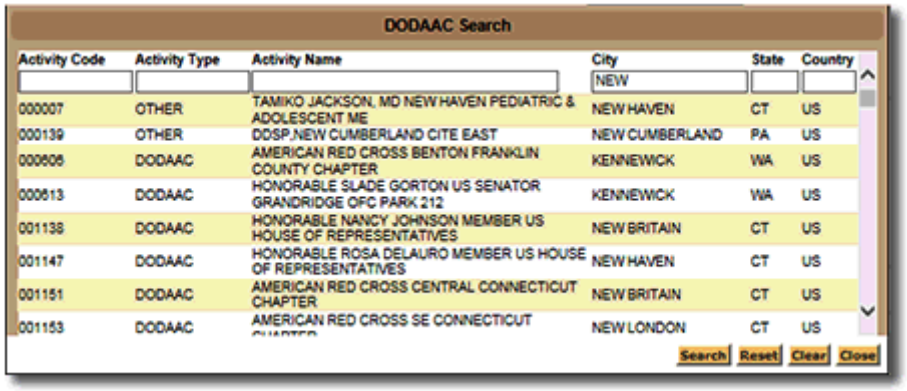


Image AA: DODAAC Search Window Displaying Search Results

4. Click an activity from the results. The DODAAC Search window closes and the address code field is populated with the selected DODAAC.

Mode Search

Use the Mode search feature to select the shipment transportation mode and populate the Mode field.

To Search for a Mode:

1. Click the Mode field name. The TMode Search window displays a list of transportation mode codes and descriptions (Image AB).

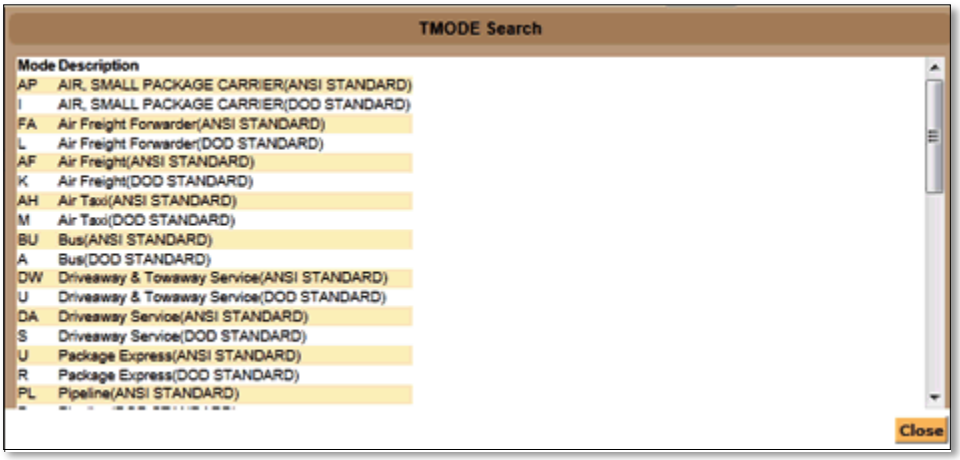


Image AB: TMode Search Window

2. Click a mode from the list. The TMode Search window closes and the Mode field is populated.

Click the Close button at the bottom of the TMode Search window to close the window without populating the Mode field on the Report Identifier screen.

SCAC Search

Use the SCAC search feature to select the SCAC of the carriers that transported the shipment and populate the SCAC fields.

To Search for a SCAC:

1. Click the SCAC field name. The SCAC Search window displays (Image AC).

Image AC: SCAC Search Window

The SCAC Search window provides two search fields (SCAC Code and Name). Four buttons display at the bottom of the SCAC Search screen:

- **Search** returns a list of carriers matching the criteria entered in the search fields.
- **Reset** clears the data entered in the search fields from a previous search.
- **Clear** removes the search results, i.e., clears the list of carriers returned when the Search button was clicked.
- **Close** closes the SCAC Search window without populating the SCAC field on the Report Identifier screen.

2. Enter the desired search criteria in one or more of the search fields. Partial terms are allowed. For example, entering "road" in the Name field returns carriers such as Baltimore & Ohio Rail**road** Co. and **Road** way Express, Inc.

3. Click the Search button. A list of matching carriers displays (Image AD).

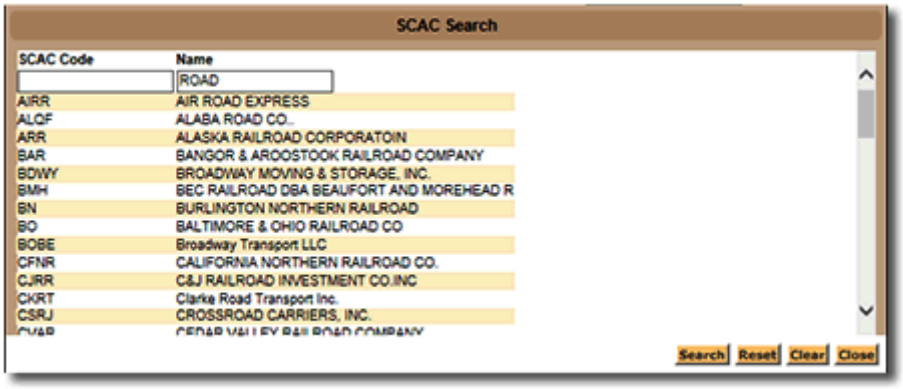


Image AD: SCAC Search Window Displaying Search Results

4. Click a carrier from the search results. The SCAC Search window closes and the SCAC field is populated.

TDR Addressee

The discrepancy report can be addressed to multiple recipients. Recipients are selected using the TDR Addressee feature located on the Report Identifier screen (Image AE).

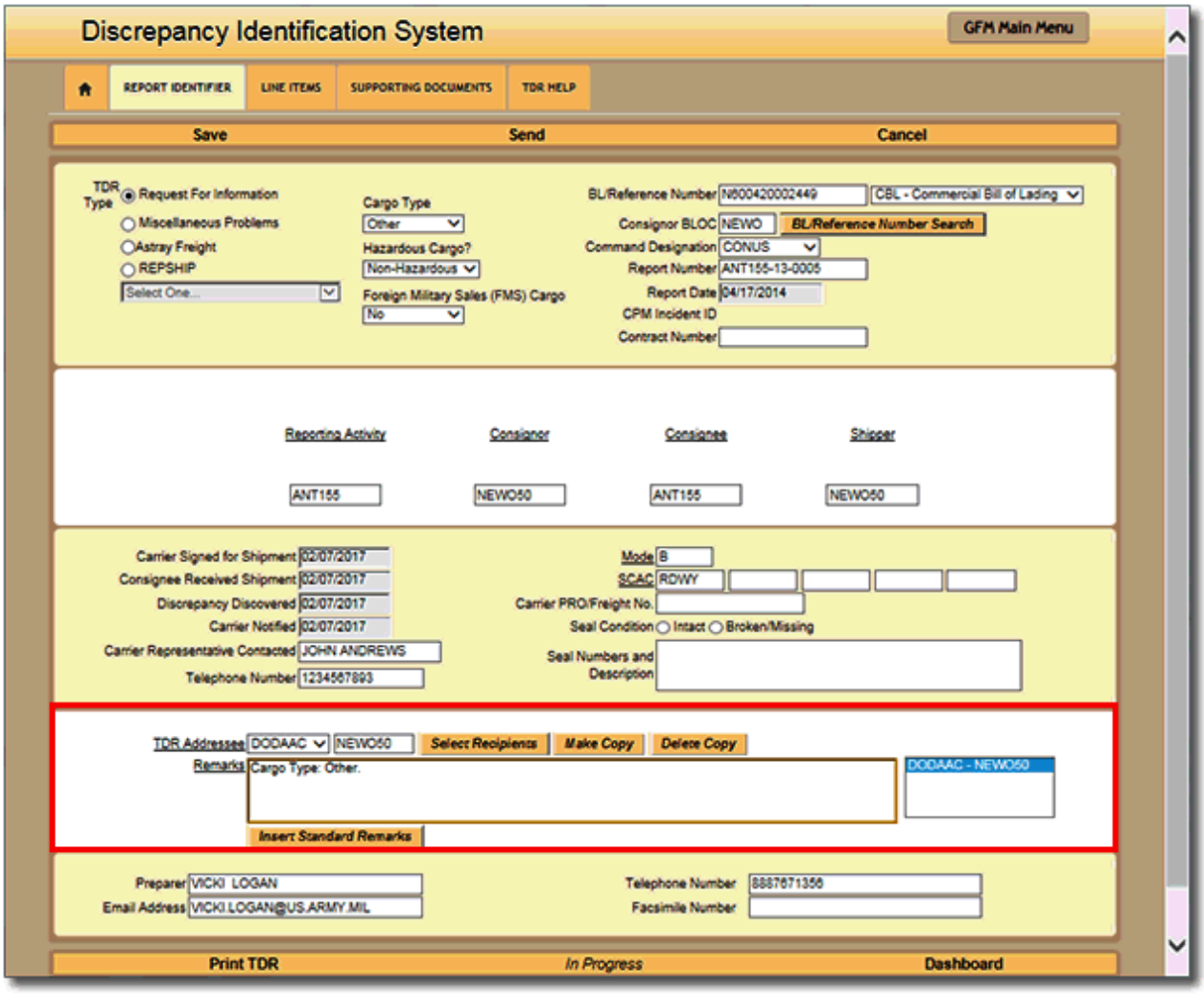


Image AE: Report Identifier Screen with the TDR Addressee Section Highlighted

To Add a Recipient:

1. Select the address code type (CAGE, DODAAC, MAPAC, Other, or SCAC) from the TDR Addressee drop-down list to enter the address code in the TDR Addressee field.

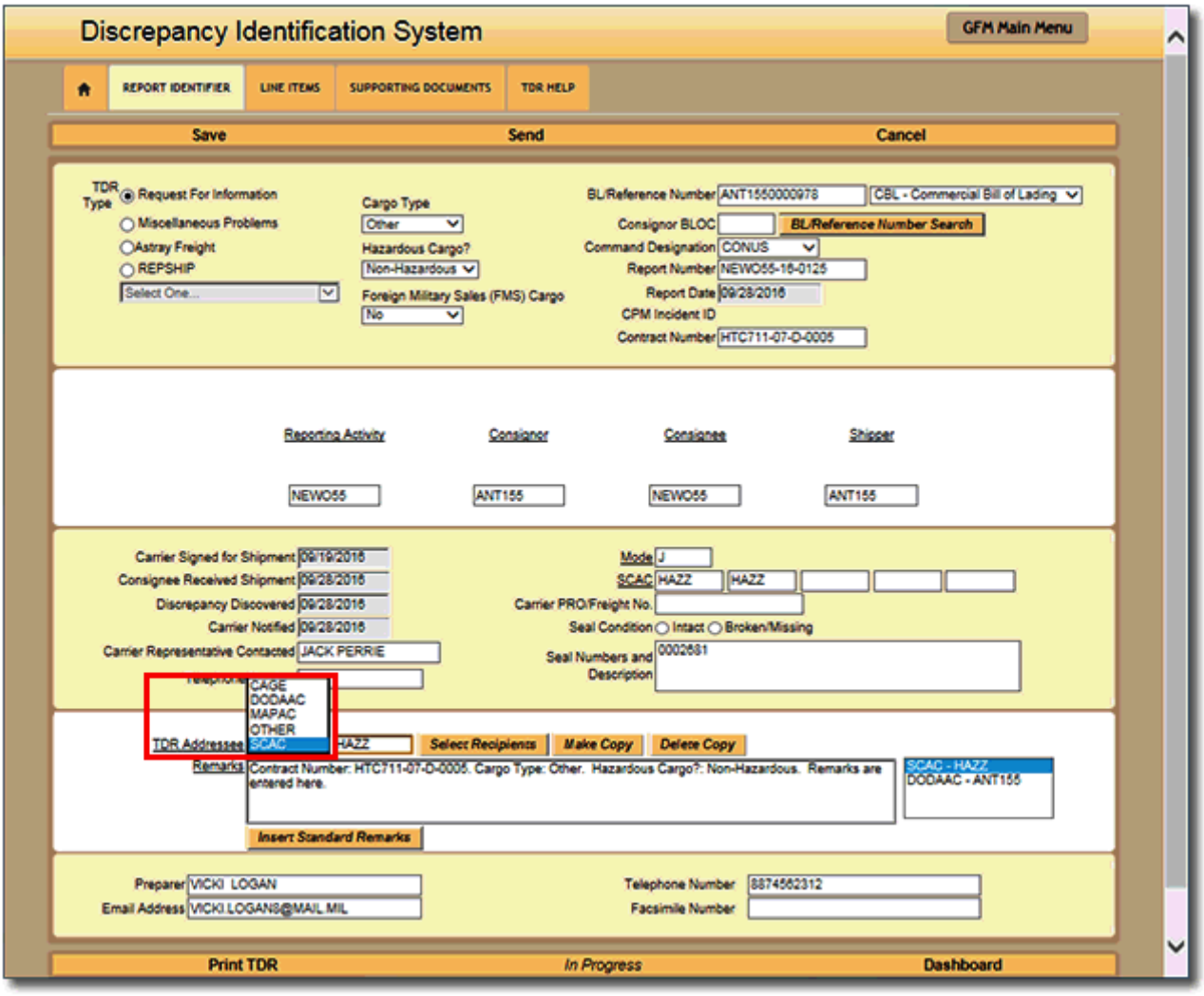


Image AF: Report Identifier Screen with the TDR Addressee Drop-down List Highlighted

To locate an address code using the TDR Addressee search feature, select the address code type from the TDR Addressee drop-down list (Image AF), and click the TDR Addressee field name. The TDR Addressee search window for the address code type displays. (Image AG).

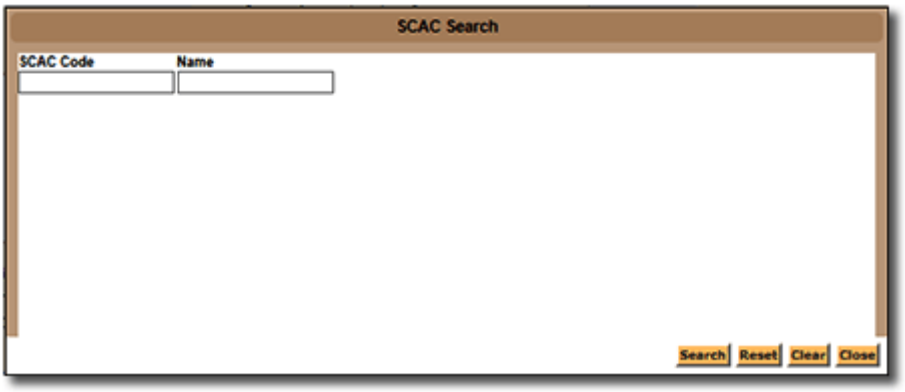


Image AG: TDR Addressee Search Window Displaying Results for a SCAC Search

The TDR Addressee search window provides search fields that correspond to the type of Address code. Image AG displays the search fields available for a SCAC CODE or Name, address type code.

The TDR Addressee search window for the DODAAC Activity Type displays (Image AH). The following search fields are available for a DODAAC Activity Type: Activity Code, Activity Type, Activity Name, City, State, and Country (Image AH).

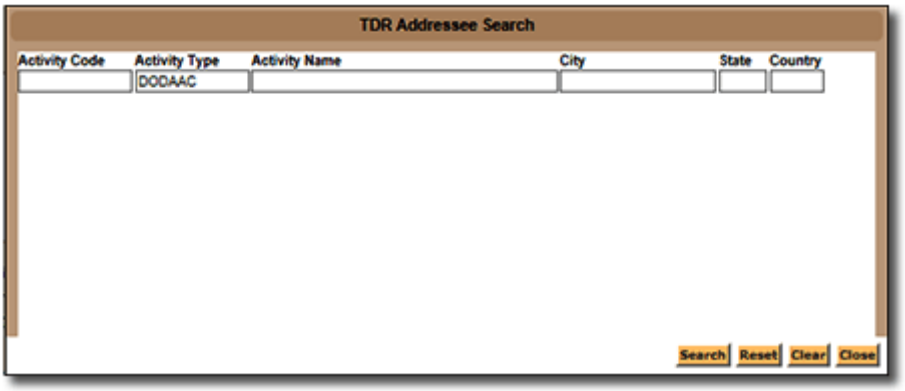


Image AH: TDR Addressee Search Window

2. Enter the desired search criteria in the search fields and click the Search button to display a list of matching address codes. See the Search Features topic for more information on using search features.

3. From the list of matching address codes returned, select the desired address code. The TDR Addressee Search Window closes and the TDR Addressee field on the Report Identifier screen populates with the address code.

Remarks can be selected from a list of standard remarks and/or entered manually in the Remarks field (Image AI). Using the Ins ert Standard Remarks button users can also select Headquarters (HQ) SDDC predetermined remarks from a drop-down list (Image AI).

Note: The Contract Number displays in the Remarks block when the user clicks the Insert Standard Remarks button in the Remarks section of the Report Identifier screen.

Note: Remarks are mandatory.

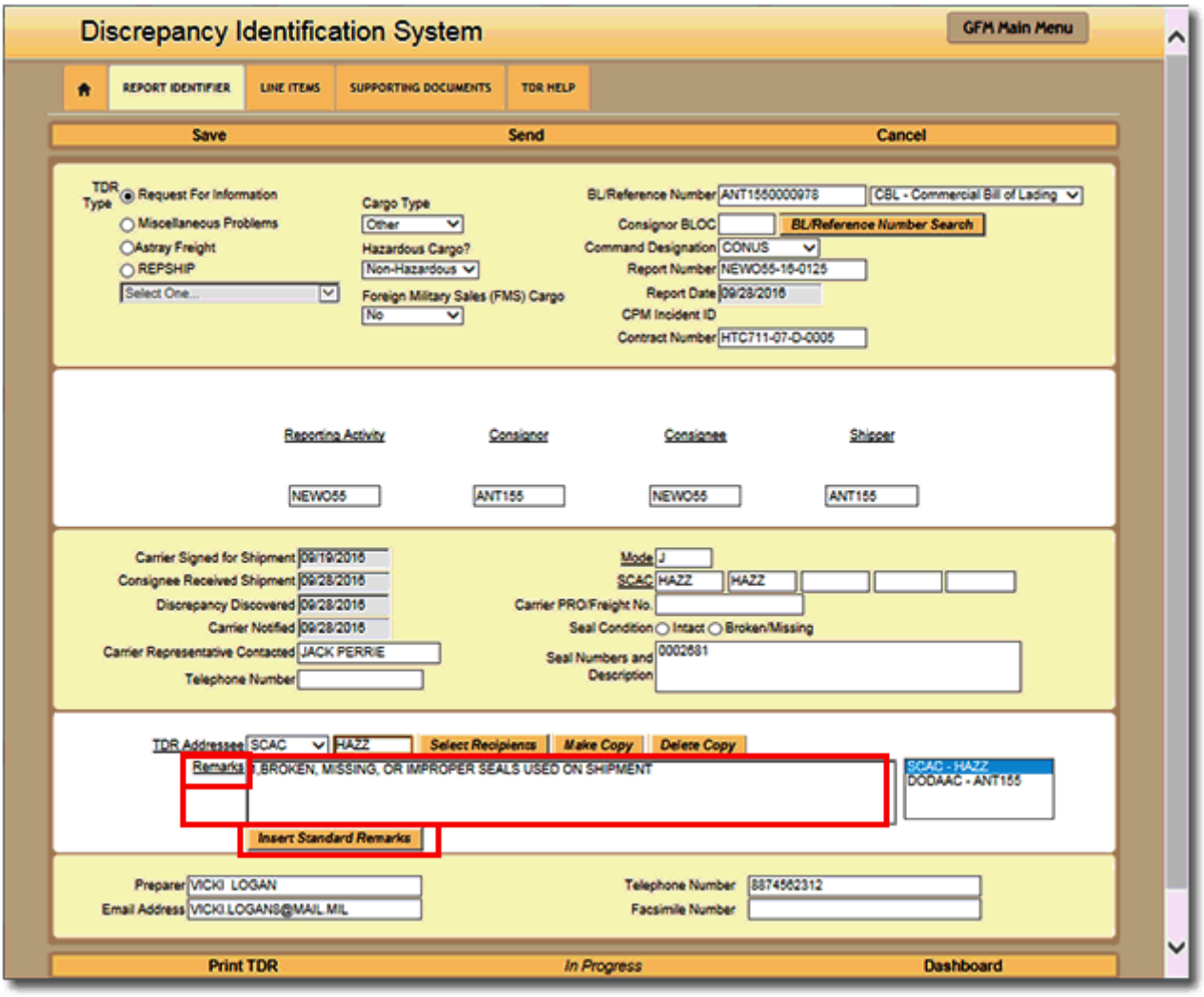


Image AI: Remarks Link, Remarks Field, and Insert Standard Remarks Button Highlighted

4. To select a standard remark click the Remarks link. The Remarks Search window displays (Image AJ).

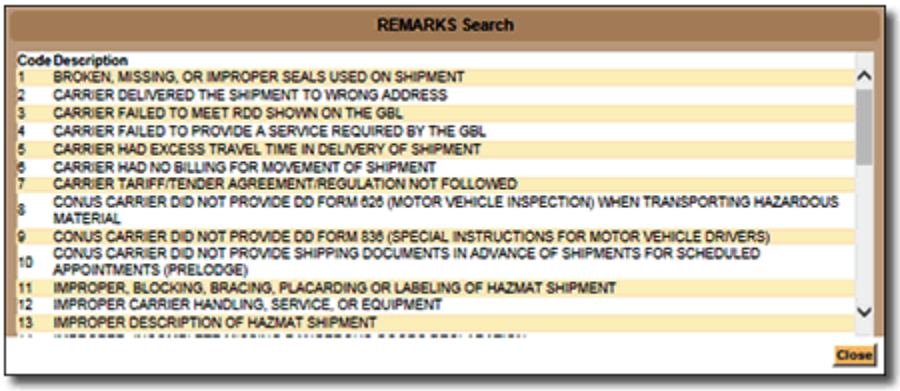


Image AJ: Remarks Search Window

5. Click a remark description line to make a selection. The Remarks Search window closes and the remark selected populates the Remarks field on the Report Identifier screen.

Note: Select all appropriate standard remarks from the Remarks Search window before typing additional comments in the Remarks block. Comments entered in the Remarks block prior to selecting the standard remarks will be overwritten.

Note: If selected, HQ SDDC predetermined remarks are automatically inserted before any user-entered remarks.

The current list of HQ SDDC predetermined remarks includes the selected Cargo Type, the REPSHIP, and the REPSHIP Reason.

Note: The Contract Number displays in the Remarks block when the user clicks the Insert Standard Remarks button in the Remarks section of the Report Identifier screen.

Once Remarks are entered, the TDR Addressee address code displays in a list field to the right of the remarks (Image AK).

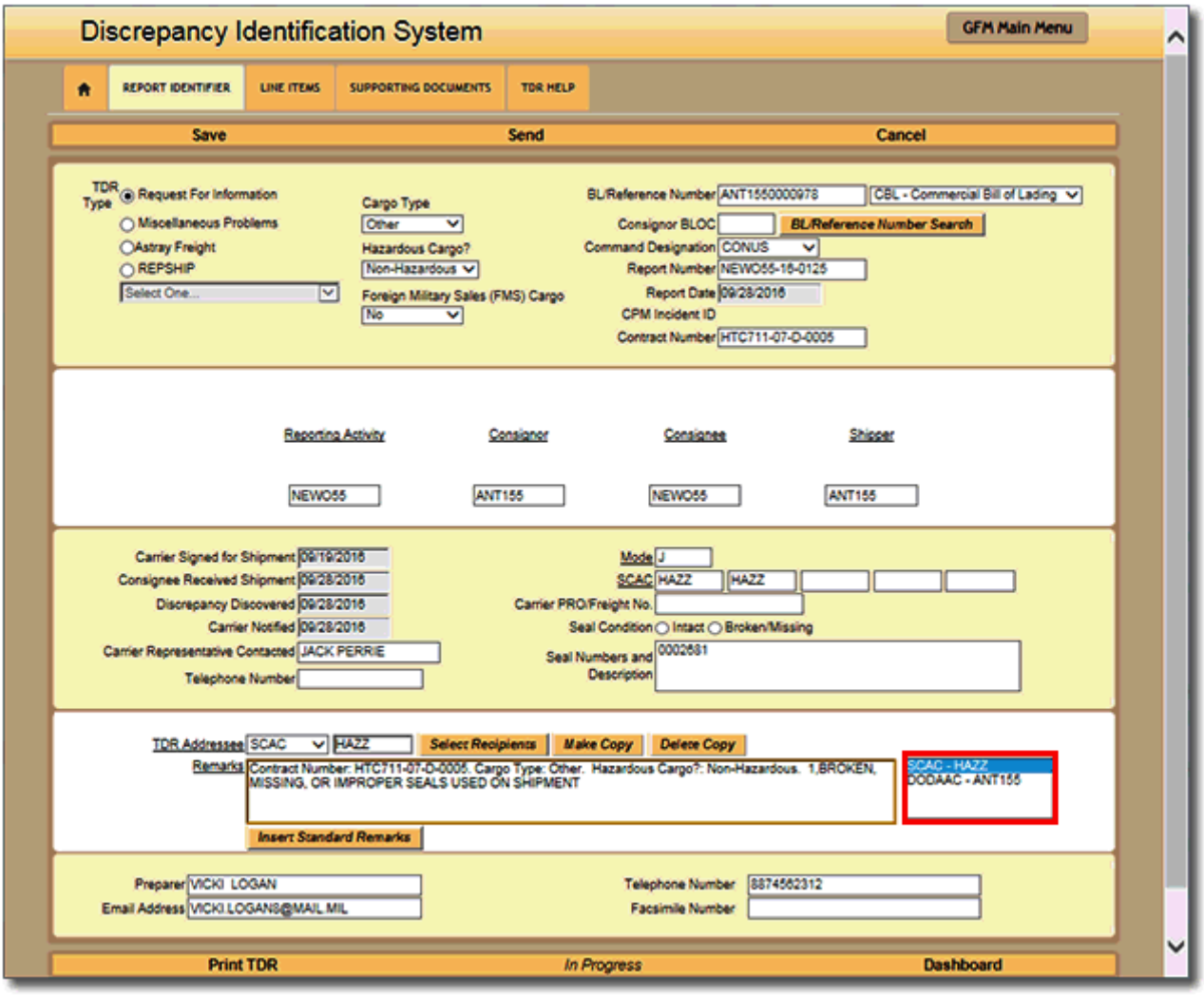


Image AK: Report Identifier Screen with TDR Addressees List Field Highlighted

Note: If Remarks were entered manually, the TDR Addressee address code does not display in the list field until the Select Recipients button is clicked.

6. Click the Select Recipients button. The TDR Recipient window displays (Image AL).

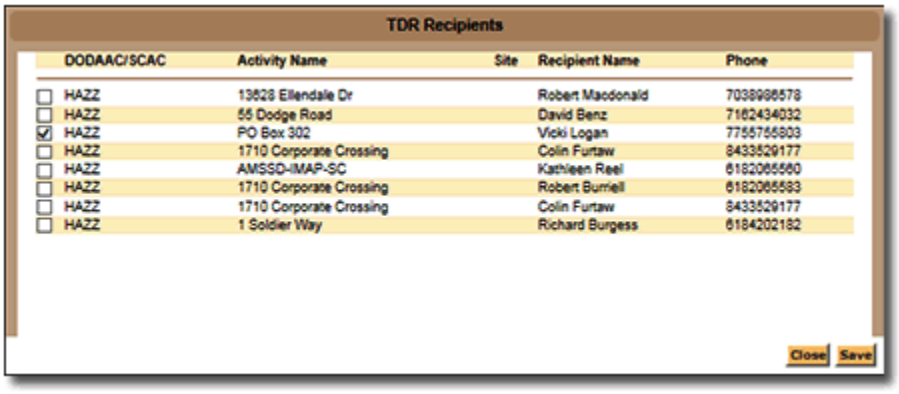


Image AL: TDR Recipients Window

The TDR Recipient window displays a list of recipients corresponding to the address code entered in the TDR Addressee field on the Report Identifier screen.

7. Click the checkbox for each desired recipient. Then click the Save button. The checked recipients are saved and the TDR Recipient window closes.

If a copy of the discrepancy report needs to be sent to another recipient with a different address code, click the Make Copy button. The TDR Addressee drop-down list and field resets so a new address code can be entered. Follow steps 1 through 4 to add additional recipients. As new recipients with different address codes are entered and saved, a new line displays in the list field to the right of the Remarks field.

To modify the remarks for recipients, click the address code in the list field to the right of the Remarks and select the recipient. The address code displays in the TDR Addressee field and the associated remarks populate in the Remarks field. Modify the remarks as desired.

To modify the recipient names for the address code selected, click the Select Recipient button to display the TDR Recipient window (Image AJ) and edit the checkboxes as desired.

To delete recipients for an address code, click the address code in the list field to the right of the Remarks to select the recipient. The address code displays in the TDR Addressee field and the associated remarks populate in the Remarks field. Click the Delete Copy button. A confirmation message window displays. Click OK to delete the recipients for that address code.

Line Items

After completing the Report Identifier screen, line item information, such as the TCN, commodity, package type, quantity discrepant, and the type and cause of discrepancy, can be entered for the discrepancy report.

Note: Users have the ability to populate many fields with information from BLs completed in DoD shipping systems including the GFM FAST , the GFM Spot Bid, or the CMOS applications or may enter the report data manually. The following instructions primarily focus on the completion of a report using the BL Select function on the Report Identifier screen, which automatically retrieves shipment data for shipments generated in the FAST, Spot Bid, or CMOS applications for use in populating fields on the Report Identifier and Line Items screens.

1. From the Report Identifier screen, click the Line Items tab to display the Line Items screen (Image AM).

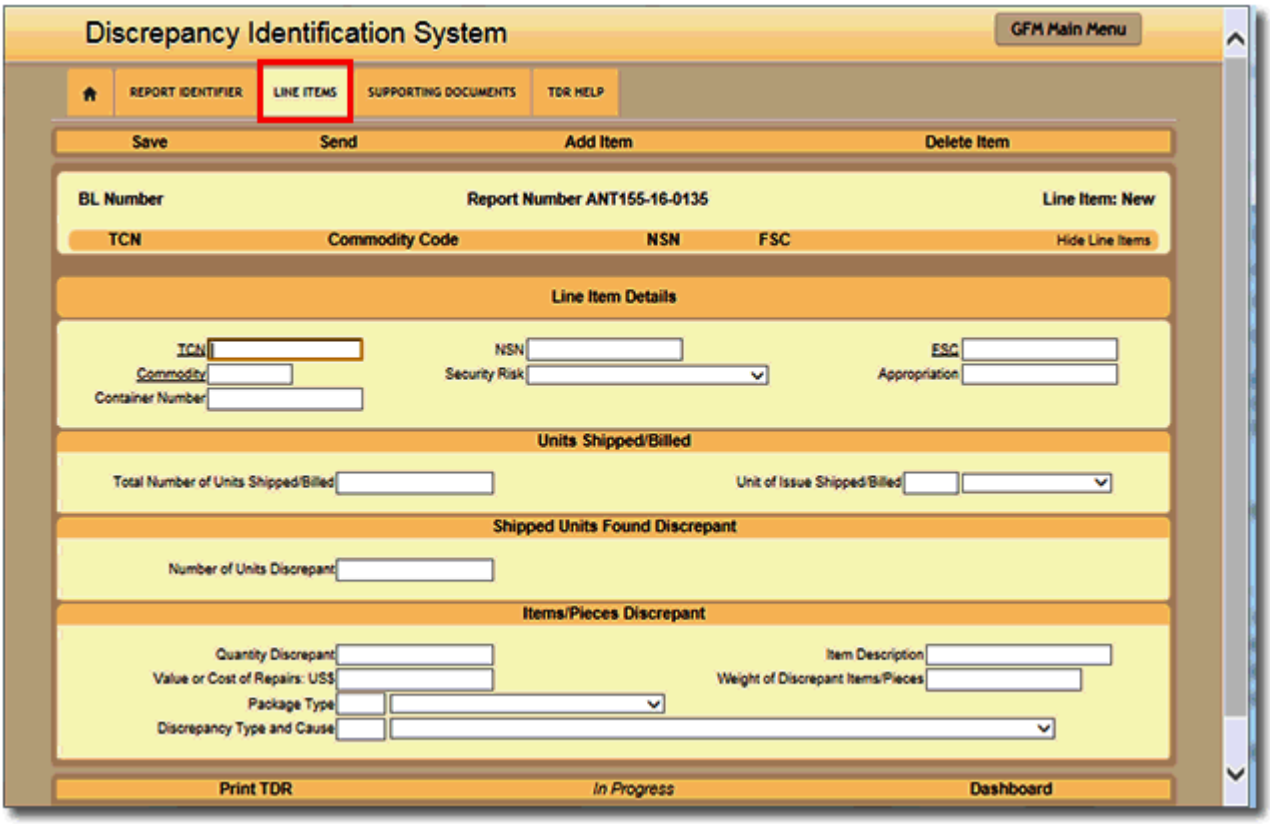


Image AM: Line Items Screen with Line Items Tab Highlighted

2. Click the TCN link to display all available TCNs in the TCN Search screen (Image AN).

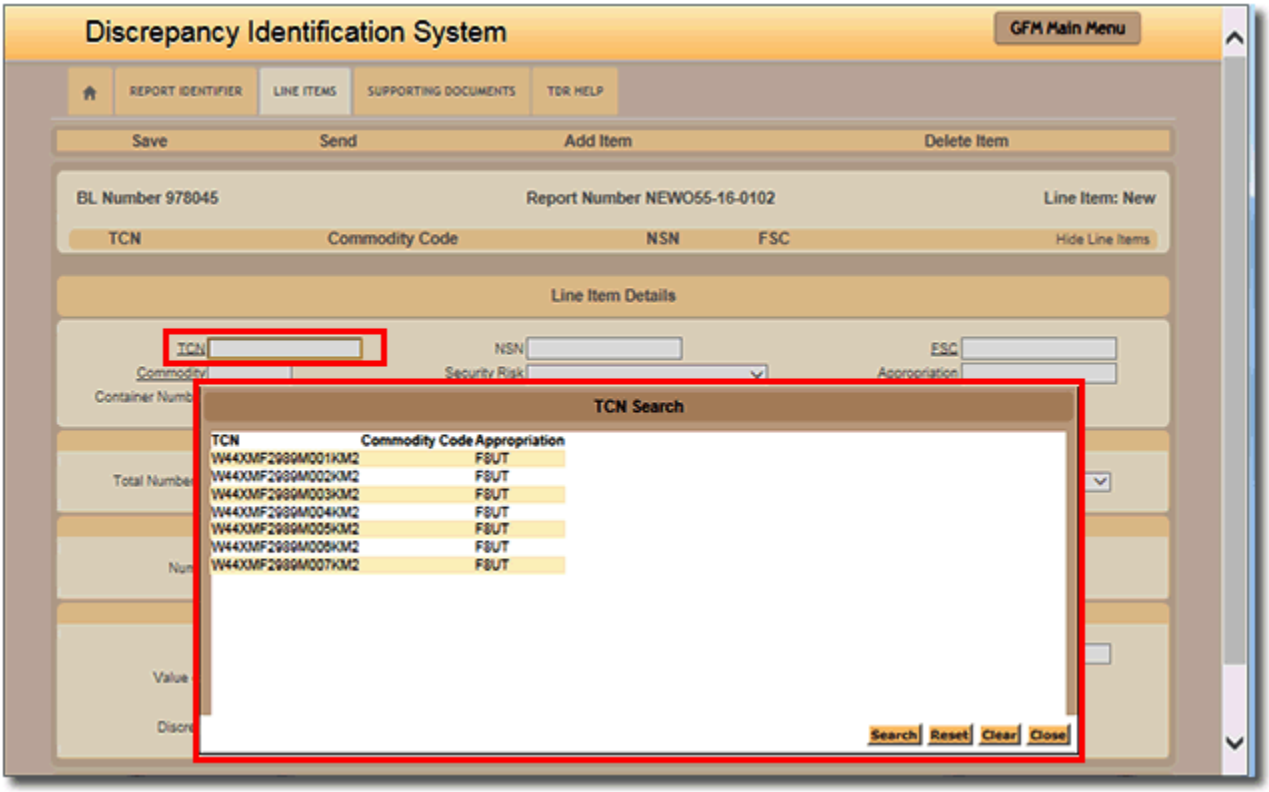


Image AN: TCN Link and TCN Search Results Highlighted

3. Click a TCN in the search results list; to auto-populate the TCN, National Stock Number (NSN), Appropriation, Container Number, and Item Description fields (if available) (Image AO).

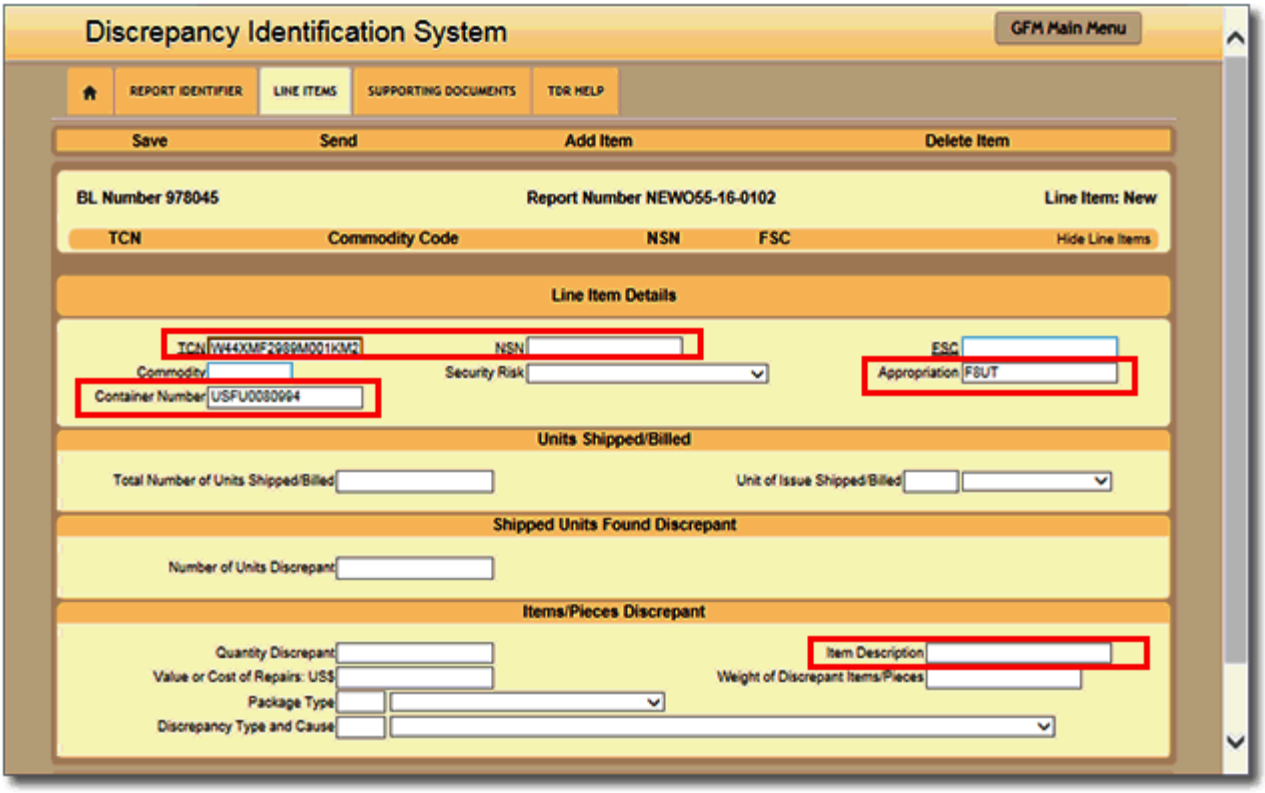


Image AO: TCN, NSN, Container Number, Appropriation Number and Item Description Fields Highlighted

Note: Up to 99 containers can be added to the TDR. A container number is 11 characters.

Note: Notify your local security office of discrepancies for shipments with a security risk code of "C" (Classified Cargo) or "P" (Protected Cargo). If drugs, notify your local Drug Enforcement Agency (DEA) office.

The TCN, Commodity Code, Security Risk Code, and Appropriation fields can be populated manually if the BL/Reference Number Search function was not used.

4. To enter the Commodity Code using the Commodity Search feature, click the Commodity field name. The Commodity Search window displays (Image AP).

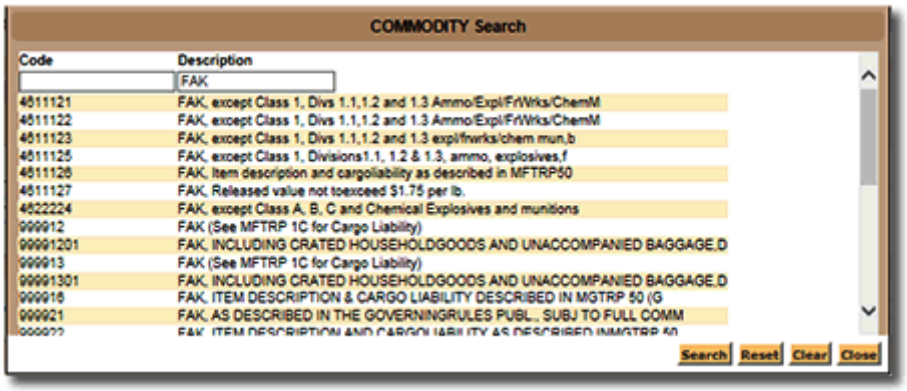


Image AP: Commodity Search Window

Enter the desired search criteria and then click the Search button. (See the Search Features topic for more information on using search features.) A list of matching commodities displays. Click the desired commodity. The Commodity Search window closes and the Commodity field on the Line Items screen is populated.

5. Enter an NSN in the NSN field, if available.

6. Enter the Federal Supply Class (FSC) code in the FSC field.

7. To enter the FSC code using the FSC Search feature, click the FSC field name. The FSC Search window displays (Image AQ).

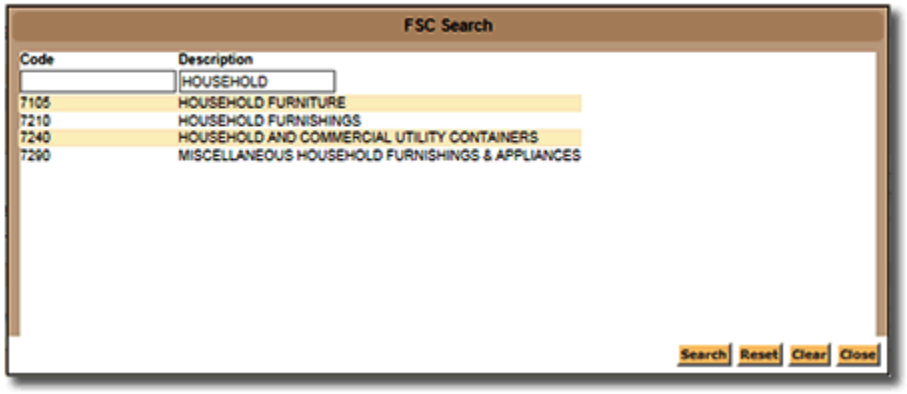


Image AQ: FSC Search Window

8. Enter the desired search criteria and then click the Search button. (See the Search Features topic for more information on using search features.) A list of matching FSC codes display. Click the desired code. The FSC Search window closes and the FSC field on the Line Items screen is populated.

9. Enter the Total Number of Units Shipped/Billed.

10. Select the Unit of Issue Billed/Shipped from the drop-down list.

11. Enter the Number of Units Discrepant for each line item.

12. Enter the Quantity Discrepant. The quantity cannot be greater than the units billed/shipped except when there is an overage.

13. Enter the Item Description.

14. Enter the Value or Cost of Repair for the discrepant items in the Value or Cost of Repair: US$ field. For shortage, enter replacement value. For over/astray freight, enter estimated value. For repairable damage, enter the total repair costs. Use estimated repair costs when repairs will not be made, when repairs will be delayed due to lack of parts or backlog in the repair facility, or when the damaged property must be shipped to another facility for repair.

For non-repairable damage, enter the total pre-shipment value plus salvage fees less amount recovered. See Defense Transportation Regulations 210-6, on the www.ustranscom.mil Web site, for more information on determining the cost of the discrepancy.

15. Enter the total weight of the discrepant items.

16. Select the Package Type from the drop-down box. (i.e. SH = SHEET).

17. Select the type and cause of the discrepancy from the drop-down list.

18. Click the Save button to save the data entered on the Line Items screen. The TCN, Commodity Code, NSN, and FSC for the line item entered displays at the top of the screen.

19. Click the Add Item link at the top of the screen to add additional line item discrepancies. The fields on the Line Items screen reset to allow entry of the new line item. Refer to steps 2-14 to enter data for additional line items.

20. To modify data entered for a line item, click the TCN link to display the data entered for the line item.

21. To delete a line item from the discrepancy report, click the TCN link for that item to display the data entered for it. Then, click the Delete Item link at the top of the screen. A confirmation message window displays. Click OK to delete the line item.

22. Once all data has been entered on the Report Identifier and Line Item screens, click the Send button to send the report to the recipients entered in the TDR Addressee feature of the Report Identifier screen. The selected recipients will receive an email notification.

Supporting Documents

DIS provides users the capability to attach supporting documentation to a TDR claim with upload and storage capacity of 6MB per attachment with no attachment limit per TDR.

Users have the capability to select a category for a document upload. The 30 categories are listed in the table below:

TDR Claim Document Categories	
TCMD (DD Form 1384)	Carrier's Delivery Receipt
Packing List	Disposition Receipt
Carrier's Tender	Government Inspection Report
Government Repair Report	Shipping Documents (DD Form 1149, etc.)
DD Form 1348-1	DD Form 250
Estimated Cost of Damage/Repair/Replacement	Contractor's Paid Invoice
Accident/Police Report	Tracer Request
Transportation Costs to/from Repair Facility Freight Bill	Cargo Manifest
Criminal Investigation Report	Destruction Certificates
Tally-Out/Tally-In Records	Reefer Temperature Readings
Sworn Statements	Financial Liability Investigation of Property Loss (FLIPL)
Carrier's Inspection Report	Miscellaneous
Photographs	Carrier's Supporting Documentation
Inspection Waiver	E-Mail Traffic
Bill of Lading	Demand Letter

Note: The ability to upload a document to some or all of these categories is based on the user's role.

Note: All users can view a demand letter, but only a Headquarters or Claims office user can add a letter. Headquarters users are authorized to delete a demand letter.

GFM has identified six (6) different stakeholder groups in the TDR process:

- Consignor
- Consignee
- Reporting Activity
- Carrier
- SDDC (TDR Administrator)
- Claims Office

Each of these groups will have varied permissions for each category. The User Role Permissions Table is located in Appendix C of this manual.

Supporting Documents Screen

1. From the DIS Dashboard, click the Supporting Documents tab. The Supporting Documents screen displays (Image AR).

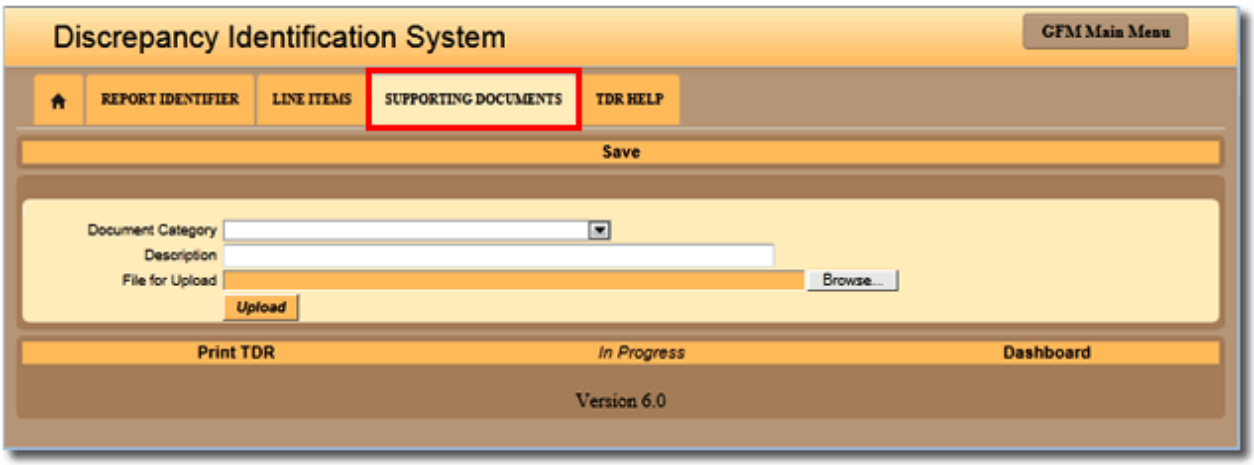


Image AR: Supporting Documents Screen with the Supporting Documents Tab Highlighted

The following links display on the Supporting Documents screen:

- **Save** saves the data entered on the Supporting Documents screen. Information is automatically saved when moving from one screen to another, however, if you are interrupted during data entry, click the Save button before leaving your PC to ensure that no data is lost.
- **Print TDR** generates the DD Form 361 and displays it in Adobe Acrobat Reader for printing.

- **In Progress** indicates the status of the discrepancy report (In Progress, Awaiting Reply, Awaiting Review, In Claims, Awaiting Close, or Cancelled). In Progress reports have been created but not sent to any recipients. As the report is processed through DIS, the status updates.
- **Dashboard** returns to the DIS dashboard screen.
- The following fields display on the Supporting Documents screen:
    - **Document Category** displays a drop-down list of up to 29 document categories based on a user's role.
    - **Description** displays a field to enter a description of the supporting document.
    - **File for Upload** displays a field for uploading supporting documents.
    - **Browse** button used to search for supporting documents.
    - **Upload** button used to upload supporting documents to the system.

Uploading a Supporting Document

DIS supports the uploading and viewing of the following document types:

- Image files
- MS Windows Bitmap image file (BMP)
- Joint Photographic Experts Group JFIF format (JPEG) or (JPG)
- Portable Network Graphics (PNG)
- Tagged Interchange File format (TIF and TIFF)
- Text file (TXT)
- Microsoft Word (DOC and DOCX)
- Adobe Portable Document (PDF)
- Microsoft Outlook Message (MSG)

To Upload a Supporting Document:

2. From the Supporting documents tab, select a category from the Document Category drop-down list (Image AS).

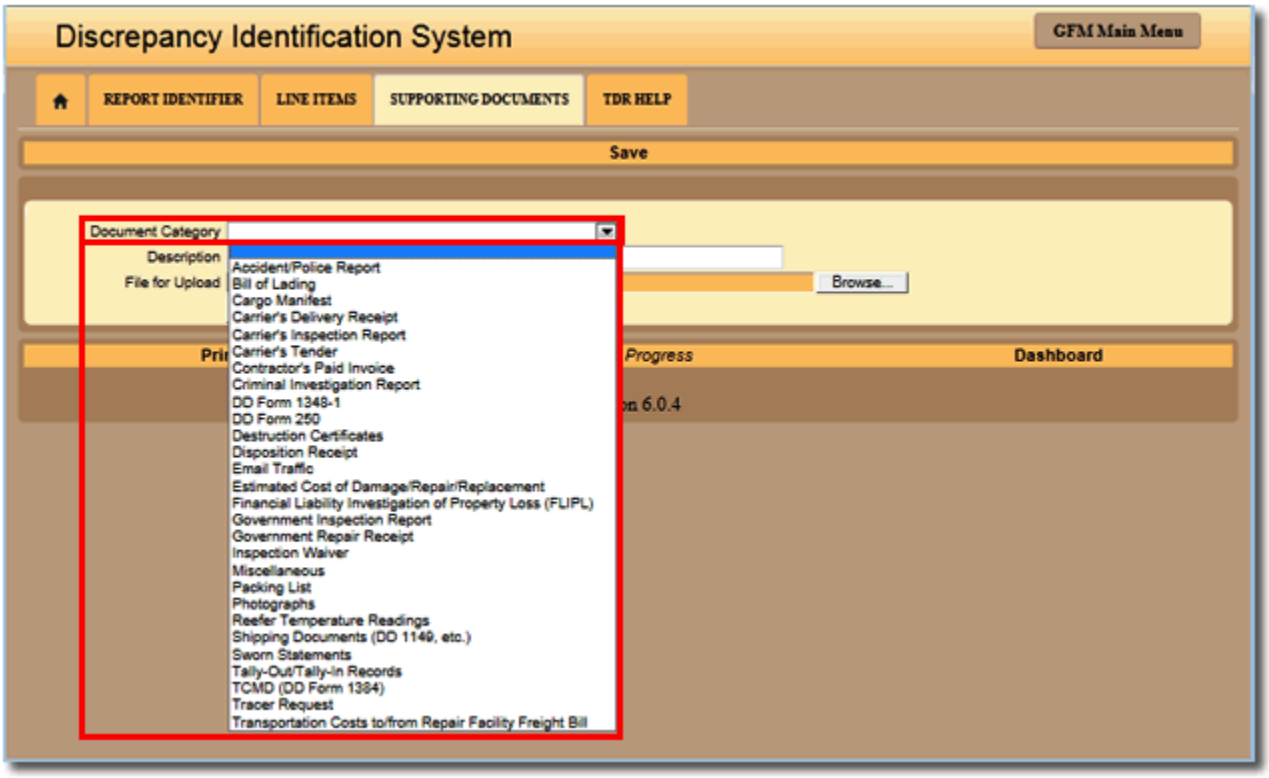


Image AS: Supporting Documents Screen with the Supporting Documents Drop-down List Highlighted

3. Enter a description of the document to be uploaded in the Description field (Image AT). The text is automatically capitalized.

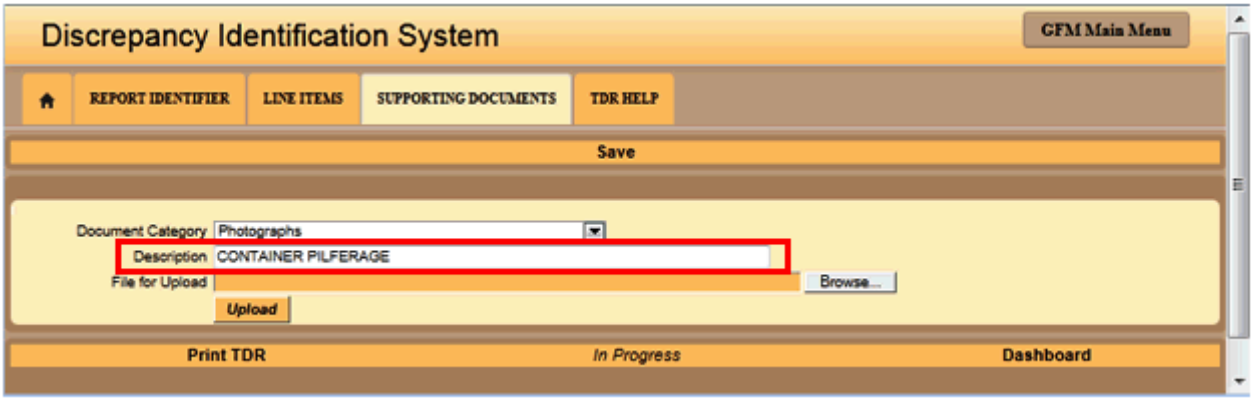


Image AT: Supporting Documents Screen with the Description Field Highlighted

4. Click the Browse button (Image AU).

5. Locate and select the file to upload from the "Choose File to Upload" dialog box. The file path containing the file name displays in the File for Upload field (Image AU).

6. Click the Upload button to upload the file (Image AU).

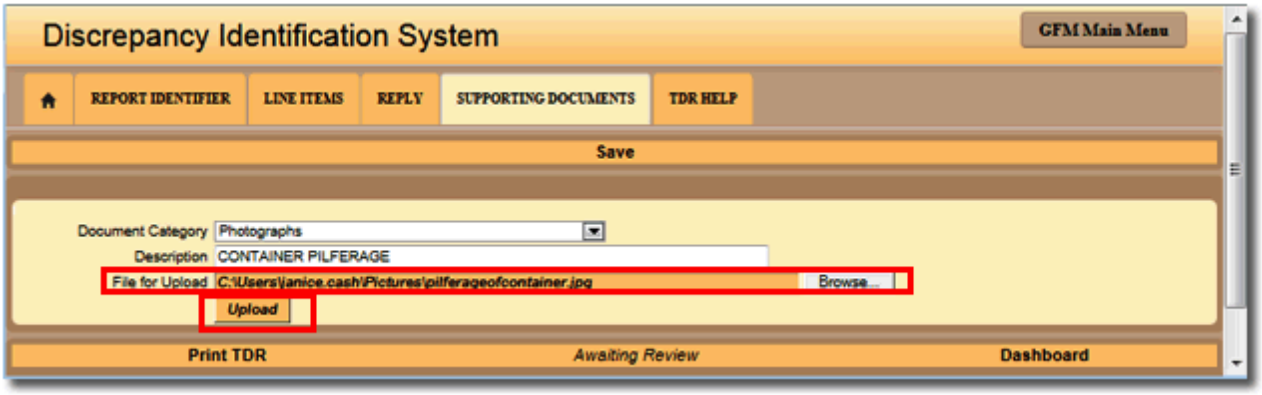


Image AU: File for Upload Field with Browse and Upload Buttons Highlighted

7. The uploaded document displays in the designated category block (Image AV). The Action column displays "Pending Scan" while the document is scanned for viruses.

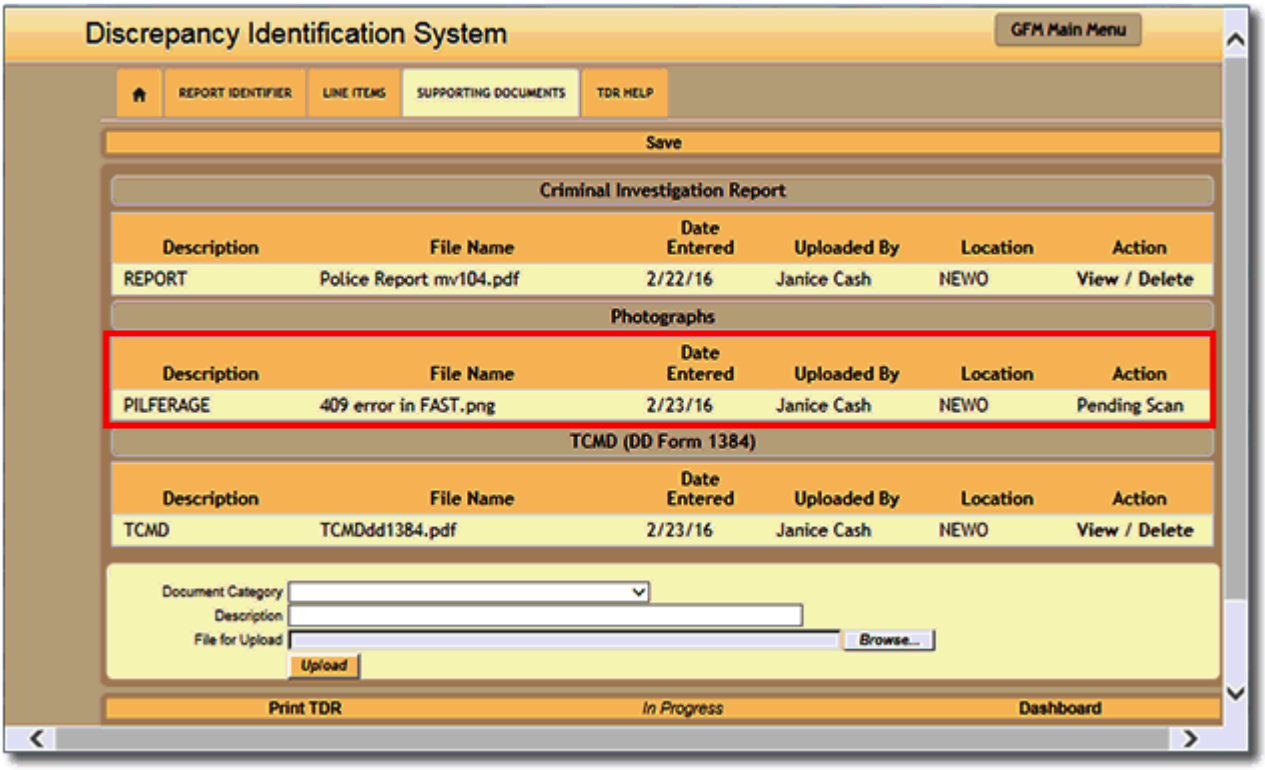


Image AV: Photographs Category and Uploaded Document Fields Highlighted

Viewing or Deleting the Uploaded Document

When the scan for viruses is complete the Action column will display a View/Delete link (Image AW).

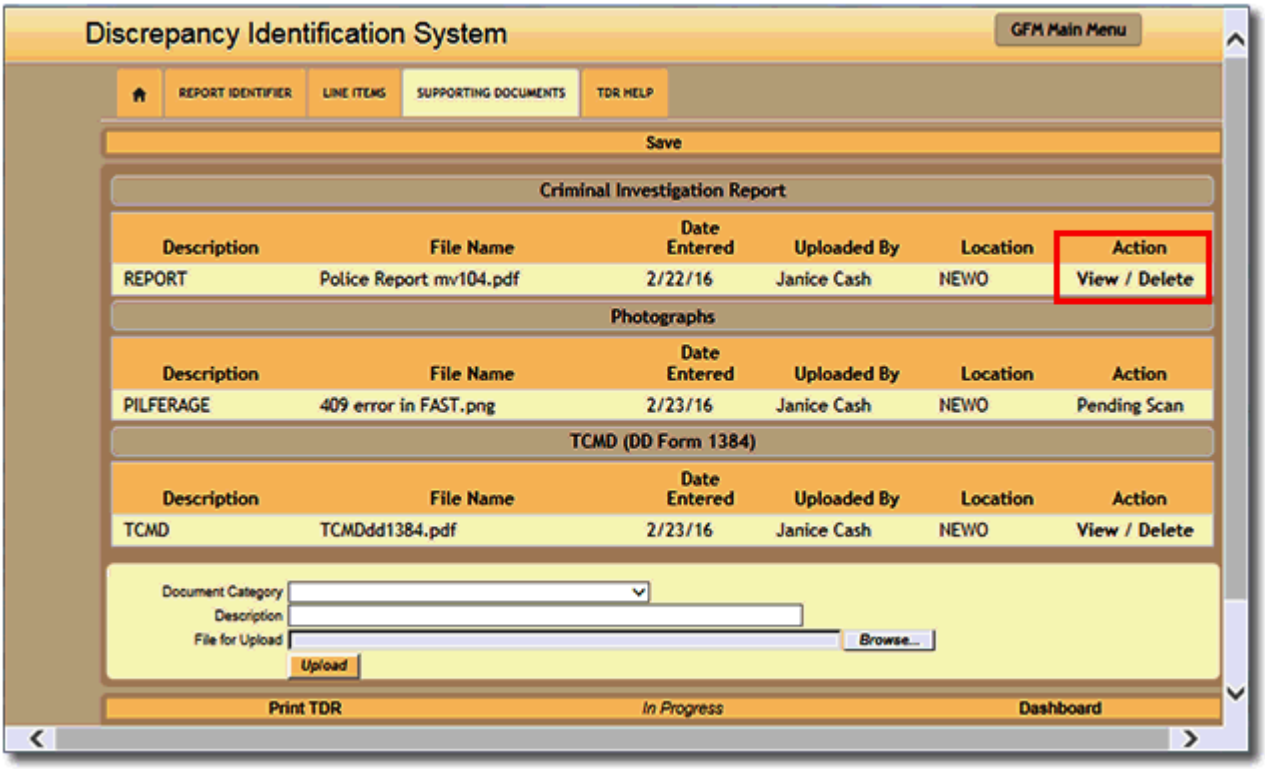


Image AW: Action Column with View/Delete Link Highlighted

Note: To ensure that your system is displaying the most current data and to clear the cache, refresh the browser screen with "Ctrl + F5" on your keyboard. This process releases the "Pending Scan" in the Action column.

8. Click the View link to display the uploaded document. A command bar displays at the bottom of the screen.

9. Follow the command prompts to display the uploaded document (Image AX).

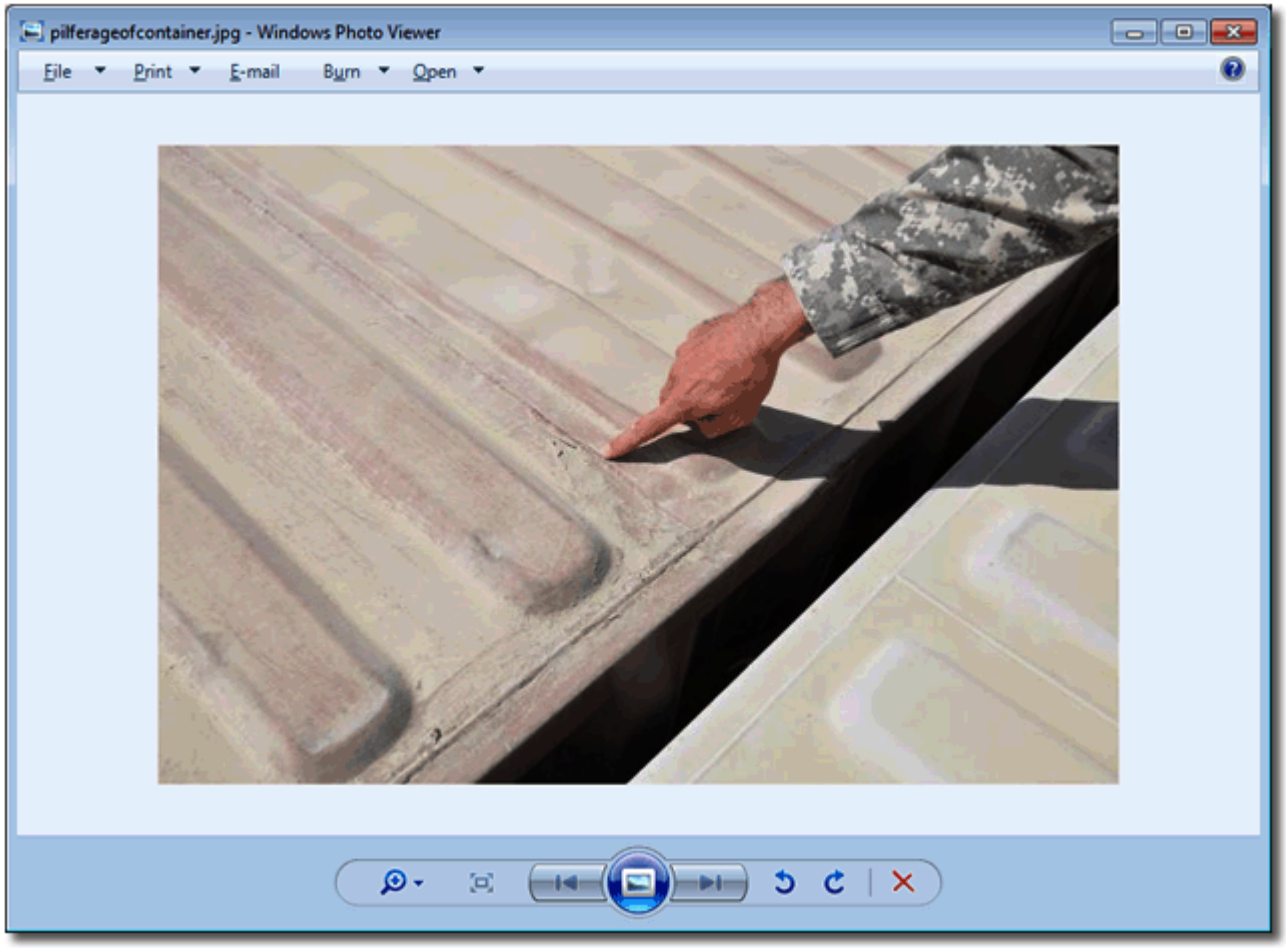


Image AX: Uploaded Document

10. Click the Delete link to remove the uploaded document. A pop-up message displays, "Delete (filename)?"

11. Click the OK button to delete the uploaded document or click the Cancel button to cancel the document deletion.

Document Categories

DIS will group uploaded documents alphabetically by category (Image AY).

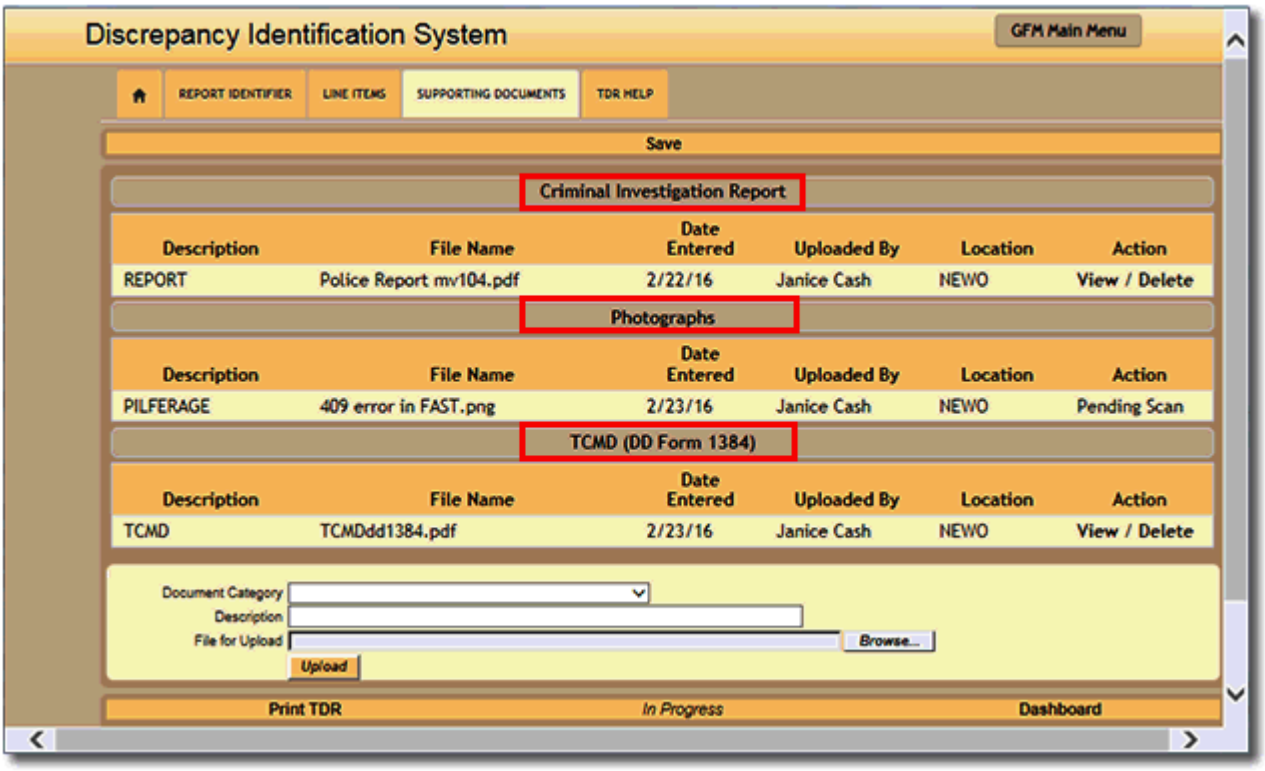


Image AY: Document Categories in Alphabetical Order Highlighted

The uploaded document categories (Accident/Police Report, Photographs, etc.) contain the following fields displayed in columns:

- **Description** displays the text describing the uploaded document.
- **File Name** displays the filename of the uploaded document.
- **Date Entered** displays the date the document was uploaded to the system.
- **Uploaded By** displays the first and last name of the user who uploaded the document.
- **Location** displays the CAGE, DODAAC, SCAC, Military Assistance Program Address Code (MAPAC), or Other of the user who uploaded the document.
- **Action** displays one or more of the following (based on the user's role):
  - **Pending Scan** displays when the attachment is first uploaded and is scanned for viruses.
  - **View** is a hyperlink which allows the user to display the attachment record.

- **Delete** is a hyperlink which allows users to delete an attachment record.

Note: The SDDC DIS Administrator has the capability to perform a "soft" delete of an attachment record (Image AZ). The "soft" delete of a record places the record in an inactive status and the record is not viewable.

Note: The GFM System Database Administrator has the capability to delete an attachment or return the attachment record to active status (Image AZ).

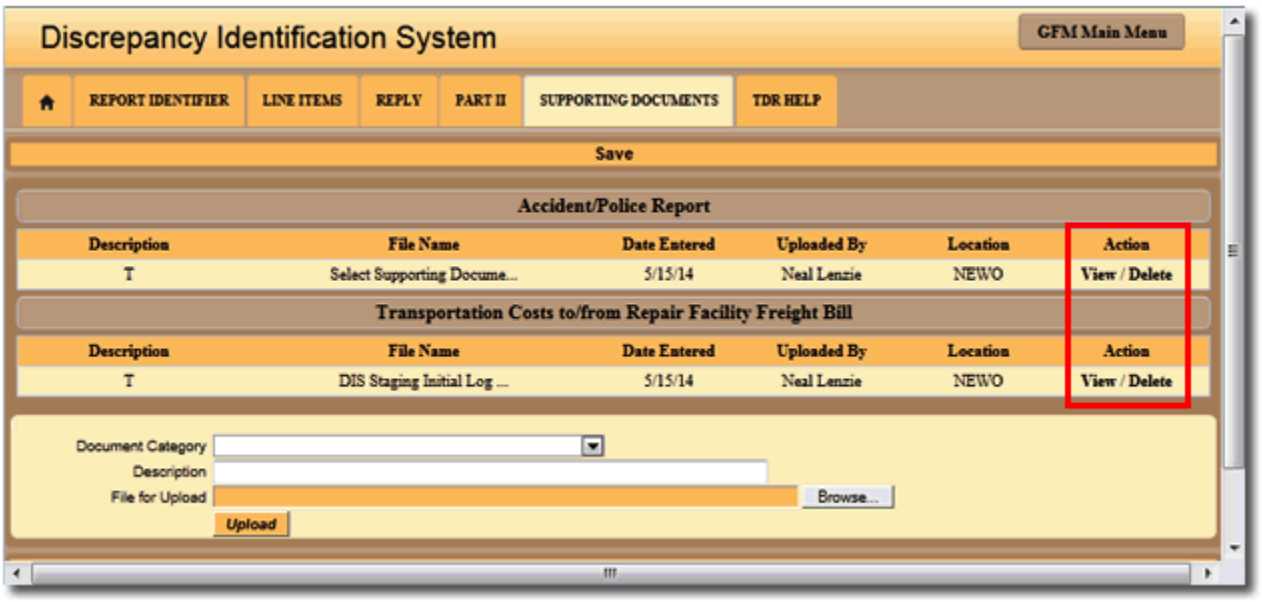


Image AZ: Action Column with View/Delete Commands for an Administrator Role Highlighted

Once a reply is received from the carrier, and the discrepancy report is moved to Awaiting Review status by the originator, the Part II screen will display a check mark for the uploaded photograph and will automatically update with confirmation of any documents that have been uploaded.

The system automatically populates the Part II screen for the attachment record (Image BA) and updates the printed DD Form 361 once the TDR is in Awaiting Review Status (Image BB).

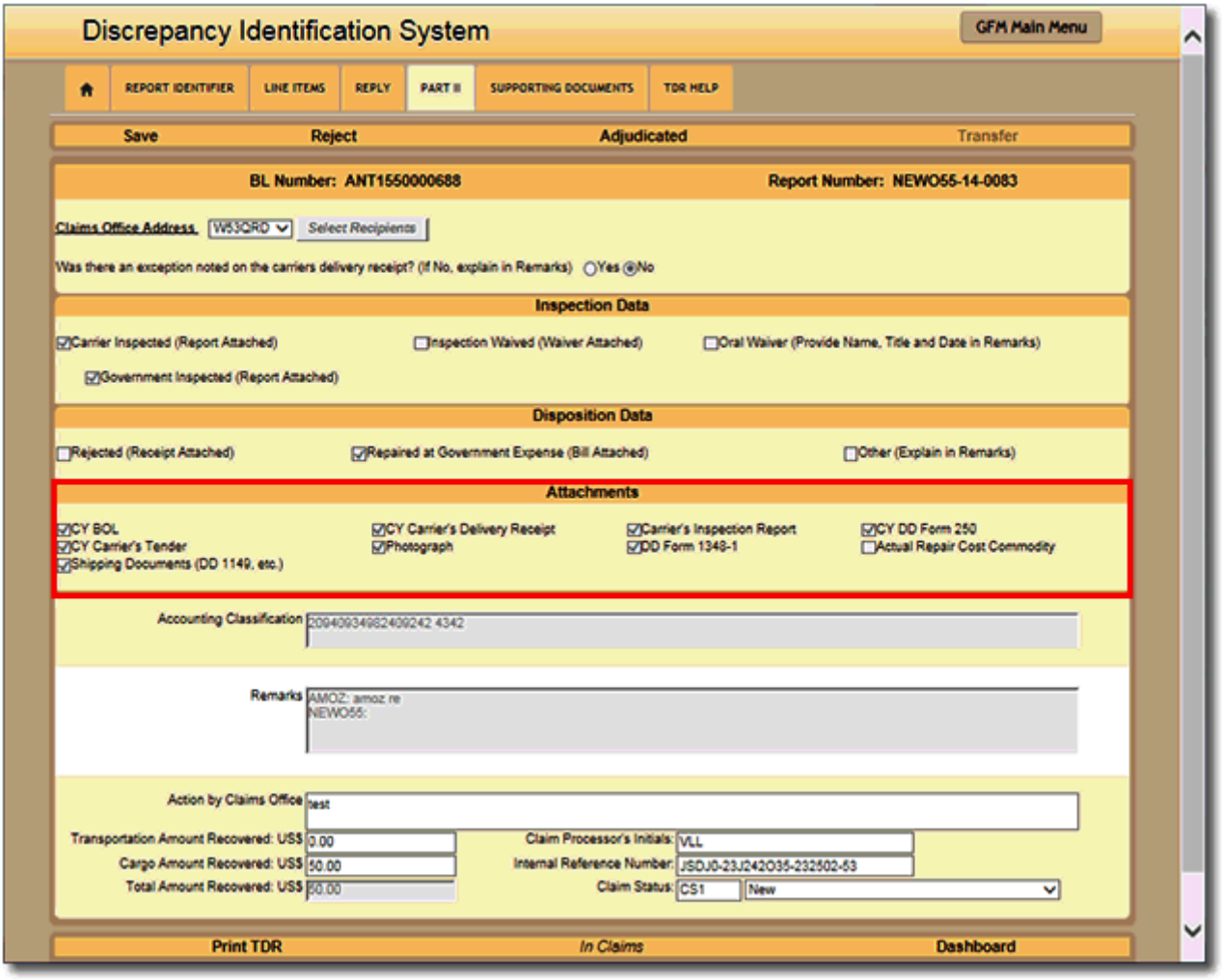


Image BA: Part II Screen Tab and Attachment Section Highlighted

Note: A user has the ability to check or uncheck any checkbox in the Part II screen.

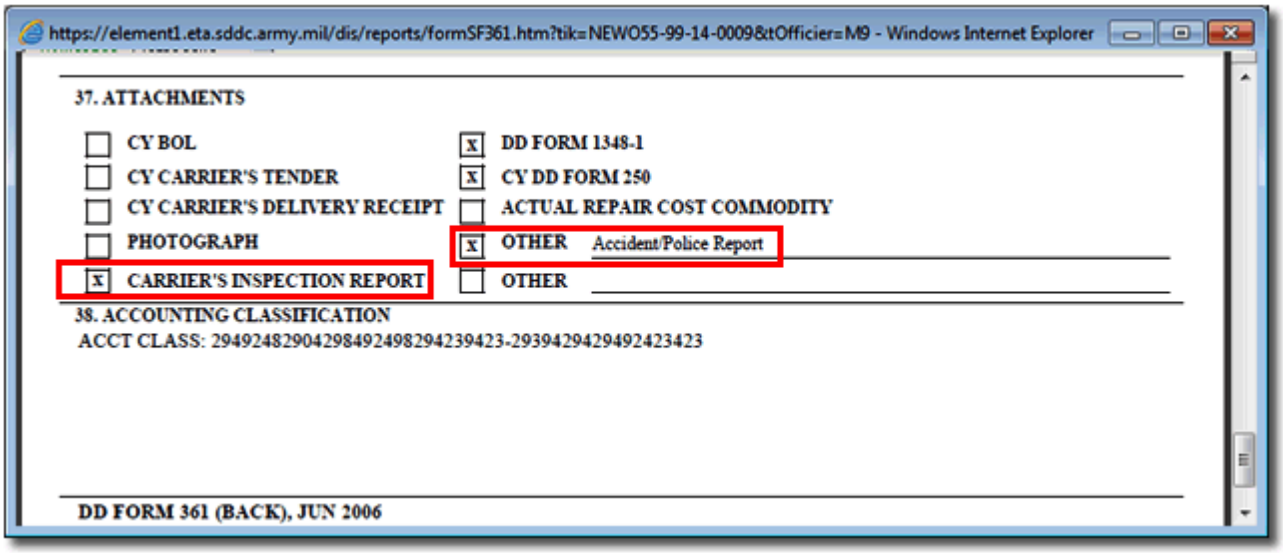
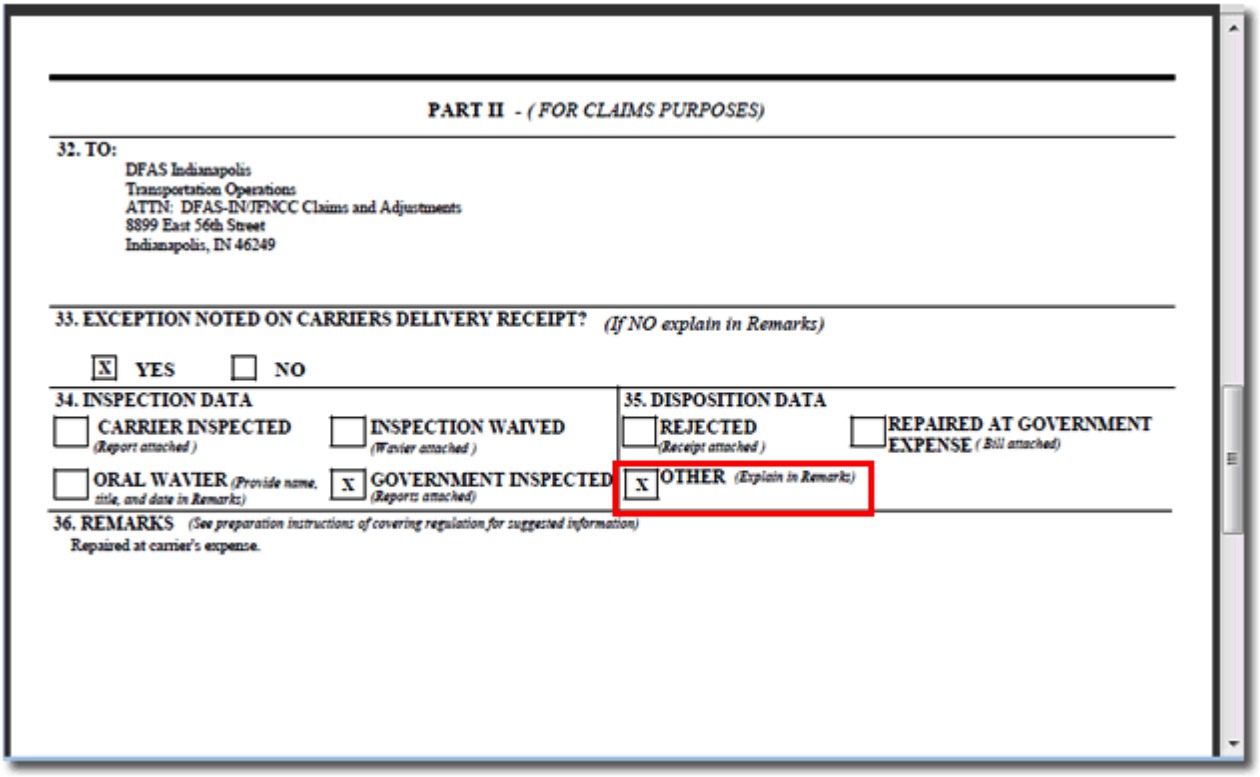


Image BB: Updated Part II of DD Form 361 with Attachments Highlighted

If the Part II screen checkbox is "Other," the system inserts the category name in the data field next to the corresponding "Other" checkbox on the screen. This is updated on the printed DD Form 361 in the Inspection Data section (Image BC).



PART II - *(FOR CLAIMS PURPOSES)*

32. TO:
DFAS Indianapolis
Transportation Operations
ATTN: DFAS-IN/JFNCC Claims and Adjustments
8899 East 56th Street
Indianapolis, IN 46249

33. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? *(If NO explain in Remarks)*

[X] YES [ ] NO

34. INSPECTION DATA
[ ] CARRIER INSPECTED *(Report attached)*
[ ] INSPECTION WAIVED *(Waiver attached)*
[ ] ORAL WAVIER *(Provide name, title, and date in Remarks)*
[X] GOVERNMENT INSPECTED *(Reports attached)*

35. DISPOSITION DATA
[ ] REJECTED *(Receipt attached)*
[ ] REPAIRED AT GOVERNMENT EXPENSE *(Bill attached)*
[X] OTHER *(Explain in Remarks)*

36. REMARKS *(See preparation instructions of covering regulation for suggested information)*
Repaired at carrier's expense.

Image BC: Part II of DD Form 361 with the Other Checkbox Highlighted

Note: If the system determines there is no corresponding attachment with an enabled checkbox, the system will display a warning message: "Warning: An attachment with a Category of XXXXX could not be located." XXXXX being the document category name.

Replying to Discrepancy Report

The recipients selected using the TDR Addressee feature are notified by email when a discrepancy report has been sent to them. RFI TDRs require the consignor to enter a reply. The consignee can recall a TDR if no response is received from the consignor. The discrepancy report originator can also enter a reply to their own discrepancy report if no response is received from the consignor.

Reply to a Discrepancy Report

1. From the DIS Dashboard, click the discrepancy report from the Awaiting Reply status window (Image BD).

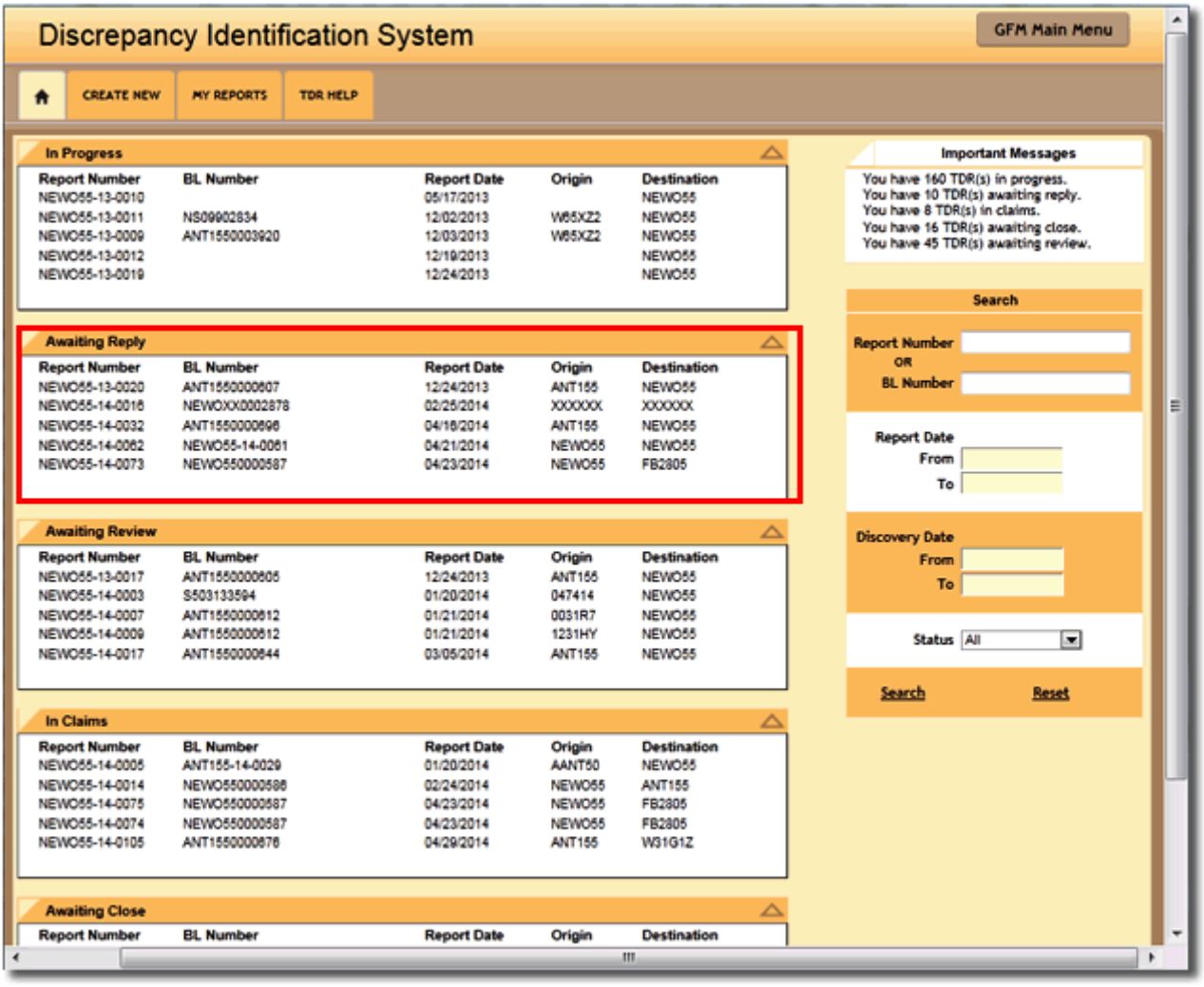


Image BD: DIS Dashboard with Awaiting Reply Status Window Highlighted

The Reply screen for the selected discrepancy report displays (Image BE).

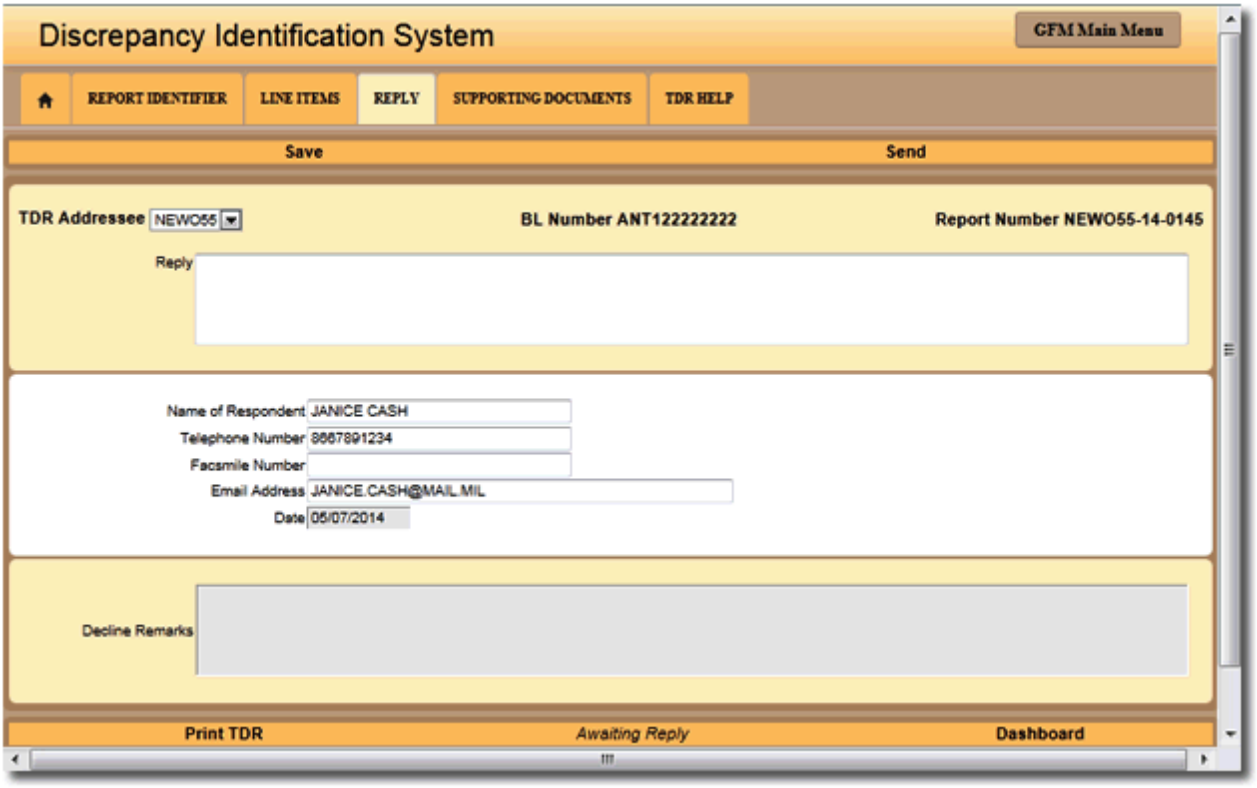


Image BE: Reply Screen

2. Review the information on the Report Identifier and the Line Items screens. When multiple items are listed on the Line Items screen, click the TCN to view the details of each line item (Image BF).

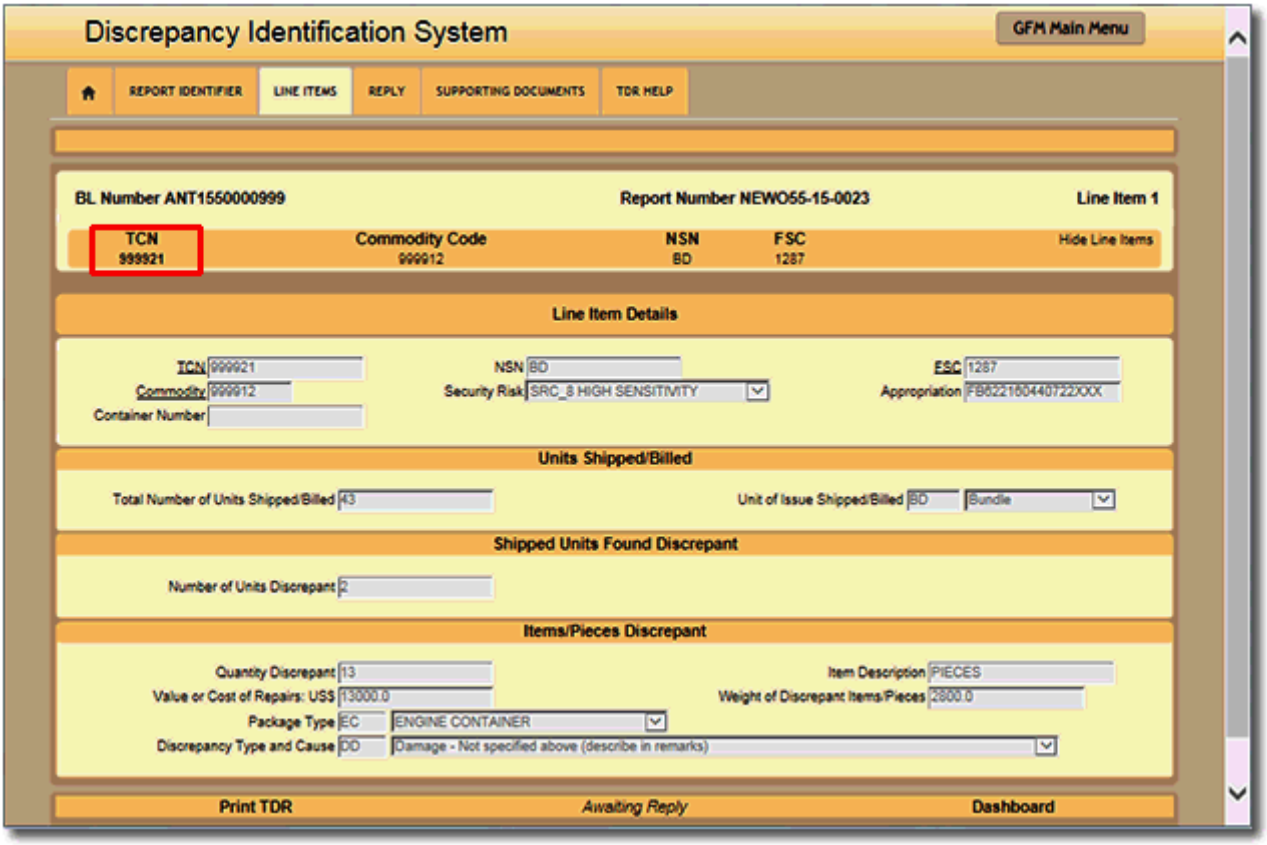


Image BF: Line Items Screen with TCN Link Selected

3. From the Reply screen (Image BE), enter comments and information as appropriate in the Reply field.

The name of the respondent, telephone number, facsimile number, and email address display based on user login and can be modified if necessary.

The Date field automatically populates with the current date.

4. Click the Send button to return the discrepancy report to the originator. The report status is now Awaiting Reply and the fields are read only.

5. Click the Dashboard link at the bottom right to return the DIS Dashboard.

Recalling a Discrepancy Report

After a discrepancy report is sent to recipients, the report originator can recall the report if additional editing is required. Discrepancy reports can also be recalled when no reply is received from the consignee.

To Recall a Discrepancy Report:

1. From the Report Identifier screen, click the Recall link at the top of the screen (Image BG).

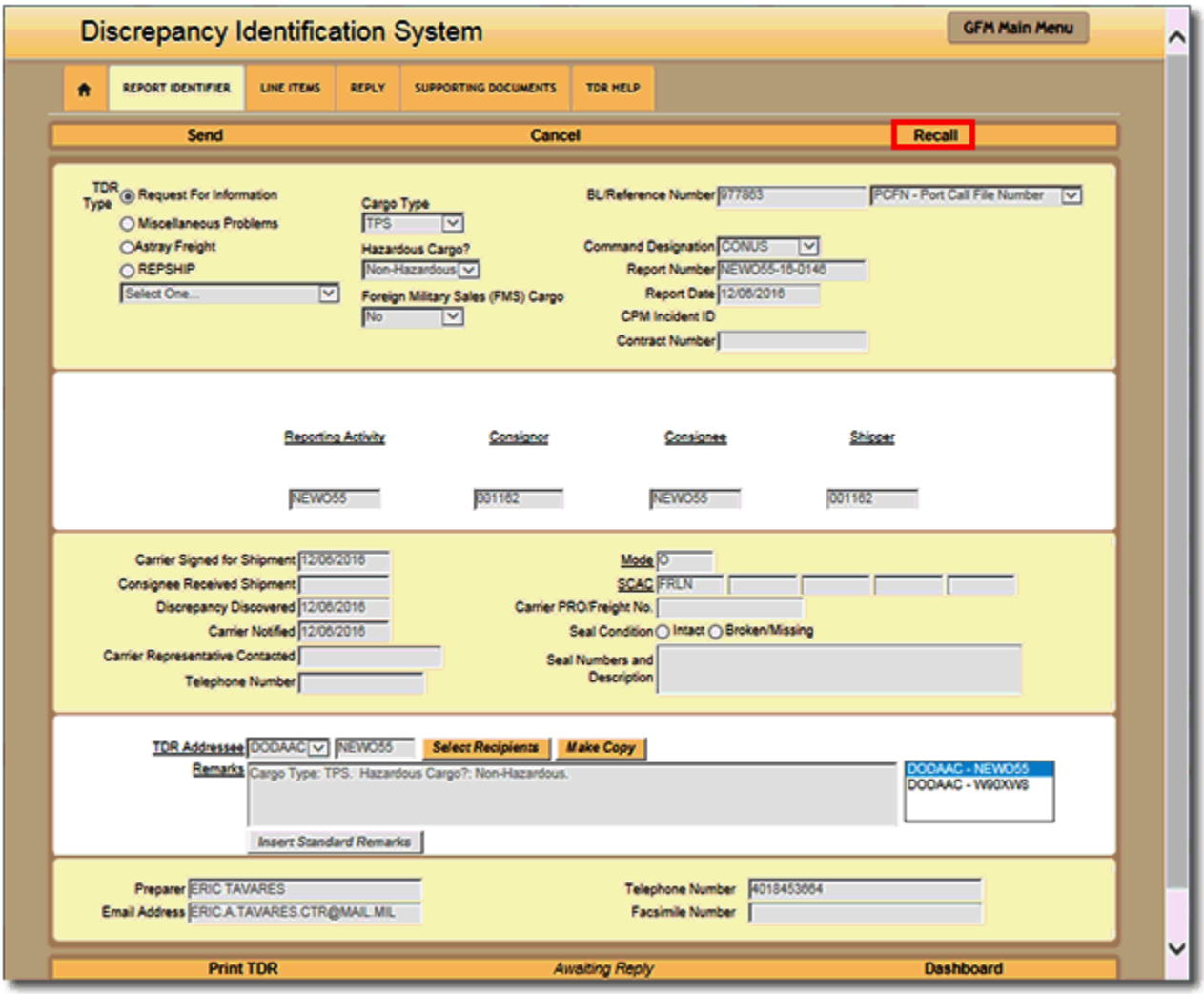


Image BG: Report Identifier Screen with Recall Link Highlighted

The report status is now In Progress and the fields on the Report Identifier and Line Items may be edited (Image BH).

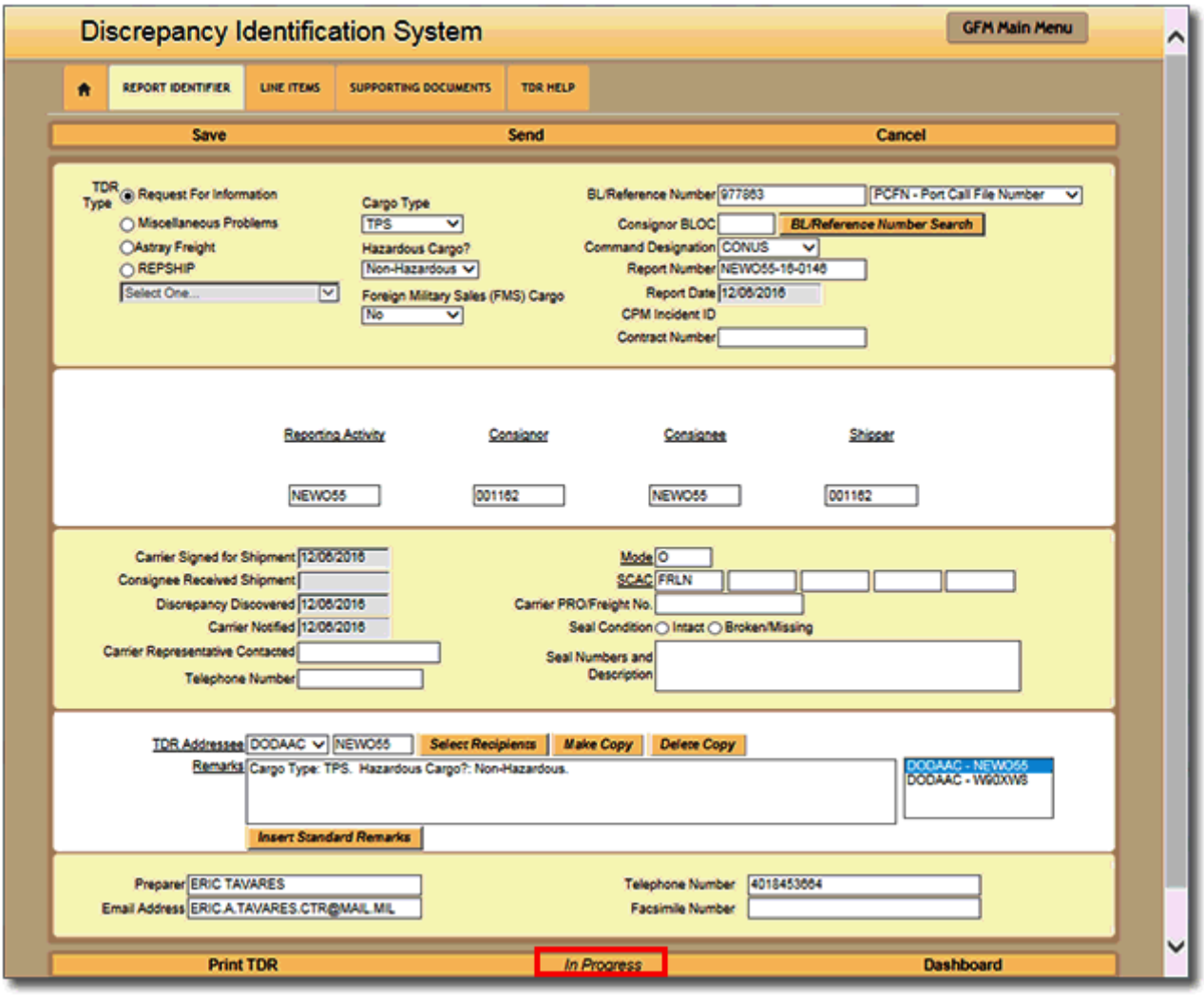


Image BH: Report Identifier Screen with the In Progress Status Highlighted

2. Modify the report as necessary. Refer to the Report Identifier and Line Items topics for instructions on entering data.

3. Once all data has been entered, click the Send button to send the report to the recipients entered in the TDR Addressee feature of the Report Identifier screen. The selected recipients will receive an email notification.

Sending Additional Copies

Additional recipients can be sent a copy of the discrepancy report after it has been sent to the initial recipients selected during report creation, even if it has been sent to claims or closed.

To Add Additional Recipients:

1. From the Report Identifier screen, click the Make Copy button (Image BI).

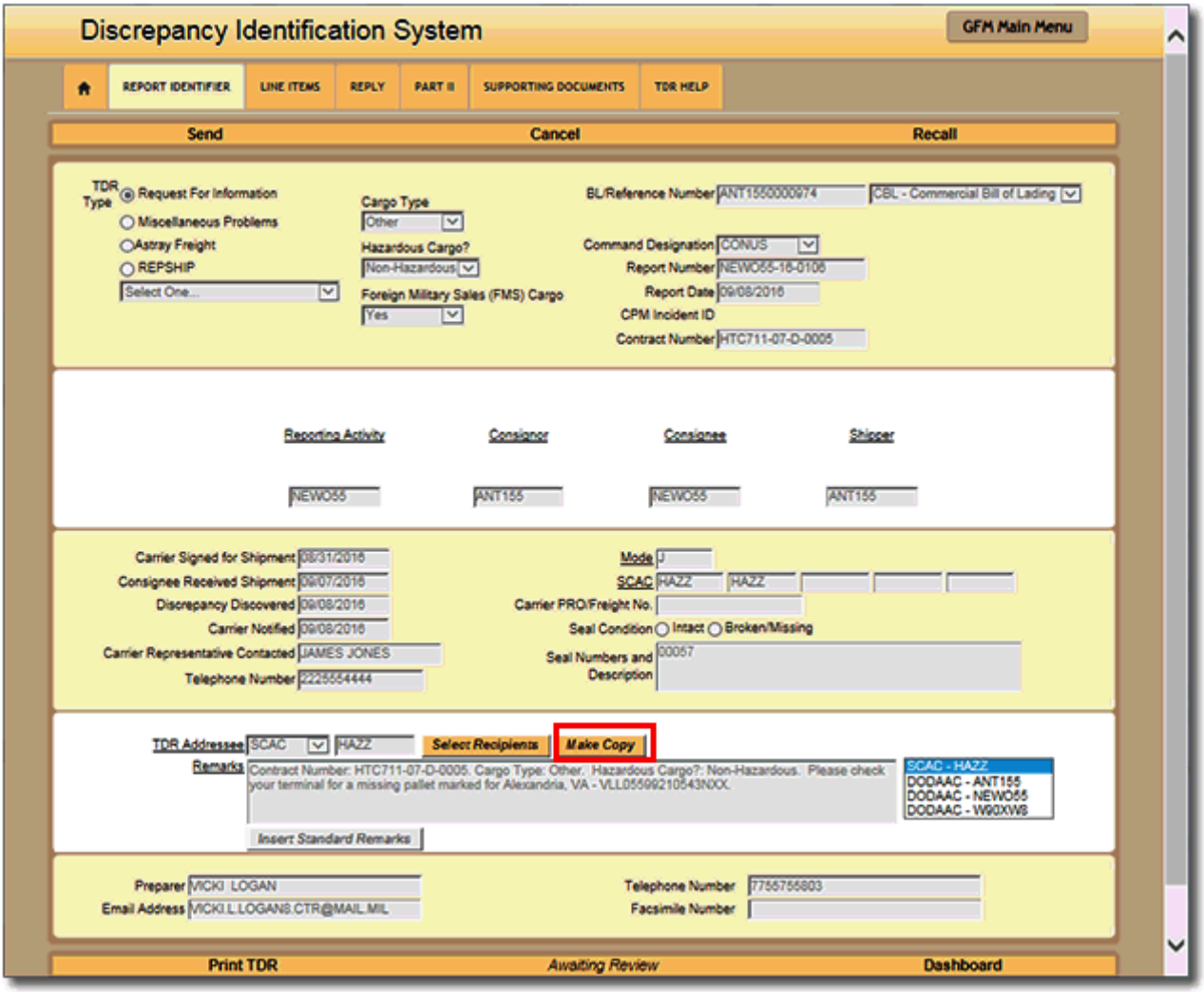


Image BI: Report Identifier Screen in Awaiting Review Status with Make Copy Button Highlighted

The TDR Addressee drop-down list and field reset allowing a new address code to be entered (Image BJ).

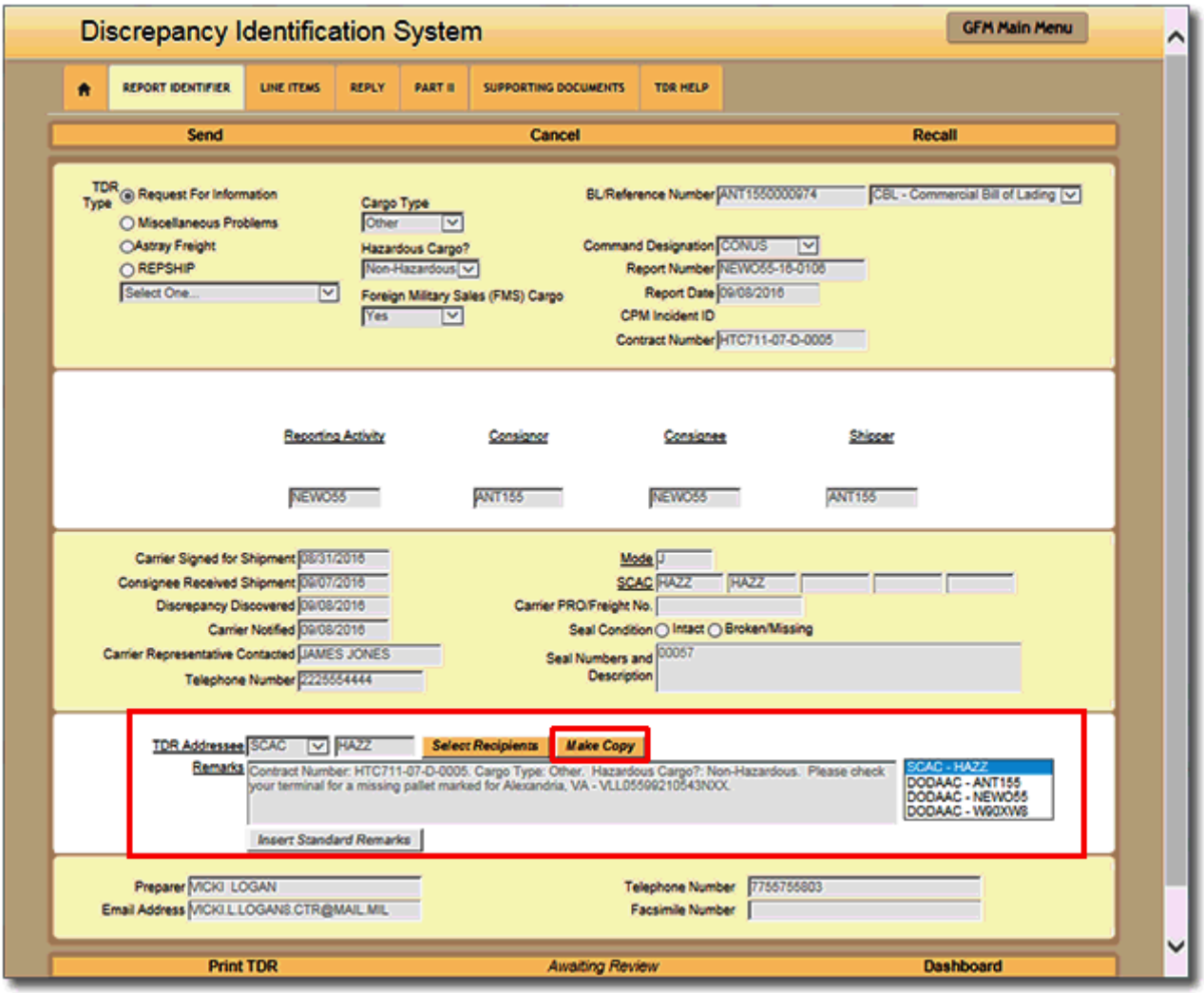


Image BJ: Report Identifier Screen with TDR Addressee Section and Make Copy Button Highlighted

A copy of the remarks previously entered for recipients of the discrepancy report are populated in the Remarks block and can be modified.

2. Follow steps 1 through 4 of the TDR Addressee topic to enter data for the new recipient. As new recipients with different address codes are entered and saved, a new line displays in the list field to the right of the Remarks field.

3. Click the Send link at the top of the screen to send the report to the recipients entered. The selected recipients will receive an email notification.

Reviewing Replies and Sending to Claims

Before sending a discrepancy report to claims, the consignee reviews replies from any consignor or third party who has been sent a copy of the report.

To Review a Reply to a Discrepancy Report:

1. From the DIS Dashboard, click the discrepancy report from the Awaiting Review status window (Image BK).

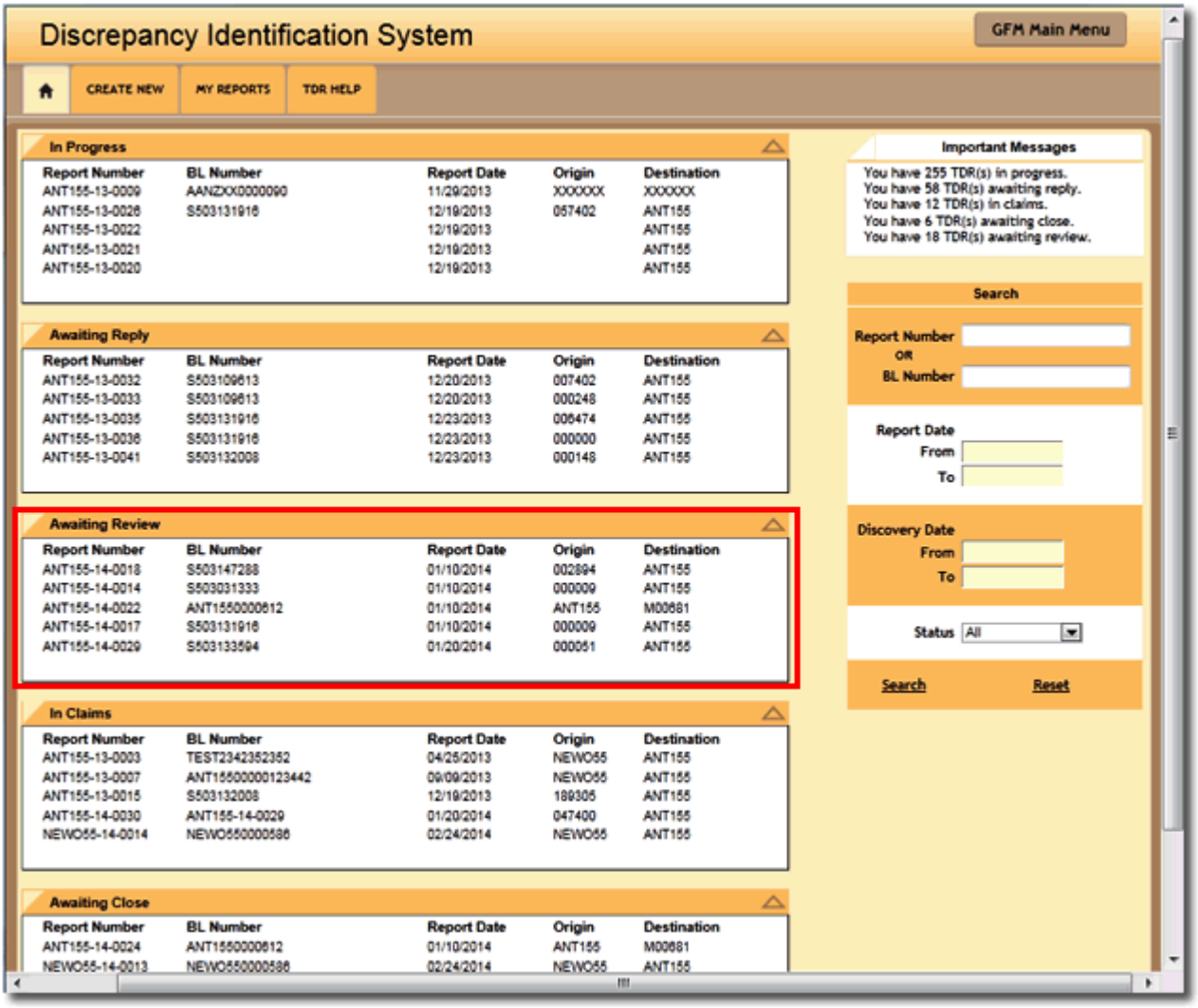


Image BK: Dashboard with Awaiting Review Status Window Highlighted

The Reply screen for the selected discrepancy report displays (Image BL).

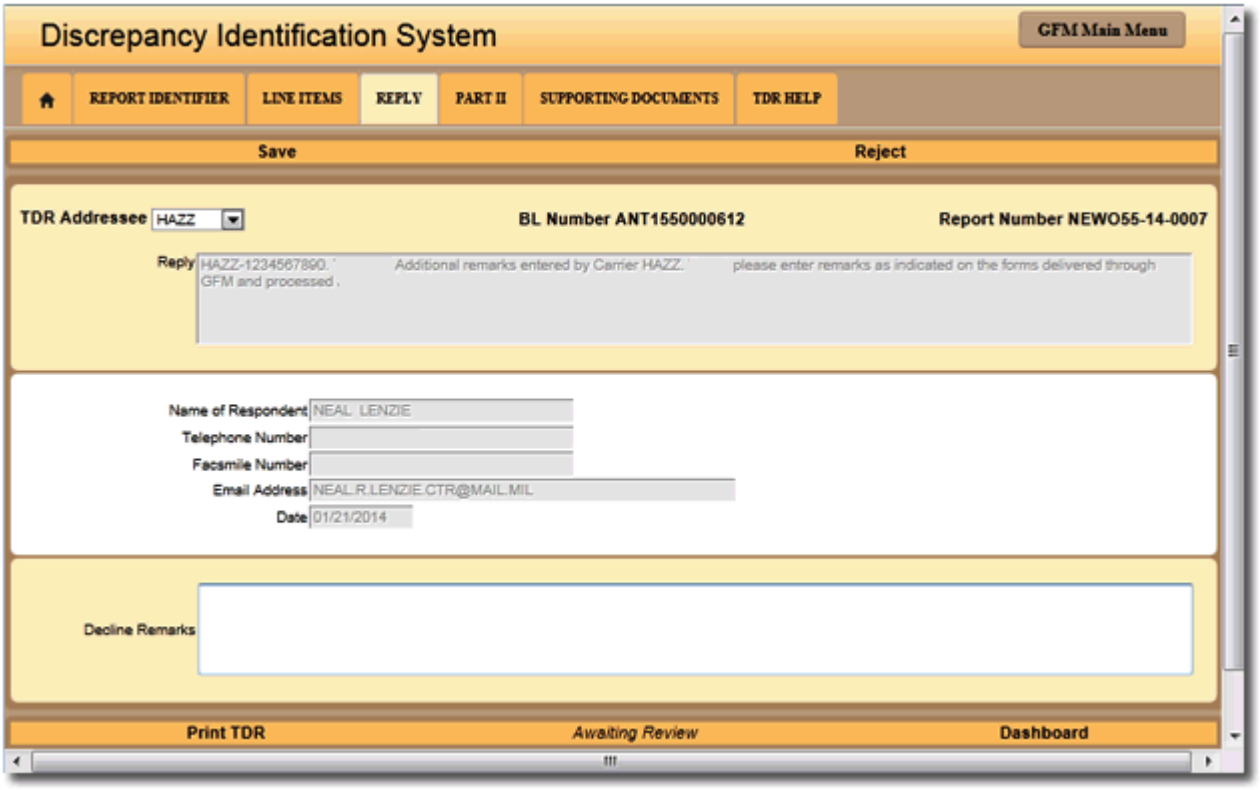


Image BL: Reply Screen

2. Select the address code of one of the report recipients from the TDR Addressee drop-down list. The comments entered by the recipient display in the Reply field. The name, contact information, and date of reply for that recipient displays in the fields below the Reply field.

3. To decline the comments entered by the report recipient, enter the reason for declining the reply in the Decline Remarks field, and click the Reject link at the top of the screen.

4. If the discrepancy report is an RFI TDR, click the Part II tab to display and prepare Part II of the TDR DD Form 361 (Image BM).

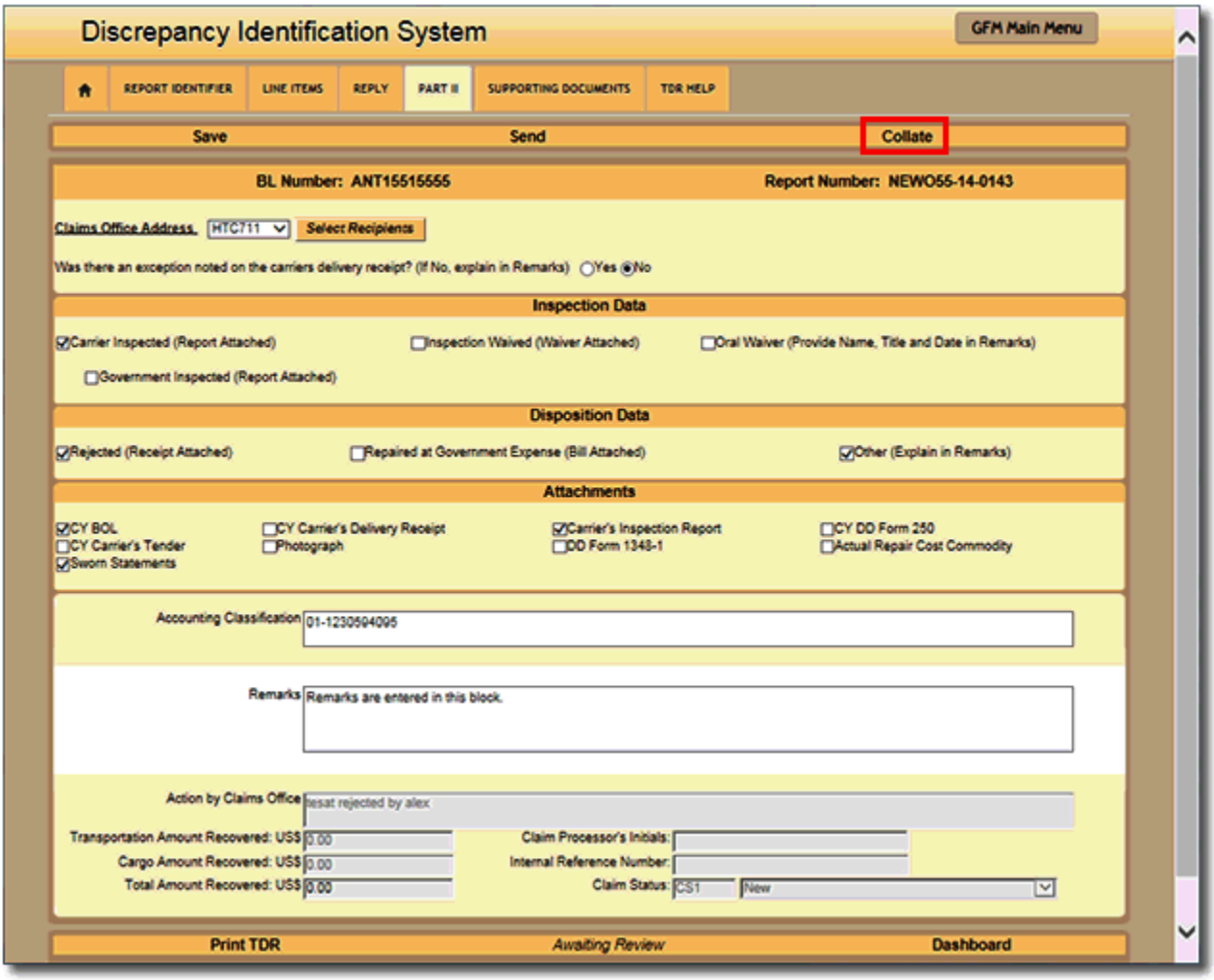


Image BM: Part II Screen with the Collate Link Highlighted

5. Click the Claims Office Address drop-down list to display the list of DODAACs for the claims office to which the discrepancy report is to be sent (Image BN).

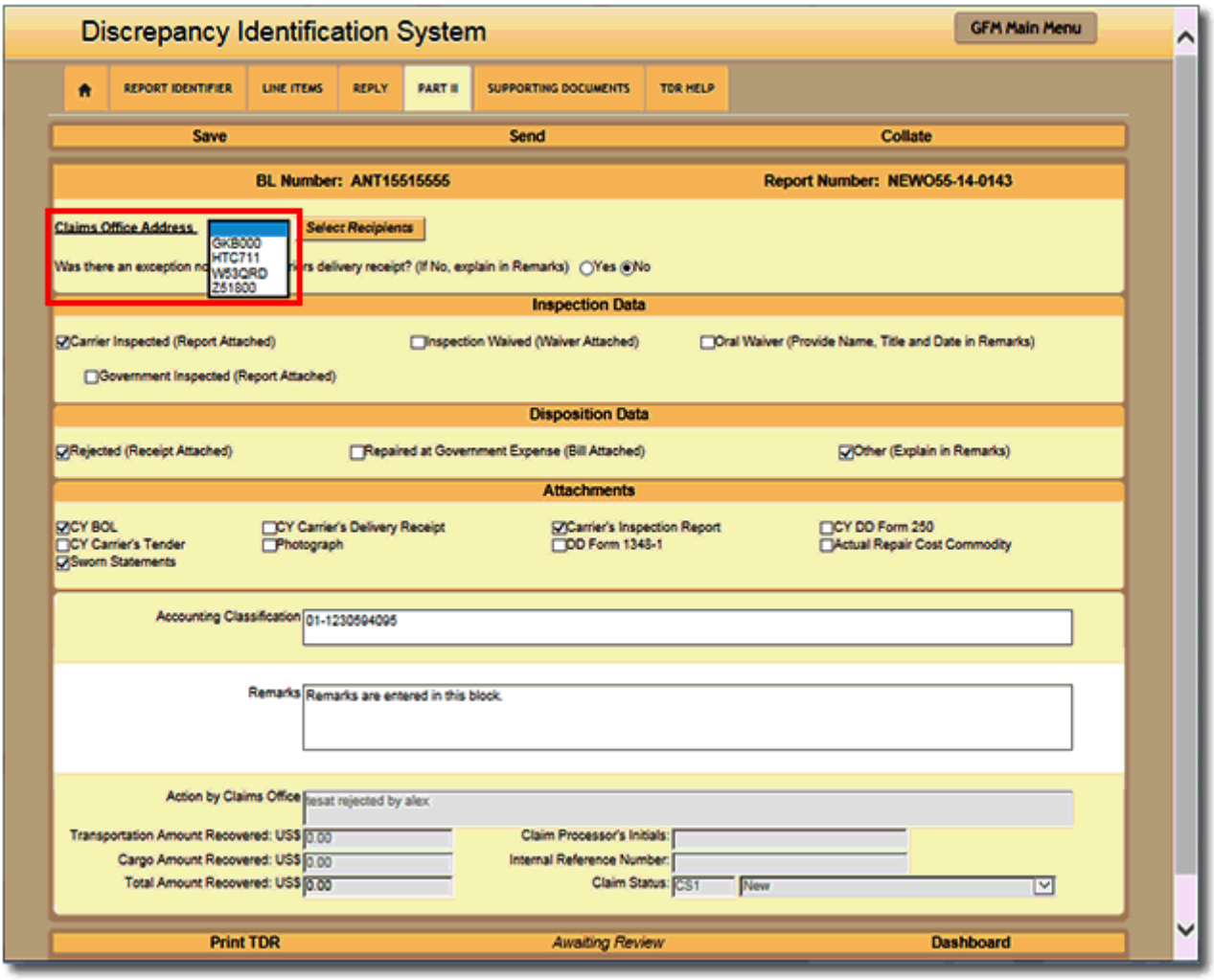


Image BN: Part II Screen with the Claims Office Address Drop-down List Highlighted

To view the table of claim DODAACs and claim addresses, click the Claims Office Address link.

6. Click the Select Recipients button to display the TDR Recipients window (Image BO).

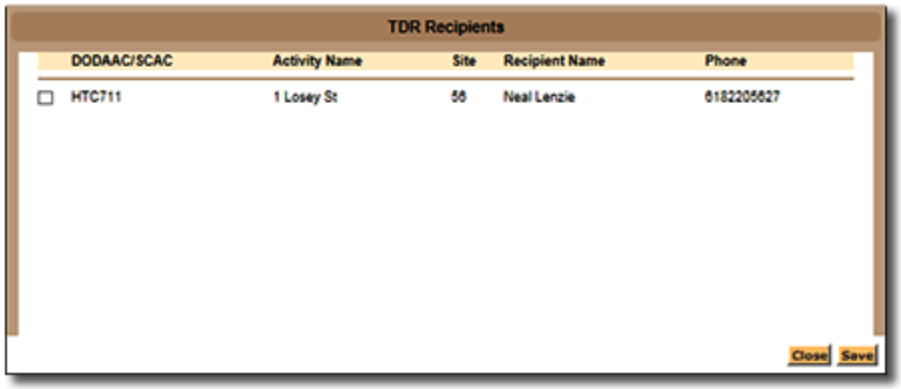


Image BO: TDR Recipients Window

The TDR Recipient window displays a list of recipients available for the claims office address code selected.

7. Select the checkboxes for the individuals that should receive the report and click the Save button.

8. Select the Yes or No radio button to indicate if there was an exception noted on the carriers delivery receipt. If there was no exception note, enter an explanation in the Remarks field.

9. Select the appropriate Inspection Data radio button to indicate if a carrier inspection was performed or waived. If a Carrier's Inspection Report is uploaded in the Supporting Documents screen, the Carrier Inspected (Report Attached) radio button is automatically selected.

10. Check the Government Inspected checkbox if a Government inspection occurred. If a Government Inspected Report is uploaded in the Supporting Documents screen, the Government Inspected (Report Attached) checkbox is automatically selected.

Note: If a carrier or government inspection was performed, and the report is **not** uploaded in the Supporting Documents screen, the reports should be attached to the DD Form 361 and mailed to the claims office.

11. Select the appropriate Disposition Data radio button. If a Disposition Receipt is uploaded in the Supporting Documents screen, the Rejected (Receipt Attached) radio button is automatically selected. If a Disposition Receipt is not uploaded to the Supporting Documents screen, the Disposition data should be attached to the DD Form 361 and mailed to the claims office. If Other is selected, remarks must be entered in the Remarks field.

Note: All of the artifacts listed in the Attachments section of the Part II screen (Copy of the Bill of Lading, Copy of the Carrier's Inspection Report, a photograph, etc.) can be uploaded to the Supporting Documents screen using the instructions in the Supporting Documents topic. The artifacts will automatically be selected in the Attachments section of the Part II screen.

12. If an artifact cannot be uploaded to the Supporting Documents screen, manually select the appropriate checkbox or radio button for the artifact in the Attachment's section. A printed copy of the artifact should be attached to the DD Form 361 and mailed to the claims office.

13. Enter the appropriation or accounting classification data in the Accounting Classification field.

14. Enter any additional information that further explains the discrepancy to the finance center or claims office in the Remarks field.

15. Click the Collate link to display all replies received in the Remarks field (Image BN).

Note: No entry is allowed in the Action by Claims Office field.

The Transportation Amount Recovered: US$, Cargo Amount Recovered: US$, and Total Amount Recovered: US$ fields are only accessible to a user with a Claims Office role. Only a user with the Claims Office role has the ability to change an amount in the first two fields. The first two fields must be populated before the TDR can leave the "In Claims" status.

Note: The maximum amount entered in the amount recovered fields cannot exceed $9,999,999.99. Comma separators are accepted and two decimal places are allowed. If an incorrectly formatted amount is entered in any of these fields, the following error message displays: "Transportation Amount Recovered must be $0.00 or less than 10,000,000.00."

Note: The "Total Amount Recovered US$" field automatically displays the total amount and is read only for all users.

16. Click the Send button to send the TDR to the desired recipients.

17. Print and mail the DD Form 361 to the claims office along with any attachments that were not uploaded in Supporting Documents.

Printing the Discrepancy Report

A TDR can be printed from any screen (Report Identifier, Line Item, Reply, or Part II). To print a TDR:

1. Click the Print TDR link located in the lower left corner of the screen (Image BP).

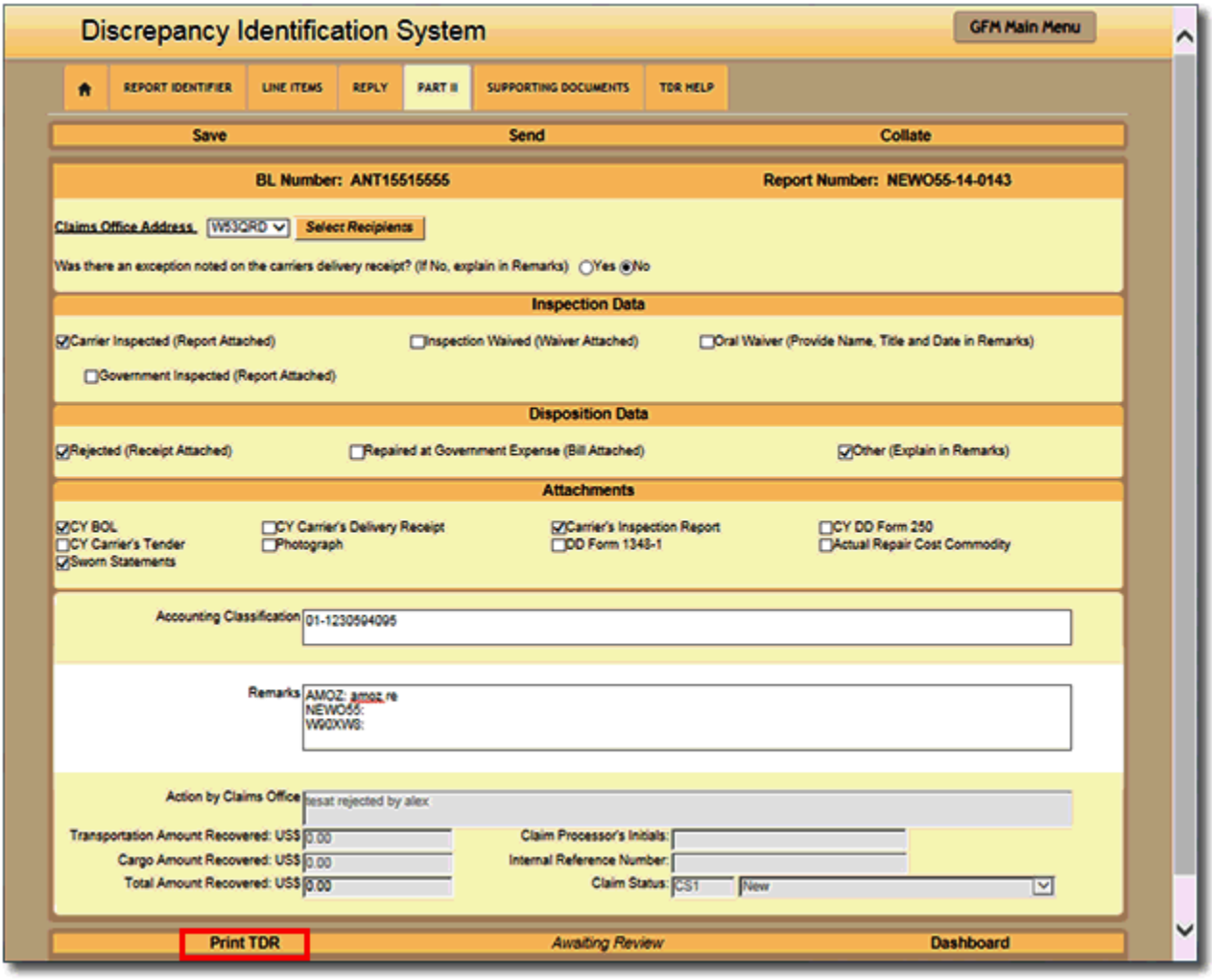
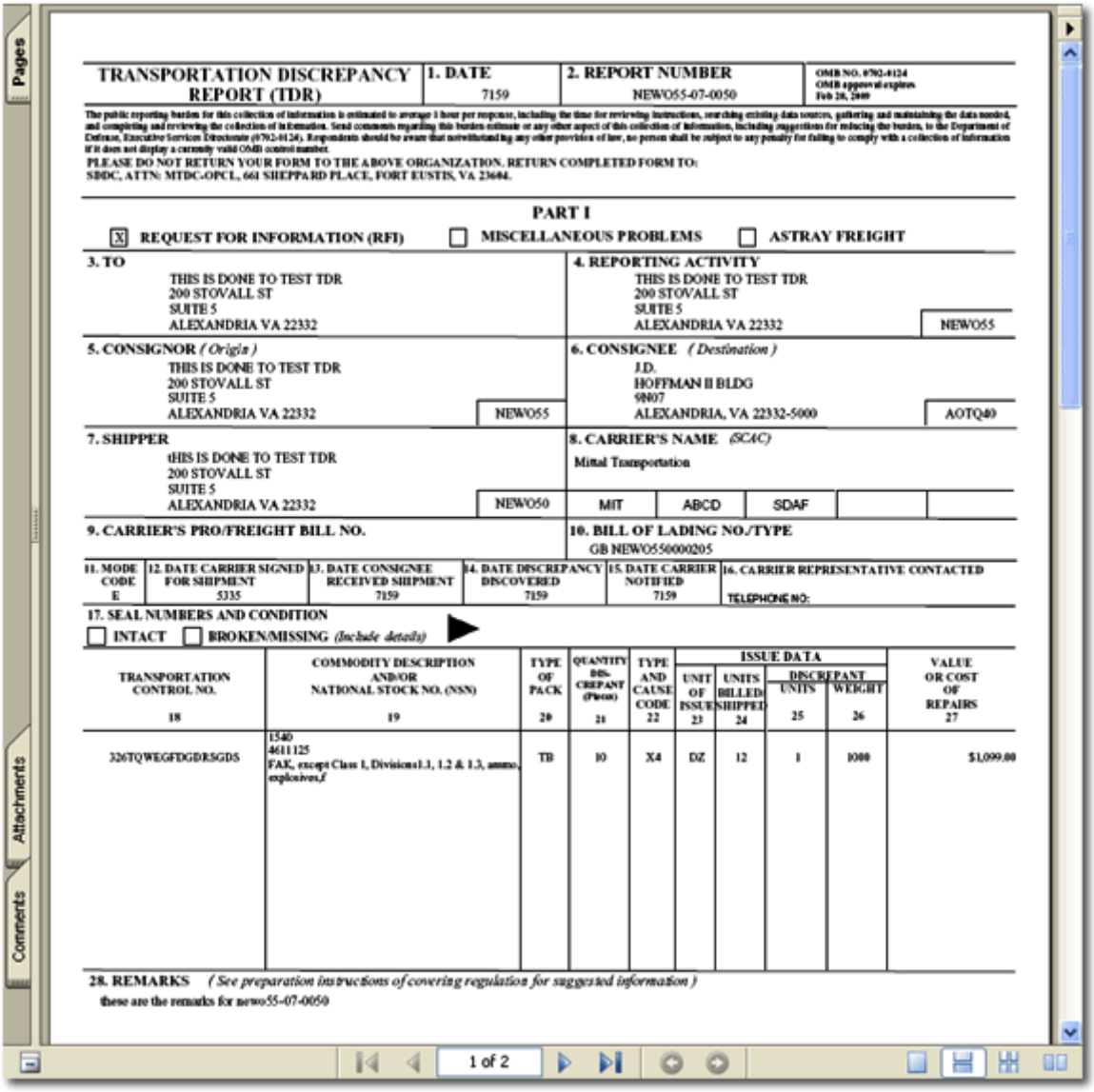


Image BP: Part II Screen with Print TDR Link Highlighted

The DD Form 361 displays in Adobe Reader (Image BQ).



TRANSPORTATION DISCREPANCY REPORT (TDR)

1. DATE	2. REPORT NUMBER	OMB NO. 0702-0124 OMB approval expires Feb 28, 2009
7159	NEWO55-07-0050	

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0702-0124). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO:
SDDC, ATTN: MTDC-OPCL, 661 SHEPPARD PLACE, FORT EUSTIS, VA 23604.

PART I

[X] REQUEST FOR INFORMATION (RFI) [ ] MISCELLANEOUS PROBLEMS [ ] ASTRAY FREIGHT

3. TO
THIS IS DONE TO TEST TDR
200 STOVALL ST
SUITE 5
ALEXANDRIA VA 22332

4. REPORTING ACTIVITY
THIS IS DONE TO TEST TDR
200 STOVALL ST
SUITE 5
ALEXANDRIA VA 22332 NEWO55

5. CONSIGNOR *(Origin)*
THIS IS DONE TO TEST TDR
200 STOVALL ST
SUITE 5
ALEXANDRIA VA 22332 NEWO55

6. CONSIGNEE *(Destination)*
J.D.
HOFFMAN II BLDG
9807
ALEXANDRIA, VA 22332-5000 AOTQ40

7. SHIPPER
tHIS IS DONE TO TEST TDR
200 STOVALL ST
SUITE 5
ALEXANDRIA VA 22332 NEWO50

8. CARRIER'S NAME *(SCAC)*
Mittal Transportation
MIT | ABCD | SDAF

9. CARRIER'S PRO/FREIGHT BILL NO.

10. BILL OF LADING NO./TYPE
GB NEWO550000205

11. MODE CODE	12. DATE CARRIER SIGNED FOR SHIPMENT	13. DATE CONSIGNEE RECEIVED SHIPMENT	14. DATE DISCREPANCY DISCOVERED	15. DATE CARRIER NOTIFIED	16. CARRIER REPRESENTATIVE CONTACTED
E	5335	7159	7159	7159	TELEPHONE NO:

17. SEAL NUMBERS AND CONDITION
[ ] INTACT [ ] BROKEN/MISSING *(Include details)*

TRANSPORTATION CONTROL NO. 18	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 19	TYPE OF PACK 20	QUANTITY DISCREPANT (Pieces) 21	TYPE AND CAUSE CODE 22	ISSUE DATA: UNIT OF ISSUE 23	ISSUE DATA: UNITS BILLED/SHIPPED 24	DISCREPANT: UNITS 25	DISCREPANT: WEIGHT 26	VALUE OR COST OF REPAIRS 27
326TQWEGFDGDRSGDS	1540 4611125 FAK, except Class 1, Divisions1.1, 1.2 & 1.3, ammo, explosives,f	TB	10	X4	DZ	12	1	1000	$1,099.00

28. REMARKS *(See preparation instructions of covering regulation for suggested information)*
these are the remarks for newo55-07-0050

Pages | Attachments | Comments | 1 of 2

Image BQ: DD Form 361 in the Adobe Acrobat Window

2. Click the Printer icon on the toolbar. When the Print dialog box displays, click Print or OK.

Recording Claims Actions

The claims office takes final action on RFI discrepancy reports. The claims representative must note any action which has been taken and send the discrepancy report back to the originator. A Claims Office representative has the ability to transfer a TDR to another valid Claims Office DODAAC.

Record Actions Taken by Claims

1. From the DIS Dashboard, click a discrepancy report in the Claims Office status window (Image BR).

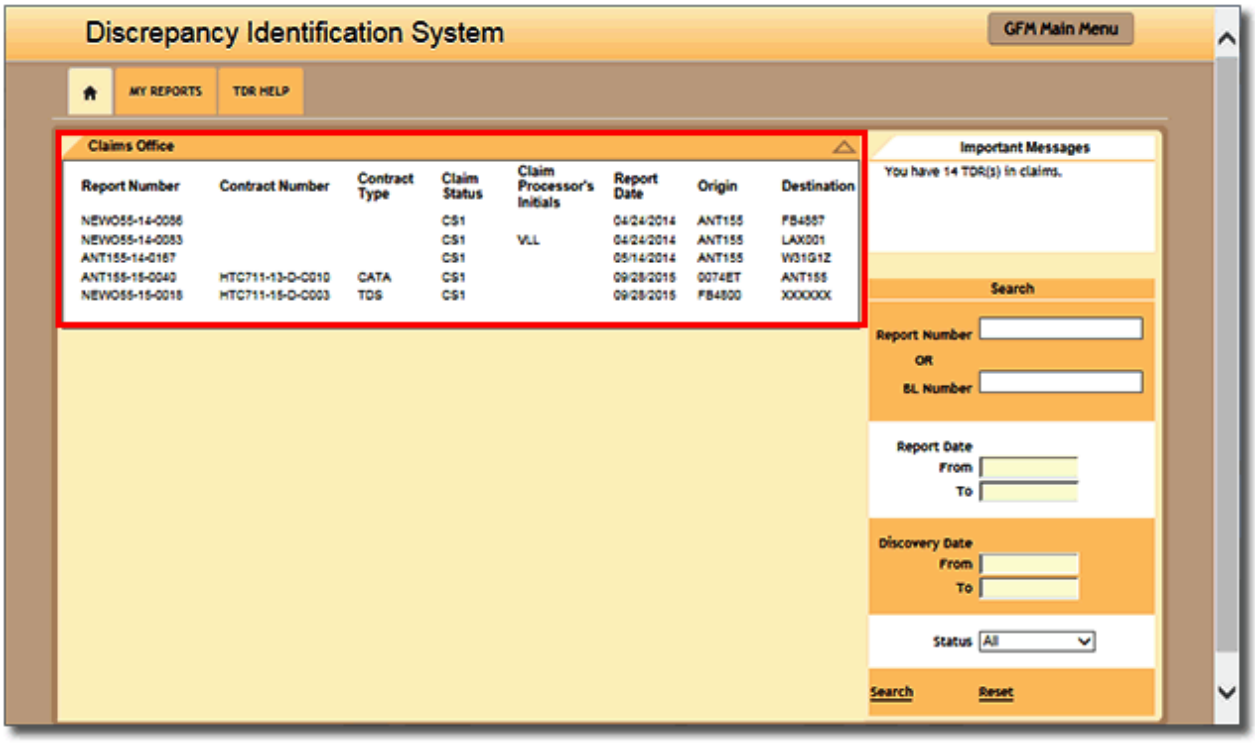


Image BR: Claims Office DIS Dashboard with Claims Office Status Window Highlighted

The Claims Office status window contains the following column headings: Report Number, Contract Number, Contract Type, Claim Status, Claim Processor's Initials, Report Date, Origin, and Destination. All column field titles in the DIS dashboard have sort capability. See the Status Windows topic for more details.

The Part II screen for the selected discrepancy report displays (Image BS).

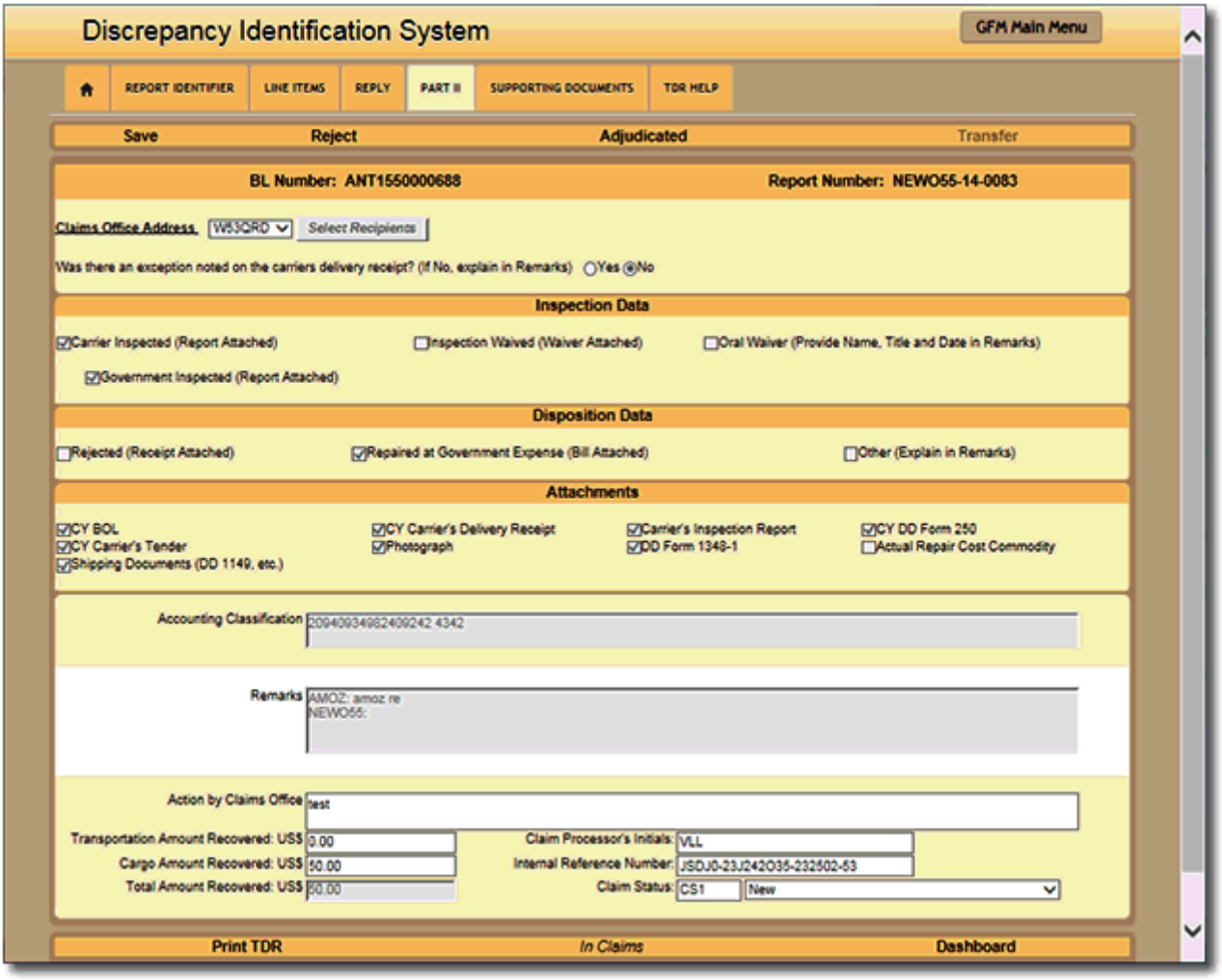


Image BS: The Part II Screen

The command bar displays the following commands:

- **Save** saves changes made by the Claims Office representative.
- **Reject** returns the TDR to the Awaiting Review status and becomes editable by the Transportation Officer (TO).
- **Adjudicated** closes the claim changing the status to complete. This command replaces the Send command.
- **Transfer** is used to transfer a TDR to another valid Claims Office DODAAC. This command is not active unless the user changes the DODAAC in the Claims Office Address drop-down box.

When the Claims Office representative selects a different Claims Office DODAAC from the Claims Office Address drop-down box, the Save and Transfer buttons are enabled, while the Reject and Adjudicated buttons are disabled (Image BT).

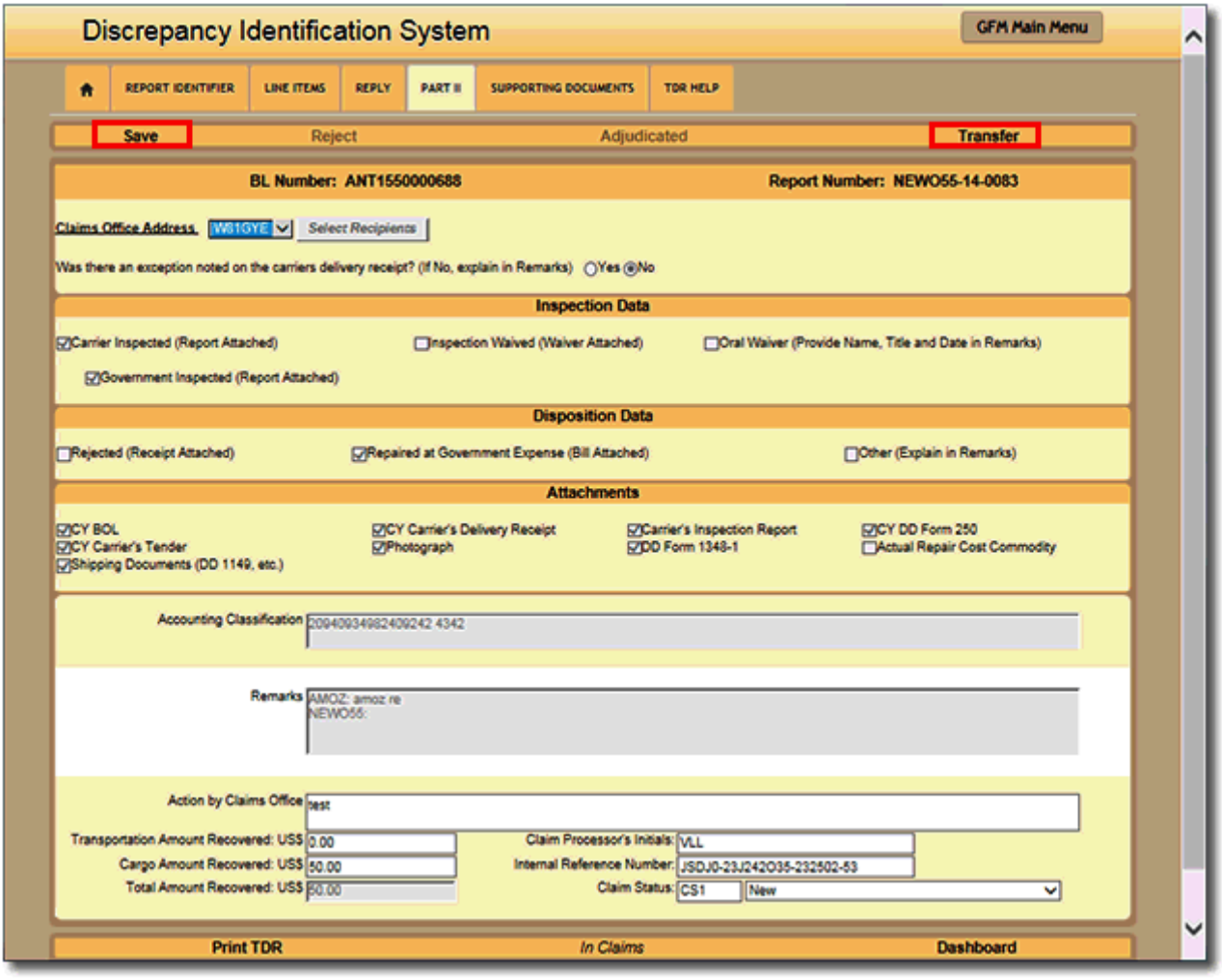


Image BT: The Part II Screen with the Save and Transfer Buttons Highlighted

2. Enter actions taken, comments, and remarks in the Actions by Claims Office field.

3. Enter an amount in the Transportation Amount Recovered: US$ field.

4. Enter an amount in the Cargo Amount Recovered: US$ field.

The Total Amount Recovered: US$ field automatically displays the total amount and is read only for all users.

Note: The Action by Claims Office fields are required to be populated except when transferring to a new claims office, where they are optional.

Note: Only a user with a Claims Office role has the ability to change an amount in the Transportation Amount Recovered: US$ and Cargo Amount Recovered: US$ fields. The first two fields must be populated before the TDR can leave the "In Claims" status.

Note: The maximum entered cannot exceed $9,999,999.99. Comma separators are accepted and two decimal places are allowed. If an incorrectly formatted amount is entered in any of these fields, the following error message displays: "Transportation Amount Recovered must be $0.00 or less than 10,000,000.00."

5. Enter initials in the Claim Processor's Initials field.

6. Enter an internal reference number in the Internal Reference Number field.

Note: The Internal Reference Number field is visible to all roles, but only editable by Claims Office users.

7. Select a claim status from the drop-down list. The Claim Status field defaults to "CS1 New."

The Claims Officer has the option to select one of the following statuses from the Claim Status drop-down list:

- CS1 - New
- CS2 - TDR Transferred
- CS3 - TDR Rejected
- CS4 - TDR Returned (Additional Information Requested)
- CS5 - Demand Letter Issued
- CS6 - TDR Adjudicated (Returned for Closure)
- CS7 - Enter Negotiations
- CS8 - Issue Final Decision
- CS9 - Settle
- CS10 - Receive Payment
- CS11 - Disburse Payment
- CS12 - In Legal Review

Once a claim has been transferred it disappears from the dashboard and posts to the newly assigned office's dashboard. The TDR is returned to the Awaiting Review status.

An email message is generated when a claims office representative rejects a TDR.

Note: If a TDR is returned to the originator, the originator has the ability to re-submit the TDR to a claims office.

Note: A TDR returned from the Claims Office is editable by the TO, and the TO has the capability to resubmit the TDR.

8. Click the Send link to return the discrepancy report to the originator. The DIS Dashboard displays.

Cancelling a Discrepancy Report

The consignee can cancel a discrepancy report, even if it has been forwarded to the claims office.

Cancel a Discrepancy Report

1. From the Report Identifier screen, click the Cancel link at the top of the screen (Image BU).

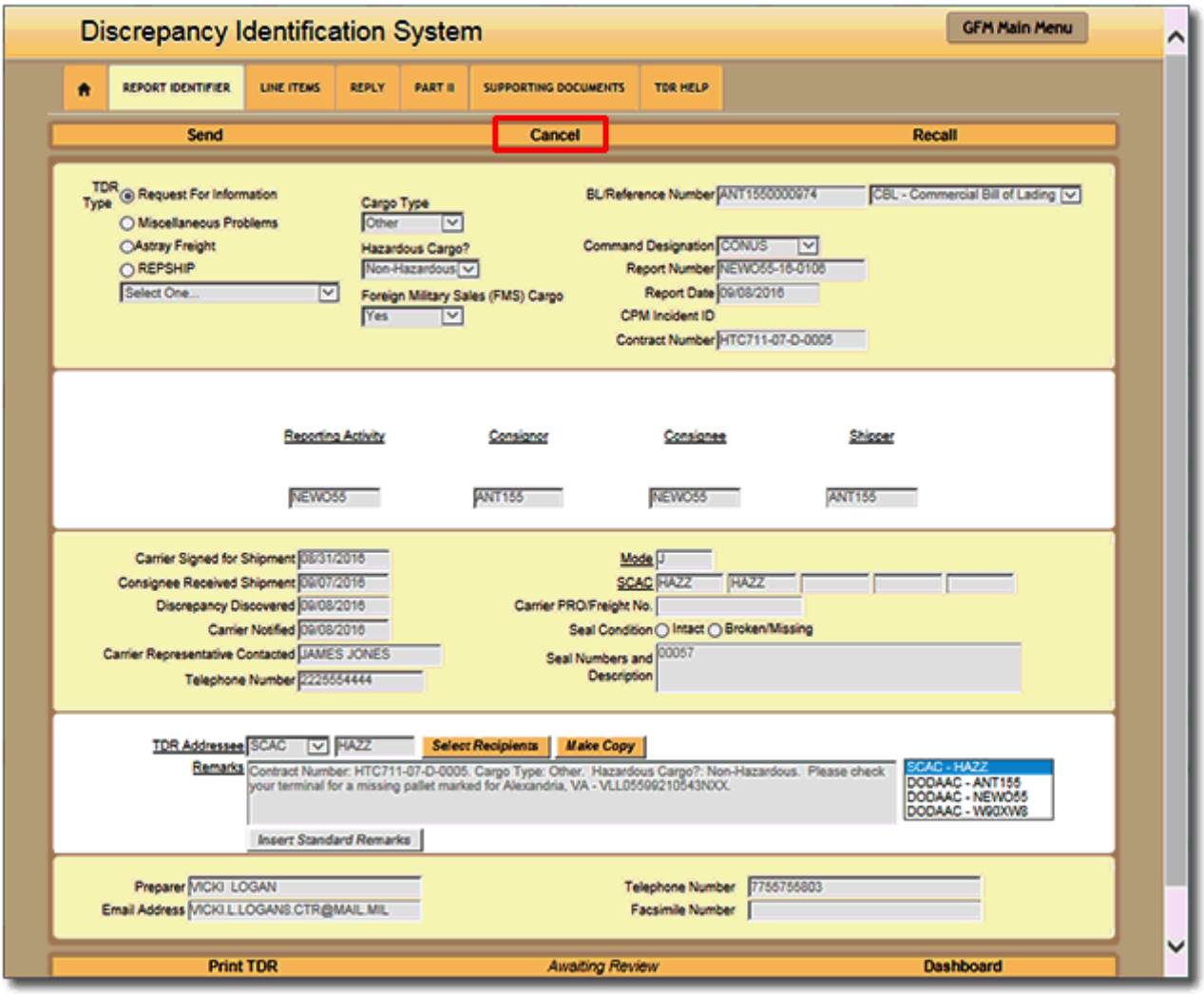


Image BU: The Report Identifier Screen with the Cancel Link Highlighted

All TDRs in cancelled status display a statement similar to the following, in the bottom center of the screen: "Cancelled by DIS on DDMMMYYYY" (if systemic) or "Cancelled by FB4407 on DDMMMYYYY" (if user initiated) (Image BV).

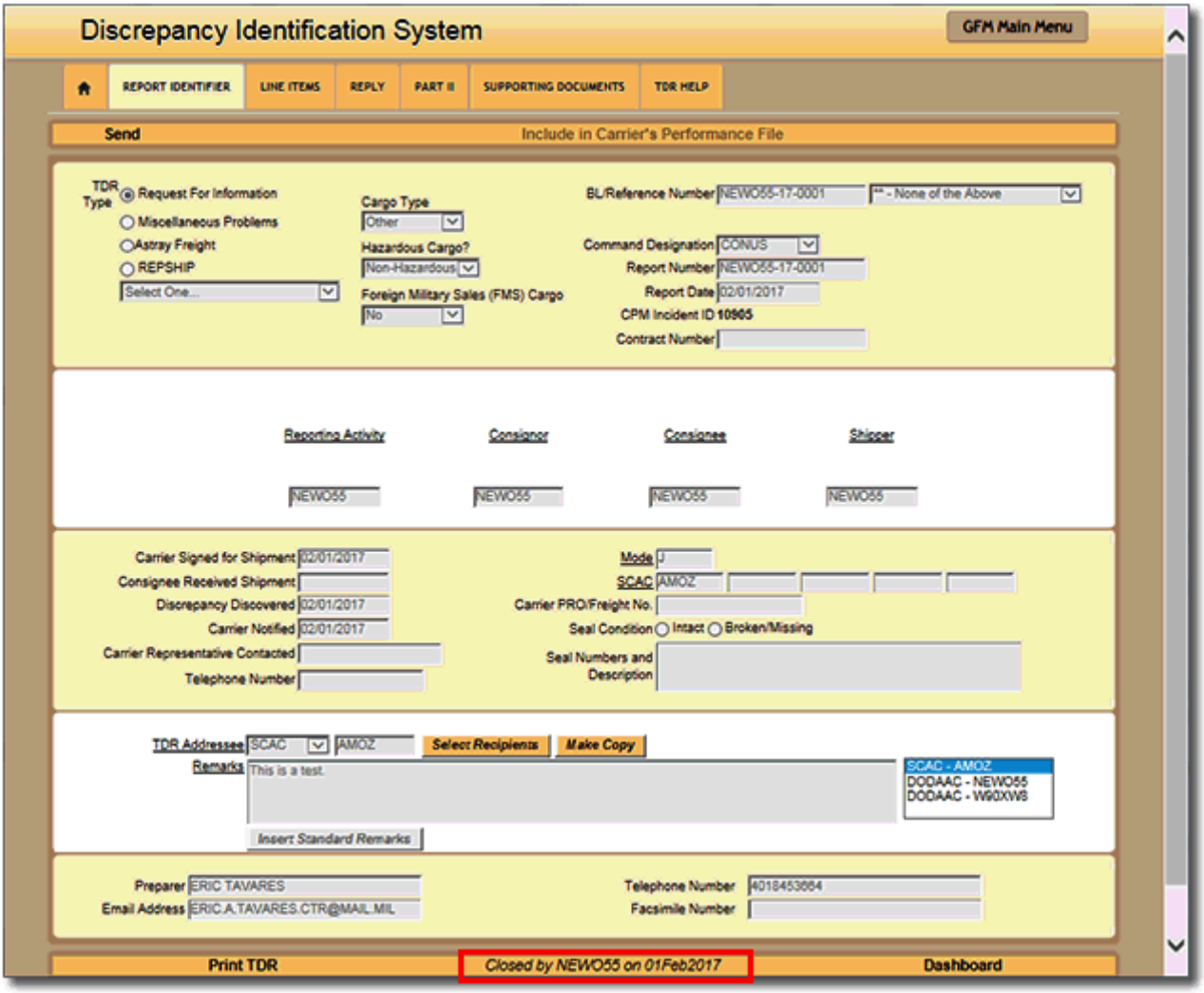


Image BV: Report Identifier Screen with the Cancelled By Statement Highlighted

For user-initiated TDR closings or cancellations, DIS populates this statement with the DODAAC or MAPAC of the site that performed the action.

2. Click Cancel to cancel the discrepancy report.

The DIS Dashboard displays. See the Restoring a Cancelled Discrepancy Report topic for information on restoring cancelled discrepancy reports.

Restoring a Cancelled Discrepancy Report

The report originator can restore a cancelled discrepancy report.

To Restore a Discrepancy Report:

1. From the Report Identifier screen, click the Restore link at the top of the screen (Image BW).

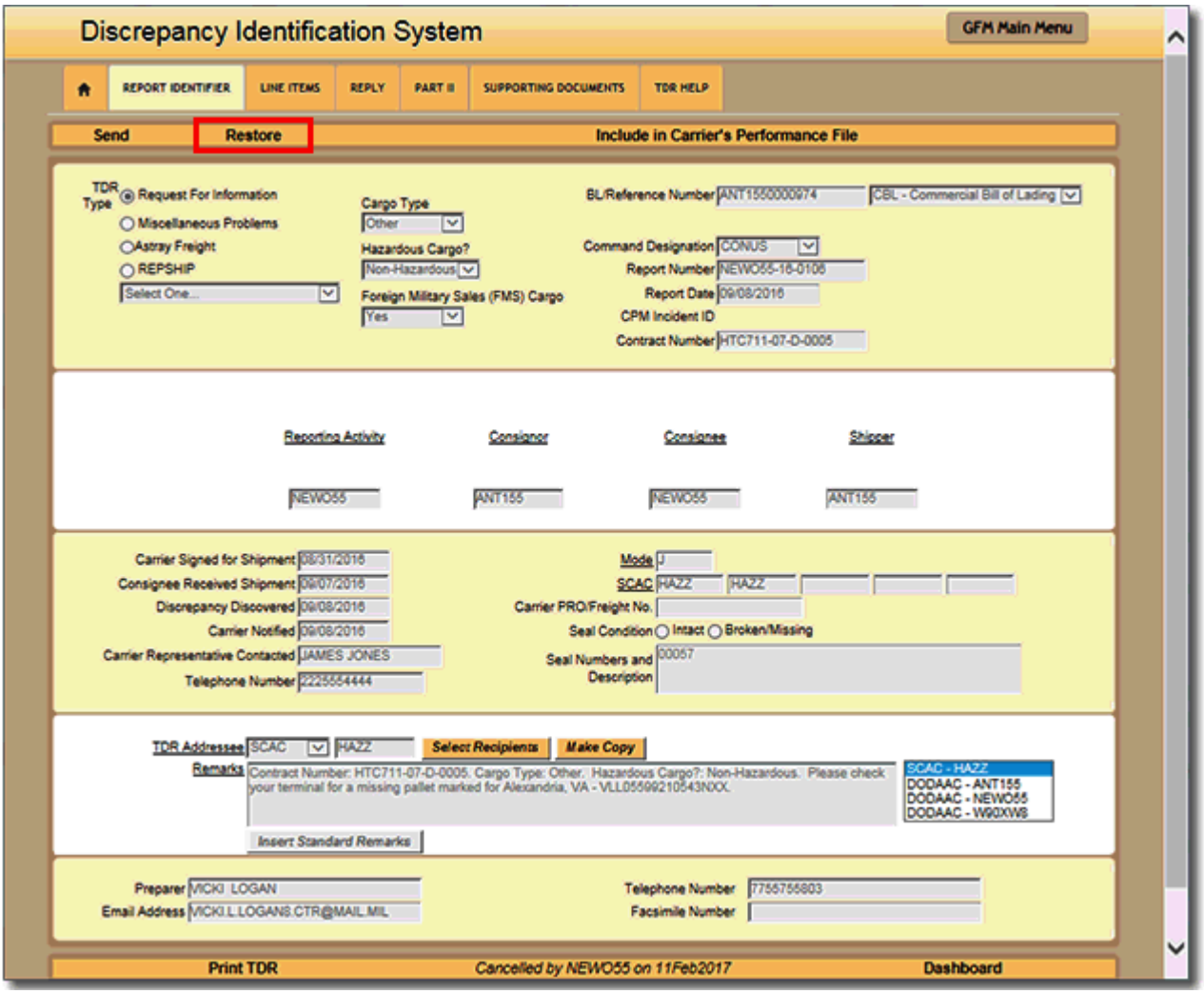


Image BW: Report Identifier Screen with Restore Link Highlighted

The discrepancy report is restored to the original status prior to the cancellation.

Special Note for Reports Originating in the GFM TDR Application: If the discrepancy report was originated in the TDR application prior to the release of the DIS application, the restored discrepancy report will be returned to **In Progress** status. Prior to the conversion, print the SF 361 form. Once the report has been restored, compare the SF 361 printout data with the converted form data to search for any data not converted in the process.

Closing and Transferring Information between DIS and CPM

Once an RFI discrepancy report has been resolved by the claims office, the originator must review and close the report. When closing a TDR, TOs have the ability to transfer TDR information to the carrier's performance file in CPM. Service Failures created in CPM can be transferred to DIS for the creation of a TDR.

Note: Not all TDRs can be sent or processed by CPM.

Review the Part II Screen

1. From the Part II screen, in Awaiting Close status, review the actions taken by the claims office.

2. Review the Transportation Amount Recovered: US$, Cargo Amount Recovered: US$, and Total Amount Recovered: US$ fields.

Note: Only a user with a Claims Office role has the ability to change an amount in the Transportation Amount Recovered: US$ and Cargo Amount Recovered: US$ fields.

Note: The "Total Amount Recovered US$" field automatically displays the total amount and is read only for all users.

Close the TDR

3. From the Part II screen, in Awaiting Close status, click the Close link at the top of the screen (Image BX).

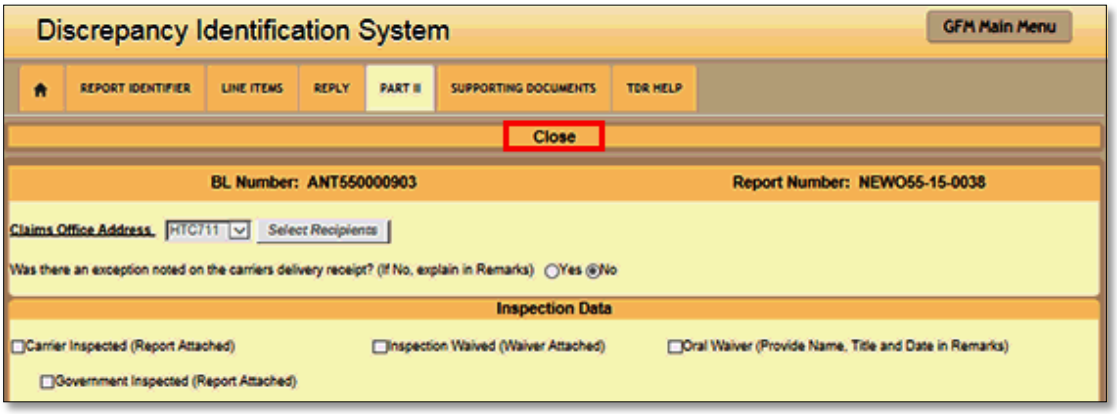


Image BX: Part II Screen with Close Link Highlighted

All TDRs in closed status display one of the following statements in the bottom center of the screen: "Closed by DIS on DDMMMYYYY" (if systemic) or "Closed by FB4407 on DDMMMYYYY" (if user initiated) (Image BY).

For user-initiated TDR closings or cancellations, DIS populates this statement with the DODAAC or MAPAC of the site that performed the action (Image BY).

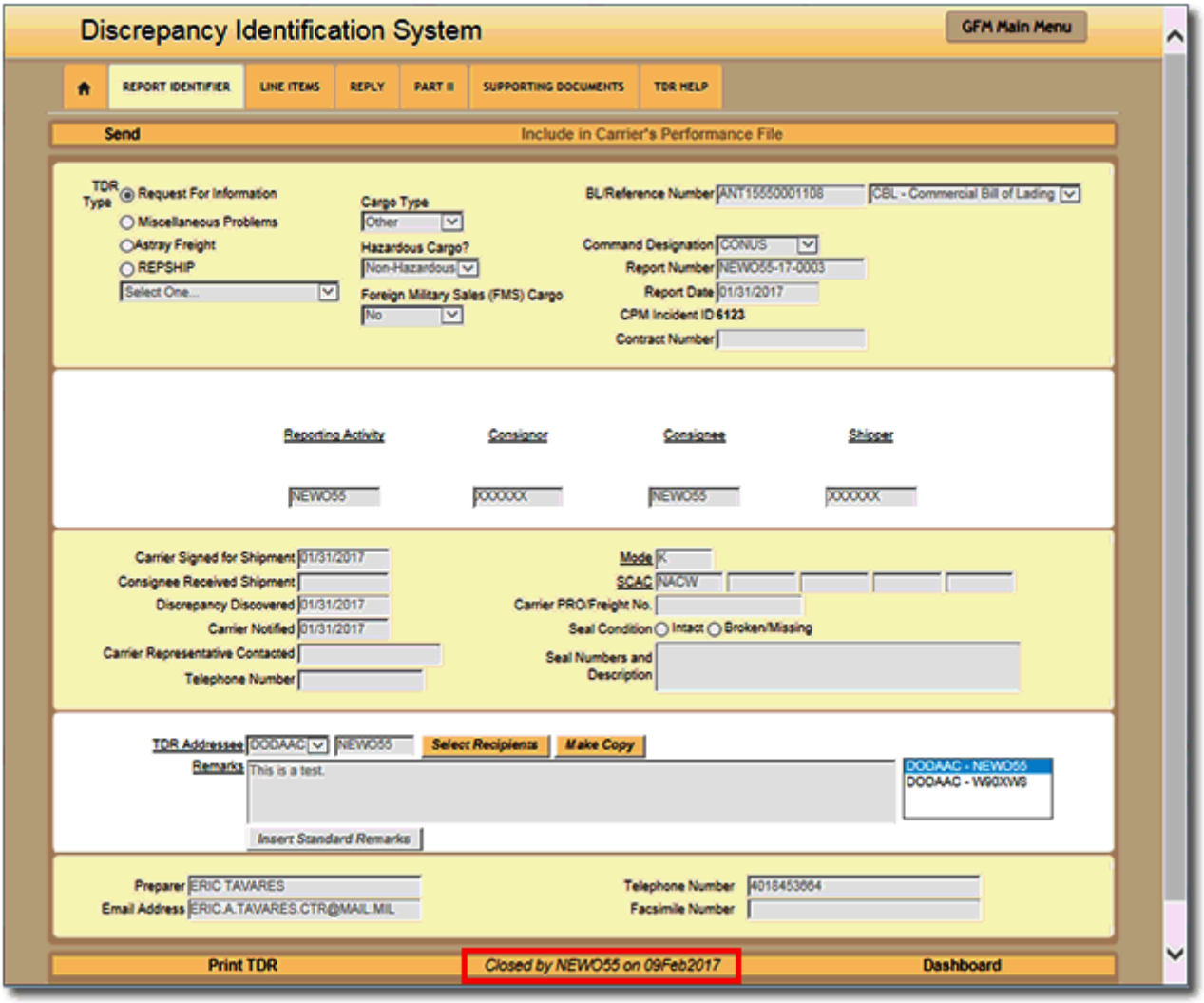


Image BY: Report Identifier Screen with the Closed by Statement Highlighted

4. Click Close. The DIS Dashboard displays.

Transferring TDR Information to CPM

5. On the DIS Dashboard, search for TDRs in Closed status by using the Report Search Feature.

6. In the Search Results list, click the Report Number of the TDR. The TDR opens in closed status. The Include in Carrier's Performance File hyperlink displays.

7. Click the hyperlink to display the "Include in Carrier's Performance File?" pop-up message (Image BZ).

8. Click the OK button in the pop-up message to continue (Image BZ). Clicking the Cancel button stops the process.

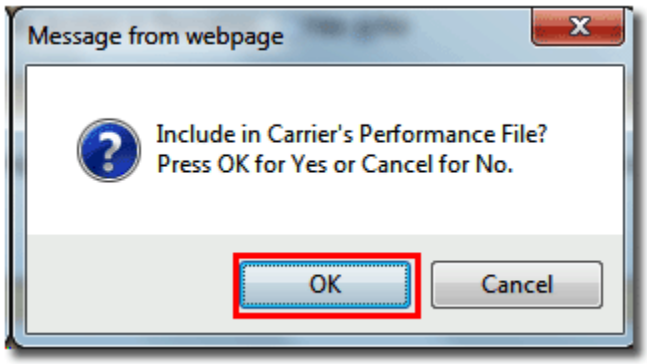


Image BZ: Include in Carrier's Performance File? Dialog Box

The "Include in Carrier's Performance File" dialog box displays (Image CA).

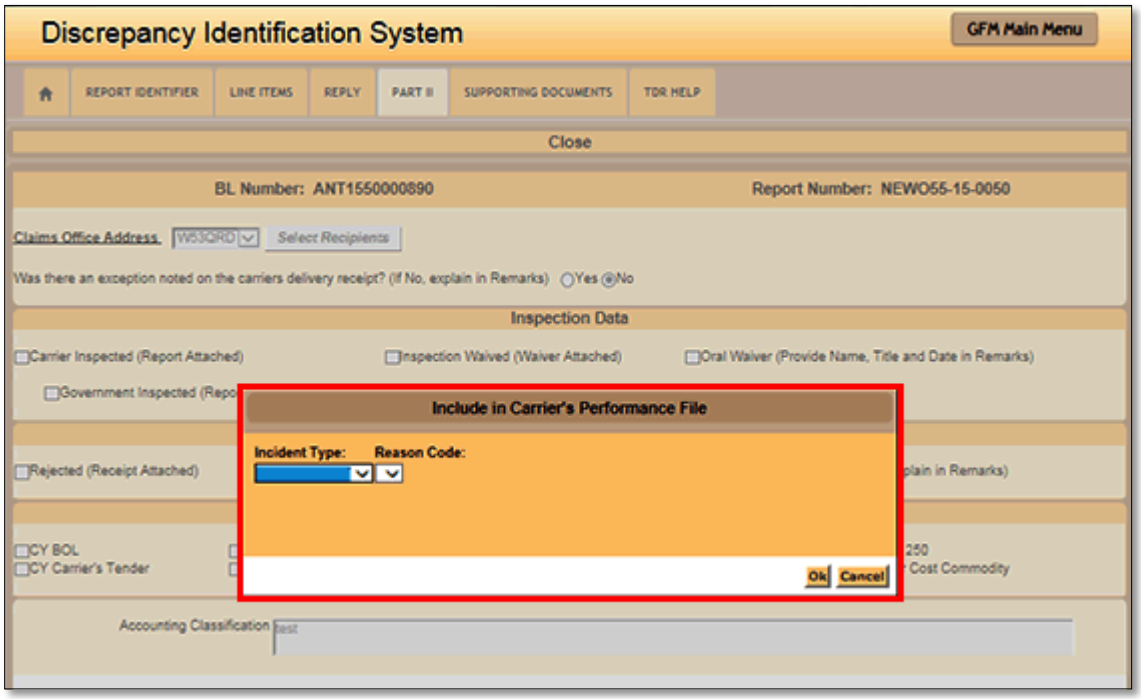


Image CA: Include in Carrier's Performance File Dialog Box Highlighted

9. Select the incident type from the Incident Type drop-down list (Image CB).

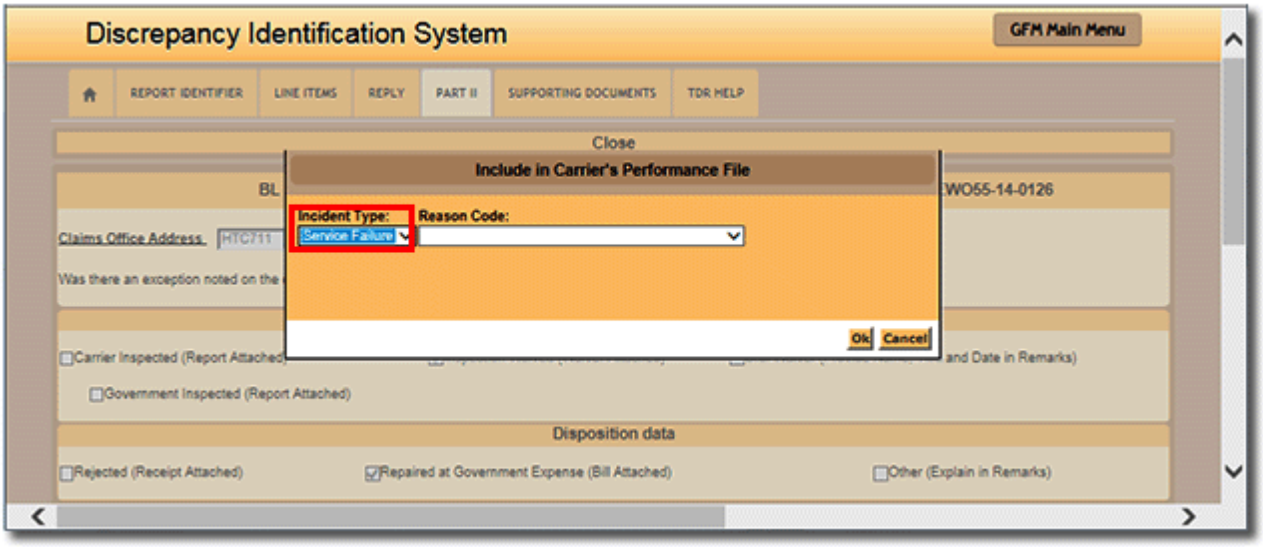


Image CB: Incident Type Service Failure Highlighted

10. Select the reason code from the Reason Code drop-down list (Image CC).

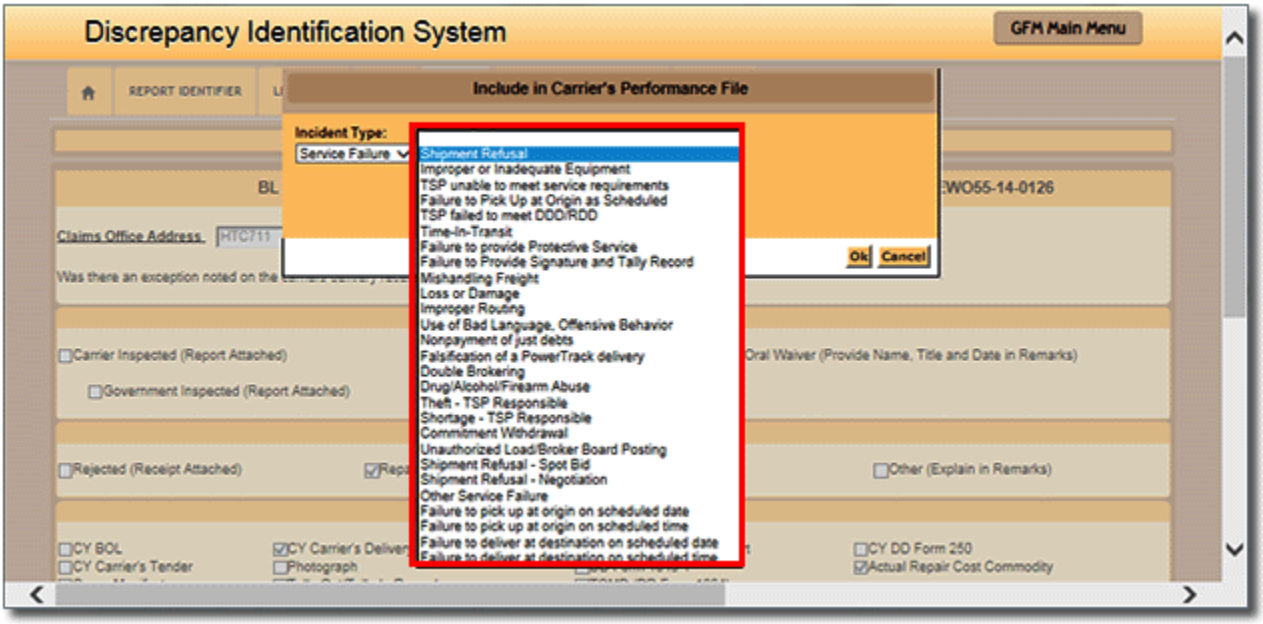


Image CC: Reason Code Drop-down List Highlighted

11. Click the OK button to continue. The CPM Incident Details screen displays with the TDR Report Number displayed as a hyperlink (Image CD).

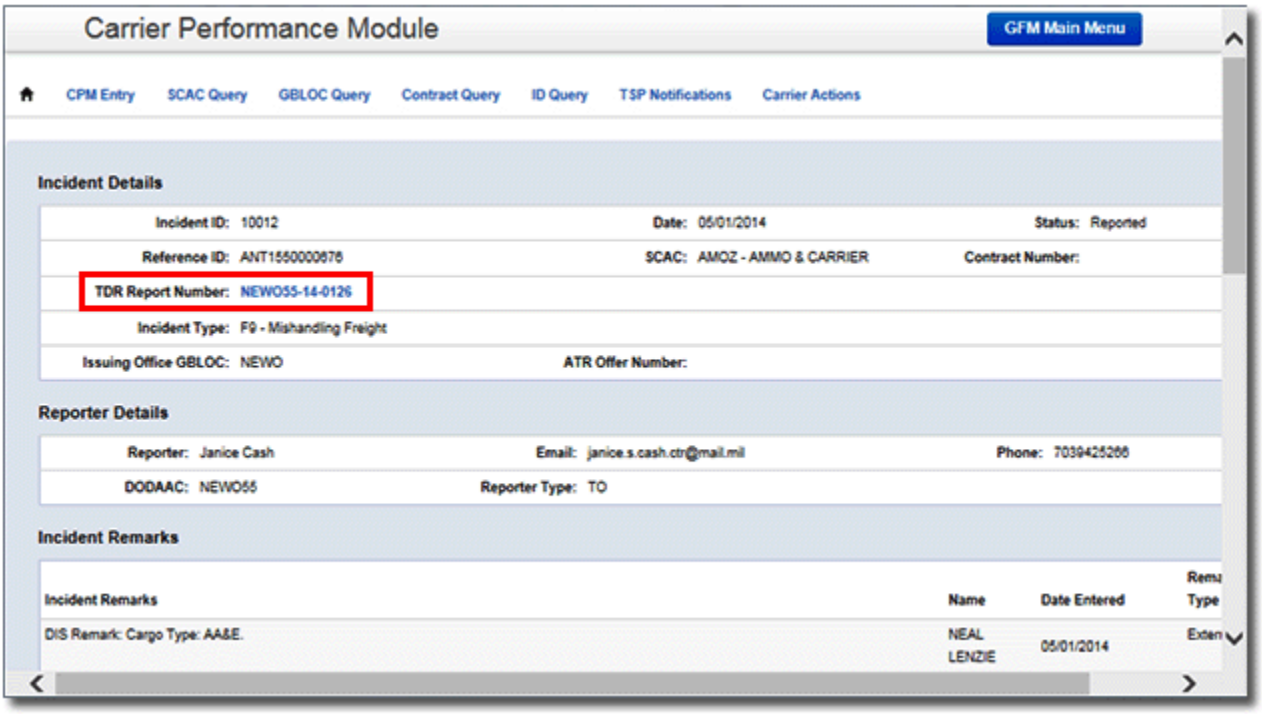


Image CD: CPM Incident Details Screen with the TDR Report Number Hyperlink Highlighted

When the Cancel button is selected, the TDR closes. The TDR data is not transferred to CPM.

12. Click the TDR Report Number hyperlink to return to DIS. The TDR opens with the CPM Incident ID hyperlink displayed (Image CE).

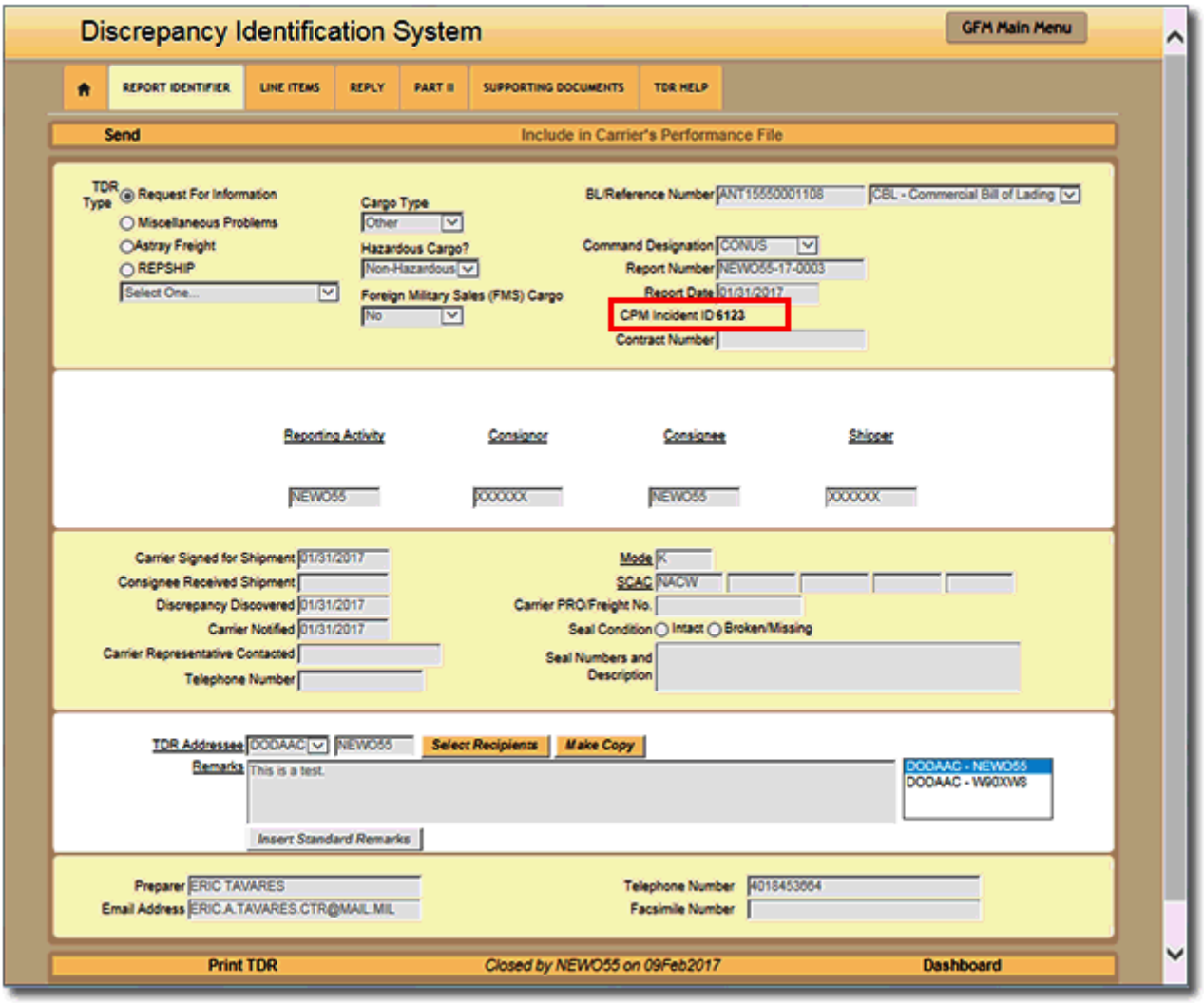


Image CE: TDR in Closed Status with the CPM Incident ID Number Highlighted

All of the selected CPM remarks are merged and auto-populated in the Remarks field (Image CF).

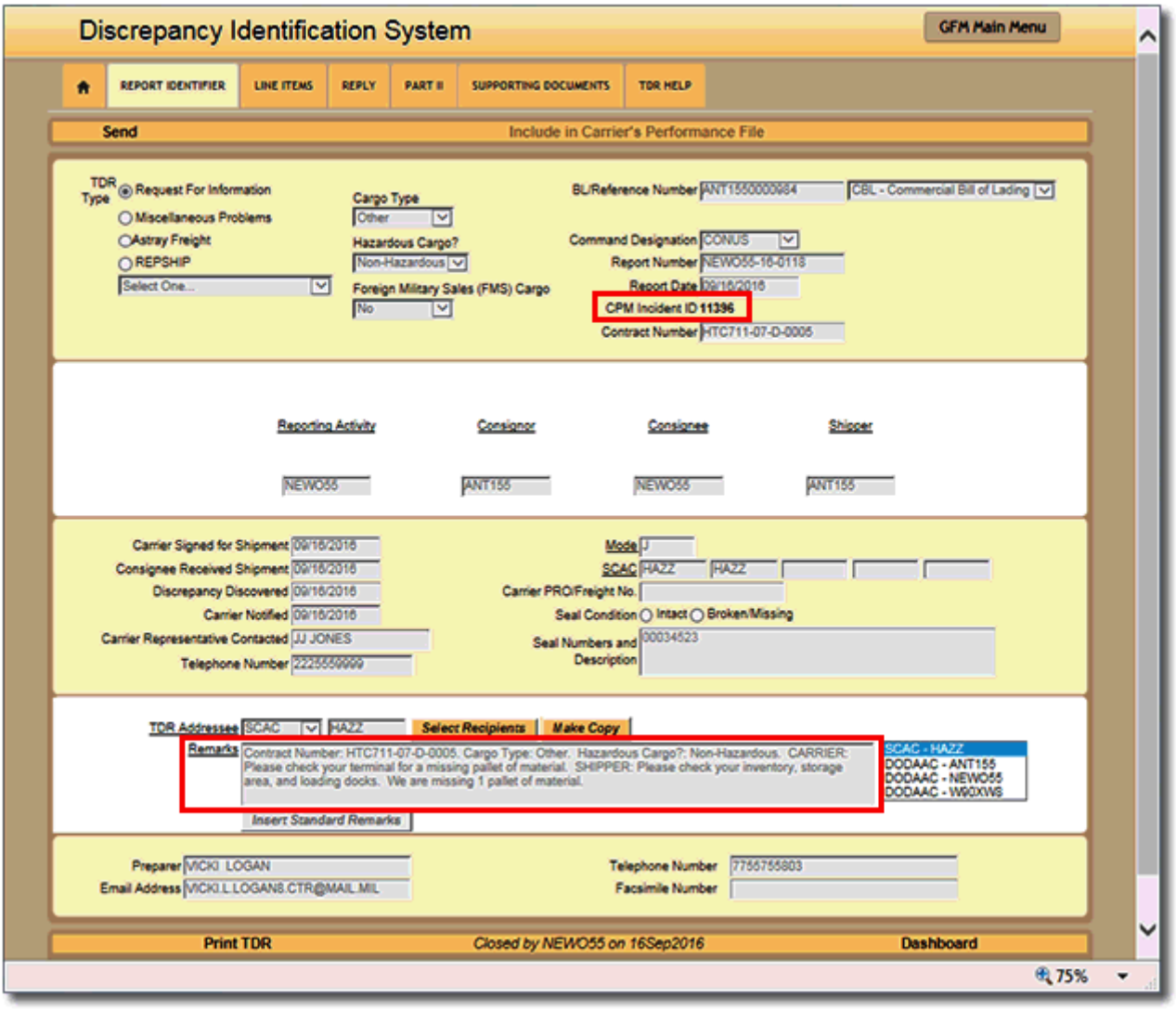


Image CF: CPM Incident ID Hyperlink and Remarks Block Highlighted

In addition to transferring a "Closed" TDR, a TDR can be transferred to CPM during the close TDR process.

13. Click the Close button. The option to include the TDR in the carrier's performance file displays at the top of the screen.

14. Click "Yes" to launch the process steps listed above or click "Cancel" to close the TDR. The data will not be transferred.

Transfer CPM Service Failures to DIS

15. On the CPM Home screen, click an Incident ID number. The CPM Incident Details screen displays (Image CG).

16. To transfer the Service Failure to DIS for TDR generation, click the "Generate TDR for this Incident" button at the bottom of the CPM Incident Details screen (Image CG).

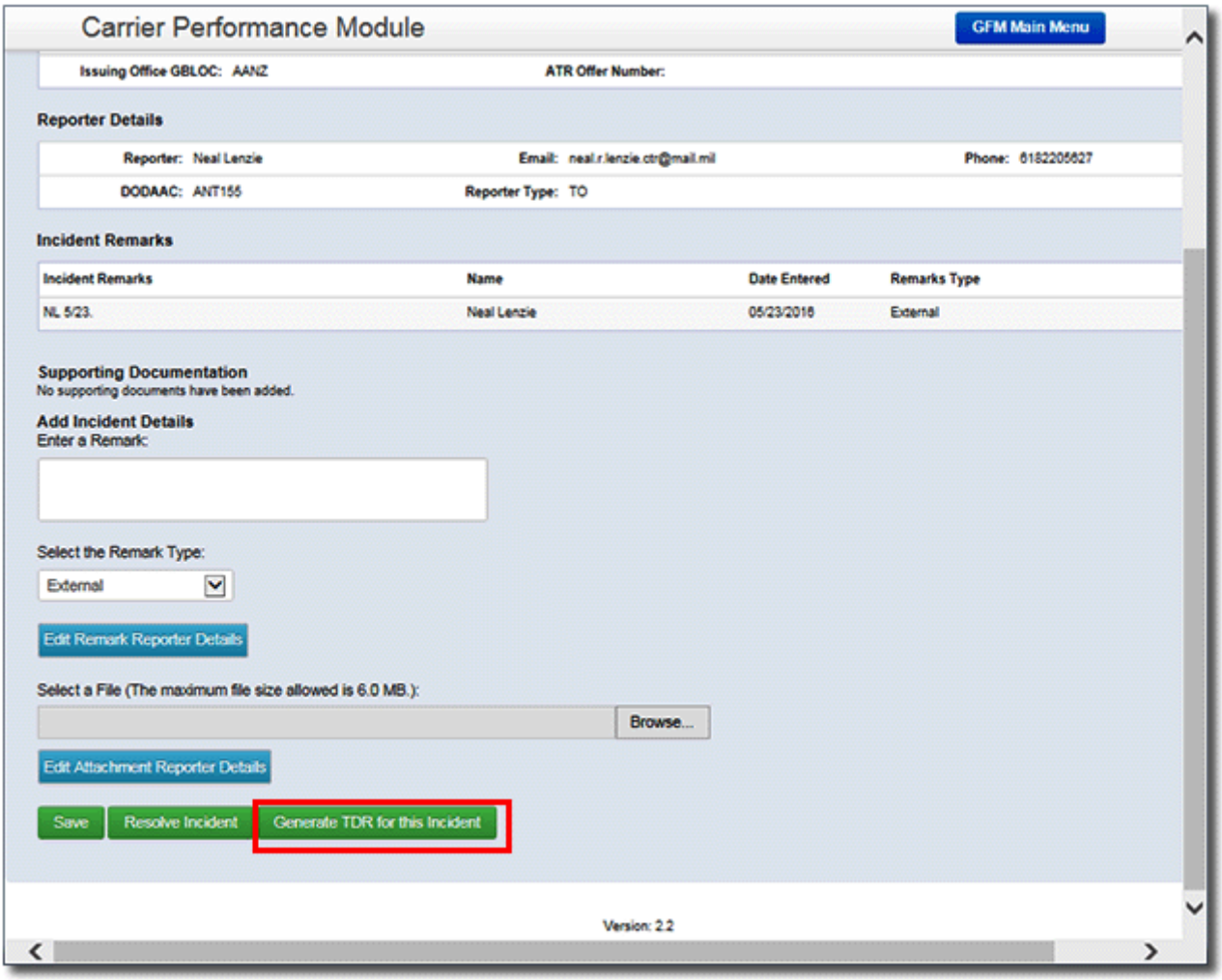


Image CG: CPM Reporter Details Screen with the Generate TDR for the Incident Button Highlighted

The Select Remarks window displays all available comments.

17. Click the checkbox(es) of any comments to be included for the creation of the TDR (Image CH).

Note: Only external remarks can be transferred.

18. Click the Continue button to send the information to DIS (Image CH).

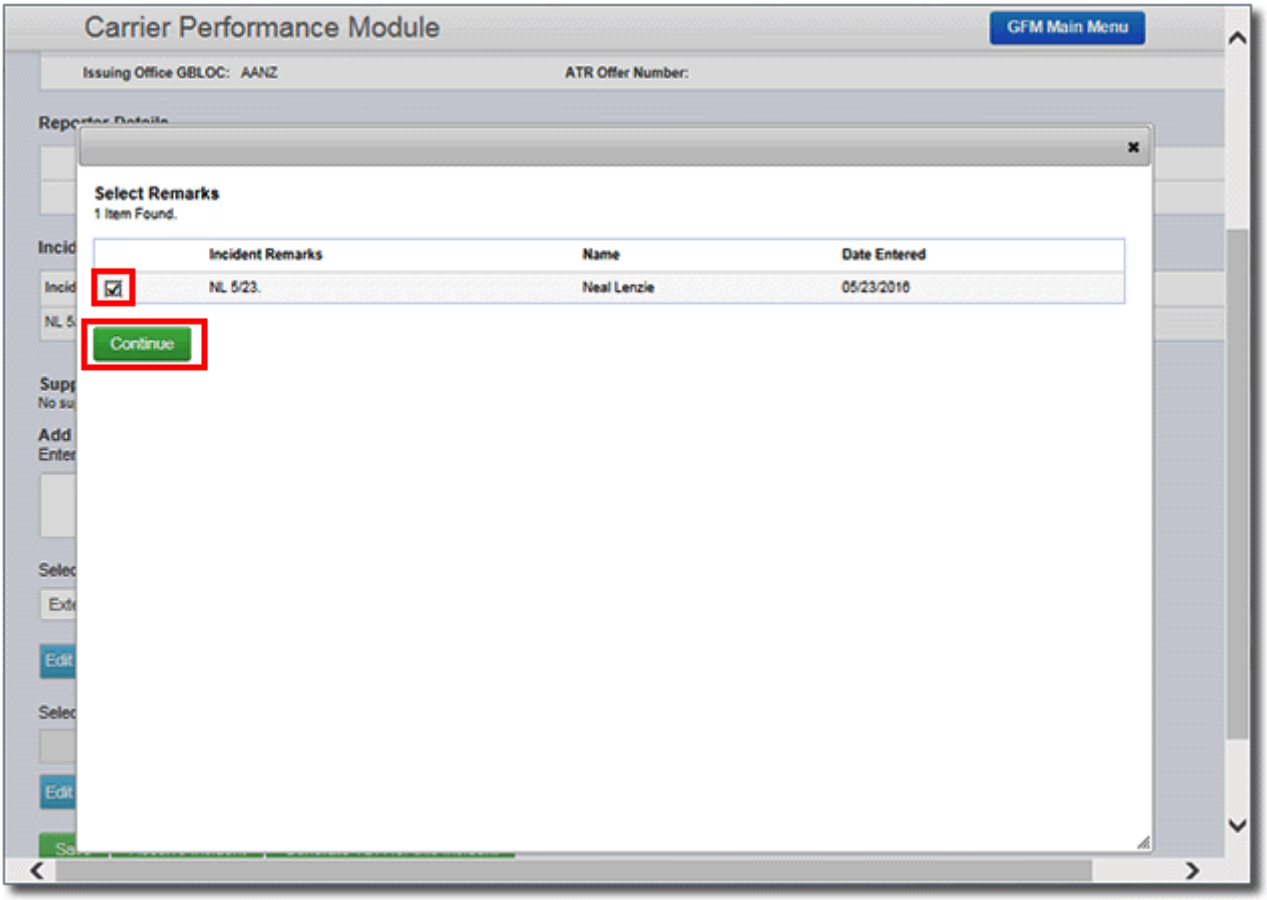


Image CH: Select Remarks Window with an Incident Checkbox and Continue Button Highlighted

Once the transfer is complete, all selected CPM remarks are merged and auto-populated in the Remarks field of the Report Identifier screen (Image CI). The CPM Incident ID number has been auto-populated, as a hyperlink, in the DIS CPM Incident ID field (Image CI).

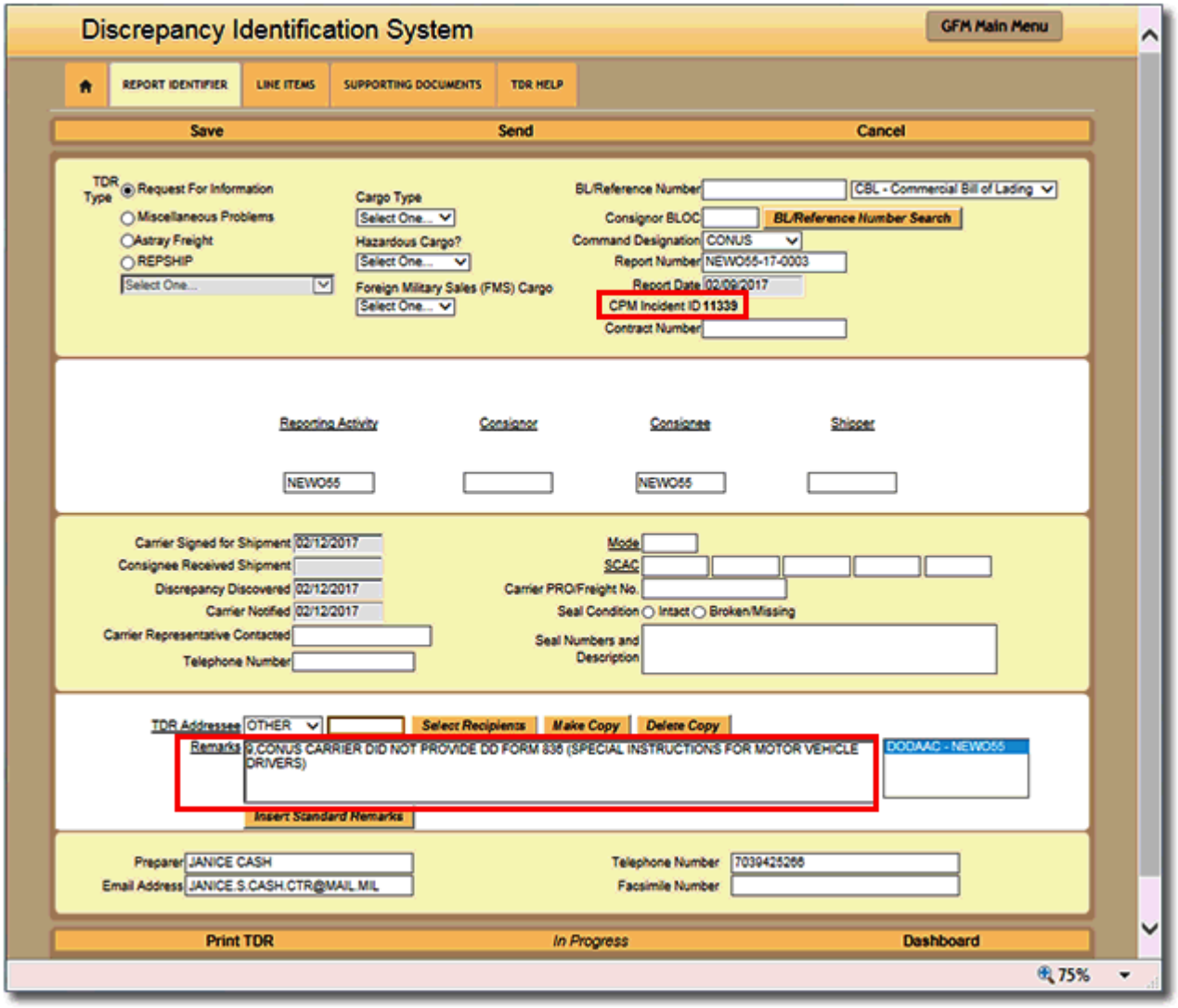


Image CI: Report Identifier Screen with the CPM Incident ID Number and Remarks Block Highlighted

19. Click the CPM Incident ID hyperlink to display the incident in the CPM application (Image CJ).

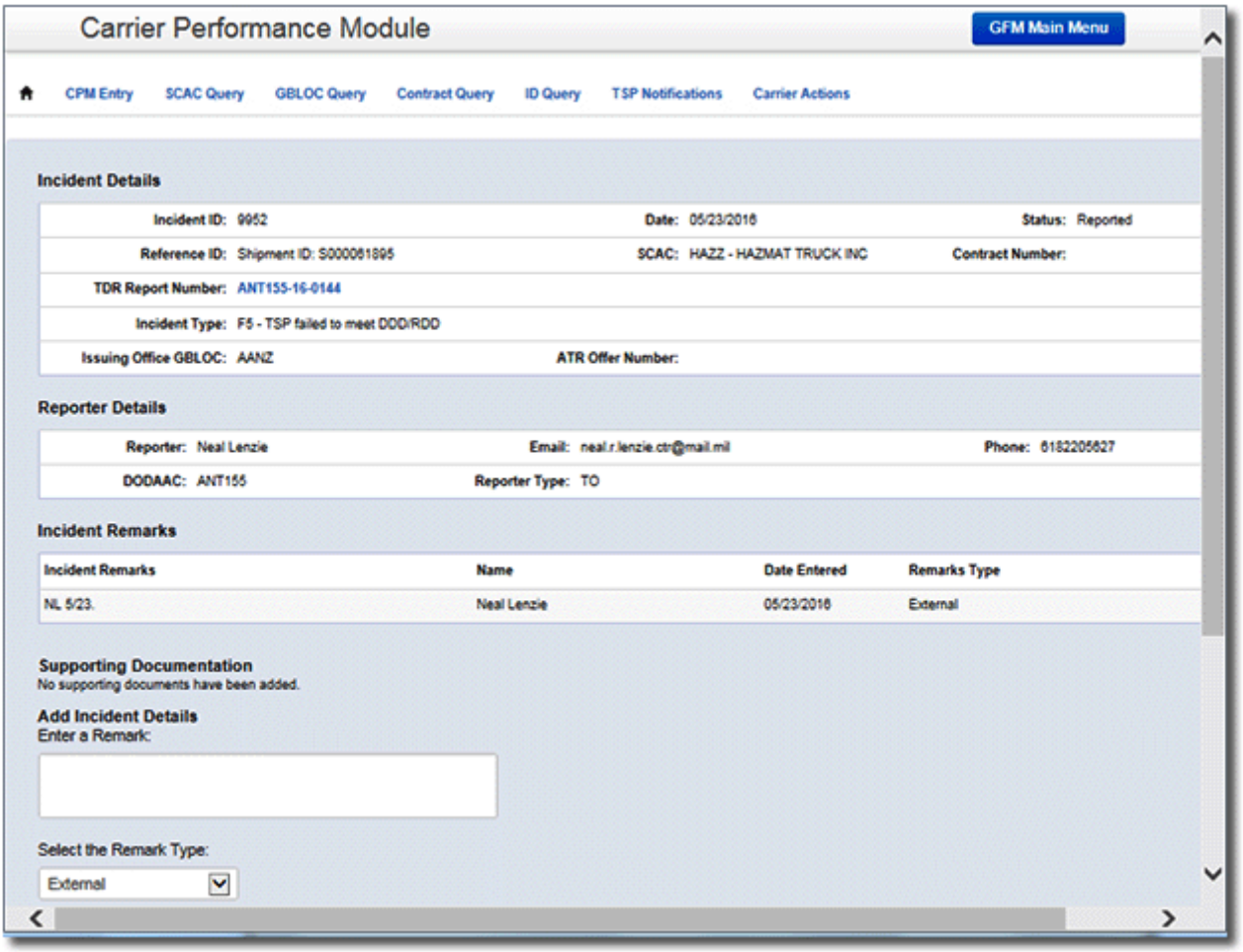


Image CJ: CPM Incident Details Screen

Ad Hoc Report

The My Reports tab is located on the DIS Dashboard. Clicking the My Reports tab displays Create Report and Astray Report links at the top of the screen.

The Create Report link is used to create an Ad Hoc report consisting of columns selected by the user.

Creating an Ad Hoc Report

1. Click the Create Report link (Image CK).

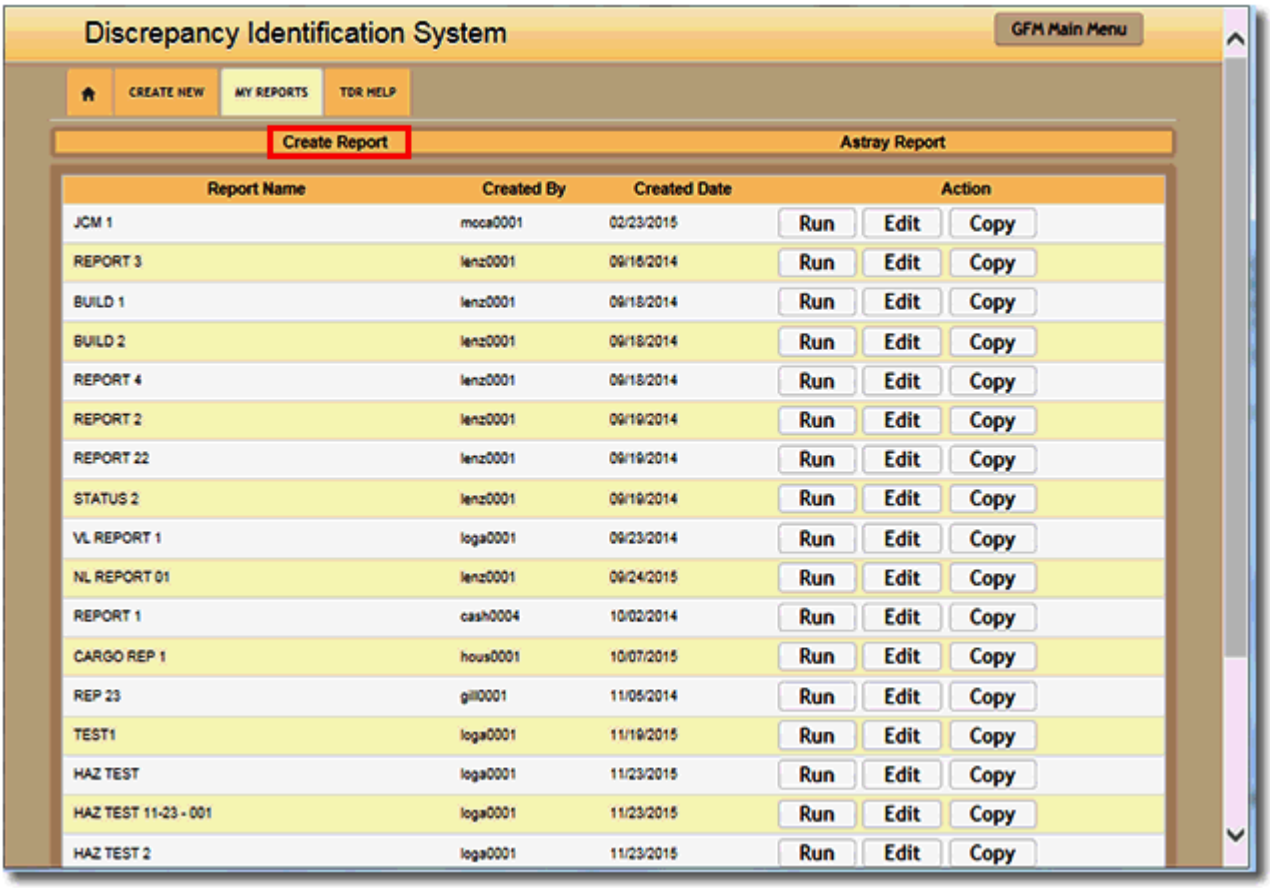


Image CK: My Reports Screen with the Create Reports Link Highlighted

The Create Report menu bar displays the following links (Image CL):

- **Save** - Click Save to save an Ad Hoc report. A pop-up message displays "Success."
- **Save As** - Click Save As to save an existing Ad Hoc report with a different name. A pop-up message displays "Success."
- **Delete Report** - Click Delete Report to display a dialog box with <Ok> and <Cancel>.

- Click <Ok> to delete the report from the Ad Hoc Report screen. A "Delete Success" pop- up message displays.
- Click <Cancel> to close the dialog box.

- **Preview** - Click Preview to run a report. A report window opens containing the report results (Image CM). Excel and Email buttons display at the bottom of the window.
- **<Excel> button** - Click <Excel> and a window displays with <Open>, <Save>, and <Save As> buttons.
  - Click <Open> to generate a Microsoft® Excel spreadsheet (Image CN).
  - Click <Save> or <Save As> to name the file and save the spreadsheet.
- **<Email> button** - Click <Email> to generate an email message containing a copy of the Microsoft ® Excel spreadsheet.

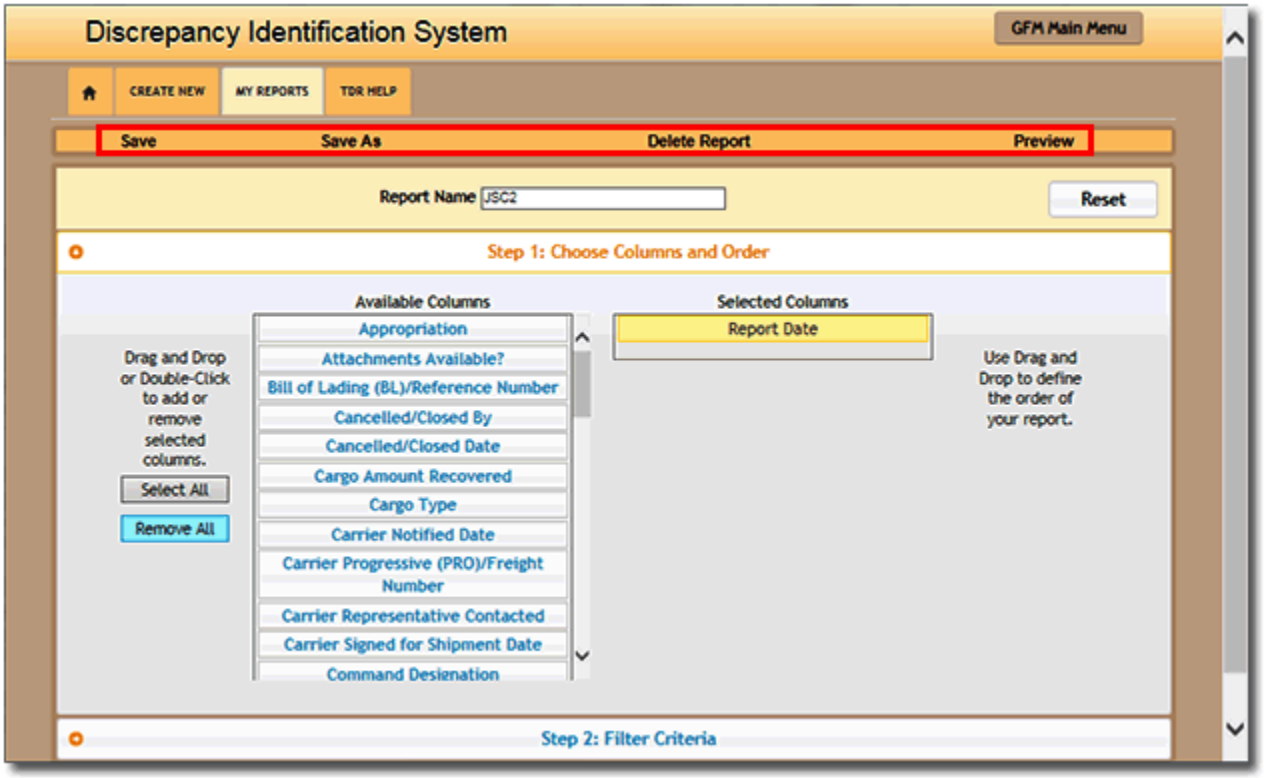
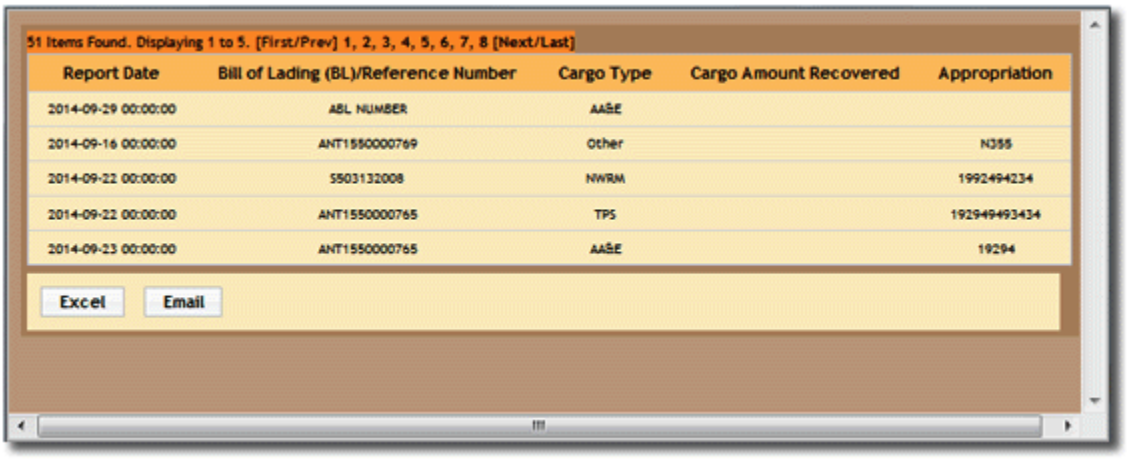


Image CL: Report Screen with the Save, Save As, Delete Report, and Preview Links Highlighted

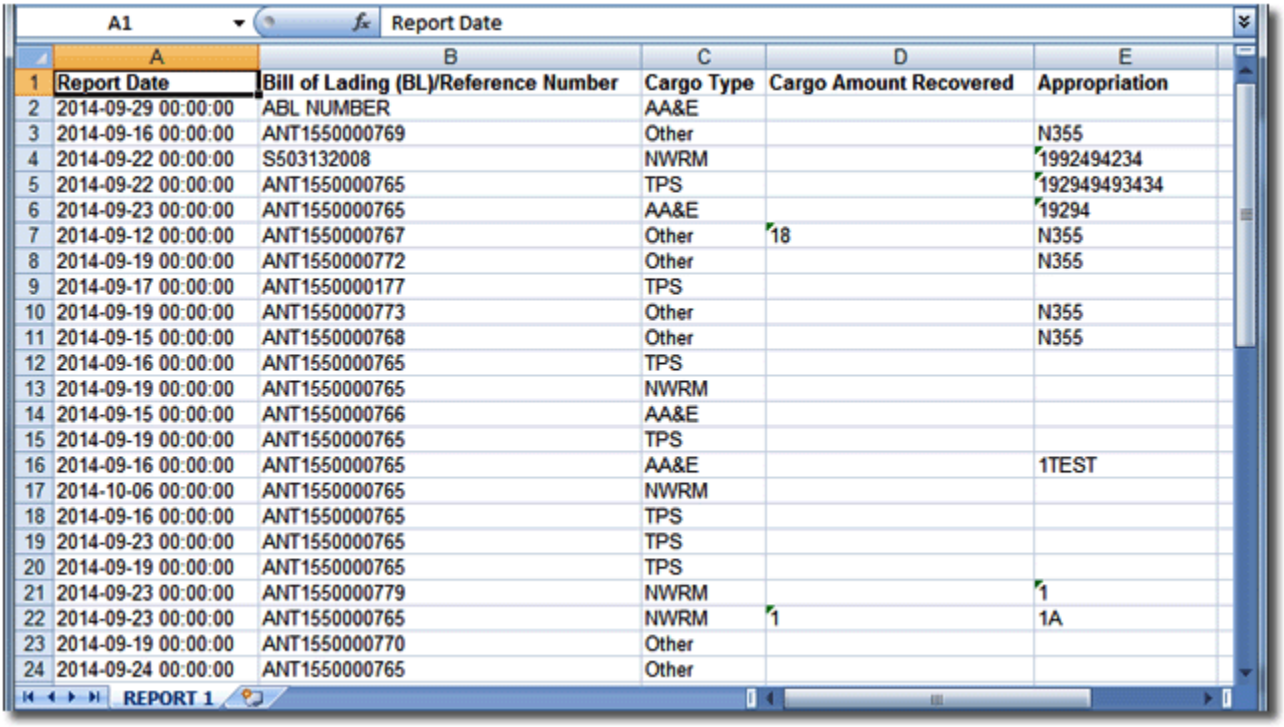


51 Items Found. Displaying 1 to 5. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Report Date	Bill of Lading (BL)/Reference Number	Cargo Type	Cargo Amount Recovered	Appropriation
2014-09-29 00:00:00	ABL NUMBER	AA&E		
2014-09-16 00:00:00	ANT1550000769	Other		N355
2014-09-22 00:00:00	S503132008	NWRM		1992494234
2014-09-22 00:00:00	ANT1550000765	TPS		192949493434
2014-09-23 00:00:00	ANT1550000765	AA&E		19294

Excel Email

Image CM: Preview Report Results Screen



A1 Report Date

	A	B	C	D	E
1	Report Date	Bill of Lading (BL)/Reference Number	Cargo Type	Cargo Amount Recovered	Appropriation
2	2014-09-29 00:00:00	ABL NUMBER	AA&E		
3	2014-09-16 00:00:00	ANT1550000769	Other		N355
4	2014-09-22 00:00:00	S503132008	NWRM		1992494234
5	2014-09-22 00:00:00	ANT1550000765	TPS		192949493434
6	2014-09-23 00:00:00	ANT1550000765	AA&E		19294
7	2014-09-12 00:00:00	ANT1550000767	Other	18	N355
8	2014-09-19 00:00:00	ANT1550000772	Other		N355
9	2014-09-17 00:00:00	ANT1550000177	TPS		
10	2014-09-19 00:00:00	ANT1550000773	Other		N355
11	2014-09-15 00:00:00	ANT1550000768	Other		N355
12	2014-09-16 00:00:00	ANT1550000765	TPS		
13	2014-09-19 00:00:00	ANT1550000765	NWRM		
14	2014-09-15 00:00:00	ANT1550000766	AA&E		
15	2014-09-19 00:00:00	ANT1550000765	TPS		
16	2014-09-16 00:00:00	ANT1550000765	AA&E		1TEST
17	2014-10-06 00:00:00	ANT1550000765	NWRM		
18	2014-09-16 00:00:00	ANT1550000765	TPS		
19	2014-09-23 00:00:00	ANT1550000765	TPS		
20	2014-09-19 00:00:00	ANT1550000765	TPS		
21	2014-09-23 00:00:00	ANT1550000779	NWRM		1
22	2014-09-23 00:00:00	ANT1550000765	NWRM	1	1A
23	2014-09-19 00:00:00	ANT1550000770	Other		
24	2014-09-24 00:00:00	ANT1550000765	Other		

REPORT 1

Image CN: Excel Spreadsheet Results Screen

The Report Name field displays at the top of the section and is a required field (Image CO).

2. Enter a report name in the Report Name field.

Note: A report name can be up to 35 characters and special characters are allowed. The system validates the report name to ensure there are no duplicates.

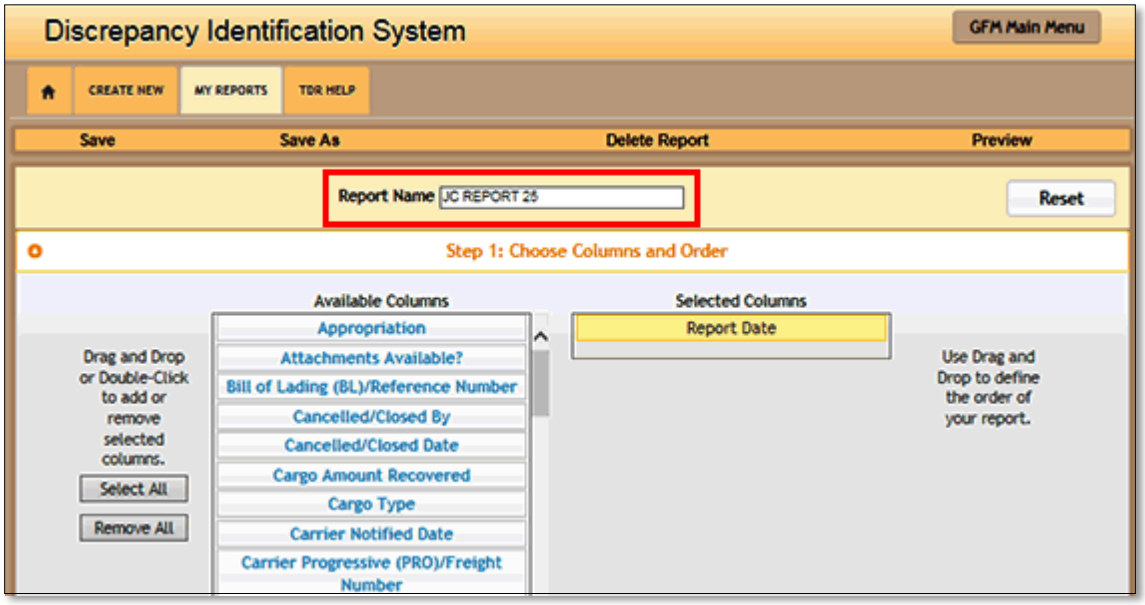


Image CO: Report Screen with the Report Name Field Highlighted

A Reset button displays to the right of the Name field and acts as a roll-back function (Image CP). Selecting the Reset button causes the report to revert to its original settings, provided the report has not been saved.

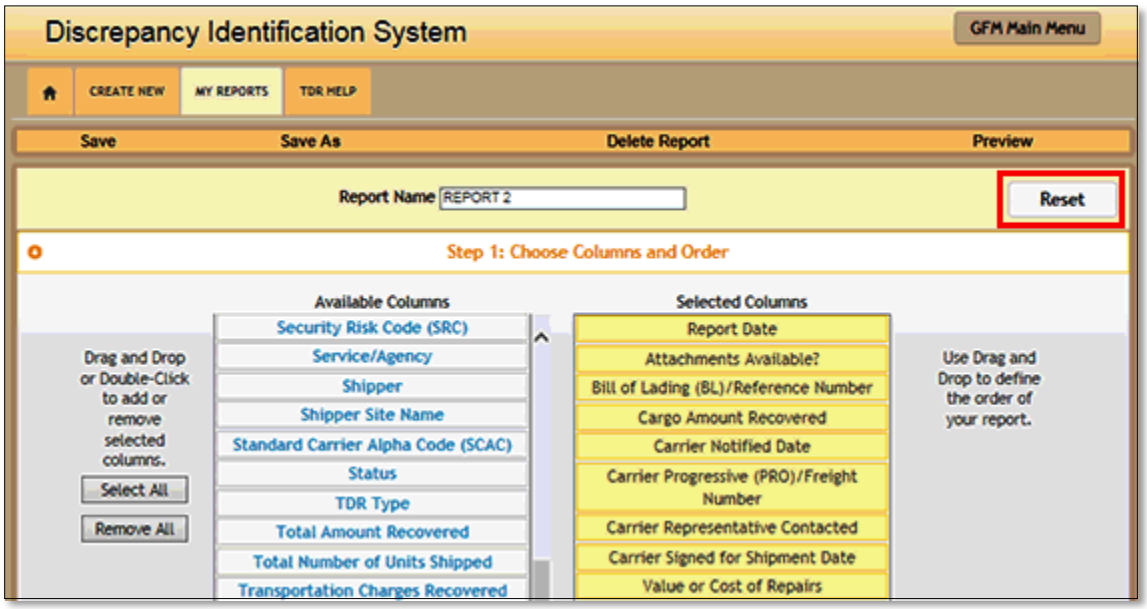


Image CP: Report Screen with the Reset Button Highlighted

Step 1: Choose Columns and Order

To Choose Columns and Order:

Two blocks of column headings display below the Report Name field; Available Columns and Selected Columns (Image CQ).

Note: The Available Columns block contains 51 column headings.

Available Columns				
Appropriation	Attachments Available	Bill of Lading (BL) / Reference Number	Cargo Amount Recovered	Cargo Type
Carrier Notified Date	Carrier Progressive (PRO)/Freight Number	Carrier Representative Contacted	Carrier Signed for Shipment Date	Command Designation
Commodity Code	Consignee	Consignee Received Shipment Date	Consignee Site Name	Consignor
Foreign Military Sales (FMS)	Item Description	Mode	National Stock Number (NSN)	Number of Units Discrepant
Package Type	Preparer	Preparer Email Address	Preparer Telephone Number	Quantity Discrepant
Remarks	Report Date	Report Number	Reporting Activity	Reporting Site Name
Report of Shipment (REPSHIP) Reason	Standard Carrier Alpha Code (SCAC)	Seal Numbers and Description	Service/Agency	Shipper
Shipper Site Name	Security Risk Code (SRC)	Status	Transportation Control Number (TCN)	TDR Type
Total Amount Recovered	Total Number of Units Shipped	Transportation Charges Recovered	Unit of Issue Shipped/Billed	Value or Cost of Repair
Weight of Discrepant Items/Pieces				

3. Drag and drop or double-click a column in the Available Columns block to move the column selection to the Selected Columns block (Image CQ).

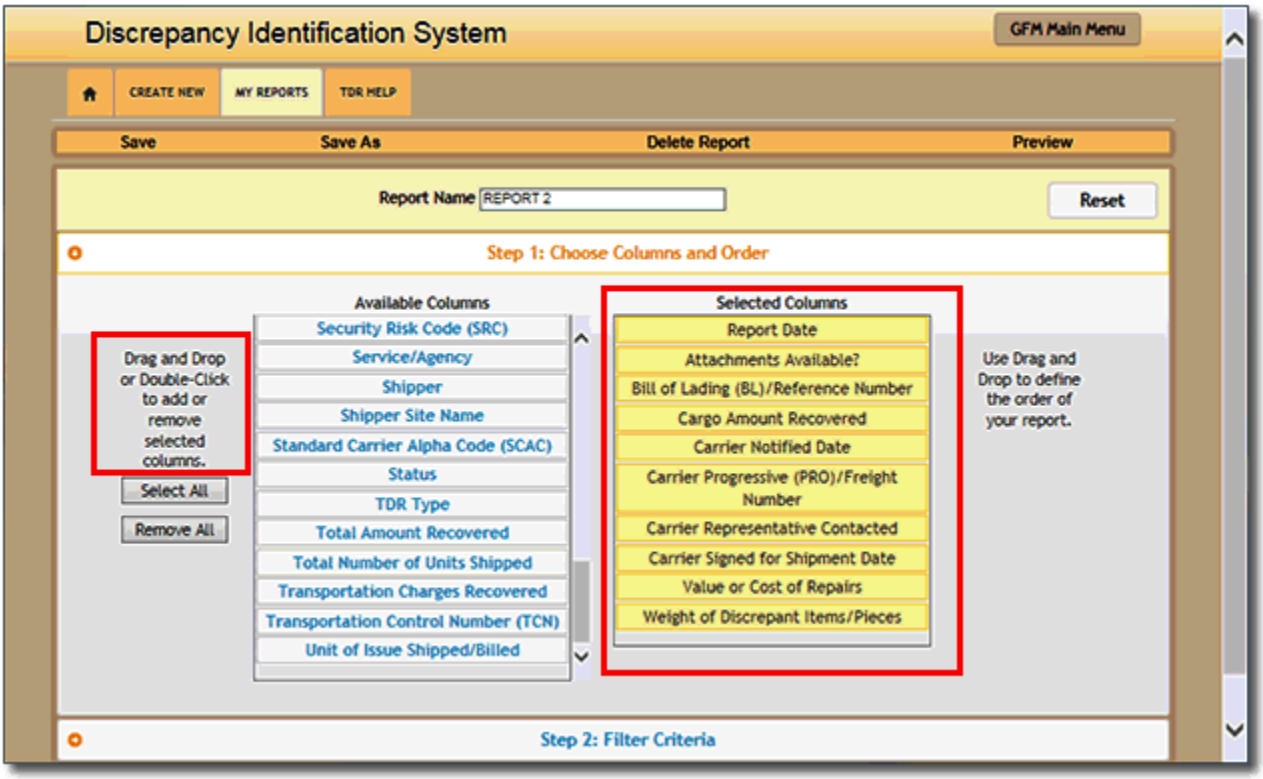


Image CQ: Report Screen with Drag and Drop Instructions and Selected Columns Selected Block Highlighted

4. Drag and drop or double-click a column heading in the Selected Columns block to move it back to the Available Columns block.

The Selected Columns block displays the Report Date column by default. The Report Date is mandatory for all reports. This ensures a date range is selected.

5. Rearrange the columns by using the drag and drop feature once all requested/desired columns have been selected.

6. To return a column heading to the Available Columns block, drag and drop or double-click the desired column heading.

Below the Drag and Drop instructions are the Select All and Remove All buttons (Image CR).

7. To move all column headings from the Available Columns block to the Selected Columns block, click the Select All button (Image CR). The Selected Columns block contains all column headings and the Available Columns block is empty.

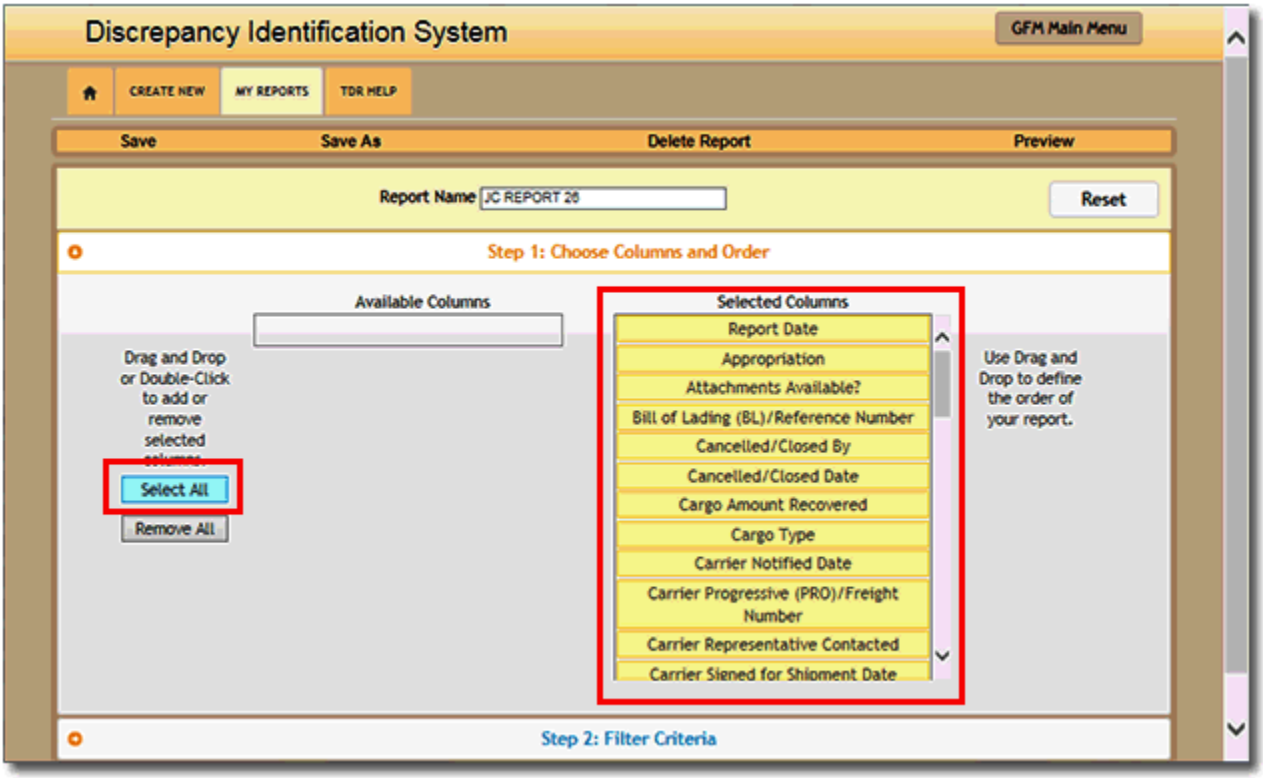


Image CR: Report Screen with the Select All Button and the Selected Columns Block Highlighted

8. To move all column headings from the Selected Columns block to the Available Columns block, click the Remove All button (Image CS). The Available Columns block contains all column headings and the Selected Columns block is empty.

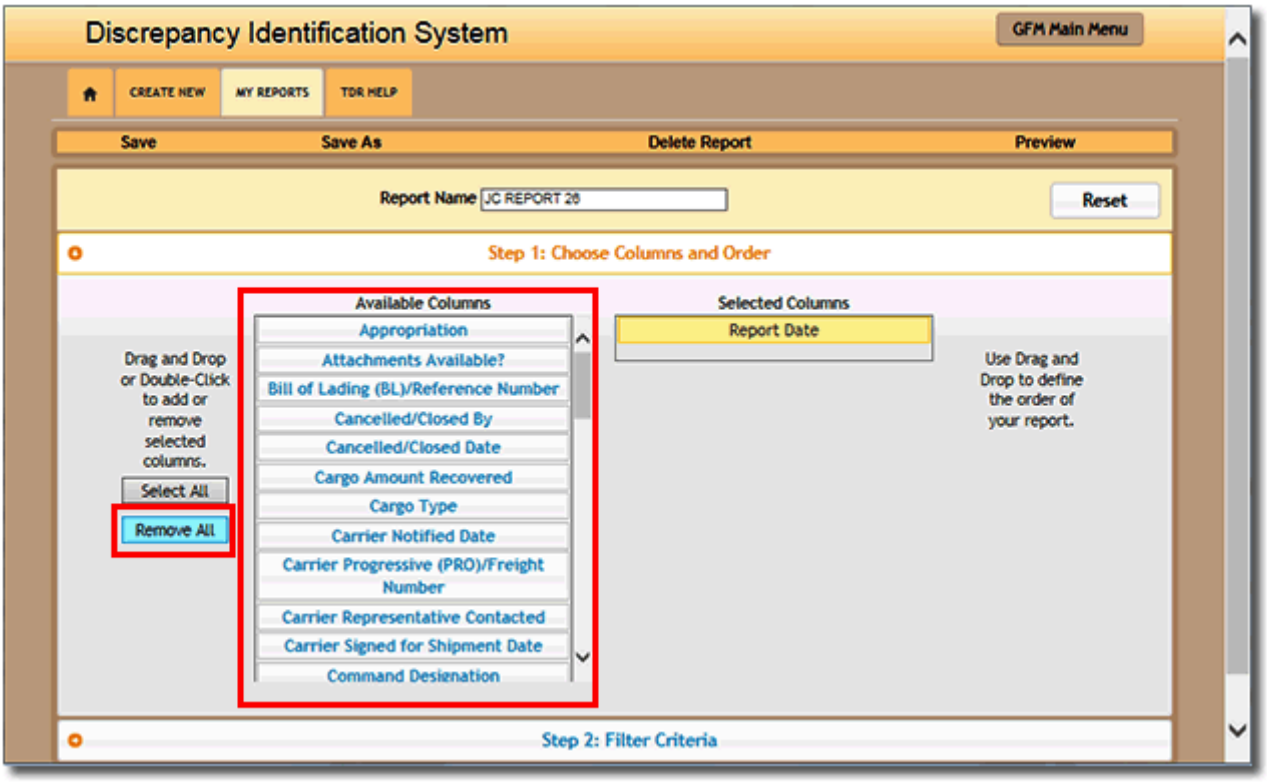


Image CS: Report Screen with the Remove All Button and Available Columns Block Highlighted

Run, Edit, or Copy a Saved Report

To Run, Edit, or Copy a Saved Report:

9. Ad Hoc Reports saved by the user are found by clicking the My Reports tab (Image CT). Reports are automatically saved when the user leaves the Create Report screen.

10. Run a report by clicking the Run button in the Action section (Image CT).

11. Modify a saved report by clicking the Edit button in the Action section (Image CT).

12. Copy a saved report by clicking the Copy button in the Action section (Image CT).

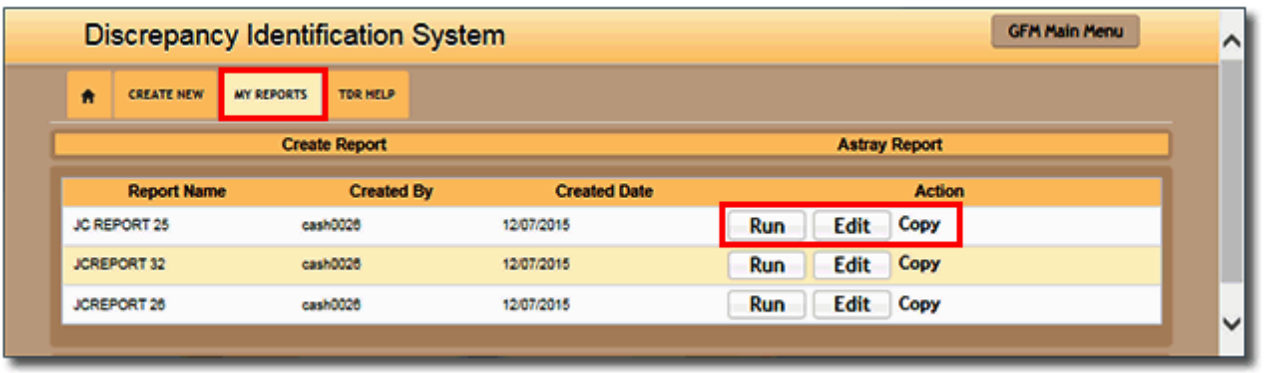


Image CT: My Reports Tab and the Run, Edit, and Copy Action Commands Highlighted

Delete a Saved Report

To delete an Ad Hoc report created and saved in the My Reports screen:

13. Click the Edit button in the Action column to the right of the report name to display the report window (Image CT).

14. Click the Delete Report link to delete the report (Image CU).

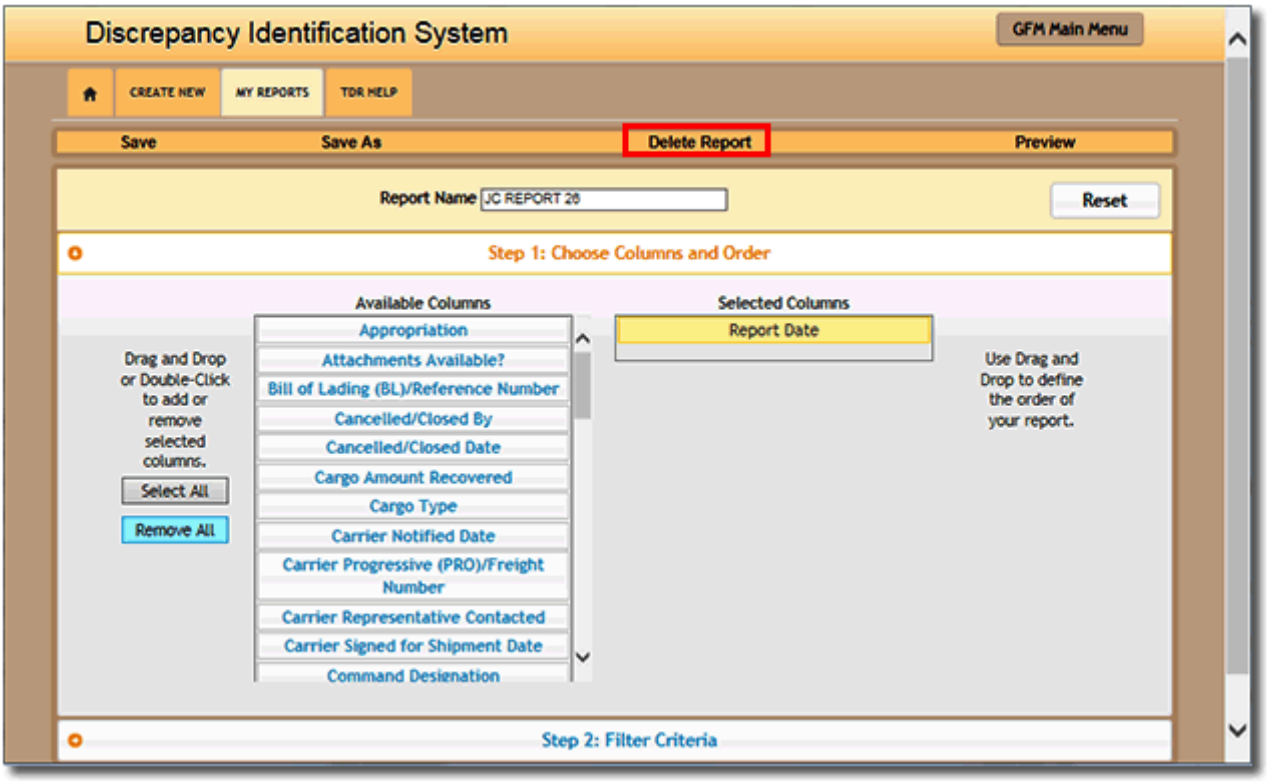


Image CU: Report Screen with the Delete Report Link Highlighted

Step 2: Filtering Criteria

To Filter Selected Columns:

15. Filter the selected columns with Step 2: Filter Criteria (Image CV).

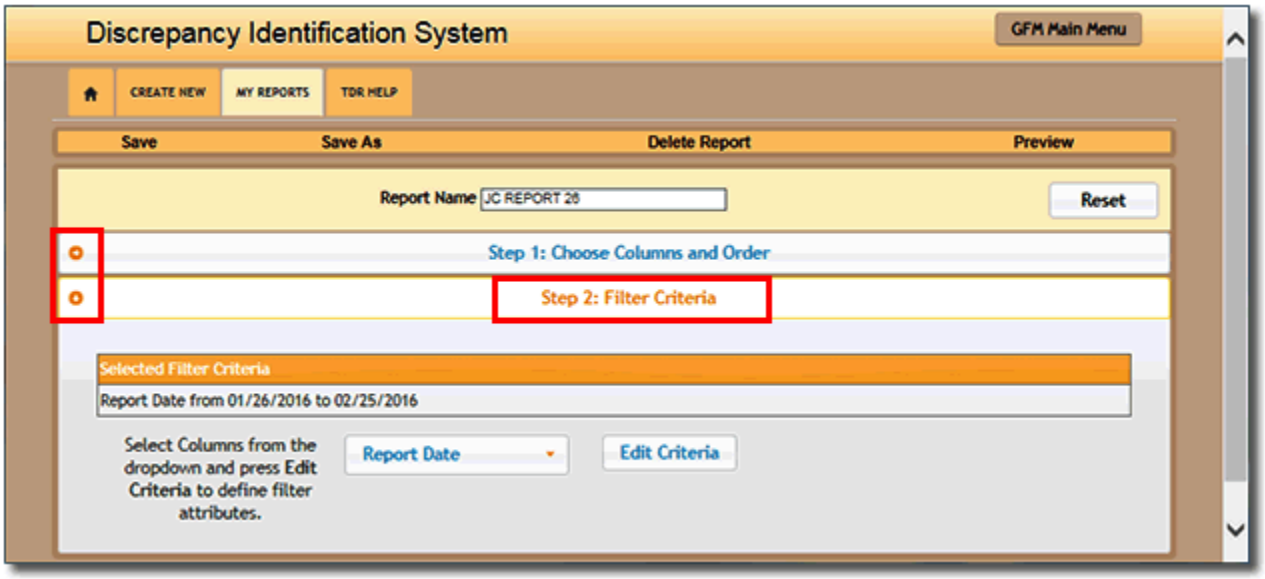


Image CV: Step 2: Filter Criteria Section Title and Expand Collapse Arrows Highlighted

The Collapse/Expand arrows, to the left of the section headings, are used to open and close each section (Image CT).

The “Step 1: Choose Columns and Order” and Step 2: “Filter Criteria” sections open and close like an accordion. When one section is open the other section is closed.

Each column selected in “Step 1: Choose Column and Order” is found in the “Selected Filter Criteria” drop-down list. The first column listed is Report Date which is a default column.

16. Select a column from the drop-down list and click the “Edit Criteria” button to define filter attributes.

17. Change the Report Date criteria by selecting “Report Date” from the “Selected Filter Criteria” drop-down list.

18. Click the “Edit Criteria” button. The "Filter Criteria" window for the Report date displays (Image CW).

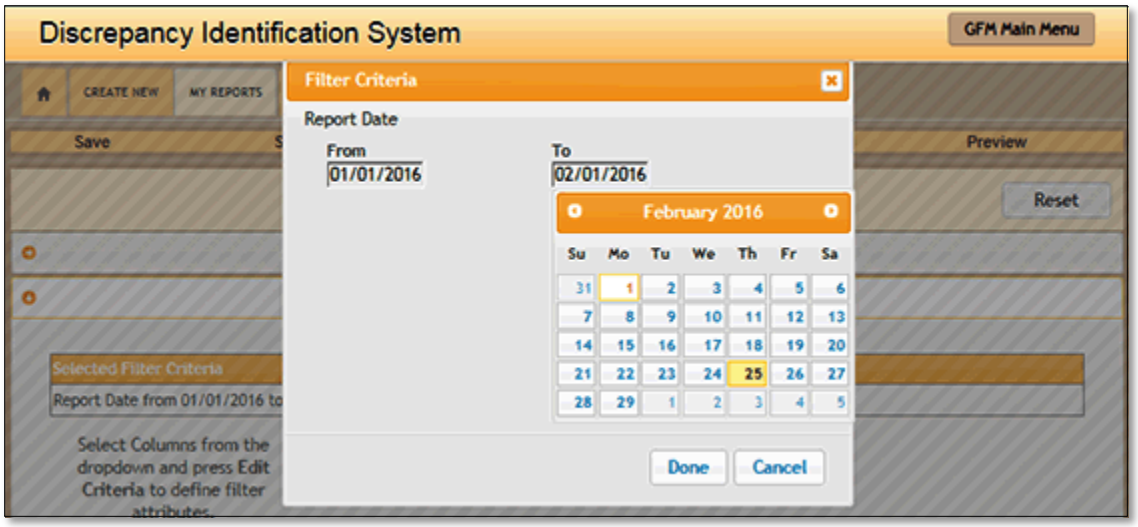


Image CW: Report Date Filter Criteria with the Calendar Displayed

19. Select the desired date range and click the "Done" button to complete the selection and close the window.

20. Click the Cancel button or the "X" in the upper right corner of the window to cancel the request.

Note: The Report Date contains two fields, "From" and "To." These fields display the past 30 days with the end date being the current date by default. Users have the capability to select any past calendar date in the "From" Report Date calendar. The "To" Report Date defaults to the current date.

Note: If no filter is selected in the Report Date fields, the system will return all DIS data for the past 30 calendar days.

21. Click the "trash can" icon found at the end of each selected filter criteria row to delete selected filter criteria (Image CX).

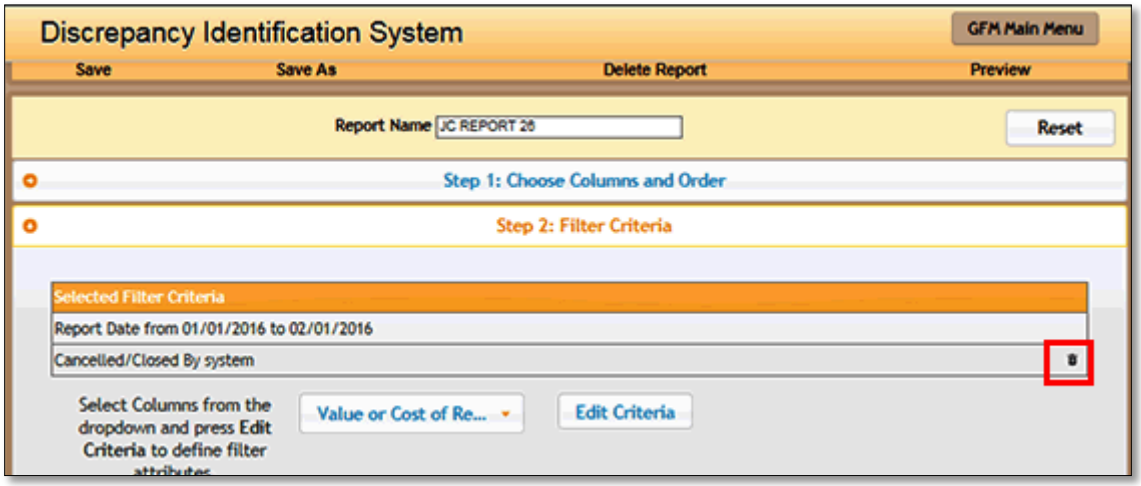


Image CX: Step 2: Filter Criteria Section with the "Trash Can" Icon Highlighted

Astray Freight Report

The My Reports tab is located on the DIS Dashboard. Clicking the My Reports tab displays an Astray Report link at the top of the screen. The Astray Report link generates an Astray Freight Report in Microsoft® Excel spreadsheet format.

1. Select the My Reports tab to display the Astray Report link (Image CY).

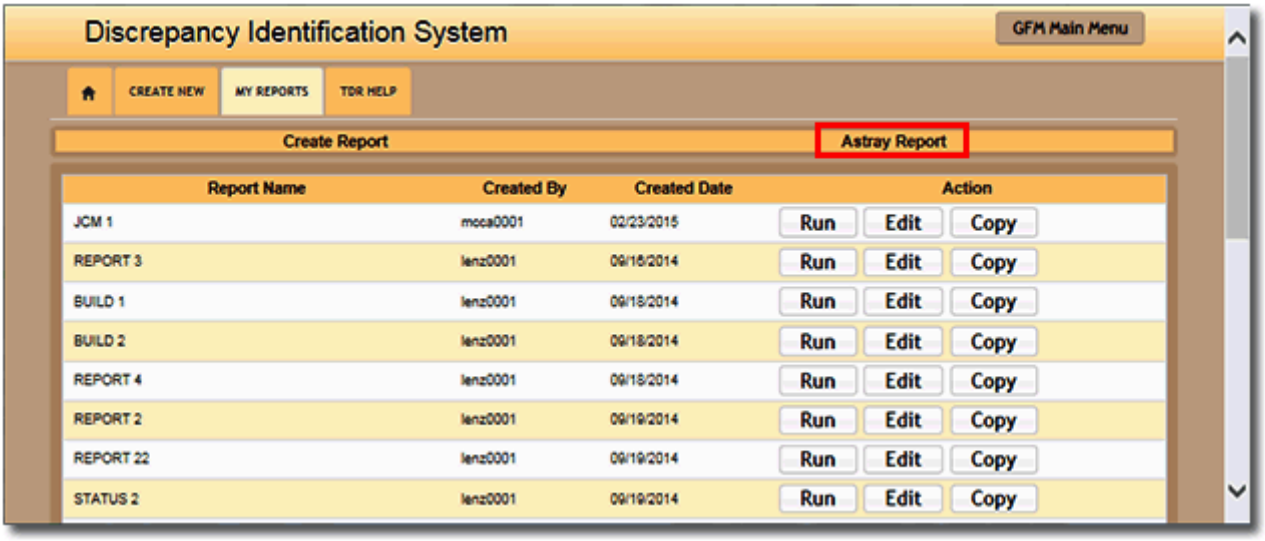
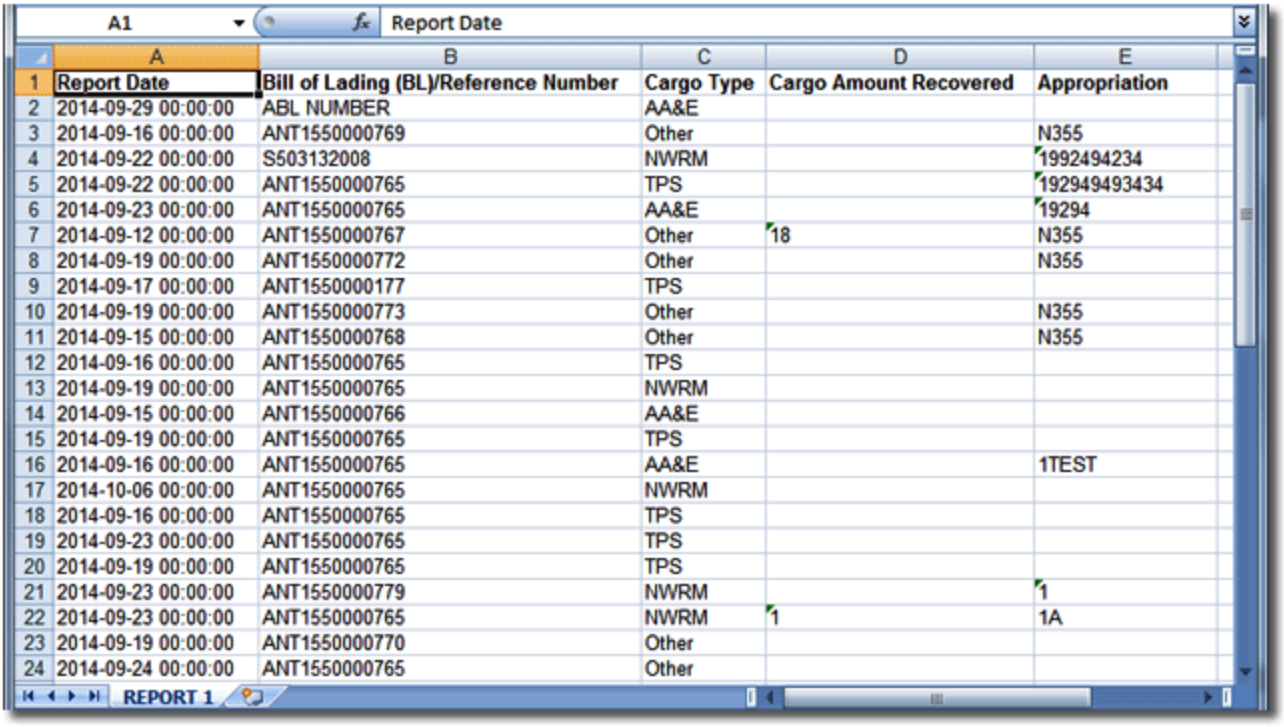


Image CY: My Reports Screen with the Astray Report Link Highlighted

2. Click the Astray Report Link to display a dialog box. The dialog box contains three options, Open, Save, or Save As.

3. Select "Open" to generate an Astray Freight Report in Microsoft® Excel spreadsheet format (Image CZ).



A1 | Report Date

	A	B	C	D	E
1	Report Date	Bill of Lading (BL)/Reference Number	Cargo Type	Cargo Amount Recovered	Appropriation
2	2014-09-29 00:00:00	ABL NUMBER	AA&E		
3	2014-09-16 00:00:00	ANT1550000769	Other		N355
4	2014-09-22 00:00:00	S503132008	NWRM		1992494234
5	2014-09-22 00:00:00	ANT1550000765	TPS		192949493434
6	2014-09-23 00:00:00	ANT1550000765	AA&E		19294
7	2014-09-12 00:00:00	ANT1550000767	Other	18	N355
8	2014-09-19 00:00:00	ANT1550000772	Other		N355
9	2014-09-17 00:00:00	ANT1550000177	TPS		
10	2014-09-19 00:00:00	ANT1550000773	Other		N355
11	2014-09-15 00:00:00	ANT1550000768	Other		N355
12	2014-09-16 00:00:00	ANT1550000765	TPS		
13	2014-09-19 00:00:00	ANT1550000765	NWRM		
14	2014-09-15 00:00:00	ANT1550000766	AA&E		
15	2014-09-19 00:00:00	ANT1550000765	TPS		
16	2014-09-16 00:00:00	ANT1550000765	AA&E		1TEST
17	2014-10-06 00:00:00	ANT1550000765	NWRM		
18	2014-09-16 00:00:00	ANT1550000765	TPS		
19	2014-09-23 00:00:00	ANT1550000765	TPS		
20	2014-09-19 00:00:00	ANT1550000765	TPS		
21	2014-09-23 00:00:00	ANT1550000779	NWRM		1
22	2014-09-23 00:00:00	ANT1550000765	NWRM	1	1A
23	2014-09-19 00:00:00	ANT1550000770	Other		
24	2014-09-24 00:00:00	ANT1550000765	Other		

REPORT 1

Image CZ: The Astray Freight Report in Microsoft® Excel Spreadsheet Format

4. Select Save or Save As to name and save a copy of the Excel spreadsheet.

Note: The Astray Freight Report will be automatically emailed on the first of every month. This system generated email will be sent to all email addresses located in the Over, Short, and Damaged (OS&D) and Government Cargo Recovery Effort (GOCARE) sections of every Transportation Facilities Guide record.

Weekly TDR Record Count Report

The Weekly TDR Record Count Report displays the current and previous weeks' summary of discrepant shipment records, the number of records added or deleted during a specified date range, the total dollar value, discrepancy type, total discrepancy by branch of service, and the total number of priority TDR's.

To Generate a Weekly TDR Record Count Report:

1. From the Reports screen, select Weekly Record Count from the Report Type drop-down list. The Weekly Record Count fields display (Image DA).

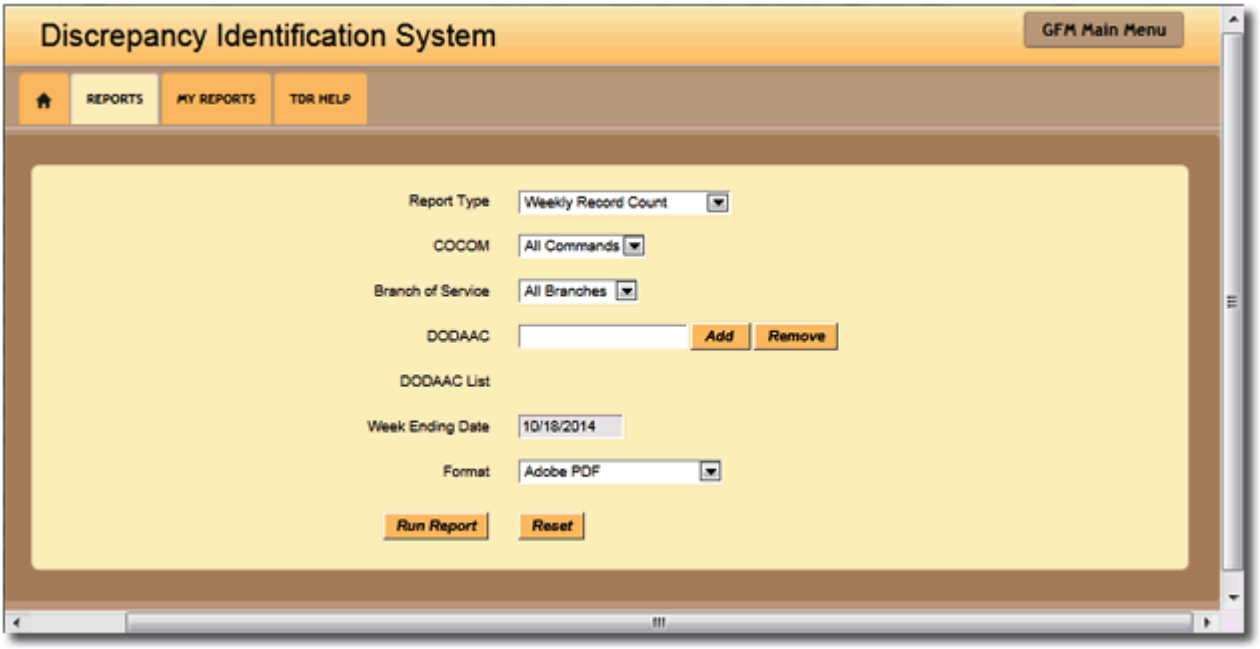


Image DA: Reports Screen with Weekly Record Count Report Type Fields Displayed

2. Select the Combatant Command (COCOM) from the drop-down list.
3. Select the Branch of Service from the drop-down list.
4. Enter the DODAAC.

The Week Ending Date field defaults to the previous week ending with Saturday.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DB).

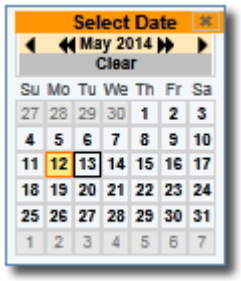


Image DB: Calendar Pop-up Window

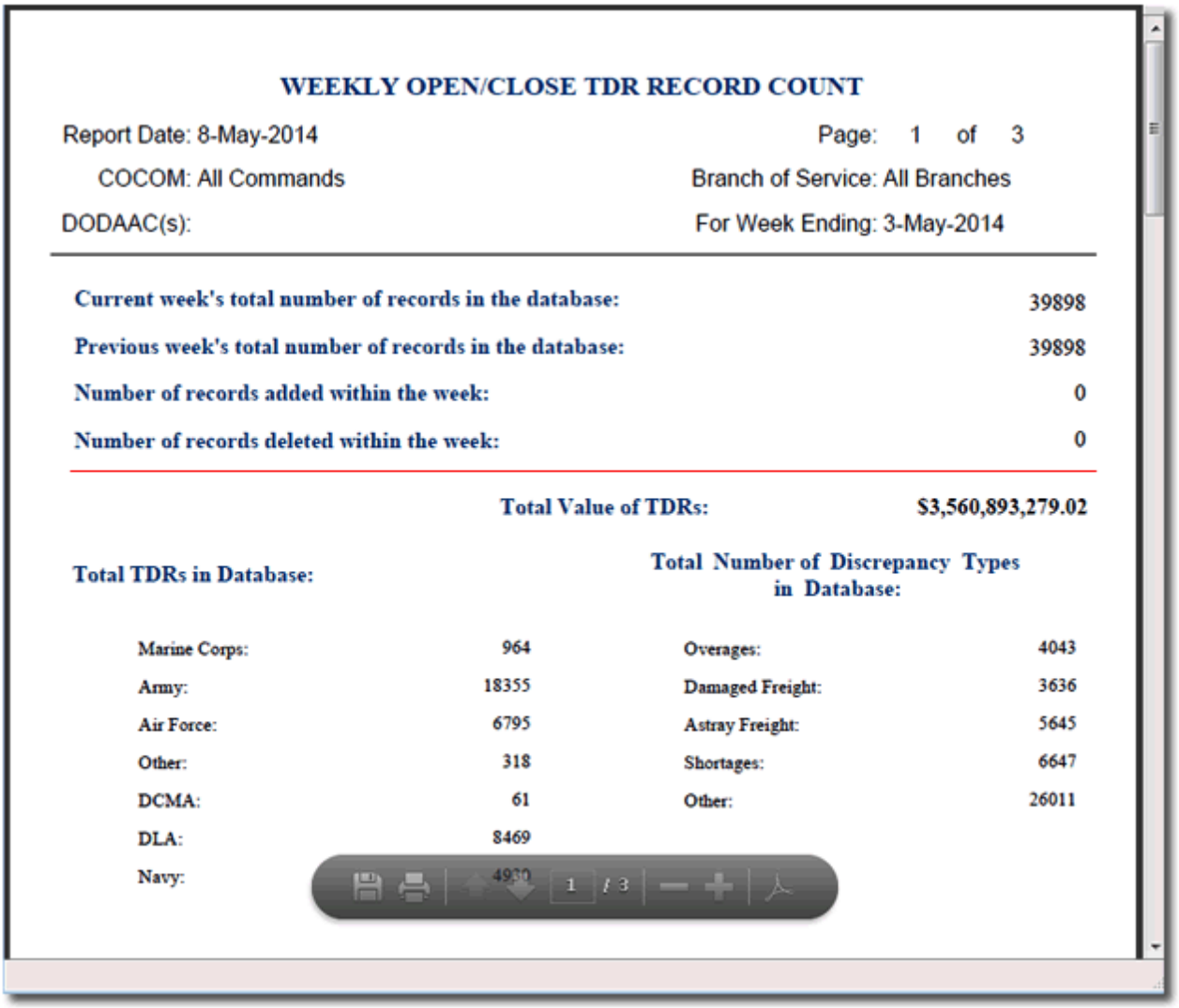
6. Click the Week Ending Date field to display the calendar pop-up window and select a different date.

Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

7. Select Adobe PDF, Microsoft Excel or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The Weekly TDR Record Count displays in a separate window (Image DC).

Note: The Reset button returns each field to its default value.



WEEKLY OPEN/CLOSE TDR RECORD COUNT

Report Date: 8-May-2014 Page: 1 of 3

COCOM: All Commands Branch of Service: All Branches

DODAAC(s): For Week Ending: 3-May-2014

Current week's total number of records in the database:	39898
Previous week's total number of records in the database:	39898
Number of records added within the week:	0
Number of records deleted within the week:	0

Total Value of TDRs: $3,560,893,279.02

Total TDRs in Database:

Marine Corps:	964
Army:	18355
Air Force:	6795
Other:	318
DCMA:	61
DLA:	8469
Navy:	4930

Total Number of Discrepancy Types in Database:

Overages:	4043
Damaged Freight:	3636
Astray Freight:	5645
Shortages:	6647
Other:	26011

1 / 3

Image DC: Weekly Open/Close TDR Record Count Report Displayed in Adobe Acrobat

The Weekly Open/Close TDR Record Count Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **DODAAC(s)** displays the address code(s) selected.
- **For Week Ending** displays the last day of the seven day period. Each seven day period ends on a Saturday.

- **Current week's total number of records in the database** displays the total number of discrepant shipments for the seven day period.
- **Previous week's total number of records in the database** displays the total number of discrepant shipments for the previous week based on the seven day period.
- **Number of records added within the week** displays the total number of discrepant shipments added within the seven day period.
- **Number of records deleted within the week** displays the total number of discrepant shipments deleted within the seven day period.
- **Total dollar value of TDRs** displays the total dollar value for discrepant shipments in the seven day period.
- **Total TDRs in the Database** displays the total number of discrepant shipments for each branch of service.
- **Total number of discrepancy types in the database** displays the total number of Astray Freight, Damaged Freight, Other, Overages, and Shortages.
- **Grand Total** displays the total number of discrepant shipments for all branches.
- **Total number of priority TDRs in the database** displays the total number of priority discrepant shipments for the seven day period. A Priority shipment has a total dollar value greater than or equal to $1,000 or has a security classification.

9. To exit the report, click the (X) in the top right corner of the report window.

Priority TDR Discrepancy Report

The Priority TDR Discrepancy Report displays a list of discrepant shipments that have a security code classification or a total value of $1,000.00 or more. The Priority TDR Discrepancy report displays Open/Closed, Open, and Closed reports.

To Generate a Priority TDR Discrepancy Report:

1. From the Report screen, select Priority Discrepancy from the Report Type drop-down list. The Priority Discrepancy fields display (Image DD).

Image DD: Reports Screen with Priority Discrepancy Report Type Fields Displayed

2. Select the COCOM from the drop-down list.

3. Select the Branch of Service from the drop-down list.

The Beginning and Ending Date range fields default to the current date.

4. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DE).

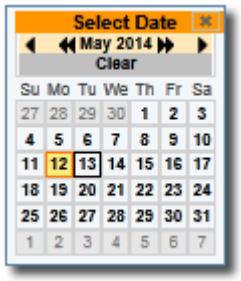


Image DE: Calendar Pop-up Window

5. Click the Ending Date field to display the calendar pop-up window and select a different date.

Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

6. Select "Yes" or "No" from the Protected Shipments drop-down list.

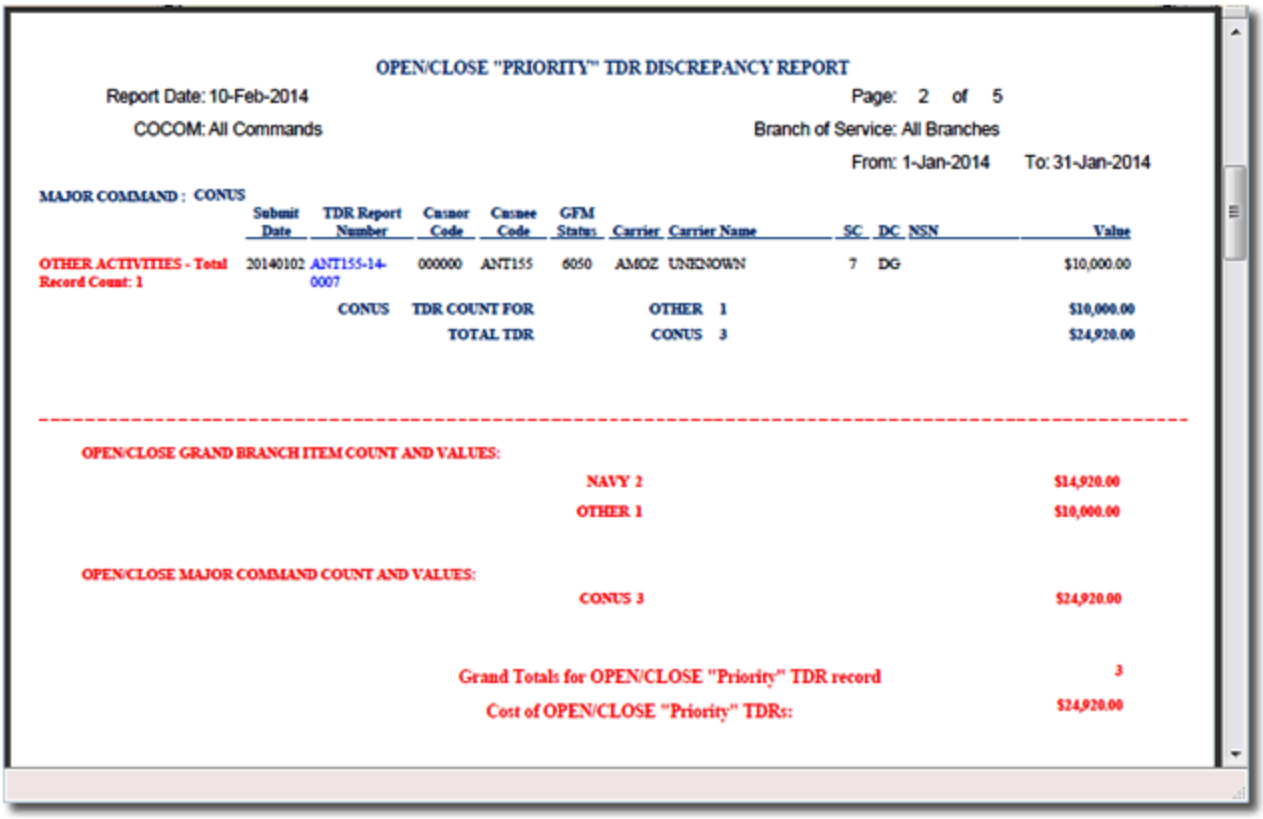
Note: If "Yes" is selected, records containing a security code of 1 through 8, C, P, and S display.

7. Select the dollar value of TDRs to be included in the report from the High Value TDRs drop-down list.

8. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

9. Click the Run Report button to generate the report. The Priority TDR Discrepancy Report displays in a separate window (Image DF).

Note: The Reset button returns each field to its default value.



OPEN/CLOSE "PRIORITY" TDR DISCREPANCY REPORT

Report Date: 10-Feb-2014 Page: 2 of 5

COCOM: All Commands Branch of Service: All Branches

From: 1-Jan-2014 To: 31-Jan-2014

MAJOR COMMAND : CONUS

	Submit Date	TDR Report Number	Cnsnor Code	Cnsnee Code	GFM Status	Carrier	Carrier Name	SC	DC	NSN	Value
OTHER ACTIVITIES - Total Record Count: 1	20140102	ANT155-14-0007	000000	ANT155	6050	AMOZ	UNKNOWN	7	DG		$10,000.00

CONUS TDR COUNT FOR OTHER 1 $10,000.00

TOTAL TDR CONUS 3 $24,920.00

OPEN/CLOSE GRAND BRANCH ITEM COUNT AND VALUES:

NAVY 2 $14,920.00

OTHER 1 $10,000.00

OPEN/CLOSE MAJOR COMMAND COUNT AND VALUES:

CONUS 3 $24,920.00

Grand Totals for OPEN/CLOSE "Priority" TDR record 3

Cost of OPEN/CLOSE "Priority" TDRs: $24,920.00

Image DF: Priority TDR Discrepancy Report Displayed in Adobe Acrobat

The Priority TDR Discrepancy Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **From XX/XX/XXXX to XX/XX/XXXX** displays the period of time specified by the user.
- **Major Command** displays the Major Command selected from the drop-down list.
- **Submit Date** displays the date the TDR was submitted in YYYY-MM-DD format.
- **TDR Report Number** displays the report number consisting of the DODAAC plus a 4-digit sequential number.
- **CNSNOR Code** displays the Consignor DODAAC which identifies where the shipment originated.

- **CNSNEE Code** displays the Consignee DODAAC which identifies the shipment destination.
- **GFM Status** displays a system generated code which indicates the type and status of the TDR listed in the report. See the Status Codes appendix for a list of status codes and descriptions.
- **Carriers** displays the carriers SCAC.
- **Carrier Name** displays the full carrier name.
- **SC** displays the security code used to indicate the security level of the discrepant shipment (secret, sensitive, confidential, etc.).
- **DC** displays the discrepancy code which indicates the type of discrepancy (e.g., short, astray) for the discrepant shipment. A list of discrepancy codes is available as a list of values in TDR Forms block 24. This list of values can be used to lookup discrepancy codes and corresponding descriptions.
- **NSN** displays the NSN of the discrepant item. A list of NSN codes is available as a list of values in TDR Forms block 21. This list of values can be used to lookup commodity codes, NSN codes, and corresponding descriptions.
- **Value** displays the dollar value of the discrepant shipment.
- **Branch of Service - Total Record Count** displays the total record count for each branch of service.
- **TDR Count for Branch of Service** displays the total record count.
- **Total Cost** displays the total dollar amount for each activity in the branch of service.
- **Total Shipped Units** displays the total number of shipped units for each activity in the branch of service.
- **Grand Totals for Open/Close/All "Priority" TDR record count** displays the total number of Open, Close, and All Priority discrepant shipments.
- **Cost of Open/Close/All "Priority" TDRs** displays the total cost of Open, Close, and All Priority discrepant shipments.

Note: Each TDR Report Number in the report is a link to the related TDR Form DD 361. Click the Report Number to display the TDR Form DD 361.

10. To exit the report, click the (X) in the top right corner of the report window.

TDR Activity Details Report

The TDR Activity Details Report displays a list of discrepant shipments for all DODAACs during a specified date range.

To Generate a TDR Activity Details Report:

1. From the Report screen, select Activity Details from the Report Type drop-down list. The Activity Details fields display (Image DG).

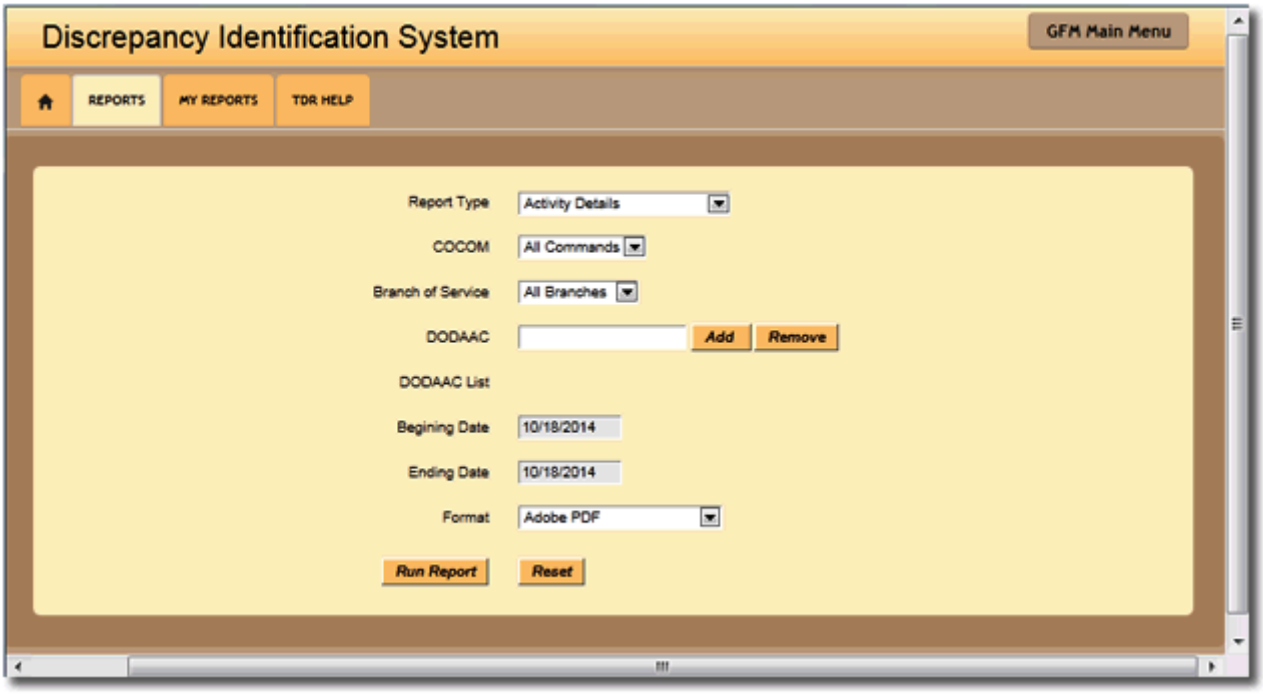


Image DG: Reports Screen with Activity Details Report Type Fields Displayed

2. Select the COCOM from the drop-down list.
3. Select the Branch of Service from the drop-down list.
4. Enter the DODAAC.

The Beginning Date and the Ending Date fields default to the current date.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DH).

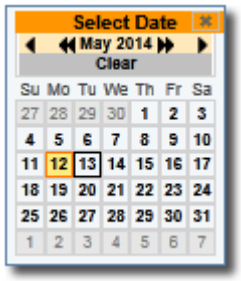


Image DH: Calendar Pop-up Window

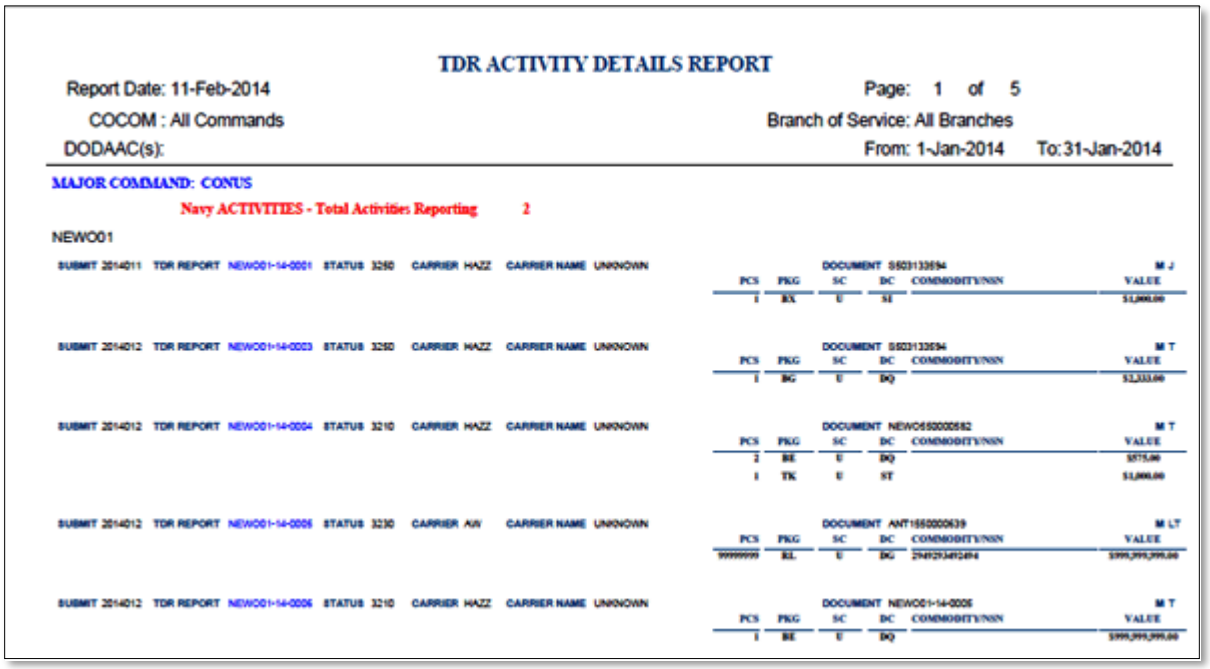
Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

6. Click the Ending Date field to display the calendar popup window and select a different date.

7. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The TDR Activity Details Report displays in a separate window (Image DI).

Note: The Reset button returns each field to its default value.


TDR ACTIVITY DETAILS REPORT

Report Date: 11-Feb-2014 Page: 1 of 5

COCOM : All Commands Branch of Service: All Branches

DODAAC(s): From: 1-Jan-2014 To: 31-Jan-2014

MAJOR COMMAND: CONUS

Navy ACTIVITIES - Total Activities Reporting 2

NEWC01

SUBMIT 2014011 TDR REPORT NEWC01-14-0001 STATUS 3250 CARRIER HAZZ CARRIER NAME UNKNOWN

DOCUMENT S503133594

PCS	PKG	SC	DC	COMMODITY/NSN	VALUE
1	BX	U	SE		$1,000.00

SUBMIT 2014012 TDR REPORT NEWC01-14-0003 STATUS 3250 CARRIER HAZZ CARRIER NAME UNKNOWN

DOCUMENT S503133594

PCS	PKG	SC	DC	COMMODITY/NSN	VALUE
1	BG	U	DQ		$2,333.00

SUBMIT 2014012 TDR REPORT NEWC01-14-0004 STATUS 3210 CARRIER HAZZ CARRIER NAME UNKNOWN

DOCUMENT NEWC0650000582

PCS	PKG	SC	DC	COMMODITY/NSN	VALUE
2	BE	U	DQ		$575.00
1	TK	U	ST		$1,000.00

SUBMIT 2014012 TDR REPORT NEWC01-14-0005 STATUS 3230 CARRIER AW CARRIER NAME UNKNOWN

DOCUMENT ANT1650000639

PCS	PKG	SC	DC	COMMODITY/NSN	VALUE
99999999	KL	U	DG	2949293492494	$999,999,999.00

SUBMIT 2014012 TDR REPORT NEWC01-14-0006 STATUS 3210 CARRIER HAZZ CARRIER NAME UNKNOWN

DOCUMENT NEWC01-14-0006

PCS	PKG	SC	DC	COMMODITY/NSN	VALUE
1	BE	U	DQ		$999,999,999.00

Image DI: TDR Activity Details Report Displayed in Adobe Acrobat

The TDR Activity Details Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **DODAAC(s)** displays the address code(s) selected.
- **From XX/XX/XXXX to XX/XX/XXXX** displays the period of time specified by the user.
- **Major Command** displays the Major Command selected from the drop down list.
- **Activity Code and Name** displays the Activity code and site name.
- **Submit Date** displays the date the TDR was submitted in YYYYMMDD format.
- **TDR Report Number** displays the report number consisting of the DODAAC plus a 4-digit sequential number.
- **Status** displays a system-generated code which indicates the type and status of the TDR listed in the report. See the Status Codes appendix for a list of status codes and descriptions.
- **Carrier** displays the carriers SCAC.
- **Carrier Name** displays the full carrier name.
- **M** displays the mode of transportation code to indicate the type of transportation used (e.g., rail, air, water, truck). A list of mode codes are available as a list of values in TDR Forms block 13. This list of values can be used to lookup mode codes and corresponding descriptions.
- **PCS** displays the number of pieces in the discrepant shipment.
- **PKG** displays the type of packages in the discrepant shipment. A list of package codes are available as a list of values in TDR Forms block 22. This list of values can be used to lookup package codes and corresponding descriptions.
- **SC** displays the security code used to indicate the security level of the discrepant shipment (e.g., secret, sensitive, confidential).

- **DC** displays the discrepancy code which indicates the type of discrepancy (e.g., short, astray) for the discrepant shipment. A list of discrepancy codes is available as a list of values in TDR Forms block 24. This list of values can be used to lookup discrepancy codes and corresponding descriptions.

- **Commodity/NSN** displays the commodity and NSN of the discrepant item. A list of commodity and NSN codes is available as a list of values in TDR Forms block 21. This list of values can be used to lookup commodity codes, NSN codes, and corresponding descriptions.

- **Value** displays the dollar value of the discrepant shipment.

- **Branch of Service - Total TDRs submitted this month** displays the total number of TDRs for each branch of service.

- **Grand Totals of Activities Reporting this Month** displays the total number of discrepant shipments.

- **Number of TDRs this Month** displays the total number of TDRs for the month.

- **Total Value of TDR** displays the total value of all TDRs.

- **Number of Shipment Units that are** displays the total number of Astray Freight, Damaged Freight, Overage, Shortage, and Other shipments.

Note: Each TDR Report Number in the report is a link to the related TDR Form DD 361. Click the Report Number to display the TDR Form DD 361.

9. To exit the report, click the (X) in the top right corner of the report window.

TDR Status Report

The TDR Status Report displays status codes for discrepant shipments submitted during a specified date range.

To Generate a TDR Status Report:

1. From the Reports screen, select Status from the Report Type drop-down list. The Status fields display (Image DJ).

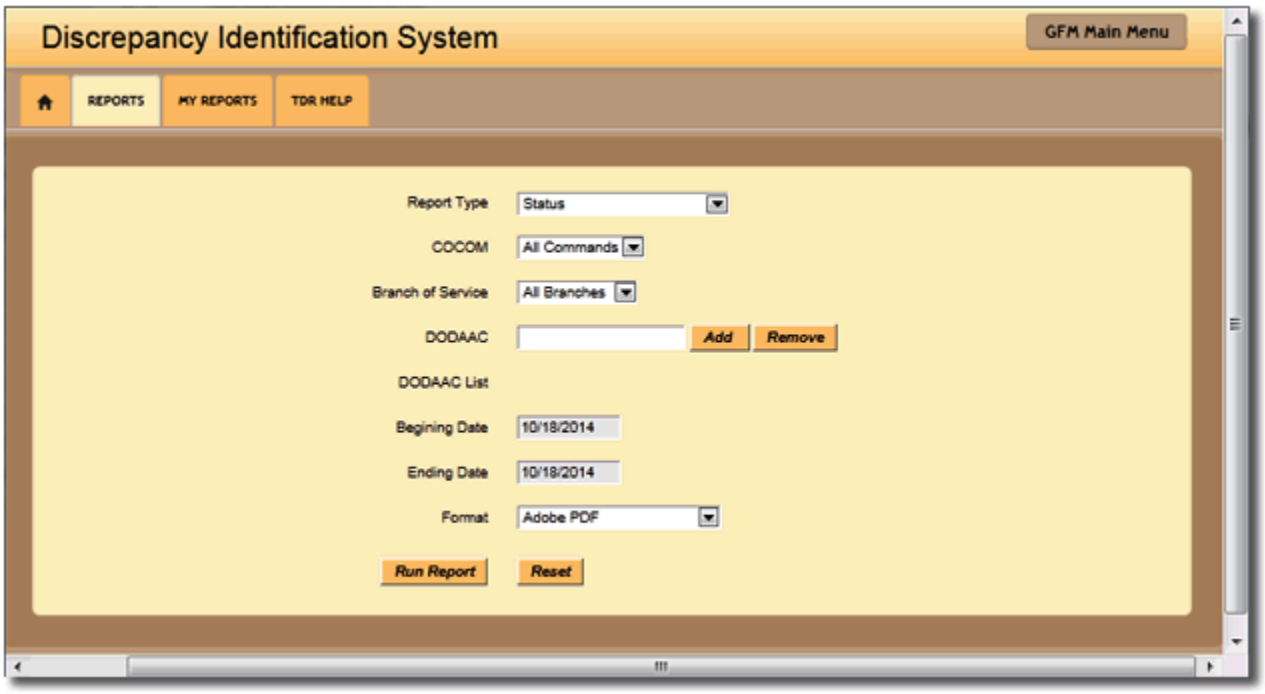


Image DJ: Reports Screen with Status Report Type Fields Displayed

2. Select the COCOM from the drop-down list.
3. Select the Branch of Service from the drop-down list.
4. Enter the DODAAC.

The Beginning Date and Ending Date fields default to the current date.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DK).

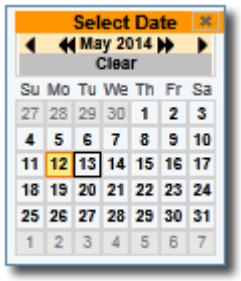


Image DK: Calendar Pop-up Window

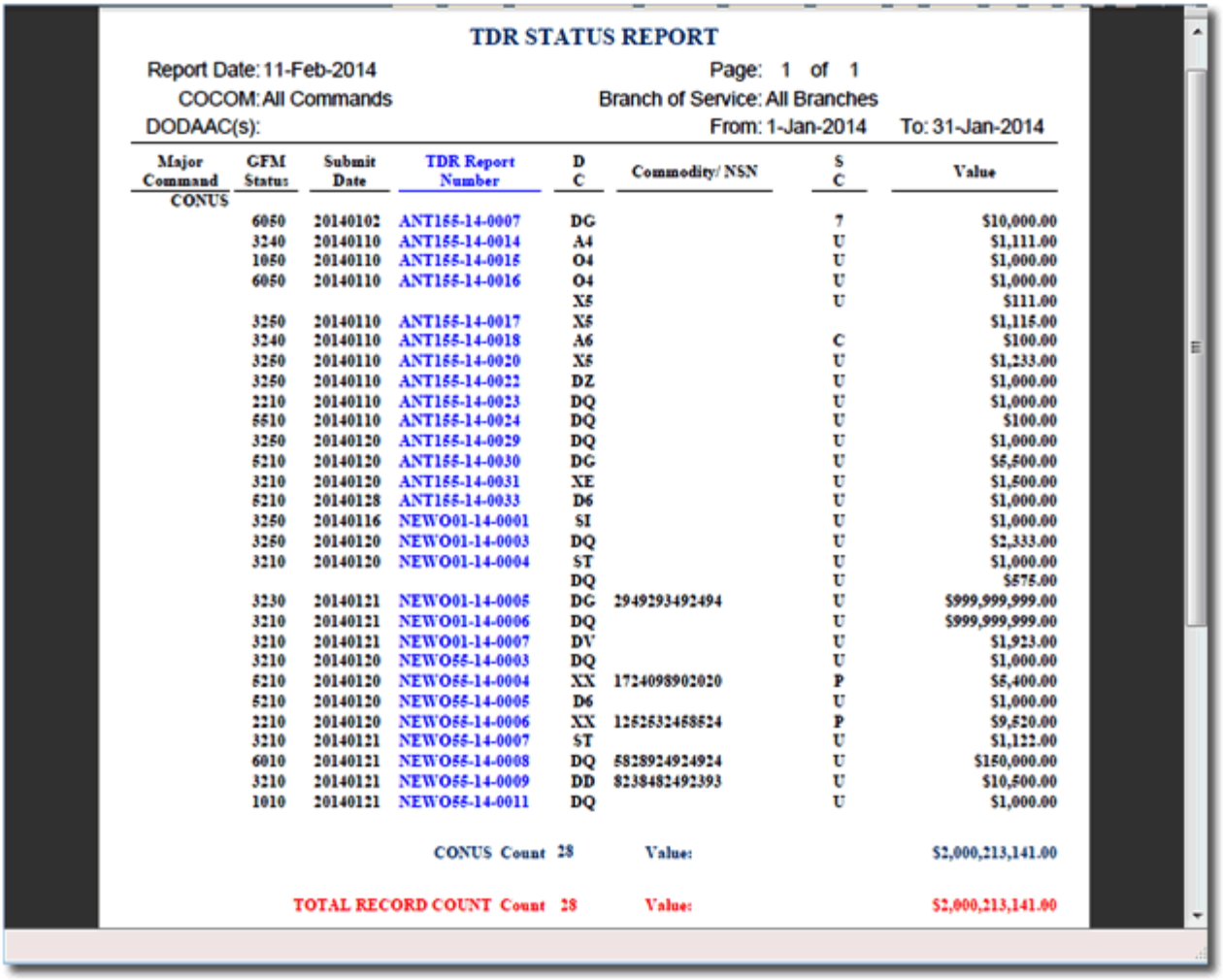
Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

6. Click the Ending Date field to display the calendar pop-up window and select a different date.

7. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The TDR Status Report displays in a separate window (Image DL).

Note: The Reset button returns each field to its default value.



TDR STATUS REPORT

Report Date: 11-Feb-2014 Page: 1 of 1

COCOM: All Commands Branch of Service: All Branches

DODAAC(s): From: 1-Jan-2014 To: 31-Jan-2014

Major Command	GFM Status	Submit Date	TDR Report Number	D C	Commodity/ NSN	S C	Value
CONUS							
	6050	20140102	ANT155-14-0007	DG		7	$10,000.00
	3240	20140110	ANT155-14-0014	A4		U	$1,111.00
	1050	20140110	ANT155-14-0015	O4		U	$1,000.00
	6050	20140110	ANT155-14-0016	O4		U	$1,000.00
				X5		U	$111.00
	3250	20140110	ANT155-14-0017	X5			$1,115.00
	3240	20140110	ANT155-14-0018	A6		C	$100.00
	3250	20140110	ANT155-14-0020	X5		U	$1,233.00
	3250	20140110	ANT155-14-0022	DZ		U	$1,000.00
	2210	20140110	ANT155-14-0023	DQ		U	$1,000.00
	5510	20140110	ANT155-14-0024	DQ		U	$100.00
	3250	20140120	ANT155-14-0029	DQ		U	$1,000.00
	5210	20140120	ANT155-14-0030	DG		U	$5,500.00
	3210	20140120	ANT155-14-0031	XE		U	$1,500.00
	5210	20140128	ANT155-14-0033	D6		U	$1,000.00
	3250	20140116	NEWO01-14-0001	SI		U	$1,000.00
	3250	20140120	NEWO01-14-0003	DQ		U	$2,333.00
	3210	20140120	NEWO01-14-0004	ST		U	$1,000.00
				DQ		U	$575.00
	3230	20140121	NEWO01-14-0005	DG	2949293492494	U	$999,999,999.00
	3210	20140121	NEWO01-14-0006	DQ		U	$999,999,999.00
	3210	20140121	NEWO01-14-0007	DV		U	$1,923.00
	3210	20140120	NEWO55-14-0003	DQ		U	$1,000.00
	5210	20140120	NEWO55-14-0004	XX	1724098902020	P	$5,400.00
	5210	20140120	NEWO55-14-0005	D6		U	$1,000.00
	2210	20140120	NEWO55-14-0006	XX	1252532458524	P	$9,520.00
	3210	20140121	NEWO55-14-0007	ST		U	$1,122.00
	6010	20140121	NEWO55-14-0008	DQ	5828924924924	U	$150,000.00
	3210	20140121	NEWO55-14-0009	DD	8238482492393	U	$10,500.00
	1010	20140121	NEWO55-14-0011	DQ		U	$1,000.00
			CONUS Count 28		Value:		$2,000,213,141.00
			TOTAL RECORD COUNT Count 28		Value:		$2,000,213,141.00

Image DL: TDR Status Report Displayed in Adobe Acrobat

The TDR Status Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **DODAAC(s)** displays the address code(s) selected.
- **From XX/XX/XXXX to XX/XX/XXXX** displays the period of time specified by the user.
- **Major Command** displays the Major Command selected from the drop-down list.

- **GFM Status** displays the report number which indicates the processing status of the TDR listed in the report. See the Status Codes appendix for a list of status codes and descriptions.

- **Submit Date** displays the date the TDR was submitted. The format is YYYYMMDD.

- **TDR Report Number** displays a system generated code consisting of the DODAAC plus a 4-digit sequential number.

- **DC** displays the discrepancy code which indicates the type of discrepancy (e.g. short, astray) for the discrepant shipment. A list of discrepancy codes are available as a list of values in TDR Forms block 24. This list of values can be used to lookup discrepancy codes and corresponding descriptions.

- **Commodity/NSN displays** the commodity and National Stock Number of the discrepant item. A list of commodity and NSN codes is available as a list of values in TDR Forms block 21. This list of values can be used to lookup commodity codes, NSN codes, and corresponding descriptions.

- **SC** displays the security code used to indicate the security level of the discrepant shipment (e.g., secret, sensitive, confidential).

- **Value** displays the dollar value of the discrepant shipment.

- **Total Record Count** displays the dollar value of all the discrepant shipments included in the report.

- **Grand Total** displays the total dollar value of all discrepant shipments included in the report.

Note: Each TDR Report Number in the report is a link to the related TDR Form DD 361. Click the Report Number to display the TDR Form DD 361.

9. To exit the report, click the (X) in the top right corner of the report window.

TDR Discrepancy Analysis Report

The TDR Discrepancy Analysis Report displays a list of discrepant shipments sorted by discrepancy type (e.g., damaged, astray) submitted during a specified date range.

To Generate a TDR Discrepancy Analysis Report:

1. From the Reports screen, select Discrepancy Analysis from the Report Type drop-down list. The Discrepancy Analysis fields display (Image DM).

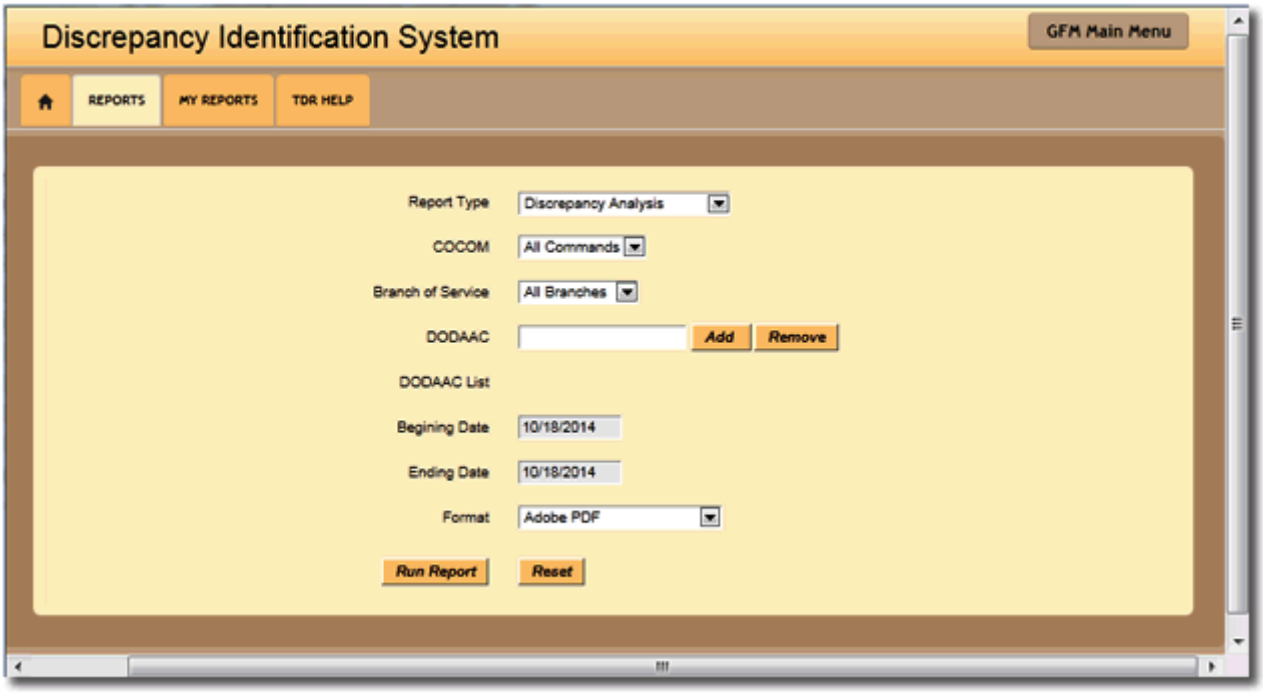


Image DM: Reports Screen with Discrepancy Analysis Report Type Fields Selected

2. Select the Major Command from the drop-down list.
3. Select the Branch of Service from the drop-down.
4. Enter the DODAAC.

The Beginning Date and Ending Date fields default to the current date.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DN).

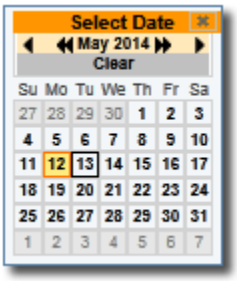


Image DN: Calendar Pop-up Window

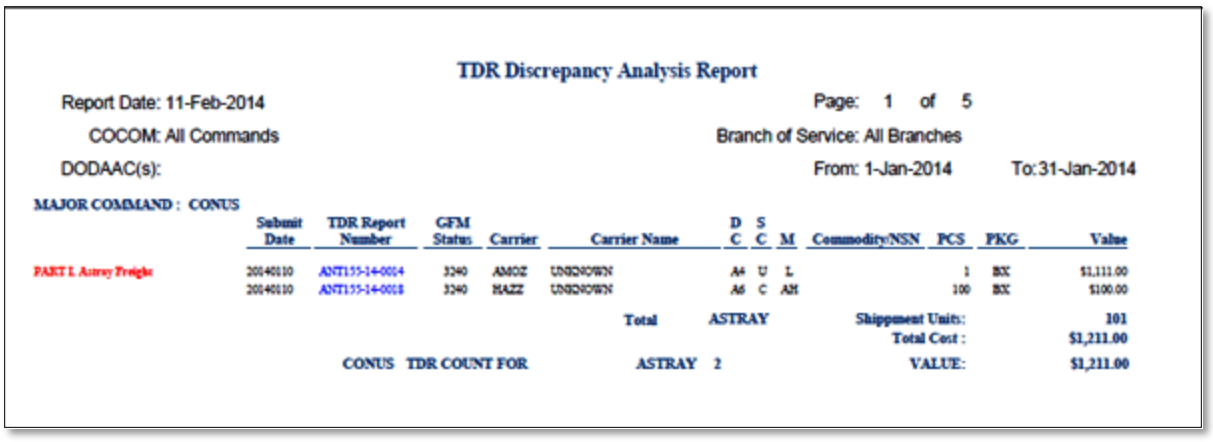
6. Click the Ending Date field to display the calendar pop-up window and select a different date.

Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

7. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The TDR Discrepancy Analysis Report displays in a separate window (Image DO).

Note: The Reset button returns each field to its default value.



TDR Discrepancy Analysis Report

Report Date: 11-Feb-2014 Page: 1 of 5

COCOM: All Commands Branch of Service: All Branches

DODAAC(s): From: 1-Jan-2014 To: 31-Jan-2014

MAJOR COMMAND : CONUS

	Submit Date	TDR Report Number	GFM Status	Carrier	Carrier Name	D C	S C	M	Commodity/NSN	PCS	PKG	Value
PART I. Astray Freight	20140110	ANT135-14-0014	3240	AMOZ	UNKNOWN	A4	U	L		1	BX	$1,111.00
	20140110	ANT135-14-0018	3240	HAZZ	UNKNOWN	A6	C	AH		100	BX	$100.00
					Total	ASTRAY			Shipment Units:			101
									Total Cost :			$1,211.00
				CONUS TDR COUNT FOR		ASTRAY	2		VALUE:			$1,211.00

Image DO: TDR Discrepancy Analysis Report Displayed in Adobe Acrobat

The TDR Discrepancy Analysis Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX Pages** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **DODAAC(s)** displays the address code(s) selected.
- **From XX/XX/XXXX to XX/XX/XXXX** displays the period of time specified by the user.
- **Major Command** displays the Major Command selected from the drop down list.
- **Part I: Astray Freight** displays information about the freight discrepancies.
  Other sections include:
- **Part II: Damaged Freight** displays information about damaged freight discrepancies.
- **Part III: Overages** displays information about overages.
- **Part IV: Shortages** displays information about shortages.
- **Part V: Other** displays information about other discrepancies.
- **Submit Date** displays the date the TDR was submitted in YYYYMMDD format.
- **TDR Report Number** displays the report number consisting of the DODAAC plus a 4-digit sequential number.
- **GFM Status** displays a system generated code which indicates the processing status of the TDR listed in the report. See the Status Codes appendix for a list of status codes and descriptions.
- **Carrier** displays the carrier SCAC.
- **Carrier Name** displays the full carrier name.
- **DC** displays the discrepancy code which indicates the type of discrepancy (e.g., short, astray) for the discrepant shipment. A list of discrepancy codes are available as a list of values in TDR Forms block 24. This list of values can be used to lookup discrepancy codes and corresponding descriptions.

- **SC** displays the security code which indicates the security level of the discrepant shipment (e.g., secret, sensitive, confidential).

- **M** displays the mode code which indicates the type of transportation used (e.g., rail, air, water, truck). A list of mode codes are available in TDR Forms block 13.

- **Commodity/NSN displays** the commodity and NSN of the discrepant item. A list of commodity and NSN codes are available as a list of values in TDR Forms block 21. This list of values can be used to lookup commodity codes, NSN codes, and corresponding descriptions.

- **PCS** displays the number of pieces in the discrepant shipment.

- **PKG** displays the type of packages in the discrepant shipment. A list of package codes are available as a list of values in TDR Forms block 22. This list of values can be used to lookup package codes and corresponding descriptions.

- **Value** displays the dollar value of the discrepant shipment.

- **Total Shipment Units** displays the total number of pieces for each section of the report including astray, damaged, overage, shortage, or other.

- **Total Cost** displays the total dollar value for each section of the report including astray, damaged, overage, shortage, or other.

- **Record Count** displays the number of records included in the report.

- **Grand Value** displays the total dollar value of all the discrepant shipments included in the report.

Note: Each TDR Report Number in the report is a link to the related TDR Form DD 361. Click the Report Number to display the TDR Form DD 361.

9. To exit the report, click the (X) in the top right corner of the report window.

TDR Over, Short, Astray Matching Report

The TDR Over, Short, Astray Matching Report displays a list of discrepant shipments that are over, short, or astray during a specified date range.

To Generate a TDR Over, Short, Astray Matching Report:

1. From the Reports screen, select Over/Short/Astray Matching from the Report Type drop-down list. The TDR Over, Short, Astray Matching fields display (Image DP).

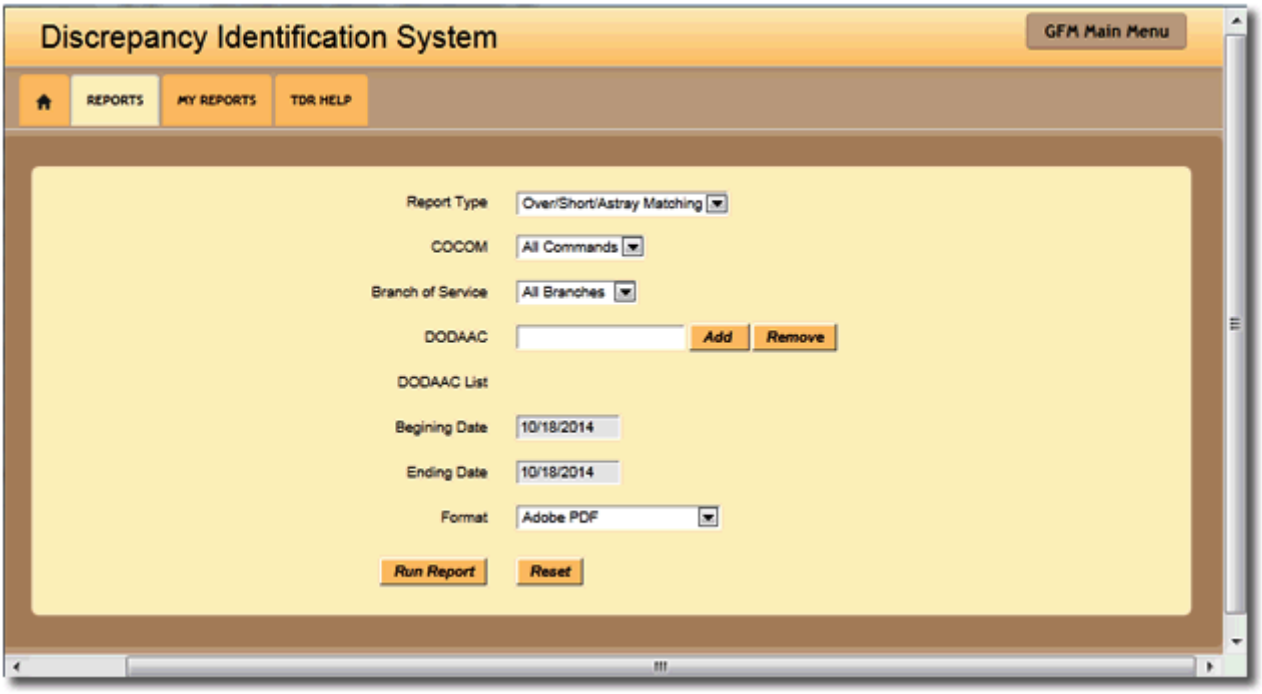


Image DP: Report Screen with Over, Short, Astray Matching Report Type Fields Displayed

2. Select the COCOM from the drop-down list.
3. Select the Branch of Service from the drop-down list.
4. Enter the DODAAC in the DODAAC field.

The Beginning Date and Ending Date fields default to the current date.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DQ).

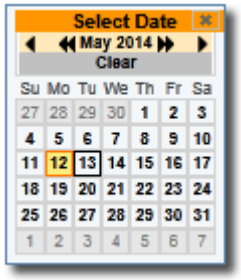


Image DQ: Calendar Pop-up Window

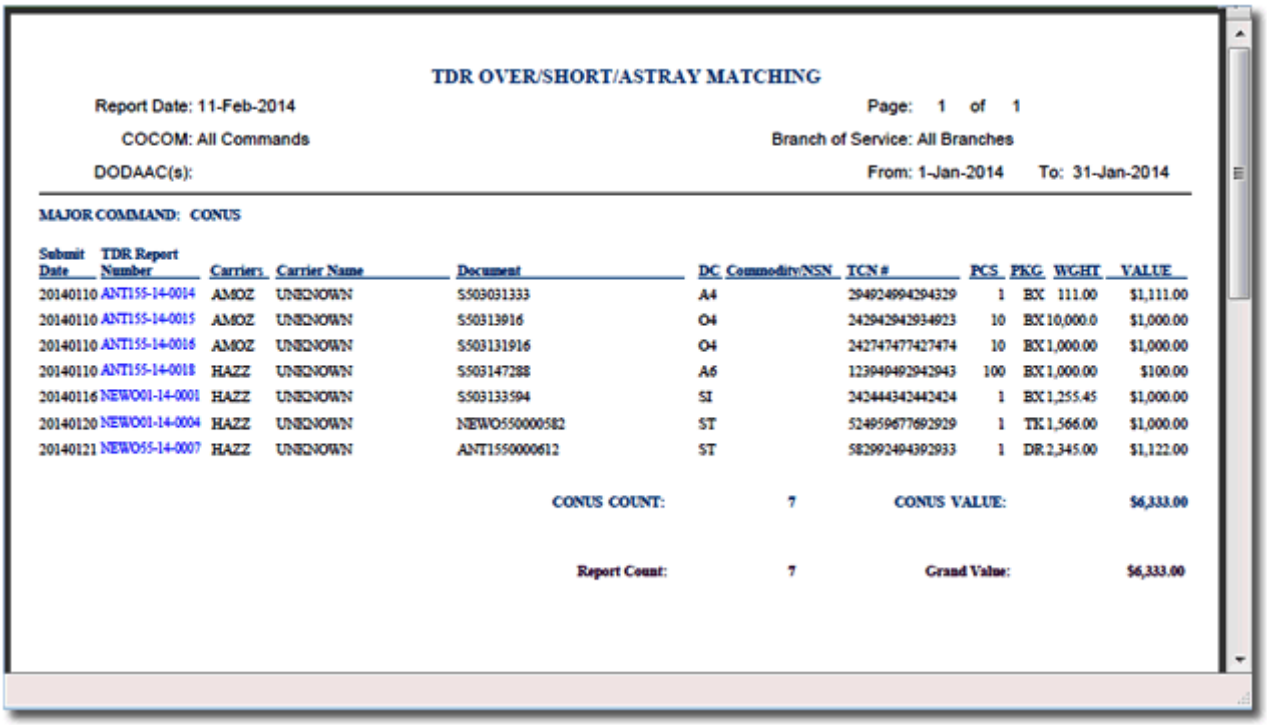
Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

6. Click the Ending Date field to display the calendar pop-up window and select a different date.

7. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The TDR Over, Short, Astray Matching Report displays in a separate window (Image DR).

Note: The Reset button returns each field to its default value.



TDR OVER/SHORT/ASTRAY MATCHING

Report Date: 11-Feb-2014 Page: 1 of 1

COCOM: All Commands Branch of Service: All Branches

DODAAC(s): From: 1-Jan-2014 To: 31-Jan-2014

MAJOR COMMAND: CONUS

Submit Date	TDR Report Number	Carrier	Carrier Name	Document	DC	Commodity/NSN	TCN #	PCS	PKG	WGHT	VALUE
20140110	ANT155-14-0014	AMOZ	UNKNOWN	S503031333	A4		294924994294329	1	BX	111.00	$1,111.00
20140110	ANT155-14-0015	AMOZ	UNKNOWN	S50313916	O4		242942942934923	10	BX	10,000.0	$1,000.00
20140110	ANT155-14-0016	AMOZ	UNKNOWN	S503131916	O4		242747477427474	10	BX	1,000.00	$1,000.00
20140110	ANT155-14-0018	HAZZ	UNKNOWN	S503147288	A6		123949492942943	100	BX	1,000.00	$100.00
20140116	NEWO01-14-0001	HAZZ	UNKNOWN	S503133594	SI		242444342442424	1	BX	1,255.45	$1,000.00
20140120	NEWO01-14-0004	HAZZ	UNKNOWN	NEWO5500000582	ST		5249596777692929	1	TK	1,566.00	$1,000.00
20140121	NEWO55-14-0007	HAZZ	UNKNOWN	ANT1550000612	ST		582992494392933	1	DR	2,345.00	$1,122.00

CONUS COUNT: 7 CONUS VALUE: $6,333.00

Report Count: 7 Grand Value: $6,333.00

Image DR: TDR Over, Short, Astray Matching Report Displayed in Adobe Acrobat

The TDR Over, Short, Astray Matching Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **DODAAC(s)** displays the address code(s) selected.
- **From XX/XX/XXXX to XX/XX/XXXX** displays the period of time specified by the user.
- **Major Command** displays the Major Command selected from the drop down list.
- **Submit Date** displays the date the TDR was submitted in YYMMDD format.
- **TDR Report Number** displays a system assigned number consisting of the DODAAC plus a 4-digit sequential number.
- **Carriers** displays the carrier SCAC.
- **Carrier Name** displays the full carrier name.
- **Document** displays the shipping document number or BL number.
- **DC** displays the discrepancy code which indicates the type of discrepancy (e.g., short, astray) for the discrepant shipment. A list of discrepancy codes are available as a list of values in TDR Forms block 24. This list of values can be used to lookup discrepancy codes and corresponding descriptions.
- **Commodity/NSN** displays the commodity and NSN of the discrepant item. A list of commodity and NSN codes are available as a list of values in TDR Forms block 21. This list of values can be used to lookup commodity codes, NSN codes, and corresponding descriptions.
- **TCN** displays the Transportation Control Number of the discrepant shipment.
- **PCS** displays the number of pieces in the discrepant shipment.
- **PKG** displays the type of packages in the discrepant shipment. A list of package codes are available as a list of values in TDR Forms block 22. This list of values can be used to lookup package codes and corresponding descriptions.
- **WGHT** displays the weight of the discrepant shipment.

- **Value** displays the dollar value of the discrepant shipment.
- **Report Count** displays the number of records included in the report.
- **Grand Value** displays the total dollar value of all the discrepant shipments included in the report.

Note: Each TDR Report Number in the report is a link to the related TDR Form DD 361. Click the Report Number to display the TDR Form DD 361.

9. To exit the report, click the (X) in the top right corner of the report window.

TDR Close Out Report

The TDR Close Out Report displays a list of discrepancies that were closed during a specified date range.

To Generate a TDR Close Out Report:

1. From the Reports screen, select Close Out from the Report Type drop-down list. The Close Out fields display (Image DS).

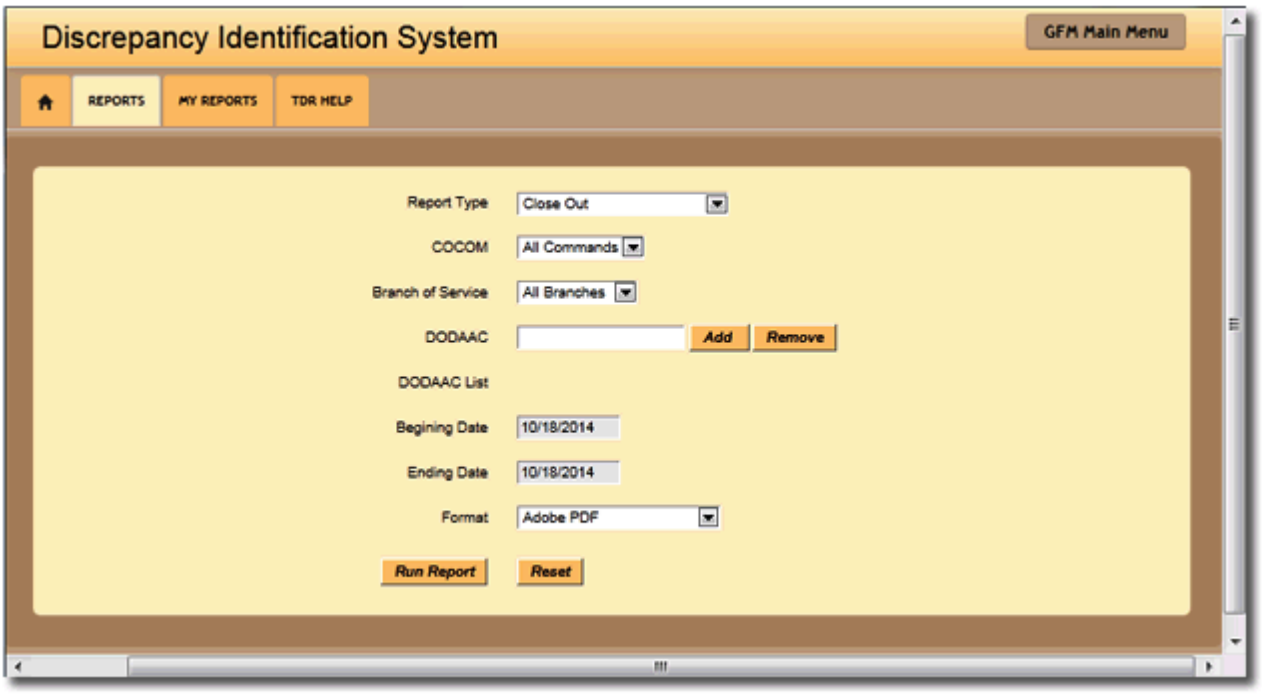


Image DS: Report Screen with Close Out Report Type Fields Displayed

2. Select the COCOM from the drop-down list.
3. Select the Branch of Service from the drop-down list.
4. Enter the DODAAC.

The Beginning Date and Ending Date fields default to the current date.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DT).

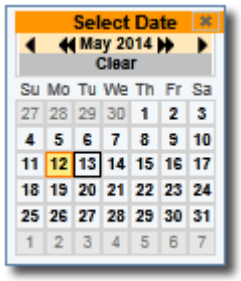


Image DT: Calendar Pop-up Window

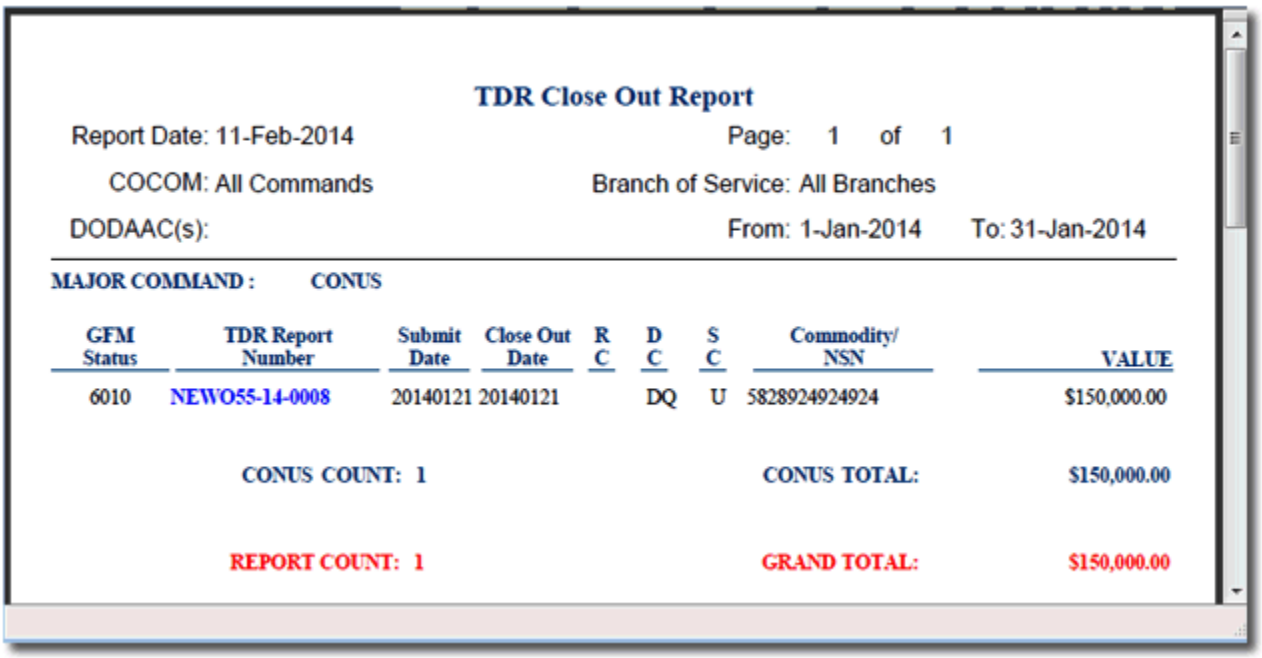
Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

6. Click the Ending Date field to display the calendar pop-up window and select a different date.

7. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The TDR Close Out Report displays in a separate window (Image DU).

Note: The Reset button returns each field to its default value.



TDR Close Out Report

Report Date: 11-Feb-2014 Page: 1 of 1

COCOM: All Commands Branch of Service: All Branches

DODAAC(s): From: 1-Jan-2014 To: 31-Jan-2014

MAJOR COMMAND : CONUS

GFM Status	TDR Report Number	Submit Date	Close Out Date	R C	D C	S C	Commodity/ NSN	VALUE
6010	NEWO55-14-0008	20140121	20140121		DQ	U	5828924924924	$150,000.00

CONUS COUNT: 1 CONUS TOTAL: $150,000.00

REPORT COUNT: 1 GRAND TOTAL: $150,000.00

Image DU: TDR Close Out Report Displayed in Adobe Acrobat

The TDR Close Out Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **DODAAC(s)** displays the address code(s) selected.
- **From XX/XX/XXXX to XX/XX/XXXX** displays the period of time specified by the user.
- **Major Command** displays the Major Command selected from the drop down list.
- **GFM Status** displays a system generated code which indicates the processing status of the TDR listed in the report. See the Status Codes appendix for a list of status codes and descriptions.
- **TDR Report Number** displays a system assigned number consisting of the DODAAC plus a 4-digit sequential number.
- **Submit Date** displays the date the TDR was submitted in YYYYMMDD format.
- **Close Out Date** displays the TDR close out date in YYYYMMDD format.
- **RC** displays a responsibility code which indicates who was responsible for the discrepancy (e.g. carrier, shipper, receiver). For a table of responsibility codes and their descriptions, see Appendix B: GFM TDR Responsibility Codes.
- **DC** displays the discrepancy code which indicates the type of discrepancy (e.g., short, astray) for the discrepant shipment. A list of discrepancy codes are available as a list of values in TDR Forms block 24. This list of values can be used to lookup discrepancy codes and corresponding descriptions.
- **SC** displays the security code used to indicate the security level of the discrepant shipment (e.g., secret, sensitive, confidential).
- **Commodity/NSN** displays the commodity and NSN of the discrepant item. A list of commodity and NSN codes are available as a list of values in TDR Forms block 21. This list of values can be used to lookup commodity codes, NSN codes, and corresponding descriptions.
- **Value** displays the dollar value of the discrepant shipment.

- **Report Count** displays the number of records included in the report.
- **Grand Total** displays the total dollar value of all the discrepant shipments included in the report.

Note: Each TDR Report Number in the report is a link to the related TDR Form DD 361. Click the Report Number to display the TDR Form DD 361.

9. To exit the report, click the (X) in the top right corner of the report window.

TDR Carrier Monitoring Report

The TDR Carrier Monitoring Report displays a list of discrepancies for an individual carrier.

To Generate a TDR Carrier Monitoring Report:

1. From the Reports screen, select Carrier Monitoring from the Report Type drop-down list. The Carrier Monitoring fields display (Image DV).

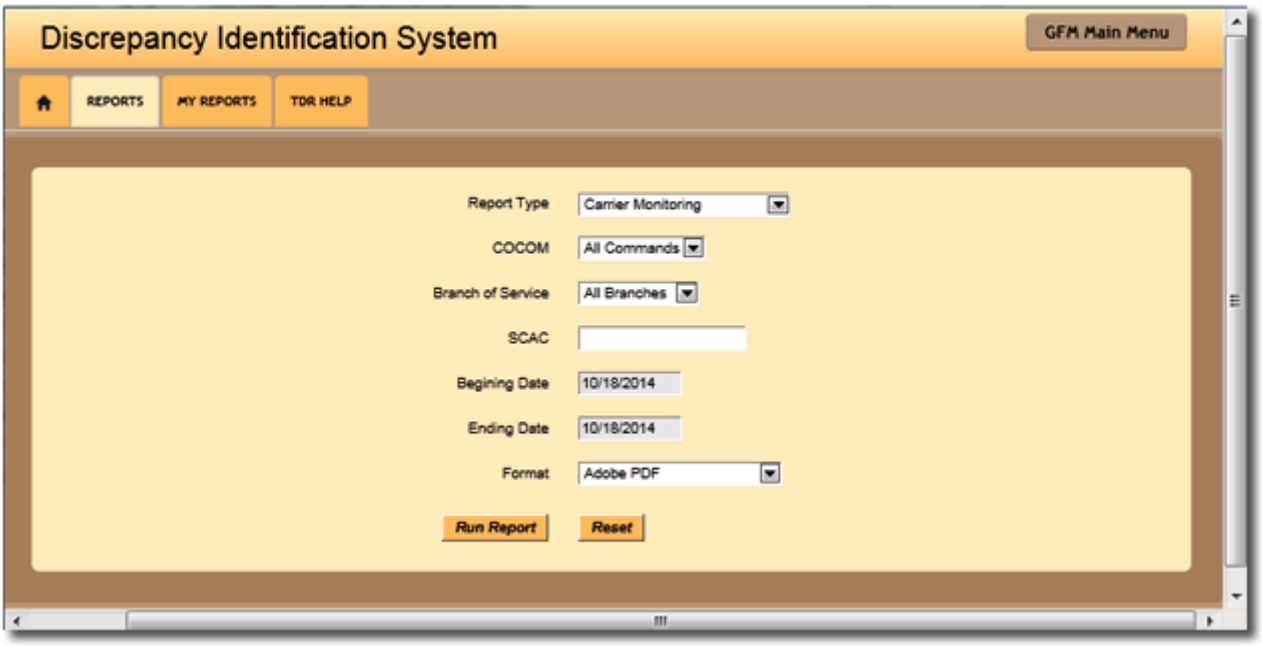


Image DV: Reports Screen with Carrier Monitoring Report Type Fields Displayed

2. Select the COCOM from the drop-down list.

3. Select the Branch of Service from the drop-down list.

4. Enter the carrier SCAC.

The Beginning Date and Ending Date fields default to the current date.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DW).

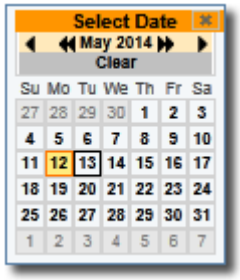


Image DW: Calendar Pop-up Window

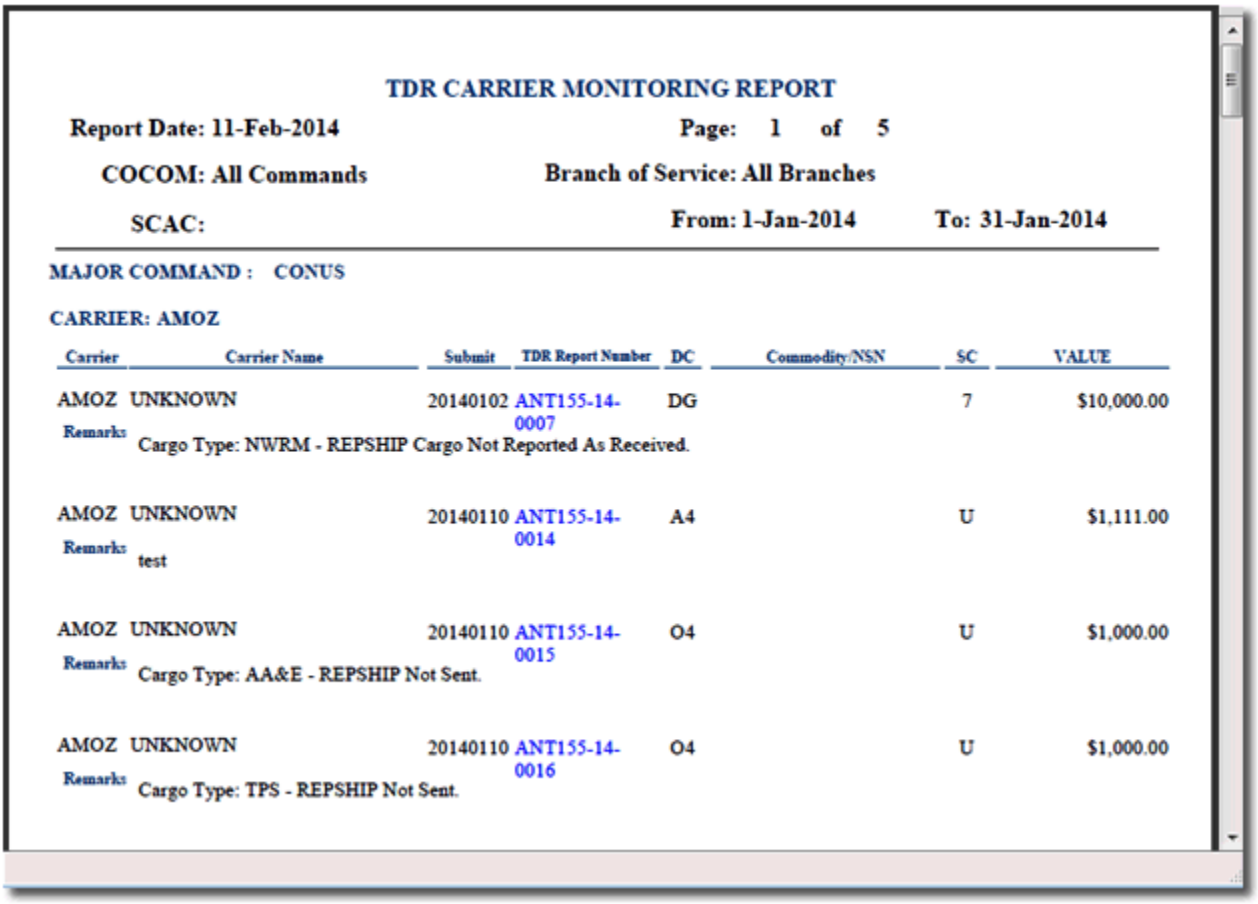
Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

6. Click the Ending Date field to display the calendar pop-up window and select a different date.

7. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The TDR Carrier Monitoring Report displays in a separate window (Image DX).

Note: The Reset button returns each field to its default value.



TDR CARRIER MONITORING REPORT

Report Date: 11-Feb-2014 Page: 1 of 5

COCOM: All Commands Branch of Service: All Branches

SCAC: From: 1-Jan-2014 To: 31-Jan-2014

MAJOR COMMAND : CONUS

CARRIER: AMOZ

Carrier	Carrier Name	Submit	TDR Report Number	DC	Commodity/NSN	SC	VALUE
AMOZ	UNKNOWN	20140102	ANT155-14-0007	DG		7	$10,000.00
Remarks	Cargo Type: NWRM - REPSHIP Cargo Not Reported As Received.						
AMOZ	UNKNOWN	20140110	ANT155-14-0014	A4		U	$1,111.00
Remarks	test						
AMOZ	UNKNOWN	20140110	ANT155-14-0015	O4		U	$1,000.00
Remarks	Cargo Type: AA&E - REPSHIP Not Sent.						
AMOZ	UNKNOWN	20140110	ANT155-14-0016	O4		U	$1,000.00
Remarks	Cargo Type: TPS - REPSHIP Not Sent.						

Image DX: TDR Carrier Monitoring Report Displayed in Adobe Acrobat

The TDR Carrier Monitoring Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **SCAC** displays the carrier SCAC selected.
- **From XX/XX/XXXX to XX/XX/XXXX** displays the period of time specified by the user.
- **MAJOR COMMAND** displays the Major Command selected from the drop down list.
- **CARRIER** displays the carriers SCAC.
- **Carrier Name** displays the full carrier name.
- **Submit Date** displays the date the TDR was submitted in YYYYMMDD format.
- **TDR Report Number** displays a system-generated code consisting of the DODAAC plus a 4-digit sequential number.
- **DC** displays the discrepancy code which indicates the type of discrepancy (e.g., short, astray) for the discrepant shipment. A list of discrepancy codes are available as a list of values in TDR Forms block 24. This list of values can be used to lookup discrepancy codes and corresponding descriptions.
- **Commodity/NSN displays** the commodity and NSN of the discrepant item. A list of commodity and NSN codes are available as a list of values in TDR Forms block 21. This list of values can be used to lookup commodity codes, NSN codes, and corresponding descriptions.
- **SC** displays the security code used to indicate the security level of the discrepant shipment (e.g., secret, sensitive, confidential).
- **Value** displays the dollar value of the discrepant shipment.

Note: Each TDR Report Number in the report is a link to the related TDR Form DD 361. Click the Report Number to display the TDR Form DD 361.

9. To exit the report, click the (X) in the top right corner of the report window.

TDR Summary Report

The TDR Summary Report displays the number of discrepancies for a beginning and ending date, the number of discrepancies added or deleted within a specified period, and the total number of discrepancy types.

To Generate a TDR Summary Report:

1. From the Reports screen, select Summary from the Report Type drop-down list. The Summary fields display (Image DY).

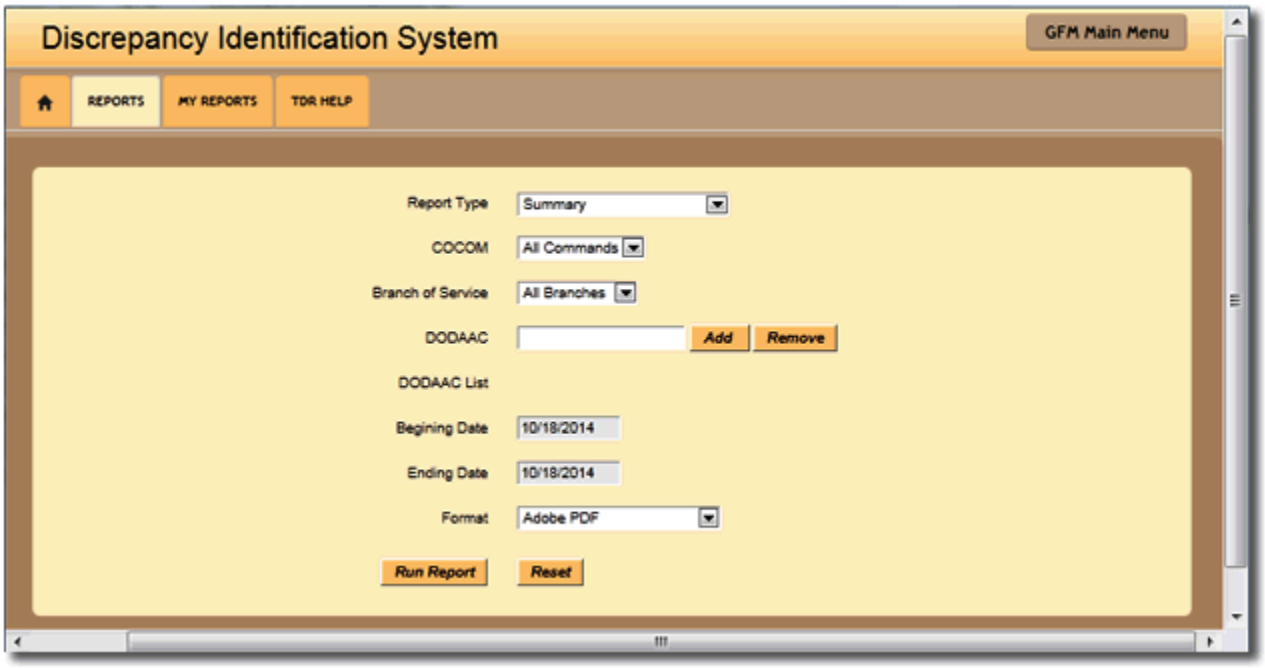


Image DY: Reports Screen with Summary Report Type Fields Displayed

2. Select the COCOM from the drop-down list.
3. Select the Branch of Service from the drop-down list.
4. Enter the DODAAC.

The Beginning Date and Ending Date fields default to the current date.

5. Click the Beginning Date field to display the calendar pop-up window and select a different date (Image DZ).

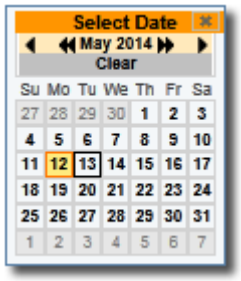


Image DZ: Calendar Pop-up Window

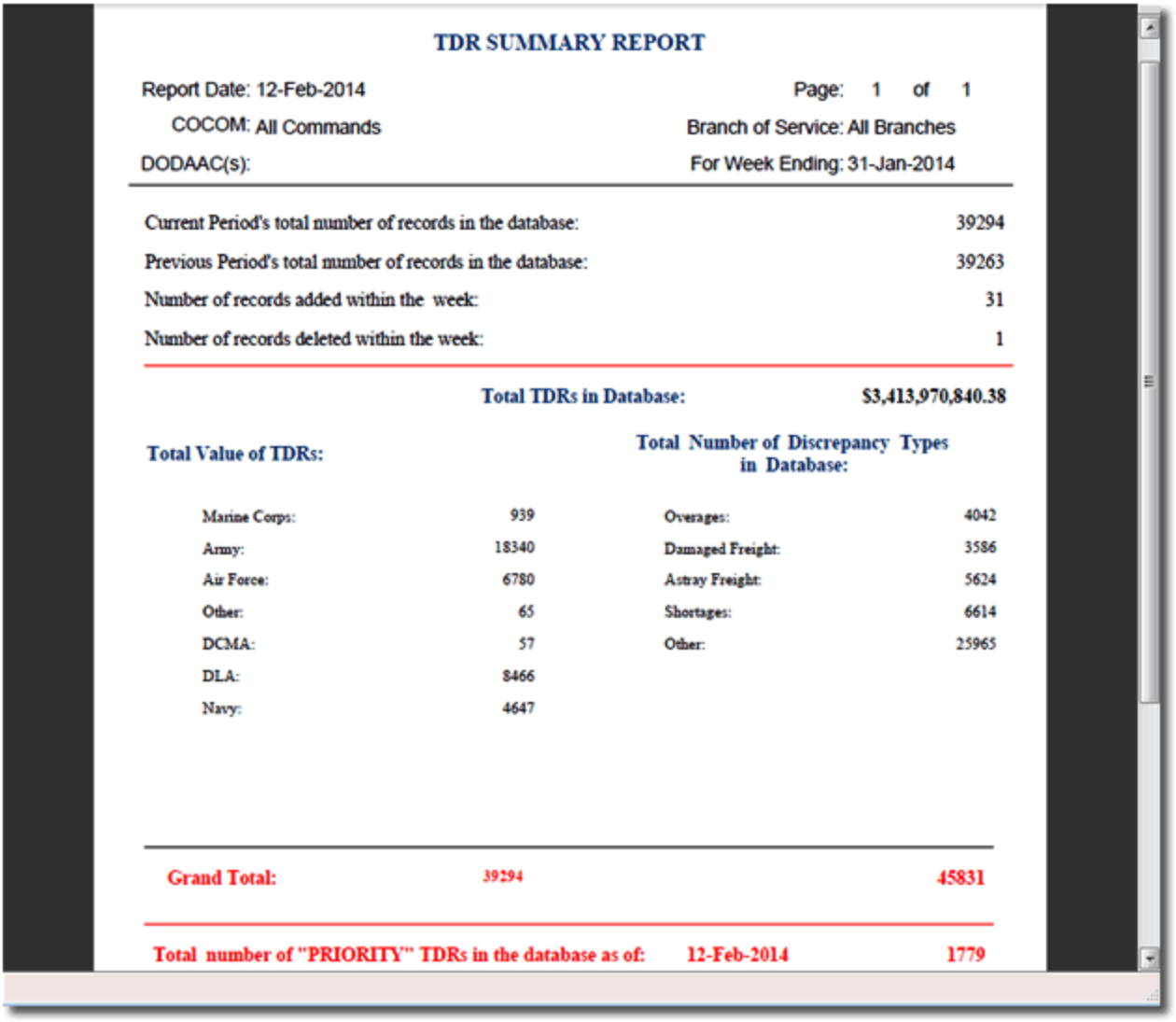
Use the single arrows to toggle forward and backward by month. Use the double arrows to toggle forward and backward by year. Click the close (X) button to close the calendar window without selecting a date.

6. Click the Ending Date field to display the calendar pop-up window and select a different date.

7. Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.

8. Click the Run Report button to generate the report. The TDR Summary Report displays in a separate window (Image EA).

Note: The Reset button returns each field to its default value.



TDR SUMMARY REPORT

Report Date: 12-Feb-2014 Page: 1 of 1

COCOM: All Commands Branch of Service: All Branches

DODAAC(s): For Week Ending: 31-Jan-2014

Current Period's total number of records in the database:	39294
Previous Period's total number of records in the database:	39263
Number of records added within the week:	31
Number of records deleted within the week:	1

Total TDRs in Database: $3,413,970,840.38

Total Value of TDRs:

Marine Corps:	939
Army:	18340
Air Force:	6780
Other:	65
DCMA:	57
DLA:	8466
Navy:	4647

Total Number of Discrepancy Types in Database:

Overages:	4042
Damaged Freight:	3586
Astray Freight:	5624
Shortages:	6614
Other:	25965

Grand Total: 39294 45831

Total number of "PRIORITY" TDRs in the database as of: 12-Feb-2014 1779

Image EA: TDR Summary Report Displayed in Adobe Acrobat

The TDR Summary Report displays the following information:

- **Report Date** displays the date the report is generated.
- **Page XX of XX** displays the current page number and total number of pages in the report.
- **COCOM** displays the selected COCOM.
- **Branch of Service** displays the branch of service selected.
- **DODAAC(s)** displays the address code(s) selected.
- **For Week Ending** displays the last day of the seven day period. Each seven day period ends on a Saturday.

- **Current Period's total number of records in the database** displays the total number of current discrepant shipments for a specific period.
- **Previous Period's total number of records in the database** displays the total number of previous discrepant shipments for a specific period.
- **Number of records added within the week** displays the number of discrepant records added within a specific week.
- **Number of records deleted within the week** displays the number of discrepant records deleted within a specific week.
- **Total Value of TDRs** displays the total dollar value of discrepant shipments for a specific period.
- **Total TDRs in Database** displays the total number of discrepant shipments for each branch of service.
- **Total Number of Discrepancy Types in Database** displays the total number of Astray Freight, Damaged Freight, Overages, Shortages, and Other.
- **Grand Total** displays the total number of discrepant shipments for all branches.
- **Total number of "Priority" TDRs in the database as of** displays the total number of priority discrepant shipments since the listed date.

9. To exit the report, click the (X) in the top right corner of the report window.

Printing Reports

The Adobe Acrobat Reader is required to print reports generated in PDF format. Reports generated in HTML format can be printed from the browser window. The field default is PDF.

Adobe PDF

To Print a Report in PDF Format:

1. From the Adobe Acrobat window, click the Printer icon (Image EB).

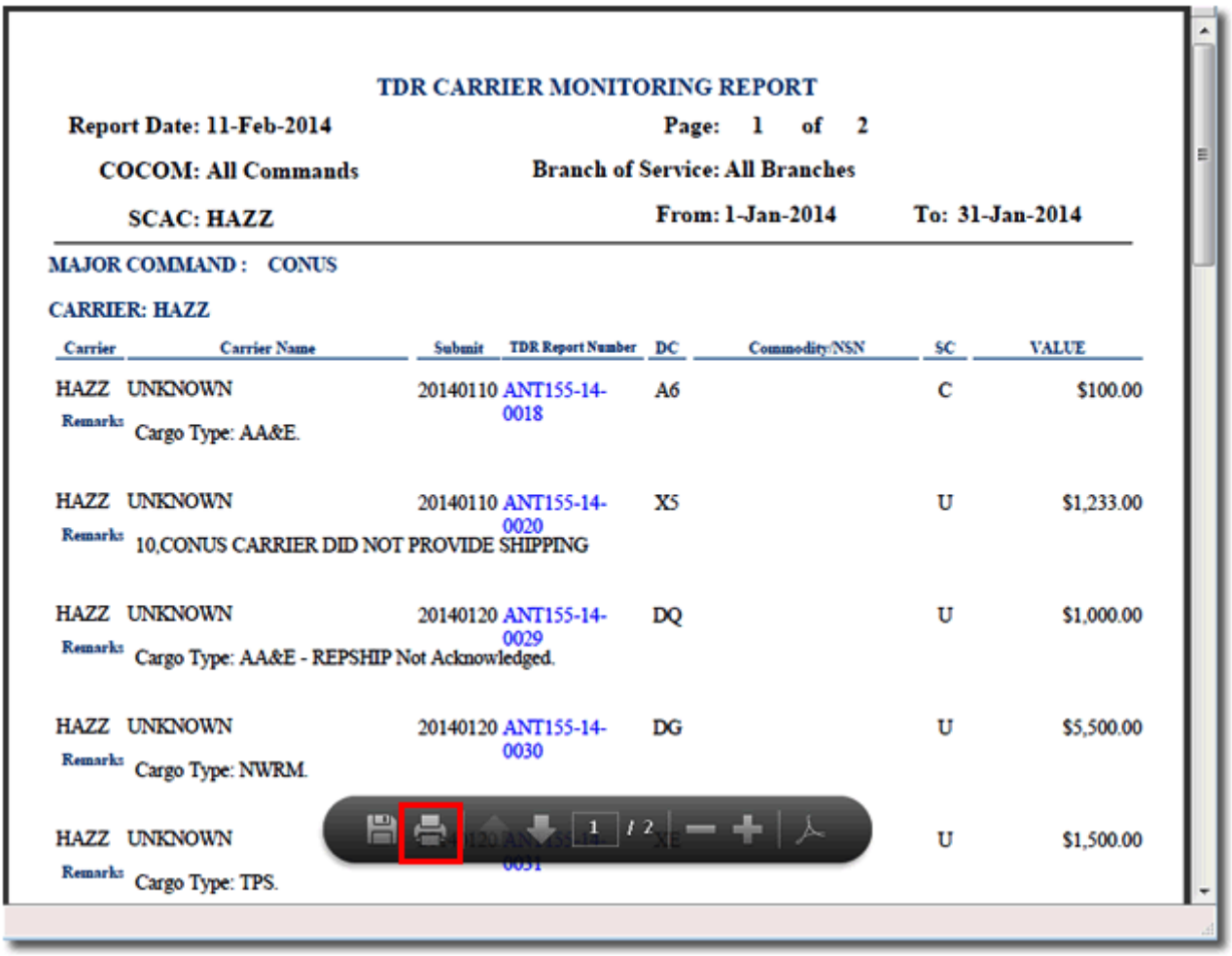


Image EB: Adobe Acrobat Window with Print Icon Highlighted

The Print dialog box displays.

2. Click the Print button to print a copy.

HTML

To Print a Report in HTML Format:

1. From the Internet Explorer (IE) browser window menu bar, click File. The drop-down menu with the print option displays (Image EC).

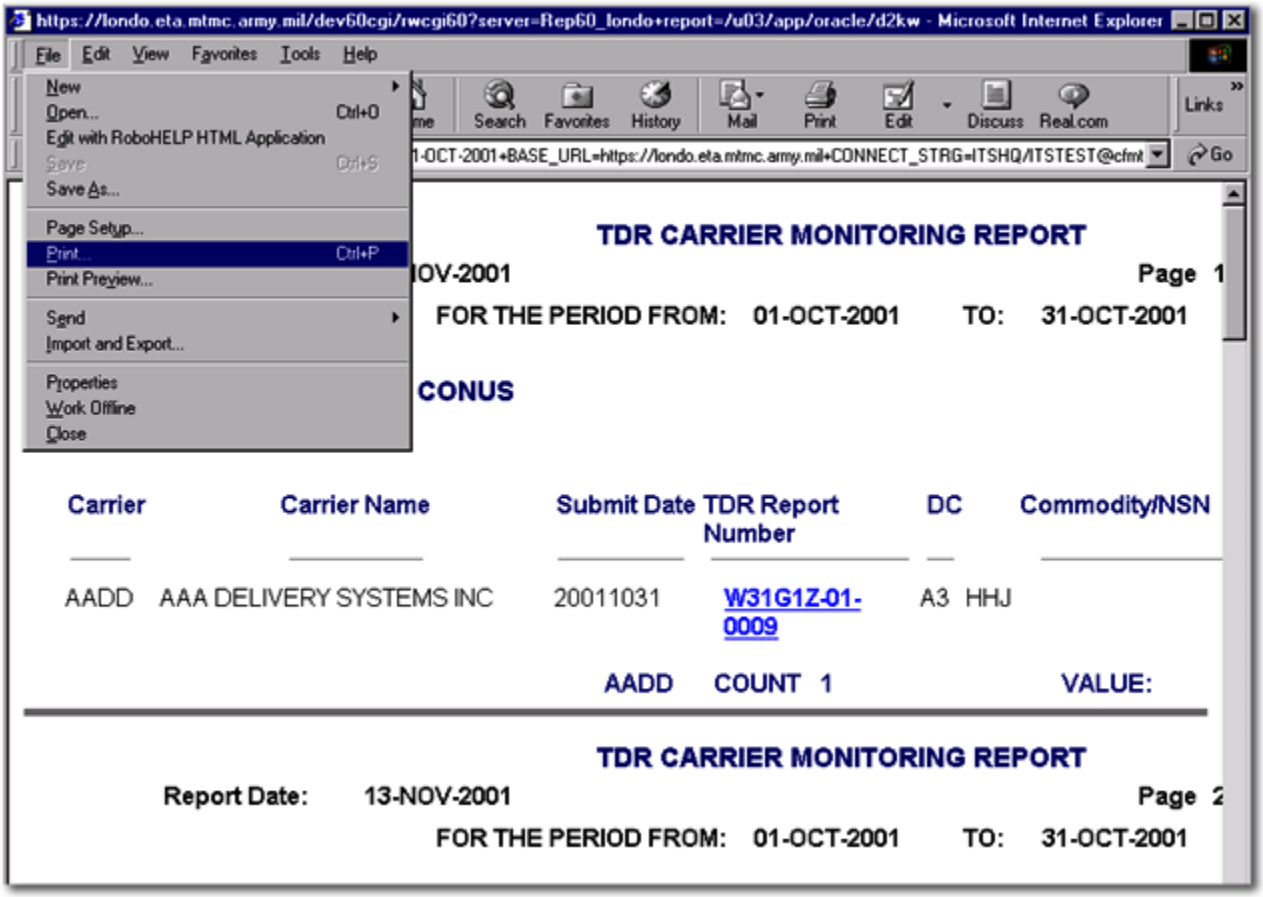


Image EC: File Drop-down Menu with the Print Option Highlighted

The Print dialog box displays.

2. Click <Print> to print a copy.

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Abbreviations and Acronyms

The following abbreviations and acronyms appear in this user manual:

AA&E	Arms, Ammunition, and Explosives
BL	Bill of Lading
BLOC	Bill of Lading Office Code
BMP	Bitmap File Extension
CAGE	Commerical and Government Entity
CBL	Commercial Bill of Lading
CENTCOM	Central Command
CMOS	Cargo Movement Operations System
CNSNEE	Consignee
CNSNOR	Consignor
COCOM	Combatant Command
CONUS	Continental United States
CPM	Carrier Performance Module
CTRL	Control
DC	Discrepancy Code
DD Form	Department of Defense Form
DEA	Drug Enforcement Agency
DFAS	Defense Finance and Accounting Services
DIS	Discrepancy Identification System
DOC/DOCX	Microsoft Word File Extension
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DTR	Defense Transportation Regulation

EUCOM	European Command
FAR	Freight Acquisition Regulation
FAST	Freight Acquisition Shipping Tool
FB	Freight Bill
FLIPL	Financial Liability Investigation of Property Loss
FMS	Foreign Military Sales
FSC	Federal Supply Code
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GFM	Global Freight Management
GOCARE	Government Cargo Recovery Effort
HQ	Headquarters
HTML	Hypertext Markup Language
ID	Identification
IE	Internet Explorer
ISDDC	Integrated Surface Deployment Data Cleansing Tool
JFCOM	Joint Forces Command
JFIF	JPEG File Interchange Format
JPG/JPEG	Joint Photographic Experts Group File Extension
MAPAC	Military Assistance Program Address Code
MB	Megabyte
MS	Microsoft
MSG	Microsoft Outlook Message File Extension
NSN	National Stock Number
NWRM	Nuclear Weapons Related Material

OS&D	Over, Short, and Damaged
PACOM	Pacific Command
PC	Personal Computer
PCS	Pieces
PCFN	Port Call File Number
PDF	Adobe Portable Document Format File Extension
PKG	Package
PN	Pro Number
PNG	Portable Network Graphics File Extension
PRO	Carrier Progressive Number
RC	Responsbility Code
REPSHIP	Report of Shipment
RFI	Request for Information
SC	Security Code
SCAC	Standard Carrier Alpha Code
SDDC	Military Surface Deployment and Distribution Command
SH	Sheet
SOUTHCOM	Southern Command
SRC	Security Risk Code
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Transportation Discrepancy Report
TIF/TIFF	Tagged Interchange File Format File Extension
TO	Transportation Officer
TPS	Transportation Protective Service

TXT	Text File Extension
US	United States
USTRANSCOM	United States Transportation Command
US	United States
US$	United States Dollars
WGHT	Weight
WS	Web Service

Appendix A: TDR Status Codes

The following are TDR Status Codes and their descriptions:

TDR Status Codes	
Code	**Description**
1010	Created/Edit TDR RFI
1020	Created/Edit TDR Initial Notification
1030	Created/Edit TDR Miscellaneous Problems
1110	RFI Created/Edit With Errors
1120	Initial Notification Created/Edited With Errors
1130	Miscellaneous Problems Created/Edited With Errors
2010	RFI Ready to Send to Host
2020	Initial Notification Ready to Send to Host
2030	Miscellaneous Problems Ready to Send to Host
2110	RFI Errors Found At Host
2120	Initial Notification Errors Found At Host
2130	Miscellaneous Problems Errors Found At Host
2210	RFI Sent, Waiting For a Reply
2220	Initial Notification Sent, Waiting For a Reply
2230	Miscellaneous Problems Sent, Waiting For a Reply
2510	RFI Received, Needs Reply Added
2520	Initial Notification Received, Needs Reply
2530	Added Miscellaneous Problems Received, Needs Reply Added
3010	RFI Reply Added, Ready to Send to Host
3110	RFI Reply Has Errors
3210	RFI Reply Sent
3510	RFI Reply Received, Needs Review
4010	RFI Reviewed, Ready For Collation
5010	RFI Collated, Ready to Send to Claims
5110	Errors Found in TDR Claim Sent To Host
5210	TDR Claim Sent To Host
5510	362 Claim Received, Ready For Closing

TDR Status Codes	
Code	**Description**
6010	RFI Closed/Canceled Ready To Send To Host
6020	Initial Notification Closed/Canceled Ready To Send
6030	Miscellaneous Problems Closed/Canceled Ready To Send
6510	RFI Closed/Canceled Ready For Archive
6520	Initial Notification Closed/Canceled Ready To Archive
6530	Miscellaneous Problems Closed/Canceled, Ready For Archive
7010	RFI Archived
7020	Initial Notification Archived
7030	Miscellaneous Problems Archived
9991	To Be Investigated
9992	Over 180 Days, Under Investigation; Do Not Closeout
9993	Investigated, Unresolved
9994	A/O/S
9995	80 Days Old, No Action Required
9996	Corrected By Originator
9997	Partial Cancellation By Originator
9998	Delete From Master File

Appendix B: GFM TDR Responsibility Codes

The following are Responsibility Codes and their descriptions:

Responsibility Codes	
Code	**Description**
C	Carrier
S	Shipper
T	Transshipping Activity
R	Receiver
O	Other

Appendix C: User Role Permissions Table

The following table contains a list of document categories, user roles, and permissions. A user's ability to add, view, or delete an attachment is based on the document category and the user's role as listed in the following table.

There are three (3) levels of permission:

- Add (a)
- Delete (d)
- View (v)

Attachment- User Role Permissions Table

User Role Permissions								
Document Category	**User Role**						**Action on Part II**	
	Consignor	Consignee	Reporting Activity	Carrier	SDDC	Claims	Maps to Part II Tab Check Box	Printed DD 361, Part II Block
TCMD (DD Form 1384)	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Carrier's Delivery Receipt	a,v	a,v	a,v	a,v	a,v,d	a,v,d	CY CARRIER'S DELIVERY RECEIPT	Block 37
Packing List	a,v	a,v	a,v	v	a,v,d	a,v,d	OTHER	Block 37
Disposition Receipt	a,v	a,v	a,v	v	a,v,d	a,v,d	REJECTED	Block 35
Carrier's Tender	a,v	a,v	a,v	a,v	a,v,d	a,v	CY CARRIER'S TENDER	Block 37
Government Inspection Report	a,v	a,v	a,v	a,v	a,v,d	a,v	GOVERNMENT INSPECTED	Block 34
Government Repair Receipt	a,v	a,v	a,v	v	a,v,d	a,v	REPAIRED AT GOVERNMENT EXPENSE	Block 35
							ACTUAL REPAIR COST COMMODITY	Block 37
Shipping Documents (DD 1149, etc.)	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37

User Role Permissions								
Document Category	**User Role**						**Action on Part II**	
	Consignor	Consignee	Reporting Activity	Carrier	SDDC	Claims	Maps to Part II Tab Check Box	Printed DD 361, Part II Block
Estimated Cost of Damage/ Repair/ Replacement	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
DD Form 1348-1	a,v	a,v	a,v	v	a,v,d	a,v	DD FORM 1348-1	Block 37
DD Form 250	a,v	a,v	a,v	v	a,v,d	a,v	CY DD FORM 250	Block 37
Contractor's Paid Invoice	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Accident/ Police Report	a,v	a,v	a,v		a,v,d	a,v	OTHER	Block 37
Criminal Investigation Report	a,v	a,v	a,v		a,v,d	a,v	OTHER	Block 37
Transportation Costs to/from Repair Facility Freight Bill	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Tracer Request	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Tally-Out/ Tally-In Records	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Sworn Statements	a,v	a,v	a,v		a,v,d	a,v	OTHER	Block 37
Carrier's Inspection Report	a,v	a,v	a,v	a,v	a,v,d	a,v	CARRIER INSPECTED	Block 34
							CARRIER'S INSPECTION REPORT	Block 37
Photographs	a,v	a,v	a,v	v	a,v,d	a,v	PHOTOGRAPH	Block 37
Inspection Waiver	a,v	a,v	a,v	a,v	a,v,d	a,v	INSPECTION WAIVED	Block 34
Bill of Lading	a,v	a,v	a,v	v	a,v,d	a,v	CY BOL	Block 37
Cargo Manifest	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Destruction Certificates	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37

User Role Permissions								
Document Category	**User Role**						**Action on Part II**	
	Consignor	Consignee	Reporting Activity	Carrier	SDDC	Claims	Maps to Part II Tab Check Box	Printed DD 361, Part II Block
Reefer Temperature Readings	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Financial Liability Investigation of Property Loss (FLIPL)	a,v	a,v	a,v		a,v,d	a,v	OTHER	Block 37
Miscellaneous	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
E-Mail Traffic	a,v	a,v	a,v	v	a,v,d	a,v	OTHER	Block 37
Carrier's Supporting Documentation	v	v	v	a,v	a,v,d	a,v	OTHER	Block 37
Demand Letter	v	v	v	v	a,v,d	a,v	OTHER	Block 37
Legend:		**a – Add**		**d – Delete**			**v – View**	