



GFM Discrepancy Identification System (DIS)

User Manual and Help Files

Version 9.0

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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](#)

[TDR Over/Short/Astray Matching Report](#)

[Priority TDR Discrepancy Report](#)

[TDR Close Out Report](#)

[TDR Activity Details Report](#)

[TDR Carrier Monitoring Report](#)

[TDR Status Report](#)

[TDR Summary Report](#)

[TDR Discrepancy Analysis 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).

Discrepancy Identification System GFM Main Menu

CREATE NEW MY REPORTS TDR HELP

In Progress

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0009	AANZXX0000090	11/29/2013	XXXXXX	XXXXXX
ANT155-13-0026	S503131916	12/19/2013	057402	ANT155
ANT155-13-0022		12/19/2013		ANT155
ANT155-13-0021		12/19/2013		ANT155
ANT155-13-0020		12/19/2013		ANT155

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0032	S503109613	12/20/2013	007402	ANT155
ANT155-13-0033	S503109613	12/20/2013	000248	ANT155
ANT155-13-0035	S503131916	12/23/2013	009474	ANT155
ANT155-13-0036	S503131916	12/23/2013	000000	ANT155
ANT155-13-0041	S503132008	12/23/2013	000148	ANT155

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
ANT155-14-0014	S503031333	01/10/2014	000009	ANT155
ANT155-14-0022	ANT15500000123442	01/10/2014	ANT155	M00881
ANT155-14-0017	S503131916	01/10/2014	000009	ANT155
ANT155-14-0018	S503147288	01/10/2014	002894	ANT155
ANT155-14-0031	ANT155-14-0029	01/20/2014	AANT55	ANT155

In Claims

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0003	TEST2342352352	04/25/2013	NEWO55	ANT155
ANT155-13-0007	ANT15500000123442	09/09/2013	NEWO55	ANT155
ANT155-13-0015	S503132008	12/19/2013	189305	ANT155
ANT155-14-0030	ANT155-14-0029	01/20/2014	047400	ANT155
NEWO55-14-0014	NEWO5500000588	02/24/2014	NEWO55	ANT155

Awaiting Close

Report Number	BL Number	Report Date	Origin	Destination
ANT155-14-0024	ANT15500000012	01/10/2014	ANT155	M00881
NEWO55-14-0013	NEWO5500000588	02/24/2014	NEWO55	ANT155
ANT155-14-0016	ANT15500000072	04/21/2014	ANT155	M00881

Important Messages

You have 256 TDR(s) in progress.
 You have 56 TDR(s) awaiting reply.
 You have 17 TDR(s) awaiting review.
 You have 6 TDR(s) awaiting close.
 You have 12 TDR(s) in claims.

Search

Report Number
 OR
 BL Number

Report Date
 From
 To

Discovery Date
 From
 To

Status All

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).

Expand/Collapse Buttons: Displays when 6 or more reports are in a specific status. Click to view all reports in a section.

Important Messages: A snapshot of all discrepancy reports by status.

Status Windows: Role Dependant Displays reports in up to 5 different statuses.

Search Feature: Locate specific reports using various search criteria.

Discrepancy Identification System

GFM Main Menu

CREATE NEW MY REPORTS TDR HELP

In Progress

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0026	AANZ000000000	11/29/2013	XXXXXX	XXXXXX
ANT155-13-0026	S503131916	12/19/2013	057402	ANT155
ANT155-13-0022		12/19/2013		ANT155
ANT155-13-0021		12/19/2013		ANT155
ANT155-13-0020		12/19/2013		ANT155

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0032	S503109013	12/20/2013	007402	ANT155
ANT155-13-0033	S503109013	12/20/2013	000248	ANT155
ANT155-13-0035	S503131916	12/23/2013	006474	ANT155
ANT155-13-0036	S503131916	12/23/2013	000000	ANT155
ANT155-13-0041	S503132008	12/23/2013	000148	ANT155

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
ANT155-14-0018	S503147288	01/10/2014	002894	ANT155
ANT155-14-0014	S503031333	01/10/2014	000009	ANT155
ANT155-14-0022	ANT15500000612	01/10/2014	ANT155	M00681
ANT155-14-0017	S503131916	01/10/2014	000009	ANT155
ANT155-14-0029	S503133594	01/20/2014	000051	ANT155

In Claims

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0003	TEST2342352352	04/25/2013	NEW055	ANT155
ANT155-13-0007	ANT15500000123442	09/09/2013	NEW055	ANT155
ANT155-13-0015	S503132008	12/19/2013	189305	ANT155
ANT155-14-0030	ANT155-14-0029	01/20/2014	047400	ANT155
NEW055-14-0014	NEW05500000586	02/24/2014	NEW055	ANT155

Awaiting Close

Report Number	BL Number	Report Date	Origin
ANT155-14-0024	ANT15500000612	01/10/2014	ANT155
NEW055-14-0013	NEW05500000586	02/24/2014	NEW055

Important Messages:

You have 255 TDR(s) in progress.
 You have 58 TDR(s) awaiting reply.
 You have 12 TDR(s) in claims.
 You have 6 TDR(s) awaiting close.
 You have 18 TDR(s) awaiting review.

Search

Report Number
OR
BL Number

Report Date
From
To

Discovery Date
From
To

Status: All

Search Reset

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).

Discrepancy Identification System GFM Main Menu

[HOME](#)
[CREATE NEW](#)
[MY REPORTS](#)
[TDR HELP](#)

In Progress

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0010		05/17/2013		NEWO55
NEWO55-13-0011	N509902634	12/02/2013	W85X22	NEWO55
NEWO55-13-0009	ANT1550003920	12/03/2013	W85X22	NEWO55
NEWO55-13-0012		12/19/2013		NEWO55
NEWO55-13-0019		12/24/2013		NEWO55

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0020	ANT1550000807	12/24/2013	ANT155	NEWO55
NEWO55-14-0016	NEWOXX0002878	02/25/2014	XXXXXX	XXXXXX
NEWO55-14-0032	ANT1550000898	04/18/2014	ANT155	NEWO55
NEWO55-14-0062	NEWO55-14-0061	04/21/2014	NEWO55	NEWO55
NEWO55-14-0073	NEWO550000587	04/23/2014	NEWO55	FB2805

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0017	ANT1550000805	12/24/2013	ANT155	NEWO55
NEWO55-14-0003	S503133594	01/20/2014	047414	NEWO55
NEWO55-14-0007	ANT1550000812	01/21/2014	0031R7	NEWO55
NEWO55-14-0009	ANT1550000812	01/21/2014	1231HY	NEWO55
NEWO55-14-0017	ANT1550000844	03/05/2014	ANT155	NEWO55

In Claims

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-14-0005	ANT155-14-0029	01/20/2014	AANT50	NEWO55
NEWO55-14-0014	NEWO550000586	02/24/2014	NEWO55	ANT155
NEWO55-14-0075	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0074	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0105	ANT1550000878	04/29/2014	ANT155	W31G12

Awaiting Close

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-14-0004	ANT1550000844	01/20/2014	ANT155	NEWO55
NEWO55-14-0008	ANT1550000848	01/20/2014	ANT155	NEWO55

Important Messages

You have 160 TDR(s) in progress.
 You have 10 TDR(s) awaiting reply.
 You have 45 TDR(s) awaiting review.
 You have 16 TDR(s) awaiting close.
 You have 8 TDR(s) in claims.

Search

Report Number
 OR
 BL Number

Report Date
 From
 To

Discovery Date
 From
 To

Status

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).

Discrepancy Identification System GFM Main Menu

CREATE NEW MY REPORTS TDR HELP

In Progress ⏏

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0010		05/17/2013		NEWO55
NEWO55-13-0011	NS09902834	12/02/2013	W85X22	NEWO55
NEWO55-13-0009	ANT1550003920	12/03/2013	W85X22	NEWO55
NEWO55-13-0012		12/19/2013		NEWO55
NEWO55-13-0019		12/24/2013		NEWO55

Awaiting Reply ⏏

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0020	ANT1550000807	12/24/2013	ANT155	NEWO55
NEWO55-14-0016	NEWOXX0002878	02/25/2014	XXXXXX	XXXXXX
NEWO55-14-0032	ANT1550000898	04/18/2014	ANT155	NEWO55
NEWO55-14-0062	NEWO55-14-0061	04/21/2014	NEWO55	NEWO55
NEWO55-14-0073	NEWO550000567	04/23/2014	NEWO55	FB2805

Awaiting Review ⏏

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0017	ANT1550000805	12/24/2013	ANT155	NEWO55
NEWO55-14-0003	S503133594	01/20/2014	047414	NEWO55
NEWO55-14-0007	ANT1550000812	01/21/2014	0031R7	NEWO55
NEWO55-14-0009	ANT1550000812	01/21/2014	1231HY	NEWO55
NEWO55-14-0017	ANT1550000844	03/05/2014	ANT155	NEWO55

In Claims ⏏

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-14-0005	ANT155-14-0029	01/20/2014	AANT50	NEWO55
NEWO55-14-0014	NEWO550000586	02/24/2014	NEWO55	ANT155
NEWO55-14-0075	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0074	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0105	ANT1550000876	04/29/2014	ANT155	W31G1Z

Awaiting Close ⏏

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-14-0004	ANT1550000844	01/20/2014	ANT155	NEWO55
NEWO55-14-0008	ANT1550000848	01/20/2014	ANT155	NEWO55
NEWO55-14-0011	ANT1550000839	01/21/2014	ANT155	FB4887

Important Messages

You have 160 TDR(s) in progress.
 You have 10 TDR(s) awaiting reply.
 You have 45 TDR(s) awaiting review.
 You have 16 TDR(s) awaiting close.
 You have 8 TDR(s) in claims.

Search

Report Number
 OR
 BL Number

Report Date
 From
 To

Discovery Date
 From
 To

Status All ▼

Search **Reset**

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).

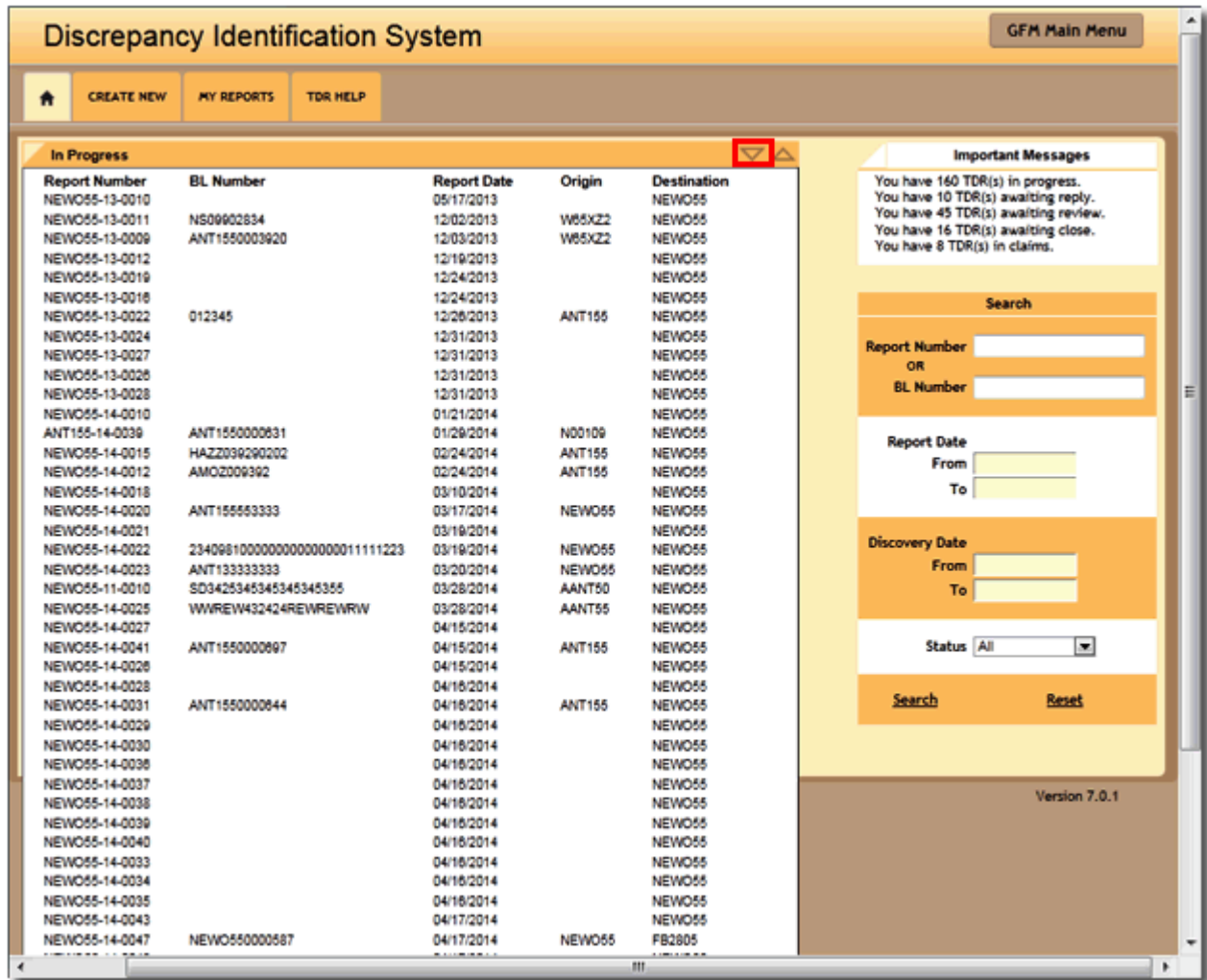


Image E: DIS Dashboard with In Progress Status Window Expand Button Highlighted

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.

- 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.

Discrepancy Identification System GFM Main Menu

CREATE NEW MY REPORTS TDR HELP

In Progress

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0009	AANZX000000090	11/29/2013	XXXXXX	XXXXXX
ANT155-13-0022		12/19/2013		ANT155
ANT155-13-0021		12/19/2013		ANT155
ANT155-13-0020		12/19/2013		ANT155
ANT155-13-0012		12/19/2013		ANT155

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0035	S603131916	12/23/2013	006474	ANT155
ANT155-14-0023	ANT1550000612	01/10/2014	ANT155	M00681
NEW001-14-0007	ANT1550000639	01/21/2014	ANT155	FB4587
ANT155-14-0057	ANT1553333333	03/06/2014	007209	ANT155
ANT155-14-0064	ANT1558888888	03/17/2014	ANT155	ANT155

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0003	TEST2342352352	04/25/2013	NEW055	ANT155
ANT155-14-0063	ANT1777777777	03/17/2014	ANT155	ANT155
ANT155-14-0180	ANT1550000667	06/04/2014	ANT155	M00681
ANT155-14-0215	ANT1550000765	09/18/2014	ANT155	FB4587
ANT155-16-0064	ANT1550000667	03/08/2016	ANT155	ANT155

In Claims

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0007	ANT15500000123442	09/09/2013	NEW055	ANT155
ANT155-13-0015	S603132009	12/19/2013	189305	ANT155
ANT155-14-0030	ANT155-14-0029	01/20/2014	047400	ANT155
ANT155-14-0156	ANT1550000681	04/22/2014	ANT155	CANAD3
ANT155-14-0167	ANT1550000695	05/14/2014	ANT155	W31G1Z

Awaiting Close

Report Number	BL Number	Report Date	Origin	Destination
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Important Messages

You have 47 TDR(s) awaiting reply.
You have 425 TDR(s) in progress.
You have 9 TDR(s) awaiting review.
You have 13 TDR(s) in claims.

Search

Report Number

OR

BL Number

Report Date

From

To

Discovery Date

From

To

Status All

Search **Reset**

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

- 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.

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

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP

Cargo Type:
 Hazardous Cargo?:
 Foreign Military Sales (FMS) Cargo:

BL/Reference Number:
 Consignor BLOC:
 Command Designation:
 Report Number:
 Report Date:
 CPM Incident ID:
 Contract Number:

Reporting Activity: Consignor: Consignee: Shipper:

Carrier Signed for Shipment:
 Consignee Received Shipment:
 Discrepancy Discovered:
 Carrier Notified:
 Carrier Representative Contacted:
 Telephone Number:

Mode:
 SCAC:
 Carrier PRO/Freight No.:
 Seal Condition: ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description:

TDR Addressee:
 Remarks:

Preparer:
 Email Address:
 Telephone Number:
 Facsimile Number:

Print TDR | In Progress | **Dashboard**

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

- 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).

Discrepancy Identification System GFM Main Menu

CREATE NEW MY REPORTS TDR HELP

In Progress

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0010		05/17/2013		NEWO55
NEWO55-13-0011	NS09902634	12/02/2013	W85X22	NEWO55
NEWO55-13-0009	ANT1550003920	12/03/2013	W85X22	NEWO55
NEWO55-13-0012		12/19/2013		NEWO55
NEWO55-13-0019		12/24/2013		NEWO55

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0020	ANT1550000807	12/24/2013	ANT155	NEWO55
NEWO55-14-0016	NEWOXX0002878	02/25/2014	XXXXXX	XXXXXX
NEWO55-14-0032	ANT1550000898	04/18/2014	ANT155	NEWO55
NEWO55-14-0082	NEWO55-14-0081	04/21/2014	NEWO55	NEWO55
NEWO55-14-0073	NEWO550000867	04/23/2014	NEWO55	FB2805

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0017	ANT1550000805	12/24/2013	ANT155	NEWO55
NEWO55-14-0003	S503133594	01/20/2014	047414	NEWO55
NEWO55-14-0007	ANT1550000812	01/21/2014	0031R7	NEWO55
NEWO55-14-0009	ANT1550000812	01/21/2014	1231HY	NEWO55
NEWO55-14-0017	ANT1550000844	03/05/2014	ANT155	NEWO55

In Claims

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-14-0005	ANT155-14-0029	01/20/2014	AANT50	NEWO55
NEWO55-14-0014	NEWO550000586	02/24/2014	NEWO55	ANT155
NEWO55-14-0075	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0074	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0105	ANT1550000676	04/29/2014	ANT155	W31G1Z

Awaiting Close

Report Number	BL Number	Report Date	Origin	Destination
---------------	-----------	-------------	--------	-------------

Important Messages

You have 160 TDR(s) in progress.
 You have 10 TDR(s) awaiting reply.
 You have 45 TDR(s) awaiting review.
 You have 8 TDR(s) in claims.
 You have 16 TDR(s) awaiting close.

Search

Report Number
 OR
 BL Number

Report Date
 From
 To

Discovery Date
 From
 To

Status

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**550**.
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).

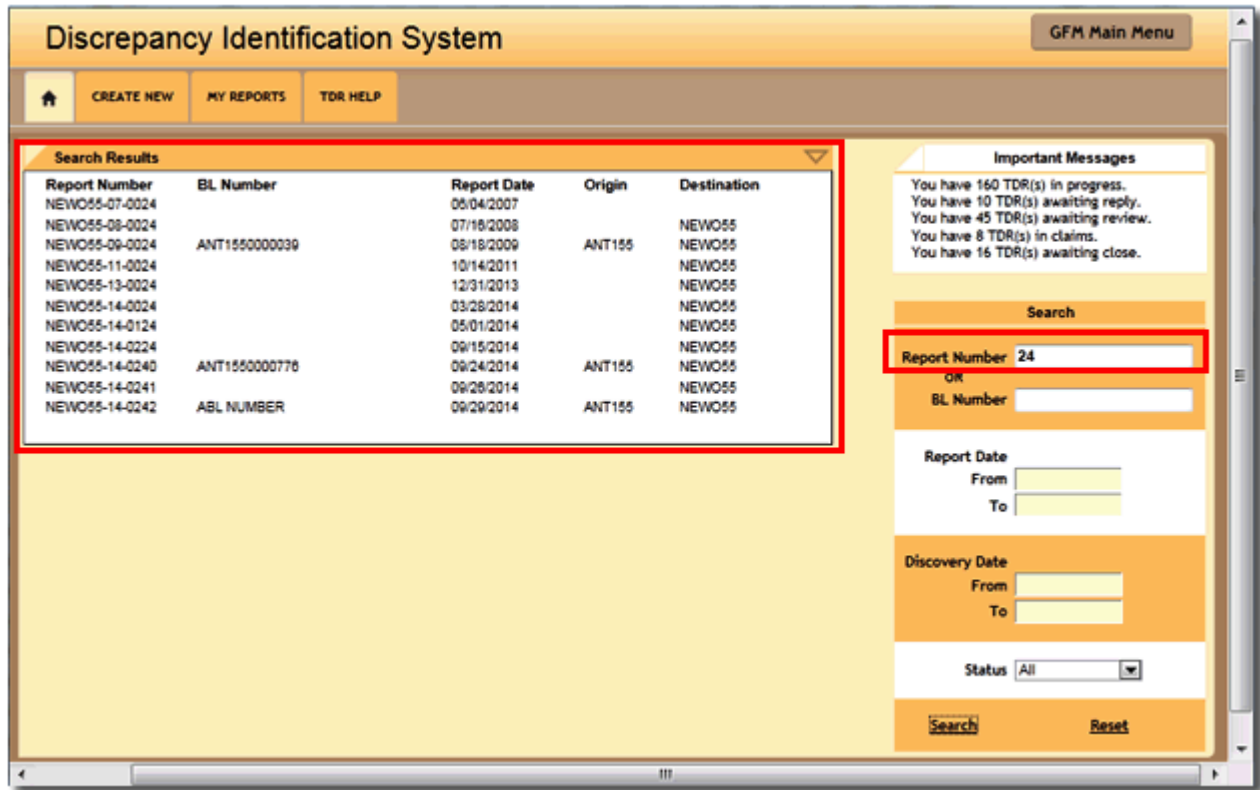


Image I: Search Results Status Window and Report Number Search Criteria Highlighted

- 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:

- Enter the BL number in the BL Number field. Partial entries are allowed.
- To restrict the results to those discrepancy reports in a specific status, select the desired status from the Status drop-down list.
- Click Search. A list of matching discrepancy reports displays in the Search Results status window (Image I).
- 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).

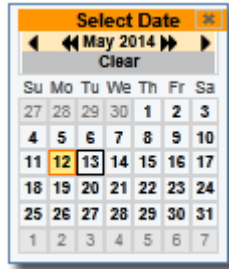


Image J: Calendar Pop-up Window

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).

Discrepancy Identification System GFM Main Menu

[CREATE NEW](#)
[MY REPORTS](#)
[TDR HELP](#)

In Progress

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0009	AANZ0X0000090	11/29/2013	XXXXXX	XXXXXX
ANT155-13-0020	S503131910	12/19/2013	057402	ANT155
ANT155-13-0022		12/19/2013		ANT155
ANT155-13-0021		12/19/2013		ANT155
ANT155-13-0020		12/19/2013		ANT155

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0032	S503109013	12/20/2013	007402	ANT155
ANT155-13-0033	S503109013	12/20/2013	000248	ANT155
ANT155-13-0035	S503131910	12/23/2013	008474	ANT155
ANT155-13-0036	S503131910	12/23/2013	000000	ANT155
ANT155-13-0041	S503132008	12/23/2013	000148	ANT155

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
ANT155-14-0018	S503147288	01/10/2014	002894	ANT155
ANT155-14-0014	S503031333	01/10/2014	000009	ANT155
ANT155-14-0022	ANT1550000812	01/10/2014	ANT155	M00881
ANT155-14-0017	S503131910	01/10/2014	000009	ANT155
ANT155-14-0029	S503133594	01/20/2014	000051	ANT155

In Claims

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0003	TEST2342352352	04/25/2013	NEW055	ANT155
ANT155-13-0007	ANT15500000123442	09/09/2013	NEW055	ANT155
ANT155-13-0015	S503132008	12/19/2013	189305	ANT155
ANT155-14-0030	ANT155-14-0029	01/20/2014	047400	ANT155
NEW055-14-0014	NEW0550000588	02/24/2014	NEW055	ANT155

Awaiting Close

Report Number	BL Number	Report Date	Origin	Destination
ANT155-14-0024	ANT1550000812	01/10/2014	ANT155	M00881
NEW055-14-0013	NEW0550000588	02/24/2014	NEW055	ANT155

Important Messages

You have 58 TDR(s) awaiting reply.
 You have 249 TDR(s) in progress.
 You have 12 TDR(s) in claims.
 You have 18 TDR(s) awaiting review.
 You have 6 TDR(s) awaiting close.

Search

Report Number
 OR
 BL Number

Report Date
 From
 To

Discovery Date
 From
 To

Status

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☐ Request For Information ☐ Miscellaneous Problems ☐ Astray Freight ☒ **REPSHIP**

Cargo Type: Hazardous Cargo?: Foreign Military Sales (FMS) Cargo:

BL/Reference Number: Consignor BLOC: Command Designation: Report Number: Report Date: CPM Incident ID: Contract Number:

Reporting Activity	Consignor	Consignee	Shipper
<input type="text" value="ANT155"/>	<input type="text"/>	<input type="text" value="ANT155"/>	<input type="text"/>

Carrier Signed for Shipment: Consignee Received Shipment: Discrepancy Discovered: Carrier Notified: Carrier Representative Contacted: Telephone Number:

Mode: SCAC: Carrier PRO/Freight No.: Seal Condition: ☐ Intact ☐ Broken/Missing Seal Numbers and Description:

TDR Address:

Remarks:

Preparer: Telephone Number: Email Address: Facsimile Number:

Print TDR | In Progress | Dashboard

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☐ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☒ REPSHIP
 Select One...

Cargo Type (Highlighted)
 Select One
 AABE
 NVRM
 TPS
 Other
 Select One...

BL/Reference Number: [] CBL - Commercial Bill of Lading
 Consignor BLOC: [] BL/Reference Number Search
 Command Designation: CONUS
 Report Number: ANT155-18-0109
 Report Date: 11/18/2018
 CPM Incident ID: []
 Contract Number: []

Reporting Activity: ANT155 | Consignor: [] | Consignee: ANT155 | Shipper: []

Carrier Signed for Shipment: 11/18/2018 | Mode: []
 Consignee Received Shipment: [] | SCAC: [] [] [] []
 Discrepancy Discovered: 11/18/2018 | Carrier PRO/Freight No.: []
 Carrier Notified: 11/18/2018 | Seal Condition: ☐ Intact ☐ Broken/Missing
 Carrier Representative Contacted: [] | Seal Numbers and Description: []
 Telephone Number: []

TDR Address: CAGE | Select Recipients | Make Copy | Delete Copy
 Remarks: []
 Insert Standard Remarks

Preparer: JAN SHIPPER | Telephone Number: 8881341212
 Email Address: JANI.SHIPPER@MAIL.MIL | Facsimile Number: []

Print TDR | In Progress | Dashboard

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).

The screenshot displays the 'Discrepancy Identification System' interface. At the top, there is a navigation bar with 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS', and 'TDR HELP'. Below this is a 'Save', 'Send', and 'Cancel' bar. The main form area is divided into several sections. The 'TDR Type' section has radio buttons for 'Request For Information', 'Miscellaneous Problems', 'Astray Freight', and 'REPSHIP' (selected). Below this is a 'Select One...' dropdown. The 'Cargo Type' section has a 'Select One...' dropdown, and the 'Hazardous Cargo?' dropdown is highlighted with a red box, showing 'Hazardous' and 'Non-Hazardous' options. The 'FMS) Cargo' section has a 'Select One...' dropdown. The 'BU/Reference Number' section has a text input field and a 'CBL - Commercial Bill of Lading' dropdown. The 'Consignor BLOC' section has a text input field and a 'BU/Reference Number Search' button. The 'Command Designation' section has a dropdown menu set to 'CONUS'. The 'Report Number' section has a text input field set to 'ANT155-16-0100'. The 'Report Date' section has a text input field set to '11/16/2016'. The 'CPM Incident ID' section has a text input field. The 'Contract Number' section has a text input field. Below these sections is a table with columns 'Reporting Activity', 'Consignor', 'Consignee', and 'Shipper'. The 'Reporting Activity' column has a text input field set to 'ANT155'. The 'Consignor' column has a text input field. The 'Consignee' column has a text input field set to 'ANT155'. The 'Shipper' column has a text input field. Below the table is a section for 'Carrier Signed for Shipment' (11/16/2016), 'Consignee Received Shipment', 'Discrepancy Discovered' (11/16/2016), 'Carrier Notified' (11/16/2016), 'Carrier Representative Contacted', and 'Telephone Number'. The 'Mode' section has a dropdown menu. The 'SCAC' section has a text input field. The 'Carrier PRO/Freight No.' section has a text input field. The 'Seal Condition' section has radio buttons for 'Intact' and 'Broken/Missing'. The 'Seal Numbers and Description' section has a text input field. Below this is a section for 'TDR Addressee' (CAGE) and 'Remarks'. The 'TDR Addressee' section has a dropdown menu set to 'CAGE' and a 'Select Recipients' button. The 'Remarks' section has a text input field and an 'Insert Standard Remarks' button. Below the 'Remarks' section is a section for 'Preparer' (JAN SHIPPER), 'Email Address' (JANI.SHIPPER@MAIL.MIL), 'Telephone Number' (6631341212), and 'Facsimile Number'. At the bottom, there is a 'Print TDR', 'In Progress', and 'Dashboard' bar.

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.

The screenshot displays the 'Discrepancy Identification System' interface, specifically the 'Report Identifier' tab. The form is organized into several sections. At the top, there are navigation tabs: 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS', and 'TDR HELP'. Below these are buttons for 'Save', 'Send', and 'Cancel'. The main form area contains various input fields and dropdown menus. The 'TDR Type' section has radio buttons for 'Request For Information', 'Miscellaneous Problems', 'Astray Freight', and 'REPSHIP'. The 'Cargo Type' section has a dropdown menu. The 'Hazardous Cargo?' section has a dropdown menu. The 'Foreign Military Sales (FMS) Cargo' section has a dropdown menu, which is highlighted with a red box, showing options 'Select One...', 'Yes', and 'No'. The 'BL/Reference Number' section has a text input field and a dropdown menu. The 'Consignor BLOC' section has a text input field and a button 'BL/Reference Number Search'. The 'Command Designation' section has a dropdown menu. The 'Report Number' section has a text input field. The 'Report Date' section has a text input field. The 'CPM Incident ID' section has a text input field. The 'Contract Number' section has a text input field. The 'Reporting Activity' section has a text input field. The 'Consignor' section has a text input field. The 'Consignee' section has a text input field. The 'Shipper' section has a text input field. The 'Carrier Signed for Shipment' section has a text input field. The 'Consignee Received Shipment' section has a text input field. The 'Discrepancy Discovered' section has a text input field. The 'Carrier Notified' section has a text input field. The 'Carrier Representative Contacted' section has a text input field. The 'Telephone Number' section has a text input field. The 'Mode' section has a text input field. The 'SCAC' section has a text input field. The 'Carrier PRO/Freight No.' section has a text input field. The 'Seal Condition' section has radio buttons for 'Intact' and 'Broken/Missing'. The 'Seal Numbers and Description' section has a text input field. The 'TDR Addressee' section has a dropdown menu. The 'Remarks' section has a text input field. The 'Preparer' section has a text input field. The 'Email Address' section has a text input field. The 'Telephone Number' section has a text input field. The 'Facsimile Number' section has a text input field. At the bottom, there are buttons for 'Print TDR', 'In Progress', and 'Dashboard'.

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).

The screenshot displays the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button and a navigation bar with tabs: 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS', and 'TDR HELP'. Below the navigation bar are three buttons: 'Save', 'Send', and 'Cancel'. The main form area is divided into several sections. The top section contains 'TDR Type' (with radio buttons for 'Request For Information', 'Miscellaneous Problems', 'Astray Freight', and 'REPSHIP'), 'Cargo Type' (with a dropdown menu), 'Hazardous Cargo?' (with a dropdown menu), and 'Foreign Military Sales (FMS) Cargo' (with a dropdown menu). The 'BL/Reference Number' field is set to 'ANT1550000978' and the 'CBL - Commercial Bill of Lading' dropdown is selected. The 'Consignor BLOC' field is set to 'ANT1'. The 'BL/Reference Number Search' button is highlighted in red. Other fields include 'Command Designation' (CONUS), 'Report Number' (ANT155-16-0165), 'Report Date' (09/28/2016), 'CPM Incident ID' (10509), and 'Contract Number' (HTC711-07-D-0005). The middle section has a table with columns: 'Reporting Activity', 'Consignor', 'Consignee', and 'Shipper'. The bottom section contains various date fields (Carrier Signed for Shipment, Consignee Received Shipment, Discrepancy Discovered, Carrier Notified), a 'Carrier Representative Contacted' field, a 'Telephone Number' field, a 'Mode' dropdown, a 'SCAC' dropdown, 'HAZZ' fields, a 'Carrier PRO/Freight No.' field, a 'Seal Condition' dropdown (Intact or Broken/Missing), and a 'Seal Numbers and Description' field.

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).

The screenshot shows the 'Report Identifier' screen in the 'Discrepancy Identification System'. The 'Command Designation' drop-down list is highlighted with a red box, showing options: CONUS, EUCOM, PACOM, CENTCOM, SOUTHCOM, JFCOM, and OTHERS. The screen includes fields for TDR Type, Cargo Type, BL/Reference Number, Consignor BLOC, Report Number, Report Date, CPM Incident ID, Contract Number, Reporting Activity, Consignor, Consignee, Shipper, Carrier Signed for Shipment, Consignee Received Shipment, Discrepancy Discovered, Carrier Notified, Carrier Representative Contacted, Telephone Number, Mode, SCAC, Carrier PRO/Freight No., Seal Condition, and Seal Numbers and Description.

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).

The screenshot shows the 'Discrepancy Identification System' window with the 'REPORT IDENTIFIER' tab selected. A red box highlights the 'BL/Reference Number' field containing 'AANZ00000000' and the 'PCFN - Port Call File Number' dropdown menu. Below these fields is a 'BL/Reference Number Search' button. Other fields include 'Consignor BLOC' (NEWO), 'Command Designation' (CONUS), 'Report Number' (ANT155-13-0009), 'Report Date' (11/29/2013), 'CPM Incident ID', and 'Contract Number'. The 'TDR Type' section has radio buttons for 'Request For Information', 'Miscellaneous Problems', 'Astray Freight', and 'REPSHIP' (selected), along with a 'Cargo Not Reported As Received' dropdown. The 'Cargo Type' section has dropdowns for 'Other', 'Hazardous Cargo?' (Non-Hazardous), and 'Foreign Military Sales (FMS) Cargo' (No). The 'Reporting Activity' section shows 'ANT155' for Reporting Activity, 'XXXXXXXX' for Consignor, 'XXXXXXXX' for Consignee, and 'XXXXXXXX' for Shipper. The bottom section includes dates for 'Carrier Signed for Shipment', 'Consignee Received Shipment', 'Discrepancy Discovered', and 'Carrier Notified' (all 11/19/2016), a 'Carrier Representative Contacted' field, a 'Telephone Number' field, a 'Mode' dropdown (J), 'SCAC' (AM0Z), 'Carrier PRO/Freight No.', 'Seal Condition' (Intact/Broken/Missing), and 'Seal Numbers and Description' (12425).

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP
 Select One...

Cargo Type: Other
 Hazardous Cargo?: Non-Hazardous
 Foreign Military Sales (FMS) Cargo: No

BL/Reference Number: 675000 PCFN - Port Call File Number
 Consignor BLOC: BL/Reference Number Search
 Command Designation: CONUS
 Report Number: NEWO55-18-0101
 Report Date: 07/22/2018
 CPM Incident ID:
 Contract Number: HTC711-12-D-W003

Reporting Activity	Consignor	Consignee	Shipper
NEWO55	N0318A	N82841	N82841

Carrier Signed for Shipment: 07/22/2018
 Consignee Received Shipment:
 Discrepancy Discovered: 07/22/2018
 Carrier Notified: 07/22/2018
 Carrier Representative Contacted:
 Telephone Number:

Mode: O
 SCAC: APLS
 Carrier PRO/Freight No.:
 Seal Condition: ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description:

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ A stray Freight
☐ REPSHIP
 Select One...

Cargo Type: Other
 Hazardous Cargo?: Non-Hazardous
 Foreign Military Sales (FMS) Cargo: No

BL/Reference Number: ANT1550000978 (CBL - Commercial Bill of Lading)
 Consignor BLOC: ANT1 | BL/Reference Number Search
 Command Designation: CONUS
Report Number: ANT155-16-0165
 Report Date: 09/28/2016
 CPM Incident ID: 10509
 Contract Number: HTC711-07-D-0005

Reporting Activity: ANT155 | Consignor: ANT155 | Consignee: NEW055 | Shipper: ANT155

Carrier Signed for Shipment: 09/28/2016 | Mode: J
 Consignee Received Shipment: 09/28/2016 | SCAC: HAZZ | HAZZ
 Discrepancy Discovered: 09/28/2016 | Carrier PRO/Freight No.:
 Carrier Notified: 09/28/2016 | Seal Condition: ☐ Intact ☐ Broken/Missing
 Carrier Representative Contacted: | Seal Numbers and Description: 0002091
 Telephone Number: |

TDR Address: SCAC | HAZZ | Select Recipients | Make Copy | Delete Copy
 Remarks: Contract Number: HTC711-07-D-0005, Cargo Type: Other, Hazardous Cargo?: Non-Hazardous, 8,CARRIER HAD NO BILLING FOR MOVEMENT OF SHIPMENT -Please check your docks for a missing pallet.
 Insert Standard Remarks

Preparer: JANE SHIPPER | Telephone Number: 8874539067
 Email Address: JANE.L.SHIPPER@MAIL.MIL | Facsimile Number:

Print TDR | In Progress | Dashboard

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).

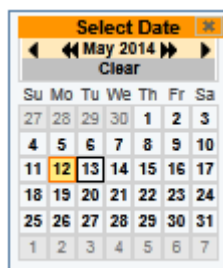


Image W: Calendar Pop-up Window

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP
 Select One...

Cargo Type: Other
 Hazardous Cargo?: Non-Hazardous
 Foreign Military Sales (FMS) Cargo: No

BL/Reference Number: ANT1550000978 (CBL - Commercial Bill of Lading)
 Consignor BLOC: ANT1 | BL/Reference Number Search
 Command Designation: CONUS
 Report Number: ANT155-18-0185
 Report Date: 09/28/2018
 CPM Incident ID: 10509
 Contract Number: HTC711-07-D-0005

Reporting Activity: ANT155 | Consignor: ANT155 | Consignee: NEWO55 | Shipper: ANT155

Carrier Signed for Shipment: 09/28/2018
 Consignee Received Shipment: 09/28/2018
 Discrepancy Discovered: 09/28/2018
 Carrier Notified: 09/28/2018
 Carrier Representative Contacted:
 Telephone Number:
 Mode: J
 SCAC: HAZZ | HAZZ |
 Carrier PRO/Freight No:
 Seal Condition: ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description: 0002681

TDR Address: SCAC | HAZZ | Select Recipients | Make Copy | Delete Copy
 Remarks: Contract Number: HTC711-07-D-0005. Cargo Type: Other. Hazardous Cargo?: Non-Hazardous. 8.CARRIER HAD NO BILLING FOR MOVEMENT OF SHIPMENT -Please check your docks for a missing pallet.
 Insert Standard Remarks

Preparer: JANE SHIPPER | Telephone Number: 6874539087
 Email Address: JANE.L.SHIPPER@MAIL.MIL | Facsimile Number:
 Print TDR | In Progress | Dashboard

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](#)

The screenshot shows the 'Report Identifier' screen of the Discrepancy Identification System. The interface includes a top navigation bar with tabs for 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS', and 'TDR HELP'. Below the navigation bar are buttons for 'Save', 'Send', and 'Cancel'. The main form area is divided into several sections. The first section contains fields for 'TDR Type' (with radio buttons for 'Request For Information', 'Miscellaneous Problems', 'A stray Freight', and 'REPSHIP'), 'Cargo Type' (dropdown menu), 'Hazardous Cargo?' (dropdown menu), 'Foreign Military Sales (FMS) Cargo' (dropdown menu), 'BL/Reference Number' (text field), 'Consignor BLOC' (text field), 'Command Designation' (dropdown menu), 'Report Number' (text field), 'Report Date' (text field), 'CPM Incident ID' (text field), and 'Contract Number' (text field). The second section contains a table with four columns: 'Reporting Activity', 'Consignor', 'Consignee', and 'Shipper'. The third section contains fields for 'Carrier Signed for Shipment', 'Consignee Received Shipment', 'Discrepancy Discovered', 'Carrier Notified', 'Carrier Representative Contacted', and 'Telephone Number'. The fourth section contains fields for 'Mode' (dropdown menu), 'SCAC' (dropdown menu), and 'Seal Condition' (radio buttons for 'Intact' and 'Broken/Missing'). The fifth section contains fields for 'TDR Address', 'Remarks', and 'Preparer/Email Address'. The bottom of the screen has buttons for 'Print TDR', 'In Progress', and 'Dashboard'.

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).

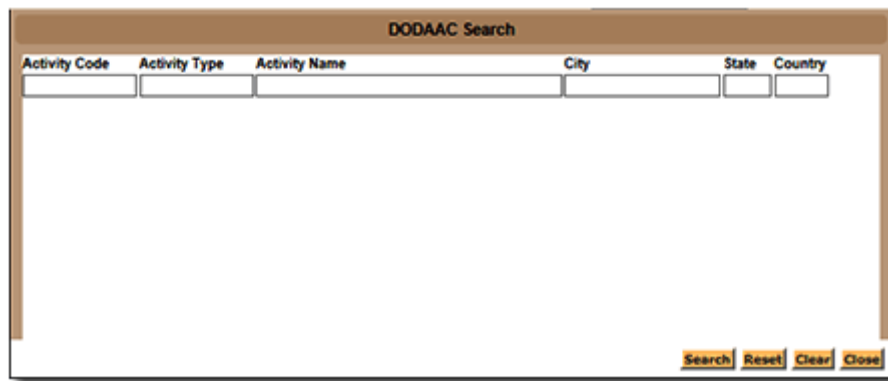


Image Z: DODAAC Search Window

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.

- 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 **Kennewick**, WA.
- Click the Search button. A list of matching activities displays (Image AA).

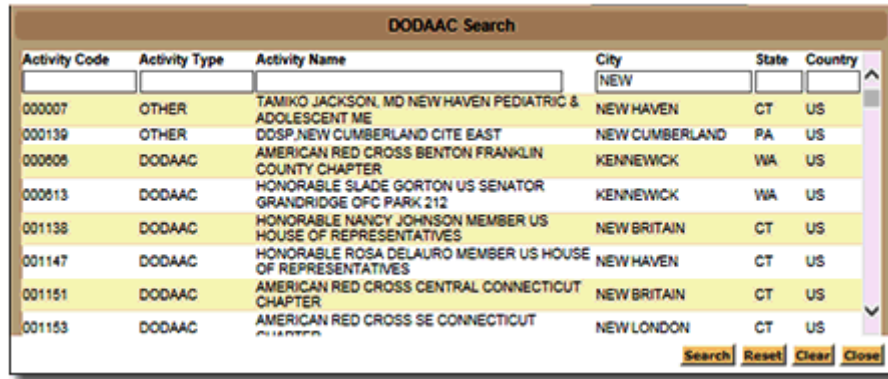


Image AA: DODAAC Search Window Displaying Search Results

- 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:

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

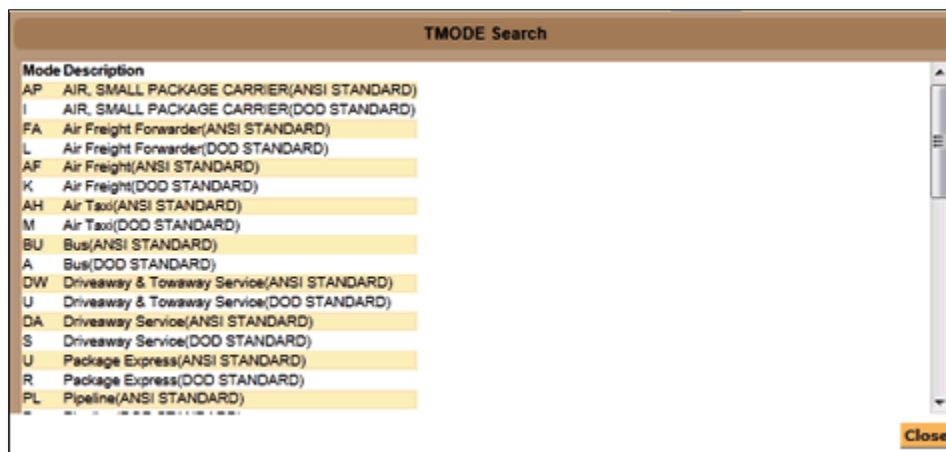


Image AB: TMode Search Window

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).

The image shows a software window titled "SCAC Search". At the top, there is a header bar with the title. Below the header, there are two input fields: "SCAC Code" and "Name". The "SCAC Code" field is on the left and the "Name" field is on the right. Below these fields is a large, empty rectangular area, likely for displaying search results. At the bottom right of the window, there are four buttons: "Search", "Reset", "Clear", and "Close".

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 Railroad Co. and Road way Express, Inc.

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



Image AD: SCAC Search Window Displaying Search Results

- 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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ A stray Freight
☐ REPSHIP
 Select One...

Cargo Type: Other
 Hazardous Cargo?: Non-Hazardous
 Foreign Military Sales (FMS) Cargo: No

BL Reference Number: N000420002449
 Consignor BLOC: NEWO
 Command Designation: CONUS
 Report Number: ANT155-13-0005
 Report Date: 04/17/2014
 CPM Incident ID:
 Contract Number:

Reporting Activity: ANT155
 Consignor: NEWO50
 Consignee: ANT155
 Shipper: NEWO50

Carrier Signed for Shipment: 02/07/2017
 Consignee Received Shipment: 02/07/2017
 Discrepancy Discovered: 02/07/2017
 Carrier Notified: 02/07/2017
 Carrier Representative Contacted: JOHN ANDREWS
 Telephone Number: 1234567893

Mode: B
 SCAC: ROWY
 Carrier PRO/Freight No.:
 Seal Condition: ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description:

TDR Addressee: DODAAC | NEWO50 Select Recipients Make Copy Delete Copy

Remarks: Cargo Type: Other.
 Insert Standard Remarks

Preparer: VICKI LOGAN
 Email Address: VICKI.LOGAN@US.ARMY.MIL
 Telephone Number: 8887671356
 Facsimile Number:

Print TDR | In Progress | Dashboard

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.

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ A stray Freight
☐ REPSHIP
☐ Select One...

Cargo Type:
Hazardous Cargo?:
Foreign Military Sales (FMS) Cargo:

BL/Reference Number: CBL - Commercial Bill of Lading
Consignor BLOC:
Command Designation:
Report Number:
Report Date:
CPM Incident ID:
Contract Number:

Reporting Activity	Consignor	Consignee	Shipper
NEWO55	ANT155	NEWO55	ANT155

Carrier Signed for Shipment:
Consignee Received Shipment:
Discrepancy Discovered:
Carrier Notified:
Carrier Representative Contacted:
Telephone:
TDR Addressee:
Remarks:
Insert Standard Remarks

Preparer:
Email Address:
Telephone Number:
Facsimile Number:

Print TDR | In Progress | Dashboard

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).

SCAC Search

SCAC Code	Name
SCAC - HAZZ	DODAAC - ANT155

Search | Reset | Clear | Close

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 Insert 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

- 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).

The screenshot shows the 'Report Identifier' screen of the Discrepancy Identification System. The interface includes a top navigation bar with 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS', and 'TDR HELP'. Below this is a section with 'Save', 'Send', and 'Cancel' buttons. The main form area contains various input fields and sections:

- TDR Type:** Radio buttons for 'Request For Information', 'Miscellaneous Problems', 'Astray Freight', and 'REPSHIP'. A dropdown menu is also present.
- Cargo Type:** A dropdown menu with options like 'Other', 'Hazardous Cargo?', 'Non-Hazardous', and 'Foreign Military Sales (FMS) Cargo'.
- BL/Reference Number:** A text field with 'ANT1550000978' and a dropdown for 'CBL - Commercial Bill of Lading'.
- Consignor BLOC:** A text field with 'CONUS' and a 'BL/Reference Number Search' button.
- Report Number:** A text field with 'NEWO55-15-0125'.
- Report Date:** A text field with '09/28/2016'.
- CPM Incident ID:** A text field with 'HTC711-07-D-0005'.
- Contract Number:** A text field with 'HTC711-07-D-0005'.
- Reporting Activity:** A table with columns for 'Reporting Activity', 'Consignor', 'Consignee', and 'Shipper'. The values are 'NEWO55', 'ANT155', 'NEWO55', and 'ANT155' respectively.
- Carrier Signed for Shipment:** A date field with '09/19/2016'.
- Consignee Received Shipment:** A date field with '09/28/2016'.
- Discrepancy Discovered:** A date field with '09/28/2016'.
- Carrier Notified:** A date field with '09/28/2016'.
- Carrier Representative Contacted:** A text field with 'JACK PERRIE'.
- Telephone Number:** A text field.
- Mode:** A dropdown menu with 'J' selected.
- SCAC:** A dropdown menu with 'HAZZ' selected.
- Carrier PRO/Freight No.:** A text field.
- Seal Condition:** Radio buttons for 'Intact' and 'Broken/Missing'.
- Seal Numbers and Description:** A text field with '0002681'.
- TDR Addressee:** A dropdown menu with 'SCAC' selected.
- Remarks:** A text area containing 'Contract Number: HTC711-07-D-0005. Cargo Type: Other. Hazardous Cargo?: Non-Hazardous. 1.BROKEN, MISSING, OR IMPROPER SEALS USED ON SHIPMENT'. To the right of this area is a list field with 'SCAC - HAZZ' and '000AAC - ANT155' highlighted by a red box.
- Buttons:** 'Select Recipients', 'Make Copy', 'Delete Copy', and 'Insert Standard Remarks'.
- Preparer:** A text field with 'VICKI LOGAN'.
- Email Address:** A text field with 'VICKI.LOGAN@MAIL.MIL'.
- Telephone Number:** A text field with '8874562312'.
- Facsimile Number:** A text field.
- Bottom Bar:** 'Print TDR', 'In Progress', and 'Dashboard' buttons.

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).

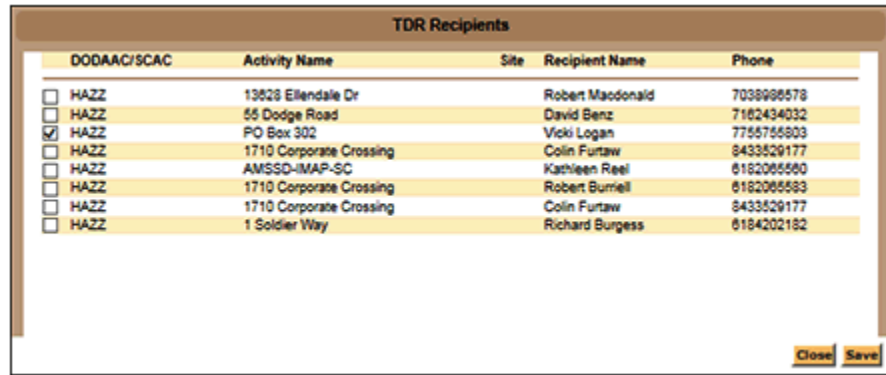


Image AL: TDR Recipients Window

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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there's a 'GFM Main Menu' button and a navigation bar with tabs: 'REPORT IDENTIFIER', 'LINE ITEMS' (highlighted with a red box), 'SUPPORTING DOCUMENTS', and 'TDR HELP'. Below the navigation bar are buttons for 'Save', 'Send', 'Add Item', and 'Delete Item'. The main form area is divided into several sections:

- Header Section:** Contains 'BL Number', 'Report Number ANT155-16-0135', and 'Line Item: New'.
- Input Fields:** Includes 'TCN', 'Commodity Code', 'NSN', 'FSC', and a 'Hide Line Items' button.
- Line Item Details Section:** Contains input fields for 'TCN', 'NSN', 'FSC', 'Commodity', 'Security Risk' (a dropdown menu), and 'Appropriation'.
- Units Shipped/Billed Section:** Includes 'Total Number of Units Shipped/Billed' and 'Unit of Issue Shipped/Billed' (a dropdown menu).
- Shipped Units Found Discrepant Section:** Includes 'Number of Units Discrepant'.
- Items/Pieces Discrepant Section:** Includes 'Quantity Discrepant', 'Value or Cost of Repairs: US\$', 'Package Type' (a dropdown menu), 'Item Description', 'Weight of Discrepant Items/Pieces', and 'Discrepancy Type and Cause' (a dropdown menu).
- Bottom Section:** Contains buttons for 'Print TDR', 'In Progress', and 'Dashboard'.

Image AM: Line Items Screen with Line Items Tab Highlighted

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

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there's a 'GFM Main Menu' button. Below it, a navigation bar includes 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS', and 'TDR HELP'. A secondary bar has 'Save', 'Send', 'Add Item', and 'Delete Item' buttons. The main area displays 'BL Number 978045', 'Report Number NEWO55-16-0102', and 'Line Item: New'. Below this, there are fields for 'TCN', 'Commodity Code', 'NSN', 'FSC', and a 'Hide Line Items' button. The 'Line Item Details' section contains fields for 'TCN', 'NSN', 'FSC', 'Commodity Code', 'Security Risk', and 'Appropriation'. A 'TCN Search' modal window is open, displaying a table of results. The table has columns for 'TCN', 'Commodity Code', and 'Appropriation'. The results list several TCNs with corresponding commodity codes and the value 'FBUT'. The 'TCN' field in the modal is highlighted with a red box, and the entire modal is also outlined in red.

TCN	Commodity Code	Appropriation
VW44XMF2989M001KM2		FBUT
VW44XMF2989M002KM2		FBUT
VW44XMF2989M003KM2		FBUT
VW44XMF2989M004KM2		FBUT
VW44XMF2989M005KM2		FBUT
VW44XMF2989M006KM2		FBUT
VW44XMF2989M007KM2		FBUT

Image AN: TCN Link and TCN Search Results Highlighted

- 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.

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

Code	Description
FAK	
4811121	FAK, except Class 1, Divs 1.1, 1.2 and 1.3 Ammo/Expl/F/Wks/ChemM
4811122	FAK, except Class 1, Divs 1.1, 1.2 and 1.3 Ammo/Expl/F/Wks/ChemM
4811123	FAK, except Class 1, Divs 1.1, 1.2 and 1.3 expl/fwrks/chem mun.b
4811125	FAK, except Class 1, Divisions 1.1, 1.2 & 1.3, ammo, explosives, f
4811128	FAK, Item description and cargo liability as described in MFTRP50
4811127	FAK, Released value not to exceed \$1.75 per lb.
4822224	FAK, except Class A, B, C and Chemical Explosives and munitions
999912	FAK (See MFTRP 1C for Cargo Liability)
99991201	FAK, INCLUDING CRATED HOUSEHOLDGOODS AND UNACCOMPANIED BAGGAGE.D
999913	FAK (See MFTRP 1C for Cargo Liability)
99991301	FAK, INCLUDING CRATED HOUSEHOLDGOODS AND UNACCOMPANIED BAGGAGE.D
999918	FAK, ITEM DESCRIPTION & CARGO LIABILITY DESCRIBED IN MFTRP 50 (G
999921	FAK, AS DESCRIBED IN THE GOVERNING RULES PUBL., SUBJ TO FULL COMM
999977	FAK, ITEM DESCRIPTION AND CARGO LIABILITY AS DESCRIBED IN MFTRP 50

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).

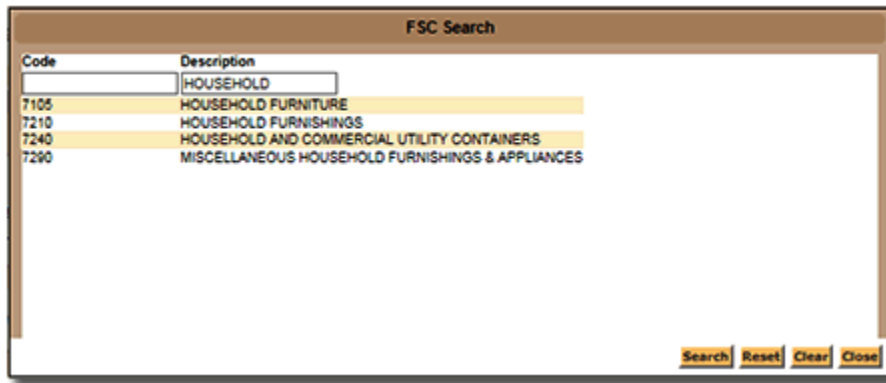


Image AQ: FSC Search Window

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.

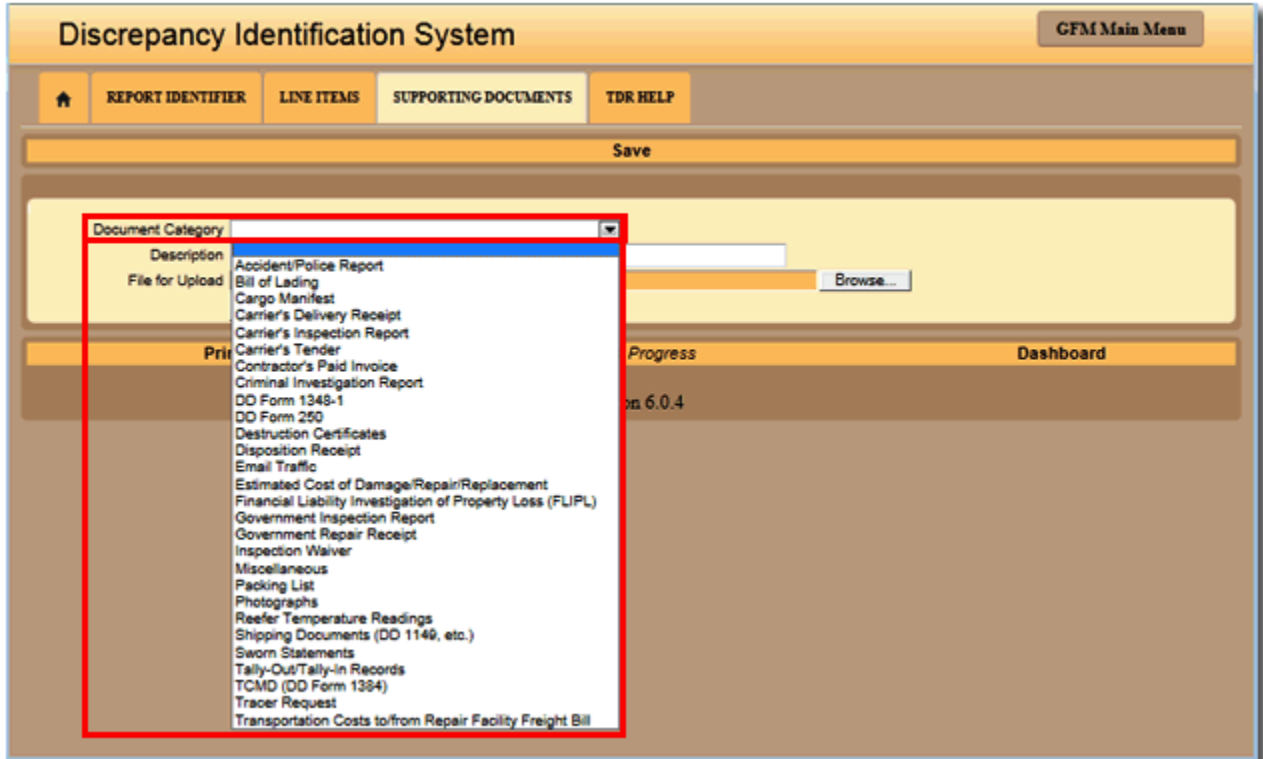
Uploading a Supporting Document

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:

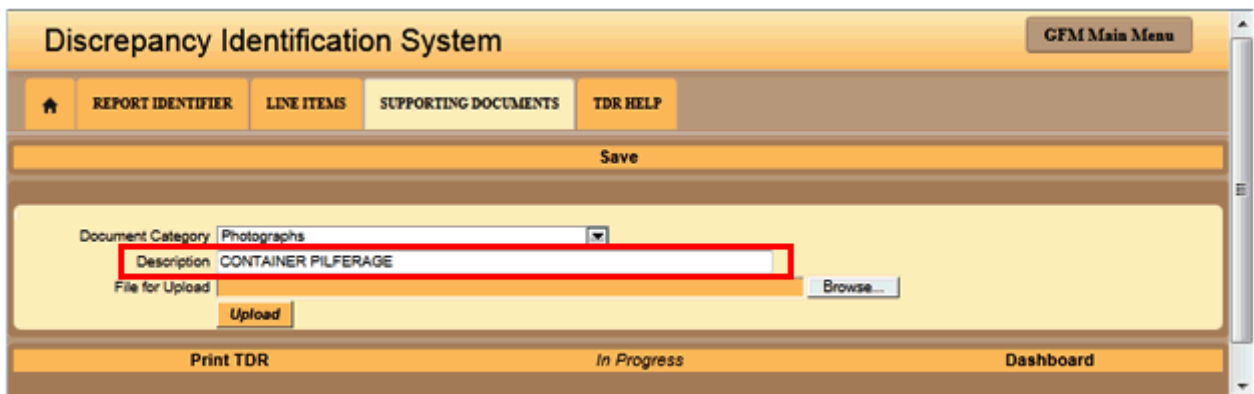
- From the Supporting documents tab, select a category from the Document Category drop-down list (Image AS).



The screenshot shows the 'Discrepancy Identification System' interface. The top navigation bar includes 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS' (selected), and 'TDR HELP'. Below the navigation bar is a 'Save' button. The main form area contains a 'Document Category' drop-down menu, which is open, displaying a list of categories. The categories include: Accident/Police Report, Bill of Lading, Cargo Manifest, Carrier's Delivery Receipt, Carrier's Inspection Report, Carrier's Tender, Contractor's Paid Invoice, Criminal Investigation Report, DD Form 1348-1, DD Form 250, Destruction Certificates, Disposition Receipt, Email Traffic, Estimated Cost of Damage/Repair/Replacement, Financial Liability Investigation of Property Loss (FLIPL), Government Inspection Report, Government Repair Receipt, Inspection Waiver, Miscellaneous, Packing List, Photographs, Reefer Temperature Readings, Shipping Documents (DD 1149, etc.), Sworn Statements, Tally-Out/Tally-In Records, TCMD (DD Form 1384), Tracer Request, and Transportation Costs to/from Repair Facility Freight Bill. To the right of the drop-down menu is a 'Browse...' button. Below the drop-down menu is a 'Description' field and a 'File for Upload' field. The bottom of the screen features a 'Print TDR' button, a 'Progress' indicator, and a 'Dashboard' button.

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

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



The screenshot shows the 'Discrepancy Identification System' interface. The top navigation bar includes 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS' (selected), and 'TDR HELP'. Below the navigation bar is a 'Save' button. The main form area contains a 'Document Category' drop-down menu, which is set to 'Photographs'. Below the drop-down menu is a 'Description' field, which is highlighted and contains the text 'CONTAINER PILFERAGE'. To the right of the 'Description' field is a 'Browse...' button. Below the 'Description' field is a 'File for Upload' field and an 'Upload' button. The bottom of the screen features a 'Print TDR' button, a 'Progress' indicator, and a 'Dashboard' button.

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | **SUPPORTING DOCUMENTS** | TDR HELP

Save

Document Category: Photographs
 Description: CONTAINER PILFERAGE
 File for Upload: C:\Users\janice.cash\Pictures\pilferageofcontainer.jpg Browse...
Upload

Print TDR | Awaiting Review | Dashboard

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.

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | **SUPPORTING DOCUMENTS** | TDR HELP

Save

Criminal Investigation Report

Description	File Name	Date Entered	Uploaded By	Location	Action
REPORT	Police Report mv104.pdf	2/22/16	Janice Cash	NEWO	View / Delete

Photographs

Description	File Name	Date Entered	Uploaded By	Location	Action
PILFERAGE	409 error in FAST.png	2/23/16	Janice Cash	NEWO	Pending Scan

TCMD (DD Form 1384)

Description	File Name	Date Entered	Uploaded By	Location	Action
TCMD	TCMDdd1384.pdf	2/23/16	Janice Cash	NEWO	View / Delete

Document Category:
 Description:
 File for Upload: Browse...
Upload

Print TDR | In Progress | Dashboard

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | **SUPPORTING DOCUMENTS** | TDR HELP

Save

Criminal Investigation Report

Description	File Name	Date Entered	Uploaded By	Location	Action
REPORT	Police Report mv104.pdf	2/22/16	Janice Cash	NEWO	View / Delete

Photographs

Description	File Name	Date Entered	Uploaded By	Location	Action
PILFERAGE	409 error in FAST.png	2/23/16	Janice Cash	NEWO	Pending Scan

TCMD (DD Form 1384)

Description	File Name	Date Entered	Uploaded By	Location	Action
TCMD	TCMDdd1384.pdf	2/23/16	Janice Cash	NEWO	View / Delete

Document Category:

Description:

File for Upload:

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.

- 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).

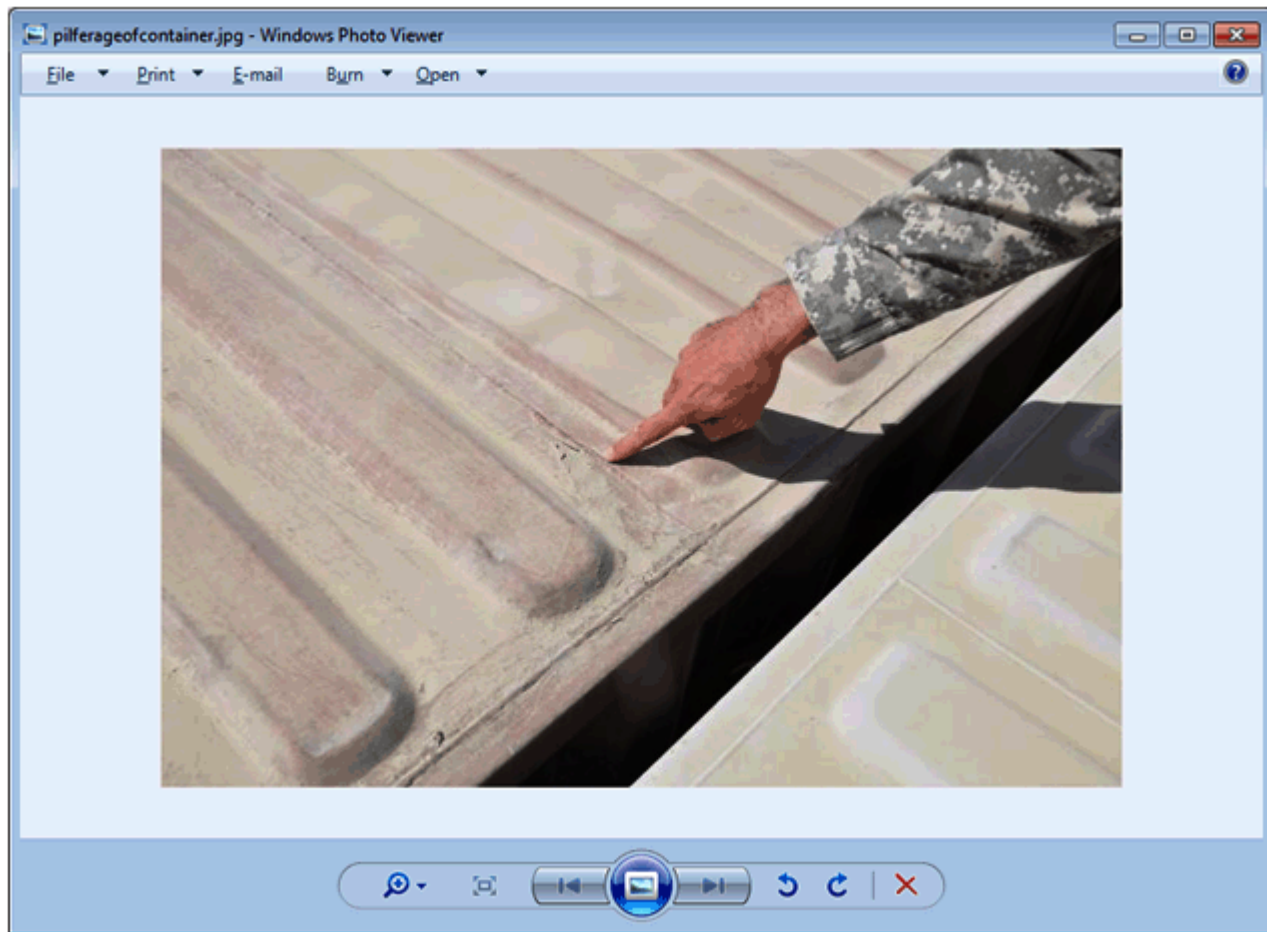


Image AX: Uploaded Document

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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button. Below it, a navigation bar contains 'REPORT IDENTIFIER', 'LINE ITEMS', 'SUPPORTING DOCUMENTS' (which is highlighted), and 'TDR HELP'. A 'Save' button is located below the navigation bar. The main content area displays three document categories, each with a table of uploaded documents. The categories are 'Criminal Investigation Report', 'Photographs', and 'TCMD (DD Form 1384)'. Each table has columns for 'Description', 'File Name', 'Date Entered', 'Uploaded By', 'Location', and 'Action'.

Criminal Investigation Report					
Description	File Name	Date Entered	Uploaded By	Location	Action
REPORT	Police Report mv104.pdf	2/22/16	Janice Cash	NEWO	View / Delete

Photographs					
Description	File Name	Date Entered	Uploaded By	Location	Action
PILFERAGE	409 error in FAST.png	2/23/16	Janice Cash	NEWO	Pending Scan

TCMD (DD Form 1384)					
Description	File Name	Date Entered	Uploaded By	Location	Action
TCMD	TCMDdd1384.pdf	2/23/16	Janice Cash	NEWO	View / Delete

At the bottom of the interface, there is a form for uploading documents. It includes a 'Document Category' dropdown menu, a 'Description' text field, a 'File for Upload' text field with a 'Browse...' button, and an 'Upload' button. Below the form, there are buttons for 'Print TDR', 'In Progress', and 'Dashboard'.

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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button. Below it, a navigation bar contains links: 'REPORT IDENTIFIER', 'LINE ITEMS', 'REPLY', 'PART II', 'SUPPORTING DOCUMENTS' (which is the active tab), and 'TDR HELP'. A 'Save' button is located below the navigation bar. The main content area is divided into two sections. The first section is titled 'Accident/Police Report' and contains a table with the following data:

Description	File Name	Date Entered	Uploaded By	Location	Action
T	Select Supporting Docume...	5/15/14	Neal Lenzie	NEWO	View / Delete

The second section is titled 'Transportation Costs to/from Repair Facility Freight Bill' and contains a similar table:

Description	File Name	Date Entered	Uploaded By	Location	Action
T	DIS Staging Initial Log ...	5/15/14	Neal Lenzie	NEWO	View / Delete

Below these tables, there is a form for uploading documents. It includes a 'Document Category' dropdown menu, a 'Description' text field, and a 'File for Upload' text field with a 'Browse...' button. An 'Upload' button is located at the bottom of the form.

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | **PART II** | SUPPORTING DOCUMENTS | TDR HELP

Save | Reject | Adjudicated | Transfer

BL Number: ANT1550000688 | Report Number: NEWO55-14-0083

Claims Office Address: W53QRO | Select Recipients

Was there an exception noted on the carriers delivery receipt? (If No, explain in Remarks) ☐ Yes ☒ No

Inspection Data

☒ Carrier Inspected (Report Attached) | ☐ Inspection Waived (Waiver Attached) | ☐ Oral Waiver (Provide Name, Title and Date in Remarks)

☒ Government Inspected (Report Attached)

Disposition Data

☐ Rejected (Receipt Attached) | ☒ Repaired at Government Expense (Bill Attached) | ☐ Other (Explain in Remarks)

Attachments

☒ CY BOL | ☒ CY Carrier's Delivery Receipt | ☒ Carrier's Inspection Report | ☒ CY DD Form 250
☒ CY Carrier's Tender | ☒ Photograph | ☒ DD Form 1348-1 | ☐ Actual Repair Cost Commodity
☒ Shipping Documents (DD 1149, etc.)

Accounting Classification: 20040034982400242 4342

Remarks: AMOZ: amoz re NEWO55:

Action by Claims Office: test

Transportation Amount Recovered: US\$ 0.00 | Claim Processor's Initials: VLL
Cargo Amount Recovered: US\$ 50.00 | Internal Reference Number: JSDJ0-23J242035-232502-53
Total Amount Recovered: US\$ 50.00 | Claim Status: CS1 New

Print TDR | In Claims | Dashboard

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.

37. ATTACHMENTS

☐ CY BOL | ☒ DD FORM 1348-1
☐ CY CARRIER'S TENDER | ☒ CY DD FORM 250
☐ CY CARRIER'S DELIVERY RECEIPT | ☐ ACTUAL REPAIR COST COMMODITY
☐ PHOTOGRAPH | ☒ OTHER Accident/Police Report
☒ CARRIER'S INSPECTION REPORT | ☐ OTHER

38. ACCOUNTING CLASSIFICATION
ACCT CLASS: 29492482904298492498294239423-2939429429492423423

DD FORM 361 (BACK), JUN 2006

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) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
34. INSPECTION DATA <input type="checkbox"/> CARRIER INSPECTED (Report attached) <input type="checkbox"/> INSPECTION WAIVED (Waiver attached) <input type="checkbox"/> ORAL WAIVER (Provide name, title, and date in Remarks) <input checked="" type="checkbox"/> GOVERNMENT INSPECTED (Reports attached)		35. DISPOSITION DATA <input type="checkbox"/> REJECTED (Receipt attached) <input type="checkbox"/> REPAIRED AT GOVERNMENT EXPENSE (Bill attached) <input checked="" type="checkbox"/> 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).

Discrepancy Identification System GFM Main Menu

CREATE NEW MY REPORTS TDR HELP

In Progress

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0010		05/17/2013		NEWO55
NEWO55-13-0011	NS099002634	12/02/2013	W85X22	NEWO55
NEWO55-13-0009	ANT1550003920	12/03/2013	W85X22	NEWO55
NEWO55-13-0012		12/19/2013		NEWO55
NEWO55-13-0019		12/24/2013		NEWO55

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0020	ANT1550000807	12/24/2013	ANT155	NEWO55
NEWO55-14-0016	NEWOXX0002878	02/25/2014	XXXXXX	XXXXXX
NEWO55-14-0032	ANT1550000898	04/18/2014	ANT155	NEWO55
NEWO55-14-0062	NEWO55-14-0061	04/21/2014	NEWO55	NEWO55
NEWO55-14-0073	NEWO550000587	04/23/2014	NEWO55	FB2805

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-13-0017	ANT1550000805	12/24/2013	ANT155	NEWO55
NEWO55-14-0003	S503133594	01/20/2014	047414	NEWO55
NEWO55-14-0007	ANT1550000812	01/21/2014	0031R7	NEWO55
NEWO55-14-0009	ANT1550000812	01/21/2014	1231HY	NEWO55
NEWO55-14-0017	ANT1550000844	03/05/2014	ANT155	NEWO55

In Claims

Report Number	BL Number	Report Date	Origin	Destination
NEWO55-14-0005	ANT155-14-0029	01/20/2014	AANT50	NEWO55
NEWO55-14-0014	NEWO550000588	02/24/2014	NEWO55	ANT155
NEWO55-14-0075	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0074	NEWO550000587	04/23/2014	NEWO55	FB2805
NEWO55-14-0105	ANT1550000878	04/29/2014	ANT155	W31G1Z

Awaiting Close

Report Number	BL Number	Report Date	Origin	Destination
---------------	-----------	-------------	--------	-------------

Important Messages

You have 160 TDR(s) in progress.
 You have 10 TDR(s) awaiting reply.
 You have 8 TDR(s) in claims.
 You have 16 TDR(s) awaiting close.
 You have 45 TDR(s) awaiting review.

Search

Report Number
 OR
 BL Number

Report Date
 From
 To

Discovery Date
 From
 To

Status

Search **Reset**

Image BD: DIS Dashboard with Awaiting Reply Status Window Highlighted

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

The screenshot shows the 'Reply' screen within the 'Discrepancy Identification System'. The interface has a yellow header with the system name and a 'GFM Main Menu' button. Below the header is a navigation bar with buttons: 'REPORT IDENTIFIER', 'LINE ITEMS', 'REPLY' (highlighted), 'SUPPORTING DOCUMENTS', and 'TDR HELP'. The main content area is divided into sections. The top section has 'Save' and 'Send' buttons. Below this, there are three fields: 'TDR Addressee' (a dropdown menu showing 'NEWO55'), 'BL Number' (text 'ANT12222222'), and 'Report Number' (text 'NEWO55-14-0145'). A large text area labeled 'Reply' is below these. The next section contains contact information for the respondent: 'Name of Respondent' (text 'JANICE CASH'), 'Telephone Number' (text '8887891234'), 'Facsimile Number' (empty), 'Email Address' (text 'JANICE.CASH@MAIL.MIL'), and 'Date' (text '05/07/2014'). Below this is a large text area labeled 'Decline Remarks'. The bottom of the screen has a footer with 'Print TDR', 'Awaiting Reply', and 'Dashboard' buttons.

Discrepancy Identification System

GFM Main Menu

REPORT IDENTIFIER LINE ITEMS **REPLY** SUPPORTING DOCUMENTS TDR HELP

Save Send

TDR Addressee: NEWO55 BL Number: ANT12222222 Report Number: NEWO55-14-0145

Reply

Name of Respondent: JANICE CASH
Telephone Number: 8887891234
Facsimile Number:
Email Address: JANICE.CASH@MAIL.MIL
Date: 05/07/2014

Decline Remarks

Print TDR Awaiting Reply Dashboard

Image BE: Reply Screen

- 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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER **LINE ITEMS** REPLY SUPPORTING DOCUMENTS TDR HELP

BL Number ANT1550000999 Report Number NEW055-15-0023 Line Item 1

TCN 999921	Commodity Code 999912	NSN BD	FSC 1287	Hide Line Items
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Line Item Details

TCN 999921	NSN BD	FSC 1287
Commodity 999912	Security Risk SRC_5 HIGH SENSITIVITY	Appropriation FB522150440722XXX
Container Number		

Units Shipped/Billed

Total Number of Units Shipped/Billed 43	Unit of Issue Shipped/Billed BD Bundle
---	--

Shipped Units Found Discrepant

Number of Units Discrepant 2

Items/Pieces Discrepant

Quantity Discrepant 13	Item Description PIECES
Value or Cost of Repairs: US\$ 13000.0	Weight of Discrepant Items/Pieces 2800.0
Package Type EC ENGINE CONTAINER	
Discrepancy Type and Cause DD Damage - Not specified above (describe in remarks)	

Print TDR
Awaiting Reply
Dashboard

Image BF: Line Items Screen with TCN Link Selected

- 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.

- 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.
- 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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | SUPPORTING DOCUMENTS | TDR HELP

Send | Cancel | **Recall**

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ A stray Freight
☐ REPSHIP
 Select One...

Cargo Type:
 Hazardous Cargo?:
 Foreign Military Sales (FMS) Cargo:

BL/Reference Number: PCFN - Port Call File Number:
 Command Designation:
 Report Number:
 Report Date:
 CPM Incident ID:
 Contract Number:

Reporting Activity	Consignor	Consignee	Shipper
<input type="text" value="NEWO55"/>	<input type="text" value="001162"/>	<input type="text" value="NEWO55"/>	<input type="text" value="001162"/>

Carrier Signed for Shipment:
 Consignee Received Shipment:
 Discrepancy Discovered:
 Carrier Notified:
 Carrier Representative Contacted:
 Telephone Number:

Mode:
 SCAC:
 Carrier PRO/Freight No.:
 Seal Condition: ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description:

TDR Address:

Remarks:

Preparer:
 Email Address:
 Telephone Number:
 Facsimile Number:

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | Cancel

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astry Freight
☐ REPSHIP

Cargo Type:
Hazardous Cargo?:
Foreign Military Sales (FMS) Cargo:

BL/Reference Number:
Consignor BLOC:
Command Designation:
Report Number:
Report Date:
CPM Incident ID:
Contract Number:

Reporting Activity: Container: Consignee: Shipper:

Carrier Signed for Shipment:
Consignee Received Shipment:
Discrepancy Discovered:
Carrier Notified:
Carrier Representative Contacted:
Telephone Number:

Mode:
SCAC:
Carrier PRO/Freight No.:
Seal Condition: ☐ Intact ☐ Broken/Missing
Seal Numbers and Description:

TDR Addressee:
Remarks:

Preparer:
Email Address:
Telephone Number:
Facsimile Number:

Print TDR | **In Progress** | Dashboard

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).

The screenshot shows the 'Report Identifier' screen in the Discrepancy Identification System. The interface includes a top navigation bar with tabs: REPORT IDENTIFIER, LINE ITEMS, REPLY, PART II, SUPPORTING DOCUMENTS, and TDR HELP. Below the navigation bar are buttons for Send, Cancel, and Recall. The main form area contains various input fields and sections:

- TDR Type:** Request For Information (selected), Miscellaneous Problems, Astray Freight, REPSHIP, and a 'Select One...' dropdown.
- Cargo Type:** Other (selected), Hazardous Cargo? (Non-Hazardous), and Foreign Military Sales (FMS) Cargo (Yes).
- BL/Reference Number:** ANT1550000074, with a dropdown for CBL - Commercial Bill of Lading.
- Command Designation:** CONUS.
- Report Number:** NEWO55-18-0106.
- Report Date:** 09/08/2016.
- CPM Incident ID:**
- Contract Number:** HTC711-07-D-0005.
- Reporting Activity:** NEWO55.
- Consignor:** ANT155.
- Consignee:** NEWO55.
- Shipper:** ANT155.
- Carrier Signed for Shipment:** 08/31/2016.
- Consignee Received Shipment:** 09/07/2016.
- Discrepancy Discovered:** 09/08/2016.
- Carrier Notified:** 09/08/2016.
- Carrier Representative Contacted:** JAMES JONES.
- Telephone Number:** 2225554444.
- Mode:** J.
- SCAC:** HAZZ.
- Carrier PRO/Freight No.:**
- Seal Condition:** Intact (selected), Broken/Missing.
- Seal Numbers and Description:** 00057.
- TDR Addresses:** SCAC (dropdown), HAZZ (dropdown).
- Buttons:** Select Recipients, Make Copy (highlighted with a red box).
- Remarks:** Contract Number: HTC711-07-D-0005. Cargo Type: Other. Hazardous Cargo?: Non-Hazardous. Please check your terminal for a missing pallet marked for Alexandria, VA - VLL05599210543NXX.
- Insert Standard Remarks:**
- Preparer:** MICKI LOGAN.
- Email Address:** MICKI.L.LOGANS.CTR@MAIL.MIL.
- Telephone Number:** 7755755803.
- Facsimile Number:**
- Bottom Navigation:** Print TDR, Awaiting Review, Dashboard.

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | PART II | SUPPORTING DOCUMENTS | TDR HELP

Send **Cancel** **Recall**

TDR Type
☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP
 Select One...

Cargo Type
 Other
 Hazardous Cargo?
 Non-Hazardous
 Foreign Military Sales (FMS) Cargo
 Yes

BL/Reference Number ANT1550000974 **CBL - Commercial Bill of Lading**
Command Designation CONUS
Report Number NEWO55-18-0106
Report Date 09/08/2016
CPM Incident ID
Contract Number HTC711-07-D-0005

Recording Activity	Consignor	Consignee	Shipper
NEWO55	ANT155	NEWO55	ANT155

Carrier Signed for Shipment 08/31/2016
Consignee Received Shipment 08/07/2016
Discrepancy Discovered 09/08/2016
Carrier Notified 09/08/2016
Carrier Representative Contacted JAMES JONES
Telephone Number 2225554444

Mode J
SCAC HAZZ
Carrier PRO/Freight No.
Seal Condition ☒ Intact ☐ Broken/Missing
Seal Numbers and Description 00057

TDR Addressee SCAC HAZZ **Select Recipients** **Make Copy**

Remarks Contract Number: HTC711-07-D-0005, Cargo Type: Other, Hazardous Cargo?: Non-Hazardous. Please check your terminal for a missing pallet marked for Alexandria, VA - VLL05599210543N00.
 Insert Standard Remarks

SCAC - HAZZ
 DODAAC - ANT155
 DODAAC - NEWO55
 DODAAC - W90XW5

Preparer MICKI LOGAN
Email Address MICKI.L.LOGANS.CTR@MAIL.MIL
Telephone Number 7755755803
Facsimile Number

Print TDR **Awaiting Review** **Dashboard**

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.

- 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.
- 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).

Discrepancy Identification System GFM Main Menu

CREATE NEW MY REPORTS TDR HELP

In Progress

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0009	AANZ0X0000090	11/29/2013	XXXXXX	XXXXXX
ANT155-13-0026	S503131916	12/19/2013	057402	ANT155
ANT155-13-0022		12/19/2013		ANT155
ANT155-13-0021		12/19/2013		ANT155
ANT155-13-0020		12/19/2013		ANT155

Awaiting Reply

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0032	S503109613	12/20/2013	007402	ANT155
ANT155-13-0033	S503109613	12/20/2013	000248	ANT155
ANT155-13-0035	S503131916	12/23/2013	006474	ANT155
ANT155-13-0036	S503131916	12/23/2013	000000	ANT155
ANT155-13-0041	S503132008	12/23/2013	000148	ANT155

Awaiting Review

Report Number	BL Number	Report Date	Origin	Destination
ANT155-14-0018	S503147288	01/10/2014	002894	ANT155
ANT155-14-0014	S503031333	01/10/2014	000009	ANT155
ANT155-14-0022	ANT1550000812	01/10/2014	ANT155	M00681
ANT155-14-0017	S503131916	01/10/2014	000009	ANT155
ANT155-14-0029	S503133594	01/20/2014	000051	ANT155

In Claims

Report Number	BL Number	Report Date	Origin	Destination
ANT155-13-0003	TEST2342352352	04/25/2013	NEWO55	ANT155
ANT155-13-0007	ANT1550000123442	06/09/2013	NEWO55	ANT155
ANT155-13-0015	S503132008	12/19/2013	189305	ANT155
ANT155-14-0030	ANT155-14-0029	01/20/2014	047400	ANT155
NEWO55-14-0014	NEWO550000598	02/24/2014	NEWO55	ANT155

Awaiting Close

Report Number	BL Number	Report Date	Origin	Destination
ANT155-14-0024	ANT1550000812	01/10/2014	ANT155	M00681
NEWO55-14-0013	NEWO550000598	02/24/2014	NEWO55	ANT155

Important Messages

You have 255 TDR(s) in progress.
 You have 58 TDR(s) awaiting reply.
 You have 12 TDR(s) in claims.
 You have 6 TDR(s) awaiting close.
 You have 18 TDR(s) awaiting review.

Search

Report Number
 OR
 BL Number

Report Date
 From
 To

Discovery Date
 From
 To

Status

Search **Reset**

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | **PART II** | SUPPORTING DOCUMENTS | TDR HELP

Save | Send | **Collate**

BL Number: ANT15515555 | Report Number: NEWO55-14-0143

Claims Office Address: HTC711 Select Recipients

Was there an exception noted on the carriers delivery receipt? (If No, explain in Remarks) ☐ Yes ☒ No

Inspection Data

☒ Carrier Inspected (Report Attached) ☐ Inspection Waived (Waiver Attached) ☐ Oral Waiver (Provide Name, Title and Date in Remarks)

☐ Government Inspected (Report Attached)

Disposition Data

☒ Rejected (Receipt Attached) ☐ Repaired at Government Expense (Bill Attached) ☒ Other (Explain in Remarks)

Attachments

☒ CY BOL ☐ CY Carrier's Delivery Receipt ☒ Carrier's Inspection Report ☐ CY DD Form 250

☐ CY Carrier's Tender ☐ Photograph ☐ DD Form 1348-1 ☐ Actual Repair Cost Commodity

☒ Sworn Statements

Accounting Classification: 01-1230504095

Remarks: Remarks are entered in this block.

Action by Claims Office: Report rejected by alex

Transportation Amount Recovered: US\$ 0.00 | Claim Processor's Initials:

Cargo Amount Recovered: US\$ 0.00 | Internal Reference Number:

Total Amount Recovered: US\$ 0.00 | Claim Status: CS1 New

Print TDR | Awaiting Review | Dashboard

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).

Discrepancy Identification System				GFM Main Menu
Home	REPORT IDENTIFIER	LINE ITEMS	REPLY	PART II
SUPPORTING DOCUMENTS	TDR HELP			
Save		Send		Collate
BL Number: ANT1551555			Report Number: NEW055-14-0143	
Claims Office Address Was there an exception no...		Select Recipients ...ers delivery receipt? (If No, explain in Remarks) <input type="radio"/> Yes <input checked="" type="radio"/> No		
Inspection Data <input checked="" type="checkbox"/> Carrier Inspected (Report Attached) <input type="checkbox"/> Inspection Waived (Waiver Attached) <input type="checkbox"/> Oral Waiver (Provide Name, Title and Date in Remarks) <input type="checkbox"/> Government Inspected (Report Attached)				
Disposition Data <input checked="" type="checkbox"/> Rejected (Receipt Attached) <input type="checkbox"/> Repaired at Government Expense (Bill Attached) <input checked="" type="checkbox"/> Other (Explain in Remarks)				
Attachments <input checked="" type="checkbox"/> CY BOL <input type="checkbox"/> CY Carrier's Delivery Receipt <input checked="" type="checkbox"/> Carrier's Inspection Report <input type="checkbox"/> CY DO Form 250 <input type="checkbox"/> CY Carrier's Tender <input type="checkbox"/> Photograph <input type="checkbox"/> DD Form 1348-1 <input type="checkbox"/> Actual Repair Cost Commodity <input checked="" type="checkbox"/> Sworn Statements				
Accounting Classification: 01-1230504095				
Remarks: Remarks are entered in this block.				
Action by Claims Office: Resat rejected by alex				
Transportation Amount Recovered: US\$ 0.00		Claim Processor's Initials:		
Cargo Amount Recovered: US\$ 0.00		Internal Reference Number:		
Total Amount Recovered: US\$ 0.00		Claim Status: CS1 New		
Print TDR		Awaiting Review		Dashboard

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](#).

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

TDR Recipients				
DODAAC/SCAC	Activity Name	Site	Recipient Name	Phone
<input type="checkbox"/> HTC711	1 Losey St	56	Neal Lenzie	0182205627

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 carrier's 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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there's a 'GFM Main Menu' button and a navigation bar with tabs: REPORT IDENTIFIER, LINE ITEMS, REPLY, PART II (selected), SUPPORTING DOCUMENTS, and TDR HELP. Below the navigation bar are buttons for 'Save', 'Send', and 'Collate'. The main form area contains the following sections:

- BL Number:** ANT15515555, **Report Number:** NEWO55-14-0143
- Claims Office Address:** W532RD, **Select Recipients** button
- Was there an exception noted on the carriers delivery receipt? (If No, explain in Remarks)** ☐ Yes ☒ No
- Inspection Data:**
 - ☒ Carrier Inspected (Report Attached) ☐ Inspection Waived (Waiver Attached) ☐ Oral Waiver (Provide Name, Title and Date in Remarks)
 - ☐ Government Inspected (Report Attached)
- Disposition Data:**
 - ☒ Rejected (Receipt Attached) ☐ Repaired at Government Expense (Bill Attached) ☒ Other (Explain in Remarks)
- Attachments:**
 - ☒ CY BOL ☐ CY Carrier's Delivery Receipt ☒ Carrier's Inspection Report ☐ CY DD Form 250
 - ☐ CY Carrier's Tender ☐ Photograph ☐ DD Form 1348-1 ☐ Actual Repair Cost Commodity
 - ☒ Sworn Statements
- Accounting Classification:** 01-1230594095
- Remarks:** AMOZ: amoz re
NEWO55:
W90XWS:
- Action by Claims Office:** essat rejected by alex
- Transportation Amount Recovered:** US\$ 0.00 **Claim Processor's Initials:**
- Cargo Amount Recovered:** US\$ 0.00 **Internal Reference Number:**
- Total Amount Recovered:** US\$ 0.00 **Claim Status:** CS1 New

At the bottom, there are three buttons: **Print TDR** (highlighted with a red box), **Awaiting Review**, and **Dashboard**.

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 7159	2. REPORT NUMBER NEW055-07-0050	OMB NO. 0702-0124 OMB approval expires Feb 28, 2009		
<p>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 Service 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.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO: SDDC, ATTN: MTRC-OPCL, 604 SHEPPARD PLACE, FORT EUSTIS, VA 23604.</p>						
PART I						
<input checked="" type="checkbox"/> REQUEST FOR INFORMATION (RFI) <input type="checkbox"/> MISCELLANEOUS PROBLEMS <input type="checkbox"/> 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 NEW055			
5. CONSIGNOR (Origin) THIS IS DONE TO TEST TDR 200 STOVALL ST SUITE 5 ALEXANDRIA VA 22332 NEW055			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 NEW050			8. CARRIER'S NAME (SCAC) Minal Transportation MIT ABCD SDAF			
9. CARRIER'S PRO/FREIGHT BILL NO.			10. BILL OF LADING NO./TYPE GB NEW05560000205			
11. MODE E	12. DATE CARRIER SIGNED FOR SHIPMENT 5335	13. DATE CONSIGNEE RECEIVED SHIPMENT 7159	14. DATE DISCREPANCY DISCOVERED 7159	15. DATE CARRIER NOTIFIED 7159	16. CARRIER REPRESENTATIVE CONTACTED TELEPHONE NO:	
17. SEAL NUMBERS AND CONDITION <input type="checkbox"/> INTACT <input type="checkbox"/> BROKEN/MISSING (Include details)						
TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DIS- CREPANT (P/loss)	TYPE AND CAUSE CODE	ISSUE DATA UNITS OF ISSUE UNITS BILLED UNITS SHIPPED DISCREPANT UNITS WEIGHT	VALUE OR COST OF REPAIRS
18	19	20	21	22	23 24 25 26	27
326TQWEGDGBRSGDS	1540 4611125 FAK, except Class I, Divisions 1.1, 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 new055-07-0050						

Image BQ: DD Form 361 in the Adobe Acrobat Window

- 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).

Report Number	Contract Number	Contract Type	Claim Status	Claim Processor's Initials	Report Date	Origin	Destination
NEWO55-14-0056			CS1		04/24/2014	ANT155	FB4587
NEWO55-14-0053			CS1	VLL	04/24/2014	ANT155	LAX001
ANT155-14-0167			CS1		05/14/2014	ANT155	W31G12
ANT155-15-0040	HTG711-13-D-0010	CATA	CS1		09/28/2015	0074ET	ANT155
NEWO55-15-0018	HTG711-15-D-0003	TDS	CS1		09/28/2015	FB4800	XXXXXX

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | **PART II** | SUPPORTING DOCUMENTS | TDR HELP

Save | Reject | Adjudicated | Transfer

BL Number: ANT155000688 | Report Number: NEWO55-14-0083

Claims Office Address: W53QRO | Select Recipients

Was there an exception noted on the carriers delivery receipt? (If No, explain in Remarks) ☐ Yes ☒ No

Inspection Data

☒ Carrier Inspected (Report Attached) | ☐ Inspection Waived (Waiver Attached) | ☐ Oral Waiver (Provide Name, Title and Date in Remarks)

☒ Government Inspected (Report Attached)

Disposition Data

☐ Rejected (Receipt Attached) | ☒ Repaired at Government Expense (Bill Attached) | ☐ Other (Explain in Remarks)

Attachments

☒ CY BOL | ☒ CY Carrier's Delivery Receipt | ☒ Carrier's Inspection Report | ☒ CY DD Form 250

☒ CY Carrier's Tender | ☒ Photograph | ☒ DD Form 1348-1 | ☐ Actual Repair Cost Commodity

☒ Shipping Documents (DD 1149, etc.)

Accounting Classification: 20940934982409242 4342

Remarks: AMOZ: amoz re
NEWO55:

Action by Claims Office: test

Transportation Amount Recovered: US\$	0.00	Claim Processor's Initials: VLL
Cargo Amount Recovered: US\$	50.00	Internal Reference Number: JSDJ0-23J242035-232502-53
Total Amount Recovered: US\$	50.00	Claim Status: CS1 New

Print TDR | In Claims | Dashboard

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | **PART II** | SUPPORTING DOCUMENTS | TDR HELP

Save | Reject | Adjudicated | **Transfer**

BL Number: ANT155000688 | Report Number: NEWO55-14-0083

Claims Office Address: **W810YE** | Select Recipients

Was there an exception noted on the carriers delivery receipt? (If No, explain in Remarks) ☐ Yes ☒ No

Inspection Data

☒ Carrier Inspected (Report Attached) | ☐ Inspection Waived (Waiver Attached) | ☐ Oral Waiver (Provide Name, Title and Date in Remarks)

☒ Government Inspected (Report Attached)

Disposition Data

☐ Rejected (Receipt Attached) | ☒ Repaired at Government Expense (Bill Attached) | ☐ Other (Explain in Remarks)

Attachments

☒ CY BOL | ☒ CY Carrier's Delivery Receipt | ☒ Carrier's Inspection Report | ☒ CY DD Form 250

☒ CY Carrier's Tender | ☒ Photograph | ☒ DD Form 1348-1 | ☐ Actual Repair Cost Commodity

☒ Shipping Documents (DD 1149, etc.)

Accounting Classification: 20940934982409242 4342

Remarks: AMOZ: amoz re
NEWO55:

Action by Claims Office: test

Transportation Amount Recovered: US\$ 0.00 | Claim Processor's Initials: VLL

Cargo Amount Recovered: US\$ 50.00 | Internal Reference Number: JSOU0-23J242035-232502-53

Total Amount Recovered: US\$ 50.00 | Claim Status: CS1 | New

Print TDR | In Claims | Dashboard

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | PART II | SUPPORTING DOCUMENTS | TDR HELP

Send **Cancel** Recall

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP

Cargo Type:
Hazardous Cargo?:
Foreign Military Sales (FMS) Cargo:

BL/Reference Number: CBL - Commercial Bill of Lading
Command Designation:
Report Number:
Report Date:
CPM Incident ID:
Contract Number:

Reporting Activity	Carrier	Consignee	Shipper
<input type="text" value="NEWO55"/>	<input type="text" value="ANT155"/>	<input type="text" value="NEWO55"/>	<input type="text" value="ANT155"/>

Carrier Signed for Shipment:
Consignee Received Shipment:
Discrepancy Discovered:
Carrier Notified:
Carrier Representative Contacted:
Telephone Number:

Mode:
SCAC:
Carrier PRO/Freight No.:
Seal Condition: ☐ Intact ☐ Broken/Missing
Seal Numbers and Description:

TDR Addresses: SCAC

Remarks: Contract Number: HTC711-07-D-0005. Cargo Type: Other. Hazardous Cargo?: Non-Hazardous. Please check your terminal for a missing pallet marked for Alexandria, VA - VLL05599210543NOX.

Preparer:
Email Address:
Telephone Number:
Facsimile Number:

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 DDMMYYYY” (if systemic) or “Cancelled by FB4407 on DDMMYYYY” (if user initiated) (Image BV).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | PART II | SUPPORTING DOCUMENTS | TDR HELP

Send Include in Carrier's Performance File

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP

Cargo Type:
 Hazardous Cargo?:
 Foreign Military Sales (FMS) Cargo:

BL/Reference Number: ** - None of the Above
 Command Designation:
 Report Number:
 Report Date:
 CPM Incident ID:
 Contract Number:

Reporting Activity	Consignor	Consignee	Shipper
<input type="text" value="NEWO55"/>	<input type="text" value="NEWO55"/>	<input type="text" value="NEWO55"/>	<input type="text" value="NEWO55"/>

Carrier Signed for Shipment:
 Consignee Received Shipment:
 Discrepancy Discovered:
 Carrier Notified:
 Carrier Representative Contacted:
 Telephone Number:

Mode:
 SCAC:
 Carrier PRO/Freight No.:
 Seal Condition: ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description:

TDR Addresses: Select Recipients Make Copy

Remarks:

Preparer:
 Email Address:
 Telephone Number:
 Facsimile Number:

Print TDR Closed by NEWO55 on 01Feb2017 Dashboard

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | PART II | SUPPORTING DOCUMENTS | TDR HELP

Send | **Restore** | Include in Carrier's Performance File

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REP/SHIP
☐ Select One...

Cargo Type:
Hazardous Cargo?:
Foreign Military Sales (FMS) Cargo:

BL/Reference Number: CBL - Commercial Bill of Lading
Command Designation:
Report Number:
Report Date:
CPM Incident ID:
Contract Number:

Reporting Activity	Consignor	Consignee	Shipper
NEWO55	ANT155	NEWO55	ANT155

Carrier Signed for Shipment:
Consignee Received Shipment:
Discrepancy Discovered:
Carrier Notified:
Carrier Representative Contacted:
Telephone Number:

Mode:
SCAC:
Carrier PRO/Freight No.:
Seal Condition: ☐ Intact ☐ Broken/Missing
Seal Numbers and Description:

TDR Addresses:
Remarks:
Insert Standard Remarks:

Preparer:
Email Address:
Telephone Number:
Facsimile Number:

Print TDR | Cancelled by NEWO55 on 11Feb2017 | Dashboard

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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there's a navigation bar with tabs: REPORT IDENTIFIER, LINE ITEMS, REPLY, PART II (selected), SUPPORTING DOCUMENTS, and TDR HELP. Below the tabs, a 'Close' link is highlighted with a red rectangle. The main content area displays 'BL Number: ANT550000903' and 'Report Number: NEWO55-15-0038'. There's a 'Claims Office Address' dropdown set to 'HTC711' and a 'Select Recipients' button. A question asks 'Was there an exception noted on the carrier's delivery receipt? (If No, explain in Remarks)' with 'Yes' and 'No' radio buttons. The 'Inspection Data' section has four checkboxes: 'Carrier Inspected (Report Attached)', 'Inspection Waived (Waiver Attached)', 'Oral Waiver (Provide Name, Title and Date in Remarks)', and 'Government Inspected (Report Attached)'.

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 DDMMYYYY” (if systemic) or “Closed by FB4407 on DDMMYYYY” (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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | PART II | SUPPORTING DOCUMENTS | TDR HELP

Send Include in Carrier's Performance File

TDR Type: ☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP

Cargo Type:
 Hazardous Cargo?:
 Foreign Military Sales (FMS) Cargo:

BL/Reference Number: CBL - Commercial Bill of Lading ☒
 Command Designation:
 Report Number:
 Report Date:
 CPM Incident ID:
 Contract Number:

Reporting Activity	Carrier	Consignee	Shipper
<input type="text" value="NEWO55"/>	<input type="text" value="XXXXXX"/>	<input type="text" value="NEWO55"/>	<input type="text" value="XXXXXX"/>

Carrier Signed for Shipment:
 Consignee Received Shipment:
 Discrepancy Discovered:
 Carrier Notified:
 Carrier Representative Contacted:
 Telephone Number:

Mode:
 SCAC:
 Carrier PRO/Freight No.:
 Seal Condition: ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description:

TDR Addresses: Select Recipients Make Copy

Remarks: DODAAC - NEWO55
DODAAC - W9DXWS

Preparer:
 Email Address:
 Telephone Number:
 Facsimile Number:

Print TDR Closed by NEWO55 on 09Feb2017 **Dashboard**

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

- 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.

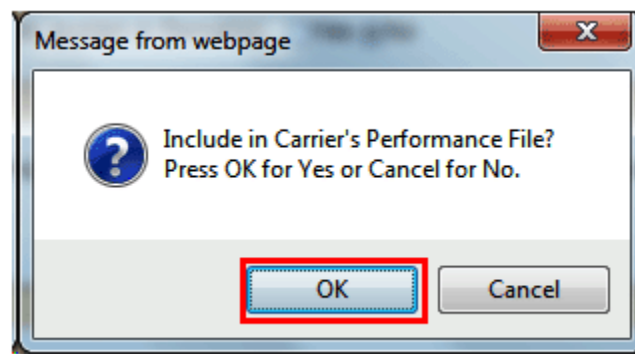


Image BZ: Include in Carrier's Performance File? Dialog Box

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

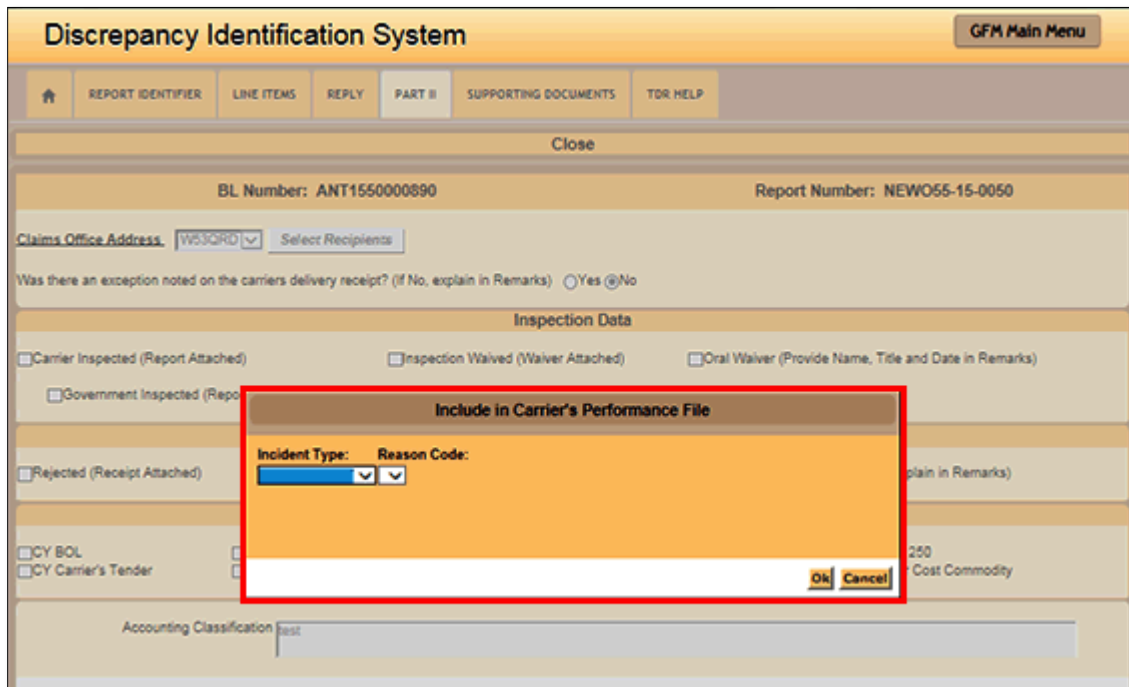
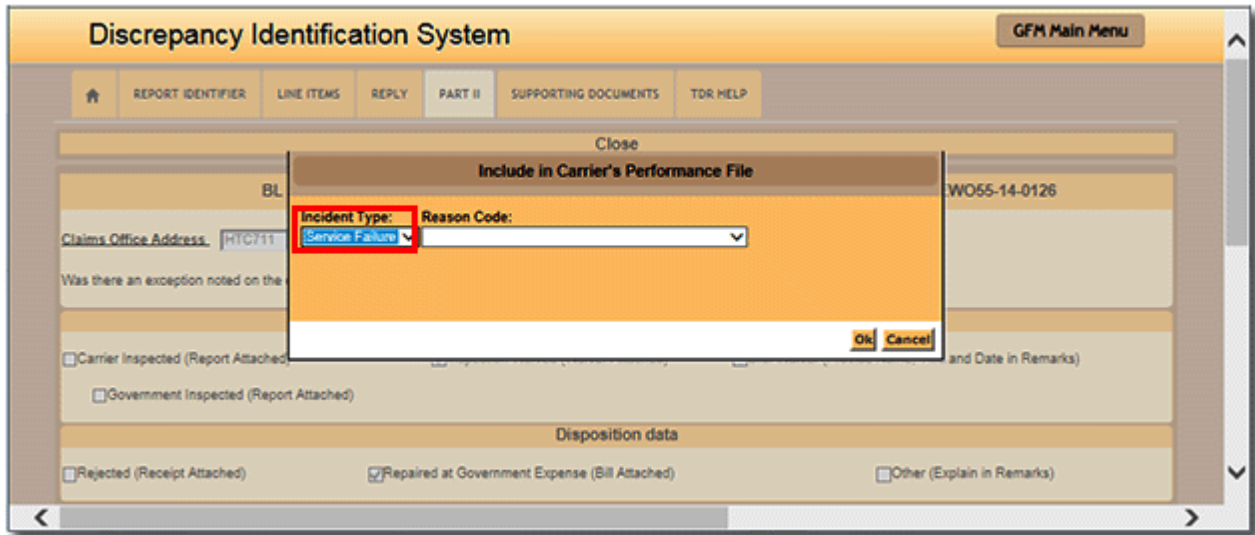


Image CA: Include in Carrier's Performance File Dialog Box Highlighted

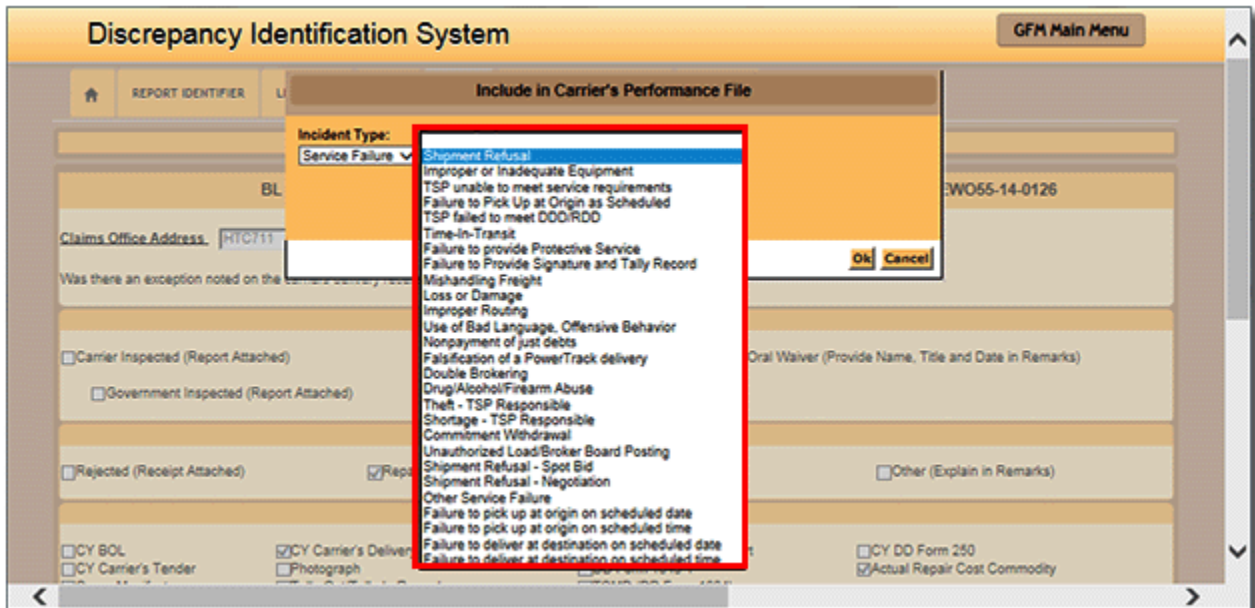
9. Select the incident type from the Incident Type drop-down list (Image CB).



The screenshot shows the 'Discrepancy Identification System' interface. A dialog box titled 'Include in Carrier's Performance File' is open. Inside the dialog, there are two dropdown menus: 'Incident Type' and 'Reason Code'. The 'Incident Type' dropdown is highlighted with a red box, and 'Service Failure' is selected. The 'Reason Code' dropdown is empty. There are 'Ok' and 'Cancel' buttons at the bottom right of the dialog. The background interface shows various tabs like 'REPORT IDENTIFIER', 'LINE ITEMS', 'REPLY', 'PART II', 'SUPPORTING DOCUMENTS', and 'TDR HELP'. There are also checkboxes for 'Carrier Inspected', 'Government Inspected', 'Rejected', and 'Repaired at Government Expense'.

Image CB: Incident Type Service Failure Highlighted

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



The screenshot shows the same 'Discrepancy Identification System' interface. The 'Include in Carrier's Performance File' dialog box is open. The 'Incident Type' dropdown is still set to 'Service Failure'. The 'Reason Code' dropdown is highlighted with a red box, and a list of reason codes is displayed. The list includes: Shipment Refusal, Improper or Inadequate Equipment, TSP unable to meet service requirements, Failure to Pick Up at Origin as Scheduled, TSP failed to meet ODO/RDD, Time-In-Transit, Failure to provide Protective Service, Failure to Provide Signature and Tally Record, Mishandling Freight, Loss or Damage, Improper Routing, Use of Bad Language, Offensive Behavior, Nonpayment of just debts, Falsification of a PowerTrack delivery, Double Brokering, Drug/Alcohol/Firearm Abuse, Theft - TSP Responsible, Shortage - TSP Responsible, Commitment Withdrawal, Unauthorized Load/Broker Board Posting, Shipment Refusal - Spot Bid, Shipment Refusal - Negotiation, Other Service Failure, Failure to pick up at origin on scheduled date, Failure to pick up at origin on scheduled time, Failure to deliver at destination on scheduled date, and Failure to deliver at destination on scheduled time. There are 'Ok' and 'Cancel' buttons at the bottom right of the dialog. The background interface is the same as in Image CB.

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).

The screenshot shows the 'Carrier Performance Module' interface. At the top, there is a 'GFM Main Menu' button. Below it, a navigation bar contains links: CPM Entry, SCAC Query, GBLOC Query, Contract Query, ID Query, TSP Notifications, and Carrier Actions. The main content area is titled 'Incident Details' and contains the following information:

Incident ID: 10012	Date: 05/01/2014	Status: Reported
Reference ID: ANT1550000878	SCAC: AMOZ - AMMO & CARRIER	Contract Number:
TDR Report Number: NEWO55-14-0126		
Incident Type: F9 - Mishandling Freight		
Issuing Office GBLOC: NEWO	ATR Offer Number:	

Below the incident details is the 'Reporter Details' section:

Reporter: Janice Cash	Email: janice.s.cash.ctr@mail.mil	Phone: 7039425266
DODAAC: NEWO55	Reporter Type: TO	

The bottom section is 'Incident Remarks', which includes a table of remarks:

Incident Remarks	Name	Date Entered	Remu Type
DIS Remark: Cargo Type: AA&E.	NEAL LENZIE	05/01/2014	Exten

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).

Discrepancy Identification System GFM Main Menu

REPORT IDENTIFIER | LINE ITEMS | REPLY | PART II | SUPPORTING DOCUMENTS | TDR HELP

Send Include in Carrier's Performance File

TDR Type
☒ Request For Information
☐ Miscellaneous Problems
☐ Astray Freight
☐ REPSHIP
 Select One...

Cargo Type
 Other
 Hazardous Cargo? Non-Hazardous
 Foreign Military Sales (FMS) Cargo No

BL/Reference Number ANT15550001108 **CBL - Commercial Bill of Lading**
Command Designation CONUS
Report Number NEWO55-17-0003
Report Date 01/31/2017
CPM Incident ID 6123
Contract Number

Reporting Activity	Container	Consignee	Shipper
NEWO55	J00000	NEWO55	J00000

Carrier Signed for Shipment 01/31/2017
 Consignee Received Shipment
 Discrepancy Discovered 01/31/2017
 Carrier Notified 01/31/2017
 Carrier Representative Contacted
 Telephone Number

Mode K
 SCAC NACW
 Carrier PRO/Freight No.
 Seal Condition ☐ Intact ☐ Broken/Missing
 Seal Numbers and Description

TDR Addresses DODAAC | NEWO55 Select Recipients Make Copy
Remarks This is a test
 Insert Standard Remarks

Preparer ERIC TAVARES **Telephone Number** 4018453064
Email Address ERICA.TAVARES.CTR@MAIL.MIL **Facsimile Number**

Print TDR Closed by NEWO55 on 09Feb2017 Dashboard

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).

Carrier Performance Module GFM Main Menu

Issuing Office GBLOC: AANZ ATR Offer Number:

Reporter Details

Reporter: Neal Lenzie	Email: neal.r.lenzie.ctr@mail.mil	Phone: 6182205627
DODAAC: ANT155	Reporter Type: TO	

Incident Remarks

Incident Remarks	Name	Date Entered	Remarks Type
NL 5/23.	Neal Lenzie	05/23/2016	External

Supporting Documentation
No supporting documents have been added.

Add Incident Details
Enter a Remark:

Select the Remark Type:

External

Select a File (The maximum file size allowed is 6.0 MB.):

Version: 2.2

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).

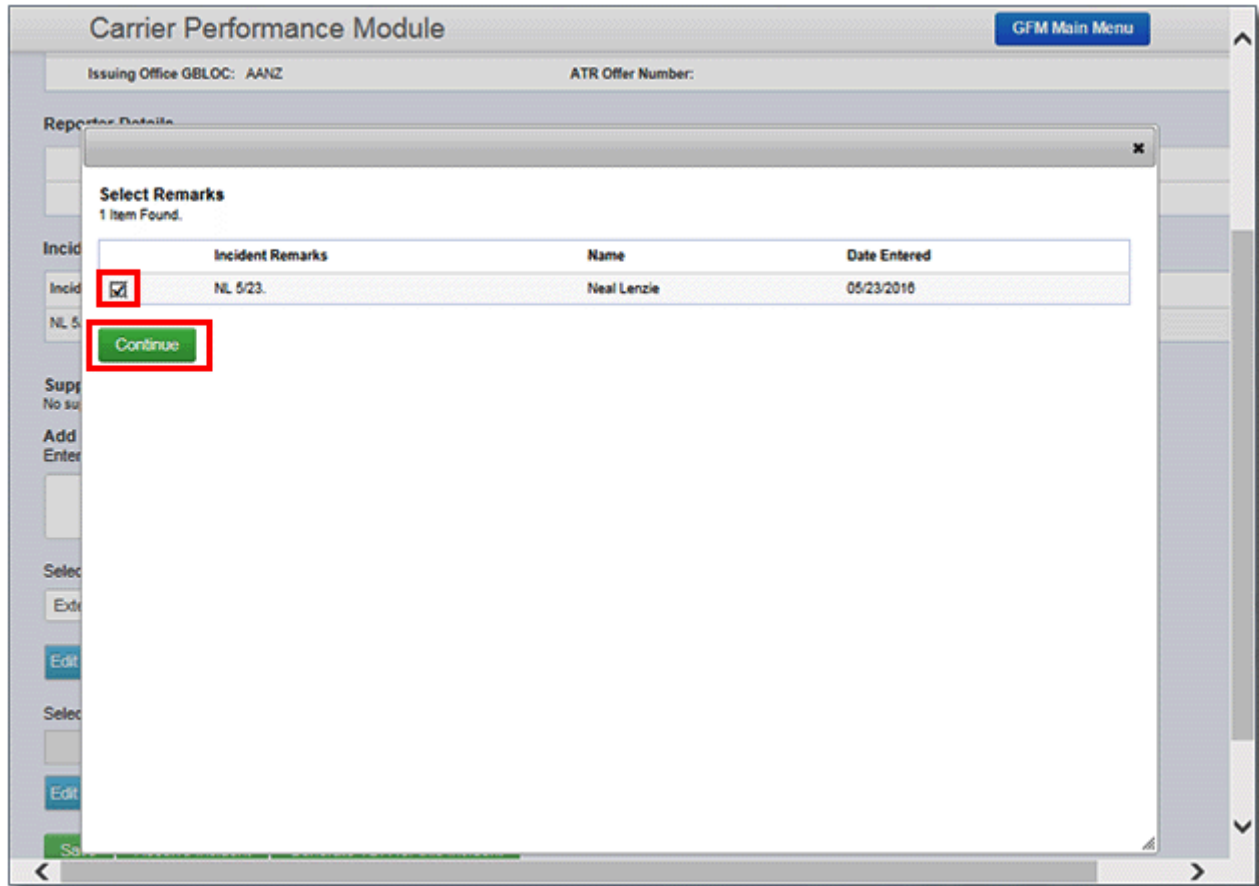


Image CH: Select Remarks Window with an Incident Checkbox and Continue Button Highlighted

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).

Carrier Performance Module [GFM Main Menu](#)

[CPM Entry](#) [SCAC Query](#) [GBLOC Query](#) [Contract Query](#) [ID Query](#) [TSP Notifications](#) [Carrier Actions](#)

Incident Details

Incident ID: 9952	Date: 05/23/2016	Status: Reported
Reference ID: Shipment ID: S000061895	SCAC: HAZZ - HAZMAT TRUCK INC	Contract Number:
TDR Report Number: ANT155-16-0144		
Incident Type: F5 - TSP failed to meet DOD/RDD		
Issuing Office GBLOC: AANZ	ATR Offer Number:	

Reporter Details

Reporter: Neal Lenzie	Email: neal.r.lenzie.ctr@mail.mil	Phone: 6182205627
DODAAC: ANT155	Reporter Type: TO	

Incident Remarks

Incident Remarks	Name	Date Entered	Remarks Type
NL 5/23.	Neal Lenzie	05/23/2016	External

Supporting Documentation

No supporting documents have been added.

Add Incident Details

Enter a Remark:

Select the Remark Type:

External ☐

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).

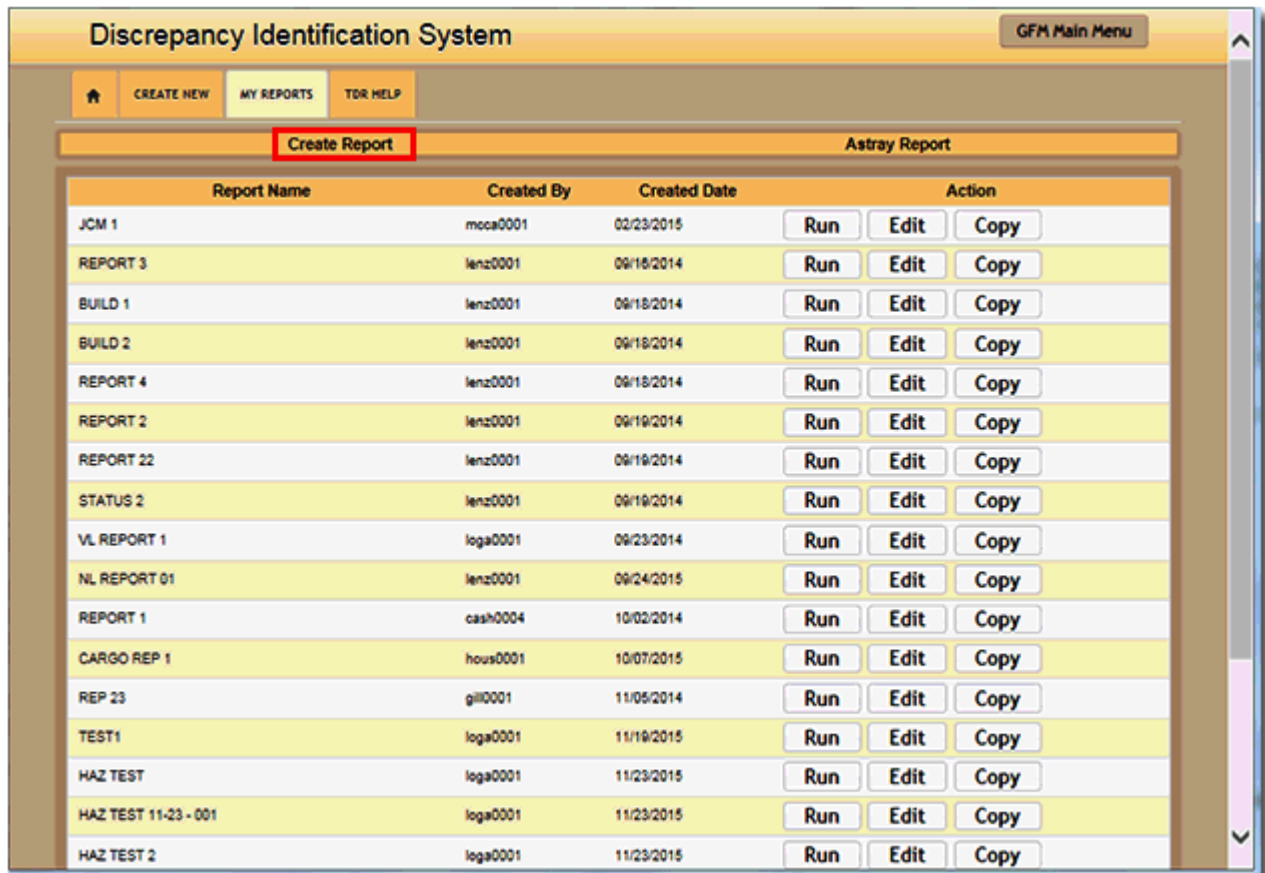


Image CK: My Reports Screen with the Create Reports Link Highlighted

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.

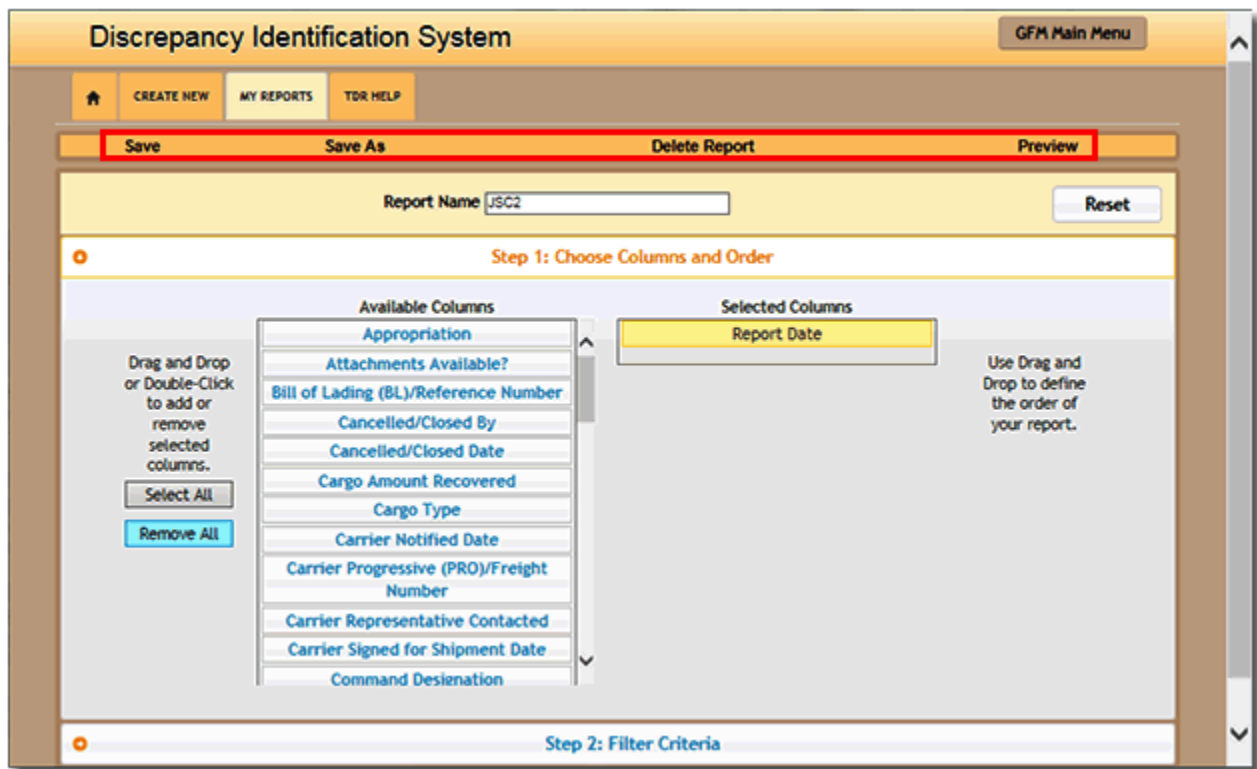


Image CL: Report Screen with the Save, Save As, Delete Report, and Preview Links Highlighted

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.

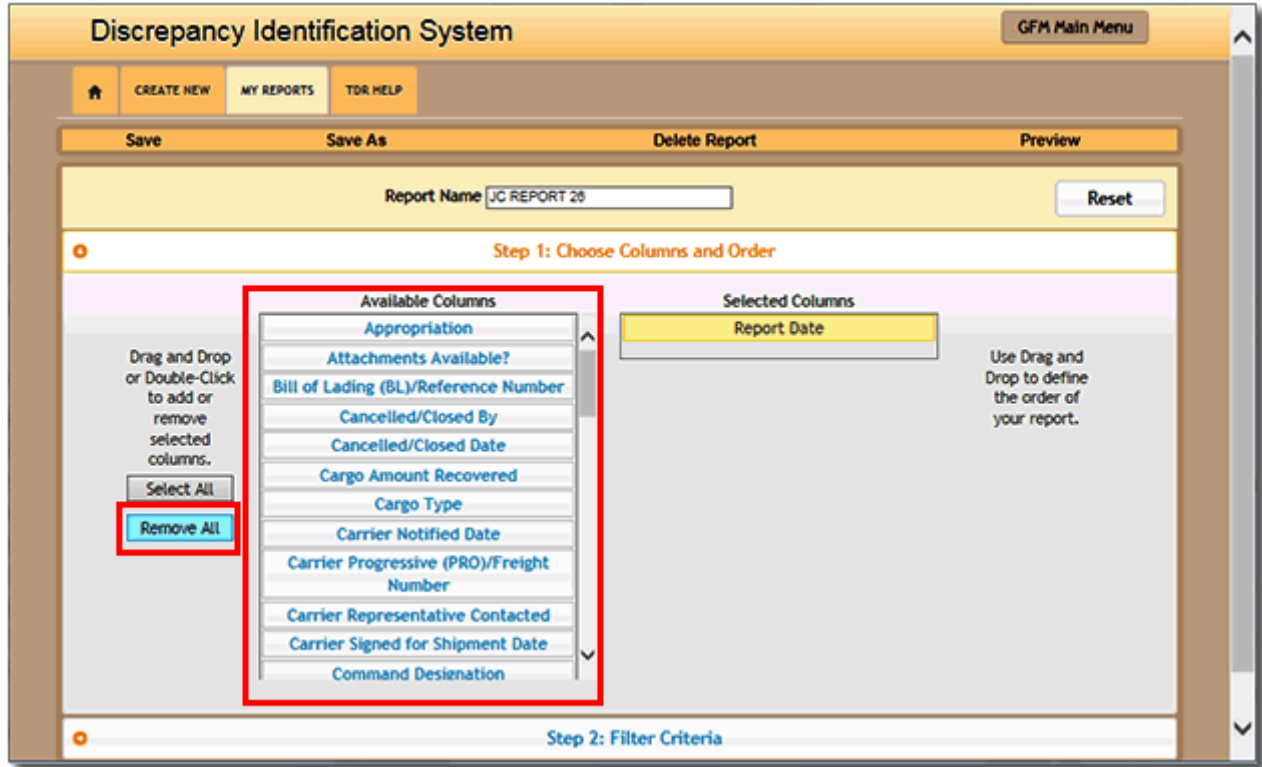


Image CS: Report Screen with the Remove All Button and Available Columns Block Highlighted

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).

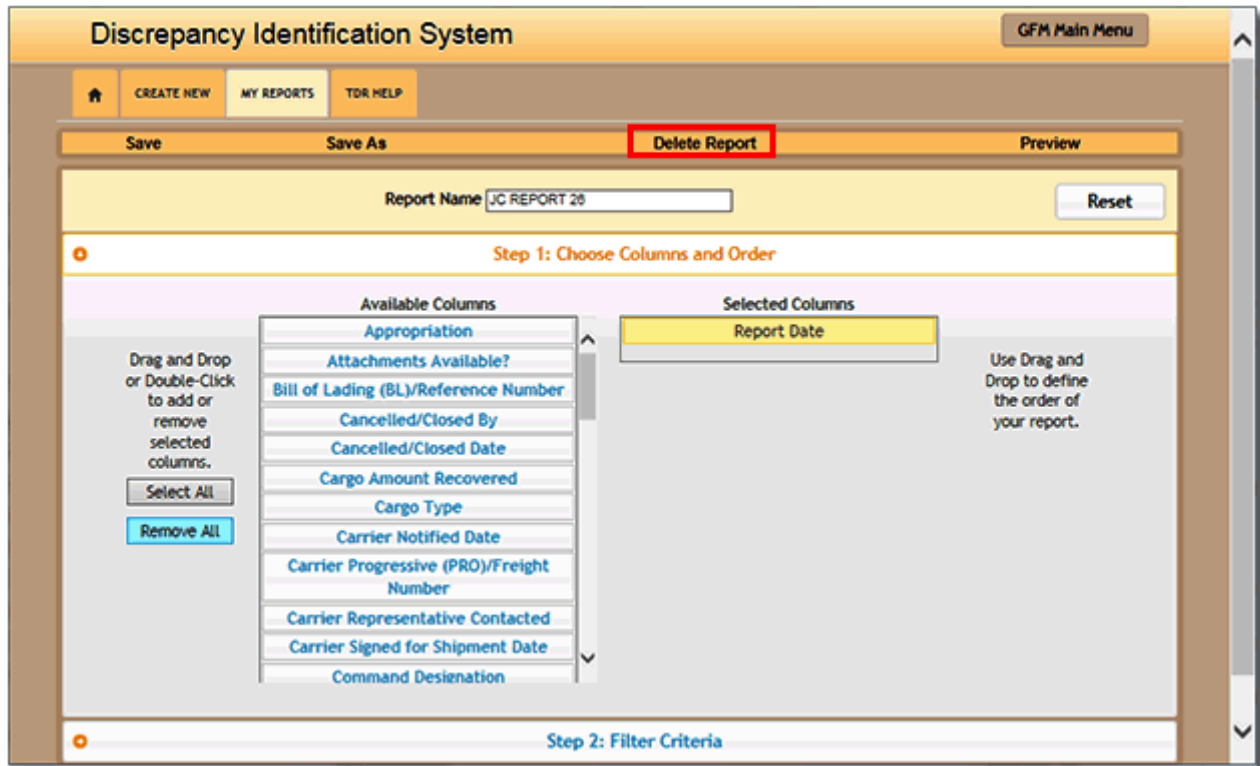


Image CU: Report Screen with the Delete Report Link Highlighted

Step 2: Filtering Criteria

To Filter Selected Columns:

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

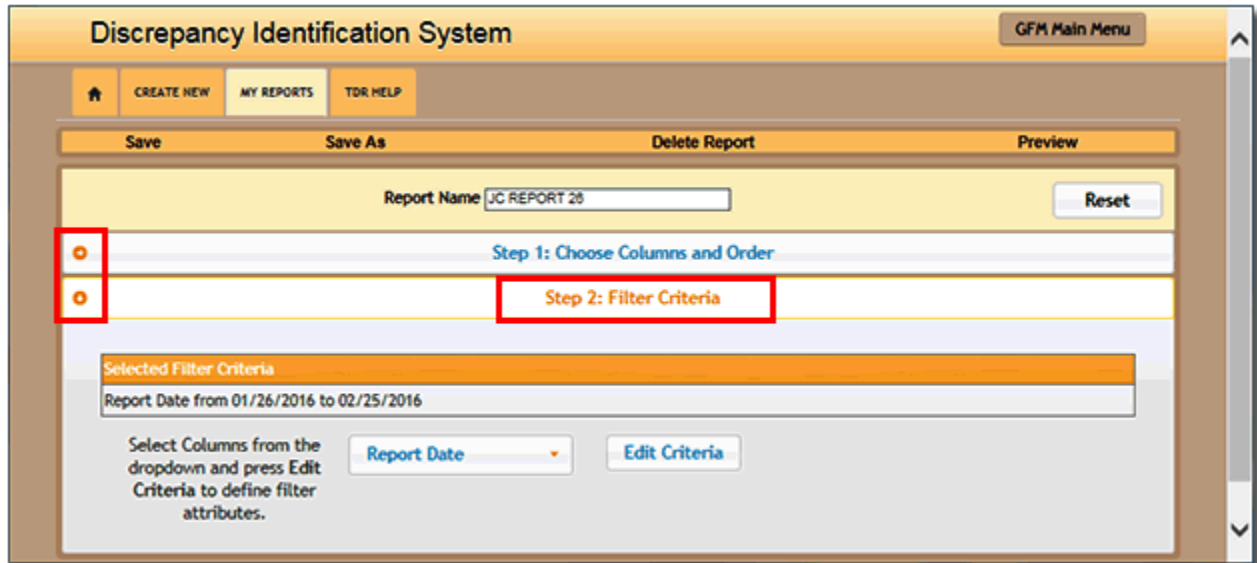


Image CV: Step 2: Filter Criteria Section Title and Expand Collapse Arrows Highlighted

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).

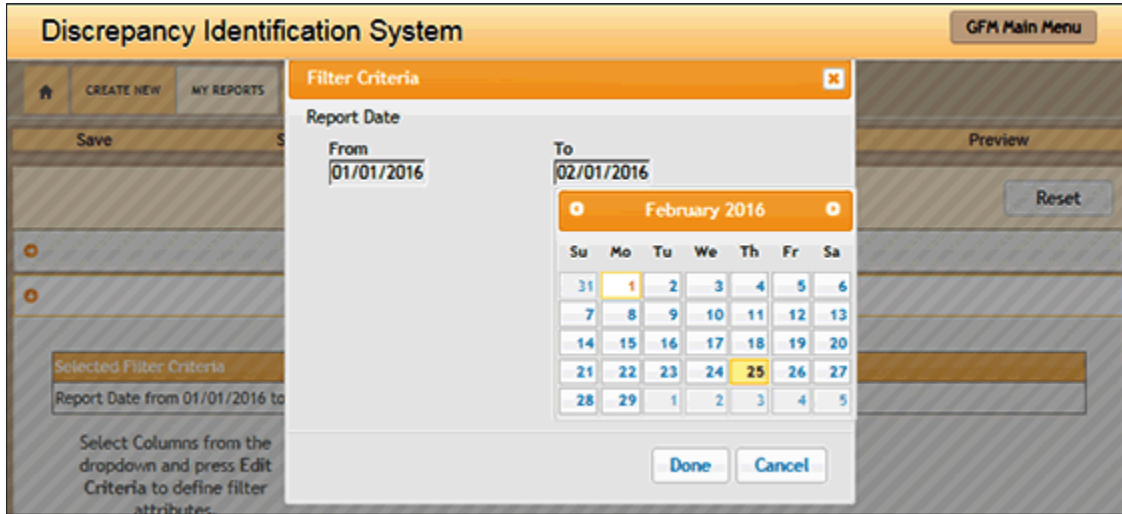


Image CW: Report Date Filter Criteria with the Calendar Displayed

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).

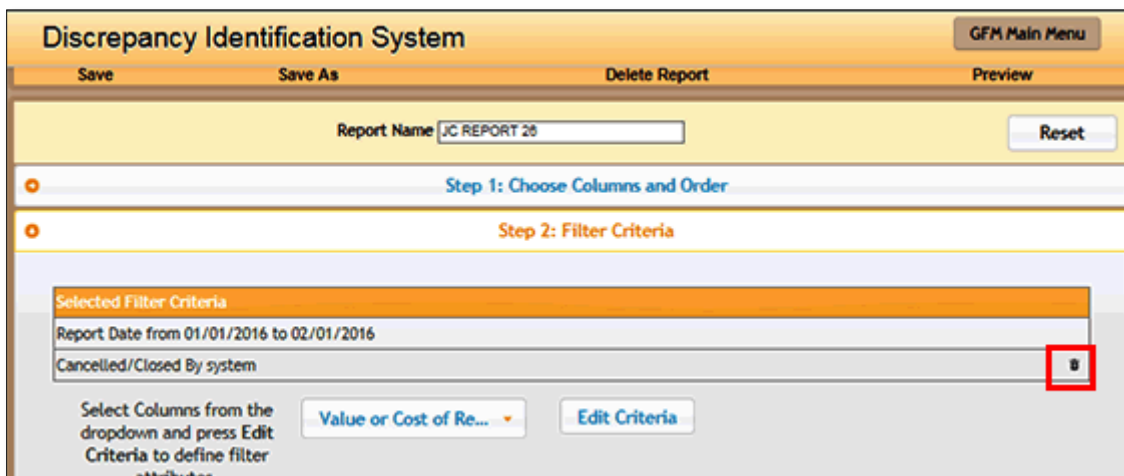


Image CX: Step 2: Filter Criteria Section with the "Trash Can" Icon Highlighted

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).

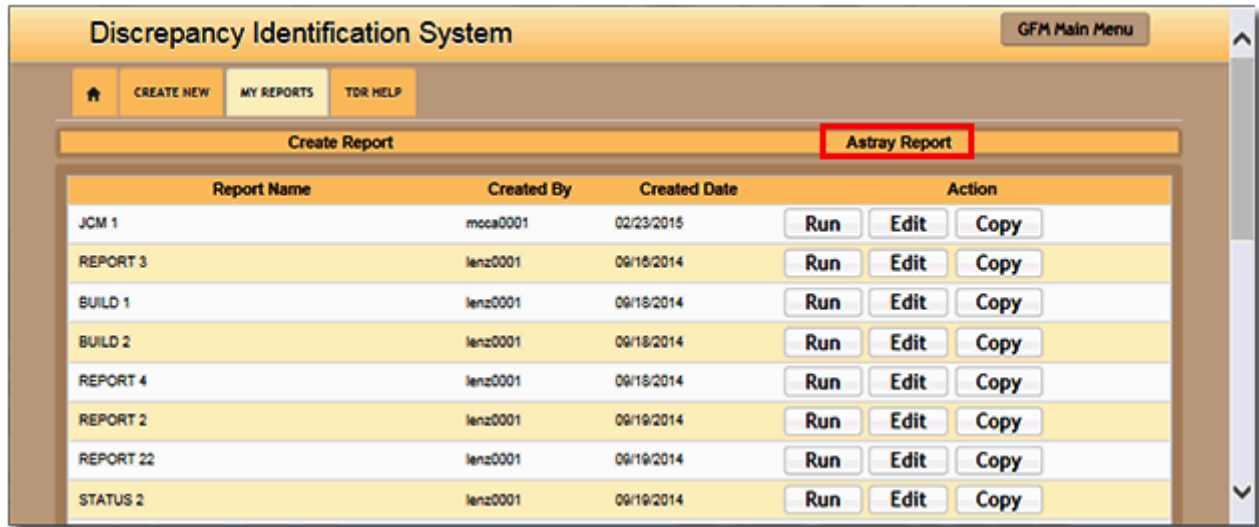


Image CY: My Reports Screen with the Astray Report Link Highlighted

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		

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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button. Below it, a navigation bar contains 'REPORTS', 'MY REPORTS', and 'TDR HELP'. The 'REPORTS' tab is active. The main content area is titled 'Weekly Record Count' and contains the following fields and controls:

- Report Type:** A drop-down menu set to 'Weekly Record Count'.
- COCOM:** A drop-down menu set to 'All Commands'.
- Branch of Service:** A drop-down menu set to 'All Branches'.
- DODAAC:** A text input field with 'Add' and 'Remove' buttons next to it.
- DODAAC List:** A label for the list of DODAACs.
- Week Ending Date:** A date input field showing '10/18/2014'.
- Format:** A drop-down menu set to 'Adobe PDF'.
- Run Report:** An orange button to generate the report.
- Reset:** An orange button to clear the fields.

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.

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

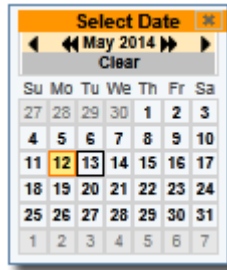


Image DB: Calendar Pop-up Window

- 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.

- Select Adobe PDF, Microsoft Excel or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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:		Total Number of Discrepancy Types in Database:	
Marine Corps:	964	Overages:	4043
Army:	18355	Damaged Freight:	3636
Air Force:	6795	Astray Freight:	5645
Other:	318	Shortages:	6647
DCMA:	61	Other:	26011
DLA:	8469		
Navy:			

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).

The screenshot shows a web application interface titled "Discrepancy Identification System" with a "GFM Main Menu" button in the top right. Below the title bar is a navigation menu with "REPORTS", "MY REPORTS", and "TDR HELP". The main content area is a form for generating a report. The "Report Type" dropdown is set to "Priority Discrepancy". Other fields include "COCOM" (All Commands), "Branch of Service" (All Branches), "Beginning Date" (10/18/2014), "Ending Date" (10/18/2014), "Protected Shipping" (YES), "High Value (> or =)" (5,000), and "Format" (Adobe PDF). At the bottom of the form are "Run Report" and "Reset" buttons.

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.

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

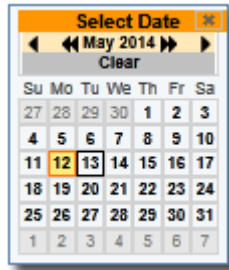


Image DE: Calendar Pop-up Window

- 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.

- 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.

- Select the dollar value of TDRs to be included in the report from the High Value TDRs drop-down list.
- Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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	Casnor Code	Casnee Code	GFM Status	Carrier	Carrier Name	SC	DC	NSN	Value
20140102	ANT155-14-0007	000000	ANT155	6050	AM0Z	UNKNOWN	7	DG		\$10,000.00
OTHER ACTIVITIES - Total										
Record Count: 1										
					CONUS		TDR COUNT FOR		OTHER 1	
							TOTAL TDR		CONUS 3	
									\$10,000.00	
									\$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).

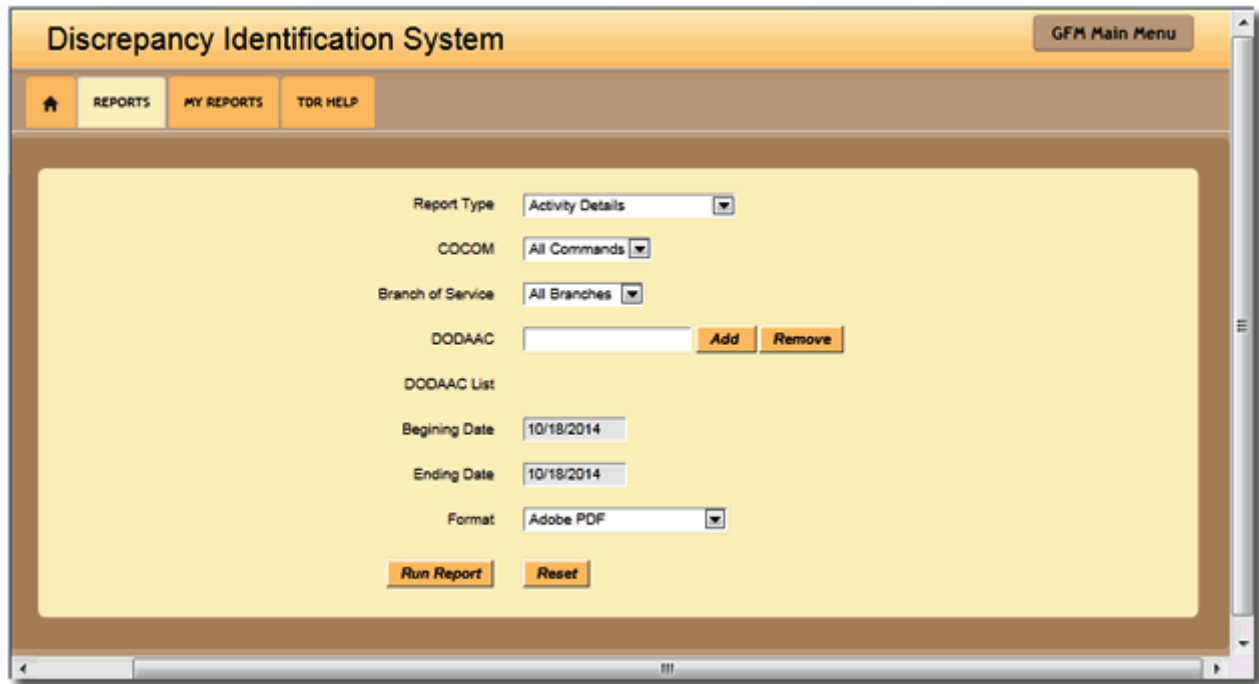
The screenshot shows a web application interface for the 'Discrepancy Identification System'. At the top, there is a header bar with the system name and a 'GFM Main Menu' button. Below the header is a navigation bar with three tabs: 'REPORTS' (selected), 'MY REPORTS', and 'TDR HELP'. The main content area is a light yellow box containing several form fields. The 'Report Type' dropdown is set to 'Activity Details'. Below it are 'COCOM' (set to 'All Commands') and 'Branch of Service' (set to 'All Branches') dropdowns. There is a 'DODAAC' text input field with 'Add' and 'Remove' buttons next to it. Below that is a 'DODAAC List' section. The 'Beginning Date' and 'Ending Date' are both set to '10/18/2014'. The 'Format' dropdown is set to 'Adobe PDF'. At the bottom of the form are 'Run Report' and 'Reset' buttons.

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.

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

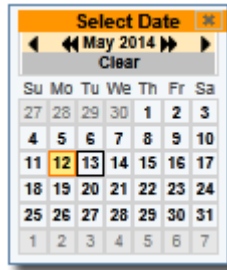


Image DH: Calendar Pop-up Window

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.

- Click the Ending Date field to display the calendar pop-up window and select a different date.
- Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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

COCOM : All Commands

DODAAC(s):

Page: 1 of 5

Branch of Service: All Branches

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

MAJOR COMMAND: CONUS

Navy ACTIVITIES - Total Activities Reporting 2

NEW001

SUBMIT 2014011	TDR REPORT	NEW001-14-0001	STATUS 3250	CARRIER HAZZ	CARRIER NAME UNKNOWN
----------------	------------	----------------	-------------	--------------	----------------------

SUBMIT 2014012	TDR REPORT	NEW001-14-0003	STATUS 3250	CARRIER HAZZ	CARRIER NAME UNKNOWN
----------------	------------	----------------	-------------	--------------	----------------------

SUBMIT 2014012	TDR REPORT	NEW001-14-0004	STATUS 3210	CARRIER HAZZ	CARRIER NAME UNKNOWN
----------------	------------	----------------	-------------	--------------	----------------------

SUBMIT 2014012	TDR REPORT	NEW001-14-0005	STATUS 3230	CARRIER A/J	CARRIER NAME UNKNOWN
----------------	------------	----------------	-------------	-------------	----------------------

SUBMIT 2014012	TDR REPORT	NEW001-14-0006	STATUS 3210	CARRIER HAZZ	CARRIER NAME UNKNOWN
----------------	------------	----------------	-------------	--------------	----------------------

		DOCUMENT 550313254					M J
PCS	PKG	SC	DC	COMMODITY/NN			VALUE
1	BX	U	SI				\$1,000.00

		DOCUMENT 550313254					M T
PCS	PKG	SC	DC	COMMODITY/NN			VALUE
1	BG	U	DQ				\$2,000.00

		DOCUMENT NEW0010000582					M T
PCS	PKG	SC	DC	COMMODITY/NN			VALUE
2	BE	U	DQ				\$75.00
1	TK	U	ST				\$1,000.00

		DOCUMENT ANT1550000639					M L T
PCS	PKG	SC	DC	COMMODITY/NN			VALUE
9999999	BL	U	DQ	2042704012404			\$99,999,999.00

		DOCUMENT NEW001-14-0006					M T
PCS	PKG	SC	DC	COMMODITY/NN			VALUE
1	BE	U	DQ				\$99,999,999.00

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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there's a 'GFM Main Menu' button. Below it, a navigation bar contains 'REPORTS', 'MY REPORTS', and 'TDR HELP'. The main content area is a form for generating a report. The 'Report Type' dropdown is set to 'Status'. Below it are 'COCOM' (All Commands), 'Branch of Service' (All Branches), and 'DODAAC' (empty) with 'Add' and 'Remove' buttons. Further down are 'Beginning Date' (10/18/2014), 'Ending Date' (10/18/2014), and 'Format' (Adobe PDF). At the bottom are 'Run Report' and 'Reset' buttons.

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.

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

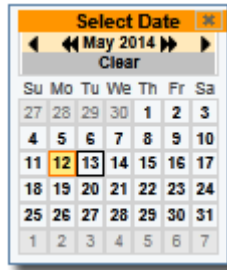


Image DK: Calendar Pop-up Window

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.

- Click the Ending Date field to display the calendar pop-up window and select a different date.
- Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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	1252532455524	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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button. Below it, a navigation bar contains 'REPORTS', 'MY REPORTS', and 'TDR HELP'. The 'REPORTS' tab is active. The main content area is titled 'Discrepancy Analysis' and contains the following fields and controls:

- Report Type:** A drop-down menu with 'Discrepancy Analysis' selected.
- COCOM:** A drop-down menu with 'All Commands' selected.
- Branch of Service:** A drop-down menu with 'All Branches' selected.
- DODAAC:** A text input field with 'Add' and 'Remove' buttons next to it.
- DODAAC List:** A label for the list of DODAACs.
- Beginning Date:** A date input field showing '10/18/2014'.
- Ending Date:** A date input field showing '10/18/2014'.
- Format:** A drop-down menu with 'Adobe PDF' selected.
- Run Report:** An orange button to generate the report.
- Reset:** An orange button to clear the filters.

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.

- 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

- 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.

- Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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
20140110	AST115-14-0014	3240	AM02	UNKNOWN	A4	U	L		1	BX	\$1,111.00
20140110	AST115-14-0011	3240	HAZZ	UNKNOWN	A6	C	AM		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).

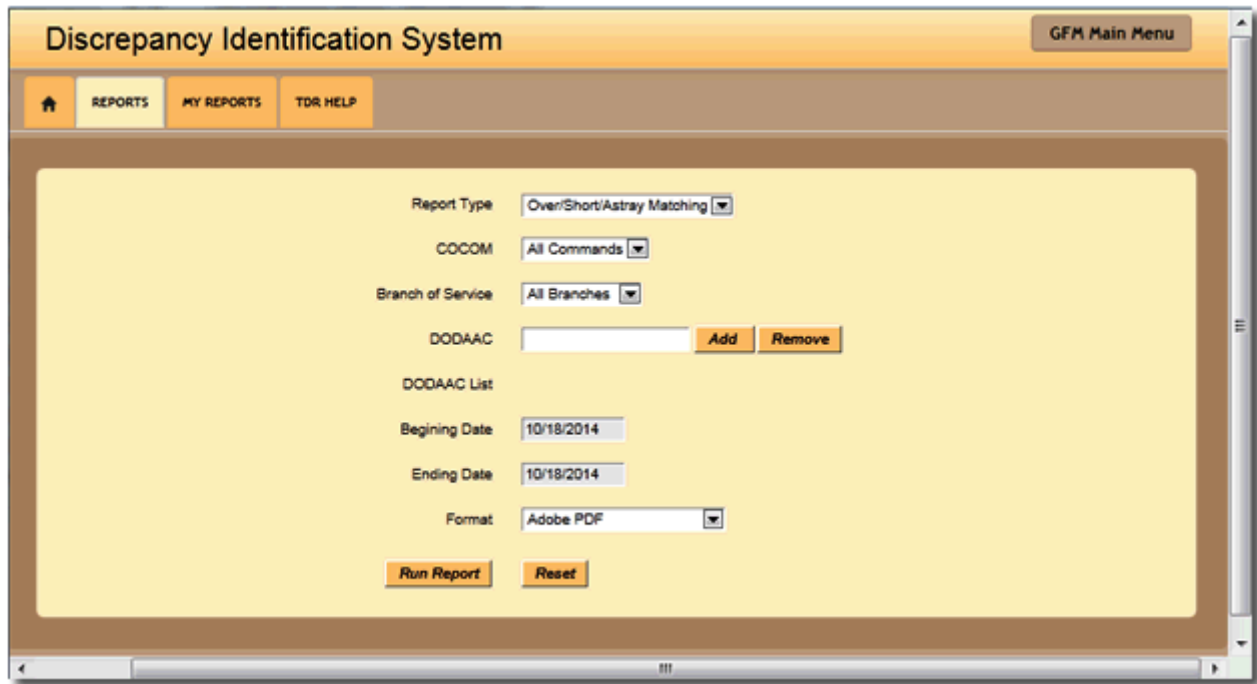
The screenshot shows a web application titled "Discrepancy Identification System" with a "GFM Main Menu" button in the top right. Below the title bar is a navigation menu with "REPORTS", "MY REPORTS", and "TDR HELP". The main content area is a form for generating a report. It includes a "Report Type" dropdown menu set to "Over/Short/Astray Matching", a "COCOM" dropdown menu set to "All Commands", and a "Branch of Service" dropdown menu set to "All Branches". There is a "DODAAC" text input field followed by "Add" and "Remove" buttons. Below these is a "DODAAC List" label. The "Beginning Date" and "Ending Date" fields are both set to "10/18/2014". The "Format" dropdown menu is set to "Adobe PDF". At the bottom of the form are "Run Report" and "Reset" buttons.

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.

- 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.

- Click the Ending Date field to display the calendar pop-up window and select a different date.
- Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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	ANTI155-14-0014	AM0Z	UNKNOWN	S503031333	A4	294924994294329	1	BX	111.00	\$1,111.00
20140110	ANTI155-14-0015	AM0Z	UNKNOWN	S50313916	O4	242942942934923	10	BX	10,000.0	\$1,000.00
20140110	ANTI155-14-0016	AM0Z	UNKNOWN	S503131916	O4	242747477427474	10	BX	1,000.00	\$1,000.00
20140110	ANTI155-14-0018	HAZZ	UNKNOWN	S503147288	A6	123949492942943	100	BX	1,000.00	\$100.00
20140116	NEW001-14-0001	HAZZ	UNKNOWN	S503133594	SI	242444342442424	1	BX	1,255.45	\$1,000.00
20140120	NEW001-14-0004	HAZZ	UNKNOWN	NEW0550000582	ST	524959677692929	1	TK	1,566.00	\$1,000.00
20140121	NEW055-14-0007	HAZZ	UNKNOWN	ANTI1550000612	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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button. Below it is a navigation bar with 'REPORTS', 'MY REPORTS', and 'TDR HELP' tabs. The 'REPORTS' tab is active. The main content area is a yellow box containing the following fields and controls:

- Report Type:** A drop-down menu set to 'Close Out'.
- COCOM:** A drop-down menu set to 'All Commands'.
- Branch of Service:** A drop-down menu set to 'All Branches'.
- DODAAC:** A text input field with 'Add' and 'Remove' buttons next to it.
- DODAAC List:** A label for the list of DODAACs.
- Beginning Date:** A date input field set to '10/18/2014'.
- Ending Date:** A date input field set to '10/18/2014'.
- Format:** A drop-down menu set to 'Adobe PDF'.
- Buttons:** 'Run Report' and 'Reset' buttons at the bottom.

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.

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

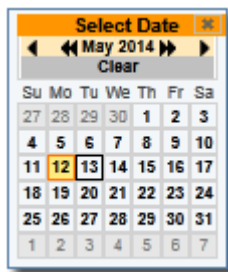


Image DT: Calendar Pop-up Window

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.

- Click the Ending Date field to display the calendar pop-up window and select a different date.
- Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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		
<hr/>								
MAJOR COMMAND : CONUS								
<u>GFM Status</u>	<u>TDR Report Number</u>	<u>Submit Date</u>	<u>Close Out Date</u>	<u>R C</u>	<u>D C</u>	<u>S C</u>	<u>Commodity/ NSN</u>	<u>VALUE</u>
6010	NEW055-14-0008	20140121	20140121		DQ	U	5828924924924	\$150,000.00
<hr/>								
CONUS COUNT: 1							CONUS TOTAL:	\$150,000.00
<hr/>								
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).

The screenshot shows the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button. Below it, a navigation bar contains 'REPORTS', 'MY REPORTS', and 'TDR HELP'. The main content area displays the 'Carrier Monitoring' report type selected in the 'Report Type' dropdown. Other fields include 'COCOM' (All Commands), 'Branch of Service' (All Branches), 'SCAC' (empty), 'Beginning Date' (10/18/2014), 'Ending Date' (10/18/2014), and 'Format' (Adobe PDF). At the bottom, there are 'Run Report' and 'Reset' buttons.

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).

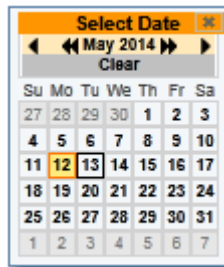


Image DW: Calendar Pop-up Window

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
AMAZ	UNKNOWN	20140102	ANT155-14-0007	DG		7	\$10,000.00
Remarks:	Cargo Type: NWRM - REPSHIP Cargo Not Reported As Received.						
AMAZ	UNKNOWN	20140110	ANT155-14-0014	A4		U	\$1,111.00
Remarks:	test						
AMAZ	UNKNOWN	20140110	ANT155-14-0015	O4		U	\$1,000.00
Remarks:	Cargo Type: AA&E - REPSHIP Not Sent.						
AMAZ	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.

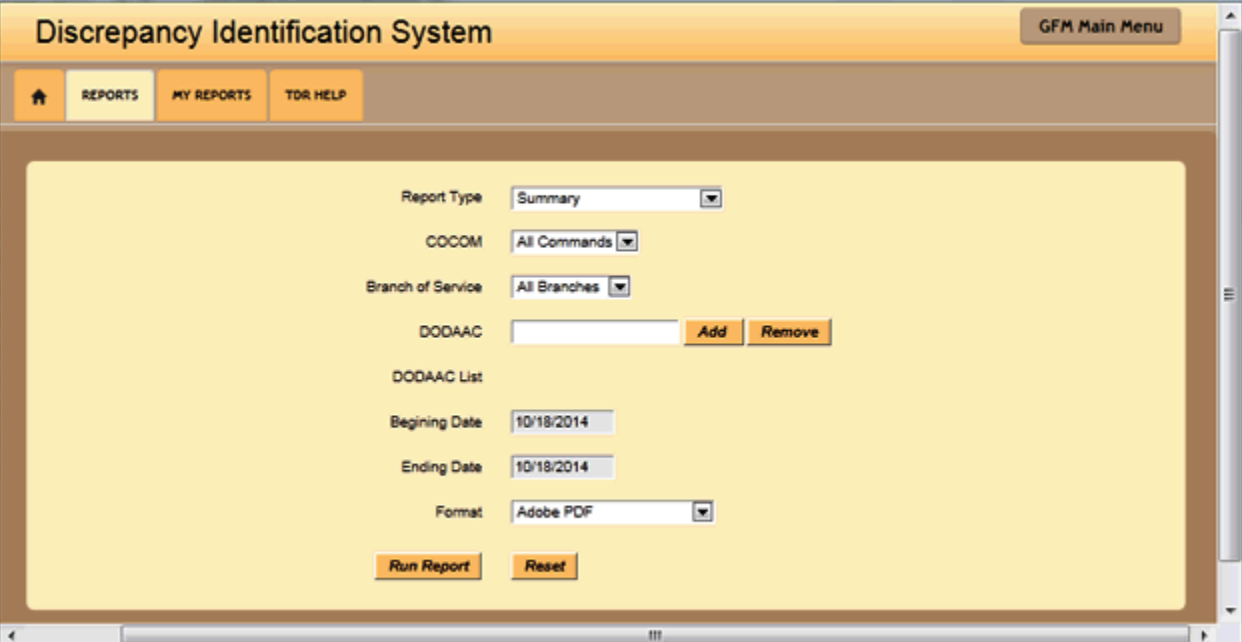
9. To exit the report, click the (X) in the top right corner of the report window.

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).



The screenshot shows the 'Discrepancy Identification System' interface. At the top, there is a 'GFM Main Menu' button. Below it, a navigation bar contains 'REPORTS', 'MY REPORTS', and 'TDR HELP'. The main content area is titled 'Summary' and contains the following fields and controls:

- Report Type:** A drop-down menu set to 'Summary'.
- COCOM:** A drop-down menu set to 'All Commands'.
- Branch of Service:** A drop-down menu set to 'All Branches'.
- DODAAC:** A text input field with 'Add' and 'Remove' buttons next to it.
- DODAAC List:** A text area for listing DODAACs.
- Beginning Date:** A date field set to '10/18/2014'.
- Ending Date:** A date field set to '10/18/2014'.
- Format:** A drop-down menu set to 'Adobe PDF'.
- Run Report:** An orange button to generate the report.
- Reset:** A button to reset the fields.

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.

- 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.

- Click the Ending Date field to display the calendar pop-up window and select a different date.
- Select Adobe PDF, Microsoft Excel, or Comma Separated Values from the Format drop-down list. Adobe PDF format is recommended.
- 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:		Total Number of Discrepancy Types in Database:	
Marine Corps:	939	Overages:	4042
Army:	18340	Damaged Freight:	3586
Air Force:	6780	Astray Freight:	5624
Other:	65	Shortages:	6614
DCMA:	57	Other:	25965
DLA:	8466		
Navy:	4647		
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).

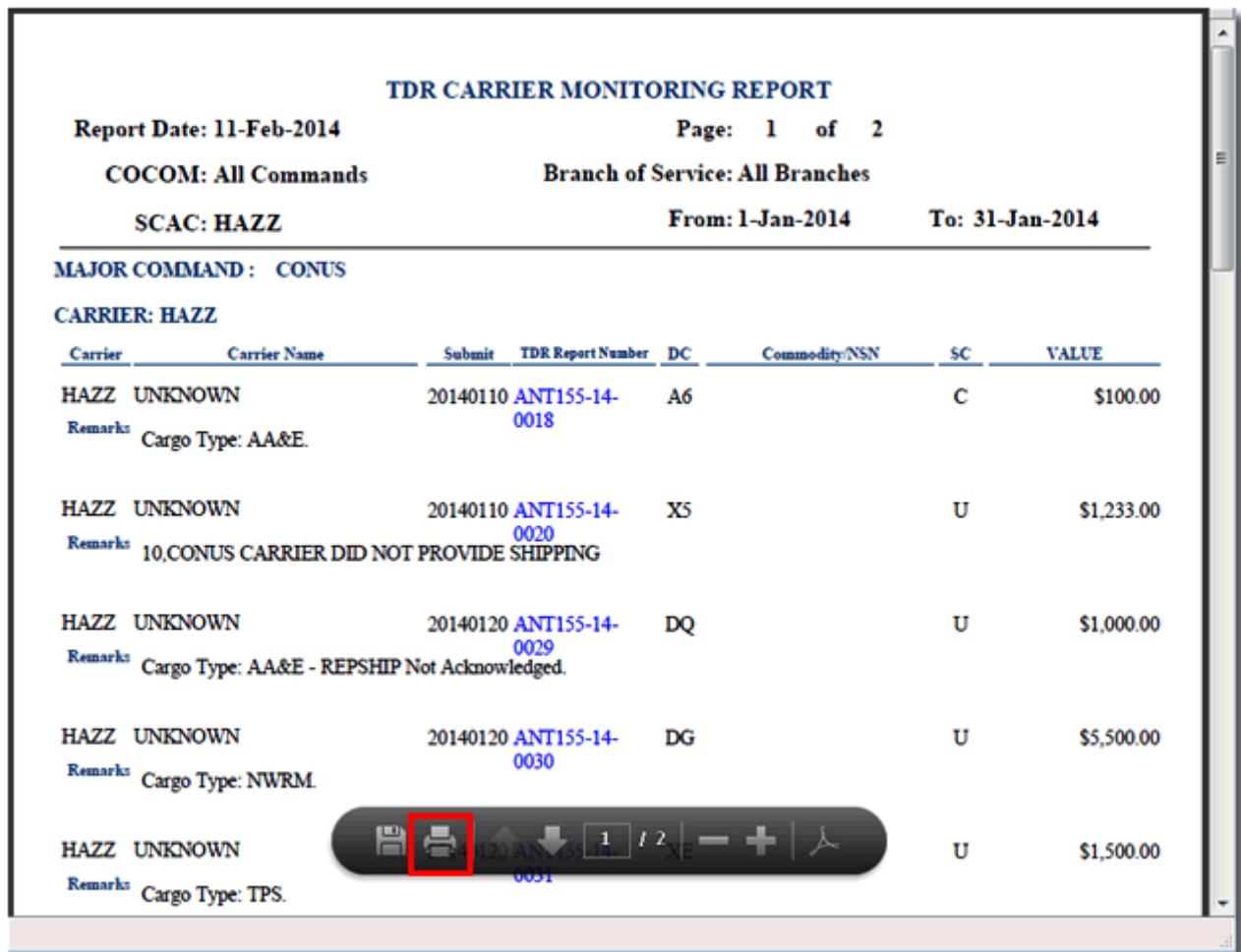


Image EB: Adobe Acrobat Window with Print Icon Highlighted

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).

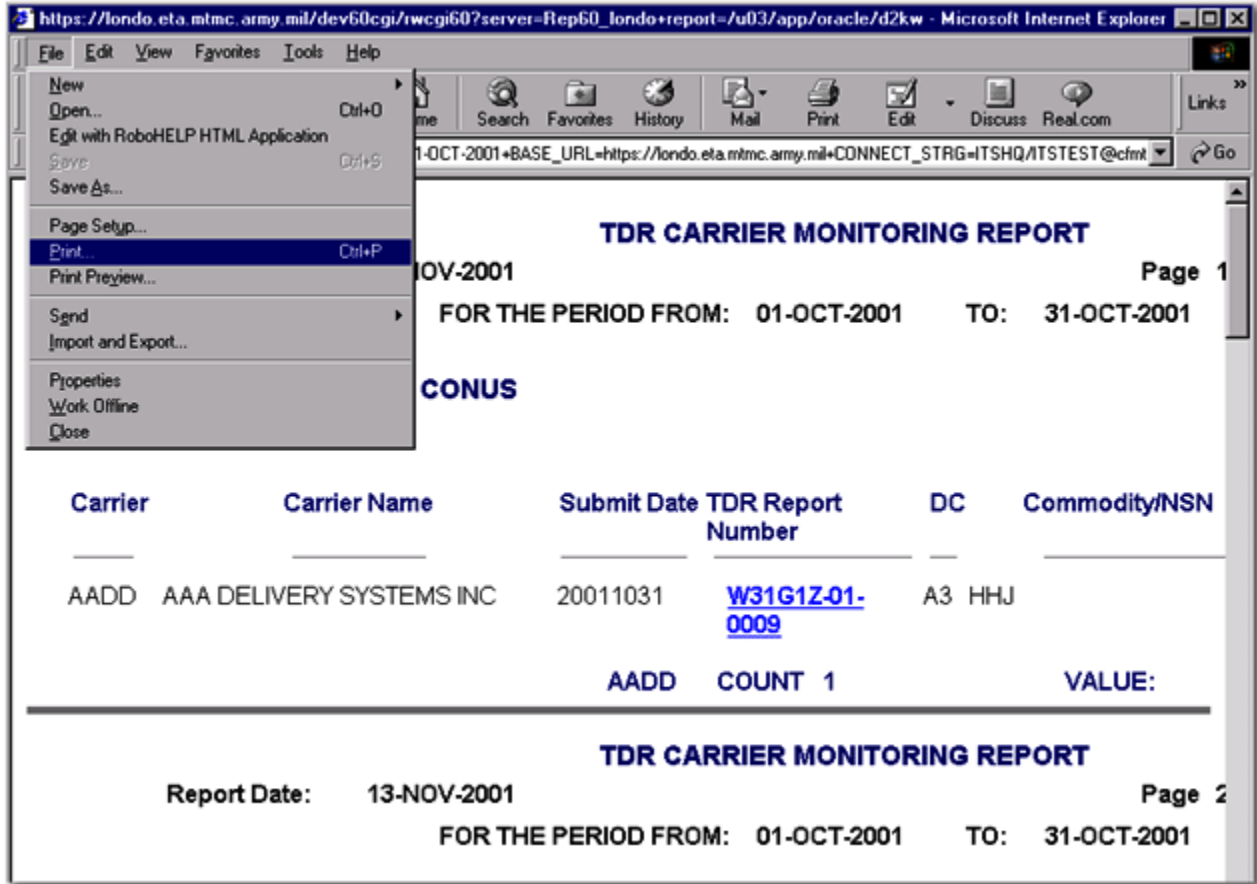


Image EC: File Drop-down Menu with the Print Option Highlighted

The Print dialog box displays.

2. Click <Print> to print a copy.

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Appendix C: User Role Permissions Table 152

Attachment- User Role Permissions Table 152

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	Responsibility 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		