

Military Surface Deployment and Distribution Command

Customer and Carrier Advisory

June 10, 2024

CA-24-06-10/0036

Subject: Outdated Transportation Facilities Guide (TFG) Information

Purpose: Remind Transportation Officers of TFG update requirements.

Be Advised: Defense Transportation Regulation (DTR) Part II, Chapter 201, Paragraph Q, Transportation Facilities Guide, requires activities to use the Transportation Facilities Guide (TFG).

CONUS and OCONUS freight Transportation Officers (TO) are required to update their TFG records as follows:

- On semi-annual basis for installations participating in the secure holding area program based on last review date of in the TFG.
- On an annual basis for installations not participating in the secure holding area program.
- Immediately: whenever critical operational changes are made, such as:
 - Changes in operating hours
 - Installation closures (e.g., holiday closure or inventory closure)
 - Change in delivery policy/procedures (e.g., appointments required, Installation access procedure changes, entrance gate change)

As of 5 June 2024, 26% of all TFG entries are past-due on updates.

The TFG is used to notify Transportation Service Providers (TSP) and DoD shippers of an activity or installation's—

- Shipping and receiving operational status
- Normal operating hours
- Access, security, pickup, and delivery policies
- Installation closure details
- Secure holding and AA&E policies
- Transportation specific POCs, to include GOCARE CMs

TOs are advised to immediately check their installation or activity TFG site to ensure information is updated and accurate in compliance with DTR 201 requirements.

Failure to update could result in additional TSP charges.

User manual and training material for the TFG application can be found on the Global Freight Management Main Menu located at (<https://eta-teams.transport.mil>), users will need access to TEAMS and GFM to access the TFG material located on the GFM Main Menu.

POC: SDDC G3, Freight Management Branch,
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Expiration: N/A

Category: General Information