Subject: Requirements to execute a shipment under the Air Tender Program (ATP) and Global Heavyweight Service 2 (GHS2) contract.

Purpose: To inform shippers of the necessary requirements and documentation to effectively execute shipments under the ATP and GHS2 programs. Shippers' failure to meet these requirements will result in the shipment not being considered a program compliant shipment, but rather a spot-bid, and will not be protected under the terms and conditions of the GHS2 contract or MFTURP-1.

Be Advised: In accordance with 41 CFR and the DTR, commercial air heavyweight shipments must move under a bill of lading. Therefore, it is imperative the bill of lading is filled out properly. The use of air bill without a corresponding bill of lading, connectivity to or use of a commercial carrier's system without a bill of lading, or NGDS shipping procedures ARE NOT authorized for executing heavyweight shipments. To assist transportation officers with determining if their process complies with ATP and GHS2 procedures, the following decision matrices were created:

Air Tender Program Matrix

Shipper Type	Method of Ordering	Documentation	Voluntary ATP Shipment?		Negotiated ATP Shipment?	
			Yes	No	Yes	No
Any Federal Shipper	Shipment processed, completed, and awarded in a Department of Defense shipper system.	Bill of Lading containing the following: 1. A system generated route order number 2. Approved air SCAC and ATP tender number is in the tariff/special authority block	X		N/A	N/A
Any Federal Shipper	Shipment processed, completed, but NOT awarded in a Department of Defense shipper system.	Bill of Lading NOT containing the following: 1. Approved air SCAC and ATP tender number is in the tariff/special authority block		X		X
Any Federal Shipper	Shipment processed, completed, but NOT awarded in a Department of Defense shipper system.	Bill of Lading containing the following: 1. Approved air SCAC and ATP tender number is in the tariff/special authority block	X		X	
Any Federal Shipper	Shipment processed, completed, and awarded in a carrier's commercial website without issuing a bill of lading.	Commercial carrier's air way bill only		X		X
Any Federal Shipper	Shipment processed, completed, and awarded in a carrier's commercial website with issuing a bill of lading.	Commercial carrier's air way bill -AND- a bill of lading containing the following: 1. With an approved air SCAC and ATP tender number is in the tariff/special authority block	X		X	
Any Federal Shipper	Shipment processed, completed, and awarded in a Department of Defense shipper system with a carrier's commercial website used to produce a carrier air way bill. This also includes completing a carrier air way bill manually.	Commercial carrier's air way bill -AND- a bill of lading containing the following: 1. A system generated route order number 2. An approved air SCAC and ATP tender number is in the tariff/special authority block	X		N/A	N/A

Global Heavyweight Service 2 Matrix

Shipper Type	Method of Ordering	Documentation	GHS Shipment? Yes	GHS Shipment? No
Any Federal Shipper	Shipment processed, completed, and awarded in a Department of Defense shipper system.	Bill of Lading containing the following: 1. A system generated route order number 2. Approved air SCAC and GHS tender number is in the tariff/special authority block 3. Correct contract number in the contract/purchase order no. and FOB point block	X	
Any Federal Shipper	Shipment processed, completed, but NOT awarded in a Department of Defense shipper system.	Bill of Lading NOT containing the following: 1. Approved air SCAC and GHS tender number is in the tariff/special authority block 2. Correct contract number in the contract/purchase order no. and FOB point block		X
Any Federal Shipper	Shipment processed, completed, but NOT awarded in a Department of Defense shipper system.	Bill of Lading containing the following: 1. Approved air SCAC and GHS tender number is in the tariff/special authority block 2. With or without correct contract number in the contract/purchase order no. and FOB point block	X	
Any Federal Shipper	Shipment processed, completed, and awarded in a carrier's commercial website without issuing a bill of lading.	Commercial carrier's air way bill only		X
Any Federal Shipper	Shipment processed, completed, and awarded in a carrier's commercial website with issuing a bill of lading.	Commercial carrier's air way bill -AND- a bill of lading containing the following: 1. With an approved air SCAC and GHS tender number is in the tariff/special authority block 2. With or without correct contract number in the contract/purchase order no. and FOB point block	X	
Any Federal Shipper	Shipment processed, completed, and awarded in a Department of Defense shipper system with a carrier's commercial website used to produce a carrier air way bill. This also includes completing a carrier air way bill manually.	Commercial carrier's air way bill -AND- a bill of lading containing the following: 1. A system generated route order number 2. An approved GHS tender number is in the tariff/special authority block 3. A correct contract number in the contract/purchase order no. and FOB point block	X	

Key CBL Data Elements

Item	Block of CBL	GHS2	ATP	Negotiated Tender	Spot Bid
	Key Data Elements for Commercial Air Less-than-Planeload Commercial Bills of Lading (CBL)				
		Expected data entry for program……..			
		GHS2	**ATP**	**Negotiated Tender**	**Spot Bid**
1	TRANSPORTATION COMPANY TENDERED TO BLOCK	Must match Legal Name block of an approved air carrier in FCRP	Must match Legal Name block of an approved air carrier in FCRP	Must match Legal Name block of an approved air carrier in FCRP	Must match Legal Name block of an approved air carrier in FCRP
2	SCAC BLOCK	Must match SCAC block of an approved air carrier in FCRP	Must match SCAC block of an approved air carrier in FCRP	Must match SCAC block of an approved air carrier in FCRP	Must match SCAC block of an approved air carrier in FCRP
3	ROUTE ORDER/RELEASE NUMBER BLOCK	Route Order (RO) from shipper system or blank for manual quotes	Route Order (RO) from shipper system, or USTRANSCOM award letter for shipments moving under negotiated rates, or blank if not applicable	Route Order (RO) from USTRANSCOM award letter	Blank
4	MARKS AND ANNOTATIONS BLOCK	Accessorials and charges Transportation Priority Desired/Required Delivery Date (DDD/RDD) Rated weight & Scale weight Level of Service Type of Service	Accessorials and charges Transportation Priority Desired/Required Delivery Date (DDD/RDD) Rated weight & Scale weight Level of Service Type of Service	Accessorials and charges Transportation Priority Desired/Required Delivery Date (DDD/RDD) Rated weight & Scale weight Level of Service Type of Service	Transportation Priority Desired/Required Delivery Date (DDD/RDD)
5	SHIPMENT DETAIL INFORMATION	Use blocks (labeled Packages (No, Kind), HM, Description of articles, and Weight) to describe three sets of information. Starting on the cover sheet of the CBL, first, enter Hazardous Material (HAZMAT) certification, second, enter shipment totals information, and finally, enter line item information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.	Use blocks (labeled Packages (No, Kind), HM, Description of articles, and Weight) to describe three sets of information. Starting on the cover sheet of the CBL, first, enter Hazardous Material (HAZMAT) certification, second, enter shipment totals information, and finally, enter line item information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.	Use blocks (labeled Packages (No, Kind), HM, Description of articles, and Weight) to describe three sets of information. Starting on the cover sheet of the CBL, first, enter Hazardous Material (HAZMAT) certification, second, enter shipment totals information, and finally, enter line item information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.	Use blocks (labeled Packages (No, Kind), HM, Description of articles, and Weight) to describe three sets of information. Starting on the cover sheet of the CBL, first, enter Hazardous Material (HAZMAT) certification, second, enter shipment totals information, and finally, enter line item information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.
6	HAZMAT INFORMATION SET	If conveying HAZMAT, the following set of information must appear at the beginning of each HM line item of the CBL. If not conveying HAZMAT, go to the Shipment Totals Information Set and begin entering that information on the cover sheet. a. Packages (No, Kind). (NOT USED) b. HM. The description for HAZMAT in Description of Articles Block will be preceded by an "X" or "RQ". (1) Description of Articles. HAZMAT subject to Department of Transportation regulations will be described in this Block. The description will be in accordance with regulations and directives governing the movement of HAZMAT on a CBL. c. Weight. (NOT USED)	If conveying HAZMAT, the following set of information must appear at the beginning of each HM line item of the CBL. If not conveying HAZMAT, go to the Shipment Totals Information Set and begin entering that information on the cover sheet. a. Packages (No, Kind). (NOT USED) b. HM. The description for HAZMAT in Description of Articles Block will be preceded by an "X" or "RQ". (1) Description of Articles. HAZMAT subject to Department of Transportation regulations will be described in this Block. The description will be in accordance with regulations and directives governing the movement of HAZMAT on a CBL. c. Weight. (NOT USED)	If conveying HAZMAT, the following set of information must appear at the beginning of each HM line item of the CBL. If not conveying HAZMAT, go to the Shipment Totals Information Set and begin entering that information on the cover sheet. a. Packages (No, Kind). (NOT USED) b. HM. The description for HAZMAT in Description of Articles Block will be preceded by an "X" or "RQ". (1) Description of Articles. HAZMAT subject to Department of Transportation regulations will be described in this Block. The description will be in accordance with regulations and directives governing the movement of HAZMAT on a CBL. c. Weight. (NOT USED)	If conveying HAZMAT, the following set of information must appear at the beginning of each HM line item of the CBL. If not conveying HAZMAT, go to the Shipment Totals Information Set and begin entering that information on the cover sheet. a. Packages (No, Kind). (NOT USED) b. HM. The description for HAZMAT in Description of Articles Block will be preceded by an "X" or "RQ". (1) Description of Articles. HAZMAT subject to Department of Transportation regulations will be described in this Block. The description will be in accordance with regulations and directives governing the movement of HAZMAT on a CBL. c. Weight. (NOT USED)
7	SHIPMENT TOTALS INFORMATION SET	If conveying multiple line items. Calculate and enter this information on the cover sheet of the CBL after any HAZMAT information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.	If conveying multiple line items. Calculate and enter this information on the cover sheet of the CBL after any HAZMAT information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.	If conveying multiple line items. Calculate and enter this information on the cover sheet of the CBL after any HAZMAT information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.	If conveying multiple line items. Calculate and enter this information on the cover sheet of the CBL after any HAZMAT information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.
8	LINE ITEM INFORMATION	Describe each line item in the shipment. When conveying only one line item with a CBL, total all weights of the line item (freight, example pallet/skid/platform (rail only)) and enter the result of that calculation on the cover sheet of the CBL, in place of the shipment totals information set described above. a. Packages (No, Kind). Show the number of packages or containers, kind of package (for example: barrels, boxes, or crates) in the spaces provided. When articles are shipped on strapped pallets, show the number of containers or loose items on each pallet (e.g., six pallets of 24 boxes each). Do not show the number of articles or inner containers in any box, barrel, crate, or other receptacle. b. HM. When a line item consists of HAZMAT, the description in the Description of Articles Block will be preceded by an "X" in this block. Description of Articles. (1) Line Item Description. (2) Cube, Density, and Dimensions. (5) Weight. (6) Cubic Measurement.	Describe each line item in the shipment. When conveying only one line item with a CBL, total all weights of the line item (freight, example pallet/skid/platform (rail only)) and enter the result of that calculation on the cover sheet of the CBL, in place of the shipment totals information set described above. a. Packages (No, Kind). Show the number of packages or containers, kind of package (for example: barrels, boxes, or crates) in the spaces provided. When articles are shipped on strapped pallets, show the number of containers or loose items on each pallet (e.g., six pallets of 24 boxes each). Do not show the number of articles or inner containers in any box, barrel, crate, or other receptacle. b. HM. When a line item consists of HAZMAT, the description in the Description of Articles Block will be preceded by an "X" in this block. Description of Articles. (1) Line Item Description. (2) Cube, Density, and Dimensions. (5) Weight. (6) Cubic Measurement.	Describe each line item in the shipment. When conveying only one line item with a CBL, total all weights of the line item (freight, example pallet/skid/platform (rail only)) and enter the result of that calculation on the cover sheet of the CBL, in place of the shipment totals information set described above. a. Packages (No, Kind). Show the number of packages or containers, kind of package (for example: barrels, boxes, or crates) in the spaces provided. When articles are shipped on strapped pallets, show the number of containers or loose items on each pallet (e.g., six pallets of 24 boxes each). Do not show the number of articles or inner containers in any box, barrel, crate, or other receptacle. b. HM. When a line item consists of HAZMAT, the description in the Description of Articles Block will be preceded by an "X" in this block. Description of Articles. (1) Line Item Description. (2) Cube, Density, and Dimensions. (5) Weight. (6) Cubic Measurement.	Describe each line item in the shipment. When conveying only one line item with a CBL, total all weights of the line item (freight, example pallet/skid/platform (rail only)) and enter the result of that calculation on the cover sheet of the CBL, in place of the shipment totals information set described above. a. Packages (No, Kind). Show the number of packages or containers, kind of package (for example: barrels, boxes, or crates) in the spaces provided. When articles are shipped on strapped pallets, show the number of containers or loose items on each pallet (e.g., six pallets of 24 boxes each). Do not show the number of articles or inner containers in any box, barrel, crate, or other receptacle. b. HM. When a line item consists of HAZMAT, the description in the Description of Articles Block will be preceded by an "X" in this block. Description of Articles. (1) Line Item Description. (2) Cube, Density, and Dimensions. (5) Weight. (6) Cubic Measurement.
9	TARIFF/SPECIAL RATE AUTHORITY BLOCK	Special Rate Authorities. When any shipment, regardless of quantity, is subject to a special rate tender or other special arrangement for free, special, or contract rates, an identifying reference to the tender or contract will be shown on the original and all copies of the BL. The tender will be identified by entering the SCAC assigned by the SCAC directory for the authority issuing the tender, followed by the tender number including the supplement number. The SCAC and tender number must be the same as the origin carrier in the SCAC block. GHS International must match current international tender (875XXX series). For example, ABCD 875010 GHS Domestic must match current domestic tender (500XXX series). For example, ABCD 500001	Special Rate Authorities. When any shipment, regardless of quantity, is subject to a special rate tender or other special arrangement for free, special, or contract rates, an identifying reference to the tender or contract will be shown on the original and all copies of the BL. The tender will be identified by entering the SCAC assigned by the SCAC directory for the authority issuing the tender, followed by the tender number including the supplement number. The SCAC and tender number must be the same as the origin carrier in the SCAC block. ATP International must match current international tender (886XXX series). For example, ABCD 886001-01 ATP Domestic must match current domestic tender (880XXX series). For example, ABCD 880001-01	Special Rate Authorities. When any shipment, regardless of quantity, is subject to a special rate tender or other special arrangement for free, special, or contract rates, an identifying reference to the tender or contract will be shown on the original and all copies of the BL. The tender will be identified by entering the SCAC assigned by the SCAC directory for the authority issuing the tender, followed by the tender number including the supplement number. The SCAC and tender number must be the same as the origin carrier in the SCAC block. Negotiated Domestic and International must match current international tender (5XXXXX series). For example, ABCD 5XXXXX	Special Rate Authorities. When any shipment, regardless of quantity, is subject to a special rate tender or other special arrangement for free, special, or contract rates, an identifying reference to the tender or contract will be shown on the original and all copies of the BL. The tender will be identified by entering the SCAC assigned by the SCAC directory for the authority issuing the tender, followed by the tender number including the supplement number. The SCAC and tender number must be the same as the origin carrier in the SCAC block. Spot bids differ from other commercial air heavyweight programs. Ideally, the shipper system will enter SPOTBID in this block. Note that if the field is blank or the shipper enters an expired or non-existent tender, the shipment is considered a spot bid.
10	CARRIER'S PICKUP DATE BLOCK	Show year, month, and day carrier accepted the shipment. This date serves as the basis for determining when carrier's responsibility for the shipment begins. Use the YYMMDD format.	Show year, month, and day carrier accepted the shipment. This date serves as the basis for determining when carrier's responsibility for the shipment begins. Use the YYMMDD format.	Show year, month, and day carrier accepted the shipment. This date serves as the basis for determining when carrier's responsibility for the shipment begins. Use the YYMMDD format.	Show year, month, and day carrier accepted the shipment. This date serves as the basis for determining when carrier's responsibility for the shipment begins. Use the YYMMDD format.
11	MODE BLOCK	Enter the transportation mode code for commercial air.	Enter the transportation mode code for commercial air.	Enter the transportation mode code for commercial air.	Enter the transportation mode code for commercial air.
12	ESTIMATE BLOCK	Enter the estimated transportation charges, rounded to the nearest dollar. This is a required field.	Enter the estimated transportation charges, rounded to the nearest dollar. This is a required field.	Enter the estimated transportation charges, rounded to the nearest dollar. This is a required field.	Enter the estimated transportation charges, rounded to the nearest dollar. This is a required field.
13	CONTRACT/PURCHASE ORDER NO BLOCK	When a contract, purchase order, or other procuring document covers a shipment, enter the number of this document in this space. For GHS2, the contract number (HTC711-23-D-CXXX series) must be entered. For example, HTC11-23-D-C044.	Not applicable	Not applicable	Not applicable

It is highly recommended all transportation officers, and their shipping activities review the DTR, MFTURP-1, and program specific Shipper's Guide to understand commercial air heavyweight requirements using ATP and GHS2. Transportation officers must also be familiar with the need for fair opportunity when processing GHS shipments. This is easily accomplished through routing a shipment through ATR in GFM or a shipper system with connectivity to the GFM web service (e.g., CMOS and FACTS). If a shipper encounters an instance where manual processing is required and meets the criteria in the decision matrix, all GHS carriers with rates on file for that particular shipment must be afforded an opportunity to review the request and bid on the shipment. For more information, see the Shipper's Guide.

If any shipper is unsure of their process and needs additional information on properly executing an ATP or GHS2 shipment, they should contact the USTRANSCOM Commercial Services Branch using the information below.

POC: USTRANSCOM Commercial Services Branch, (618) 220-5773, DSN 770- 5773, or transcom.scott.tcj5j4.mbx.lc@mail.mil.

Expiration: N/A

Category: U.S. TRANSCOM