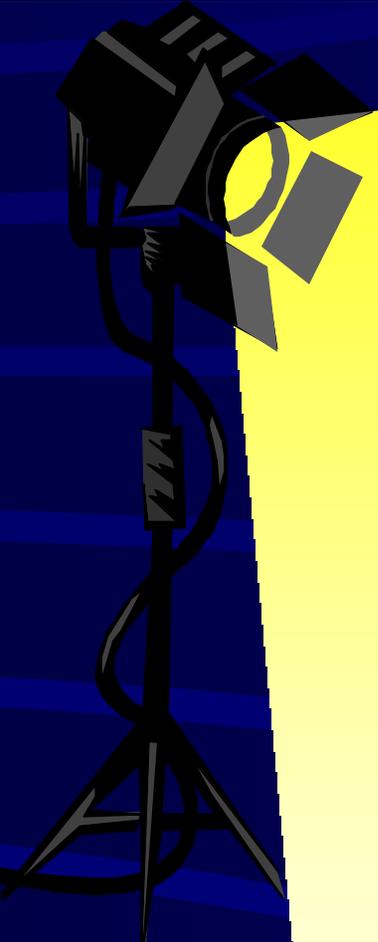


MTMC Presents...
Transportation
Discrepancy
Reporting
System





D.B.A....

Tax

Dollars

Recovered/

Saved



WHO'S RESPONSIBLE?

- CDR, MTMC
- MTMC/DSC
- Area Monitoring Offices (AMOs)
- Installation Commanders
- Transportation Officers
- Receiving Officers
- Contract Administrative Elements
- Finance Centers/Claims Offices
- Transshipment Activities



COMMANDER MTMC RESPONSIBILITIES

- Manage DOD Worldwide Cargo Transportation Discrepancy Reporting and Analysis System
- Provide recommendations to DOD components for improvements and corrections to the system
- Develop and administer TDRS and JDGACP in coordination with DOD components
- Provide reports on program and system as required



COMMANDER MTMC RESPONSIBILITIES (cont'd)

- Provide information to DOD and GSA components to determine trends, and improve loss and damage reduction procedures and claims prevention efforts
- Assist DOD, USCG, and GSA in resolving transportation discrepancies
- Provide information on claim settlement
- Assure that published regulations meet needs of all military and federal activities involved



COMMANDER MTMC RESPONSIBILITIES (cont'd)

- Provide TOs with training and assistance in the preparation and submission of TDRs and the workings of the JDGACP
- Provide assistance to theater CINC Area Monitoring Offices (AMOs) and review all AMO implementing instructions
- Give training assistance and advice to ensure compliance with the Defense Transportation Regulation (DTR)

MTMC DSC RESPONSIBILITIES

- Monitor TDR actions worldwide
- Initiate investigative or corrective actions
- Prepare TDR data for computer input and output
- Provide DOD activities with training assistance and advice
- Monitor TDR performance of field activities
- Assist finance centers, claims offices with resolution of tariff/tender , and released valuation issues, as requested

AMO RESPONSIBILITIES

- Monitor TDR actions within their areas of responsibility
- Give training assistance and advice to ensure compliance with DOD 4500.9-R
- Monitor TDR performance of field activities to ensure compliance with DOD 4500.9-R



INSTALLATION COMMANDER RESPONSIBILITIES

- Ensure prompt and accurate reporting of transportation discrepancies
- Ensure timely answers to TDR inquiries
- Provide procedures for discrepancy reporting for off-site activities
- Ensure that procedures for obtaining actual repair cost statements/estimates are followed



TRANSPORTATION OFFICER/RECEIVING OFFICER/CONTRACT ADMINISTRATOR RESPONSIBILITIES

- Ensure prompt and accurate reporting of transportation discrepancies
- Ensure timely answers to TDR inquiries
- Provide procedures for discrepancy reporting for off-site activities
- Ensure that procedures for obtaining actual repair cost statements/estimates are followed

TRANSPORTATION OFFICER/ RECEIVING OFFICER/ CONTRACT ADMINISTRATOR RESPONSIBILITIES

- Document and submit TDRs on ALL transportation discrepancies, including mobilization and exercise-related shipments
- Investigate each discrepancy and gather facts to support claims against carriers
- Take necessary corrective actions (e.g., cancel TDR after resolution)



TRANSPORTATION OFFICER/ RECEIVING OFFICER/ CONTRACT ADMINISTRATOR RESPONSIBILITIES (cont'd)

- Respond to all requests for information within established time frames
- Notify appropriate Defense Investigative Service Cognizant Security Office of classified material security violations according to DOD 5220.22M



TRANSPORTATION OFFICER/ RECEIVING OFFICER/ CONTRACT ADMINISTRATOR RESPONSIBILITIES (cont'd)

- Provide documentation to support contractor claims against carrier for f.o.b. destination shipments to his/her activity
- Notify supporting security and law enforcement elements in cases of possible security compromise, theft, vandalism, or unexplained loss, when necessary



TRANSPORTATION OFFICER/ RECEIVING OFFICER/ CONTRACT ADMINISTRATOR RESPONSIBILITIES (cont'd)

- Review each TDR before submission for claim action to ensure:
 - TDR is routed to appropriate finance center or claims office
 - Carrier responsibility has been established and is supported with documented evidence
 - Actual expense of repair or replacement is documented



FINANCE CENTER / CLAIMS OFFICE RESPONSIBILITIES

Make final determination of liability and measure of damage

File SF 362 to complete formal claim action

Investigate and respond to all carrier protests, declinations, and compromise offers

Take collection action

Handle claims to conclusion, including reports to GAO and U.S. Dept of Justice, as required



TRANSSHIPMENT ACTIVITY RESPONSIBILITIES

- Prepare and submit TDRs to consignee
- Complete initial notification to reporting activity, transshipment point, consignor, shipper, consignee, and final destination
- Distribute initial notifications to reporting activity, transshipment point, consignor, shipper, consignee, final destination, and HQ MTMC





EXCEPTIONS

- Carrier equipment that cannot meet safety requirement to move hazmat
- Reporting, adjusting, and accounting for:
 - Supply (item) discrepancies
 - Preservation, packaging, packing, and supply item identification marking
- Lost or damaged parcel post shipments
- Presidential Determination shipments under the International Logistics Program
- Personal property, unless consigned to transshipment activity for movement overseas, or moved by AMC or MSC

EXCEPTIONS (cont'd)



- Shipments of bulk petroleum
- Discrepancies attributed to inland foreign carriers (Follow theater directives or individual service/agency regulations)
- Discrepancies in FMS shipments **NOT IN GOVERNMENT-CONTROLLED TRANSPORTATION**. Note: FMS astray freight shipments should be reported on an SF 361

EXCEPTIONS (cont'd)



- **Overages and shortages on source stuffed single consignee SEAVANs/containers with seals intact at destination**
- **Dunnage and lashing gear used to fasten or secure cargo to prevent shifting during transportation (unless identified as recoverable according to current individual service policy/procedure)**
- **Discrepancies which occur in movement of material to or from on-station sites or satellite activities using Government equipment**

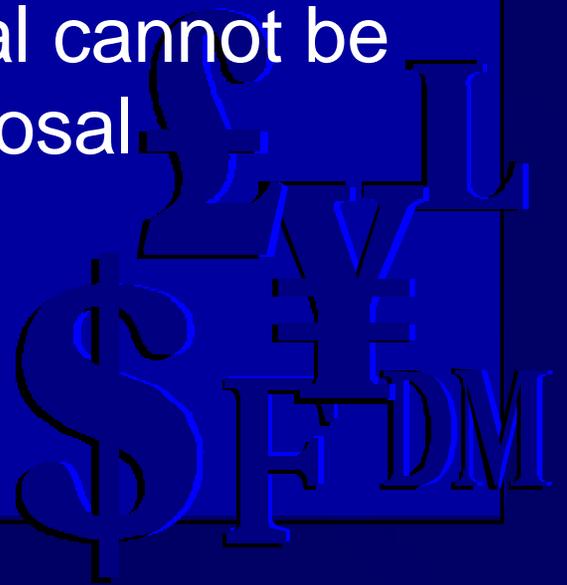
COSTS INVOLVED

- Repair cost
 - Intransit damage only
 - Itemize parts, labor, overhead
- Unearned freight charges
 - Add to preshipment value if:
 - Shipment moved on GBL
 - Commercial procedures were used (small package carrier)
 - Was f.o.b. origin



COSTS INVOLVED (cont'd)

- Unearned freight charges (cont'd)
 - Included in preshipment value if:
 - Freight was f.o.b. destination
 - Shipment was made or directed by GSA
- Cost of disposal (CONUS rqmt)
 - Add to cost of claim if material cannot be turned over to carrier for disposal



COSTS INVOLVED (cont'd)

- Reporting threshold
 - All classified/protected discrepancies **MUST** be reported
 - All GSA discrepancies **MAY** be reported
 - All discrepancies with a value of \$500 or more must be reported

CHANGING A TDR

- To change a TDR:
 - Use original (file) copy of SF 361
 - Stamp or write "REVISED" on top and bottom of front of form
 - Line through old information
 - Type or write new information on form
 - Enter reason for change in block 30
 - Sign and date change notation
 - Send copies to all original addressees
 - Be sure to send copy to appropriate finance center or claims office

CANCELLING A TDR

- To cancel a TDR:

- Use original (file) copy of SF 361
- Stamp or write "CANCELLED" on top and bottom of front of form
- Enter reason for cancellation in block 30 or block 43 of form
- Sign and date change notation
- Send copies to all original addressees
- Be sure to send copy to appropriate finance center or claims office

WHO GETS THE MESSAGE?

- Consignor
- Consignee (intransit discovery)
- MTMC/DSC
- HQMTMC, Force Protection
- AMO (OCONUS shipments)
- Carrier or contractor

WHO GETS THE MESSAGE?

(cont'd)

- National Customer Service Center (GSA shipments)
- Local security office (classified or protected shipment)
- Drug Enforcement Administration
- Service-specific requirements (see para I.3, DOD 4500.9-R)
- Anyone else with possible info



FOLLOW-UP/TRACER MESSAGES

- MTMC/DSC (CONUS shipments)
- AMO (OCONUS shipments)
- Any addressees who have not responded to original RFI
- Response to RFI or tracer is **MANDATORY!**

TIME FRAMES

| DOCUMENT | CLASSIFIED/ PROTECTED | UNCLASSIFIED/ UNPROTECTED |
|-------------------------|--------------------------------------|--------------------------------------|
| Advisory or RFI | Immediately, by phone | Within 7 calendar days of discovery |
| Follow-up notification | Within 24 hrs, by message | Not required |
| Response - Advisory/RFI | Within 10 calendar days | Within 40 calendar days of discovery |
| Tracer msg, if required | 11th calendar day after discovery | 51 calendar days |
| Cancellation msg | Within 30 calendar days | Within 60 calendar days of discovery |
| SF 361, if not resolved | NLT 30 calendar days after discovery | NLT 60 calendar days after discovery |

FILL IN THE BLOCKS

(Specific instructions, Appendix Z, sec. B,
DOD 4500-9.R

| DOCUMENT TYPE | REQUIRED BLOCKS |
|------------------------------------|--|
| Advisory or RFI message | 1-2, 4-8, 10, 12, 16-17, 20-24, 28, 30-31 |
| Initial notification TDR | 1, 4-31 |
| Loss or Damage TDR (incl. CORS) | 1-33 |
| Astray Freight TDR | 1-31 |
| Misc. discrepancies | 1-28, 30-31 |
| TDR for claim action | 1-46 |

WHO GETS THE TDR PACKAGE?

- Contract Admin Office
- Final consignee (personal property)
(mark “For member to give to proper claim office when filing claim.”)
- MTMC/DSC (if other than carrier fault)
- Appropriate finance center or claims office
(CONUS claims action)
- AMO (overseas carrier-OCONUS)

WHO GETS THE TDR PACKAGE? (cont'd)

- Consignor (without attachments)
- Consignee file (complete package)
- MTMC/DSC (without attachments; if not sent previously)
- AMO-OCONUS (without attachments)
- As required by para F.9 of DoD 4500.9-R

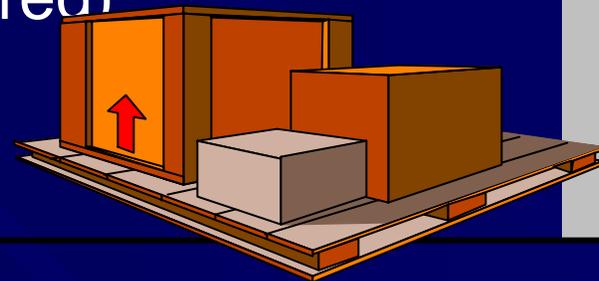
SUPPORTING DOCUMENTATION (for claims purposes)

- Shortage or damage discrepancies
 - Copy of GBL or CBL, as applicable
 - Copy of carrier's delivery document
 - ▼ PRO or freight bill
 - ▼ Ocean cargo manifest (annotated)
 - ▼ Expected Receipt Listing (ERL)
(terminals/outports; with PRO or freight bill)
 - Any of following forms:
 - ▼ DD Form 1348-1/DD Form 1348-1A
 - ▼ DD form 250
 - ▼ DD Form 1149

ATTENTION!

SUPPORTING DOCUMENTATION (cont'd)

- Shortage discrepancies only
 - When consolidated, copy of shipping document for each missing item
 - If partial shipment, debit document showing how many items received
 - If shipped in need of repair, copy of reparable value statement
 - Copy of supply records inventory
 - If truckload, copy of tally-in/tally-out record
 - Signed affidavit by person discovering shortage (incl. time, place, and how discovered)



SUPPORTING DOCUMENTATION

(cont'd)

- Shortage discrepancies only (cont'd)
 - Copy of contractor's paid invoice, when applicable
 - For UPS shipments
 - ▼ Copy of pick-up record
 - ▼ Copy of UPS tracer
 - ▼ Loss and damage investigation form with loss and damage investigation number annotated
 - Copy of CBL and paid SF 1034



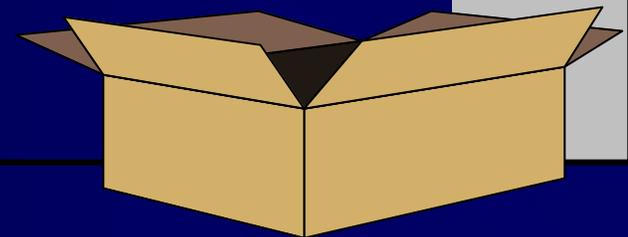
SUPPORTING DOCUMENTATION (cont'd)

- Damage discrepancies only
 - Photographs of damaged property
 - Some before offloading, if possible
 - Show carrier, GBL or CBL number and date shipment was received
 - For UPS shipments
 - Copy of pick-up record
 - Copy of UPS tracer
 - Loss and damage investigation form with loss and damage investigation number annotated
 - Signed copy of carrier's inspection report or documented evidence of carrier inspection waiver

SUPPORTING DOCUMENTATION

(cont'd)

- Damage discrepancies only
 - Photographs of damaged property
 - ▼ Some before offloading, if possible
 - ▼ Show carrier, GBL or CBL number, and date shipment was received
 - For UPS shipments
 - ▼ Copy of pick-up record
 - ▼ Copy of UPS tracer
 - ▼ Loss and damage investigation form with loss and damage investigation number annotated
 - Signed copy of carrier's inspection report or documented evidence of carrier inspection waiver



SUPPORTING DOCUMENTATION

(cont'd)

- Damage discrepancies only (cont'd)
 - Carrier's signed receipt for property released to carrier for salvage
 - ▼ Must show value of item before salvage
 - ▼ Do not release classified or protected items or items moving under released rates for salvage
 - Signed affidavit by person discovering damage, if concealed damage or no annotation on carrier's receipt
 - ▼ Must give detailed explanation of time, place, and who discovered damage, and extent of damage
 - Copy of official law enforcement or accident safety report, if applicable

