Subject: Establishment of the 596th Transportation Brigade, S3 Ocean Cargo Clearance Authority (OCCA) and assumption of booking and contract compliance functions in support of NORTHCOM West AOR.

Purpose: Notify DoD and non-DoD entities of the change in Booking and Contract Compliance Office support for the NORTHCOM AOR and provide guidance on who to contact for support and change requests.

Be Advised: On November 27, 2017 the NORTHCOM AOR was divided into 2 Brigade Ocean Cargo Clearance Authorities (OCCA Offices) with both a Booking Office (BO) and Quality Assurance Office (QAO) with separate areas of responsibility. The AORs will be defined as NORTHCOM East (597th OCCA Office) and NORTHCOM West (596th OCCA Office).

The 596th designated as NORTHCOM West establishes a S3 Ocean Cargo Clearance Authority (OCCA Office) with both a Brigade Booking Office (BBO) and Quality Assurance Office (QAO). NORTHCOM West BBO will be responsible for processing ETRRs for cargo originating (shipper location) in the following Western states.

   Alaska, Washington, Oregon, California, Idaho, Montana, Wyoming, Nevada, Utah and Arizona

The 597th Transportation Brigade S3 Ocean Cargo Clearance Authority (OCCA) Booking Office (BO) and Quality Assurance Office (QAO) is re-designated as NORTHCOM East with responsible for cargo originating in the remaining 38 Continental US states.

   Alabama, Arkansas, Colorado, Connecticut, Delaware, Georgia, Illinois, Indiana, Kansas, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Hampshire, New Mexico, New York, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, West Virginia, Wisconsin

*Florida will remain under SOUTHCOM AOR.*
1. Export Traffic Release Request (ETRR) and Export Traffic Release (ETR) Procedures

a. Export requirements will continue to be processed by transmitting an Export Traffic Release Request (ETRR) through the Integrated Booking System Sustainment (IBSSUST). IBS will assign the ETRR to the appropriate Booking Office based on the origin state. The Booking Office will process ETRRs and return an ETR to the shipper IAW the DTR, Part II, Ch. 203, Table 203-6. The ETRR procedures remain unchanged and can be referenced in the DTR, Part II, Appendix D.

b. ETRRs that cannot be supported under Universal Services Contract (USC) established rates will be supported by a one-time-only (OTO) contract through SDDC/G3 and USTRANSCOM, Acquisition (TCAQ). The Brigade Booking Office will be the shipping community’s conduit to SDDC G3 Booking Management Office for OTOs. Time standards for OTOs are variable depending on the complexity of the movement, available service, and cargo type, but on average will take 14-21 calendar days to process.

c. The Booking Office will review ETRRs prior to booking the shipment, and will work with shippers to correct discrepancies, identify missing data, and clarify inconsistencies.

d. Any shipper initiated modifications to the ETRR or ETR will be worked directly through the Booking Office assigned to the AOR where the cargo is originating from. Such modifications include, but are not limited to, increasing and decreasing TCNs, rolling or advancing cargo, changing POE or POD, updating weights and dimensions, and diverting cargo.

e. The assigned Booking Office will be the SDDC face to the shipper community.

2. Booking Reconciliation Tool (BRT) Usage

a. The Booking Office is responsible for managing/processing BRT requests for booking modifications for shipments originating in their assigned AOR. The BRT will be employed by all commercial carriers to request changes to an accepted requirement.

b. BRT usage is governed by the BRT Business Rules produced by SDDC HQ, G3.

3. Delay Request and Authorization Portal (D-RAP) Usage

a. D-RAP will continue to be the central mechanism by which SDDC approves or denies delays and staging requests from our commercial partners.

b. D-RAP usage is governed by the D-RAP Business Rules produced by SDDC HQ, G3.
4. Diversions and Expedite Requests

a. The responsibility for CONUS inbound booking modifications (i.e. port diversion, consignee diversion, expedite requests) are based on the discharge port. East Coast and Gulf Coast ports are the responsibility of the 597th Booking Office. West Coast ports to include Alaska are the responsibility of the 596th Booking Office.

b. Any contract modification to the original booking must be submitted through the assigned Booking Office for approval prior to execution.

5. Invoicing Procedures

a. All invoicing procedures will be completed by the Brigade Quality Assurance Offices through the Invoice Processing Portal (IPP) and manually, by exception.

6. Carrier Discrepancy Reports (CDRs)

a. Both the 596th and 597th Quality Assurance Offices are capable of issuing CDRs to carriers under the USC, CMM, and GTMO contracts. CDRs will continue to be reviewed by both SDDC HQ and TCAQ before being sent to the contractor.

SDDC POCs:

596th Brigade OCCA Office
596th OCCA Supervisors, Email: usarmy.jblm.596-trans-bde.list.occa-supervisors@mail.mil
CML: 1-253-967-0025, DSN: 312-357-0025

596th Transportation Brigade, S3 Booking Office,
Email: usarmy.jblm.596-trans-bde.mbx.occa-booking-office@mail.mil
CML: 1-253-967-0104 or x0180, DSN: 312-357-xxxx

596th Transportation Brigade, S3 Quality Assurance
Email: usarmy.jblm.596-trans-bde.mbx.occa-quality-assurance@mail.mil
CML: 1-253-967-0198
DSN: 312-357-xxxx

597th Brigade OCCA Office
597th OCCA Chief, Email: usarmy.jble.597-trans-bde.mbx.597th-northsouth-occa-chief@mail.mil
CML: 1-757-878-4057, DSN: 312-826-4057

597th Transportation Brigade, S3 Booking Office,
Email: usarmy.jble.597-trans-bde.mbx.north-south-occa-booking-office@mail.mil
Military Surface Deployment and Distribution Command, Customer Advisory, December 13, 2017, CA-17-12/13-0204, Subject: 596th_597th Transition 27 Nov 17

CML: 1-757-878-7513/8235/7516/8418/8364/0635/8360/0650
DSN: 312-826-xxxx

597th Transportation Brigade, S3 Quality Assurance
Email: usarmy.jble.597-trans-bde.mbx.north-south-occa-quality-assurance@mail.mil
CML: 1-757-878-8749/8359/4755/8601/8047
DSN: 312-826-xxxx

Expiration: N/A