

June 2008

TRANSPORTATION OFFICE CHECKLIST

REQUIRED CONTRACT INFORMATION FOR TRANSPORTATION OFFICES TO PROCESS FMS SHIPMENTS TO IRAQ

Close coordination and communication shall begin at the planning phase and shall continue until verification at final destination. Coordination is recommended between the **FMS Case Manager/Country Rep, Implementing Agency, Funds Manager, Program Manager and Contracting Officer**. The Procuring Activity shall utilize DOD Regulatory Requirements and Advisories so the required information below is correct when issuing an FMS Contract for Iraq:

Contract Administration Office

- Contact Cognizant Transportation Office for shipping documentation prior to shipping

FOB Terms and Conditions

(Note: DFARS 246.4506 limits the use of Government source inspections to acquisitions above \$250,000 unless mandated by a DoD regulation (DoD 5105.38M should suffice as the DoD regulation), required by a memorandum or contracting officer determinations, which are generally technically driven.)

National Stock Number (NSN) and Nomenclature

FMS Military Standard Requisitioning and Issue Procedures (MILSTRIP)/Document/Requisition Number

- Using Correct Delivery Term Code
- Incorporate sufficient numbers to create sufficient TCNs based on number of shipments per CLIN for adequate in transit visibility
- TCN's shall be created in accordance with the DoD 4500.9-R, The Defense Transportation Regulation (DTR).

- FMS Supplementary Address Code**
 - (Do not use Ship To/Mark For MAPAC as the FMS Supplementary Address Code) (Do not include destination shipping address and MAPAC or aerial/water port address as ship to address)
 - **REMINDER NOTE:** As stated above, do not incorporate ANY 'Ship To' in the clear addresses

- FMS Case**

- Transportation Priority**

- RFID Tag Requirement** (who supplies RFID tag and tag number - based on shipment origin, government facility or contractor plant; requirement must be stipulated in the contract); include tag number on shipment documentation, if available

- FMS LOA/TAC for transportation of items**

- Required information to complete "Levy Exemption Waiver" Form**
 - Certificate of Origin when required
 - Refer to the SDDC Operations Center Customer Advisory for surface movement
 - Foreign Military Sales (FMS) Shipments to Iraq (March 27, 2008, CA-08-03/26-056-Amended)
 - Theater booking advisory for cargo movement to Iraq (January 29, 2008, CA-08-01/29-0020)
 - Refer to USASAC/AACA Air Clearance Procedures for air movement
 - Air Clearance Procedures For DTS Deliveries of FMS Through the Air Mobility Command (AMC) Channel System – March 2008

- Origin POC, Phone number and email address, Final Destination Freight Address, Primary and Alternate POCs by name and not solely by organization, phone numbers and email addresses**

- Do not supply APO mailing address
- Provide commercial phone numbers and NOT DSN phone numbers
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Project Code

Any specialized or related transportation services required to move contracted freight