

APPENDIX I

TRANSPORTATION DISCREPANCY REPORT (TDR) INSTRUCTIONS

A. INSTRUCTIONS FOR PREPARING DD FORM 361, TRANSPORTATION DISCREPANCY REPORT (TDR)

The following instructions describe how to fill out DD Form 361, Transportation Discrepancy Report ([Figure I-1](#))

<u>Block</u>	<u>Element</u>
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- | | |
|---|--|
| 1 | <u>Date</u> . Enter Julian date TDR is prepared (e.g., 30 October 2011 would be entered as 11303). |
| 2 | <u>Report Number</u> . This number is made up of the reporting activity's Department of Defense Activity Address Code (DODAAC) followed by the last two digits of the year the report was created and a four-digit sequential number (e.g., AAAAAA-08-0001). This four-digit number will start with 0001 and go to 9999 or to the end of the calendar year. The first TDR of each calendar year will always be 0001. Units giving subsistence stockage support to a Defense Subsistence Region (DSR) will use the DODAAC of that DSR. The last four digits will come from a block of numbers assigned by the Defense Logistics Agency (DLA). |
| 3 | <u>TO</u> . Enter name and address (including Zone Improvement Plan [ZIP] Code) of the office(s) to which the Request for Information (RFI) or miscellaneous TDR will be mailed. |
| 4 | <u>Reporting Activity</u> . Enter name and address (including ZIP Code) of the reporting activity. Government Cargo Recovery Effort (GOCARE) committee members enter a property identification code such as Bill of Lading (BL) number, Transportation Control Number, National Stock Number (NSN) or contract number. Enter the DODAAC in the box within Block 4. If the unit gives subsistence stockage support to a DSR, use the DSR DODAAC and ZIP Code. |
| 5 | <u>Consignor</u> . Enter name and address (including ZIP Code) of the activity that directed the shipment. Enter the DODAAC in the box within Block 5. If shipped by a contractor, use the DODAAC of the activity that administered the contract. If a sealift carrier is suspected or known to be at fault, enter the Port of Embarkation (POE) code. |
| 6 | <u>Consignee</u> . Enter name and address (including ZIP Code) of the activity that is receiving the shipment. Enter the DODAAC in the box within Block 6. If the reporting activity is the consignee enter "Same as Block 4." |
| 7 | <u>Shipper</u> . Enter the name and address (including ZIP Code) of the activity making the shipment for the consignor. Enter the DODAAC in the box within Block 7. If the shipper is the consignor, enter "Same as Block 5." If the shipment is containerized, include the name of activity that stuffed the container. If the shipper is a contractor, enter the Commercial and Government Entity (CAGE) Code from the BL or other shipping document. Location of the CAGE codes is as follows: On DD Form 250, <u>Material Inspection and Receiving Report</u> , (Figure 210-10) in "SHIPPED FROM" block; on DD Form 1348-1A, <u>Issue Release/Receipt Document</u> , (Figure 202-5) in "SHIPPED FROM" block; on BL, Block 11; and on CBL in "FROM" or "SHIPPER" block. |
| 8 | <u>Carrier's Name (SCAC)</u> . Show the carrier's complete name and SCAC. |
| 9 | <u>Carrier's Pro/Freight Bill No</u> . Enter the number from the carrier's delivery receipt. |

- | <u>Block</u> | <u>Element</u> |
|--------------|--|
| 10 | <u>Bill of Lading No./Type</u> . Enter the number and indicate the type (i.e., BL or CBL). |
| 11 | <u>Mode Code</u> . Choose the correct code from Paragraph D. |
| 12 | <u>Date Carrier Signed for Shipment</u> . Enter the Julian date the carrier signed for the shipment. |
| 13 | <u>Date Consignee Received Shipment</u> . Enter the Julian date on which the consignee signed for the shipment. |
| 14 | <u>Date Discrepancy Discovered</u> . Enter the Julian date on which the discrepancy was discovered. |
| 15 | <u>Date Carrier Notified</u> . Enter the Julian date on which the commercial carrier was first notified (as in case of pilferage, theft, vandalism, partial loss, or damage). |
| 16 | <u>Carrier Representative Contacted</u> . Show the name and telephone number of the carrier's agent contacted. |
| 17 | <u>Seal Numbers and Condition</u> . Place an "X" in the proper block and show the seal number. |
| 18 | <u>Transportation Control No.</u> Show control number assigned to identify the material. |
| 19 | <u>Commodity Description and/or National Stock No. (NSN)</u> . Enter item name and NSN or part number. Include the member's/employee's name and grade on personal property shipments. |
| 20 | <u>Type of Pack</u> . Choose the correct code from Paragraph E. |
| 21 | <u>Quantity Discrepant (Pieces)</u> . Show the number of pieces reported as discrepant for each line entry. |
| 22 | <u>Type and Cause Code</u> . See Paragraph C. |
| 23 | <u>Unit of Issue</u> . Show the two-letter abbreviation of the type of unit under which the material was issued. See the shipping document. |
| 24 | <u>Units Billed/Shipped</u> . Show the total number of units that were shown on the billing or shipping document. |
| 25 | <u>Discrepant Units</u> . Enter the number of units of issue that were found to have discrepancies. |
| 26 | <u>Discrepant Weight</u> . Show the total weight for each discrepant line entry in Block 26. |
| 27 | <u>Value or Cost of Repairs</u> . For shortages, enter the replacement value. For over or astray cargo, enter the value of material when available. For reparable damage, enter the total of the cost to repair plus the transportation costs to and from the repair shop. For non-reparable damage, use the total of the preshipment value plus any other costs incurred to salvage the materials, minus the amount recovered through salvage. NOTE: For Miscellaneous TDRs, this Block will be blank. |
| 28 | <u>Remarks</u> . This block is to request information needed in the investigation of the discrepancies. Include photographs or any document the shipper may not have that will aid his/her reply. Use this space to confirm notification to the carrier. For miscellaneous discrepancies explain the circumstances and responsibility. For outside the Continental United States, complete block 36 with appropriate remarks. NOTE: Remarks and Type and Cause will match. |
| 29a | <u>Name of Preparer</u> . Self-explanatory. |

Block **Element**

- 29b Email Address. Enter full e-mail address.
- 29c Telephone Number. Show both the commercial and Defense Switched Network (DSN) or Federal Telecommunications System (FTS) telephone numbers.
- 29d Facsimile Number. Show both the commercial and DSN or FTS facsimile telephone numbers.
- 30 Reply. This block is to reply to any questions asked in Block 28 or to furnish any information to aid in the resolution of the discrepancy.
- 31a Name of Respondent. Self-explanatory.
- 31b Telephone Number. Show both the commercial and DSN or FTS telephone numbers.
- 31c Email Address. Enter full e-mail address.
- 31d Facsimile Number. Show both the commercial and DSN or FTS facsimile telephone numbers.
- 31e Date. Julian date.
- 32 TO. Enter the name and address (including ZIP Code) of the finance center or claim office or contract administration office to which the TDR package is to be mailed. Leave blank for RFI – required for TDR for claim action.
- 33 Exception Noted on Carrier’s Delivery Receipt? Place an “X” in the proper Block and complete required remarks. Leave blank for RFI – required for TDR for claim action.
- 34 Inspection Data. Place an “X” in the proper Block and complete the required action. Leave blank for RFI – required for TDR for claim action.
- 35 Disposition Data. Place an “X” in the proper Block and complete the required action. Leave blank for RFI – required for TDR for claim action.
- 36 Remarks. Add any details that will help explain the discrepancy to the finance center or claims office, or that will aid them in filing a claim. List the documents attached. Leave blank for RFI – required for TDR for claim action.
- 37 Attachments. Place an “X” in the proper Block and complete the remarks. Leave blank for RFI – required for TDR for claim action.
- 38 Accounting Classification. For Inventory and Financial Adjustments. When filling in Block 38 for the DLA Stock Fund, always use 26.0 in positions 14, 15, and 16 in appropriation of the property. Service components will complete Block 38 in accordance with individual Service instructions. Leave blank for RFI – required for TDR for claim action.

B. FIRST POSITION OF MATERIAL

<u>RIC (Note 1)</u>	<u>Category Structure Code</u>	<u>Mailing Address</u>
B14	D, M	PR W4GG TACOM Rock Island Bldg 110 Rodman Avenue 1 Rock Island Arsenal Rock Island, IL 61299-6000
B17	H	SR W0H9 HQ USA AVN and MISLE CMD USA AMCOM AVIATION Redstone Arsenal Redstone Arsenal AL 35898-0001
B16	G, P, U	US Army Communications and Electronics Command Attn: Director of Material Management Ft. Monmouth, NJ 07703-5000
B64	L, X	Commander, US Army Aviation and Missile Command Redstone Arsenal, AL 35898-5239
B69	C	Commander, US Army Medical Material Agency Bldg 1423 Fort Detrick Frederick, MD 21701-5000
AKZ	K	Commander, US Army Tank-Automotive Command Adjustment and Inventory Warren, MI 48090-5000
A12	B, E, J, Q, R, S	XR W038 USA Soldier Systems Center Bldg 20 Kansas St Natick, MA 01760-5000

NOTE 1: Routing Identifier Codes (RIC) are located in record positions 67 through 69 of the DD Form 1348-1A, which accompanies, is attached to, or is within the shipment.

C. TYPE AND CAUSE CODES

The most current version of Shipment Type and Cause codes is available at the USTRANSCOM Reference Data Management System website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Shipment Type and Cause. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data.

D. MODE OF SHIPMENT CODES

The most current version of Transportation Mode codes is available at the USTRANSCOM Reference Data Management System website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Transportation Mode. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data.

The most current versions of SEAVAN Shipments codes are available at the Table Management Distribution System website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data

and Type Pack Container Category. Select Display Data from Action Legends box (First Position) and <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Non Conex Container Type Pack Load Code. Select Display Data from Action Legends box (Second Position). They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data.

E. TYPE OF PACK

<u>Code</u>	<u>Description</u>
BD	Bundle
BE	Bale
BG	Bag, burlap or cloth
BL	Barrel
BS	Basket
BX	Box
CA	Cabinet
CB	Carboy
CC	Household goods containers, wood (federal specification PPP-B-580)
CL	Coil
CM	Container, AMC-International Standards Organization, lightweight 8' x 8' x 20' air container
CN	Can
CO	Container, other than CU, CW, CC, MW, CR, MX
CR	Crate
CD	Case
CT	Carton
CU	Container, Navy cargo transporter
CW	Container, commercial highway lift
CY	Cylinder
DB	Duffle bag
DR	Drum
EC	Engine container
ED	Engine cradle or dolly
EN	Envelope (Note 1)
FK	Foot locker
HA	Hamper
KE	Keg

<u>Code</u>	<u>Description</u>
LS	Loose, not packaged
MW	Multi-wall container (formerly referred to as triple-wall or tri-wall secured or attached to a warehouse pallet)
MX	Mixed (more than one type of shipping container)
PC	Piece
PL	Pail
PT	Palletized unit load, other than code MW
RL	Reel
RO	Roll
RT	Roll On/Roll Off (RO/RO)
SA	Sack, paper
SB	Skid, box
SD	Skid
SH	Sheet
SL	Spool
SW	Suitcase
TB	Tub
TC	Tank car
TK	Trunk
TU	Tube
UX	Unitized (use code RT for unitized cargo on RO/RO)
VC	Van chassis
VE	Vehicle
VO	Vehicle in operating condition
VS	SEAVAN
WR	Wrapped

NOTE 1: The term “envelope” applies to shipments of material packaged in envelopes larger than a Military Shipping Label. The Military Shipping Label when applied to the envelope, all entries, including the bar codes, must be scannable/readable from a single surface.

F. INSTRUCTIONS FOR PREPARING DD FORM 361 USING THE WEB-BASED GLOBAL FREIGHT MANAGEMENT (GFM) DISCREPANCY IDENTIFICATION SYSTEM

1. The procedures described herein apply to the use of the web-based GFM Discrepancy Identification System (DIS). All Department of Defense (DOD) freight shipping and receiving activities, to include the Services and DLA, are required to use this system to generate TDRs. Previously, local or remotely generated TDRs were mailed or faxed to the SDDC Operations Center for entry into the GFM system. This is no longer an acceptable policy given that the GFM system is available for use worldwide. The GFM DIS will be used for direct entry of TDRs. Commercial carriers are also included as system users in order to reply to TDRs. The user must have a personal computer, Internet access and must obtain a password to use the GFM system through the SDDC web-based system portal.

2. Password Requests and Issuance.

To access GFM, users must request an Electronic Transportation Acquisition (ETA) login ID and password.

- a. From the SDDC website, <http://www.sddc.army.mil>, click the Access ETA Systems link at the top of the page.

NOTE: The ETA website is also accessible directly at <https://eta.sddc.army.mil>.

- b. Click the Register for the First Time link at the top of the ETA website. The ETA System Registration screen displays.

NOTE: If you are already a registered user of another SDDC system through ETA, click the Register for Additional Systems link.

- c. Click the GFM checkbox and select a role (TFG/TDR Updates Only, ITO/TO USA/Canada, ITO/TO Other, Carrier, Claims, SDG3).
- d. Click the Generate Request Form button at the bottom of the ETA System Registration screen. The ETA Registration Form displays.
- e. Enter the registration information in the appropriate fields. Mandatory fields vary depending on the GFM role selected.
- f. Click the Submit Request button. A popup message displays to verify the correct e-mail address was entered.
- g. Click the OK button. A confirmation message displays your Request ID. An e-mail confirming your request with your ID is received.
- h. Once user access is approved, an e-mail with the corresponding password is received. This may take a few days.

3. Accessing DIS.

Once the user receives a password, the following procedures apply to accessing and using the system:

- a. From the SDDC website, <http://www.sddc.army.mil>, click the Access ETA Systems link.
NOTE: The ETA website is also accessible directly at <https://eta.sddc.army.mil>.
- b. From the ETA website, click on Freight/Cargo link.
- c. From the Freight/Cargo menu, click on the Global Freight Management (GFM) link. The GFM Login screen displays.

- d. Enter your ETA user ID and password, and then click the Submit button. The GFM Main Menu displays.
 - e. Click the Discrepancy Identification System button to enter the DIS application.
4. Accessing the DIS Tutorial.

The GFM Online Tutorials provide step-by-step instructions for each GFM application and are updated as the applications are modified. The tutorials are available for use online or may be downloaded and printed. To access the DIS Tutorial:

- a. Once logged into GFM, click the Tutorials link at the top of the page.
 - b. Click the Discrepancy Identification System Tutorial link.
 - c. Review the tutorial.
5. User Support.

Support is available for DIS users, as follows:

- a. [DIS Online Tutorial](#). This is described in Paragraph G.4. All users are encouraged to familiarize themselves with the contents of the Tutorial prior to using the system.
- b. [Help Desk Support](#). Live support is provided by the SDDC System Response Center 24 hours per day. They may be contacted as follows:

800-462-2176 (calls from CONUS only)

Commercial: 618-220-7332

DSN: 770-7332

E-mail: sddc.safb.g9opshd@us.army.mil

TRANSPORTATION DISCREPANCY REPORT (TDR)		1. DATE 7269	2. REPORT NUMBER SW3120-07-0034		OMB No. 0702-0124 OMB approval expires Feb 28, 2009				
<small>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0702-0124). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small> PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO: SDDC, ATTN: MTDC-OPCL, 661 SHEPPARD PLACE, FORT EUSTIS, VA 23604.									
PART I									
<input type="checkbox"/> REQUEST FOR INFORMATION (RFI)		<input checked="" type="checkbox"/> MISCELLANEOUS PROBLEMS			<input type="checkbox"/> ASTRAY FREIGHT				
3. TO Defense Distribution Region West Def Distribution Depot Red River Receiving Bldg 595, Texarkana TX 75507-5000			4. REPORTING ACTIVITY Def Dist Depot Anniston Transportation Officer, Bldg 362 Central Receiving, Anniston AL 36201-4199						
5. CONSIGNOR (<i>Origin</i>) Defense Distribution Region West Def Distribution Depot Red River Receiving Bldg 595, Texarkana TX 75507			6. CONSIGNEE (<i>Destination</i>) Same as Block 4						
7. SHIPPER Same as Block 5			8. CARRIER'S NAME (<i>SCAC</i>) Federal Express Corp						
9. CARRIER'S PRO/FREIGHT BILL NO. 708522949482			10. BILL OF LADING NO./TYPE TC W31G1Y70091065BBX						
11. MODE CODE I	12. DATE CARRIER SIGNED FOR SHIPMENT 7011	13. DATE CONSIGNEE RECEIVED SHIPMENT 7120	14. DATE DISCREPANCY DISCOVERED 7120	15. DATE CARRIER NOTIFIED 7120	16. CARRIER REPRESENTATIVE CONTACTED TELEPHONE NO.				
17. SEAL NUMBERS AND CONDITION <input type="checkbox"/> INTACT <input type="checkbox"/> BROKEN/MISSING (<i>Include details</i>)									
TRANSPORTATION CONTROL NO. 18	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 19	TYPE OF PACK 20	QUANTITY DIS-CREPANT (<i>Pieces</i>) 21	TYPE AND CAUSE CODE 22	ISSUE DATA				VALUE OR COST OF REPAIRS 27
					UNIT OF ISSUE 23	UNITS BILLED/ SHIPPED 24	UNITS 25	WEIGHT 26	
W31G1Y 7009 1065BBX	061300 Circuit Breakers or Switches, NOI, see Notes, items 61301, 61302 2590000830266	BX	10	XX	EA	10	10	45	
28. REMARKS (<i>See preparation instructions of covering regulation for suggested information</i>) Total non-receipt of shipment.									
29a. NAME OF PREPARER (<i>Type or print</i>) Linda Brown				29b. EMAIL ADDRESS linda.b.brown@dla.mil					
29c. TELEPHONE NO. (256) 235-7432			29d. FACSIMILE NUMBER (256) 235-7738						
30. REPLY FEDEX is showing that the material was delivered to: 7 frankfork ave bldg 513, on Jan 12, 2007. It was signed for by some one with the following initials: W. Gibson. I will fax a copy of the proof of delivery.									
31a. NAME OF RESPONDENT (<i>Type or print</i>) Charles Lowery						31b. TELEPHONE NO. (903) 334-4246			
31c. EMAIL ADDRESS charles.lowery@dla.mil			31d. FACSIMILE NUMBER (903) 334-3620			31e. DATE 7269			

DD FORM 361, JUN 2006

REPLACES STANDARD FORM 361 (3-84) WHICH IS OBSOLETE.

Reset

Adobe Professional 7.0

Figure I-1. DD Form 361, Transportation Discrepancy Report

PART II - (FOR CLAIMS PURPOSES)

32. TO:

33. EXCEPTION NOTED ON CARRIER'S DELIVERY RECEIPT? (If "NO," explain in Remarks)

YES NO

34. INSPECTION DATA

CARRIER INSPECTED
(Report attached)

INSPECTION WAIVED
(Waiver attached)

ORAL WAIVER (Provide name,
title, and date in Remarks)

GOVERNMENT INSPECTED
(Report attached)

35. DISPOSITION DATA

REJECTED
(Receipt attached)

REPAIRED AT GOVERNMENT
EXPENSE (Bill attached)

OTHER (Explain in Remarks)

36. REMARKS (See preparation instructions of covering regulation for suggested information)

37. ATTACHMENTS

CY BOL

DD FORM 1348-1

CY CARRIER'S TENDER

CY DD FORM 250

CY CARRIER'S DELIVERY RECEIPT

ACTUAL REPAIR COST COMMODITY

PHOTOGRAPH

OTHER _____

CARRIER'S INSPECTION REPORT

OTHER _____

38. ACCOUNTING CLASSIFICATION

DD FORM 361 (BACK), JUN 2006

Reset

Figure I 1. DD Form 361, Transportation Discrepancy Report (Cont)