# **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, <u>Transportation Discrepancy Report</u> (Figure I-1)

#### Block Element

- 1 <u>Date</u>. Enter the Julian date the TDR is prepared (e.g., 9 Oct 2014 would be entered as 14282).
- 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-14-0001). 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).

# <u>Part I.</u>

Check the "Request For Information (RFI)" block only when the DD Form 361 is being used exclusively to request additional information to resolve the discrepancy or support the freight claim.

Check the "Miscellaneous Problems" block when the DD Form 361 is being used exclusively for resolution of astray freight discrepancies pertaining to Chapter 210 Paragraph K.

Check the "Astray Freight" block when the DD Form 361 is being used exclusively for resolution of astray freight discrepancies.

- 3 <u>TO</u>. 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. Do not leave blank; it is required for RFI TDRs being forwarded for claims.
- 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."

## **Block** Element

- Shipper. 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, Figure I-2</u>, in "SHIPPED FROM" block; on DD Form 1348-1A, <u>Issue Release/Receipt Document, Figure I-3</u>, 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.
- 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 <u>Paragraph D</u>.
- 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 customer's name and grade on personal property shipments.
- 20 <u>Type of Pack</u>. Choose the correct code from <u>Paragraph E</u>.
- 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 <u>Paragraph C</u>.
- 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.

#### Block Element

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 Name of Preparer. Self-explanatory.

- 29b Email Address. Enter full e-mail address.
- 29c <u>Telephone Number</u>. Show both the commercial and Defense Switched Network (DSN) or Federal Telecommunications System (FTS) telephone numbers.
- 29d <u>Facsimile Number</u>. Show both the commercial and DSN or FTS facsimile telephone numbers.
- 30 <u>Reply</u>. 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 <u>Name of Respondent</u>. Self-explanatory.
- 31b <u>Telephone Number</u>. Show both the commercial and DSN or FTS telephone numbers.
- 31c Email Address. Enter full e-mail address.
- 31d <u>Facsimile Number</u>. Show both the commercial and DSN or FTS facsimile telephone numbers.
- 31e <u>Date</u>. Julian date.
- 32 <u>TO</u>. 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 <u>Exception Noted on Carrier's Delivery Receipt.</u> Place an "X" in the proper Block and complete required remarks. Leave blank for RFI required for TDR for claim action.
- 34 <u>Inspection Data</u>. Place an "X" in the proper Block and complete the required action. Leave blank for RFI – required for TDR for claim action.
- 35 <u>Disposition Data</u>. Place an "X" in the proper Block and complete the required action. Leave blank for RFI – required for TDR for claim action.
- 36 <u>Remarks</u>. 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. Do not leave blank; it is required for RFI TDRs being forwarded for claims action.
- 37 <u>Attachments</u>. Place an "X" in the proper Block and complete the remarks. Leave blank for RFI required for TDR for claim action.

#### Block Element

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**

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. RIC mailing address can be located at <u>https://www.transactionservices.dla.mil/daasinq/default.asp</u>.

# 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: <u>https://trdmws.maf.ustranscom.mil/</u>, 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 <u>https://www.ustranscom.mil/dteb/</u>, 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: <u>https://trdmws.maf.ustranscom.mil/</u>, 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 <u>https://www.ustranscom.mil/dteb/</u>, click on Reference Data.

The most current versions of SEAVAN Shipments codes are available at the Table Management Distribution System website at: <u>https://trdmws.maf.ustranscom.mil/</u>, then click on DTR Data and Type Pack Container Category. Select Display Data from Action Legends box (First Position) and <u>https://trdmws.maf.ustranscom.mil/</u>, 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 <u>https://www.ustranscom.mil/dteb/</u>, click on Reference Data.

### E. TYPE OF PACK

<u>Code</u>	<b>Description</b>
BD	Bundle
BE	Bale
BG	Bag, burlap or cloth
BL	Barrel
BS	Basket
BX	Box

<u>Code</u>	Description
CA	Cabinet
CB	Carboy
CC	Household goods containers, wood (federal specification PPP-B-580)
CL	Coil
СМ	Container, AMC-International Standards Organization, lightweight 8' x 8' x 20' air container
CN	Can
СО	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	Duffel bag
DR	Drum
EC	Engine container
ED	Engine cradle or dolly
EN	Envelope (Note 1)
FK	Foot locker
HA	Hamper
KE	Keg
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

<u>Code</u>	Description
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 scanable/readable from a single surface.

TRANSPORTAT	ION DISCREPANCY	1. DAT	ΓE		2. REP	ORTINUM	IBER				0. 0702-0124	
	RT (TDR)		7269	,	SW3120-07-0034					OMB approval expires Feb 28, 2009		
The public reporting burden for maintaining the data needed, an suggestions for reducing the bu person shall be subject to any per PLEASE DO NOT RETURM	this collection of information is estima id completing and reviewing the collect riden, to the Department of Defense, analty for failing to comply with a collect <b>y YOUR FORM TO THE ABOVE</b> <b>L, 661 SHEPPARD PLACE, FOI</b>	tion of info Executive tion of info ORGAN	ormation. Ser Services Dire ormation if it d	d comments reg ctorate (0702-0 oes not display a <b>RETURN COM</b>	arding this 124). Resp a currently v	burden esti ondents sho alid OMB o	mate or any oth ould be aware to ontrol number.	er aspect o	f this colle	data sourc	es, gathering and rmation, including	
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Same as Block 5				Federal			·					
					-	-						
			611/2007	FDF	7							
			SW3227	FDI	2							
9. CARRIER'S PRO/FREIGHT BILL NO. 708522949482				10. BILL OF LADING NO./TYPE TC W31G1Y70091065BBX								
	ARRIER 13. DATE CONSIGNE			SCREPANCY			ER 16. CAR	RIER REI	PRESEN		CONTACTED	
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			71	20	D 7120 TELEPHONE NO.							
	KEN/MISSING (Include details)											
	COMMODITY DESCRIPT	ION	TYPE	QUANTITY DIS-	TYPE AND	UNIT	ISS LINITS		SCREP		VALUE OR COST	
TRANSPORTATION CONTROL NO	AND/OR NATIONAL STOCK NO. (N	ISN)	OF PACK	CREPANT (Pieces)	CAUSE	OF ISSUE 23	UNITS BILLED/ SHIPPED 24			VEIGHT	OF REPAIRS	
17. SEAL NUMBERS AND CONDITION     7120       17. SEAL NUMBERS AND CONDITION     BROKEN/MISSING (Include details)       TRANSPORTATION CONTROL NO.     COMMODITY DESCRIPT AND/OR NATIONAL STOCK NO. (N 18			20	<u>21</u>	22			25		26	27	
W31G1Y7009	061300	. 1	BX	10	XX	EA	10	10		45	<b></b>	
1065BBX Circuit Breakers or Switch											<b></b>	
NOI, see Notes, items												
	<u>61301, 61302</u> 259000830266										<u> </u>	
	2330000030200											
28. REMARKS (See prepar	l ation instructions of covering reg	ulation fo	or suggested	information)			1	1				
Total non-receipt of ship	oment.											

29a. NAME OF PREPARER (Type or p Linda Brown	rint)	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 (Type or print)		31b. TELEPHO	ONE NO.
Charles Lowery		(90	3) 334-4246
31c. EMAIL ADDRESS	31d. FACSIMILE NUMBER		31e. DATE
charles.lowery@dla.mil		7269	
DD FORM 361, JUN 2006 REPLACES S	TANDARD 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	S DELIVERY RECEIPT? (If "NO," explain in Rei	marks)	
YES NO			
34. INSPECTION DATA		35. DISPOSITION DATA	
CARRIER INSPECTED (Report attached)	(Waiver attached)	REJECTED (Receipt attached)	REPAIRED AT GOVERNMENT EXPENSE (Bill attached)
ORAL WAIVER (Provide name, title, and date in Remarks)	GOVERNMENT INSPECTED (Report attached)	OTHER (Explain in Rema	rks)
AA DEMADIKO (Ossa ananastisa instausti		41	

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	

38. ACCOUNTING CLASSIFICATION

DD FORM 361 (BACK), JUN 2006

Reset

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

MATERIAL I		Form Approved OMB No. 0704-0248							
The public reporting burden for this collection of informa gathering and maintaining the data needed, and completi information, including suggestions for reducing the burd 1215 Jefferson Davis Highway, Suite 1204, Arlington, V penalty for failing to comply with a collection of informati PLEASE DO SEND THIS FORM IN ACCCO	ig and reviewing the collection of info in, to Department of Defense, Washi (A 22202-4302, Respondents shou on if it does not display a currently va NOT RETURN YOUR COMP	ington Head and be awar alid OMB co	end comme quarters Se that notw ntrol numbe ORM TO	nts regardi arvices, Dir ithstanding ar. THE AB	ing this bur rectorate fo g any othe SOVE AD	den estimate or any or Information Opera r provision of law, n	other aspect of this collection of tions and Reports (0704-0248), o person shall be subject to any		
1. PROCUREMENT INSTRUMENT IDENTIFICATIO (CONTRACT) NO.			ICE NO./			. PAGE OF	8. ACCEPTANCE POINT		
2. SHIPMENT NO. 3. DATE SHIPPED 4. B		1		5. DISC	OUNT TE	RMS			
9. PRIME CONTRACTOR CODE		10. AD	MINISTEF	ED BY		cc	DDE		
11. SHIPPED FROM (If other than 9) CODE	FOB:	12. PA	YMENT W	/ILL BE M	IADE BY	cc	DDE		
13. SHIPPED TO CODE		14. MA	RKED FO	R		cc	DDE		
15. 16. STOCK/PART NO. ITEM NO. (Indicate number of	DESCRIPTION f shipping containers - type of - container number.)		17. QU. SHIP/R		18. UNIT	19. UNIT PRICE	20. AMOUNT		
21. CONTRACT QUALITY ASSURANCE					22. RE	CEIVER'S USE			
a. ORIGIN CQA ACCEPTANCE of listed items has been made by me or under my supervision a they conform to contract, except as noted here on supporting documents.	and been made by me or un	t, except a	pervision	and		CEIVED GOVE	umn 17 were received in n except as noted. NATURE OF AUTHORIZED RNMENT REPRESENTATIVE		
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIV TYPED NAME: TITLE:	E DATE SIG GOVE TYPED NAME: TITLE: MAILING ADDRESS:	NATURE OF	AUTHORI	ZED ATIVE	COMME	ADDRESS:			
MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:	NUMBER: * If quantity received by the Government is the s as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.				ate by (X) mark; if antity received below				
23. CONTRACTOR USE ONLY	PREVIOUS EDIT	101110							

Figure I-2. DD Form 250, Material Inspection and Receiving Report

27. ADDITIONAL DATA	26. RIC (4-6) UI (23-24) QTY (25-29)	STOC	ATIONAL XK NO. & X (8-22)	2		IMENT N FFIX (30			2m0-	
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