

COMSCINST 4470.1	COG CODE N4	DATE 25 JUL 1990
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 4470.1
N4
25 July 1990

COMSC INSTRUCTION 4470.1

Subj: TRANSPORTATION OF SUPPLIES TO AFLOAT PREPOSITIONING FORCE (APF) SHIPS

Encl: (1) Transportation Control and Movement Document (DD Form 1384) preparation instructions

1. Purpose. To provide procedures for transportation of supplies to APF ships located at Diego Garcia (BIOT).

2. Applicability. This instruction applies to all Military Sealift Command activities and their agents involved in the operation of chartered or contract operated ships assigned to the Afloat Prepositioning Force (APF) either on a permanent or temporary basis. The procedures described in this instruction are applicable only to the shipment of repair parts and supplies specifically authorized by Commander, Military Sealift Command or specified by contractual agreement.

3. Background

a. Commander, Military Sealift Command (COMSC) has authorized commercial operators of APF units to ship materials and supplies at Government expense from designated Ports of Embarkation (POE) to overseas locations not serviced by commercial transportation agencies. Formerly, shipments requiring overseas transportation to APF ships were delivered to Military Airlift Command (MAC) authorized QUICKTRANS Terminals for air shipment or to Navy Expediting and Consolidation Program (NECP) contract carriers for surface movement.

b. The NECP was established to provide expedited handling of Navy fleet support cargo generated by government procurement offices for material moving from Continental U.S. (CONUS) vendors to ships overseas. Additionally, NECP is designed to consolidate high priority Navy shipments from all CONUS Navy, Defense Logistics Agency, and General Services Administration shippers for movement overseas by MAC, and to stuff SEAVANs on the West coast for ocean carriage.

c. Effective 1 April 1990, Navy Material Transportation Office (NAVMTO) has merged the QUICKTRANS and Navy Expediting and Consolidation Program (NECP) operations into a single contract. While this consolidation of contracts requires no changes for cargo within the QUICKTRANS system, the NECP delivery addresses have changed. The concept of the NECP

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remains vendor shipment processing and air consolidation processing on the East and West coasts and SEAVAN stuffing on the West coast only. The procedures set forth in the following paragraphs are in consonance with the latest government shipping instructions and the requirements specified in the QUICKTRANS/NECP contract.

4. General

a. The primary mode for shipment of materials consigned to APF ships is the U.S. Postal Service (USPS). Ships in the APF have been assigned Fleet Post Office (FPO) addresses to facilitate such shipments. Accordingly, all packages which are within the USPS size and weight restrictions must be sent via parcel post. Alternate modes for bona fide emergency requirements will be addressed in the following paragraphs.

b. Shipments consigned to FPO addresses via overnight delivery services (i.e. UPS, Federal Express, etc.) will not be accepted by Fleet Post Offices nor the Military Ocean Terminal, Bay Area (MOTBA). Therefore, use of these services is restricted to shipments consigned to the QUICKTRANS/NECP operator.

c. All shipments must have a Cargo Address Label affixed to each unit shipped citing the following required information:

- (1) Shipped From address
- (2) Ship To address
- (3) For Further Transfer (FFT) address
- (4) Mark For address including the Unit Identification Code (UIC)
- (5) Transportation Control Number (TCN)
- (6) Transportation Account Code (TAC)
- (7) Transportation Priority (TP)
- (8) Contract Number
- (9) Air Clearance Number (when authorized)

d. Individual shipment units and multiple units shipped under the same TCN will have the piece number, weight, and cube identified on shipping papers and Cargo Address Labels as follows:

- (1) Piece: The number of pieces being shipped such as 1 of 1, or 1 of 3, 2 of 3 and so on.

- (2) Weight: The weight in pounds of the shipment unit
- (3) Cube: The size of the shipment unit in cubic feet.

Example:

From: ABC Ship Operator Inc.
Ship operator Address

To: Military Ocean Terminal Bay Area
Oakland, California

FFT: (POD) QFI British Indian Ocean Territory
N68539 Naval Support Facility, Diego Garcia (BIOT)

Mark for: Contract Number: N00033-92-C-1000
SS SHIP NAME UIC N11111

TCN: N11111-9032-7001XXX TAC: N922 TP: 03
Piece 1 of 1 16 lbs. 2 Cu.

e. All cargo delivered to the QUICKTRANS/NECP contractor or other POE must meet packaging standards accepted by the maritime industry or as specified by contractual agreement. Additionally, hazardous material, when authorized, will be properly certified, packaged and labeled to include placarding of SEAVANs. Hazardous cargo certification will be in compliance with Title 49 Code of Federal Regulations, NAVSUP Pub 505/AFR 71-4, International Air Tariff Authority (IATA), International Marine Organization (IMO) Dangerous Goods Code, or other applicable regulation dependent on the mode of transportation used for shipment.

5. Procedures. The following routing procedures shall be used:

a. Surface shipments less than full truck/container load (LTL) under 10,000 pounds aggregate weight to a single consignee will be shipped to:

Transportation Officer
Military Ocean Terminal Bay Area (MOTBA)
Oakland Army Base
Oakland, California 94626-5000

Shipping papers and shipment units will be marked in accordance with paragraphs 4c and 4d. All surface shipments will cite Transportation Priority 3 (TP3).

b. Surface shipments (full) truck/container load, or shipments approximating a truckload with an aggregate weight in excess of 10,000 pounds to a single consignee, will be coordinated with the Military Traffic Management Command (MTMC), Western Area. Ship Operators will

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contact MTMC code MTWA-ITX-OS at (415) 466-2583/2230/2225 at least 7 working days prior to the desired shipping date to “book” the shipment. MTMC will require the following information at the time of booking.

- (1) Name of Ship Operator including address, telephone number, and point of contact
- (2) Number of full containers to be shipped
- (3) Transportation Control Number for each container
- (4) Transportation Account Code (N922)
- (5) MSC Contract Number
- (6) Location/origin of container
- (7) Type(s) of cargo
- (8) Date containers will be available for shipment

MTMC Western Area will direct Ship Operators to deliver the containers to a specific POE. Contractor stuffed (full) containers must be clearly marked as follows:

TCN: N11111-9032-7001XXX	(Shipper assigned TCN)
SS (SHIP NAME) N11111	(Ship’s full name and UIC)
N00033-92-C-1000	(MSC Contract Number)
QFI British Indian Ocean Territory	(Port of Delivery)
N68539 Naval Support Facility	
Diego Garcia (BIOT)	

c. Air shipments will be shipped to the QUICKTRANS/NECP Contractor at the following address:

QUICKTRANS/NECP Contractor
C.F.S. Air Cargo Inc.
Building P-1
Travis Air Force Base, California 94535

(1) Shipping papers and shipment units will be marked in accordance with paragraphs 4c and 4d. Air shipments will cite Transportation Priority 1 (TP1). A DD Form 1384, Transportation Control and Movement Document (TCMD), will accompany all shipments delivered to the QUICKTRANS/NECP Contractor. Preparation instructions for TCMDs are provided in enclosure (1).

(2) Each air shipment requires prior authorization from COMSC. Air shipment authorization will be granted in cases of correct CASREPs. All CASREP material shipments will cite a Whiskey (W) series TCN. Example N11111-9032-W001XXX. This will inform various activities in the transportation pipeline that the package is a CASREP and thus will receive a higher priority.

(3) To obtain authorization contact the MSC Logistics Directorate (N4) at (202) 433-0116 during normal working hours 0800 - 1630 (EST). After normal working hours and on weekends contact the Staff Duty Officer at (202) 433-0111.

(4) Upon receipt of COMSC authorization, Ship Operators will obtain an Air Clearance Authority (ACA) release number from Navy Material Transportation Office (NAVMTO) (Code 03) at (804) 444-7831 (manned 24 hours a day, 7 days a week). NAVMTO will require the information listed on the TCMD as shown in enclosure (1).

(5) Upon receipt of Air Clearance, Ship Operators will notify the ship by message of the TCN being shipped. The message will include COMSCFE, Yokohama JA, COMSCSEA, Subic Bay RP, NETCO, Clark AFB, MSCU Diego Garcia, COMPSRON TWO and the ship's Squadron as info addressees.

(6) COMSCFE Supply Officer has the authority to grant air clearance for shipments originating in the Far East. To obtain authorization, contact the COMSCFE Supply Office (N4) at 011-81-45-441-7104. COMSC Washington DC 092007Z JUN 87 (NOTAL) germane.

(7) Air Clearance will not be authorized for the following material:

- (a) Class A, B, and C explosives
- (b) Shipments requiring transportation protective service
- (c) Classified material
- (d) Temperature controlled items
- (e) Perishables and subsistence items
- (f) Radioactive Material requiring licensing from the Nuclear Regulatory Commission (NRC)
- (g) Hazardous material
- (h) Personnel effects and household goods
- (i) Cigarettes and alcoholic beverages

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(j) Shipments in excess of 10,000 pounds to a single consignee

d. Contractors can surface ship whole container lots of break bulk material through Naval Supply Depot (NSD) Subic Bay, Philippines to Diego Garcia, BIOT. This includes receiving, staging, booking, and moving surface cargo. Advance notification to NSD, Freight Terminal, (code 4022) is required. Such notification must be in writing. Notification will include complete nomenclature, P/W/C, properly prepared TCMS and certification that material is packed, crated, and marked in accordance with MIL-STD-129. The contractor or his agent will be required to pay for all packing, crating, labeling and/or documentation services provided by NSD Subic when such services are requested or must be performed by NSD Subic to ensure shipments comply with military cargo shipping regulations.

6. Special Instructions

a. Transportation Control Numbers (TCNs) will be constructed by the Ship's Operator in the following manner:

NXXXXX - XXXX		- XXXX	- XXX
Ship's UIC	Julian DateSerial # i.e., last digit of calendar year plus 3-digit number for day of the year	Letters assigned Assigned by shipper	the POE

A separate TCN must be assigned to each shipment, and to each separate item of hazardous material. Several pieces may be assigned one TCN provided they do not contain hazardous material and are appropriately marked (i.e., piece 1 of 3, piece 2 of 3 etc.).

b. Commercial operators are responsible for properly packing and packaging their shipments in accordance with MIL-STD-129. Items that must be re-packed at the POE will be delayed. Extra costs incurred by the government for these services may be charged back to the responsible Ship Operators.

Distribution:

- SNDL 41B (MSC Area Commanders)
- 41C (MSC Subarea Commanders)
- 41K (MSCU Diego Garcia)
- 41L2 (MPSRON PAC)
- MOTBA Oakland
- MTMC Western Area
- NAVMTO Norfolk VA
- NAVMTO Norfolk Rep Oakland CA
- APF Ship Operators

**TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT
(DD FORM 1384)
PREPARATION INSTRUCTIONS**

1. Transportation Control and Movement Documents (TCMDs) are multi-purpose forms used to control the movement of cargo within the Military Transportation System. Accordingly, a skeletonized TCMD will accompany each shipment consigned to the QUICKTRANS/NECP Contractor. TCMD data blocks will be completed as follows:

DATA BLOCK	ENTRY	DEFINITION
1.	TX1	Document identifier (General Cargo)
2.	Blank	TRLR-CONT (Trailer/Container) leave blank
3.	N62387	Consignor (MSC)
4.	NZ	Commodity, Special Handling Code
5.	A A C D Z	Air Dimension: Shipment is not a consolidation and does not exceed 72" in any dimension. Shipment is a consolidation, but does not exceed 72" in any dimension. Shipment is a consolidation and exceeds 72" in one or more dimensions. Shipment is not a consolidation but does exceed 72" in one or more dimensions.
6.	SUU	Port of Embarkation (POE), Travis AFB
7.	NKW	Port of Delivery (POD), Diego Garcia
8.	B A B G H J M 7	Mode of shipment Code to the POE Motor, truckload Motor, less than truckload Surface parcel post Air parcel post Air - Small package carrier Surface - Freight forwarder Express mail
9.	CS BD BG BX CR CS	Type of pack code Bundle Bag Box Crate Case
10.	NXXXXX-	Transportation Control Number (TCN) as described in paragraph 6a
11.	NXXXXX	Consignee, Ship's name, and Unit Identification Code (UIC)
12.	1	Transportation priority (1 for air shipment or 3 for surface shipment)
13.	999	Required Delivery Date (RDD)
14.	Blank	Project code, leave blank
15.	9001	Julian Date shipped to POE

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DATA BLOCK	ENTRY	DEFINITION
16.	1 0 1-9 A-M	Estimated time of arrival at POE, number of days in transit from shipper Same day delivery Number of days up to 9 Number of days, 10 thru 21
17.	N922	Transportation Account Code
18-20.	Blank	Block 18 thru 20 leave blank
21.	ACA #	Air Clearance Authority release number when assigned, else leave blank
22.	1	Pieces, enter the number to total pieces
23.	15	Weight, enter the total weight
24.	1	Cube, enter the total cubic feet
25-44	Blank	Blocks 25 thru 44 leave blank

