DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours 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 this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE	2. IDENTIFICATION NUMBER
TRANSPORTATION DISCREPANCY REPORT	DI-MGMT-80544A

3. DESCRIPTION/PURPOSE

3.1 The Transportation Discrepancy Report provides notification when materiel received disagrees with condition, quantity, or type as described on the Bill of Lading or other transportation document.

(Continued on Page 2)

4. APPROVAL DATE *(YYMMDD)*	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
90/11/08	A/AMSMC-MMD		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to receipt of Government furnished materiel by a contractor.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
	SF 361	A5036

10. PREPARATION INSTRUCTIONS

10.1 Format. The Transportation Discrepancy Report shall be delineated on Standard Form 361.

10.2 Content. The Transportation Discrepancy report content shall be in accordance with the following:

10.3 Specific Instructions.

10.3.1 Item 1 - DATE. Current Julian date for request for information. Example: 30 January 1984 would be entered as 4030.

10.3.2 Item 2 - REPORT NUMBER. This number is made up of the reporting activity's Department of Defense Activity Address Code (DODAAC) followed by a four digit number which starts with 0001 and goes to 9999 or to the end of the calendar year. The first Transportation Discrepancy Report of each year will always be 0001.

10.3.3 Item 3 - TO. Name and address (including ZIP code) of the office to which the notification will be mailed.

10.3.4 Item 4 - REPORTING ACTIVITY. Name and address (including ZIP code) of the activity with the DODAAC entered in the shaded area.

(Continued on Page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. DESCRIPTION/PURPOSE (Continued)

3.2 The principal use of this report is to provide documented proof of transportation discrepancies to support the following: Loss and damage claims against the carrier or contractor; loss and damage prevention; and changes to financial and property/inventory files.

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7. APPLICATION/INTERRELATIONSHIP (Continued)

7.3 Information applicable to the reporting of transportation discrepanices is contained in a joint publication (Army Regulation 55-38, NAVSUP Instruction 4610.33C, Air Force Regulation 75-18, Marine Corps Order P4610.19D, Defense Logistics Agency Regulation 4500.15) entitled "Reporting of Transportation Discrepancies in Shipments".

7.4 Copies of the joint publication are available through normal service distribution channels. The office of primary interest in the joint publication is the Commander, Military Traffic Management Command, ATNN: MT-ITD, Washington, DC 20315.

7.5 This Data Item Description supersedes DI-MGMT-80554.

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10. PREPARATION INSTRUCTIONS (Continued)

10.3.5 Item 5 - CONSIGNOR. Name and address (including ZIP code) of the activity that directed the shipment with the DODAAC entered in the shaded area. If shipped by a contractor, this activity will be the one that administered the contract.

10.3.6 Item 6 - CONSIGNEE. Name and address (including ZIP code) of the activity shown as consignee on the transportation document. Enter THE DODAAC in the shaded area. If the reporting activity is the consignee enter "Same as 4."

10.3.7 Item 7 - SHIPPER. Name and address (including ZIP code) of the activity making the shipment of the consignor. If the shipper is the consignor, enter "Same as 5." If the shipment is containerized, include the name of the activity that stuffed the container.

10.3.8 Item 8 - CARRIER ROUTING AND IDENTIFICATION. Enter Standard Carrier Alpha Codes (SCAC) from trasnportation document in the proper sequence in the shaded blocks. Enter name of carrier, and on other than Less Truck Loan (LTL) the identification number of car, truck, trailer, or the name of the vessel. For containers, show the trailer or Transportation Control Number (TCN) and, whe known, the voyage number. For Military Airlift Command (MAC), QUICKTRANS, or LOGAIR shipments, show the flight or mission number and the air manifest number.

10.3.9 Item 9 - POINT OF ORIGIN. Leave blank unless different from block 5.

10.3.10 Item 10 - CARRIER's PRO/FREIGHT BILL NO. Copy number from the carrier's delivery receipt.

10.3.11 Item 11 - DESTINATION. Leave blank unless different from block 6.

10.3.12 Item 12 - BILL OF LADING NO/TYPE. Enter number and indicate type: i.e., Government.

PREPARATION INSTRUCTIONS (Continued)

10.3.13 Item 13 - MODE CODE. Choose correct code from the following:

CODE	DESCRIPTION
A	Motor, truckload
B	Motor, less than truckload
C	Van (unpacked, uncrated personal or Government property)
D	Driveway, truckaway, towaway
E	Bus
F	MAC
G	Surface parcel post
H	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Small package carrier
K	Rail, carload*
L	Rail, less than carload*
M	Freight forwarder
N	LOGAIR
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Air freight, air express, air charter (commercial)
R	Expedited air freight
S	Scheduled truck service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air freight forwarder
U	QUICKTRANS
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer walk-thru (customer pickup of materiel)
Y	Intra-theater airlift service
Z	Military Sealift Command (MSC) (controlled contract or arranged space)
2	Government watercraft, barge, lighter
3	Roll On Roll Off (RORO) service
4	Armed Forces Courier Service (ARFCOS)
5	United Parcel Service
6	Military Official Mail (MOM)
7	Express mail
8	Pipeline
9	Local delivery by Government or commercial truck includes on-base transfers, deliveries between air, water, or motor terminals, and adjacent activities. Local delivery areas are identified in commercial carriers' tariffs which are filed and approved by regulatory authorities.

*Includes Trailer/Container-On-Flat-Car (excluding SEAVAN).

10.3.14 Item 14 - DATE CARRIER SIGNED FOR SHIPMENT. Julian date that carrier signed for the shipment.

10.3.15 Item 15 - DATE CONSIGNEE RECEIVED SHIPMENT. Julian date on which the consignee signed for the shipment.

PREPARATION INSTRUCTIONS (Continued)

10.3.16 Item 16 - DATE DISCREPANCY DISCOVERED. Julian date.

10.3.17 Item 17 - DATE CARRIER NOTIFIED. Julian date on which the commercial carrier was first notified (as in case of pilferage, theft, vandalism, partial loss or damage), and method, e.g. "3133 phone".

10.3.18 Item 18 - NAME OF PERSON CONTACTED. Show the name and telephone number of the person contacted.

10.3.19 Item 19 - SEAL NUMBERS AND CONDITION. Place an "X" in the proper block and show the seal number and condition.

10.3.20 Item 20 - ACQUISITION DODUMENT AND/OR TRANSPORTATION CONTROL NO. Show both the numbers or the one on hand.

10.3.21 Item 21 - COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO (NSN). Show item name and NSN or part number.

10.3.22 Item 22 - TYPE OF PACK. Choose the correct two character (alpha or alphanumeric) code from the following:

a. Military Sealift Command VAN (MSCVAN), Military VAN (MILVAN), and sea VAN (SEAVAN) Shipments.

CODE	DESCRIPTION
A_____	MSC lease/controlled SEAVAN or MILVAN (MSCVAN)
B_____	MILVAN
Z_____	SEAVAN

(Second position Code for MSCVANs, MILVANs and SEAVANs shown below:

A	Loaded to capacity by ocean carrier
B	Loaded to capacity by military terminal
C	Loaded to capacity by military shipping activity
D	Loaded to capacity by vendor
E	Loaded to capacity by contract shipment consolidation facility
F	Loaded to less than capacity by military shipment activity with loading to capacity completed by contract shipment consolidation facility
L	Loaded to less than capacity by military shipment activity, loading completed by military terminal
M	Loaded to less than capacity by vendor, loading completed by military terminal
N	Loaded to less than capacity by contract shipment consolidation facility, loading completed by military terminal
P	Loaded to less than capacity with military cargo by ocean carrier, commingled with commercial cargo in accordance with the MSC Container Agreement and Rate Guide
T	Loaded to less than capacity by military shipment activity, loading completed by ocean carrier
U	Loaded to less than capacity by vendor, loading completed by ocean carrier

PREPARATION INSTRUCTIONS (Continued)

CODE	DESCRIPTION
V	Loaded to less than capacity by contract shipment consolidation facility, loading completed by ocean carrier
W	Loaded to less than capacity by vendor, loading completed by contract shipment consolidation facility
Z	Empty MILVAN or SEAVAN
3	Loaded to less than capacity by military shipment activity
4	Loaded to less than capacity by vendor
5	Loaded to less than capacity by contract shipment consolidation facility

b. Container Express (CONEX) Shipments.

X____ CONEX

(Second position Code for CONEX Shipments based on CONEX serial number shown below)

0	00001 - 99999
1	10000 -199999
2	20000 -299999
3	30000 -399999
4	40000 -499999
5	50000 -599999
6	60000 -699999
7	70000 -799999
8	80000 -899999
9	90000 -999999

c. Breakbulk Shipments.

CODE	DESCRIPTION
BD	Bundle
BE	Bale
BG	Bag, burlap or cloth
BL	Barrel
BS	Basket
BX	Box
CA	Cabinet
CB	Carboy
CC	HHG Containers, wood (Federal Specification PPP-B-580)
CL	Coil
ON	Can
CO	Container, other than Code CU, CW, or MX
CR	Crate
CS	Case
CT	Carton
CU	Container, Navy cargo transporter
CW	Container, commercial highway lift
CY	Cylinder
DB	Duffelbag
DR	Drum

PREPARATION INSTRUCTIONS (Continued)

CODE	DESCRIPTION
EC	Engine container
ED	Engine cradle or dolly
FK	Footlocker
HA	Hamper
KE	Key
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	Palletised unit load, other than Code MW
RL	Reel
RO	Roll
RT	RORO
SA	Sack, paper
SB	Skid, box
SD	Skid
SH	Sheet
SL	Spool
SW	Suitcase
TB	Tub
TK	Trunk
TU	Tube
UX	Unitized (use Code RT for unitized cargo on RORO)
VC	Van Chassis
VE	Vehicle
VO	Vehicle in operating condition
VS	SEAVAN-TOTE (Totem Ocean Trailer Express)
WR	Wrapped

10.3.23 Item 23 - QUANTITY DISCREPANT (PIECES). Show the number of pieces reported as discrepant for each line entry.

10.3.24 Item 24 - TYPE AND CAUSE CODE. Choose the correct two character (alpha or alphanumeric) code from the following:

Discrepancy Type	1st Position Code	Discrepancy Cause	2nd Position Code
Discrepancy Type	1st Position Code	Discrepancy Cause	2nd Position Code
a. Astray	A	Incomplete, illegible missing marking/	3
		Hotline visit	H
		Carrier initiated visit	C
		Routine Visit	R
		Missing billing	4
		Hotline visit	5
		Carrier initiated visit	6
		Routine Visit	7
		Unknown	A

PREPARATION INSTRUCTIONS (Continued)

Discrepancy Type	1st Position Code	Discrepancy Cause	2nd Position Code
b. Overage	O	Improper documentation	5
		Incomplete marking/ missing label/tag	3
		Defaced/illegible marking	4
		Improper loading/stowing	K
		Unknown	O
c. Shortage	S	Leakage/spoilage/evaporation	L
		Improper documentation	5
		Theft	T
		Pilferage	P
		Status "W" cargo (Military Traffic Management Command (MTMC) terminal use only)	I
		Improper loading/stowing	K
		Unknown	S
d. Damage	D	Fire	F
		Improper loading/stowing/blocking and bracing	K
		Materials handling equipment	6
		Marine casualty	1
		Spoilage	G
		Rough handling	Q
		Stevedoring	2
		Water damage	E
		Wreck	W
		Vandalism	V
		Concealed damage	Z
e. Other	X	Broken, missing, improper, or inadequate seals	B
		Special contract or carrier services not provided on unclassified or nonprotected cargo	C
		Excess transit time	H
		Incomplete marking.missing label/tab	3
		Defaced/Illegible marking	4
		Improper carrier handling, service, or equipment	J
		Improper loading, stowing, blocking or bracing (if no actual damage)	K
		Certification of hazardous material (DD Form 1387-2) missing or incorrect	L
		Improper marking or labeling of hazardous material (other than DD Foem 1387-2 violation)	M
		Misconsignment	N
		Special contract or carrier services not provided on classified or protected cargo (other than DD Form 1907 (Signature and Tally Record) violations))	R
		Signature Security Service (DD Form 1907)	S
		Not specified above. (Describe in remarks)	X

PREPARATION INSTRUCTIONS (Continued)

10.3.25 Item 25 - UNIT OF ISSUE. Show the two-letter abbreviation of the type of units under which the material was issued. See shipping documents.

10.3.26 Item 26 - UNITS BILLED/SHIPPED. Show the total number of units that were shown on the billing or shipping document.

10.3.27 Item 27 - DISCREPANT UNITS. Enter the number of units of issue that were found to have discrepancies.

10.3.28 Item 28 - DISCREPANT WEIGHT. Show the total weight of each discrepant line entry in block 23.

10.3.29 Item 29 - VALUE OR COST OF REPAIRS. For shortages, enter the replacement value. For over/astray freight, enter the value of the material. For repairable damage, enter the total cost to repair plus the transportation costs to and from the repair shop. For nonrepairable damage, use the total of replacement cost plus any other costs incurred to salvage the materials, minus amount recovered through salvage.

10.3.30 Item 30 - REMARKS. This is the place to request information needed in the investigation of the discrepancy. Include photagraphs (if available) or any document the shipper may not have that will aid in their reply. Use this space to confirm notification to carrier. Explain circumstances and responsibility on miscellaneous discrepanies.

10.3.31 Item 31a - NAME OF PREPARER. Self-explanatory.

10.3.32 Item 31b - TITLE. Self-explanatory.

10.3.33 Item 31c - TELEPHONE NO. Show the commercial and AUTOVON or Federal Telephone Service (FTS) telephone numbers of the person signing the form.

10.3.34 Item 31d - SIGNATURE. Self-explanatory.

TRANSPORTATION DISCREPANCY REPORT

1. DATE	2. REPORT NUMBER	FORM APPROVED OMB NO.

PART I

☐ REQUEST FOR INFORMATION *(RFI)* ☐ INITIAL NOTIFICATION ☐ MISCELLANEOUS PROBLEMS

3. TO	4. REPORTING ACTIVITY
5. CONSIGNOR	6. CONSIGNEE
7. SHIPPER	8. CARRIER ROUTING AND IDENTIFICATION
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO.
11. DESTINATION	12. BILL OF LADING NO./TYPE

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED

19. SEAL NUMBERS AND CONDITION

☐ INTACT ☐ BROKEN/MISSING *(Include details)*

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO. 20	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 21	TYPE OF PACK 22	QUANTITY DISCREPANT *(PIECES)* 23	TYPE AND CAUSE CODE 24	ISSUE DATA				VALUE OR COST OF REPAIRS 29
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	DISCREPANT		
							UNITS 27	WEIGHT 28	

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

31A. NAME OF PREPARER *(Type or print)*	31B. TITLE
31C. TELEPHONE NO.	31D. SIGNATURE

32. REPLY

33A. NAME OF RESPONDENT *(Type or print)*	33B. TELEPHONE NO.
33C. ADDRESS	33D. SIGNATURE / 33E. DATE

PART II - *(FOR CLAIMS PURPOSES)*	34. THIS IS A SURVEY DOCUMENT. ☐ YES ☐ NO	35. DATE

36. TO:

37. RESPONSIBILITY
☐ CARRIER ☐ SHIPPER/CONTRACTOR ☐ TRANS. SHIPPING ACTIVITY ☐ RECEIVER ☐ OTHER *(Specify)*

38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? *(If "NO," explain in Remarks)* ☐ YES ☐ NO	39. DOCUMENTS ATTACHED? *(If "YES," list in Remarks)* ☐ YES ☐ NO	40. PHOTOGRAPHS ATTACHED? ☐ YES ☐ NO

41. INSPECTION DATA	42. DISPOSITION DATA
☐ CARRIER INSPECTED *(Report attached)* ☐ INSPECTION WAIVED *(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 Remarks)*

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

44. DISTRIBUTION OF COPIES	45A. NAME OF PREPARER *(Type or print)*	
	45B. TITLE	45C. TELEPHONE NO.
	45D. SIGNATURE	

46. ACTION BY REVIEWING OFFICIALS

A. ABOVE ITEMS HAVE BEEN ☐ EXPENDED ☐ RECEIVED	B. INVENTORY ACCOUNT	C. CHARGE/TRANSFER TO:
D. ACCOUNTING CLASSIFICATION ▶		

E. APPROVED TO HOLD _____ RESPONSIBLE IN THE AMOUNT OF $ _____ .
(Name)

F. APPROVING OFFICIAL ▶	NAME *(Type or print)*	TITLE
	SIGNATURE	DATE

47. ACTION BY CLAIMS OFFICE