

## **GUIDELINES FOR THE DENTON PROGRAM**

### **I. APPLYING**

- a. Register your organization and obtain a user id and password <https://hatransportation.ohasis.org/RequestLogin.aspx>. To qualify, you should be a Non-Government Organization with no US Government affiliation.
- b. Cargo may not be distributed to military or paramilitary personnel.
- c. Complete an application on-line. Paper/hard copies are not accepted.
- d. Applications aging over 30 days will be withdrawn.
- e. Required documents (available on our website unless indicated otherwise):
  - a. Duty Free Letter – Provided by your receiver, usually obtained from the destination country’s Ministry of Finance. This document should indicate the cargo will be allowed in duty free.
  - b. Duty Free Cover Sheet – Provided by the donor. Note that, the donor may elect to pay customs duties and should indicate on this document how they will be paid.
  - c. Liability Release Form – Signed by the donor, releasing the US Government of any liability.
  - d. Consignee Affidavit – Signed by donor, obtained from our website.
  - e. Medical Acceptance Letter (Medical donations only) – Obtained from the destination country’s Ministry of Health.
  - f. Application will be reviewed by DOD and USAID. A personal interview with the receiver may also take place. After approval, the cargo will be inspected.
  - g. After Action Report: Provided within 30 days after distribution to report your donation to the Department of State. You may not be able to start another application until an AAR has been completed.

### **II. CARGO GUIDELINES**

- a. Minimum weight: 2000 pounds. Maximum weight: 100,000 pounds.
- b. Vehicles must have only ¼ tank of gas and be in sound condition, no leaks, and have sound tires. A detailed vehicle inspection form (available on our website) should be filled out to certify flight worthiness.
- c. Medical supplies are reviewed by USAID Staff Pharmacists with the Office of Foreign Disaster and Assistance. All medical supplies must be declared as sterile or nonsterile. Expiration dates are REQUIRED on all sterile items or items involved in invasive bodily procedures at least 18 months from the date of your application. Failure to disclose medical supplies will result in removal of those items from transport and possible inability to use the Denton Program any further.
- d. All off-the-shelf canned or prepared foods must have an expiration date at least 18 months from the date of application.

e. **PROHIBITED ITEMS:** The following items are **STRICTLY** prohibited:

**Pharmaceuticals, Medicines, Livestock, Hazardous Materials (liquids, paints, gases, batteries, etc.), and Perishable foods, Political or Religious Items.** DOD reserves the right to remove any cargo deemed unsafe or inappropriate for transport.

f. Cargo will generally move from your closest airbase, or where DOD locates a space available flight.

g.. Donors must be able to store cargo at their expense until transportation becomes available. **The Denton Program should not be used when deadlines are required as it is a space available program.**

### III. INSPECTION

a. After your application is approved, your cargo will be inspected at your storage site by a representative of the US Government. You will be contacted by the inspector to arrange an appointment at your convenience.

b. Cargo must be available to the inspector in **one location**.

c. Cargo may NOT be added after inspection.

### IV. CARGO PREPARATION

a. Use only strong, durable crates, boxes, or pails that are capable of sitting outdoors during transport or while awaiting transport.

b. Palletize cargo on 48"x48"x48 pallets and shrink-wrap after inspection. Crates may be used for odd-sized cargo, not to exceed these dimensions.

c. Shipping labels will be provided to you by DOD. Each pallet should have a label on all sides.

### V. TRANSPORTATION

a. A representative of DOD will notify you where to take your cargo and when. **Transportation to the airbase is at the donor's expense.**

b. A Transportation Control Number (TCN) will be provided to you. Only cargo with a TCN will be admitted to an airbase.

c. The donor is responsible for transportation expenses to the airbase.

d. DOD will provide an Estimated Time of Arrival (ETA) at destination.

### VI. CARGO PICK UP

a. Donors must notify the receiver of the ETA and location of the cargo.

b. DOD will notify the US Embassy of the shipment and the consignee's responsibilities.

c. The recipient and donor are responsible for following all local laws and regulations. The US Government may not intervene in the event of customs seizures, fines, or embargoes.

d. The recipient is responsible for all costs transporting the cargo from the airfield upon arrival.

### VII. DISTRIBUTION

- a. Recipient should distribute the cargo to the intended beneficiaries as outlined in the application.
- b. The donor must file an After Action Report (AAR) within 30 days after distribution.

Contacts:

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