

FUNDED TRANSPORTATION PROGRAM GUIDELINES

Step 1 – REVIEWING THE APPLICATION PACKAGE

The Funded Transportation Program application process requires the nongovernment organization to complete and return five documents to be returned before the Department of Defense can begin to process the application. The donor is required to submit an after action report (AAR) providing the details your distributed donation.

The following items will not be approved for shipment using the Funded Transportation Program:

- **Passengers or livestock (of any sort)**
- **Vehicles (regardless of type or intended purpose)**
- **Hazardous cargo (e.g. explosives, fuels, other highly flammable materials, pressurized gas commodities.**
- **Perishable food commodities**
- **Medical supplies (e.g. pharmaceuticals) with expiration date less than 12 months from the date of application.**
- **Any cargo that is not categorized as humanitarian relief supplies or equipment.**
- **Political or religious material is not considered humanitarian cargo.**

Note: Forms marked with “” can be filed on-line.*

A. Funded Transportation Program Application *– Provides detailed information about the donor/requester, destination country, delivery location, consignee and beneficiaries, cargo weight and volume, distribution plan, and pick up location(s).

B. Certification of Compliance* – completed on the HA Transportation website and certifies:

- The Funded Transportation Program Guidelines are thoroughly read
- The cargo will be used solely for humanitarian purposes
- The cargo will not be distributed to persons engaged in military/paramilitary activities
- The cargo is in useable condition and suitable for transport
- The beneficiaries have a legitimate need for the cargo and the ability to safely use the cargo
- General compliance with guidelines, instructions, and reporting requirements.

C. Liability Release Form* – Releases the U.S. Government from any liability in connection with loss of damage of goods transported.

D. Tax Exoneration/Duty Free Certificate from Destination Country – Verifies that the destination country has agreed to permit “duty free” entry of requested cargo into Partner Nation or that the donor has confirmed arrangements for taxes to be paid in connection with arrival of cargo in Partner Nation. The English translation of this document must be submitted to the Department of Defense. The cover page for duty-free documents can be downloaded from this site. .

E. Consignee Affidavit – Verifies that the designated consignee in the Partner Nation is qualified to receive and distribute the donated cargo, in accordance with guidelines issued by the U.S. Government. A template for this document can be downloaded from this website and must be notarized.

D. After Action Report * – To report the results of your activities to the Department of Defense. The After Action Report (AAR) can be downloaded from this site.

Step 2 – PREPARATIONS PRIOR TO GATHERING CARGO

A. Contact the Department of Defense (DoD) Funded Transportation Program Manager to determine whether the proposed activity may be undertaken in the destination country. The DoD Funded Transportation Program Manager contact information is provided at the end of these guidelines.

B. Identify an in-country consignee and/or local contact that will:

- Secure host country government **WRITTEN** approval for the shipment (with English translation)
 - Arrange with the destination country’s customs officials for formal duty-free entry or for you to provide tariffs and fees for entry (with English translation)
 - Ensure compliance with any and all additional legal requirements of the destination country
- Receive and take possession of cargo on arrival
 - Distribute the cargo to the beneficiaries.

Note: Many Partner nation’s consignees must be recognized and approved by the host country government to be eligible to receive the donated cargo, particularly when duty-free entry is assigned.

Step 3 - REVIEWING GENERAL PROGRAM GUIDELINES/GATHERING CARGO

A. Cargo -- Requests to transport less than 1,100 cubic feet of cargo (per pick-up location) cannot be accepted. Ideally, cargo requested to be transported should be in multiples of 1,100 cubic feet. The total number of pieces, the total gross weight (pounds) and total gross volume (cubic feet) of the cargo must be included on the application to permit DoD to determine transportation requirements. You must also attach a complete itemized inventory of the cargo to be shipped, including a detailed listing by item of quantity, size (volume), and weight.

You may NOT add new items to the inventory or increase the weight of the cargo to be shipped once the application has been submitted. Both U.S. Government and partner nation country approval for these shipments are based on the information in the application. Shipment of unapproved items or additional quantities of approved items has caused embarrassment in the past and puts the entire program in jeopardy. However, the Department of Defense or their representatives reserve the right to remove items from the cargo – if this occurs, you will be notified.

- B. STORAGE SPACE:** Donors must also be able to store or pay for commercial storage until transportation becomes available. All cargo listed in the inventory on the application must be collected at one warehouse location (if possible) before an inspection will be arranged. Whenever possible, cargo should be stored in a warehouse where standard loading operations may be conducted (i.e. availability of loading dock and parking area for trucks). You must also be able to arrange for sufficient equipment (forklifts, pallet jacks, etc.) and personnel to load the cargo onto trucks that are contracted by the Department of Defense to pick up the cargo and have the resources to block and brace cargo loaded in sea vans.

The Department of Defense will make every reasonable attempt to arrange transportation in a timely manner. The Department of Defense, however, will not be responsible for picking up cargo by a certain date because of a need to vacate a storage facility. In this regard, please note that transportation schedules are subject to change with little or no notice. The U.S. Government assumes no liability for the consequences of such changes.

- C. INSPECTION:** All cargo will be inspected by an authorized U.S. Government representative, after which the containers shall be sealed. The Department of Defense will not inspect or otherwise certify cargo for quality or serviceability and will inspect the cargo to the extent necessary to assure transportability and safety. Inspection will be arranged by the Department of Defense prior to final approval of the application. You will be notified of the time and date of the inspection.

Note: All cargo must be inspected and prepared for shipment prior to pick up.

- D. TRANSPORTATION:** The donor should always keep in mind that the Funded Transportation Program offers free transportation to them. The U.S. Government will not commit to covering costs other than those related to transportation. Applications in which the donor seeks financing for any cost other than transportation, such as storage and/or local transportation costs will not be approved.

Application approval by the Department of Defense only indicates that the cargo described in the application is acceptable to the U. S. Government and to the government of the destination country. It is not a guarantee that transportation will be provided. The Department of Defense will make every attempt; however, to arrange the most economical transportation for approved cargo to the required destination as

soon as operationally possible. This transportation can typically be accomplished within 45 to 90 days. The Department of Defense cannot assure, though, that a particular shipment date will be met. Cargo approved from multiple donors for the same target country will often be combined into one shipment to minimize transportation costs. For this reason, coordinating a shipment of cargo from multiple donors to a single destination may take additional time. Similarly, very large shipments may take significantly longer to move.

Transportation will be scheduled, notwithstanding exceptions to policy, based on the following criteria:

- Order of receipt by the Department of Defense of approved applications
- Availability of funds appropriated and budgeted for transportation
- Efficient use of Department of Defense appropriated funds.

There is limited money to fund transportation of privately donated cargo. The Funded Transportation Program cannot make any commitments concerning transit of the cargo through designated ports in route to its final destination. To assure the most economical transportation, the program will make no commitment to coordinate the transportation of the approved cargo with any other movement (cargo or personnel). In this regard, it must be noted again that Department of Defense transportation schedules are subject to change with little or no notice.

E. PERSONNEL: The DoD Funded Transportation Program is limited to movement of cargo only. The transportation of donor personnel and/or livestock is not authorized. Donors should not list themselves as consignees or as playing a role in the distribution of the cargo at the final destination. Donors who desire to be at the final destination in connection with receipt and/or distribution of the cargo must make alternative transportation arrangements. In this regard, the Department of Defense will make every effort to provide you with timely information on scheduled departure dates from point of origin and arrival dates at the final destination for all approved cargo.

Step 4 – PREPARATION OF CARGO FOR SHIPMENT

A. OVERALL RESTRICTIONS: All cargo will be transported in 20- or 40-foot sea vans (containers). Accordingly, the following dimension restrictions apply to all shipping containers (boxes, crates, etc.) holding general cargo:

- Height: 90"
- Length: 78"
- Width: 98"
- Weight: 10,000 lbs.

Note: When determining container dimensions, you must include the dimensions of the pallet or other external items used to secure the container. These dimensions are

firm and should not be exceeded. Exceptions may be granted only by prior approval by the Department of Defense on a case-by-case basis.

B. General Cargo: The Department of Defense contracted commercial carrier will arrange with you the delivery of the shipping containers to your warehouse address. Your organization will load the containers. Pre-packaging the inventory on wooden pallets and using a forklift or dolly is acceptable, but not required. The items can be loaded by hand. Keep in mind that your consignee will be unloading these containers and may not have the equipment you used when packing them. You are responsible for ensuring the security of the items your organization packs within the container. As part of the application process, you will release the U.S. Government of any liability for loss or damage, but it would be unfortunate to have items shipped and be found broken and unusable when delivered. Special care should be taken to brace larger items within the container. The shipping containers are weatherproof, so no pre-wrapping is required. Barring any discrepancies when clearing customs, the containers should not be opened until delivered to your consignee's warehouse.

Step 5 – SUBMISSION OF APPLICATION

You should submit an application only after the actions in Steps 1 through 4 have been completed.

Step 6 – CERTIFICATION AND APPROVAL OF APPLICATION

Once your complete application and all supporting documents are received, the Department of State will determine whether the application is consistent with U.S. foreign policy and the Department of Defense will review the application to determine if the cargo may be transported. The Department of Defense will arrange an inspection of the cargo prior to final approval of the application. Once these steps have been taken, the application will then be formally approved or disapproved and the Department of Defense will notify you. Depending upon workload and the responsiveness of the destination country, this process can take from several days to several months.

Note: Application approval does not obligate the U.S. Government to provide transportation of approved cargo.

Step 7 – FINALIZING TRANSPORTATION ARRANGEMENTS

When final approval has been granted, the Department of Defense will make transportation arrangements. The Department of Defense will provide you a Transportation Control Number (TCN) number, which is unique to your shipment. This number is assigned to assist with tracking the cargo as it is transported to its destination.

Container Labeling Requirements: All containers must be stenciled or marked in indelible ink with the following information:

DOD HUMANITARIAN SHIPMENT TO: (City and Country)
FROM: (Donor Name and Organization, if applicable)
REQUESTER TELEPHONE NUMBER:
TO: (Consignee Name and Organization and Telephone Number)
TRANSPORTATION CONTROL NUMBER: _____
CONTAINER _____ of _____

The DoD commercial contract shipper will notify you regarding the date and time of cargo pick-up. Cargo must be ready for transportation at your pick-up location(s) within the timeframe specified by the commercial contract shipper.

STEP 8 – PREPARATIONS FOR ARRIVAL OF CARGO AT FINAL DESTINATION

Prior to cargo arrival in the destination country, the DoD will inform you of its estimated time of arrival (ETA). You must communicate the ETA to the consignee to ensure the consignee is aware of the estimated date and time of arrival so the consignee will attend to the cargo without delay after it has arrived.

STEP 9 – ARRIVAL, CUSTODY TRANSFER, AND DISTRIBUTION

The commercial contract shipper is responsible for delivering the cargo to the consignee's warehouse address. The consignee and the donor must be aware that the Funded Transportation Program has no funding for warehousing in the destination country.

Once the consignee takes possession of the cargo, the consignee is responsible for the timely distribution of the cargo to the targeted beneficiaries in accordance with the distribution plan. Cargoes must be distributed on a non-commercial basis, free of cost to the person or persons receiving the goods.

STEP 10 – REPORTING

You must submit an After Action Report (AAR) to the Department of Defense Funded Transportation Program Manager within 30 days after the cargoes are distributed describing, in detail, how the cargo was distributed, to whom, and how the humanitarian assistance supplies were used. The AAR template can be downloaded from this site. This report will be compared with the distribution plan you provide as part of your application for transport assistance.

Note: Failure to submit the report in a timely manner may result in your disqualification from future participation in the DoD Funded Transportation Program.

**FUNDED TRANSPORTATION PROGRAM
APPLICATION FORMS**

All forms and documents noted in the above steps must accompany each application for transport of humanitarian assistance cargo under the DoD Funded Transportation Program.

NOTE: Incomplete packages will be returned.

Please submit the application to:

DSCA
201 12th ST. South, Suite 203
Arlington, VA 22202
ATTN: Phyllis Robinson
Tel: (703) 697-9628
E-mail: [Funded Transportation](#)
Phylliss.C.Marshall.civ@mail.mil