

## APPENDIX D

### EXPORT TRAFFIC RELEASE REQUEST (ETRR) PROCEDURES

**NOTE:** The most current versions of Export Traffic Release Request Codes are available at the Table Management Distribution System website at: <https://tmads03.scott.af.mil/>.

#### A. DATA ELEMENTS FOR EXPORT REQUEST, OFFER, ACCEPTANCE, AND RELEASE CYCLE

1. Data element number: 1

Number of characters: 3

Field title and entry instructions: DOCUMENT IDENTIFIER, (DELETED). The process has changed due to the implementation of the Integrated Booking System (IBS). Maintain the use of data element numbers and characters for guidance and references.

2. Data element number: 2

Number of characters: 6

Field title and entry instructions: REQUESTER. The Department of Defense Activity Address Code (DODAAC) of the activity requesting an ETR. Include the requester's name, electronic mail, Commercial and Defense Switched Network (DSN) Facsimile (FAX) Number. Codes may be obtained from Department of Defense Manual 4000.25-6-M, Part I, Department of Defense Activity Address Directory (DODAAD), and from the on-line Transportation Facilities Guide (TFG).

3. Data element number: 3

Number of characters: 7

Field title and entry instructions: REQUESTER IDENTIFIER, (DELETED). Real time is automatically recorded by IBS when the entry is made by the requester on line. When a request is received off line and entered into IBS by the Military Surface Deployment and Distribution Command (SDDC) Operations Center, it is not entered using real time. The request may be received on 8 August 04 and not entered into IBS until 9 August 04. The Port Call File Number (PCFN) as shown in data element number 32 is unique for each ETRR created in IBS.

4. Data element number: 4

Number of characters: 6

Field title and entry instructions: SHIPPER. The DODAAC of the activity making the physical shipment. Codes may be obtained from the DODAAD and from the TFG. In cases where no DODAAC is assigned, enter the first five digits of the Zone Improvement Plan code (ZIP) and use data element number 13 to show the shipping point and state, and railroads serving the shipper facility, including private siding description and the shipper's name.

5. Data element number: 5

Number of characters: 3

Field title and entry instructions: DATE AVAILABLE. The earliest Julian Date that the Proposed Release Unit (PRU) is to be available for movement from the shipping point. When the entry in data element number 11 is other than "00," show the earliest date the shipment can begin. Spot date is a maximum of three days prior to available date.

6. Data element number: 6

Number of characters: 1

Field title and entry instructions: LADING TERMS CODE. A coded indication of the Bill of Lading (BL) Free On Board (FOB) terms, or other considerations. The lading terms should not be confused with the Foreign Military Sales (FMS) Condition of Sales contained in the shipment unit Transportation Control Number (TCN), record position (rp) 23. (See data element number 14.)

**Code   Lading Terms**

- A    FOB ORIGIN.
- B    FOB PORT. Source load container shipments. The Government is responsible for transportation from the ocean carrier's terminal to the destination. This is "K" terms ocean service. The shipper is responsible for obtaining an empty SEAVAN from the ocean carrier and returning it loaded to the ocean carrier, see code "H" FOB PORT.
- C    FOB PORT. Non-Containerized shipments. The shipper is responsible for transportation to a military or ocean carrier terminal.
- D    FOB VESSEL. The shipper is responsible for transportation to the port and for vessel loading costs.
- E    FOB OTHER. Describe the lading terms in data element number 14.
- F    FOB ORIGIN. Commercial BL (CBL) conversion to Government (GBL) at the transshipment point.
- G    FOB INTERMEDIATE POINT OR PORT. Container service. The vendor is responsible for obtaining an empty container and returning the loaded container to an intermediate port or point. The Government is responsible for transportation from that point. An example of a shipment using this lading code would be material procured FOB East coast for a destination in the Far East. The vendor would bring the shipment to an East coast port and the Government would arrange for transportation using "M" term container service. Describe further in data element number 48.
- H    FOB PORT. Commissary and Non-Appropriated Funds (NAF) shipments.

7. Data element number: 7

Number of characters: 2

Field title and entry instructions: SHIPMENT UNITS. The number of shipment units included in the PRU.

8. Data element number: 8

Number of characters: 5

Field title and entry instructions: NUMBER OF PIECES (PRU). The number of pieces comprising the PRU. In the event of package consolidation, this number will be the same number that a carrier agent or checker would sign for. When the transportation unit is to be a single container (such as a CONEX or a Roll-On/Roll-Off (RO/RO trailer)), enter "00001." When requesting SEAVANS, enter the number of vans requested. The total number of SEAVANS requested cannot exceed 99.

9. Data element number: 9

Number of characters: 4

Field title and entry instructions: CUBE (PRU). The total cube of the PRU expressed in tens of cubic feet; an entry of 4,500 cu. PRU would be "0450." On containerized traffic, show the total cube of container(s) expressed in tens of cubic feet. For vehicles, the cube shown in this field and in data element numbers 19, Cube (SU) and 20, Weight (SU), will be the cube of the vehicles when reduced for water shipment. The cube when prepared for Continental United States (CONUS) shipment, when different, will be shown in data element number 30. When the cube exceeds the capacity of this field, divide the PRU into two or more requests (See Paragraph C, Step 3).

10. Data element number: 10

Number of characters: 5

Field title and entry instructions: WEIGHT (PRU). The total shipping weight of the PRU expressed in hundredweight. For example, an entry for 480,000 pounds would be "04800." When the weight exceeds the capacity of this field, divide the PRU release into two or more requests. (See Paragraph C, Step 3.)

11. Data element number: 11

Number of characters: 2

Field title and entry instructions: DAILY FLOW FACTOR (PRU). The percent of the total PRU weight. To compute the daily flow factor percentage, divide the expected daily flow rate by the PRU total weight. For example, if the daily flow rate is 96,000 pounds for a PRU weight of 480,000 pounds ( $96,000/480,000 = .20$ ), the entry in this field would be "20." In most cases, single shipments will be involved and the entry will be "00" (to be interpreted as 100 percent). In cases where the entry is not "00," the numeric percent value of the daily flow factor will be transmitted in the ETRR in the first two positions of data element number 13.

12. Data element number: 12

Number of characters: 1

Field title and entry instructions: THE TYPE OF SPECIAL CONTAINER EQUIPMENT REQUIRED. (Leave blank when no special equipment is required.)

**Code** **Description**

- F Flatrack, cargo cannot be loaded into open top or dry cargo container.
- G Flatrack, cargo could be loaded in open top or dry cargo container, but loading costs are less if shipped in a flatrack. Describe disability costs in remarks.
- O Open top.
- H High cube container.
- I Insulated dry cargo container.
- B Dry cargo container with liner for bulk, pourable cargo.
- T Tank (liquid) container.
- V Ventilated dry cargo container.
- S Dry cargo container with extended detention or storage at destination anticipated.
- R Refrigerated container.
- Q Shipment is loaded in a Government-owned or leased container. The cargo can be considered a single shipment unit.
- U Shipment is loaded in a Government-owned or leased container. The container with cargo can be considered as a single shipment unit.
- Z Other specialized equipment required. Describe in data element number 13.

13. Data element number: 13

Number of characters: Limited to 60 characters.

Field title and entry instructions: REMARKS (PRU). Plain language remarks referring to PRU(s) as a whole. The requestor will also include the shipper's Bill of Lading Office Code and Standard Point Location Code (SPLC) codes whenever possible. Remarks are limited to a maximum of sixty characters in the remarks field in IBS. In the cases where there is no DODAAC assigned to the shipper, show the shipping point in the remarks field. Enter the shipper's name and street address. As an example, show JAXBOTTLING CO, 123 Elm St., Milwaukee, WI. Enter the title, last name, and telephone number of the Point of Contact (POC) for notification of release information, except for Divisions 1.1 through 1.3 ammunition shipments. The telephone number will be expressed in the following format:

Commercial Area Code: XXX  
Commercial Prefix: XXX  
DSN Prefix: XXX  
Digits: XXXX

Example: Mr. Jones 202 634 288 5789. When the material is classified, the degree of classification, such as SECRET or CONFIDENTIAL, will be indicated. Shippers of classified material, however, must comply with security regulations. If the shipment is considered suitable for through-container movement, annotate "SEAVAN" in rp 19-24. The next position following "SEAVAN", rp 25, is reserved for a Van Code. Leave rp 26 blank and begin further remarks in rp 27. The requestor will advise the Ocean Cargo Clearance Authority (OCCA) of any significant change or impediment to loading the cargo in a container at origin. The following codes will be used to describe specific circumstances that may limit source loading in a container.

**Van  
Code**

**Reason**

- A Insufficient quantity of cargo to meet break-even cost factors; however, cargo could be containerized at the seaport terminal stuffing facility if combined with other cargo.
- B Excessive density of cargo, however, cargo could be containerized at the seaport terminal stuffing facility if mixed with higher cube cargo.
- C Cargo configuration/density not compatible to containers and in all probability could not be containerized at the seaport terminal stuffing facility.
- D Shipper facilities are not adequate for source stuffing of containers.
- E Container offering returned by the Cargo Booking Office due to no ocean carrier container lift or equipment being available for the desired lift period to the Port of Debarkation (POD).
- F Source stuffing requiring door-to-door or on carriage service under shipping contracts is not authorized, e.g., NAF shipments, vendor purchase agreements specifying other than FOB origin, and shipper otherwise declines to stuff and have vans drayed at shipper expense.
- G Show disability costs for loading and shipment preparation that would vary with mode of transportation selected. Provide specifics beginning in rp 27. Format as follows:
  - a. Abbreviations.
    - (1) LD (local drayage) loading costs. Include labor, blocking, and bracing.
    - (2) Packing. Costs for over packing or other packaging required for different shipment modes. Not normally required for container eligible shipments.
    - (3) DR (Drayage). Local drayage and switching costs that would not be included in transportation arranged by the SDDC Operations Center.
    - (4) R-Rail.
    - (5) M-Motor.
    - (6) C-Container.
  - b. Express costs in total dollars for the release, unless other units are more appropriate, then specify units. Examples are \$/CWT (hundred weight), \$/MT (measurement ton), \$/PC (piece), \$/RC (rail car), \$/TR (truck), \$/CR (container).

**Van**  
**Code**    **Reason**

- c. Show cost category, units (if not total cost), and mode. Separate different cost categories with a colon, otherwise one blank. Example: LD \$/CWT R C: DR 46 R would mean loading costs of CWT for rail and CWT for both container and motor. There is a cost for rail switching/drayage costs for either motor or container.

14. Data element number: 14

Number of characters: 16

Field title and entry instructions: SHIPMENT UNIT (SU). This number is obtained from the TCN of the SU. The 17th digit of the TCN (split shipment indicator) is omitted from this entry.

15. Data element number: 15

Number of characters: 6

Field title and entry instructions: OVERSEAS CONSIGNEE (SU). The coded overseas address of the activity designated to receive the SU, as obtained from Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions. For non-MILSTRIP SUs, code will be derived from the DODAAD. If the address is not available in coded form, enter the shipper-service code indicated by the first position of the Transportation Account Code, followed by five zeroes (e.g., N00000) and use data element number 30 to provide the plain language overseas shipping address of the activity to which the shipment unit is ultimately consigned.

16. Data element number: 16

Number of characters: 1

Field title and entry instructions: TRANSPORTATION ACCOUNT CODE. The code of the agency funding the domestic transportation segment. If the move is to be on a BL, the agency procuring the material will be coded.

**Code**    **Assignment**

A	Army
Y	Army-Air Force Exchange Service
F	Air Force
M	Marine Corps
N	Navy
S	DLA
Z	Coast Guard
D	Other Department of Defense (DOD)
P	Non-DOD

17. Data element number: 17

Number of characters: 3

Field title and entry instructions: PROJECT CODE (SU). The project code is obtained from MILSTRIP requisitions.

18. Data element number: 18

Number of characters: 5

Field title and entry instructions: NO. OF PIECES (SU). The number of pieces comprising the SU. (In the event of containerization, this number may or may not equal the entry in data element number 8.)

19. Data element number: 19

Number of characters: 4

Field title and entry instructions: CUBE (SU). The total cube of the SU expressed in tens of cubic feet. If the cube is less than 10 feet, insert "1" in this field and show the actual cube in data element number 30. For vehicles, the cube shown in this entry and in data element number 9 and 29, will be the cube of the vehicles as reduced for water shipment. Cube as prepared for CONUS shipment, when different, will be shown in data element number 30.

20. Data element number: 20

Number of characters: 5

Field title and entry instructions: WEIGHT (SU). The total shipping weight of the SU expressed in hundreds of pounds. If the weight is less than 100 pounds, insert "00001" in this field and show the actual weight in data element number 30.

21. Data element number: 21

Number of characters: 6

Field title and entry instructions: FREIGHT CLASSIFICATION (SU). Enter the Standard Transportation Commodity Code (STCC)/National Motor Freight Classification (NMFC) item number. Indicate STCC by entering "S" in first character of field (e.g., "S03567").

22. Data element number: 22

Number of characters: 2

Field title and entry instructions: RESERVED.

23. Data element number: 23

Number of characters: 2

Field title and entry instructions: TYPE PACK CODE (SU). The Defense Transportation Regulation (DTR) alphanumeric code for the type of packing (See Appendix UU). If any package is longer than 15 feet, exceeds eight feet in width or six feet in height, or weighs more than 10,000 pounds, enter instead the number of outsize specification entries (data element number 29) appended to describe the outsize items. Exceptions:

- a. Dimensions will be provided in data element number 29 for all types of wheeled or tracked vehicles and for unitized ammunition, regardless of size.
- b. Dimensions are not required for CONEX containers or RO/RO trailers.

24. Data element number: 24

Number of characters: 5

Field title and entry instructions: DOD COMMODITY CODE. DTR Water Commodity Codes. (See Appendix KK.)

25. Data element number: 25

Number of characters: N/A

Field title and entry instructions: TRANSIT REFERENCE (DELETED).

26. Data element number: 26

Number of characters: 1

Field title and entry instructions: TRANSPORTATION PRIORITY. (See Table 203-3.)

27. Data element number: 27

Number of characters: 3

Field title and entry instructions: RDD. The Required Delivery Date (RDD) of the SU, expressed as a Julian Date (or code 999) when assigned by the requisitioner and perpetuated from MILSTRIP documentation. Use other codes that may appear in the RDD field for requisitions supporting overseas areas. Leave blank unless the requisitioner assigns a RDD or code. Do not compute the Standard Delivery Date.

28. Data element number: 28

Number of characters: N/A

Field title and entry instructions: TRANSIT CREDIT DATA (DELETED).

29. Data element number: 29

Number of characters: 60

Field title and entry instructions: OUTSIZE SPECIFICATION (SU). Two outsize specifications per SU may be submitted. This data field will be used when data element number 23 requires

outside specification entries. Outside item description for vehicles will include the type and model designation (e.g., Truck, utility, 4 x 4½ ton, M606). Dimensions and cube shown for vehicles will be as reduced for water shipment. Dimensions and cube as prepared for CONUS shipment, when different, will be shown in data element number 30. The data required for outside specifications are shown below:

<u>Data Fields</u>	<u>Digits</u>
Number of pieces described in entry (Numeric)	3
Type Pack Code (See Appendix UU)	2
Unit weight of described piece (in hundreds of pounds) (Numeric)	3
Unit Code of described piece (in tens of cubic feet) (Numeric)	3
Length in inches (Numeric)	3
Width in inches (Numeric)	3
Height in inches (Numeric)	3
Outside item description	40
<b>TOTAL</b>	<b>60</b>

If further description is necessary, enter “RMK” in this field and enter data in data element number 30, which is limited to a maximum of 60 characters. The sum of pieces described in entries will equal number of pieces in the SU. An SU involving vehicles which require export processing will include one of the Vehicle Level of Processing (VLP) codes listed below.

<u>Code</u>	<u>Level of Processing</u>
VLPAA	Level “A” required; processed to level “A” at origin.
VLPAB	Level “A” required; processed to level “B” at origin.
VLPAC	Level “A” required; processed to level “C” at origin.
VLPAM	Level “A” required; processed to manufacturer’s commercial practice at origin.
VLPAX	Level “A” required; not processed at origin.
VLPAZ	Level “A” required; processed to modified level “A” at origin (operable).
VLPBB	Level “B” required; processed to level “B” at origin.
VLPBC	Level “B” required; processed to level “C” at origin.
VLPBM	Level “B” required; processed to manufacturer’s commercial practice at origin.
VLPBX	Level “B” required; not processed at origin.
VLPCC	Level “C” required; processed to level “C” at origin.
VLPCM	Level “C” required; processed to manufacturer’s commercial practice at origin.
VLPCX	Level “C” required; not processed at origin.

The VLP code will follow dimensions of wheeled or tracked vehicles when the message format is used. When the format is used, the VLP code will be entered in rps 39-43 of the Outside Specification Data Transaction.

30. Data element number: 30

Number of characters: Limited to 60 characters.

Field title and entry instructions: REMARKS (SU).

- a. Submit a maximum of 60 characters referring to the SU.
- b. When a SU includes any item of ammunition or explosives, or other Hazardous Materials (HAZMAT), the following information must be provided in this field. (See Chapter 204 for additional instructions.)
  - (1) National Stock Number of each item.
  - (2) Net Explosive Weight (NEW) of each SU (in pounds); for example, "NEW 200" (do not enter "Pounds" or abbreviation "lbs").
  - (3) Department of Defense Identification Code or Navy Ammunition Logistics Code.
  - (4) Department of Transportation (DOT) Proper Shipping Name.
  - (5) DOT Identification Number (preceded by UN or NA).
  - (6) Storage Class and Storage Compatibility Group prescribed in Department of Defense 6055.9-Standard (STD), DOD Ammunition and Explosives Safety Standard and Army Materiel Command Regulation (AMCR) 385-100, Safety Manual.
  - (7) Quantity/round count.
  - (8) Coast Guard and DOD classification.
  - (9) Sensitive arms, ammunition, and explosives risk category (See Chapter 205).
- c. In addition to data specified in Paragraph 30.b above, the following information will be furnished for each shipment of radioactive material:
  - (1) Hazard class (49 Code of Federal Regulations (CFR), Part 172, § 101, Purpose and Use of Hazardous Materials Table).
  - (2) Pieces, weight, and cube (49 CFR, Part 172, § 202, Description of Hazardous Material on Shipping Papers).
  - (3) Radioactive element, radionuclide, and transport group (49 CFR, Part 172, § 203, Additional Description Requirements).
  - (4) Description of chemical and physical form of material (49 CFR, Part 172, § 203, Additional Description Requirements).
  - (5) Activity (curies, millicuries or microcuries) (49 CFR, Part 172, Section 203, Additional Description Requirements).
  - (6) Type label (49 CFR, Part 172, § 203, Additional Description Requirements).

- (7) Transport index for shipments bearing Radioactive Yellow-II or III labels (49 CFR, Part 172, § 430, Poison Labels).
  - (8) Fissile Class I, II or III, (49 CFR, Part 173, Section 417, Authorized Fissile Materials Packages).
  - (9) International Munitions Compatibility Office Class.
  - (10) Nuclear Regulatory Commission, Export License Number.
  - (11) Net weight of radioactive material.
  - (12) Purpose of product (for example, radio tubes).
  - (13) Level of radiation at surface of package.
  - (14) Level of radiation at one meter from package.
- d. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown in the DODAAD and this information must be passed to the terminal authority, enter the initials “POD” in this item, immediately followed by the code symbol for the port as shown in Appendix MM, and the authority for the POD exception information. Shipments to Navy PODs are excluded from the exception authority provisions. When POD information is required, make entry in Remarks (SU) Field. When POD information is not required, start general remarks pertaining to a SU in rp 19.
  - e. When the overseas consignee address is not available in coded form for entry in data element number 15, enter “OVERSEAS CONSIGNEE” in the item, immediately followed by the plain language overseas address of the activity to which the shipment unit is ultimately consigned.
  - f. For FMS shipments, enter “SUPPAD” in this item immediately followed by the code symbol for the overseas activity as found in rp 45-50 of the MILSTRIP requisition.

31. Data element number: 31

Number of characters: 2

Field title and entry instructions: SDDC REFERRAL SYMBOL. Alphanumeric code assigned by the SDDC Operations Center for perpetuation on terminal authority Export Traffic Acceptance.

32. Data element number: 32

Number of characters: 6

Field title and entry instructions: PCFN. Unique validating file identifier, assigned by the SDDC Operations Center, which controls ETR processing and shipment.

<u>Components</u>	<u>Digits</u>
<u>SDDC Identifier:</u>	
D - SDDC Operations Center	1
File Serial Number	5
TOTAL	6

33. Data element number: 33

Number of characters: 14

Field title and entry instructions: RESERVED

34. Data element number: 34

Number of characters: 3

Field title and entry instructions: PORT OF EMBARKATION. DTR coded designation of CONUS port through which cargo is to move. (See Appendix MM.)

35. Data element number: 35

Number of characters: 3

Field title and entry instructions: TERMINAL ARRIVAL DATE. Julian Date by which transportation unit is to be received at terminal. Movement and routing will take account of this, but will be planned so that delivery is not earlier than five workdays before this date.

36. Data element number: 36

Number of characters: N/A

Field title and entry instructions: REMARKS (CONSIGNMENT). Instructions for effecting proper land-water terminal coordination. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown therein, and this information must be passed to the shipper, enter the initials "POD" in the first three columns followed by the code symbols for the port, as shown in Appendix MM. When routing is for through-bill or through-container movement, include necessary instructions and through-bill issuing advice and single fund citation.

37. Data element number: 37

Number of characters: 13

Field title and entry instructions: ETR NUMBER. A unique release identifier comprised of information needed by the shipper and for recovery of release and request information. ETR number components are provided below.

<u>Components</u>	<u>Digits</u>
<u>SDDC Identifier:</u>	1
D - SDDC Operations Center	
<u>Cargo Category:</u>	1
C - General	
A - Ammunition	
F - FMS	
V - Containers	
Julian Date Due at Terminal (See Data element number 35)	3
File Serial Number (See Data element number 32)	5
Funding Agency (See Data element number 16)	1
Port of Embarkation (See Data element number 34)	3
TOTAL	14

38. Data element number: 38

Number of characters: 7

Field title and entry instructions: DATE/TIME OF RELEASE. Date/Time Group of release action by the SDDC Operations Center. Generated automatically in IBS.

39. Data element number: 39

Number of characters: N/A

Field title and entry instructions: RESERVED.

40. Data element number: 40

Number of characters: 4

Field title and entry instructions: RATE/CWT. Tariff or tender rate per cwt applicable to the SDDC Operations Center routing. If rate used in routing applies on other than a cwt, factor and enter the rate(s) and factor, e.g., mileage, net ton, in remarks field.

41. Data element number: 41

Number of characters: 3

Field title and entry instructions: MINIMUM WEIGHT. Minimum weight (in thousands of pounds) to rate used in routing (including applicability of "R" for classification rule). Example: for 38,000 lbs., enter "038". The computer will enter leading zeros automatically.

42. Data element number: 42

Number of characters: 1

Field title and entry instructions: TYPE EQUIPMENT TO ORDER. Coded designation of type of carrier equipment (including capacity and size) to be ordered by shipper (SDDCTEA Pamphlet 700-2, Logistics Handbook for Strategic Mobility Planning). If a code has not been assigned, insert "X" in field and enter plain language specifications in data element number 48 for routing instruction.

43. Data element number: 43

Number of characters: 2

Field title and entry instructions: NO. CL-TL (DELETED).

44. Data element number: 44

Number of characters: 3

Field title and entry instructions: TYPE RATE. Coded designation of type of rate used for routing.

<u>Code</u>	<u>Type Rate</u>
010	General Cargo
020	Commodity tariff rate Light Vehicles
030	Exception tariff rating Heavy Vehicles

45. Data element number: 45

Number of characters: 2

Field title and entry instructions: ACCESSORIAL SERVICES. Coded designation of type of accessorial services surcharges:

<u>Code</u>	<u>Type Rate</u>
4	Container /Trailer Size Surcharge
A	OCONUS Stop Off
AX	Ammo Linehaul Surcharge
B	Stuffing

<u>Code</u>	<u>Type Rate</u>
C	Stripping, Sorting, and Consolidation
D	Transloading
E	Controlled Atmosphere
I	Modified Atmosphere
J	Leasing Rates
K	Garment on Hanger
L	Flat Rack Lump Sum
M	Extra Length
R	Keep From Freezer
U	Under Deck Stowage

46. Data element number: 46

Number of characters: 28

Field title and entry instructions: ROUTING. Only applies to CONUS outbound shipments. Enter the four-digit Standard Carrier Alpha Code (SCAC) as published in the SCAC Directory, for up to eight carriers shown in routing. Some carriers are assigned a SCAC containing less than four digits, therefore, begin carrier designation on every fourth digit after entering the first SCAC; leave any unused columns blank. If more space is needed, enter "RMKS" in last four positions of this field and use data element number 48 for explanation.

47. Data element number: 47

Number of characters: N/A

Field title and entry instructions: BL NOTES. Coded or plain language notes that must appear on the BL. (See Chapter 206)

48. Data element number: 48

Number of characters: N/A

Field title and entry instructions: REMARKS. Coded or plain language instructions necessary for routing or making a shipment. Furnish SPLCs as published in the SPLC Directory for the shipping and destination point entries on the BL. SPLC codes may also be obtained from the TFG.

49. Data element number: 49

Number of characters: 1

Field title and entry instructions: LIGHTERAGE. Entry designates if free lighterage applies under terms of a tariff or tender. Enter "1" if free lighterage applies. Enter "0" if lighterage does not apply.

50. Data element number: 50

Number of characters: 2

Field title and entry instructions: PERMITTING UNDER EMERGENCY CONDITIONS. The ETR number, data element number 37, will be used during national, regional, or local emergencies. When an ETR is issued as a permit or as an exception to embargoes declared by Government agencies, the shipper services or commercial carrier(s), it will be prefixed with the added symbol "DD" in this field. Port Storage Forwarding Permits will show the numerical identification (I through X) of the Federal Emergency Management Agency region where the SDDC requested permit is issued in lieu of the SDDC Operations Center identifier code required in data element 37 (Export Traffic Release Number). (See Chapter 201 for further guidance on routing under emergency conditions).

51. Data element number: 51

Number of characters: 2

Field title and entry instructions: SHIPMENT UNIT SEQUENCE NUMBER (DELETED). This process is automated through the IBS.

52. Data element number: 52

Number of characters: 2

Field title and entry instructions: TOTAL CARDS OR LINES IN REQUEST OR RELEASE (DELETED). This process is obsolete.

53. Data element number: 53

Number of characters: 2

Field title and entry instructions: CARD OR LINE SEQUENCE NUMBER (DELETED). This process is obsolete.

54. Data element number: 54

Number of characters: 1

Field title and entry instructions: AMPERSAND (DELETED). This process is obsolete.

55. Data element number: 55

Number of characters: 1

Field title and entry instructions: SEAVAN REQUEST. System generates M, S, or V to identify SEAVAN requests.

56. Data element number: 56

Number of characters: 2

Field title and entry instructions: NUMBER OF VANS REQUIRED. Used in SEAVAN requests to show number of vans required. No more than 99 vans may be requested on a single request.

57. Data element number: 57

Number of characters: 1

Field title and entry instructions: SIZE OF VANS REQUIRED. When a specific size container is required, the user can select the size and type of equipment required.

58. Data element number: 58

Number of characters: 3-5

Field title and entry instructions: CARGO CODE. Data is located in data element number 24.

59. Data element number: 59

Number of characters: 3

Field title and entry instructions: PORT OF DEBARKATION (POD). DTR code symbol for the overseas POD (See Appendix MM).

60. Data element number: 60

Number of characters: 1

Field title and entry instructions: MODE. Transportation mode to be used for shipment. Use following codes: P--Through BL; V--SEAVAN.

61. Data element number: 61

Number of characters: 2

Field title and entry instructions: TYPE OF PACK (use type of Pack Code from Appendix UU).

62. Data element number: 62

Number of characters: 17

Field title and entry instructions: TRANSPORTATION CONTROL NUMBER (TCN). SEAVAN TCN as assigned by Cargo Booking Office. Make-up of TCN is shown in Appendix L.

63. Data element number: 63

Number of characters: 3

Field title and entry instructions: ENDING SERIAL NUMBER. Last SEAVAN serial number assigned by the Cargo Booking Office (See Paragraph E, Note 4).

64. Data element number: 64

Number of characters: 1

Field title and entry instructions: DELAY CODES. The following delay codes are provided to the requester on the Required Terminal Delivery Date (RTD) output provided to the customer whenever the ETRR cannot be processed in a routine manner.

<u>Delay Codes</u>	<u>Reason</u>
A	Additional information required.
C	Waiting confirmation of booking.
D	Infrequent ocean lift.
F	Awaiting negotiation of rates (OTO).
G	Awaiting shipper cancellation.
H	Awaiting vessel schedule.
J	Service hold.
K	Theater hold.
L	Pending update of vessel file.
M	Completed. Pending IBS update.
N	Pending foreign flag approval.
R	Pending rating/routing.
S	Internal processing delay (internal to SDDC).
T	MSC ship requested.
U	Ammo-waiting cargo generation.
V	FMS codes 4 and 8 cargo awaiting booking by purchasing representative.

65. Data element number: 65

Number of characters: 1

Field title and entry instructions: CANCEL CODE. Code is provided in the SDDC Operations Center-generated response to provide the requester with reason for cancellation of ETRR. Codes and explanation are listed below:

<u>Code</u>	<u>Explanation</u>
A	Cargo not available.
B	Airlifted.
D	Plain language reason(s) that cause a cancellation.

**Code    Explanation**

- E    Alaska cargo.
- G    Canceled per requester.
- L    Domestic shipment.
- M    Requester in other area.
- R    Submitted incorrectly. Not in compliance with this regulation. Resubmit.

66. Data element number: 66

Number of characters: 1

Field title and entry instructions: MODE OF TRANSPORTATION CODE. The method of shipment code as found in Appendix GG.

67. Data element number: A

Number of characters: 2

Field title and entry instructions: STATE/POSSESSION CODE. May be used in “REMARKS” fields.

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
AL	Alabama	NJ	New Jersey
AK	Alaska	NM	New Mexico
AZ	Arizona	NY	New York
AR	Arkansas	NC	North Carolina
CA	California	ND	North Dakota
CO	Colorado	OH	Ohio
CT	Connecticut	OK	Oklahoma
DE	Delaware	OR	Oregon
DC	District of Columbia	PA	Pennsylvania
FL	Florida	RI	Rhode Island
GA	Georgia	SC	South Carolina
HI	Hawaii	SD	South Dakota
ID	Idaho	TN	Tennessee
IL	Illinois	TX	Texas
IN	Indiana	UT	Utah
IA	Iowa	VT	Vermont
KS	Kansas	VA	Virginia
KY	Kentucky	WA	Washington
LA	Louisiana	WV	West Virginia
ME	Maine	WI	Wisconsin
MD	Maryland	WY	Wyoming

<u>Code</u>	<u>State</u>
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire

<u>Code</u>	<u>State</u>
<b><u>Possessions:</u></b>	
AS	American Samoa
GU	Guam
PR	Puerto Rico
VI	US Virgin Islands
MH	Marshall Islands
UM	Midway Island
UM	Wake Island

**B. RELEASING AUTHORITY AND POC FOR SUBMITTAL OF EXPORT TRAFFIC RELEASE REQUESTS**

The releasing authority is the SDDC Operations Center.

<b><u>Shipper activity is located in --</u></b>	<b><u>And when the means of communication is</u></b>	<b><u>The POC is --</u></b>
CONUS and Alaska	Automated though IBS	CDR SDDC Operations Center, FT EUSTIS VA//SDG3//SDG3-GI-C
	No message traffic for receiving ETRRs	
	Mail	Commander, SDDC Operations Center ATTN: SDG3-GI-C 661 Shepherd Place, Ft. Eustis, VA 23604-1644
	FAX and Voice Telephone	DSN: FAX: 826-1810 Commercial: FAX 757 878-1810 DSN: 826-7471 Commercial: 757 878-7471

Outside CONUS/Alaska ETRR will be submitted to the OCCA designated in Appendix R.

**C. INSTRUCTIONS FOR SUBMITTAL OF ETRR (NON-CONTAINERIZED SERVICE)**

Step 1:

Objective: Prepare shipment unit. Instructions (See Note): Prepare SU data for each SU to be included in the ETRR. Data element numbers 14, 21, 23, 26, and 27 may be transcribed from the shipment planning work sheet. Data element number 24 (DOD commodity code) is obtained from Appendix KK.

Step 2:

Objective: Prepare outsize specification and remarks data. Instructions (See Note): Prepare data for:

1. Outsize Specifications. If an SU has any of the characteristics of an outsized item (article of freight more than 15 feet long or 8 feet wide or 6 feet high, or weighing more than 10,000 pounds).
  - a. Data element number 29 will be completed to reflect all dimensions and the weight of the outsized item.
  - b. Data element number 23 will be revised to show the number of outside specification entries.
2. HAZMAT. When ammunition explosives or other HAZMAT are involved, identify these articles In Accordance With (IAW) data element number 30.
3. Remarks. Essential plain language remarks will be stated IAW data element number 30.

Step 3:

Objective: Selection of one or more shipment units for nomination as elements of a PRU.

Instructions (See Note):

1. Select SUs for inclusion in a PRU based on the principles of consolidation prescribed in Chapter 203. In addition, a PRU may include the following:
  - a. One or more SUs intended for movement to the designated water terminal as a single shipment, except that each ETRR for movement to an ammunition out-loading port must only include shipments for one country.
  - b. A single requisition intended to move in several increments.
2. On the basis of the included SUs necessarily consistent with data element numbers 5 and 6, data element numbers 7 through 11 are calculated and entered in the PRU on-line in IBS or on the SDDC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk, (See Figure D-1); data element number 13 may include remarks pertaining to the entire PRU. Whenever the cube or weight of a PRU exceeds the capacity of data element numbers 9 or 10 fields, the PRU should be divided into two or more requests, each cross-referenced to the other in data element number 13. Example: If total weight is 12,000,000 lbs. and total cubic feet is 160,000, make two requests-each for 6,000,000 lbs. and 80,000 cu. ft.

**NOTE:** Data elements are explained in Paragraph A of this Appendix.

Complete data elements required on the SDDC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk or on-line in IBS.

This data is submitted on-line in IBS or completed on SDDC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk, then faxed or mailed to SDDC Operations Center.

## D. ETRR FOR CONTAINER SERVICE

Step 1:

Complete data elements required on SDDC Operations Center Manual Request Worksheet A Export Traffic Release Request (ETRR) Container, Figure D-2, or on-line in IBS.

Step 2:

The following data are omitted from an ETRR for container service (except under the conditions described in Step 3).

<u>Data Element Number</u>	<u>Field Title or Entry Instruction</u>	<u>Record Position</u>
7	Shipment Units	27-23
9	Cube (PRU)	34-37
10	Weight (PRU)	38-42
11	Daily Flow Factor (PRU)	43-44
14	Shipment Unit (SU)	19-34
18	Number of Pieces (SU)	45-49
21	Freight Classification (SU)	59-64
23	Type Pack Code	67-68
24	DOD Commodity	69-73

Step 3:

When an ETRR for container service covers shipments moving in straight commodity loads or shipments moving from a transit point, and the weight of a single commodity exceeds 10,000 pounds in a shipment consisting of one or more containers, the following data elements must be included.

1. Data Element 21 Freight Classification (SU).
2. Data Element 20 Weight (SU).

Step 4:

Submit to the SDDC Operations Center releasing authority (See Paragraph B of this Appendix). Allow as much lead-time as possible.

**NOTE:** Data elements are explained in Paragraph A of this Appendix.

## **E. EXPORT TRAFFIC RELEASE FOR CONTAINER SERVICE (NOTE 1)**

Rp: 1-3

Data Element Number (Note 2): 1

Field Title or Entry Instructions: Document Identifier

Remarks:

Rp: 4-9

Data Element Number (Note 2): 2

Field Title or Entry Instructions: Requester

Remarks: From rp 4-16 of ETR data transaction

Rp: 10-16

Data Element Number (Note 2): 3

Field Title or Entry Instructions: Requester Identifier

Remarks:

Rp: 17-19

Data Element Number (Note 2): 56

Field Title or Entry Instructions: Number of Vans Required

Remarks: From rp 31-33

Rp: 20-21

Data Element Number (Note 2): 57

Field Title or Entry Instructions: Size of Vans Required

Remarks: (Note 3)

Rp: 22-24

Data Element Number (Note 2): 34

Field Title or Entry Instructions: Port of Embarkation

Remarks: N/A

Rp: 25-27

Data Element Number (Note 2): 59

Field Title or Entry Instructions: Port of Debarkation

Remarks: N/A

Rp: 28

Data Element Number (Note 2): 60

Field Title or Entry Instructions: Mode

Remarks: P--Through-BL, V-SEAVAN

Rp: 29-30

Data Element Number (Note 2): 61

Field Title or Entry Instructions: Type of Pack

Remarks: First position always Z

Rp: 31-47

Data Element Number (Note 2): 62

Field Title or Entry Instructions: Transportation Control Number

Remarks: See Appendix L

Rp: 31-36  
Data Element Number (Note 2): N/A  
Field Title or Entry Instructions: Shipping activity  
Remarks: From rp 4-9

Rp: 37-40  
Data Element Number (Note 2): N/A  
Field Title or Entry Instructions: Voyage Number  
Remarks: N/A

Rp: 41  
Data Element Number (Note 2): N/A  
Field Title or Entry Instructions: V  
Remarks: Denotes SEAVAN TCN

Rp: 42-44  
Data Element Number (Note 2): N/A  
Field Title or Entry Instructions: Serial number assigned by the SDDC Operations Center  
Remarks: (Note 4)

Rp: 45-46  
Data Element Number (Note 2): N/A  
Field Title or Entry Instructions: Terms of carriage for SEAVAN  
Remarks: See Appendix II

Rp: 47  
Data Element Number (Note 2): N/A  
Field Title or Entry Instructions: Type of SEAVAN  
Remarks: N/A

Rp: 48-50  
Data Element Number (Note 2): 63  
Field Title or Entry Instructions: Ending Serial Number assigned by the SDDC Operations Center  
Remarks: N/A

Rp: 51-78  
Data Element Number (Note 2): N/A  
Field Title or Entry Instructions: Remarks  
Remarks: Plain language information

**NOTES:**

1. ETR issued in response to request for container service will include an additional (R56) data transaction. This record is used exclusively for an ETR for container service.
2. Data elements are explained in Paragraph A of this Appendix.
3. Only one van size per request is permitted.
4. Rp 42-44 will show the serial number assigned for one van (shown as "001" in rp 17-19). If rp 17-19 entry is for more than one van, rp 42-44 will show the first serial number assigned, and rp 48-50 will show the last serial number assigned. Example: Four vans are to be used rp 17-19 show

“004”, rp 42-44 show the first serial number assigned, e.g., “069”, and rp 48-50 show the last serial number assigned, e.g., “072”.

## **F. DELAY OF ETR**

Rp: 1-3  
Data Element Number: 1  
Field Title or Entry Instructions: Document Identifier  
Remarks: RTD

Rp: 4-16  
Data Element Number: 3  
Field Title or Entry Instructions: Requester Identifier  
Remarks: From rp 11

Rp: 17-24  
Data Element Number: N/A  
Field Title or Entry Instructions: Blank  
Remarks: N/A

Rp: 25-29  
Data Element Number: 32  
Field Title or Entry Instructions: File Identifier  
Remarks: Assigned by the SDDC Operations Center

Rp: 30  
Data Element Number: N/A  
Field Title or Entry Instructions: Blank  
Remarks: N/A

Rp: 31-35  
Data Element Number: N/A  
Field Title or Entry Instructions: Projected day of release  
Remarks: Two-position year and three-position Julian Date

Rp: 36-77  
Data Element Number: N/A  
Field Title or Entry Instructions: Plain language reason for delay of release  
Remarks: N/A

Rp: 78  
Data Element Number: N/A  
Field Title or Entry Instructions: Blank  
Remarks: N/A

Rp: 79-80  
Data Element Number: N/A  
Field Title or Entry Instructions: Always “01”  
Remarks: N/A

**NOTE:** Data elements are explained in Paragraph A of this Appendix.

## G. CANCELLATION OF ETR

Rp: 1-3

Data Element Number: 1

Field Title or Entry Instructions: Document Identifier

Remarks: RT1

Rp: 4-16

Data Element Number: 3

Field Title or Entry Instructions: Requester Identifier

Remarks: From rp 11

Rp: 17-22

Data Element Number: 4

Field Title or Entry Instructions: Shipper

Remarks: From rp 11

Rp: 23

Data Element Number: N/A

Field Title or Entry Instructions: SDDC Operations Center provides data

Remarks: SDDC Operations Center

Rp: 24

Data Element Number: N/A

Field Title or Entry Instructions: Blank

Remarks: N/A

Rp: 25

Data Element Number: 65

Field Title or Entry Instructions: Cancel Code

Remarks: N/A

Rp: 26-30

Data Element Number: 32

Field Title or Entry Instructions: File Identifier

Remarks: Assigned by the SDDC Operations Center

Rp: 31-77

Field Title or Entry Instructions: Plain language reason(s) for cancellation, if Cancel Code "D" is used in rp 25

Remarks: N/A

Rp: 78-80

Field Title or Entry Instructions: Port to which cargo was released

Remarks: Use DTR codes

**NOTE:** Data elements are explained in Paragraph A of this Appendix.

**SDDC OPERATIONS CENTER Manual Request Worksheet B  
Export Traffic Release Request (ETRR) Break Bulk**

**D32 PCFN \_\_\_\_\_ generated by SDDC**

Data Element Number (D) \_\_\_\_\_ Date \_\_\_\_\_

D30 For FMS Only                      FMS DEL                      FMS Deliv Term  
SUPPAD: \_\_\_\_\_                      Term Cd: \_\_\_\_\_                      Desc: \_\_\_\_\_

D2 Requester DODAAC: \_\_\_\_\_                      Requester Name: \_\_\_\_\_  
Address: \_\_\_\_\_                      City/State/Zip: \_\_\_\_\_                      FAX: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

D4 Shipper DODAAC: \_\_\_\_\_                      D13 Shipper Name: \_\_\_\_\_  
Address: \_\_\_\_\_                      City/State/Zip: \_\_\_\_\_

D14 Number of SU (#TCNs) \_\_\_\_\_                      D13 Break Bulk Reason: (A-G) \_\_\_\_                      D16 TAC: \_\_\_\_

D15 Ultimate Consignee DODAAC: \_\_\_\_\_                      Consignee Name: \_\_\_\_\_  
Address: \_\_\_\_\_                      City/State/Zip: \_\_\_\_\_

D44 Rate Guide Commodity Code: (0X0) \_\_\_\_\_                      D6 Lading Terms: (A-H) \_\_\_\_\_

D5 Available Date: \_\_\_\_\_                      D27 RDD: \_\_\_\_\_

D13 POC Name: \_\_\_\_\_                      Commercial Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_                      DSN Phone: \_\_\_\_\_                      FAX: \_\_\_\_\_

D48 Delivery Info: (For Carrier to Know): \_\_\_\_\_

D30 Remarks: (For Booker to Know): \_\_\_\_\_

D14 TCN: \_\_\_\_\_

D24 Water Commodity Code: (DTR) \_\_\_\_\_                      D24 Type Code: (1 character) \_\_\_\_  
Commodity Description: \_\_\_\_\_

D24 Handling Code: \_\_\_\_ (1 character) \_\_\_\_\_                      D23 Type Pk: \_\_\_\_\_

D18 SU Pcs: \_\_\_\_\_                      D19 SU Cube: \_\_\_\_\_                      D20 SU Wt: \_\_\_\_\_

D29 Dimensions: L \_\_\_\_\_                      W \_\_\_\_\_                      H \_\_\_\_\_

If this is hazardous, complete ETRR Worksheet C. REF: DOD 4500.9-R, Defense Transportation Regulation (DTR) Part II, Cargo Movement, and this Appendix.

**Figure D-1. SDDC Operations Center Manual Request Worksheet B Export Traffic Release Request (ETRR) Break Bulk**

**SDDC OPERATIONS CENTER Manual Request Worksheet A  
Export Traffic Release Request (ETRR) Container**

**D32 PCFN \_\_\_\_\_ generated by SDDC**

Data Element Number (D) \_\_\_\_\_ Date \_\_\_\_\_

D30 For FMS Only \_\_\_\_\_ FMS DEL \_\_\_\_\_ FMS Deliv Term \_\_\_\_\_  
FMS SUPPAD: \_\_\_\_\_ Term Cd: \_\_\_\_\_ Desc: \_\_\_\_\_

D2 Requester Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Requester FAX: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Requester DODAAC: \_\_\_\_\_ Requester Name: \_\_\_\_\_

D4 Shipper DODAAC: \_\_\_\_\_ D13 Shipper Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

D8 Number of Vans: \_\_\_\_\_ D42 Van Size \_\_\_\_\_

D12 Type Van (Dry, Reefer, Gov't Leased) \_\_\_\_\_ leave blank when no special equipment required  
For Reefer: TEMP STATE: \_\_\_\_\_ TEMP VARIANCE: \_\_\_\_\_

D15 Ultimate Consignee (DODAAC: \_\_\_\_\_ Consignee Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Country/State/Zip \_\_\_\_\_

D6 Lading Term: \_\_\_\_\_ (A=GBL, B-H = CBL)

D5 PRU Available Date: \_\_\_\_\_ D27 RDD: \_\_\_\_\_ D5 Spot Date: \_\_\_\_\_

D2 POC Name: \_\_\_\_\_ Commercial Phone: \_\_\_\_\_  
Commercial FAX: \_\_\_\_\_ DSN: \_\_\_\_\_ Voice: \_\_\_\_\_ FAX: \_\_\_\_\_

D48 Delivery Info: (For Carrier to Know): \_\_\_\_\_

D30 Remarks: (For Booker to Know): \_\_\_\_\_

D24 Water Commodity Code: (DTR) \_\_\_\_\_ Description: \_\_\_\_\_

D24 Type Code: \_\_\_ (1 character) Handling Code: \_\_\_ (1 character) D23 Type Pk: \_\_\_ (Y or Z)

D45 Accessorial Services: \_\_\_ D18 SU Pieces: \_\_\_ D19 SU Cube: \_\_\_ D20 SU Weight: \_\_\_

D29 Dimensions: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

If this is hazardous, complete ETRR Worksheet C. REF: DOD 4500.9-R, Defense Transportation Regulation (DTR) Part II, Cargo Movement, and this Appendix.

**Figure D-2. SDDC Operations Center Manual Request Worksheet A  
Export Traffic Release Request (ETRR) Container**

**SDDC OPERATIONS CENTER Manual Request Worksheet C**  
**Export Traffic Release Request (ETRR)**  
**Hazardous Cargo Information**

**D32 PCFN \_\_\_\_\_ generated by SDDC**

Data Element Number 30 \_\_\_\_\_ Date \_\_\_\_\_

Pcs: \_\_\_\_\_ Wt: \_\_\_\_\_ Cu: \_\_\_\_\_

UN/NA Number: \_\_\_\_\_ Packing Group: \_\_\_\_\_

HAZMAT Proper Shipping Name: \_\_\_\_\_

Hazard Class/Division: \_\_\_\_\_ Hazard Material Descript: \_\_\_\_\_

Compatible Group Cd: \_\_\_\_\_ Descript: \_\_\_\_\_

Emergency Response Number: \_\_\_\_\_

Flash Point: \_\_\_\_\_ F/C: \_\_\_\_\_

IMDGC Page Number: \_\_\_\_\_ DODIC: \_\_\_\_\_

NSN: \_\_\_\_\_

Hazardous Cargo Explosive Number: \_\_\_\_\_

Net Explosive Weight (NEW): \_\_\_\_\_ Round Count: \_\_\_\_\_

Complete this worksheet if there is Hazardous Material on ETRR Worksheet A or B. REF: DOD 4500.9-R, Defense Transportation Regulation (DTR) Part II, Cargo Movement, and this Appendix.

**Figure D-3. SDDC Operations Center Manual Request Worksheet C**  
**Export Traffic Release Request (ETRR) Hazardous Cargo Information**

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