

**Defense Distribution Center
Standard Operating Procedures
For FMS Shipments
October 6, 2008**

TE 5.5

1. INTENT

- All Foreign Military Sales shipments will be processed in a dedicated FMS pack and ship area by dedicated depot personnel.
- Supervision and constant control of processing FMS shipments in a dedicated area is required.
- All personnel involved in the handling of FMS shipments require specialized FMS shipment training.
- No FMS shipments will be made from OCONUS depots. If an FMS MRO hits an OCONUS site then process a denial.
- If an FMS shipment is also a classified shipment, handle according to classified procedures.
- Force closure of FMS MROs in DSS is not authorized.

2. WORKLOAD PLANNING

- MRO's drop in identifiable dedicated cycle(s)
 - Monitor and control MRO reallocation
 - Long Term objective (LT): create system requirements to prevent reallocation
- Print Pick tickets for paper environment
 - Dedicated printers and/or paper distinctions (i.e. colored paper, stickers, stamps, etc.)
 - LT: Ability to designate printers for FMS
- Prepare and monitor Pick Control List (Currently done in QMF)
 - LT: DSS capability to automate pick control list - automatically printed

3. PICK

- No Pick to Pack
- Workload assigned to pickers
 - LT: Option to designate FMS pickers by user id
- For paperless environment, check for FMS function flag
 - LT: add FMS as menu choice
- Location verified
- Materiel picked and verified (physical and systemic)
 - NSN, quantity, unit of issue, condition
 - Exception data
- Sign certification label (paperless environment) or DD Form 1348 (paper environment)
- Designate/mark materiel as FMS
 - Use Shipment Designators (e.g. color of tote, colored paper, colored label, etc.)
- Materiel moved to dedicated FMS packing area
 - Pre-staging as needed prior to movement to dedicated FMS pack area

4. PACK

- Dedicated, specially trained personnel and Leadership to handle FMS
- Verify arrival of materiel per control list. (C31 Arrival Status/In-check can be automated or manual.)
- Initiate systemic pack (for paperless sites to produce DD Form 1348-1)
- Materiel verified: Bare item verification will be performed, unless doing so will disturb the integrity of the materiel or change the condition code or if the materiel is in the original manufacturer's sealed packaging. In these instances, the Commander or Acting Commander (or designee by written authority) must personally sign the materiel certification label and DD Form 1348-1.
 - The packer and verifier must sign and date 2 copies of DD Form 1348-1 and the certification label. The packer and verifier cannot be the same person.
- Complete physical and systemic pack
 - Insert 1 unsigned copy of DD Form 1348-1 inside package
- Seal package
- Affix 1 signed copy of DD Form 1348-1 to the exterior of the package
- Retain 1 signed copy of DD Form 1348-1 for EDMS
 - Specific collection point for DAPS pickup
 - Retention program for hard copies of documents is still required – 2 yrs on site – National Records Archive for 28 yrs. (reference: DTR)
 - LT: need specific FMS category in EDMS
- Close pack
- Offer for shipment
- Affix labels to the package
- Batch labeling of FMS shipments is not allowed due to the risk of applying label to the wrong shipment.
- Verify the labels in pack area or shipping area
 - DD Form 1348-1 matches MSL
 - MSL matches CCN
- The materiel is moved to the shipping area

5. FMS SHIPPING PROCESS

- Packing complete, shipment available for transportation
- Notice of Availability (NOA) generated by DSS – Freight only
- NOA sent to Freight Forwarder for Shipping Instructions – Freight only
- Shipping Instructions Received and documented in DSS – Freight only
- QA checkpoint: validate MSL address
- Shipment Routed – Drop VLO or Direct Load with RF – Freight only
- Carrier notified, shipment available for pickup
- Carrier loaded, audit, and close doors completed and seal applied – Freight only
- Bills of Lading (BOL) are rated and ready for review – Freight only
- BOLs, manifest, supporting documentation are reviewed and printed

- QA checkpoint: validate BOL address with NOA response – Freight only
- Driver arrives, signs BOLs, and supporting documents – Freight only
- Driver sign-off completed – Freight only
- Carrier Departs Depot with trailer
- DSS Records closed, Ship Date posted, transactions sent to PowerTrack, GTN via GEX

- FMS shipments that meet the small parcel eligibility requirements can be routed via small parcel unless one of the following exceptions exist. When an exception characteristic is met the shipment will be routed as a freight shipment in DSS requiring an NOA.
 - Exceptions:
 - Outsized, any dimension exceeding 6 feet
 - Overweight, 10,000 plus
 - Hazardous
 - Pilferable
 - Classified
 - Sensitive
 - Any other transportation characteristic that requires special preparation by a receiver

6. Transshipments

Outbound:

- Receive materiel and identify as FMS
- Move to designated FMS area when possible
- Perform KCC with a customer representative present, if necessary or possible
 - Affix non-certification label when unable to perform
- Verify documentation and validate materiel with a customer representative present, if necessary or possible – customer signature required
- Manual issue process in DSS to create DD Form 1348
- Verify DD Form 1149 and insert in packing envelope
- Move to designated area
- Prep for Shipment
- Forward to Transportation

Inbound (Repair or Return):

- Receive materiel and identify as FMS
- Move to designated FMS area when possible
- Verify documentation and validate materiel with a customer representative present, if necessary or possible – customer signature required
 - Perform KCC with a customer representative present, if necessary or possible

- Local transshipments – single manifest – 3 signed copies – 1 copy each to customer, transportation, and EDMS
- Turn materiel over to customer

7. *Mis-Directed Shipments*

Mis-directed from outside source

- Identify as FMS mis-directed shipment
- Identify NSN, quantity and destination and condition
- Verify (follow guidelines as appropriate – copy from above)
 - Notify DDC Chief of Staff by phone within two hours of discovery, or as soon as possible
 - CCIR is generated and forwarded to Chief of Staff within one hour
- Prepare and submit mis-directed SDR (and TDR – if damaged or components are missing)
 - Record isolated area location in SDR
- Send materiel to isolated area
- Wait for disposition