

# Operation Knight Flight



## NAVIGATING THE DENTON [AMENDMENT] PROGRAM

Version 1.2 26 Jan, 2021

Sovereign Military Order of the Temple of Jerusalem

## OPERATIONS HANDBOOK





**Dear Knights and Dames,**

Thank you for your participation in Operation Knight Flight. It is a noble undertaking facilitating our primary goal of assisting Christians in the Holy Land.

The Denton Amendment Program enables registered 501(C)3 charities to use US military aircraft to transport relief aid to those in need around the world. The aid is transported on a “space available” and free of charge to the user. Specific to our mission, it enables participating priories to bridge the gap between donor organizations, that wish to contribute to the welfare of fellow Christians abroad, and a program that ensures delivery of such materials free of charge.

The purpose of this Operations Handbook is to familiarize priories with, and facilitate the use of, the Denton Amendment Program under the auspices of OKF.

Within this handbook, you will find a comprehensive “step by step” procedures to guide you through the process and all applicable resources are detailed for quick reference.

Thanks again for participating in this “most vital” mission.

**CAPT Chev Clayton M. Kemmerer, USN (ret), GCTJ GMTJ**

**GRAND PRIOR XXI - [SMOTJ/GPUSA](#)**

Non Nobis, Domine, Non Nobis





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## I. THE DENTON AMENDMENT PROGRAM (DAP)

- a. **DAP creation.** The DAP was created by Senator and former Vietnam Prisoner of War, Jeremiah Denton in an amendment to the Foreign Assistance Act of 1961. He understood the need for humanitarian assistance in developing third-world countries and in 1985 his amendment was implemented.
- b. **Authorization.** DAP is a Department of Defense (DoD) transportation program that moves humanitarian cargo, donated by U.S. based Non-Governmental Organizations (NGOs) to developing nations to ease human suffering. The approved cargo is transported by DoD land, air or sea assets on a space-available basis. The program is authorized by statute (10 U.S. Code 402) and is managed by the U.S. Department of State (DOS) and DOD.
- c. **Management.** DAP is authorized by U.S. Statute (10 U.S.C. 402). The actual transportation portion of this program is contractually managed by USTRANSCOM utilizing a contractor operating out of Joint Base Charleston, SC.
- d. **Administration.** The program is jointly administered by USAID, the Department of State (DOS), the Defense Security Cooperation Agency (DSCA) and the Department of Defense (DoD); although DSCA is the primary agency responsible for administering the program.
- e. **Mission.** DAP provides transportation for approved humanitarian assistance commodities destined for approved countries. Approved countries include those that are supported by DoD transportation services, and where civil systems, local infrastructure and the supply chain will support immediate onward distribution of the commodities (see attachment 3).
- f. **Scope.** Generally, the program is not designed or intended for the transport of private sector commodity donations to disaster areas -- where civil systems, local infrastructure or logistics resources may be compromised due to a natural or civil disaster. In such cases, USAID, DoS and DoD will review the circumstances in the destination country, and the application, to determine whether or not a commodity donation should be transported by DAP to the area of the disaster (see attachment 2).
- g. **Objective based.** USAID reviews applications to ensure they meet foreign policy objectives and that the donation meets a legitimate humanitarian need in line with country specific requirements. In FY 2010, nearly 2 million pounds of humanitarian goods were sent to eligible countries through the DAP.
- h. **DAP cargo eligibility requirements:**
  - i. A legitimate need for the supplies by the people for whom they are intended





- ii. Supplies must be used for humanitarian purposes and consistent with U.S. foreign policy
  - iii. The beneficiaries are capable of using the donated commodities safely
  - iv. It must be in usable condition
  - v. A minimum of 2,000 pounds and a maximum of 100,000 pounds are permitted for individual DAP cargo movements
- i. **Exclusions.** DAP is not for religious or political material, troop donations, crisis response, soccer balls & toys, expired food or expired medical supplies.
- j. **Limitations.** DAP is a space available program; no guarantees can be made regarding availability of transportation, or completion of, a shipment. The program is active in most areas of the world but it is more difficult to obtain transportation to more distant countries. Please note that:
- i. Transportation is most frequently available to Afghanistan, Iraq, Kazakhstan, Central America, South America, the Caribbean, and Djibouti.
  - ii. Transportation to some Asian countries can be provided on a case-by-case basis.
  - iii. DAP does NOT provide transportation to Africa except Djibouti.
- k. **DAP alternative.** Countries that are not served by the DAP are generally served by the Funded Transportation Program, which provides door-to-port surface transportation of humanitarian aid to worldwide destinations at little or no cost to the donor. Potential shipments are reviewed for appropriateness and feasibility on a case-by-case basis.
- l. **Participant eligibility.** All Private Voluntary Organizations (PVOs), non-governmental organizations and individuals interested in shipping to worldwide destinations are encouraged to contact the Program Manager for the Funded Transportation Program at (703) 601-3854.

## II. OPERATION KNIGHT FLIGHT (OKF)

### VISION

*We Deliver Hope to the World*





### **MISSION**

*Facilitate the collection, transportation and redistribution of humanitarian materials, to sustain Middle East Christians (MEC) and other Christians around the world, under the auspices of the U.S. Denton Amendment humanitarian military airlift program.*

- a. **Why OKF was formed.** Sanctioned as a bona fide GPUSA charitable activity for associate Priories, Commanderies, and Preceptories. OKF offers a charitable manpower service opportunity for its members. Serving as educators, coordinators and facilitators - between U.S based donor charity organizations and military airlift entities – fellow Knights and Dames are well positioned to not only assist in humanitarian airlift process serving our fellow Christians worldwide, but by ultimately expanding the number of self-sufficient DAP user Christian charities, ala Jonny Appleseed.
- b. **DAP mitigates shipping security concerns.** Corruption and theft are a reality at many of the port locations where humanitarian aid is generally received, DAP serves as a great alternative for charity shipments of humanitarian items due to the fact that U.S. bases are secure and military personnel strictly comply with established cargo handling protocols.
- c. **Free air-shipment.** The fact that DAP does not charge users for its service is certainly an attractive element for charities looking to optimize the buying power of their donor's financial contributions, but the program isn't without expense.
  - i. Participating donor charities will need to establish a cargo staging facility where cargo packaging and inspection can be accomplished. If the charity doesn't have access to such a facility, this may become an added expense.
  - ii. Load preparation materials and manpower expenses are the responsibility of the donor charity.
  - iii. Transportation and associated expenses - in moving the humanitarian cargo from the staging facility to the stateside airbase, or airport, where DAP airlift processing is located - is also the responsibility of the donor charity.





- iv. If the donor charity cannot acquire a “duty free” exemption for the cargo, by the host government authorities, this too will become an accrued expense.
  - v. In-country expenses may also include additional cargo storage requirements until cargo distributions can be organized along with the associated transportation requirements at the in-country airport/airbase and during actual humanitarian cargo end user distributions.
- d. **Understanding and working with U.S. Air Force airlift units.** Since DAP depends on space available travel, one could easily think that shipping aboard military aircraft could prove near impossible; not so. Many times, aircraft must stage to a foreign location to meet theater mission requirements, but often fly long distances void of any cargo. Moreover, when contracted to fly cargo for other military service branches or governmental agencies, more often than not, empty space aboard that particular aircraft still remains and may be used for the addition of DAP cargo. From a public relations standpoint, most airlift units, and their commanding wings, are keen for the opportunity to promote goodwill to the public. Moreover, such airlift missions represent value-added training opportunities for their crews, making the venture a “win-win” for both the user *and* the military.
- e. **Before taking your first steps, do your homework.** Time spent here will save hours of wasted effort down the road.
- i. Determine humanitarian need. Contact local charities already engaged (or interested) in supporting foreign humanitarian efforts, or identify those areas for which humanitarian needs exist. Discover what the needs are, and whether these needs can best be met by DAP airlift provisions. Take into consideration that lead times for delivery can extend to several months and negate the usefulness of certain seasonal items. To learn more, contact the DAP administrator listed at, paragraph III.i. below. You can also visit the official DoD/DoS humanitarian transportation website at: <https://hatransportation.ohasis.org>
  - ii. Weigh DAP suitability. Under DAP, humanitarian airlift destinations are often restricted to certain operating locations where airbase security and support infrastructure has already been established. In order to support remote humanitarian relief efforts, additional transportation mechanisms, from the closest suitable base, may need to be otherwise employed. Consider also that bulky and sensitive cargo (i.e. medical equipment) may be better shipped using the DoD/DoS Funded Transportation Program also found at:

<https://hatransportation.ohasis.org>





**f. Enlist participant organizations.**

- i. Charities. Partner with legitimate 501(c)3 charity organizations that may already be assisting supportable Christian communities abroad, or are otherwise interested in doing so, but may lack the resources, or DAP know-how, to do so. It is encouraged to combine the charity efforts where one charity may already have in-country contacts and infrastructure to receive humanitarian cargo and is willing to incorporate another charity's donations in their shipment.
- ii. Military establishments. Contact DAP operations at Joint Base Charleston, SC (see paragraph III.i.) or any nearby airlift U.S. Air Force, Air Force Reserve, or Air National Guard bases that operate various types of airlift aircraft at the link below. By first reaching out to airbase Public Affairs offices, Knights and Dames can be easily redirected to the Current Operations department of resident airlift units to set a meeting or otherwise determine their interest in supporting DAP. A list of U.S. Air Force airlift squadrons and the aircraft they fly can be found at:

[https://en.wikipedia.org/wiki/List\\_of\\_United\\_States\\_Air\\_Force\\_airlift\\_squadrons](https://en.wikipedia.org/wiki/List_of_United_States_Air_Force_airlift_squadrons)

**g. Knights and Dames, know your role.** Strictly limit your participation to educating, connecting, coordinating, and facilitating the activities surrounding charity and airbase operations relative to DAP. We are not in the business of collecting donations or even packing, but rather as a guide to assist in DAP processes such that these players can ultimately operate autonomously of OKF. In so doing we can free up our time to support new charity organizations and help even more of our Christian brethren around the world.

- i. Educate. One of the major functions of OKF is not only getting the word out about this great program, but just as important, to instruct in its use. The OKF DAP introductory PowerPoint presentation, can be used to share and familiarize your intended audience with the provisions of DAP. Unfortunately, most charities and even many stateside military organizations are unfamiliar with the provisions of DAP, or how it works. As Knights and Dames, we will also learn our way in, and will get good at hand-holding our charity and military associates. The good news is that the program is pretty straight forward and well documented.







- ii. Connect. Our ability and willingness to connect and establish relationships with key members of local charities and command elements of military airlift units, is key. Who to speak to, at the various charity organizations, will vary, but reaching out to DAP operations and Air Force units is pretty straight forward (when in doubt, start at the top and work down).
- iii. Facilitate. The “meat and potatoes” of OKF activities is functioning as facilitators for the DAP processes. Not only will fellow Knights and Dames help coordinate activities and ensure communication, but will also act as primary trouble-shooters and the catalyst to ensure progression.

**h. How the DAP process functions. (see attachment 1):**

i. Phase 1.

1. Collection. This is where donor charities solicit for humanitarian materials and/or financial contributions for the humanitarian purchases, and/or associated expenses. All items collected for shipment must ultimately be stored at a single location established by the Charity for the inspection process.
2. Application. Knights and Dames will assist each charity organizations establish their own Denton Program account and will assist them in completing the requirements of the DAP application process (see attachment 10).
3. Packaging. After collecting all humanitarian materials, all items will be prepared for inspection and transport to the designated airport/airbase. When packaging, consider that items may be exposed to the elements during trans-shipments. Packing instructions and associated information can be found at paragraph III.b., attachments 4,8, and 9.
4. Inspection. Cargo inspections are conducted by a third-party agent as scheduled by the DAP administrator and only after the Denton Program application has been completed and submitted. Depending on demand, inspectors may not be physically available for several weeks after application approval. Cargo will be inspected for proper packaging and authorized humanitarian materials for air shipment. Non-compliance issues will be annotated and will require correction prior to transport.





5. Transportation. The donor charity will need to arrange and fund ground transportation from the cargo storage facility to the airport/airbase where load preparation, for air shipment, will be conducted. The DAP operations office in Charleston, SC will coordinate with local airbase personnel and notify of inbound ground transportation of humanitarian cargo.

ii. Phase 2.

1. Airbase Handoff. Stateside airbase Transportation Management Office (TMO), Air Terminal Operations Center (ATOC), Aerial Port Squadron (APS), or Mobile Aerial Port Squadron (MAPS) will receive the humanitarian cargo for processing.
2. Load Preparation. Load preparation will either take the form of organizing cargo onto standardized 463L aluminum pallets, or as rolling stock using a Transportation Control Number (TCN). See attachment 9.
3. Denton Airlift. On a space available basis, humanitarian cargo will enter the airlift system and may be routed through any number of locations before reaching its final destination. Though largely supportive of the endeavor, the needs of the Air Force are a priority and thus in-country delivery time-frames can vary greatly.
4. Offload. One of the advantages of military airlift is that security at out-stations is taken seriously. Aircraft arriving with humanitarian cargo benefit from this in that protective services, handling and hand-over processes are clearly defined and must be validated. The same consignee named in the application must be the same individual receiving the cargo from the final U.S. Military installation.

iii. Phase 3.

1. Clearance. In order for the arriving humanitarian cargo to be released to the donor charity consignee, all in-country documentation and custom clearances must be adhered to.
2. Receiving. Besides documentation, the consignee is also responsible to be available to meet the cargo upon arrival; day or night thus will need to have gained permission to enter the airbase, or secure facilities. The cargo on the aircraft 463L pallets will be downloaded by the crew and transported to a yard





where pallets can be broken down for upload onto the consignee's provided transport.

3. Transport. After acceptance of the cargo, transportation is the responsibility of the consignee and donor charity, not DAP.
4. Storage. Nearby storage facilities serve as a staging facility for cargo assignments and distribution efforts. DAP does not provide for storage at the final destination.
5. Deliver. Transportation from the storage facility to the end user is also the responsibility of the donor charity.

### III. DAP GUIDELINES

#### a. Denton Application

- i. 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.
- ii. Cargo may not be distributed to military or paramilitary personnel.
- iii. Complete an application on-line (see attachment 10). Paper/hard copies are not accepted.
- iv. Applications aging over 30 days may be withdrawn.
- v. Identify an in-country consignee and or local contact that will
  1. secure host country government written approval for the shipment (with English translation),
  2. destination country's customs officials for formal duty-free entry, or to provide tariffs and fees for entry (with English translation),
  3. compliance with any and all additional legal requirements of the destination country,
  4. will receive and take possession of cargo upon arrival, and
  5. will distribute the cargo to the beneficiaries (Note: Donors are advised that in many nations, 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.

vi. Required documents (available on the [HA/Transportation](#) website unless indicated otherwise):

1. Certificate of Compliance – For verifying the following (see attachment 7):
  - a. The cargo will be used solely for humanitarian purposes
  - b. The cargo will not be distributed to persons engaged in military/paramilitary activities
  - c. The cargo is in useable condition and suitable for transport
  - d. The beneficiaries have a legitimate need for the cargo and the ability to use the cargo safely
  - e. General compliance with program guidelines, instructions, and reporting requirements.
2. Duty Free Letter – Provided by your receiver, usually obtained from the destination country's Ministry of Finance. This document is for verifying, to the U.S. Government, that the destination country has agreed to permit entry of requested cargo into said country "duty free" or that the donor has confirmed arrangements for duty payment in connection with the arrival of cargo in said country. This document should indicate the cargo will be allowed in duty free. An English Translation of the document is required (see attachment 5).
3. 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.
4. Liability Release Form – Signed by the donor, releasing the US Government of any liability (see attachment 7).
5. Consignee Affidavit – For verification to the U.S. Government that the designated consignee in the destination country is qualified to receive and distribute the donated cargo, in accordance with guidelines issued by the U.S. Government. Signed by donor, obtained from the website (see attachment 6).
6. Medical Acceptance Letter (Medical donations only) – Obtained from the destination country's Ministry of Health.





7. 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.
8. After Action Report (AAR): 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.

## **b. Cargo Requirements**

- i. Minimum weight: 2000 pounds. Maximum weight: 100,000 pounds; requests outside these parameters will not be accepted.
  1. 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.
  2. The total gross weight number is extremely important and needs to be as accurate as possible (within +/- 2%) -- transportation of your cargo may be delayed because of weight inaccuracies and any additional weight could be eliminated from your shipment.
  3. Attach a complete itemized inventory of the cargo to be shipped, including a detailed listing by item of quantity, size (volume), and weight. It is recommended that you develop and maintain an itemized contents list per box/container/crate -- this will expedite the U.S. Government's inspection process and customs clearance in the destination country (in certain countries/instances, an itemized listing by container has been required).
  4. Very large shipments should be separated into several smaller shipments that can be more easily handled, on a space available basis. Very large shipments, and those including vehicles, take significantly longer to find transport and you, the donor, must be ready to determine a priority, if partial shipments are made.
  5. The addition of new items to the inventory, or increase the weight of the cargo to be shipped once the application has been submitted, is not permitted. Both U.S. Government and host country approval for these shipments are based on the information in the application. Shipping unapproved items or even additional quantities of approved items has caused embarrassment in the past and puts the entire Denton program in jeopardy. However, USAID, The Department of Defense, or





their representatives reserve the right to remove items from the cargo – if this occurs, you will be notified.

ii. Vehicles and other motorized items (generators, etc.) require special preparation for shipment by DoD (see attachment 8).

1. These items must be clean and in good operable condition. Dirty, inoperable, or leaking equipment will not be accepted for transport.
2. To ensure maximum utility to the beneficiaries, vehicles should have less than 80,000 miles of service. Vehicles with more than 80,000 miles of service may not be accepted for shipment.
3. Vehicles that require a specially trained operator will not be accepted for transport.
4. Specific regulations for the transportation of vehicles are developed by the U.S. Air Force and are dependent on exact method of transportation, safety of flight, and security concerns.
5. Contact, by a U.S. Government representative, will be made before vehicle(s) delivery to the port of embarkation (U.S. military airbase), which will provide specific instructions, which must be met in order to ship vehicle(s) on U.S. military aircraft.
6. Vehicles must have only  $\frac{1}{4}$  tank of gas and be in sound condition, no leaks, and have sound tires. A detailed vehicle inspection form (available on the HA Transportation website) should be filled out to certify flight worthiness.

iii. 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.

1. Drug donations will only be recommended for clearance if documentation of the consignee's review and acceptance, denoted by consignee initialing of product manifest and a letter of acceptance and ability to utilize is included with the Denton application. In acute emergencies, review of manifest (by consignee) may be waived if consignee states, in an acceptance letter, general medical and pharmaceutical needs and willingness to accept donor's gift of items responsive to those needs.





2. All donated drugs or their generic equivalents should be approved for use in the recipient country and appear on the national list of essential drugs, or if a national list is not available, on the World Health Organization (WHO) Model List of Essential Drugs, unless specifically requested otherwise by the recipient. Exceptions may be made for products needed for outbreaks of uncommon or newly emerging diseases when products are not approved for use in country.
3. The presentation, strength and formulation of donated drugs should, as much as possible, be similar to those commonly used in the recipient country.
4. All donated drugs should be obtained from a reliable source and comply with quality standards in both donor and recipient countries. The majority of pharmaceutical products requested to be transported to a recipient country from a donor in the United States are Federal Drug Administration (FDA) approved; hence USAID does not require documentation certifying safety and effectiveness from donors wanting to send US-FDA approved products. Donors should specify that the products are FDA approved. For non-FDA approved products, the WHO Certification Scheme on the Quality of Pharmaceutical Products Moving in International Commerce should be submitted.
5. No drugs should be donated that have been issued to patients and then returned to a pharmacy or elsewhere, or were given to health professionals as free samples.
6. After arrival in the recipient country, all donated drugs should have remaining a shelf life of at least one year. For emergency situations (disaster declared countries, etc.), an exception may be made for direct donations to specific health facilities, provided a responsible professional at the receiving end is aware of the limited shelf life; and that the quantity and remaining shelf life allow for proper administration prior to expiration. In all cases, it is important that the date of arrival and the expiry dates of the drugs be communicated to the recipient well in advance. In such cases, written confirmation from the in-country recipient (via e-mail or facsimile transmission) documenting knowledge of the product's limited dating but validating the need and ability to use the product prior to its expiration will be required. Otherwise, all products must have a minimum of one-year expiration dating upon arrival in the recipient country.
7. All drugs should be labeled in a language that is easily understood by health professionals in the recipient country; the







label on each individual container should at least contain the International Nonproprietary Name (INN) or generic name, batch number, dosage form, strength, name of manufacturer, quantity in the container, storage conditions and expiration date. USAID requires the submission of a subset of the information cited above. The required information should be provided in the manifest in a matrix/table format in the initial application requesting assistance with transport.

8. As much as possible, donated drugs should be presented in larger quantity units and hospital packs. This depends tremendously on the country and emergency situation. In many instances, unit-of-use containers may be a much more useful form of packaging for the health care providers to use. In other cases, if the product is going to a consignee (e.g. hospital) with the capabilities of repackaging, bulk containers may be appropriate (depending on if the consignee also has materials needed for repackaging). Documentation attesting to the consignee's desires and needs is very important in determining appropriateness of container sizes.
9. All drug donations should be packed in accordance with international shipping regulations and be accompanied by a detailed packing list which specifies the contents of each numbered carton by INN, dosage form, quantity, batch number, expiration, volume, weight and any special storage conditions. The weight per carton should not exceed 50 kilograms (110 pounds). Drugs should not be mixed with other supplies in the same carton. **EXTREMELY IMPORTANT!** This packing list also serves as the manifest reviewed by OFDA pharmacists. A copy should be provided with submission of the Denton application and to the consignee for review and acceptance prior to the clearance process. Copies should be placed inside each carton describing the contents as well as affixed to the outside of each carton. This facilitates administration, storage, distribution, identification, and management of donated goods.
10. Donations will not be recommended for clearance until an in-country consignee capable of accepting, managing, and distributing the drug donation has been named and consignee states willingness to perform said functions. If consignee is not a direct member/associate of the health facility, which will receive and use the donation, the consignee should obtain this concurrence from the health facility.
11. In the recipient country, the declared value of a drug donation should be based upon the wholesale price of its generic equivalent in the recipient country, or, if such information is not







available, on the wholesale world market price for its generic equivalent.

- iv. The Denton Program is limited to movement of cargo only, and the transportation of donor personnel and/or livestock is not authorized.
  - 1. Donors should not list themselves as consignees or as playing a role in the distribution of the cargo at the final destination, with the expectation that the U.S. Government will transport them together with the cargo.
  - 2. 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 donor with timely information on arrival dates at final destination for all approved cargo.
- v. All off-the-shelf canned or prepared foods must have an expiration date at least 18 months from the date of application.
- vi. 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.
- vii. Cargo will generally move from your closest airbase, or where DOD locates a space available flight. Donors must be able to store cargo at their expense until transportation becomes available.
- viii. DAP should not be used when deadlines are required as it is a space available program.

### c. Inspection

- i. After your application is approved, your cargo will be inspected at your storage site by a representative of the US Government after which the containers shall be sealed. You will be contacted by the inspector to arrange an appointment at your convenience.
- ii. Cargo must be available to the inspector in one location.
- iii. Cargo may NOT be added after inspection.
- iv. All cargo must be inspected and prepared for shipment prior to delivery to a DoD airfield.





- v. The US Government will inspect and certify the cargo for quality and/or serviceability (typically, a sample set) and will inspect all cargo to the extent necessary to ensure transportability and safety.
- vi. Inspection will be arranged by USAID prior to final approval of the application. You will be notified of the time and date of the inspection.
- vii. Application approval, by USAID, only indicates that the cargo described in the application is acceptable to the United States 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 to identify transportation for approved cargo to the required destination as soon as operationally possible.

#### **d. Cargo Preparation**

- i. Use only strong, durable crates, unsealed boxes, or pails that are capable of sitting outdoors (unless the size/shape prohibits such packaging) during transport or while awaiting transport. Cargo not boxed or crated must be palletized for handling by a forklift.
- ii. Palletize cargo on 48"x48"x48 pallets using two vertical straps per side, and shrink-wrap after inspection. Crates may be used for odd-sized cargo, not to exceed these dimensions.
- iii. Shipping labels (DD Form 1387) can be found at attachment 9, or online at the HA Transportation website. Each pallet or individual item should have this label attached on all sides.
- iv. Each and every container should be marked sequentially by number, for example: Container 1 of 20, Container 2 of 20, etc. A final inventory using this numbering system, as an index, must be submitted to the Department of Defense prior to pick up of the cargo.
- v. 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 a single warehouse/location before an inspection will be arranged. Note: The Department of Defense will not be responsible for transporting by a certain date because of a need to vacate a storage facility.

#### **e. Transportation**

- i. A DOD representative will notify donor of date and location to deliver cargo in preparation for air shipment.
- ii. Transportation to the airbase is at the donor's expense.





- iii. A Transportation Control Number (TCN) will be provided to you. Only cargo with a TCN will be admitted to an airbase.
- iv. The donor is responsible for transportation expenses to the airbase. Applications in which the donor seeks financing or any cost reimbursement, such as storage and/or local transportation costs will not be approved.
- v. DOD will provide an Estimated Time of Arrival (ETA) at destination. The Department of Defense will make every reasonable attempt to identify space available transportation in a timely manner. 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.

**f. Cargo Pick-up**

- i. Donors must notify the receiver of the ETA and location of the cargo.
- ii. DOD will notify the US Embassy of the shipment and the consignee's responsibilities.
- iii. 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.
- iv. The recipient is responsible for all costs transporting the cargo from the airfield upon arrival.
- v. The consignee must take possession of the cargo and ensure that the cargo clears customs and other legal requirements of the destination country after the cargo's arrival.
  - 1. The consignee must arrange for sufficient vehicles, on-load equipment, and personnel to fulfill this responsibility.
  - 2. The U.S. Embassy in the country will be informed of scheduled arrival of cargo at the port of debarkation and will also be provided with information regarding the consignee and his responsibilities.
  - 3. The consignee will remove the cargo from the port of debarkation and distribute the items to the targeted beneficiaries.
  - 4. The consignee and the donor must be aware that the program has no funding for warehousing in the destination country.





5. Expeditious removal of the cargo from the seaport/airport area is required. Failure to claim cargo promptly prevents other shipments from entering the port, and can lead to confiscation by local officials and/or destruction.

#### **g. Distribution**

- i. Recipient should distribute the cargo to the intended beneficiaries as outlined in the application.
- ii. 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.
- iii. Cargoes must be distributed on a non-commercial basis, free of cost to the person or persons receiving the goods.

#### **h. Reporting**

- i. The donor must file an After Action Report (AAR) within 30 days after distribution.
- ii. Describe, in detail, how the cargo was distributed, to whom, and how the humanitarian assistance supplies were used.
- iii. The AAR form is available electronically.
- iv. The AAR will be compared with the distribution plan you provide as part of the application for transport assistance.
- v. Future shipments by donor will be placed on hold until the current AAR is complete.
- vi. Failure to submit an AAR in a timely manner may result in your disqualification from future participation in the Denton.

#### **i. Contacts**

- i. USAID DCHA/PVC/PDM Denton Program officer: 202-567-4699
- ii. DSCA/DOD: Program Administrator, Phyllis Marshall 703-697-9628, [phylliss.c.marshall.civ@mail.mil](mailto:phylliss.c.marshall.civ@mail.mil)
- iii. OHASIS HA Transportation Website Technical Support: Boonmar Karvonen, 813-281-4993, [helpdesk@ohasis.org](mailto:helpdesk@ohasis.org)





- iv. US AIR FORCE/JRI – Logistics and Transportation for DOD, Jim Bailey 843-963-6424, [James.bailey.37.ctr@us.af.mil](mailto:James.bailey.37.ctr@us.af.mil), Ken Hundemer 843-963-6425, [Kenneth.hundemer.1.ctr@us.af.mil](mailto:Kenneth.hundemer.1.ctr@us.af.mil)
- v. GPUSA: Grand Denton Program Administrator, Lt Col Chev. Dwane Boucher GOTJ – [operationknightflight@gmail.com](mailto:operationknightflight@gmail.com)

#### IV. FREQUENTLY ASKED QUESTIONS

**a. How long does it take for shipments to arrive using the Denton program?**

It depends on the availability of aircraft and missions, as well as the cargo destination. Further, more remote destinations (especially in the Middle East) are more challenging to reach because of the saturation of supplies already headed into those countries serving military needs. Typical turnaround times can be 4 - 6 months while the average in-transit time is 36 days.

**b. What is the best way to get in touch with the various agencies on base?**

Having a point of contact on base is vital, we recommend contacting the nearest suitable airbase Public Affairs office, and Ken Hundemer at DAP Operations as they will have the Point of Contact (POC) information for the various airbase agencies.

**c. How do I track my shipment?**

Shipments are tracked through a government logistics program that is not available to the public. Nevertheless, DAP operations (POC Ken Hundemer and James Bailey), have access to this tracking program and are very good at communicating with donors, via email, regarding pallet movements, timelines, and any routing changes.

**d. How can I validate charities?**

It is imperative that the charitable organizations, you plan to work with, are vetted prior to any agreement to assist. There are several websites that offer charity assessments based on ratings (see, <https://www.charitynavigator.org>, or <https://www.guidestar.org> for example).

**e. How can I establish an in-country consignee?**

This can prove difficult. The best course is to ensure that the selected charities already have capable, and trustworthy in-country POCs who will be available to receive, and transport the inbound cargo when it arrives. Moreover, this individual will also need to ensure airbase custom clearances processing and any follow-on storage requirements are arranged. Failing that, it would be best





to establish an in-country cooperative with a stateside charity group that already has an established POC and infrastructure in place.

**f. What is my role as a Knight or Dame?**

Representing the Christian values that SMOTJ stands for, your role is to act as the liaison and catalyst between the suitable charitable organizations and airbase airlift personnel. As you grow in experience and knowledge you will become a go-to expert for DAP shipments.

**V. REFERENCES: The following resources are provided for further assistance:**

- a. Operation Knight Flight Website – <https://operationknightflight.org>
- b. HA-Humanitarian Assistance- <https://ha.transportation.ohasis.org>
- c. Department of Defense- [www.defense.gov](http://www.defense.gov)
- d. USTRANSCOM, U.S. Transportation Command- [www.ustranscom.mil](http://www.ustranscom.mil)
- e. Department of State- [www.state.gov](http://www.state.gov)
- f. USAID, U.S. Agency for International Development- [www.usaid.gov](http://www.usaid.gov)
- g. DSCA, Defense Security Cooperation Agency- [www.dsca.mil](http://www.dsca.mil)
- h. Charity Navigator- <https://www.charitynavigator.org>
- i. Guidestar- <https://www.guidestar.org>

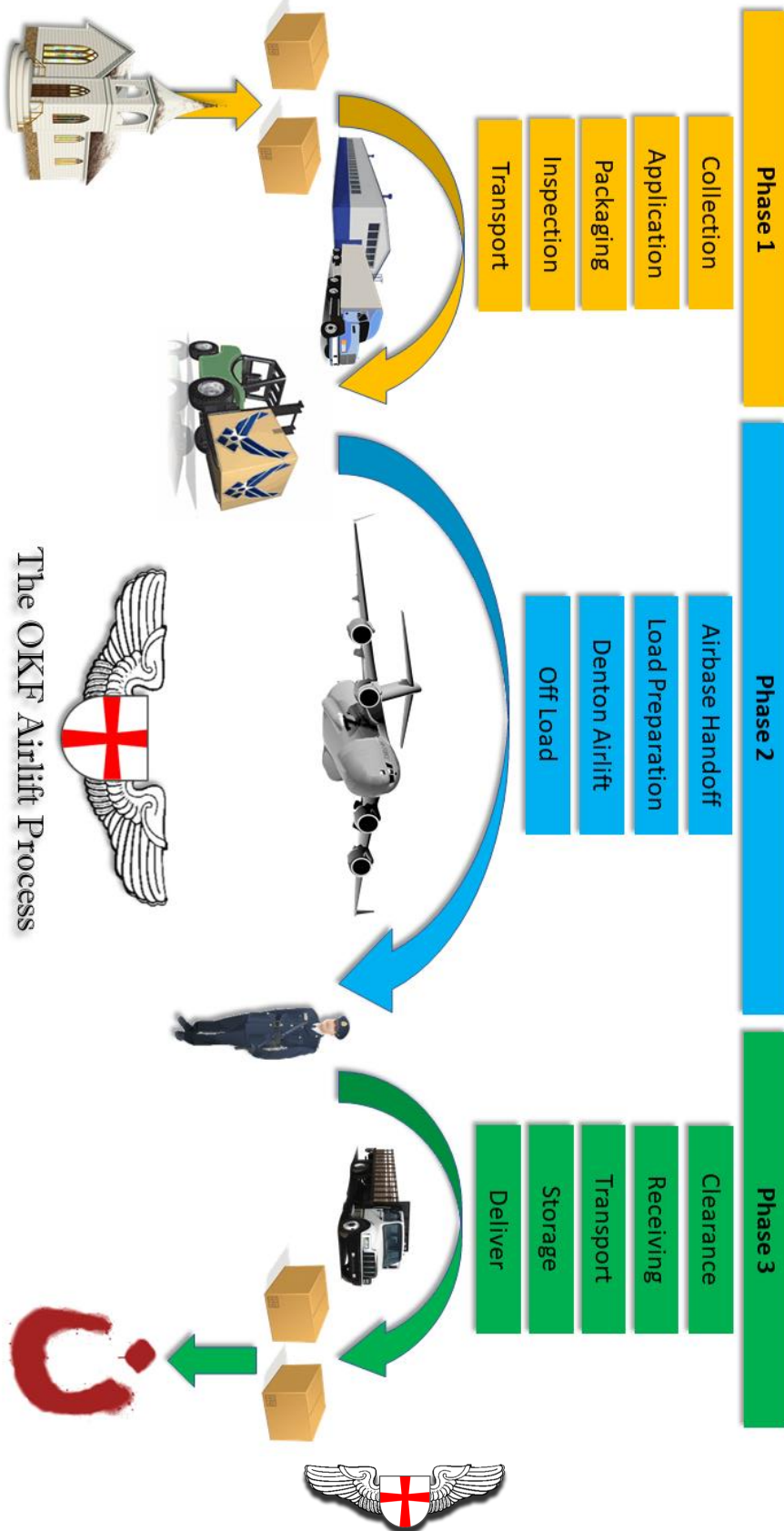
Lt Col Chev. Dwane R. Boucher USAFR (ret), GOTJ  
Grand Denton Program Administrator  
[operationknightflight@gmail.com](mailto:operationknightflight@gmail.com)





## ATTACHMENT 1

### OKF AIRLIFT PROCESS FLOWCHART



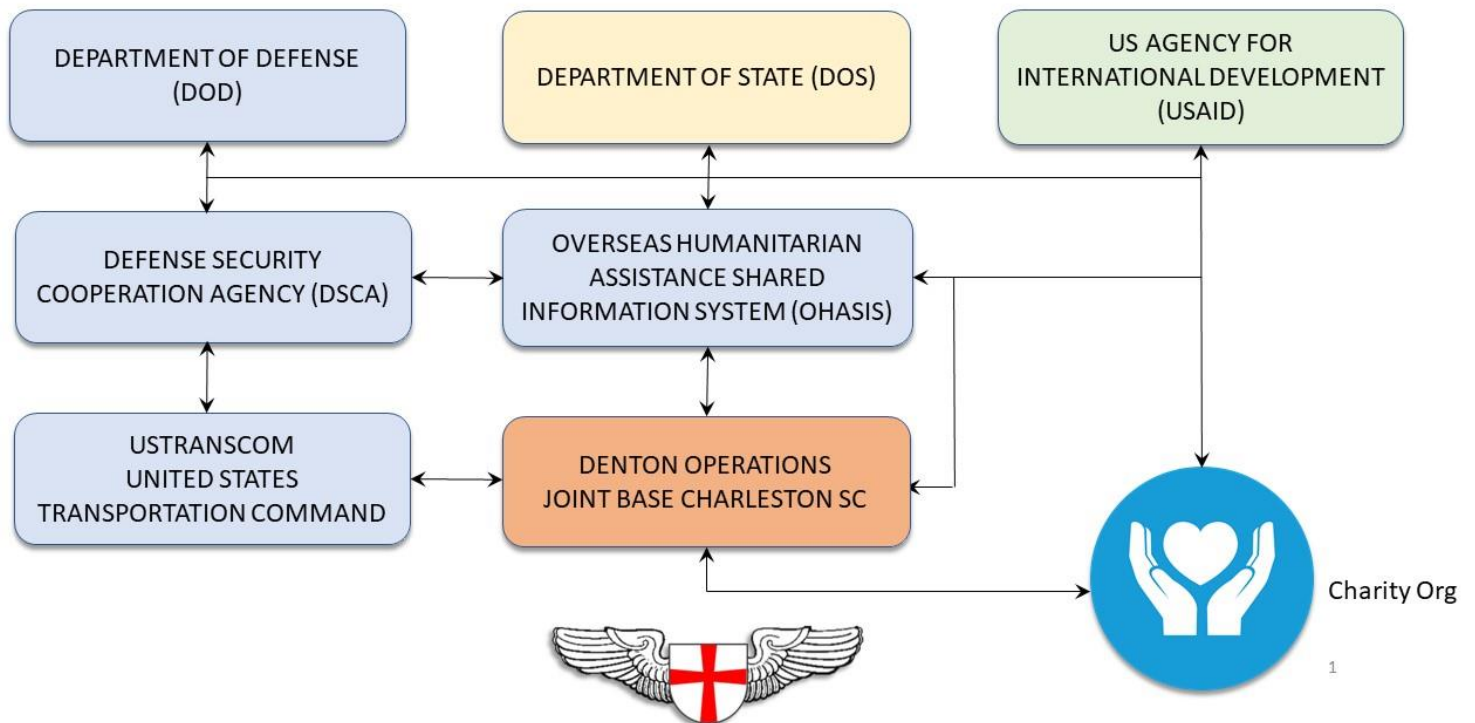




## ATTACHMENT 2

### DENTON INTERAGENCY ORGANIZATIONAL DIAGRAM

#### Governmental/Charity Organizational Connectivity







## ATTACHMENT 3

### APPENDIX G MOVEMENT OF HUMANITARIAN ASSISTANCE (HA) SUPPLIES

#### APPENDIX G

#### MOVEMENT OF HUMANITARIAN ASSISTANCE (HA) SUPPLIES

##### A. HUMANITARIAN RELIEF

Humanitarian relief is one of the most important missions within the Department of Defense (DoD) community. The Assistant Secretary of State, Bureau of Political-Military Affairs is responsible for developing military policy for international HA and foreign relief operations; and acts upon requests from the head of a federal executive department or agency (e.g., United States [U.S.] Department of State) for movement of non-DoD (or non-U.S. Government) cargo. This request is In Accordance with (IAW) DoD Instruction (DoDI) 4515.13 Air Transportation Eligibility, Chapter 8, Paragraph B.3. The President and Secretary of State (SECSTATE) approve HA missions. The Chairman of the Joint Chiefs of Staff, by authority and at the direction of the SECSTATE, orders overseas deployments in support of HA missions. See Joint Publication (JP) 3-29, Foreign Humanitarian Assistance. After approval, the Defense Security Cooperation Agency (DSCA) is responsible for policy guidance and oversees execution of programs specifically authorized by statute (e.g., the Denton [10 U.S.C. § 402, Transportation of Humanitarian Relief Supplies to Foreign Countries] and McCollum amendments [10 U.S.C. § 2561, Humanitarian Assistance]).

##### B. DENTON AMENDMENT

The Denton amendment provides for humanitarian and civic assistance in conjunction with military operations. (See DTR Part II, Cargo Movement.) Such supplies may be transported only on a space available basis. Preparation of these supplies and cargo is the responsibility of the sponsoring agencies, commands, or Services. The supported Combatant Commander (CCDR) or designated Service/DoD sponsor, in coordination with the donor, will:

1. Ensure transportation is consistent with the foreign policy of the United States.
2. Ensure supplies are suitable for humanitarian purposes and are in usable condition.
3. Validate that a legitimate humanitarian need exists for such supplies by the people for whom they are intended.
4. Validate that supplies will be used for humanitarian purposes.
5. Ensure adequate arrangements are in place for supply distribution in the destination country.
6. Ensure all cargo is assigned a Transportation Control Number (TCN).

**NOTE:** No shipment will be entered into the Defense Transportation System (DTS) without a TCN. (See Appendix H, Paragraph G.)

7. Provide or pay all costs of storage and local shipping.





8. Arrange with the consignee in the destination country to receipt for the cargo upon arrival.
9. Ensure electronic reporting and manifesting be accomplished IAW Table 302-2, Timeliness Evaluation Criteria, to the Global Transportation Network for in-transit visibility (ITV).

## C. PRE-RELEASE OCCURRENCES OF HA CARGO

Based on procedures established by the President of the United States, and in compliance with the terms described above, the following must occur prior to release of HA cargo to the DoD for shipment:

1. Prior to acceptance for transport, all supplies must be inspected and certified to be in compliance with [Paragraph B](#), above.
2. The donor will ensure supplies to be transported are suitable for transport.
3. Transportation authority may be distributed by an agency of the U.S. Government, a foreign government, an international organization, or a private non-profit relief organization.
4. Supplies will not be distributed, directly or indirectly, to any individual, group, or organization engaged in a military or paramilitary activity.
5. The shipper and installation Transportation Office (TO) will comply with all established cargo preparation and documentation procedures.
6. The shipper, in conjunction with designated team, will ensure compliance with all established cargo preparation and documentation procedures.

## D. UNDOCUMENTED CARGO

Undocumented cargo will be referred to the TO when documentation cannot be readily prepared (e.g., some DSCA HA-sponsored shipments, shipments for coalition/United Nations Forces, and for shipments for those specialized units that do not normally deploy an element capable of preparing the necessary documentation). If the workload is greater than can be accomplished by the installation transportation function, augmentation will be requested from their parent command.

## E. COORDINATION

Origin aerial or seaport will coordinate documentation, load planning, and loading/unloading cargo; and provide onward movement information.

**NOTE:** Movement may be space available traffic (TP-4, for air) or space required.

## F. COORDINATING REQUIREMENTS

Prior to passing requirements to the port Commander (CDR), unified commands will validate/consolidate requirements to ensure cargo is prepared for shipment and documentation is completed (e.g., unified component commands are responsible for coordinating requirements) for:

1. Airlift mission support with Air Mobility Command (AMC) units, to include arrival/departure times, load configuration, and fleet service
2. Sealift mission support with the Military Surface Deployment and Distribution Command (SDDC), to include arrival/departure times and load configuration.





## G. PREPARATION AND DOCUMENTATION PROCEDURES

1. Release of this cargo to the DoD for shipment will include a request for/authorization for packing and preparation for movement. This request and/or authorization will accompany all transfer documents prior to acceptance in the DTS.
2. HA provides funding to the United States Transportation Command (USTRANSCOM)/Program Analysis and Financial Management Directorate (TCJ8), who in turn provides cost codes or payment to AMC, SDDC, and the Military Sealift Command for transportation of a designated shipment.
3. The Defense Logistics Agency (DLA/J-3323), Fort Belvoir, VA, will prepare and process HA-sponsored cargo for movement in the DTS IAW this regulation. The following applies to all HA-sponsored shipments:
  - a. TCNs will be provided for all cargo. Shipments will not be accepted without this regulation and TCN documentation.
  - b. Transportation documentation will be prepared IAW this regulation. DoDI 4515.13, Air Transportation Eligibility, charges the accepting military department with ensuring traffic offered for movement meets all documentation requirements, to include this regulation documentation, border clearance, and theater or political authorization.
  - c. Undocumented cargo will be referred to the installation transportation function who will accept the cargo, assist in documentation preparation when documentation cannot be readily prepared (e.g., some DSCA HA-sponsored shipments, shipments for coalition/United Nations Forces, and shipments for those specialized units which do not normally deploy an element capable of preparing necessary documentation, and coordinate movement with the aerial/sealift terminals).
  - d. Relief agencies, activities, or organizations donating goods will coordinate movement with the nearest DLA activity for transportation documentation processing. Construction of the Transportation Account Code (TAC) for HA-sponsored shipments will be IAW this regulation. The TAC website is <https://beis.csd.disa.mil/beis-html/frontpage-pki.html>.
    - (1) No shipments using the DLA TAC will be accepted by any DoD activity without prior approval from USTRANSCOM/TCJ8 at 618-229-5777, Defense Switched Network (DSN) 779-5777, or fax DSN 576-8097.
    - (2) All bills for transportation services covering an HA shipment will be sent to USTRANSCOM/TCJ8, 508 Scott Drive, Building 1700, Scott AFB, IL 62225-5357, for payment. Copies of all Bills of Lading and Transportation Control and Movement Documents will also be faxed to 618-256-8097 or DSN 576-8097.

## H. THEATER TRANSPORTATION COORDINATION

The Joint Deployment Distribution Operations Center (JDDOC) will coordinate employment of all modes of theater transportation to support the theater concept of operations. The JDDOC also will oversee execution of theater transportation priorities.





## I. THEATER AIRLIFT WINGS

Theater airlift wings will:

1. Control mission execution of theater assigned/attached airlift operations
2. Coordinate details with the requester, to include load planning, load availability, cargo compatibility, and support requirements
3. Provide theater interface with the Headquarters AMC 618<sup>th</sup> Air and Space Operations Center (AOC) (Tanker Airlift Control Center [TACC]) or Air Mobility Element.

## J. AMC 618<sup>TH</sup> AOC (TACC)

AMC 618<sup>th</sup> AOC (TACC) will:

1. Coordinate aerial port squadron support for loading/unloading theater flown airdrop missions on an as available basis
2. Provide Tanker Airlift Control Element support for theater requirements as requested through, and validated by, USTRANSCOM (reference JP 4-01, Joint Doctrine for the Defense Transportation System).

## K. THEATER MISSION EXECUTION CONTROL

Theater aerial or seaports are responsible for controlling mission execution of theater-assigned/attached operations; coordinating details with user contacts, to include load planning, load availability, cargo compatibility, and support requirements; and providing theater interface with AMC's 618<sup>th</sup> AOC (TACC) and JDDOC.

## L. THEATER JDDOC

The JDDOC will arrange for ground transportation from the port of debarkation to in-country final destination.

## M. CARGO PROCESSING AT DESTINATION

Upon arrival at destination, the consignee will take possession of the cargo, comply with all destination country legal requirements, clear the cargo through customs, arrange for onward movement from the port, and distribute the cargo to designated recipients.

## N. ITV COMPLIANCE

ITV requires compliance with procedures in this appendix. ITV will:

1. Ensure reliable and comprehensive ITV in support of customer-stated requirements
2. Standardize practices supporting information systems and documentation (provided the capability exists) for all movements during peace or war.





## ATTACHMENT 4

### HAZARDOUS MATERIALS DESCRIPTION

This list of hazardous materials covers most of the major categories, but is not all inclusive.

**Explosives** - Any substance or article (including a device) that is designed to function by explosion. Example: Fireworks, blasting caps, explosive charges of any type.

**Flammable Gas** - Any material that is a gas (boiling point) at 68 degrees F or less and has a pressure of 14.7 pounds per square inch. Example: Propane cooking gas.

**Flammable Liquid** - A flammable liquid is any liquid having a flash point equal to or below 141 degrees F. Example: Cigarette lighter fluid.

**Flammable Solids** - Flammable Solids consist of solids, which are readily combustible under conditions encountered in transport, or may cause or contribute to fire through friction. Example: Book, card or strike-on-the-box matches.

**Spontaneously Combustible Material** - Liquids or solids that are prone to spontaneous heating under normal conditions encountered in transport or heating with air and thus are liable to ignite.

**Dangerous When Wet Material** - Solids liable to become spontaneously flammable or emit flammable gases when they come into contact with water. Example: Wet wool.

**Cryogenic Liquid** - A refrigerated liquefied gas having a boiling point colder than –130 degrees F at 14.7 pounds per inch. Example: Medical chemicals used for freezing.

**Oxidizers** - A material that may cause or enhance the combustion of other material, generally by yielding oxygen. Example: Washing detergent.





**Organic Peroxides** - A substance prone to explosive decomposition or rapid burning; be sensitive to impact or friction; reacts dangerously with other material; or cause damage to the eyes.

**Poisonous Materials** - A material, other than gas, which is known to be so toxic to humans as to afford a hazard to health during transportation. Example: Rat and mice poisons, insect poisons.

**Infectious Substances** - A substance that has a microorganism, or toxin, which may cause disease in humans or animals. Example: Bio-medical samples.

**Radioactive Article** - Any manufactured instrument or article such as clocks, electronic tube or apparatus, or similar instrument or article having radioactive material as a component part.

**Corrosive Material** - A liquid or solid that causes destruction or irreversible alterations to human skin. Example: Vehicle battery acid.

**Magnetic Material** - Magnets of any type.

**Compressed Gas** - Compress gas of any type. Example: Oxygen tanks used for medical treatments.

**Refrigerant Gas** - Refrigerant gas used in home type refrigerators.

**Batteries** - Any type of batteries, wet or dry cell.

**Note:** *A complete listing of hazardous materials is contained in Air Force Joint Manual 24-204 Preparing Hazardous Materials for Military Air Shipments. For specific questions concerning hazardous materials request a Material Safety Data Sheet (MSDS) from the item manufacturer.*





## ATTACHMENT 5

### DUTY FREE CERTIFICATION COVER LETTER

I certify:

- The country to which supplies identified in the Denton Program Application will be shipped has approved entry of such supplies,
- The **written country approval with *English translation*** is attached, and
- Adequate arrangements have been made for the importation and distribution of supplies.

The supplies will be (CHECK APPROPRIATE ONE):

☐ Imported duty free (letter with English translation is attached)

☐ Duty will be paid (EXPLAIN IN DETAIL)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Donor Organization Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

"A false statement or representation may be grounds for denying space available transport and may subject the applicant to the penalties set forth in 18 U.S.C. Section 1001."





## ATTACHMENT 6

### CONSIGNMENT AFFIDAVIT

#### Denton Program:

\_\_\_\_\_/\_\_\_\_ (country name)

I certify that \_\_\_\_\_ of \_\_\_\_\_ is qualified to receive and to assume complete responsibility for the receipt and distribution of supplies in the manner directed by the donor and that the consignee will receive and distribute such supplies in the manner directed by the donor in accordance with guidelines issued by the U.S. Government, and that supplies transported to such consignee will be distributed on a non-commercial basis, free of costs to the person or persons receiving such supplies.

I agree to continue to supply the U.S. Agency for International Development with current information concerning those authorized to receive supplies; and in the event of improper use, to remove such designated consignees from lists furnished to the U.S. Agency for International Development.

#### DETAILS

Donor	
<u>Organization</u>	
<u>Address</u>	
<u>POC</u>	
<u>Phone No.</u>	
<u>E-mail</u>	

Consignee	
<u>Organization</u>	
<u>Address</u>	
<u>POC</u>	
<u>Phone No.</u>	
<u>E-mail</u>	

\_\_\_\_\_  
(Donor Signature  
and Title)







## ATTACHMENT 7

### CERTIFICATION OF COMPLIANCE AND LIABILITY RELEASE FORM

#### Certification of Compliance and Liability Release Form

I certify that the items contained within this application qualify as humanitarian commodities and will be used solely for humanitarian purposes. The cargo will not be distributed to persons engaged in military or paramilitary activities. The cargo is in useable condition and suitable for transport. The beneficiaries have a legitimate need for the cargo that the consignee will distribute such supplies in the manner directed by the donor.

I agree to release the U.S. Government from any liability in connection with loss or damage of goods transported in accordance with guidelines issued by the U.S. Government and that the supplies transported to the consignee will be distributed on a non-commercial basis.

---

(Donor Signature and Title)





## ATTACHMENT 8

### VEHICLE DATA SHEET INSTRUCTIONS

Date: \_\_\_\_\_

Donor Name \_\_\_\_\_ Destination \_\_\_\_\_

Please complete the **Vehicle Data Sheet** that has been sent along with this instruction sheet for your vehicle(s) being considered for movement under the Denton Amendment. Complete a separate **Vehicle Data Sheet** for each vehicle.

The **Vehicle Data Sheet** was designed by engineers to determine:

- 1.) if your vehicle **CAN** be airlifted by US Air Force airframes
- 2.) what type of US Air Force airframes can move it, and
- 3.) what **shoring\*** requirements there would be, if any.

**All measurements must be completed in inches or pounds.**

Please add the VIN# (Vehicle Identification Number) in the section titled, "Additional Information/Sketch". Take pictures of the vehicle, including front, rear, both sides, any tie-down points or anything that is attached (ladder on a firetruck) to help us in the movement of this cargo. Please send them along with the **Vehicle Data Sheet**.

### **INSTRUCTIONS**

A. **OVERALL LENGTH**--Measure the vehicle from the edge of the front bumper to the edge of the rear bumper (or trailer hitch).

If there is overhang from a piece of equipment that is permanently attached to the vehicle include this as a separate measurement (i.e. ladder on an aerial ladder firetruck).

B. **WIDTH**--Measure the vehicle from side to side at its widest point. Include the rearview mirrors.

C. **REDUCED WIDTH**—If anything can be removed, closed, or folded, do so and then remeasure width.

D. **HEIGHT @ FRONT of VEHICLE**-- Measure height from the ground to the highest point on the front of the vehicle.





- E. **MAXIMUM HEIGHT**--Measure the vehicle from the ground to the highest point on the vehicle. If an object can be removed (i.e. light), remove it and then measure.
- F. **HEIGHT @ REAR of VEHICLE**--Measure height from the ground to the highest point on the rear of the vehicle.
- G. **LOWER FORWARD OVERHANG**--Measure the distance from the forward axle to the **lowest** point near the front end of the vehicle.
- H. **UPPER FORWARD OVERHANG**--Measure the distance from the forward axle to the **highest** point near the front end of the vehicle.
- I. **LOWER REAR OVERHANG**--Measure the distance from the rear axle to the **lowest** point near the rear end of the vehicle.
- J. **UPPER REAR OVERHANG**--Measure the distance from the rear axle to the **highest** point near the rear end of the vehicle.
- K. **FORWARD GROUND CLEARANCE**--Measure from the ground to the lowest part of the vehicle in the area between the front axle and the front end of the vehicle.
- L. **MID-WHEELBASE GROUND CLEARANCE**--Measure from the ground to the lowest part of the vehicle body in the area between the front axle and the rear axle of the vehicle.
- M. **REAR GROUND CLEARANCE**--Measure from the ground to the lowest part of the vehicle body in the area behind the rear axle to the rear end of the vehicle.
- T. **WHEEL BASE**--Measure from the center of front axle to the center of the rear axle.
- U. **WIDTH OUTSIDE WHEELS**—Measure from the outside portion of the right tire to the outside of the left tire
- Y. **NUMBER OF AXLES**—How many?
- Z. **AXLE SPACINGS (Front to Rear)**—Measure the distance between the axles.
- AA. **NUMBER of WHEELS per AXLE**—How many?
- BB. **TIRE SIZE (xxRzz)**—The size of the tire is located on the tire.
- CC. **PLY RATING**—Check with the manufacturer or wherever the tires were purchased.
- DD. **TIRE PRESSURE**—The PSI rating is located on the tire. **CHECK** the actual PSI using an accurate guage. If the tire's PSI is over 100 additional measurements may be required.
- EE. **TIRE CONTACT LENGTH**—Measure the length of **each** tire where the rubber meets the ground.
- FF. **TIRE CONTACT WIDTH**—Measure the width of **each** tire where the rubber meets the ground.
- GG. **GROSS VEHICLE WEIGHT**--The total weight of the vehicle. **Note: All axle weights added together should equal the vehicle gross weight.**
- HH. **GROSS VEHICLE WEIGHT RATING**—This is the “rated” weight that the vehicle was designed to withstand. This information should be found on the Data Plate which is usually located just inside on either the driver's or passenger's door or consult your owner's manual.
- II. **AXLE WEIGHT (FRONT to REAR)**--weigh each axle





**JJ. AXLE RATINGS (FRONT to REAR)**—This is the “rated” weight that each axle was designed to withstand. This information should be found on the Data Plate which is usually located just inside on either the driver’s or passenger’s door or consult your owner’s manual.

**KK. TIRE LOAD RATING**—Check with the manufacturer or wherever the tires were purchased.

**NN. FRONT TIEDOWN (CAPACITY AND QUANTITY)**—Points on the vehicle (may be rings) where chains will be used to secure the vehicle to the floor of the aircraft. The capacity is the rated capability of that point to withstand forces trying to move that vehicle either forward, aft, laterally or vertically.

**OO. SIDE TIEDOWN (CAPACITY AND QUANTITY)**—Same as NN.

**PP. REAR TIEDOWN (CAPACITY AND QUANTITY)**—Same as NN.





## VEHICLE NAME\*

DIMENSION DATA (INCHES)			MAKE/MODEL
A.*	Length		MANUFACTURER
B.*	Width/Wingspan		POC*
C.	Reduced Width		
D.	Height at Front of Vehicle		PHONE*
E.*	Maximum Height		ADDITIONAL INFORMATION:
F.	Height at Rear of Vehicle		
G.*	Lower Forward Overhang		*Required information
H.	Upper Forward Overhang		
I.*	Lower Rear Overhang		Please attach sketch/photograph to request.
J.	Upper Rear Overhang		
K.*	Forward Ground Clearance		HH, JJ: Vehicle rating data can frequently be found on vehicle data plates.
L.*	Mid-Wheelbase Ground Clearance		
M.*	Rear Ground Clearance		GG, II: Weights should be actual.
N.	Fifth Wheel/Pintle Distance		
O.	Fifth Wheel/Pintle Ht		NN-PP: Capacity and quantity required.
P.	Lunette/Kingpin Height		
Q.	Lunette/Kingpin to First Axle Distance		MIL-STD-209 lists requirements for vehicle tiedowns.
R.	Landing Gear Pad Size (sq. in.)		
S.	Landing Gear Distance		
T.*	Wheelbase / Trackbase		MIL-HDBK-1791 describes non-standard load criteria
U.	Width Outside Wheels		
V.	Propeller Diameter		
W.	Number of Blades on Propeller/Rotor		
<b>WHEEL &amp; TIRE DATA</b>			
X.	Axle Articulation (Deg)/Travel (In)		





Y.*	Number of Axles		1st to 2nd	2nd to 3rd	3rd to 4th	4th to 5th
Z.	Axle Spacings (Front to Rear, In)					
			1st Axle	2nd Axle	3rd Axle	4th Axle 5th Axle
AA.	Number of Wheels per Axle					
BB.	Tire Size (xx R zz)					
CC.	Ply Rating					
DD.*	Tire Inflation Pressure (Psi)					
EE.	Tire Contact Length (Inches)					
FF.	Tire Contact Width (Inches)					
WEIGHT DATA (POUNDS)						
GG.*	Gross Vehicle Weight					
HH.	Gross Vehicle Weight Rating (GVWR)					
II.*	Axle Weights (Front to Rear)					
JJ.*	Axle Ratings (Front to Rear)					
KK.	Tire Load Rating (55 MPH)					
LL.	Landing Gear Rating (per Leg)					
MM.	Fifth Wheel/pintle Hook Rating					
NN.*	Front Tiedown	Capacity		Quantity		
OO.*	Side Tiedown	Capacity		Quantity Each Side		
PP.*	Rear Tiedown	Capacity		Quantity		





## TRACKED VEHICLE DATA (INCHES)

QQ.	OVERALL TRACK WIDTH	
RR.	WIDTH OF EACH TRACK	
SS.	DISTANCE BETWEEN TRACKS (C.L. TO C.L.)	
TT.	TRACK PAD GROUND CONTACT AREA (SQ.IN.)	
UU.	NUMBER OF ROAD WHEELS	
VV.	ROAD WHEEL AXLE SPACING	
WW.	TYPE OF SUSPENSION	
XX.	CLEAT DEPTH	
YY.	PSI OF TRACK ON SURFACE	
ZZ.	ROAD WHEEL LOADS	See Table Below

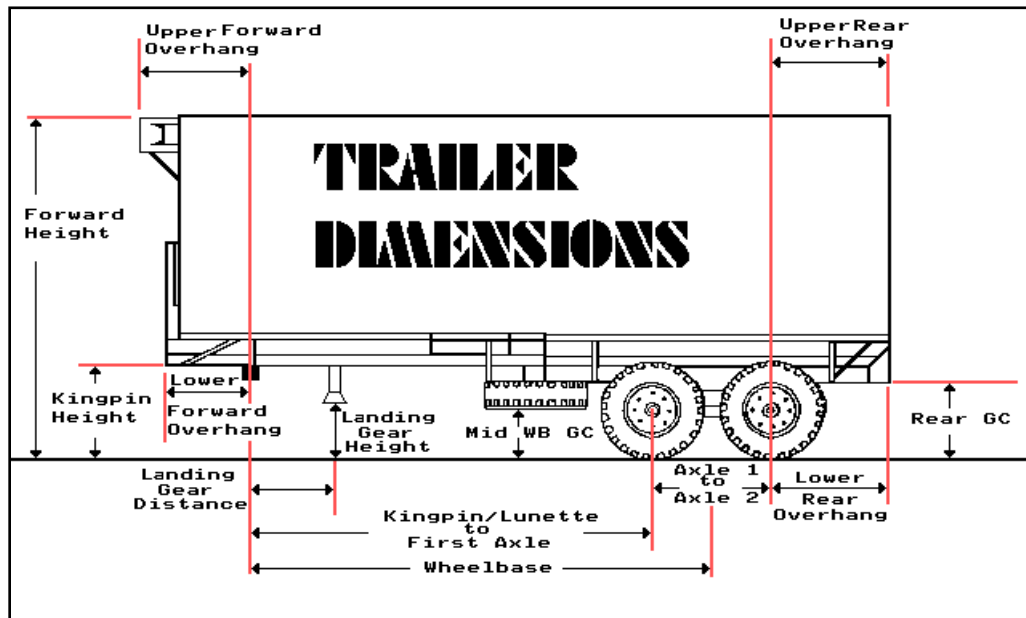
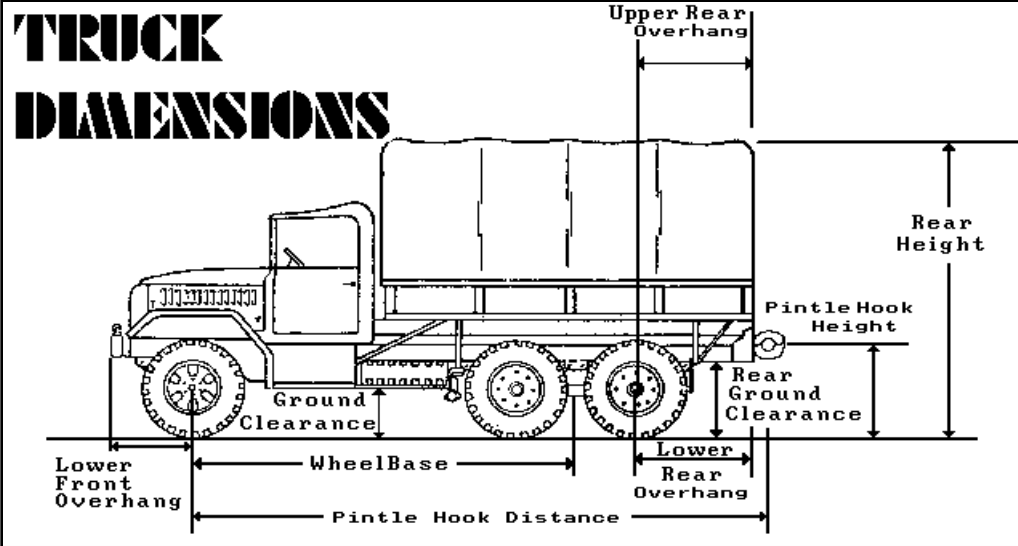
(HARD SURFACE, LEVEL GROUND)

INDIVIDUAL ROAD WHEEL LOADS (LBS)

(TRAVELING WEIGHT, FRONT TO REAR)

LEFT		RIGHT	
#1		#1	
#2		#2	
#3		#3	
#4		#4	
#5		#5	
#6		#6	
#7		#7	
#8		#8	
#9		#9	
#10		#10	









## ATTACHMENT 9

### MILITARY SHIPMENT LABEL (DD Form 1387)

Each box, individual item not packaged (i.e. school desk), and pallet must have one of these labels attached.

CUT OUT THIS LABEL AND USE IT FOR YOUR SHIPMENT!

		Form Approved. OMB No.0704-0188
1. TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA
3. FROM		4. TYPE SERVICE
5. SHIP TO/POE		6. TRANS/PRIORITY <b>4</b>
7. POD		8. PROJECT <b>647</b>
9. ULTIMATE CONSIGNEE OR MARK FOR	10. WT. (This Piece)	11. RDD
	12. Cube	13. Charges
	14. DATE SHIPPED	15.
	16. PIECE NUMBER	
	17. TOTAL PIECES	





### *INSTRUCTIONS FOR COMPLETING THE LABEL*

1. Enter the 17 position Transportation Control Number (TCN);
2. Enter the TAC Code—"QHUM" for air shipment;
3. Donor's complete name, address, and phone number;
4. Leave this block blank;
5. Port of Embarkation (POE)—Where a shipment enters the military system (ie.Dover AFB, DE);
6. Skip;
7. Leave this block blank;
8. Skip;
9. Consignee's complete name address and phone number;
10. Enter the weight of the box or item; it is critical to have an accurate weight;
11. Leave this block blank;
12. Cube=length X width X height of a box or item divided by 1728;
13. Leave this block blank;
14. Date shipment is to be delivered to the military base;
15. Leave this block blank;
16. Enter 1/1 for a one-piece shipment for a two-piece shipment enter 1/2 on the first box and 2/2 on the second box etc.;
17. Total number of pieces (boxes/items) under this shipment.





## ATTACHMENT 10

### HA TRANSPORTATION WEBSITE USERS GUIDE





# OHASIS HA-TRANSPORTATION

Denton Program | Funded Transportation Program



Defense Security Cooperation Agency

Humanitarian Assistance (HA)

## Transportation Programs Website User Guide

Last Updated: 18 Jan 2011

**For administrative support, please contact:**

Phylliss Marshall ([Phylliss.Marshall@dscs.mil](mailto:Phylliss.Marshall@dscs.mil))  
Phone: 703-601-3854

**For technical support, please contact:**

Boonmar Karvonen ([helpdesk@ohasis.org](mailto:helpdesk@ohasis.org))  
Phone: 813-281-4993 Fax:  
813-281-4959

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## 1. Overview:

### Denton Program

The purpose of the Denton Program is to allow U.S. based non-governmental sources to transport humanitarian aid at little or no cost to the donor, while simultaneously putting the extra space on U.S. military transport assets to good use. This program is jointly administered by the U.S. Agency for International Development (USAID), Department of State (DOS) and

Department of Defense (DOD). Transportation is generally available to close destinations such as Latin and South America; however, the availability of transportation to particular countries is affected by current military and political situations. Transportation can neither be scheduled nor guaranteed; and therefore, cannot be used to meet urgent needs or deadlines.

### Funded Transportation Program





The Funded Transportation Program is funded by the Department of Defense and provides worldwide ocean transportation of privately donated humanitarian aid originating in the United States at little or no cost to the donor. The donor must be able to fill at least a 20' container (1100 cu. ft.) and meet all requirements as outlined in the guidelines. Donors are responsible for arranging the loading and unloading of the container(s). This program is ideal for bulky and/or sensitive commodities such as medical equipment and school furniture and for shipments going to far-off destinations such as Romania and countries in Africa. Potential shipments are reviewed for appropriateness and feasibility on a case-by-case basis.

## Requesting an account

From the Main page, click "*Request Login*".



The Request Login page will display. Obtaining a login account requires inputting basic contact information for you and your organization.

On this page, you can request access to the HA Transportation system as a member of an organization that has already been approved, or request access for a new organization. If your organization has already been approved (i.e. the organization has donated through these programs in the past), you can find the name in the Organization drop down list on the page.





	ACS Sister-School Program
	Acts of Art
	Admiral Jeremiah Denton Foundation
*First Name	Adventist Development and Relief Agency
	Afgan Women's And Kids' Education & Necessis
*Last Name	Afghan Academy of Hope
	Afghan American Foundation
*Phone	Afghan Assistance
	Afghan Children's Fund Inc.
Alternate Phone	Afghan Children's Medical Relief
	Afghan Children's Relief Organization
*Email	Afghan Coalition of Northern California
	Afghan Communicator
*Confirm Email	Afghan Student Organization
	Afghanistan Relief Organization
	Afghans for Civil Society, Inc.
*Organization	
Don't see your organization? <a href="#">Register New Org</a>	

If you are requesting approval for your organization, click on the “*Register New Org*” link below the Organization drop down list.

*Organization	<input type="text"/>
Don't see your organization? <a href="#">Select from list</a>	

For greater security, please create a password at least 10 characters in length, with at least two numbers and two special characters (e.g. &, \$, \*, #).

Please provide a detailed reason for your request. This will help program administrator process your request more efficiently.

Once you have submitted your request, you will receive an email confirmation. When your request has been processed, you will receive notification of the status of your login credentials. Once approved, you will immediately be able to login to the HA Transportation system.







## Logging into the site

Click “*Login*” on the website toolbar. The logon page will display. Enter your logon information and click “*Log In*”.

Login ID

Password

[Forgot Login/Password?](#) | [Need a login account?](#)

If you have forgotten your login or password, you can obtain these via email by clicking on the “*Forgot Login/Password*” link below the Log In button.

## The Applications Home Page

Once you have logged into the system, you will see a page with the applications that have been submitted by your organization. From this page, you can view the details and statuses of your applications, change your password and login information, and begin new applications.

## Change Login/Password

Click the “*Change Login/Password.*” You will see an editable box with your information.

Change your login and password here:

Login

Password

[Hide this dialog box](#)

Click “*Submit*” to save any changes.





## View or Edit an Application

You can review the information on any application, regardless of status, by clicking on the View/Edit link in the list of your applications.

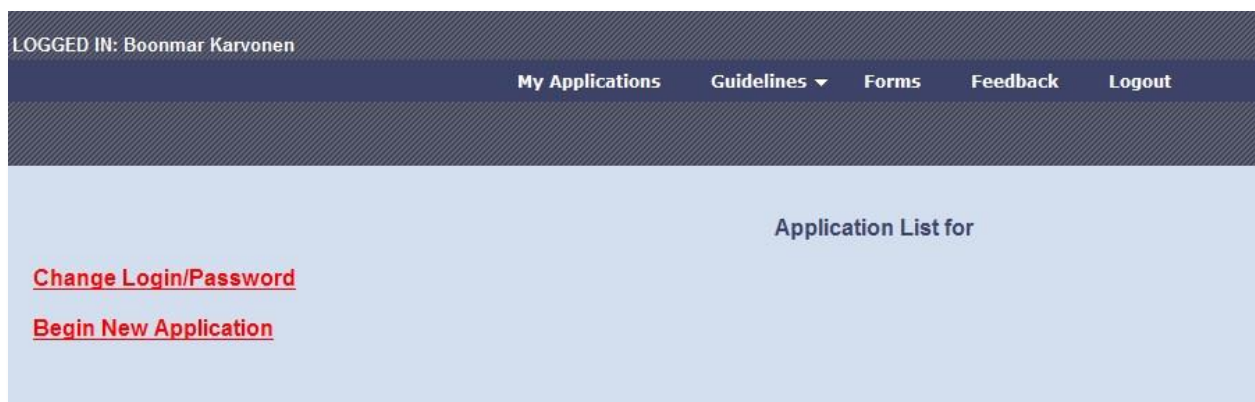
## Withdraw an Application

If you need to withdraw your application, you can click the Withdraw link in your application list.

\*\* Withdrawing an application resets the status to “Incomplete.” If you have submitted your application, you will need to resubmit before any processing can take place. \*\*

## Create New Application

Click “*Begin New Application*” to start the process.



Select the program through which you would like to donate your items. If you do not know, you can have the system select the most appropriate program for you based on the destination by clicking the “*I don’t know. Please select one for me*” option.





Which program do you want to use?

☐ Denton Program

☐ Funded Transportation Program

☒ I don't know. Please select one for me.

Select the destination country.

Which program do you want to use?

☐ Denton Program

☐ Funded Transportation Program

☒ I don't know. Please select one for me.

Where do you want to send the donation?

Belarus  
Belgium  
Belize  
Benin  
Bermuda  
Bhutan  
Bolivia

Submit

Please note that not all countries are eligible for transportation through the Denton and Funded Transportation programs. If the country you selected is not eligible for transportation, you will see a message appear in the space below the Submit button.

Click “*Submit*.” Once you have done so, a link “Click here to begin filling out this application” will be displayed that will take you directly to the application.

Your donation qualifies for shipment with the Funded Transportation program.

[Click here to begin filling out this application](#)

You can also get to the newly-created application from your list of applications listed below.





#### Application List for TEST ORG

[Change Login/Password](#)

[Begin New Application](#)

Denton Program Applications								
View/Edit App	App ID	Program Type	Recipient	Country	Last Updated	Created By	Application Status	AAR
<a href="#">View/Edit   Withdraw</a>	TESTORGXX/3481	Denton		Peru	01/12/2011	Tim Clark	Withdrawn by Admin	
<a href="#">Reactivate</a>	TESTORGXX/3440	Denton	Aji International	Peru	11/22/2010	Jim Bailey	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3426	Denton		Albania	09/01/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3412	Denton	test	Albania	10/04/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3411	Denton		United States	07/26/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3365	Denton		Paraguay	05/25/2010	Jim Bailey	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3350	Denton		Bahamas	05/06/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3349	Denton		Baker Island	05/06/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3348	Denton		Baker Island	05/06/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX/3305	Denton		Afghanistan	04/13/2010	Karvonen Boonmar	Withdrawn by Donor	
12								

## Donor Application Page

This page is your application for the HA Transportation programs. From here, you will fill out the required elements for using the programs, upload any supporting documentation, and submit your application to the program administrators.

The page uses “tabs” to organize the information. Clicking on each tab will bring the information on that tab to the front of the screen. This guide will take you through the each of the required tabs in order to submit an application.

Just above the tabs, you will see a notification of the application you are currently editing.

**You are currently editing Application TESTORGXX/3519**

## Donor Tab

This tab page shows the information of the donor’s organization. If you need to update your organization’s information, you can do so from this tab. By default, a checkbox is checked stating that the information is accurate, and no corrections are necessary. To change the information, uncheck





this box, and enter the changes in the editable textboxes below. Click “*Update Organization Information*” to save any changes.

Donor	Cargo Location	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

Please contact your organization POC if the information below is incorrect.

☐ Information is accurate. No corrections necessary.

Organization Name	
Address 1	
Address 2	
City	
State	
Postal Code	
Country	
Point of Contact First Name	
Point of Contact Last Name	
Phone	
Email	

Update Organization Information

## Cargo Location Tab

Enter the location where the cargo is being stored before transportation. Please pay special attention to the Point of Contact (POC) information, as this person will need to be in contact with HA Transportation program cargo inspectors. Click “Submit Cargo Location” to save to record.





Donor Cargo Location Container(s) Consignee Beneficiaries and Distribution Plan Country Project Manager Packing List Required Documents Comments Submit Application

All cargo must be stored in the United States in ONE location. Donor is responsible for storing all cargo until the application is approved and transportation is arranged.

Cargo Location Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP	<input type="text"/>
Cargo Location POC	<input type="text"/>
Cargo Location POC Phone	<input type="text"/>
Cargo Location POC Email	<input type="text"/>

Submit Cargo Location

The Donor will be contacted to arrange an inspection of the cargo. Below, please list any additional individuals who may need to attend the inspection. All fields are required.

☐ Check the box if there will be additional individuals attending the inspection.

To add additional POC for inspection, click the check box.

Modify	Delete	Inspector Name	Phone	Fax	Email
	Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the POC information and click the “Add” button.

Container(s) Tab (*Funded Transportation Program Only*)









If you are applying for transportation through the Funded Transportation Program, you will be required to specify the containers that will be used for shipment. You can choose from 20 ft Dry, 20 ft HiCube, 40 ft Dry, and 40 ft HiCube from the drop down list.

Container Size

- 20 ft Dry
- 20 ft Dry HiCube
- 40 ft Dry
- 40 ft Dry HiCube
- Other

(If you are unsure about container types, please contact the Funded Transportation Program administrator).

Select the container size and click the “Add” button. You can add up to five (5) containers in a single application. If you require more than this, you will need to fill out more applications.

You can edit the containers at any time the application is in progress (status is Incomplete). Under the Modify table heading, click the  icon to edit the container size. To save your edits, click the  icon. To cancel editing, click the  icon. If you want to delete a container from your list, click the  icon.

**\*\* Please note:** containers on the Container(s) Tab are used in the Packing List, which you required to fill out as part of your application. Deleting a container will also delete any Packing List items associated with the container you have entered on the Packing List tab. You will see a warning message before deleting any containers. \*\*

Donor | Cargo Location | **Container(s)** | Consignee | Beneficiaries and Distribution Plan | Country Project Manager | Packing List | Required Documents | Comments | Submit Application

**Container Selection**

Select the size of the container(s) needed for your shipment. No more than 5 (five) containers are permitted for a cargo location; if more, additional applications will need to be completed.

Modify	Delete	Container #	Container Size
	Add		<input type="text"/>





## Consignee Tab

Enter the consignee information. Please be as detailed as possible when entering this information, as it will assist program managers in their efforts to assess the application. Click “*Submit Consignee Information*” to save the record.

Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application																						
<p>Identify a consignee (individual or organization) located in the destination country who will be responsible for picking up the cargo upon arrival, clearing the cargo through Customs, and storing and distributing the cargo.</p>																															
<table border="1"><tbody><tr><td>Organization Name</td><td><input type="text"/></td></tr><tr><td>Address 1</td><td><input type="text"/></td></tr><tr><td>Address 2</td><td><input type="text"/></td></tr><tr><td>City/Town</td><td><input type="text"/></td></tr><tr><td>Postal Code</td><td><input type="text"/></td></tr><tr><td>Country</td><td><input type="text"/></td></tr><tr><td colspan="2"></td></tr><tr><td>Point of Contact</td><td><input type="text"/></td></tr><tr><td>Phone</td><td><input type="text"/></td></tr><tr><td>Fax</td><td><input type="text"/></td></tr><tr><td>Email</td><td><input type="text"/></td></tr></tbody></table>										Organization Name	<input type="text"/>	Address 1	<input type="text"/>	Address 2	<input type="text"/>	City/Town	<input type="text"/>	Postal Code	<input type="text"/>	Country	<input type="text"/>			Point of Contact	<input type="text"/>	Phone	<input type="text"/>	Fax	<input type="text"/>	Email	<input type="text"/>
Organization Name	<input type="text"/>																														
Address 1	<input type="text"/>																														
Address 2	<input type="text"/>																														
City/Town	<input type="text"/>																														
Postal Code	<input type="text"/>																														
Country	<input type="text"/>																														
Point of Contact	<input type="text"/>																														
Phone	<input type="text"/>																														
Fax	<input type="text"/>																														
Email	<input type="text"/>																														
<input type="button" value="Submit Consignee Information"/>																															







## Beneficiaries and Distribution Plan Tab

Complete all the fields on this tab. After you have entered information in a field, simply click on the next field and your information will automatically be saved (no buttons to push here).

Donor	Cargo Location	Container(s)	Consignee	<b>Beneficiaries and Distribution Plan</b>	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	-----------	--	-------------------------	--------------	--------------------	----------	--------------------

**Specific beneficiaries and impact areas must be identified and described in sufficient detail for the U.S. Government to be able to determine the following:**

1. There is a legitimate humanitarian need for the supplies by the people for whom they are intended
2. The intended beneficiaries know how to use the supplies
3. The supplies will in fact be used for humanitarian purposes

**\*Responses will be saved as soon as you click anywhere outside the input field\***

**Description of Beneficiaries**

Describe the beneficiaries' needs and how the proposed commodities will address those needs. Be specific.





## Country Project Manager Tab

This information is required only if a different person in-country will be overseeing the distribution of the donation. By default, a checkbox stating that the consignee will be the person responsible for overseeing the distribution is checked. If you wish to add a Country Project Manager, uncheck the box, and fill in the required information. Click “*Submit Country Project Manager Information*” to save the record.

Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

Provide the name and contact information for the individual directly overseeing the project(s) that will be receiving the commodities. This individual may or may not be the same as the consignee.

<input checked="" type="checkbox"/> The Consignee will be responsible for overseeing the project in the destination country.	
Destination Country Project Manager Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Submit Country Project Manager Information

## Packing List Tab

The Packing List is designed to provide you a useful interface for uploading information about your donation. This information is used during the application approval phase, cargo inspections, loading onto military transport, and overall program management. We ask that you be as specific as possible when adding items to this list, as it provides us the information that will allow the applications to be processed more efficiently.





Donor	Cargo Location	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application	AAR
<a href="#">How to use the Packing List</a>									
<a href="#">Click to Add New Item(s) to Packing List</a>									
Packing List for Application TESTORGXX/3305									
No packing list items have been added yet.									
Vehicles List for Application TESTORGXX/3305									
No vehicles have been added yet.									

The two programs have small differences in requirements. ***Each program's Packing List instructions can be found by clicking the "How to Use Packing List" link at the top of the Packing List tab.***

## Required Documents Tab

On this tab, you can upload the documentation required to process your application. Duty Free documentation, Consignee Affidavit, and a Certificate of Compliance and Liability Release form are required before an application can be submitted.

To upload documents, click the "**Browse**" button to select the proper document to be uploaded.

Enter the document description and corresponding document type.

***\*\* Selecting the incorrect document type will delay processing of the application \*\****

Click "**Upload Document**" to save the record.





Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

In order to avoid the commodities being held by Customs Officials and assure they get to those who need them, Duty Free Clearance must be obtained from the destination country on destination country letterhead. Upload a signed, dated letter on letterhead from the host nation government indicating that these goods will not be taxed, embargoed, stored or otherwise delayed from reaching the intended beneficiaries. Include the name of the responsible official for customs clearance along with full title and contact information. [\[Click here to download the cover sheet\]](#)

Please upload your [Consignee Affidavit form](#) and [Certificate of Compliance and Liability Release form](#) here.

**If proper documentation is not submitted, the application will not be processed.**

**Upload the documentation below, including an English translation (if necessary).**

Modify	View	Delete	Document Name	Document Type	Document Size	Description
--------	------	--------	---------------	---------------	---------------	-------------

Upload Document

Browse...

Document Description

Document Type

Upload Document

## Comments Tab

This tab page allows you to enter comments related to the project. Enter the comment and click “Add” to save the record.

This tab also allows you to see any comments the program administrators have posted regarding the application. You will also receive any postings via email.





Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

Delete	Additional Comments	Date	Created By
<input type="button" value="Add"/>	<input type="text"/>		

The administrator has not added any comments

Delete	Additional Comments	Date	Created By
<input type="button" value="Add"/>	<input type="text"/>		

Admin Comments	Date
Comments entered by the admin appear here. You will also receive an email with this information.	01/06/2011

## Submit Application Tab

Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

Incomplete Items (2) (Show Details...)

Completed Items (32) (Show Details...)

Notes (9) (Show Details...)

**Your application is NOT ready to submit. Please review the tabs and fill in any missing required information.**

This tab is the final review and submission point for your application. From here, you can review any information that is missing or completed. Clicking on the header labeled “*Show Details*” will expand the menu and show a detailed description of the items.





**Incomplete Items (2) (Hide Details...)**

No item(s) specified -- Packing List Tab

Container(s) Tab -- Please specify at least one container

**Completed Items (32) (Hide Details...)**

- Required Documents Tab -- Duty Free Documentation Uploaded
- Required Documents Tab -- Consignee Affidavit Uploaded
- Required Documents Tab -- Certification of Compliance and Liability Form
- Cargo Location Tab -- Cargo Location Name
- Cargo Location Tab -- Address
- Cargo Location Tab -- City
- Cargo Location Tab -- State
- Cargo Location Tab -- Postal Code
- Cargo Location Tab -- POC Name
- Cargo Location Tab -- POC Phone
- Cargo Location Tab -- POC Email
- Consignee Tab -- Organization Name
- Consignee Tab -- Address
- Consignee Tab -- City
- Consignee Tab -- Country
- Consignee Tab -- Postal Code
- Consignee Tab -- POC Name
- Consignee Tab -- POC Phone
- Consignee Tab -- POC Fax
- Consignee Tab -- POC Email
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries First Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Second Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Third Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Fourth Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Fifth Field

For you to be able to submit the application, all require data must be completed.

When all require fields have been entered, the “*Submit Application*” button will be enabled. Click the button to submit the application for review.





**Incomplete Items (0)** (Show Details...)

**Completed Items (34)** (Show Details...)


**Notes (9)** (Show Details...)

**Your application is ready to submit. Once you have submitted, you will receive an email confirmation.**

**Submit Application**

Once you have clicked the Submit Application button, your application will be sent to the appropriate program administrator for review. You will receive an email notification that the application has been successfully sent. Once you have submitted the application, you will be redirected to your Applications home page.

## Submitting an After Action Report (AAR)

In order to complete your application, you will need to fill out an AAR. Once your application is in transit, you will see the AAR icon (  ) appear under the AAR column for the application. Clicking on this icon will take you directly to the AAR tab in your application.

Funded Transportation Program Applications								
View/Edit App	App ID	Program Type	Recipient	Country	Last Updated	Created By	Application Status	AAR
<a href="#">View/Edit</a>   <a href="#">Withdraw</a>	DEMO/3458	Funded Transportation	test	Belarus	01/07/2011	Demo for Training	Incomplete	
<a href="#">View/Edit</a>   <a href="#">Withdraw</a>	DEMO/3457	Funded Transportation	Another Recipient Organization	Benin	01/07/2011	Demo for Training	Approved - Shipment in Transit	
<a href="#">View/Edit</a>   <a href="#">Withdraw</a>	DEMO/3456	Funded Transportation	Disaster Response International	Benin	01/06/2011	Demo for Training	Incomplete	





Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application	AAR
----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------	-----

Please be as specific as possible. If an After Action Report is not completed, you will not be able to submit any new application requests.

Date Material Received	<input type="text"/>
Material Received By	<input type="text"/>
Method of Distribution	<input type="text"/>
Distribution Location	<input type="text"/>
Comments	<input type="text"/>

After you have filled out the required data elements, click “*Submit AAR.*” Once you have done this, your application is complete.

If you have not submitted an AAR for any applications that have been shipped using the HA Transportation programs, you will not be able to submit further applications until you have done so.







## ATTACHMENT 11

### QUICK START GUIDE

Operation  
Knight Flight



# Quick Start Guide

1. Login to OHASIS (<https://hatransportation.ohasis.org>) and create a profile for your organization.

**Click “Request Login” on the header menu.**



1. Contact your nearest Air Force Base PA, TMO and ATOC agencies to inform them of your program and intentions.
2. Contact Ken Hundemer and/or James Bailey at the HA Transportation offices to introduce yourself and your intentions.
  - a. Ken Hundemer 843-963-6425
    - i. [Kenneth.hundemer.1.ctr@us.af.mil](mailto:Kenneth.hundemer.1.ctr@us.af.mil)
  - b. James Bailey 843-963-6424
    - i. [James.bailey.37.ctr@us.af.mil](mailto:James.bailey.37.ctr@us.af.mil)
3. Once your organization is approved and issued a login through HA Transportation, begin preparing your shipment for customs, air transportation and inspection.

