

Operation Knight Flight



NAVIGATING THE DENTON PROGRAM

Sovereign Military Order of the Temple of Jerusalem

OPERATIONS HANDBOOK V2

30 July 2022



RELIGIOUS PATRON
His Eminence, Archbishop Vicken Aykavian, Ph.D.
Legate of the Eastern Diocese
Armenian Orthodox Church of America



ROYAL PATRON
HRH Princess Elisabeth Marie Alexandra
zu Ysenburg und Bidingen
Princess zu Schleswig Holstein-Sonderburg Glückburg

Sovereign Military Order of the Temple of Jerusalem
Autonomous Grand Priory of the United States of America

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August 31, 2021

To: All Pories of GPUSA

Dear Knights and Dames,

I would like to pass along my greatest appreciation for your support, continuing interest and participation in Operation Knight Flight. This unique and important program directly supports SMOTJ's mission of assisting Christians at risk in the Holy Land and in needful Christian communities worldwide.

As a modification to 10 U.S. Code 403, the Denton Amendment was created to allow for registered charity organizations and NGOs (Non-Governmental Organizations) to access military airlift resources to ship humanitarian cargo abroad, on a space available basis, and free of charge to the user. Operation Knight Flight was created to equip our Pories with the necessary skills to help bridge the gap between donor organizations, that contribute to Christian welfare abroad, and the technical requirements of the Denton Program.

The information and training contained here has been developed to familiarize you, and provide you with, a foundation of working knowledge so that you, our Knights and Dames, can properly guide and assist all participant donor organizations in achieving their mission goals.

Thank you for your participation in this vital program. Your dedication and perseverance here not only demonstrate true Christian charity, but profoundly affects the precious lives of our Christian brothers, sisters and their families. God Bless you.

Sempre Avanti in Christ!

Sincerely

Chev. Jeffrey P. Agnes GCTJ, GMTJ
Grand Prior XXII



"Rex Nobis. Domine, Rex Nobis. Sed Romani Tuo Da Gloriam"

A UNITED NATIONS NON-GOVERNMENTAL ORGANIZATION, NEW YORK, NY, GENEVA, SWITZERLAND AND VIENNA, AUSTRIA
MEMBER, INTERNATIONAL PEACE BUREAU, GENEVA, SWITZERLAND
MEMBER, ORDO SUPREMIUS MILITARIS TEMPLI IEROSOLYMITANI, GENEVA, SWITZERLAND

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I. THE DENTON [AMENDMENT] PROGRAM (DP)

- a. **DP creation.** The DP 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.** DP 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.** DP 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.** DP 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 DP 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 DP.

h. **DP 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 DP cargo movements.

i. **Exclusions.** DP is not for religious or political material, troop donations, crisis response, soccer balls & toys, expired food or expired medical supplies.

j. **Limitations.** DP 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. Historically, transportation has most frequently been able to support operations to Afghanistan, Iraq, Kazakhstan, Central America, South America, the Caribbean, and Djibouti, but changes in current political relations and alliances have proven impactful.
- ii. Transportation to some Asian countries can be provided on a case-by-case basis.
- iii. DP does NOT normally provide transportation to Africa except Djibouti.

k. **DP alternative.** Countries that are not served by the DP 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. Keep in mind, due to the nature of military mission requirements, that surface shipments may face unplanned off-loads at ports-of-call that were other than originally planned.

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)

MISSION

We deliver hope to the world

VISION

Through facilitation, we help U.S. Christian charities navigate the provisions of the Denton Program so that disadvantaged Middle East and Christian communities worldwide may flourish and grow.

- a. **What OKF is** (See <https://operationknightflight.org>). Sanctioned as a bona fide SMOTJ charitable activity for Pories, Commanderies, and Preceptories, OKF provides membership with the opportunity to assist disadvantaged Christian communities abroad by applying specific DP knowledge and process guidance to assist stateside Christian charities in the delivery needed humanitarian supplies. Serving as DP promoters, educators, coordinators, and facilitators, OKF participants will find that their “sweat equity” investment here not only serves an important role in the here and now, but also ultimately grows the number of DP participating U.S. charities which, in turn, has an even greater humanitarian impact for those who are in need.
- b. **Mostly FREE air-shipment for charities.** The fact that DP does not charge its users for this service is certainly an attractive element for charities looking to get the biggest bang for their donor’s bucks, but it is important for charities to realize that the DP isn’t without expense.
 - i. Participating donor charities will need to establish a cargo staging facility where cargo packaging, weighing and inspection can be accomplished. If the charity doesn’t have access to such a facility, the procurement of temporary storage space may be required.
 - ii. Load preparation materials and manpower expenses are the responsibility of the donor charity.

- iii. Transportation and associated expenses - moving humanitarian cargo from its stateside staging facility to the departure airbase, or airport, is also the responsibility of the donor charity.
 - iv. If the donor charity cannot acquire a host government “duty free” cargo exemption, these duties will also become an accrued expense.
 - v. In-country expenses may also include the procurement of a cargo staging/storage facility until said cargo can be organized and distributed. Moreover, trucking movements, of said cargo, must also be provisioned by the originating charitable organization.
- c. **Mitigating theft and pilferage concerns.** Graft and corruption are a reality at many overseas commercial airports and seaport where humanitarian aid cargo has been trans-shipped, or otherwise delivered. The DP serves as a great alternative for charitable shipments due to the fact that U.S. airbases and established airport facilities have been secured by military personnel and consist of supervised and often armed oversight.
- d. **Finding charities and military airlift units.**
- i. Charitable donors. The best way to start is to target and partner with legitimate and existing 501(c)3 charity organizations that are already helping Christian communities abroad, or find organizations that would like to take advantage of this program, but may not know about how to get things going. A good place to look is your own church, or maybe another one nearby. The good news is that the DP can accommodate either of the above types of charities; stand-alone charitable organizations, with established missions abroad, or churches that just want to help out. Blended church efforts are a great way for needed supplies to be collected and then coalesced into a larger shipment being prepared by a lead church or charity with an existing mission.
 - ii. Military establishments. Contact OKF staff directly to research the availability of suitable military airlift units that are located nearby. OKF staff will contact DP operations at Joint Base Charleston, SC to identify U.S. Air Force, Air Force Reserve, or Air National Guard operations that can best support your charity’s airlift needs. If warranted, OKF staff can reach out to the potential airbase by contacting their Public Affairs and aircraft Current Operations departments to discuss and formulate a humanitarian airlift plan. A list of U.S. Air Force airlift squadrons and the aircraft they fly can be found below:

https://en.wikipedia.org/wiki/List_of_United_States_Air_Force_airlift_squadrons

- e. **Understanding and working with U.S. Air Force airlift units.** Since DP cargo depends on space available travel opportunities aboard U.S. military aircraft, one might think that getting something shipped to be near impossible, but not so. Because military aircraft are often required to pre-position to foreign locations, they often fly long distances with empty cargo bays. Moreover, since the USAF transports cargo for other military service branches, and federal agencies, unused cargo space can sometimes be released for use by the DP. As a motivating force for USAF airlift units, DP participation represents a great public relation activity. Moreover, DP airlift missions represent a real-world training opportunity for USAF flight crews and supporting ground personnel; it's a "win-win" scenario all the way around.
- f. **Doing the homework (due diligence).** Time spent learning how to properly employ this program will save you from unnecessary strife and frustration: "Do-overs" are a waste of time!
 - i. Visit our OKF learning website, accomplish the lesson plan, and take the knowledge quiz to educate and prepare yourself: <https://okflearn.org>
 - ii. Determine the humanitarian need. When reaching out to potential DP participant charities, learn about their current mission programs. Are they already engaged in supporting a current humanitarian need? If so, what specific materials are they currently shipping? Are they seasonal in nature? Do intended materials have an expiration date? Are there any special handling instructions? To learn more about cargo acceptability, please visit the DP website, [HA Transportation](#). If a charity doesn't have a current mission to support, query them as to how they might like to get involved with an existing mission, or start one of their own.
 - iii. Verify that the charitable organization's humanitarian cargo storage facility is suitable, secure, accessible, and enduring. Ensure that their storage arrangements provide for;
 - 1. cargo security against pilferage,
 - 2. protection against the elements,
 - 3. insurability,
 - 4. easy cargo preparation and movement (packaging, palletizing, weighing, unloading and loading),
 - 5. physical accessibility to cargo for DP inspection,

- 6. charity personnel accessibility, and
- 7. is available for storage periods of 3-4 months (sometimes more) to accommodate DP processing times and flight availability.
- iv. Consider that DP provisions may not suit all comers, and that maybe a hybrid approach could work better. Under the DP, humanitarian airlift destinations are often limited to operating locations where airbase security and support infrastructure have been established; this might prove an unsuitable option for the airlift seeking charity (I.e., too far from benefiting communities, inadequate ground transportation, political situation, etc.). To otherwise support humanitarian locations not presently served by the DP, consideration should be given to delivering goods to different location served by the U.S. military and then employ alternate ground transportation to deliver the cargo to its final destination. It might take longer to deliver the goods to the end user, but at least the cargo might only have to move a short distance within the same theater of operations (Note that additional customs clearances and approvals - outside the purview of DP - may prove necessary if international borders are crossed).
- v. The other DoD shipping alternative. Consider also that bulky and sensitive cargo (I.e., medical equipment, vehicles, irrigation systems, etc.) may also be shipped using the seaborne DoD/DoS Funded Transportation Program. If considering this option, keep in mind that extended delivery times, or stranded cargo is also a possibility. To learn more, visit the following website:

<https://hatransportation.ohasis.org>
- g. **Our role is facilitating, not doing.** It is recommended that you strictly limit your OKF facilitation efforts to educating, connecting, and coordinating activities that support your charity's shipping efforts. We are not in the business of collecting donations, or even packaging and packing, but rather as a guide to assist charities in the application of DP processes; the goal being to teach these charities to eventually navigate the processes of this program on their own. By doing this, OKF can focus its efforts in training new charity organizations that come onboard and thus help us to serve 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 DP introductory PowerPoint presentation](#), can be used to share and familiarize your charity with the provisions of DP. Unfortunately, most charities and even many stateside military

organizations are unfamiliar with how the DP works. As Knights and Dames, we also learn our way in, and will eventually become good guides the more we familiarize ourselves with the process. The good news is that the program itself is a “fill-in-the-square” activity and its individual requirements are well documented.

- ii. Connect. Our ability and willingness to connect and establish relationships with key members of local charities and, when required, with command elements of military airlift units, is key. When in doubt about who and how to connect, start out by contacting your OKF staff members at: operationknightflight@gmail.com
- iii. Facilitate. The “mainstay” of OKF activity is the facilitation of the DP processes. Not only do we help charities to identify and coordinate activities to meet the requirements stipulated under the DP, but we also serve as the program’s trouble-shooter for our charities. With that said, and as much as we may want to help further by getting involved in the actual doing, stepping beyond our “facilitation” role is not advised, can prove detrimental to the process itself, and can ultimately damage OKF’s relationship with the charity and DP. We recommend that you can best help your charity by narrowing your efforts to accomplish the following:
 - 1. Have a working knowledge of the DP program processes
 - 2. Assess the charity’s mission and cargo and determine suitability
 - 3. Help to initiate and navigate the cargo application process
 - 4. Assist with process documentation requirements
 - 5. Be accessible and available for charity questions and concerns
 - 6. Establish OKF staff dialog regarding questions and concerns
 - 7. Coordinate completion of all action items

h. **DP cargo processing.** (See attachment 1: Shipping Phase Diagram):

i. Phase 1: Organize

- 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 DP application process.

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.c., Attachments 4,8, and 9.
4. Inspection. Cargo inspections are conducted by a third-party agent as scheduled by the DP 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 DP operations office in Charleston, SC will coordinate with local airbase personnel and notify of inbound ground transportation of humanitarian cargo.

ii. Phase 2: Airlift

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 named Consignee, or In-Country Facilitator denoted in the application must be the same individual to receive the cargo at the final delivery U.S. Military installation.

iii. Phase 3: Distribute

1. Clearance. In order for the arriving humanitarian cargo to be released to the donor charity Consignee or In-Country Facilitator, all in-country documentation and custom clearances must be adhered to.
2. Receiving. Besides documentation, the Consignee, or In-Country Facilitator 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 or In-Country Facilitator's provided transport.
3. Transport. After acceptance of the cargo, transportation is the responsibility of the Consignee, In-Country Facilitator and donor charity, not the DP.
4. Storage. Nearby destination storage facilities should serve as a staging facility for downstream cargo assignments and distribution efforts. DP does store cargo at the final destination.
5. Deliver. Transportation from the storage facility to the end user is also the responsibility of the donor charity.

III. DP 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. Paper/hard copies are not accepted.

- iv. Applications aging over 30 days may be withdrawn.
- v. Identify an in-country Consignee and or In-Country Facilitator to;
 - 1. secure host country government written approval for the shipment (with English translation),
 - 2. coordinate with destination country's customs officials for formal duty-free entry, or to provide tariffs and fees for entry (with English translation),
 - 3. ensure compliance with any and all additional legal requirements of the destination country,
 - 4. receive and take possession of cargo upon arrival, and
 - 5. 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 and Liability Release Form – For verifying the following (see attachment 7):
 - a. That cargo will be used solely for humanitarian purposes
 - b. That cargo will not be distributed to persons engaged in military/paramilitary activities
 - c. That cargo is in useable condition and suitable for transport
 - d. That beneficiaries have a legitimate need for the cargo and the ability to use the cargo safely
 - e. That general compliance with program guidelines, instructions, and reporting requirements.
 - f. Releases the US Government of any liability
 - 2. Duty Free Certification Cover 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. the donor may elect to pay customs duties and should indicate on this document how they will be paid. An English Translation of the document is required (see attachment 5).

3. 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).
4. Medical Acceptance Letter (Medical donations only) – Obtained from the destination country’s Ministry of Health.
5. 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.
6. After Action Report: Provided within 30 days after distribution to report your donation to the Department of State. You may not be able to start another application until an AAR has been completed.

b. Cargo Preliminaries

- 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 individual package or 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 ¼ 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/In-Country Facilitator's review and acceptance, denoted by Consignee/In-Country Facilitator 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/In-Country Facilitator) may be waived if Consignee/In-Country Facilitator 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 a remaining 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/In-Country Facilitator (e.g. hospital) with the capabilities of repackaging, bulk containers may be appropriate (depending on if the Consignee/In-Country Facilitator also has materials needed for repackaging). Documentation attesting to the Consignee/In-Country Facilitator 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/In-Country Facilitator 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/In-Country Facilitator capable of accepting, managing, and distributing the drug donation has been named and Consignee/In-Country Facilitator states willingness to perform said functions. If Consignee/In-Country Facilitator is not a direct member/associate of the health facility, which will receive and use the donation, the Consignee/In-Country Facilitator 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/In-Country Facilitator 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. DP should not be used when deadlines are required as it is a space available program.

c. Cargo Preparation

i. Packaging.

1. In preparation for USAID cargo inspection at the donor storage location, the donor must ensure that general cargo is first packaged into unsealed, but strong, durable boxes and crates (stackable). Only after the cargo is inspected and receives final approval by USAID, containers – secured onto wooden pallets – should be built up to a height as specified (for the particular airlift aircraft) by Department of Defense officials, or an OKF staff member.
2. 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. Keep in mind that this palletized cargo may be staged, or stored outside while awaiting air shipment thus may be subject to the effects of mildew, water damage, and/or insect infestations thus should be properly packaged with barrier type coverings, lining, or wrappings. Cargo not boxed or crated must be palletized for handling by a forklift.
3. The use of Standardized GMA (Grocery Manufacturers Association) wooden pallets is encouraged and facilitates forklift movements. These pallets measure 40"x48" and are designed to hold up to 4,600 lbs. of payload. Four (4) of these pallets will fit onto a standard 463L aircraft pallet. Each of these pallets (40"x48"x48) should be secured with two vertical straps per side, and be shrink-wrap after USAID inspection. Crates may be used for odd-sized cargo, but should not normally exceed these overall dimensions.
4. Specially built crates/containers, for larger pieces, must be built for forklift handling and not exceed the 40"x48" footprint as outlined above.

5. There should be no packaging overhang on any GMA pallet as (once transferred onto an aircraft 463L pallet) tie-downs locations may become inaccessible during airbase preparation efforts.
- ii. Labeling.
 1. 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.
 2. 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.
 - iii. Storage. 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.

d. Cargo USAID 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.

e. Transportation to Airbase

- 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. Military Cargo Preparation. After collecting all humanitarian materials or equipment, all cargo items are to be prepared for inspection and then, once cleared, transported to the designated airport/airbase for air transport re-packaging onto standardized 463L aluminum aircraft cargo pallets.

- i. Nominally, a standard (fully loaded) 463L aluminum aircraft pallet (with a load of 4 GMA pallets) will be secured by a "top-net" and will measure around 48" in height, and weigh-in around 2,500 lbs.
- ii. Dimensionally aircraft pallets measure 84x104 inches, are capable of handling up to 10,000 lbs., and can stack up to 96-100 inches in height.
- iii. If a combination of "side" and "top-nets" will be used to construct the 463L pallet load, then cargo height may extend from 96"-100" and may weigh up to 8,000 lbs.
- iv. Pallet netting is normally used to secure loose items onto the 463L pallet before on-loading onto a military aircraft.

g. In Country Delivery

- 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/In-Country Facilitator'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/In-Country Facilitator 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/In-Country Facilitator 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/In-Country Facilitator and his responsibilities.
 - 3. The Consignee/In-Country Facilitator will remove the cargo from the port of debarkation and distribute the items to the targeted beneficiaries.
 - 4. The Consignee/In-Country Facilitator 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.

h. Distribution

- i. Recipient should distribute the cargo to the intended beneficiaries as outlined in the application.
- ii. Once the Consignee/In-Country Facilitator takes possession of the cargo, the Consignee/In-Country Facilitator 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.

i. 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.

j. 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
- iii. OHASIS HA Transportation Website Technical Support: Boonmar Karvonen, 813-281-4993, 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, Ken Hundemer, 843-963-6425, Kenneth.hundemer.1.ctr@us.af.mil
- v. GPUSA: Grand Denton Program Administrator, Lt Col Chev. Dwane Boucher GOTJ, 760-415-3669, operationknightflight@gmail.com
- vi. GPUSA: Asst. Grand Denton Program Administrator, Chev. David Peters GOTJ, operationknightflight@gmail.com
- vii. GPUSA: Asst. Grand Denton Program Administrator, MSgt Chev. Justin Boucher KTJ, 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 DP 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, DP 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 a Consignee/In-Country Facilitator?

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 DP shipments.

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

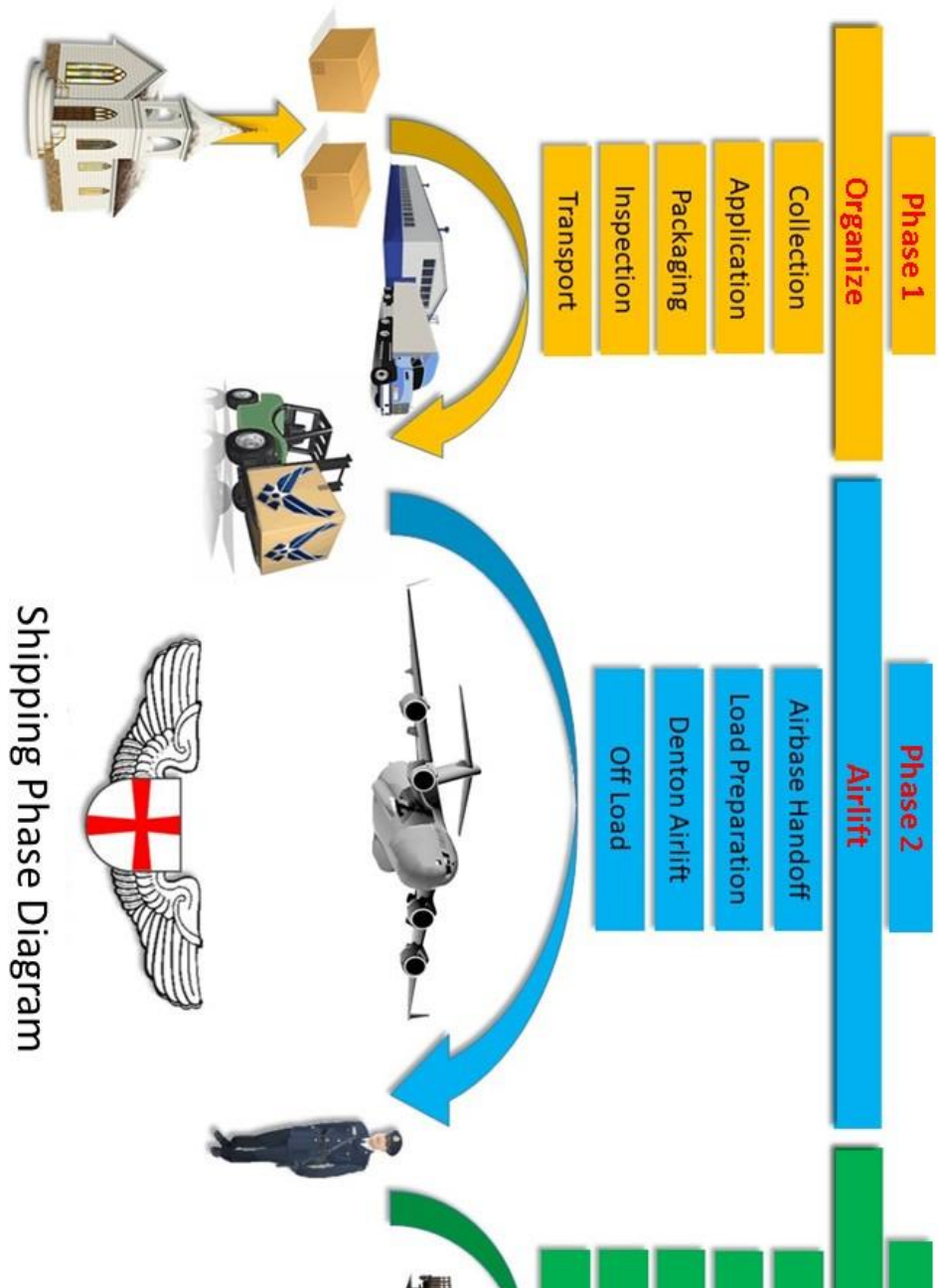
- a. HA-Humanitarian Assistance- <https://ha.transportation.ohasis.org>
- b. Operation Knight Flight public website – <https://operationknightflight.org>
- c. Operation Knight Flight learning website – <https://okflearn.org>
- d. Department of Defense- www.defense.gov
- e. USTRANSCOM, U.S. Transportation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



Lt Col Chev. Dwane R. Boucher KCTJ
Denton Amendment Advisor to GPUSA
operationknightflight@gmail.com

ATTACHMENT 1

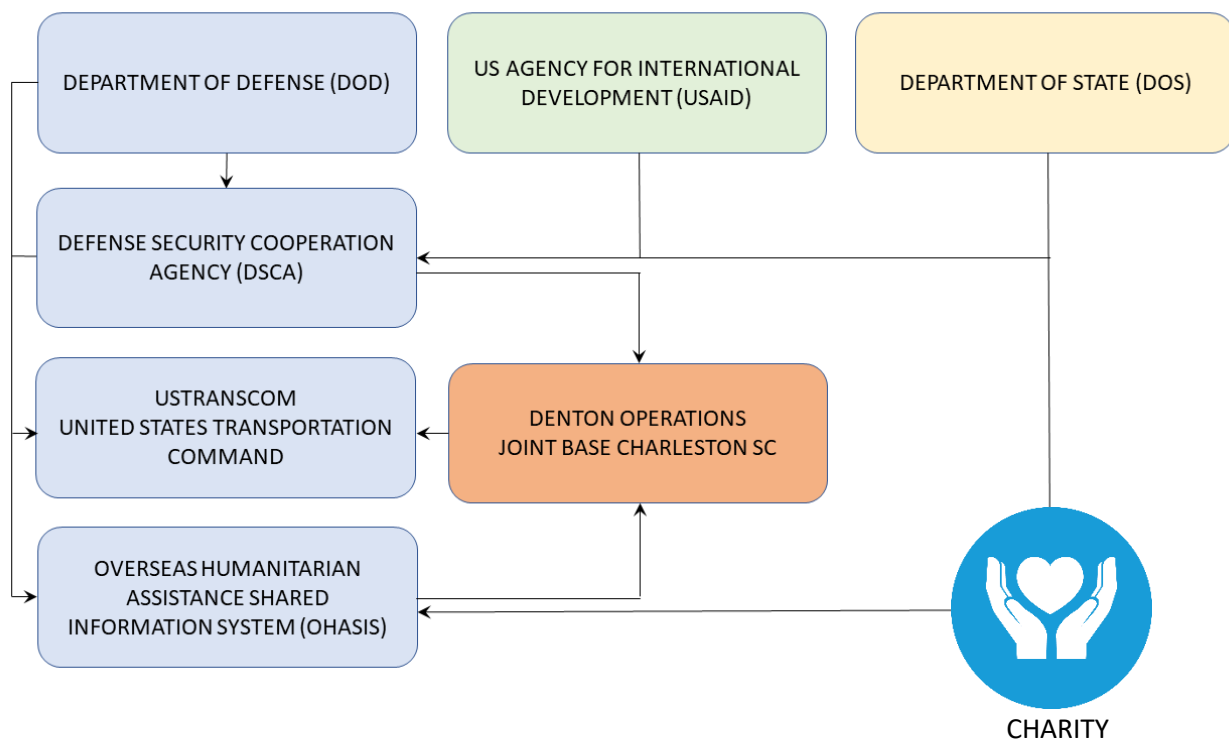
OKF SHIPPING PHASE DIAGRAM



Shipping Phase Diagram

ATTACHMENT 2

DENTON INTERAGENCY ORGANIZATIONAL DIAGRAM



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 618th Air and Space Operations Center (AOC) (Tanker Airlift Control Center [TACC]) or Air Mobility Element.

J. AMC 618TH AOC (TACC)

AMC 618th 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 618th 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	
C.	Reduced Width	POC*
D.	Height at Front of Vehicle	
E.*	Maximum Height	PHONE*
F.	Height at Rear of Vehicle	
G.*	Lower Forward Overhang	ADDITIONAL INFORMATION:
H.	Upper Forward Overhang	
I.*	Lower Rear Overhang	*Required information
J.	Upper Rear Overhang	
K.*	Forward Ground Clearance	Please attach sketch/photograph to request.
L.*	Mid-Wheelbase Ground Clearance	
M.*	Rear Ground Clearance	HH, JJ: Vehicle rating data can frequently be found on vehicle data plates.
N.	Fifth Wheel/Pintle Distance	
O.	Fifth Wheel/Pintle Ht	GG, II: Weights should be actual.
P.	Lunette/Kingpin Height	
Q.	Lunette/Kingpin to First Axle Distance	NN-PP: Capacity and quantity required.
R.	Landing Gear Pad Size (sq. in.)	
S.	Landing Gear Distance	MIL-STD-209 lists requirements for vehicle tiedowns.
T.*	Wheelbase / Trackbase	
U.	Width Outside Wheels	MIL-HDBK-1791 describes non-standard load criteria
V.	Propeller Diameter	
W.	Number of Blades on Propeller/Rotor	
WHEEL & TIRE DATA		
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

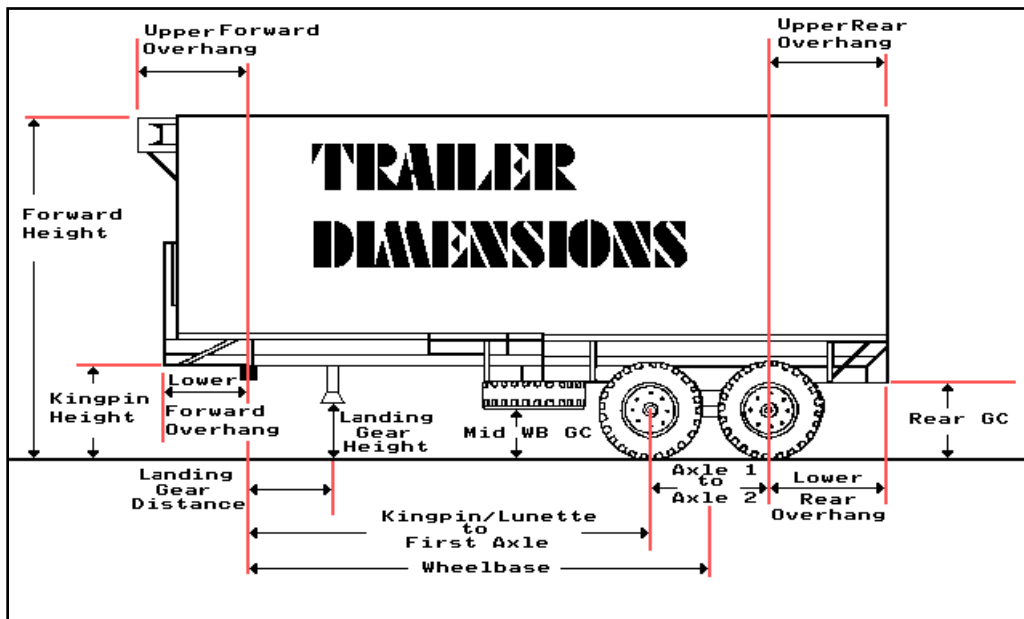
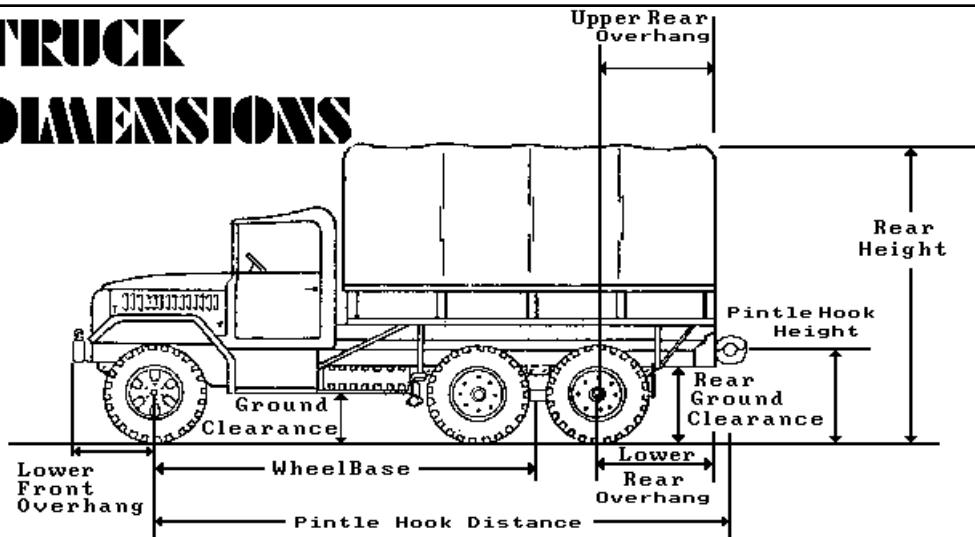
(HARD SURFACE, LEVEL GROUND)

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	

TRUCK DIMENSIONS



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 4
7.POD		8. PROJECT 647
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.