ARMY INTERMODAL
AND
DISTRIBUTION PLATFORM
MANAGEMENT OFFICE
(AIDPMO)

INTERMODAL EQUIPMENT LEASE
ORDERING GUIDE

May 2010
Edition 6.0
This Intermodal Equipment Lease Ordering Guide contains user instructions and guidelines for acquiring leased intermodal equipment through the Army Intermodal and Distribution Platform Management Office (AIDPMO). AIDPMO is the manager of the Army leasing program, and serves as the Authorized Ordering Authority (AOA) for all Department of Army (DA) intermodal equipment obtained under the Headquarters (HQ) Surface Deployment and Distribution Command (SDDC), Master Lease Streamlining Contracts (MLSC) as listed:

DAMT01-03-D-0173 & HTC711-09-D-0002

The procedures described herein will apply to all users of intermodal and distribution platform equipment leased under these contracts, regardless of Service affiliation. These guidelines are presented from the customer’s perspective; however contractor and Contracting Officer responsibilities have been included, where appropriate, for a more complete description of the process.
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1. General. This Intermodal Equipment Lease Ordering Guide contains procedural instructions and guidelines for acquiring leased intermodal equipment using the HQ SDDC MLSC (DAMT01-03-D-0173 & HTC711-09-D-0002). These contracts were effective 24 June 2003 (DAMT01-03-D-0173) and 1 November 2008 (HTC711-09-D-0002) for all intermodal leasing requirements in support of the Department of Defense (DoD). Textainer Equipment Management is the sole vendor under these contracts.

2. Initiating Intermodal Equipment Lease Request.

2.1. Submission of Lease Request. Customers are requested to coordinate requirements with AIDPMO at a minimum 30 days prior to the Required Delivery Date. The following information will be provided: via facsimile, commercial phone (570) 615-6678 or DSN 795-6678, or email: toby.aidpmo@conus.army.mil before a delivery order (DO) can be generated:

2.1.1. Intermodal Equipment Lease Checklist (see Appendix A). This checklist provides AIDPMO with pertinent information, such as, equipment quantity and type, delivery and redelivery locations, point of contact (POC) information, and term of lease. Upon receipt, AIDPMO will request a cost estimate from the leasing company (Textainer). A cost estimate will equal total charges. Any changes made to the original requirements may impact the total cost. If the changes to the original request require additional funding, AIDPMO will notify the requesting activity and provide an updated estimate of the additional funds required. **Execution of the change is dependent upon receipt of additional funds.** This checklist can be retrieved by emailing AIDPMO at toby.aidpmo@conus.army.mil or calling commercial (570) 615-9118 or DSN 795-9118.

2.1.2. Container Control Officer (CCO) Appointment Letter. This document appoints the person who is responsible for the equipment while on lease and acts as a POC when AIDPMO has questions regarding the leased equipment.

2.1.3. Fund Certifying Officer (FCO) Appointment Letter or DD Form 577, Appointment/Termination Record-Authorized Signature. This document reflects the appointment of the Resource Management Official who is certifying the funds on the DA Form 3953, Purchase Request and Commitment (PRC) (Appendix B).

2.1.4. DA Form 3953, Purchase Request and Commitment (PRC). This is the funding document accepted by AIDPMO to fund a DO request. This funding document must include the configured 65 character Accounting Classification Number, (see Appendix C) the initiating officer’s signature, and the FCO signature. Along with the DA Form 3953, the FCO must also provide the appropriate Defense Finance and Accounting Station (DFAS) payment center, DFAS address, and corresponding DFAS DoDAAC. Upon receipt and acceptance of the funding document, the leasing process commences as funds are obligated and Do’s/purchase orders (POs) are issued for specific services. Delay in receipt of funding may affect the ability to meet the required delivery date (RDD).
2.1.5. The Procuring Contracting Officer (PCO), Contracting Office, Tobyhanna Army Depot (TYAD), Tobyhanna, PA, will issue DO’s for all Army-leased equipment. Based on the DA Form 3953 provided by the requesting activity, TYAD PCO will prepare a DD Form 1155, Order for Supplies or Services. DD Form 1155 will be transmitted directly to the serving DFAS and the leasing company establishing a DO.

2.1.6. Define Data. If the information provided to AIDPMO is incomplete, insufficient, or omitted, AIDPMO will not proceed with the customer’s equipment lease request. It is up to the customer to present AIDPMO with correct and complete information in a timely manner.

2.2. Managing the DO. Throughout the term of the lease, the customer is responsible to administer the following tasks with AIDPMO, along with any issues, questions, or problems that may arise:

2.2.1. Provide Container Movement Reports (CMR) in the Army Container Asset Management System (ACAMS) when the container is delivered and anytime equipment is moved throughout the term of the lease. All activities (regardless of command, location, or service) are required to report the receipt or shipment of International Organization for Standardization (ISO) configured assets within 48 hours of the event.

2.2.2. If there are damages or deficiencies at the time of the equipment delivery, a DA Form 2404, Equipment Inspection and Maintenance Worksheet, must be sent via email or fax to AIDPMO and uploaded into ACAMS within 5 working days. An inspection upon receipt will ensure the customer accounts for unserviceable equipment and documents the condition of the equipment as required. AIDPMO will coordinate with Textainer those deficiencies and arrange to ‘swap’ the damaged equipment for serviceable equipment. Failure to notify AIDPMO of unserviceable equipment will result in the unit accepting damage liability, and the unit will be responsible for repairs and cost thereof. A certified inspector must perform all inspections. The estimate of charges provided by AIDPMO does not include the cost of off-hire inspections for leased equipment; this is a customer expense.

2.2.3. It is requested by AIDPMO that prior to redelivery of the equipment, the customer perform an equipment inspection and document on a DA Form 2404 any damages obtained during the duration of the lease. This documentation will act as a control mechanism against damage claims reported by Textainer. This inspection should be retained with the inspection documentation prepared upon original receipt of the equipment.

2.2.4. It is up to the customer to communicate to AIDPMO when disposition of the equipment can take place. Any deviation to the original DO will require a modification and review by both AIDPMO and the requesting customer.
2.2.5. If the customer wishes to turn in the equipment, the POC must inform AIDPMO in writing of the exact physical location for redelivery, POC’s name, and phone number. AIDPMO will then inform Textainer via email or their Military Information Management System (MIMS) of this off-hire notice. The customer will then be contacted by Textainer to arrange a definitive time when the equipment will be available for pick up.

2.2.6. If the customer wishes to extend the term of the DO the customer must notify AIDPMO of their intentions and provide additional funding well in advance of the DO expiration date. Upon receipt of additional funding, AIDPMO will then proceed with a DO modification formalizing the extension to the lease. The changes made to DD Form 1155 will be emailed to the customer, AIDPMO, and Textainer.

2.2.7. Conclusion of the Lease. When the lease ends and all of the equipment are redelivered to Textainer, the customers are still responsible to administer the following duties:

2.2.7.1. Damage Claims. If AIDPMO contacts the DO POC with damage claims for the leased equipment, the customer has 10 working days to accept or decline the damage claims. Damages will be paid from the escrow CLIN (CLIN1034 or 1013) previously allocated on the DO. If the customer declines the damage claim, it is up to them to hire and fund a third-party inspector to research the claim.

2.2.7.2. Funding Closeout. Once AIDPMO certifies the final Textainer invoice and all charges are accounted for, AIDPMO will issue a modification to de-obligate any remaining funds on the line-of-accounting. The customer will receive a copy of this modification that represents the end to the lease.

3. AIDPMO Responsibilities.

3.1. Generating a DO. AIDPMO will provide the following service for the duration of the lease and will regularly communicate with the customer and Textainer on the lease status. In order to provide an equipment lease DO, the following information will be provided to the customer:

3.1.1. Customer Support. One of AIDPMO’s main objectives is to assist the activity with questions and concerns about the lease process and to act as a liaison for the customer during the length of the lease.

3.1.2. Cost Estimate. The cost estimate is based upon information provided by the customer on the Intermodal Equipment Lease Check-list. AIDPMO will enter this information into Textainer’s MIMS website, for which Textainer will supply rates and cost. AIDPMO will forward the cost estimate back to the customer, along with the lease procedures.
3.1.3. **Short Lead Time - Expedited Surcharge.** The leasing contractor will levies a 35% Expedited Delivery Surcharge for DOs received less than 7 working days before the RDD. The expedited delivery surcharge shall not apply when the leasing company arranges for early delivery to accommodate their schedule.

3.1.4. **Long Lead Time – Discount applied.** AIDPMO must receive the request and funding at lease 21 working days prior to the RDD to allow for processing. The leasing contractor must receive the DO at lease 15 working days prior to the RDD to qualify the DO for a 5 percent discount.

3.1.5. Transition Lease. If equipment is being transitioned from one lease to another lease with the consent of AIDPMO, the equipment serial numbers, location, condition, and ownership must first be verified and approved by AIDPMO. Without AIDPMO’s authorization, customers cannot presume usage of these assets.

3.1.6. Lease vs. Buy Analysis. When AIDPMO receives a cost estimate request, they will first perform a cost analysis between using Government-owned assets and purchase of containers versus leasing commercial assets. AIDPMO will propose to the customer the best-case analysis, based on cost and availability.

3.1.7. Define Data. Before a DO is on paper, AIDPMO personnel will verify and inspect all information concerning this DO. If there is any incomplete, insufficient, or omitted information, AIDPMO will communicate back to the requesting customer to resolve these issues. At no time can a DO be processed with partial or assumed information.

3.1.8. **Accounting Classification Format.** When AIDPMO receives the DA Form 3953, it is up to the customer to provide an accurate 65 character accounting classification format (see Appendix C). Without this correct format, AIDPMO cannot proceed with the DO.

3.1.9. Generating a DO. AIDPMO will prepare the DO based upon the corresponding costs and information supplied by the customer. This DO will go to the TYAD contracting office to compose the DD Form 1155. The TYAD contracting office will distribute the DD Form 1155 to the customer, AIDPMO, and Textainer. This document is now a binding agreement for leased equipment.

3.2. **Managing the DO.** Throughout the term of the lease, AIDPMO is responsible to administer the following tasks, along with any issues, questions or problems that may arise:

3.2.1. Communicator/Liaison. AIDPMO will coordinate all communications with Textainer, including scheduling the delivery and redelivery of the equipment, damaged claims, and any general business questions.
3.2.2. Container Tracking. From the CMR submitted in ACAMS by the customer, AIDPMO will track and manage the assets using ACAMS throughout the term of the lease.

4. Textainer Responsibilities.

4.1. Generating a DO. Besides the responsibilities spelled out in the basic Textainer contract, DAMT01-03-D-0173, Textainer will also carry out the following responsibilities as the sole provider of Army intermodal equipment:

4.1.1. Receipt of Equipment Requests. Once AIDPMO enters the equipment request into the MIMS website, Textainer will rate the request to come up with a cost estimate. Textainer will then inform AIDPMO, via an email notice, that the cost estimate is complete and can be viewed on the MIMS website.

4.1.2. Textainer Communications. To the best of their ability, Textainer will assist AIDPMO with any questions relevant to the equipment, RDD issues, delivery, redelivery, and general business questions. Offering suggestions to better assist the customer as well as ensuring performance standards are met in accordance with the basic contract requirements.

4.1.3. DO. Once the DO is active, Textainer will orchestrate all aspects of the equipment request from the delivery of the first equipment to the final invoice. At anytime during the lease process, Textainer can contact AIDPMO for assistance.

5. Equipment Leasing Procedures and Standards (Army).

5.1. Submission of Leasing Requirements. The Intermodal Equipment Lease Checklist must be accurately and completely filled in (see Appendix A). This checklist is used for submitting requirements to AIDPMO. AIDPMO will conduct an inventory of Army-owned equipment under the control of Army units, particularly any assets that may be available in the same geographical area and the readiness condition. If Army-owned assets are not available or are not within the geographical area, AIDPMO will proceed with the lease.

5.1.1. The leasing company is responsible to provide ISO standard containers that are clean, dry, empty, odor free, and suitable for protecting cargo from damage based on the type of equipment ordered in accordance with the following:

5.1.2. Intermodal Equipment Required. The type and size of equipment (Appendix E) available are based on rates pre-negotiated with the leasing company. Any equipment type or size not listed will require separate negotiations with the leasing company.

5.1.4. Container equipment will be delivered to customer’s location(s) on a flatbed trailer or chassis. This equipment should be offloaded from these non-leased flatbeds or chassis within the free time, which is normally 2 hours. In some situations, it may be operationally more practical to have containers delivered with a chassis so offloading is not required at the customer location and subsequent movement can be arranged without the need for Container Handling Equipment for loading. A consideration, however, is the additional cost for the chassis, which can be as much as 400 percent more than the lease of a container. In most cases for export shipments, the lease of a chassis is terminated once the container is delivered to the Surface Port of Embarkation (SPOE). Positive control of chassis must be maintained at the SPOE prior to redelivery arrangements being made by AIDPMO with the leasing company.

5.1.5. **When chassis support is required, the CCO must identify if the container and chassis need to be delivered as a setup, or if lift capability is available at the receiving location.**

5.1.6. If refrigerated containers (aka “reefers”) are needed, specify requirement for generator sets, spare parts kit, technical manuals and/or reefer mechanic services to include estimated number of hours. The following support items/services should be considered prior to submission of the lease request:

5.1.6.1. Generator Sets. A generator set is needed for each reefer when there is no external power source to maintain temperature control.

5.1.6.2. Spare Parts Kits. A manufacturer’s spare parts kit is recommended for each separate type reefer (e.g., Thermo King, Carrier, etc.) to facilitate immediate repair and avoid unnecessary spoilage. Be very specific in indicating the parts required to meet your needs.

5.1.6.3. Technical Manual. A manufacturer’s technical manual is recommended; it contains operating and electrical data and service instructions.

5.1.6.4. Reefer Mechanic Services. Reefer mechanic services are charged by the hour and recommended for inclusion in the cost estimate in the event of mechanical failure after equipment acceptance. Reefer mechanic services are based on the requestor’s specific requirements.
5.1.7. Delivery Location. The official name of the organization that will be receiving and using the equipment and any access restrictions to the installation/depot.

5.1.8. RDD. Specify the RDD when leased equipment is needed at user location. To maximize meeting the RDD, it is important to coordinate all leasing company and installation moves prior to delivery. When determining this date, ensure consideration is given to the user location, to include days/hours of operation and maximum number of equipment that can be received per day. If equipment is to be loaded and transported for onward movement OCONUS, ensure the appropriate vessel sail date and SPOE is provided. This information is needed to monitor delivery status and ensure sufficient time exists to meet vessel sail date. Delivery of equipment commences upon issuance of the DO/PO in accordance with the agreed RDD.

5.1.9. Late Delivery. The lease contractor is assessed a late charge for late delivery and noncompliance in the amount of $50.00 per asset. The deduction shall apply on the 5th workday following established RDD or the last day of the RDD for each asset that has not been delivered or is not compliant with applicable standards.

5.1.10. Lift Capability. Receiving locations must have lift capability to safely on-load and off-load empty containers/stacked chassis when containers and chassis are not requested delivered as a set up.

5.1.11. A certified inspector must perform all inspections.

5.1.12. Term of Lease. The standard lease is 180 days. It may be adjusted in increments of 30 days. Minimum lease-term period is 30 days. **AIDPMO must be notified at least 60 days prior to lease expiration to request a lease extension when equipment is needed longer than expected.** (NOTE: this does not apply to leases 30 days or less). Any changes to the original terms of the lease may result in the need for additional funding. The RM is required to submit an amended DA Form 3953 to increase the fund ceiling established within the original requirement. The leasing contract allows for early turn-in of equipment without penalty. The Base Year Period of Performance for each year ends 23 June with an option period through 23 June of the next year.

5.1.13. Operation/Exercise this Equipment is in Support Of. For example: Operation Iraqi Freedom (OIF), Joint Chiefs of Staff (JCS), annual training, etc.

5.1.14. Redelivery Location of Equipment. The official name of the organization returning the equipment and any access restrictions to the installation/depot/activity.

5.1.15. Funding POC. Resource Manager or Fund Certifying Officer information.

5.1.16. Certification of Container Control Officer (CCO). Name and signature of CCO responsible for the leasing of this equipment.
6. Container Control Officer.

6.1. In accordance with DoD 4500.9-R, Part VI, Defense Transportation Regulations (DTR) (Management and Control of Intermodal Containers and Systems 463-L Equipment), a CCO will be appointed by the Commanders of CONUS and OCONUS installations. This also applies to Regional Readiness Commands (RRC) and State Area Commands (STARC). The CCO will be an appointed official in the grade of E-6/GS-7 or above that is responsible for the control, use, reporting, and maintenance of all DoD-owned and controlled intermodal containers and equipment. The CCO has custodial responsibility for equipment from time received until they leave the activity.

6.2. AIDPMO must have a CCO appointed on orders from their Commanders and a copy of the appointment orders on file. This appointment must include the scope of responsibilities as well as expiration date of appointment, and must be updated whenever there is a change in personnel. Recommend alternate CCO’s be appointed on orders to perform the duties of the primary CCO in his/her absence.

6.3. New and updated CCO appointments can be submitted to AIDPMO via e-mail: toby.aidpmo@conus.army.mil or by FAX, DSN 795-6678 / COMM (570) 615-6678, to include: telephone numbers of primary and alternate (DSN and COMM); FAX numbers (DSN and COMM); and email addresses of the primary and alternate CCO.

7. Delivery of Equipment.

7.1. Textainer is required to deliver equipment based on accepted RDDs. Any deviations must be reported to the Contracting Officers Representative (COR) through AIDPMO.

7.2. Textainer is required to schedule delivery at least 2 working days prior to the actual RDD. It is highly recommended that the receiving activity play an active part in the coordination and scheduling the delivery of containers.

7.3. Delivery charges can be substantially reduced if customers can provide their own delivery with organic assets or arrange delivery through Common User Land Transportation (CULT) support.

8. Redelivery of Equipment.

8.1. Requesting activities must provide timely notification to AIDPMO to arrange redelivery of equipment when no longer needed. Notifications must be in writing and identify by equipment serial number (include check digit), and redelivery location. For tracking purposes, written notification will include: commercial address; days/hours of operations; POC; phone number; facsimile; email; and maximum number of equipment that can be picked up per day.
8.2. A redelivery location change may require additional funding. If differences exist from the original cost estimate, AIDPMO will negotiate new redelivery charges with the leasing company and issue a contract modification. Funding must be sufficient to cover all redelivery charges for the change in redelivery location. Leasing charges will continue to accrue until redelivery of equipment at the new locations.

8.3. The leasing company must pick up equipment identified for redelivery within 5 working days after contractor notification unless otherwise mutually agreed to between the parties and approved by AIDPMO. Per-diem charges cease on the actual pickup date or 5 working days, whichever occurs first.

8.4. Redelivery charges can be substantially reduced if customers provide their own redelivery with organic assets or arrange redelivery through CULT support.

9. Reporting Procedures.

9.1. AIDPMO will track and manage the assets using ACAMS throughout the term of the lease. Requests for access to ACAMS are processed by AIDPMO; a completed DD Form 2875 will be submitted for each user that will input updates to ACAMS.

9.2. All activities (regardless of command, location, or service) are required to report the receipt or shipment of assets within 48 hour of the event. Instructions to complete this action in ACAMS are found below (9.2.1 through 9.2.4). Special arrangements for manual movement reports must be coordinated with AIDPMO.

9.2.1. Log into ACAMS. Instruction to gain access to ACAMS can be obtained by contacting the Helpdesk at 800-303-0926. The complete User Guide is available through the ACAMS “Help”.

9.2.2. Select a single asset by searching on “Barcode”, or place multiple assets in the clipboard using either the search function in ACAMS or one of the pre-populated reports available under “Container Functions” and then “Find Assets”, i.e., “Find my On-Hand Balance” or “Find Inbound Assets to my DODAAC”. Select “Container Functions” from the menu bar. Hover over “Ship” or “Receive” and make the appropriate selection (single asset or multiple assets from the Clipboard).

9.2.3. Verify Consignor/Consignee DODAAC is correct, populate the Transshipment and Consignee as necessary, and select “Submit”. ACAMS is updated immediately with the consequent status for the asset(s).

9.3. DoD 4500.9-R, Part VI; a CCO will be appointed by the Commanders of CONUS and OCONUS installations. This also applies to RRCs and STARCs.
9.4. AR 56-4 containers Army policies and procedures for leasing of Intermodal equipment, which will give DA and AIDPMO visibility and accountability of containers globally.

9.5. MIMS Report. Textainer will also provide the equipment serial numbers by DO to AIDPMO within 24 hours after arrival at customer location on the MIMS website. AIDPMO will upload the Textainer data feed into ACAMS for units to receipt the delivery of the leased equipment.

10. **Damaged, Lost, or Stolen Equipment.**

10.1. The Government is not responsible for reimbursing the leasing company for items associated with normal wear and tear or for pre-existing conditions (which should have been identified on the pre-acceptance inspection). The Government is responsible, per the contract agreement with Textainer, for any portion of damages exceeding $150.00 per asset. There is a standard damage estimate cost of $250.00 included in the estimate. Additional funding may be required if damages exceed the original cost estimate. The Government will not reimburse the contractor for repair costs when there is documentation identifying a pre-existing condition of the equipment at the time of on-hire.

10.2. **Repair of Damage Claims.**

10.2.1. The leasing company shall submit electronic damage claims to AIDPMO within 21 calendar days of off-hire. AIDPMO must provide disposition of damage claims within 5 workdays of receipt of the damage estimate.

10.2.2. AIDPMO will arrange off-hire survey for all damages which exceed the $150.00 deductible. The third party off-hire survey will be the basis for approving damage claims.

10.2.3. AIDPMO will request disposition from the requesting activity either accept or decline of the damage claims. AIDPMO will then forward the disposition to the leasing company.

10.2.4. The contract provides for equipment purchase if the equipment is determined lost or damaged in excess of the depreciated value. The requesting activity must fund the purchase of leased equipment lost, stolen, or damaged beyond economical repair. The purchase price is subject to depreciation negotiated under the contract and is based on the age of the asset at time of loss and the yearly depreciation percentage rate identified in the contract.
11. **Inspections.**

11.1. All leased containers used for international transport must be International Convention for Safe Containers (CSC) approved or enrolled in the Approved Continuous Examination Program (ACEP). Container owners have the option of using either examination program. Leased containers having the ACEP decal cannot be rejected for not having a DOD CSC Certificate decal DD Form 2282, Convention for Safe Container (CSC) Reinspection Decal.

Note: DD Form 2282, are not to be applied to leased assets as the ACEP decal fulfills this requirement.

11.2. ACEP. This program is authorized in the 1983 amendments to the CSC. Under this program, the owner must submit a proposal for a continuous program to the agency administering the Container Safety Program in the particular country of the owner’s domicile or head office. (In the US, the US Coast Guard administers the ACEP.) Containers inspected under a continuous examination program must be marked as follows: “ACEP/USA (or the country of approval abbreviation)/20XX (the year in which the ACEP program was approved)/XXX “(an assigned ACEP number). This marking must be as close as practicable to the safety approval plate.

11.3. Inspections under the ACEP are required any time a container undergoes any major repairs or refurbishment or at the time of an on-hire/off-hire interchange. In no case is the time period between examinations to exceed 30 months.

12. **Contract Closeout.**

12.1. The PCO will issue a modification to the DO for closeout and distribute copies to the requesting activity, DFAS, and AIDPMO. This closeout modification will allow the customer to de-obligate remaining funds that may be used for other purposes.

12.2. Prior to certifying leasing company invoices, AIDPMO shall compare the units Receiving Report against the DD Form 1155, to ensure the Army receives the requested services and the leasing company is fairly and expeditiously compensated for services rendered.
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AIDPMO Intermodal Equipment Lease Checklist

*Please fill out this form in its entirety.

1. Requirements

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<tr>
<th>Requirement</th>
<th>Estimate Only</th>
<th>Actual Requirement</th>
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<tr>
<td>20' Dry Container</td>
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<tr>
<td>40' Chassis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40' Dry Container</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20' Refrigerated Container</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40' Refrigerated Container</td>
<td></td>
<td></td>
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<tr>
<td>20' Ammunition Grade</td>
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<tr>
<td>40' Refrigerated Container</td>
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<tr>
<td>20' Chassis</td>
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<td></td>
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<tr>
<td>Genset (dipon/underslung)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40' Open Top w/ tarp</td>
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Other Equipment not described above:

* Picking up and/or returning leased equipment at the designated commercial depot specified by AIDPMO can avoid drayage charges. Ask your Installation Transportation Office (ITO) if hauling equipment is available at your location.

2. Delivery Location: Include the Official Unit Designation and any access restrictions to the installation/depot.

- Unit / DODAAC
- Address
- City
- State/Province
- Zip/Postal Code
- E-mail Address
- Phone # Comm / DSN
- POC Name

IAW AR 56-4 para 3-6 & 4-5, units in possession of ISO containers are required to have an active Army Container Asset Management System (ACAMS) account and Container Control Officer (CCO) appointment orders on file with AIDPMO.

- ACAMS Account □ YES □ NO
- CCO Name / Phone # / ACAMS User Name

3. Required Delivery Date for requested equipment.

   NOTE: Your RDD determination must incorporate a minimum of 14 working days lead-time to allow for processing. Expedited Delivery Surcharge will apply to any Delivery Order received by Textainer with an RDD less than 7 working days from date of receipt.

   Required Delivery Date (RDD) ____________________________
APPENDIX A

AIDPMO Intermodal Equipment Lease
Checklist pg. 2

4. Do you have lift capability at the delivery location?  □ YES  □ NO

**IMPORTANT NOTE:** Coordination of appropriate Materiel Handling Equipment (MHE) is the responsibility of the receiving unit. MHE must be available at time of delivery and redelivery.

5. Do you have a Certified Container Inspector?  □ YES  □ NO

*Equipment inspections are required at the time of delivery and redelivery, and must be conducted in accordance with CSC standards. All leased equipment will be Internation Conventions for Safe Containers (CSC) approved and enrolled in the Approved Continuing Examination Program (ACEP) program. Government inspection stickers (DD Form 2282) will not be affixed to Leased Equipment.*

6. Term of Lease (Check One)  □ 120  □ 180  □ 270  □ 360  □ Other  

7. Have you confirmed these requirements and RDD information with the Delivery POC? (if different than requestor)  □ YES  □ NO

8. Exercise/Operation this equipment will be used to support:

9. Re-delivery Location: This is the location where the equipment will be picked up from when you are finished using it.
   □ Check Here if Same as Delivery

   Unit / DODAAC
   Address
   City
   State/Province
   Zip/Postal Code
   E-mail Address
   Phone # Comm / DSN
   POC Name

   Hours of Operation
   Max Containers Per Day

10. Funds Certifying Officer (FCO): Please fill this section out completely to expedite processing of your request. **FCO must provide a copy of the DD Form 577 showing their authorization to sign the DA Form 3953.**

   FCO Name
   Pay Station/ DODAAC
   Phone # Comm / DSN
   FCO E-mail Address

   Army Intermodal and Distribution Platform Management Office (AIDPMO), 11 Hap Arnold Blvd. Tobyhanna, PA 18466-5115

A-2
APPENDIX A

AIDPMO Intermodal Equipment Lease
Checklist pg. 3

11. Certification of Container Control Officer (CCO): This is the person who will be responsible for tracking and accountability of leased equipment. This individual is responsible for entering all container movement reports in ACAMS, IAW AR 56-4. A letter of appointment signed by the Commander for the CCO is required to be maintained in the leasing file for the term of the lease.

I understand and agree to the following:

A. To assume control over the equipment at time of delivery, and to maintain care, custody, control and accountability throughout the term of the lease.

B. To report to AIDPMO all equipment received and subsequent movement throughout the term of the lease by using ACAMS IAW AR 56-4.

C. It is the receiving unit’s responsibility to arrange for a Certified Container Inspector to perform inspections as outlined above in Section 5. Inspections will be completed within 5 calendar days of receipt, and the DA Form 2404 will be faxed, e-mailed or attached to the equipment record in ACAMS.

D. To notify AIDPMO NLT 60 days prior to lease expiration of intentions for lease extension, and to provide funding for that extension in order to avoid NSF status, lease expiration and violation of Anti-deficiency and Contract law.

Signature of Container Control Officer

CCO Phone (comm/DSN) & ACAMS User Name

Questions?
AIDPMO Leasing Team: 570-615-9118 / 9116 / 9115  DSN: 795-xxxx
FAX: 570-895-6678  DSN: 795-xxxx  EMAIL: toby.aidpmo@conus.army.mil

Army Intermodal and Distribution Platform Management Office (AIDPMO), 11 Hap Arnold Blvd, Tobyhanna, PA 18466-5115

A-3
## PURCHASE REQUEST AND COMMITMENT

For use of this form, see AR 37-1; the proponent agency is OASA(FM)

<table>
<thead>
<tr>
<th>1. PURCHASE INSTRUMENT NO.</th>
<th>2. REQUISITION NO.</th>
<th>3. DATE</th>
<th>PAGE 1 OF 1 PAGES</th>
</tr>
</thead>
</table>

4. TO: PURCHASING AND CONTRACTING OFFICER

LOGSA-PSCC-AIDPMO
11 HAP HARNOLD BLVD
TObYhANNA, PA 18466

5. THRU:

6. FROM:

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR:

8. DELIVERED TO:

The supplies and services listed below cannot be secured through normal supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason:

(Check appropriate box and complete item)

9. NOT LATER THAN (Date)

10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION

11. TELEPHONE NUMBER

12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY

13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF SUPPLY OR SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>ESTIMATED</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UNIT PRICE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a</td>
</tr>
</tbody>
</table>

14. ITEM

15. DESCRIPTION OF SUPPLY OR SERVICES

16. QUANTITY

17. UNIT

18. ESTIMATED

UNIT PRICE   TOTAL COST

a          b

19. ACCOUNTING CLASSIFICATION AND AMOUNT

20. TYPED NAME & TITLE OF CERTIFYING OFFICER

21. SIGNATURE

22. DATE

23. DISCOUNT TERMS

24. PURCHASE ORDER NUMBER

25. THE FOREGOING ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE

26. DELIVERY REQUIREMENTS

ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES

YES NO

IF YES NUMBER OF DAYS REQUIRED

27. TYPED NAME AND GRADE OF INITIATING OFFICER

28. SIGNATURE

29. DATE

30. TELEPHONE NUMBER

31. TYPED NAME AND GRADE OF SUPPLY OFFICER

32. SIGNATURE

33. DATE

34. TYPED NAME AND GRADE OF

35. SIGNATURE

36. DATE

DA FORM 3953, MAR 91 EDITION OF AUG 76 IS OBSOLETE

B-1
ARMY LINE OF ACCOUNTING CLASSIFICATION FORMAT

When providing Line of Accounting, please place in the following format:

<table>
<thead>
<tr>
<th>FIELD DATA DESCRIPTION</th>
<th>SPACE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department ID</td>
<td>(1-2)</td>
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<tr>
<td>Appropriation FY</td>
<td>(3)</td>
</tr>
<tr>
<td>Basic Symbol</td>
<td>(4-7)</td>
</tr>
<tr>
<td>Limitation</td>
<td>(8-11)</td>
</tr>
<tr>
<td>Program Year</td>
<td>(12)</td>
</tr>
<tr>
<td>Operating Agency</td>
<td>(13-14)</td>
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<tr>
<td>Allotment Serial Number</td>
<td>(15-18)</td>
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<tr>
<td>AMS or FMS Case/Line</td>
<td>(19-29)</td>
</tr>
<tr>
<td>Element of Resource (EOR)</td>
<td>(30-33)</td>
</tr>
<tr>
<td>Management Data Field/Cost Center Code</td>
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<tr>
<td>Document Reference Number</td>
<td>(40-53)</td>
</tr>
<tr>
<td>Accounting Processing Code/Job Order Number</td>
<td>(54-59)</td>
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<tr>
<td>Fiscal Station</td>
<td>(60-65)</td>
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</table>

Note: The line of accounting should contain 65 characters.
DEFINITIONS AND ACRONYMS

Part 1 – Definitions

1. **Army Container Asset Management System (ACAMS)** is Army’s web-based software application to assist Army Intermodal and Distribution Platform Management Office (AIDPMO) and distribution platform owners/users/managers with the management, inventory, accountability, visibility, readiness, and condition data of all Army-owned or leased ISO containers, flat racks, and other intermodal distribution platform assets.

2. **Approved Continuous Examination Program (ACEP).** This is an alternative to scheduling periodic examinations of containers. This program complies with CSC requirements and is used by many commercial container owners. An ACEP marking on the container indicates the date that this method of examination was initially approved, not the date of the next required re-inspection.

3. **Continental United States (CONUS).** The 48 contiguous states and the District of Columbia.

4. **Equipment Inspection.** The physical examination of equipment to determine whether the condition meets the applicable standard in relation to the equipment ordered.

5. **Institute of International Container Lessors, LTD (IICL).** An industry trade organization made up of container lessors. It sponsors a technical committee of container owners, operators, and manufacturers that prepares the Repair Manual for Steel Freight Containers and Intermodal Chassis Equipment.

6. **Intermodal.** Type of cargo shipment system that permits transshipment of cargo over sea, highway, rail, and air transportation through use of ISO standard containers, line-haul assets, and handling equipment.

7. **International Convention for Safe Containers (CSC).** An international treaty adopted on September 6, 1977 which requires safety approval of all containers, and provides for periodic inspections of containers at specified intervals to ensure proper maintenance to maintain safe condition. Individual governments, with the advice of the International Maritime Organization, a branch of the United Nations, administer the CSC.

8. **International Maritime Dangerous Goods (IMDG) Code.** An official code that regulates transporting dangerous goods by sea in order to avoid injury to persons or damage to vessels.
9. **International Organization of Standardization (ISO).** The world's largest developer and publisher of International Standards. A network of the national standards institutes of 159 countries, one member per country, with a Central Secretariat in Geneva, Switzerland, that coordinates the system. ISO is a non-governmental organization that forms a bridge between the public and private sectors.

10. **Line of Accounting (LOA).** The fund cite used to transfer money between Army agencies.

11. **Surface Deployment and Distribution Command (SDDC).** A major subordinate command of the Army Materiel Command (AMC) under the operational control of USTRANSCOM. SDDC provides cargo, passenger, and personal property traffic management services to all DoD components. SDDC serves as the GCM (Global Container Manager) and higher headquarters of AIDPMO.

12. **Outside Continental United States (OCONUS).** Any country or place beyond the limits of the 48 contiguous states and the District of Columbia.

13. **Required Delivery Date.** A specific calendar date or range of dates requested by the lessee for delivery of all equipment leased, and for which the leasing company agrees to deliver all equipment.


**Part 2 – Acronyms**

- **ACAMS** Army Container Asset Management System
- **ACEP** Approved Continuous Examination Program
- **AIDPMO** Army Intermodal and Distribution Platform Management Office
- **CCO** Container Control Officer
- **CMR** Container Movement Report
- **CSC** International Convention for Safe Containers
- **CONUS** Continental United States
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<td>Department of Defense Activity Address Code</td>
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<tr>
<td>IICL</td>
<td>Institute of International Container Lessors</td>
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<tr>
<td>IMDG</td>
<td>International Maritime Dangerous Goods</td>
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<tr>
<td>IME</td>
<td>Intermodal Equipment</td>
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<td>ISO</td>
<td>International Organization of Standardization</td>
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<td>LOA</td>
<td>Line of Accounting</td>
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<td>MC</td>
<td>Motor Carrier</td>
</tr>
<tr>
<td>MIPR</td>
<td>Military Interdepartmental Purchase Request – DD Form 448</td>
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<td>OCONUS</td>
<td>Outside Continental United States</td>
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<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>PR&amp;C</td>
<td>Purchase Request &amp; Commitment – DA Form 3953</td>
</tr>
<tr>
<td>RDD</td>
<td>Required Delivery Date</td>
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</tbody>
</table>
EQUIPMENT TYPES

The following types/sizes of equipment are available for lease. Please refer to the Checklist at Appendix A for additional information.

**Ammunition Grade Container (20’).** A container constructed and maintained to comply with serviceability requirements prescribed by international treaty and mandated by United States transportation law for the shipment of United Nations Class 1 explosive materials.

**Chassis (20’/40’).** A vehicle built specifically for the purpose of transporting containers, so that when the chassis and container are assembled, the unit produced serves the same function as a road trailer.

**Dry Container (20’/40’).** A completely enclosed weatherproof container.

**Flatrack (20’/40’).** Open-sided and open-topped ISO container with two removable/adjustable ends.

**Open Top Container (20’/40’).** A container with bottom, side, and end walls permanently fixed and has a removable tarpaulin cover and roof bows in place of a roof.

**Refrigerated Container (20’/40’).** A weatherproof container for the movement of temperature controlled cargo insulated against external temperatures and equipped with mechanical refrigeration. Commonly referred to as a ‘reefer’.

**Generator Set (underslung/clip-on).** Commonly referred to as a ‘genset’. Used with refrigerated (reefer) containers for long distance or remote cooling for trucks or locations with no accessible power. Clip-on gensets are normally used when transport of the reefer is required. Underslings can be used if the reefer will be stationary throughout the period of use.
# APPENDIX F
ISO CONTAINER INSPECTION CHECKLIST

ISO Number: | Date of Inspection: 
-------------|-------------------

Type of Container: **END-OPENING VAN**

(Circle One) (Circle One) (New Decal Installed) 
Pass IMDG & non IMDG 
 Fail non IMDG ONLY 

New Expiration Date 
Month Year

Installation/Activity: Inspected By: 

### EXTERIOR

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<th>ROADSIDE</th>
<th>FRONT</th>
<th>CURBSIDE</th>
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<td></td>
<td>Minor</td>
<td>CSC</td>
<td>Minor</td>
<td>CSC</td>
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<td>TOP END RAIL</td>
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<td>DOOR HEADER</td>
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<td>FORKLIFT POCKETS</td>
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<td>PANEL</td>
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<tr>
<td>DOOR BILL</td>
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<td>PANEL</td>
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<td>DOOR PANELS</td>
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<td>PLACARD HOLDER</td>
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<td>PANEL</td>
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<td>DOOR LINING</td>
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<tr>
<td>DOOR GASKETS</td>
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<tr>
<td>RODS</td>
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<tr>
<td>RETAINERS</td>
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<td>CAMS</td>
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<tr>
<td>RETAINERS</td>
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<td>JIARS</td>
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<tr>
<td>RAIN GUTTERING</td>
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</tr>
<tr>
<td>PLACARD HOLDER</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**REMARKS:**

(CIRCLE DEFECTS) (CIRCLE DEFECTS) (CIRCLE DEFECTS)

(CIRCLE DEFECTS)
## APPENDIX F
ISO CONTAINER INSPECTION CHECKLIST

### Iso Number:

<table>
<thead>
<tr>
<th>EXTERIOR</th>
<th>END-OPENING VAN (continued)</th>
</tr>
</thead>
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<tr>
<td><strong>ROOF</strong></td>
<td><strong>BOTTOM</strong></td>
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<tr>
<td>Component</td>
<td>Defects</td>
</tr>
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<td>CORNER FITTINGS</td>
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<tr>
<td>CORNER FITTINGS</td>
<td>BOTTOM END RAIL</td>
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<td>TOP END RAIL</td>
<td>BOTTOM SIDE RAILS</td>
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<tr>
<td>DOOR REAR</td>
<td>DOOR SILL</td>
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<td>TOP SIDE RAILS</td>
<td>CROSSMEMBERS</td>
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<tr>
<td>ROOF PANEL</td>
<td>FORK LIFT TUNNELS</td>
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### INTERIOR

#### ROADSIDE | FRONT | CURBSIDE

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<td>Load Bearing Surfaces</td>
<td>Vertical Rail</td>
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<tr>
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</tbody>
</table>

### Remarks

(Circle Defects)

---

(Circle Defects)
### EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG.

#### COLUMN a
- Enter TM item number.

#### COLUMN b
- Enter the applicable condition status symbol.

#### COLUMN c
- Enter deficiencies and shortcomings.

#### COLUMN d
- Show corrective action for deficiency or shortcoming listed in Column c.

#### COLUMN e
- Individual ascertaining completed corrective action initial in this column.

### STATUS SYMBOLS
- **"X"** — Indicates a deficiency in the equipment that places it in an inoperable status.
- **CIRCLED "X"** — Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.
- **HORIZONTAL DASH "(-)"** — Indicates a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.
- **DIAGONAL "(/)"** — Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.
- **LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL** — Indicates that a completely satisfactory condition exists.
- **FOR AIRCRAFT** - Status symbols will be recorded in red.

### ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

### DA FORM 2404, APR 79

Replaces edition of 1 Jan 64, which will be used.
AIDPMO LEASING
POINTS OF CONTACT

NEW LEASE REQUESTS:  toby.aidpmo@conus.army.mil

C/AIDPMO:  (570) 615-7025 / DSN 795-7025

LEASE TEAM CONTACTS:

Lease Team Lead  (570) 615-9118 / DSN 795-9118
Lease Team  (570) 615-9116 / 9115/ 9117 / DSN 795-XXXX
Lease Team Funding  (570) 615-9118 / 9003 / DSN 795-XXXX

FAX:  Comm. (570) 615-5984  DSN 795-5984

MAILING ADDRESS:

Chief, SDDC AIDPMO
ATTN:  AMSSD-OPM-A
11 HAP ARNOLD BLVD
TOBYHANNA, PA  18466-5115