

Figure C7.F3. Sample Transportation Plan for the Transfer of  
Classified Materiel – Annex

**Annex**

**NOTICE OF CLASSIFIED CONSIGNMENT TO TRANSPORTATION PLAN FOR**

[Insert name and military nomenclature of the defense article or technical data]

AUTHORIZATION: [Insert the FMS Case Designator, License Number, Authorization Letter, or ITAR Exemption.]

- A. **PURPOSE.** This annex describes procedures for the transfer by commercial carrier of the below listed items sold pursuant to [cite the FMS Case Designator, Export License, Authorization Letter, or Exemption]. If an ITAR Exemption is cited, identify the underlying authorization; e.g., FMS Case, License, etc. between [insert the name and address of the U. S. military depot or contractor facility] and [insert the name and address of the government organization, contractor facility, or international organization] in [insert the identity the country].
- B. **DESCRIPTION OF CONSIGNMENT.** [Insert a specific, detailed description of the end-items, parts, assemblies, sub-assemblies, software, test equipment, components, technical documents, etc. to be transferred under the annex, including the military nomenclature when applicable, and serial numbers; the number of packages or containers; a description of the packages or containers (e.g., the material of which they are constructed and the size and weight); and the numerical count of each item to be transferred in each package or container.]
- C. **IDENTIFICATION OF RESPONSIBLE GOVERNMENT AND/OR COMPANY OFFICIALS.** [If the information was covered in the basic Transportation Plan, and has not changed, refer to the applicable section of the basic Transportation Plan. If the identity or other information related to any persons in the basic Transportation Plan has changed, or the information was not covered in the basic Transportation Plan, include in this paragraph all of the information specified for section C of the Transportation Plan.]
- D. **IDENTIFICATION COMMERCIAL ENTITIES INVOLVED IN EACH TRANSFER.** [If the information was covered in the basic Transportation Plan, and has not changed, refer to the basic Transportation Plan. If the identity or other information related to any of the carriers, facilities or persons in the basic Transportation Plan has changed, or the information was not covered in the basic Transportation Plan, include in this paragraph all of the information specified for section D of the Transportation Plan.]
- E. **ROUTING OF CONSIGNMENT.** [Unless the information is specifically covered in the basic approved Transportation Plan, the following information must be provided for each shipment. If the information is covered in the basic Transportation Plan, reference the applicable section of the Transportation Plan.]
  - 1. **Identity of Mode of Transport:** [For each segment of the transfer (from point of origin to ultimate destination), identify the carriers to be used and include the name and address and the identity of a point of contact and an alternate (including telephone, cell phone, and telefax numbers, and e-mail addresses, both business and non-business hours) at all carriers. Include the flight, rail, or ship number, or other means of identifying the specific aircraft, vessel, or

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- vehicle to be used, as well as the identity of the captain or other on-board representative who has been briefed on the arrangements for the shipment and is to provide assistance.]
2. Routes: [Describe the routes to be used between the point of origin of the shipment, the point of export from the country of origin, the point of import into the recipient country and the ultimate destination point (identify any specific programmed stops, layovers or transfer points; use codes that appear in Transportation Plan, if applicable).]
  3. Dates and Times of Departure: [Provide the established date and time for each segment of the transfer.]
  4. Date and Estimated Time of Arrival: [Provide the estimated date and time of arrival of the final carrier at the port in the country of destination.]
  5. Freight Forwarders/Transfer Agents/Customs Brokers: [Identify the companies and their names and addresses, and the identity of a point of contact and an alternate (including the telephone, cell phone, and telefax number and e-mail address, both business and non-business hours) at the companies to be used, if they are not specified in the approved basic Transportation Plan. If the information is in the approved Plan, reference the applicable section. The security officer or DGR at the releasing depot or facility must verify the clearance and safeguarding capability of these entities, prior to the release of the consignment.]
  6. Customs and Port Security Contacts: [Provide the name of a point of contact and an alternate at all ports, together with their telephone, cell phone, and telefax numbers and email addresses (for business and non-business hours), if they are not listed in the approved Transportation Plan. If they are so listed, reference the applicable section of the Transportation Plan.]
  7. Emergency Procedures: [Provide the procedures to be followed for each segment of the transfer, and the names of points of contact and alternates in each country who are to be contacted in the case of an emergency. Provide telephone, cell phone, and telefax numbers and email addresses (for business and non-business hours).]
- F. NAME(S) AND IDENTIFICATION OF COURIER/ESCORT. [Provide their full names, passport numbers and secondary identification, courier orders number and issuing authority, and the name and telephone and telefax number and e-mail address of an official that Customs or security authorities may contact, if further identification is necessary.]