



Figure C12.F5. EP Custody Transfer Document (CTD)

**DEPARTMENT OF DEFENSE
UNITED STATES**

MEMORANDUM FOR U.S. AMBASSADOR TO COUNTRY NAME

SUBJECT: Transfer of Department of Defense Nonlethal Excess Property for Humanitarian Relief

- 1) Pursuant to Title 10 United States Code Section 2557, I, NAME hereby transfer the below DoD Excess Nonlethal Property to the Department of State, represented by the U.S. Ambassador or designated Representative for humanitarian relief purposes.
- 2) These items are for donation to benefit civilians in support of the Department of Defense's Humanitarian Assistance Program.
- 3) Transfer Items for HAP EP# :

NSN	NOMENCLATURE	QTY
2300-01-123-4567	Ambulance	1
6115-00-123-4567	Generator	10

- 4) The U.S Ambassador or designated representative shall sign the 1st Endorsement acknowledging receipt of the stated supplies, and accepting responsibility for the proper distribution of the supplies. Please send the signed document to the DUTY TITLE at E-MAIL ADDRESS. State Department and DoD representatives in country should keep copies of this Custody Transfer document and the DoD representative in country will load a copy of this document in OHASIS within 5 business days of property arrival in country.

Date

Name
Title

1st Endorsement

FROM: U.S. Embassy /U.S. State Department Representative TO: NAME

I acknowledge receipt of the above listed items from the Department of Defense. These items will be distributed to the foreign recipient identified in paragraph 2.3 of the approved Humanitarian Assistance EP Project: XXXXX.

Date

Name
Title

Printed/Typed Name