

MILITARY COMMITTEE LAND STANDARDIZATION BOARD (MCLSB)

31 March 2011

NSA(ARMY)0299(2011)CSS/2034

MCLSB

STANAG 2034 CSS (EDITION 7) – NATO STANDARD PROCEDURES FOR MUTUAL LOGISTIC ASSISTANCE

References:

- A. MAS(ARMY)0966-LOG/2034 dated 11 October 2000 (Edition 6)
- B. NSA(ARMY)0950(2010)CSS/2034 dated 8 September 2010 (Edition 7) (Ratification Draft 1)

1. The enclosed NATO Standardization Agreement, which has been ratified by nations as reflected in the NATO Standardization Document Database (NSDD), is promulgated herewith.
2. The references listed above are to be destroyed in accordance with local document destruction procedures.

ACTION BY NATIONAL STAFFS

3. National staffs are requested to examine their ratification status of the STANAG and, if they have not already done so, advise the MCLSB NSA, through their national delegation as appropriate of their intention regarding its ratification and implementation.

A handwritten signature in black ink, appearing to read 'Cihangir AKSIT'.

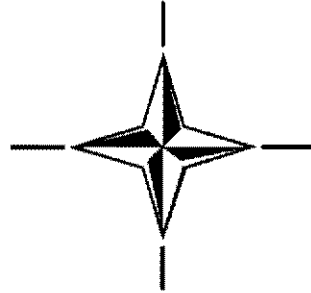
Cihangir AKSIT, TUR Civ
Director, NATO Standardization Agency

Enclosure:

STANAG 2034 CSS (Edition 7)

NATO Standardization Agency – Agence OTAN de normalisation
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NORTH ATLANTIC TREATY ORGANIZATION
(NATO)



NATO STANDARDIZATION AGENCY
(NSA)

STANDARDIZATION AGREEMENT
(STANAG)

SUBJECT: NATO STANDARD PROCEDURES FOR MUTUAL LOGISTIC ASSISTANCE

Promulgated on 31 March 2011

A handwritten signature in black ink, appearing to read 'Cihangir AKSIT', is positioned above the printed name and title.

Cihangir AKSIT, TUR Civ
Director, NATO Standardization Agency

RECORD OF AMENDMENTS

No.	Reference/date of amendment	Date entered	Signature

EXPLANATORY NOTES

AGREEMENT

1. This STANAG is promulgated by the Director NATO Standardization Agency under the authority vested in him by the NATO Standardization Organisation Charter.
2. No departure may be made from the agreement without informing the tasking authority in the form of a reservation. Nations may propose changes at any time to the tasking authority where they will be processed in the same manner as the original agreement.
3. Ratifying nations have agreed that national orders, manuals and instructions implementing this STANAG will include a reference to the STANAG number for purposes of identification.

RATIFICATION, IMPLEMENTATION AND RESERVATIONS

4. Ratification, implementation and reservation details are available on request or through the NSA websites (internet <http://nsa.nato.int>; NATO Secure WAN <http://nsa.hq.nato.int>).

FEEDBACK

5. Any comments concerning this publication should be directed to NATO/NSA – Bvd Leopold III - 1110 Brussels - Belgium.

NATO STANDARDIZATION AGREEMENT
(STANAG)

NATO STANDARD PROCEDURES FOR MUTUAL LOGISTIC ASSISTANCE

Related Documents:

STANAG 2459	THE PROCEDURES FOR AMMUNITION INTERCHANGEABILITY
STANAG 3113 ASSE	PROVISION OF SUPPORT TO VISITING PERSONNEL, AIRCRAFT AND VEHICLES
STANAG 3430	ASSE- RESPONSIBILITIES FOR AIRCRAFT CROSS – SERVICING (ACS)
AJP-01	ALLIED JOINT DOCTRINE
AJP-4	ALLIED JOINT LOGISTIC DOCTRINE
ALP-1	PROCEDURES FOR LOGISTIC SUPPORT BETWEEN NATO NAVIES
ALP-4.1	MULTI-NATIONAL MARITIME FORCE (MNMF) LOGISTICS
ALP-4.2	LAND FORCES LOGISTICS DOCTRINE
ALP-4.3	AIR FORCES LOGISTIC DOCTRINE AND PROCEDURES
AOP-6	CATALOGUE OF AMMUNITION
AOP-29	NATO INDIRECT FIRE AMMUNITION INTERCHANGEABILITY
ATP-16	REPLENISHMENT AT SEA
ATP-49	USE OF HELICOPTERS IN LAND OPERATIONS
MC 53/3	TERMS OF REFERENCE FOR THE SUPREME ALLIED COMMANDER EUROPE
MC 319/2	NATO PRINCIPLES AND POLICIES FOR LOGISTICS
MC 326/2	NATO PRINCIPLES AND POLICIES OF OPERATIONAL MEDICAL SUPPORT
MC 327/2	NATO MILITARY POLICY FOR NON-ARTICLE 5 CRISIS RESPONSE OPERATIONS
BI-SCD 80-3	REPORTING DIRECTIVE – VOLUME V LOGISTICS REPORTS

AIM

1. The Aim of this agreement is to :
 - a. Establish procedures for affecting logistic assistance during peace, operations, crisis, or conflict, to the forces of NATO nations, international headquarters, or multinational formations.
 - b. Standardize NATO armed forces procedures applicable to the request, issue, receipt, reimbursement and documentation for logistic support in the form of supplies and services provided in international logistic assistance in peace, operations, crisis or conflict.
 - c. Establish NATO Standard procedures for compensation of support provided in the form of supplies and services applicable to all nations when providing such support to one another.
 - d. Establish a NATO STANDARD FORM for request, acknowledgement of receipt and return or invoice of support provided in the form of supplies and services applicable to all nations when providing such support to one another.
 - e. Establish procedures to augment and not to replace those in STANAG 3113, STANAG 3430 and ALP-1.

AGREEMENT

2. Participating nations agree that:
 - a. The forces of NATO nations providing logistic assistance to the forces of another NATO nation will observe the procedures contained herein, in as much as they do not conflict with existing bilateral or multilateral agreements between NATO nations.
 - b. Nothing in this agreement shall be taken to detract from the principle that the provision of logistic support is a national responsibility. Each nation bears ultimate responsibility for ensuring the provision of logistic support for its forces allocated to NATO, which may be discharged in a number of ways, including agreements with other nations or with NATO. This agreement does not in itself entitle the forces of a NATO nation/international headquarters/multinational formations to obtain logistic assistance, nor does it commit any nation to furnish such assistance. These procedures are to be used to complement, but do not replace, national supply procedures.
 - c. Nations apply the procedures described herein for the compensation of support provided in accordance with the related documents quoted on page 1 of this STANAG, and in other circumstances if specifically agreed by the parties concerned.
 - d. Nations will designate and name one or more specific units (in the latter case, the respective area of responsibility of each unit has to be defined) to which the function of an Accounting Unit, as described in the definition below, will

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be assigned. The list of Accounting Offices is contained in Annex C to this STANAG.

- e. Unless rendered free of charge, support will be compensated by:
 - (1) Payment in cash.
 - (2) Deferred Reimbursement.
 - (3) Return of loaned items.
 - (4) Replacement in kind.
- f. Loaned Items will be returned to the owner nation.
- g. The procedures laid down in this STANAG should be tested periodically during exercises and updated accordingly.

DEFINITIONS

- 3. a. This STANAG will use the expression “**Demanding Party**” to address that nation whose Armed Forces’ units, headquarters or other organizational elements verify a demand of supplies and/or services and subsequently request their provision from another Nation’s Armed Forces; receive the supplies and/or services requested; and pay the charges for those supplies and/or services actually provided. On the side of the Demanding Party the following organization elements will usually be involved in the procedures described in this STANAG:
 - (1) Requesting Unit: The military unit, headquarters or other authority which, upon verification of a demand, requests the Providing Party to provide supplies and/or services;
 - (2) Supported Unit: The military unit, headquarters or other authority which is designated to dispose of the supplies or utilize the services rendered; Supported Unit and Requesting Unit may be identical;
 - (3) Collecting Unit: The military unit or other authority which actually takes over supplies at the agreed location(s); Collecting Unit and Supported Unit may be identical;
 - (4) Accounting Unit: The agency which is authorized and responsible to arrange for payments against reimbursement claims.
- b. The expression “**Providing Party**” will refer to that nation, whose Armed Forces’ units, headquarters or other organizational elements issue, upon request, supplies and/or provide services and subsequently seek reimbursement for those supplies and/or services actually rendered. On the side of the Providing Party the following authorities will regularly be involved in the procedures described in this STANAG:
 - (1) Authorizing Unit: The military unit, headquarters or other authority which permits the issue of supplies and/or provision of services;

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- (2) Supporting Unit: The military unit, headquarters or other authority which, upon designation by the Authorizing Unit, actually issues supplies and/or renders services at the agreed location(s); Authorizing Unit and Supporting Unit may be identical;
 - (3) Invoicing Unit: The agency which is authorized and responsible to submit requests for reimbursement for expenses related to support activities covered by this STANAG against the Demanding Party.
- c. Other definitions:
- (1) Reimbursement: Payment of costs in form of remittance, cheque or cash.
 - (2) Replacement-in-kind: Replacement of supplies or services with supplies or services of an identical or substantially identical nature under agreed conditions.
 - (3) Support: Any assistance provided in the form of supplies and/or services, either technical or non-technical.

FRAMEWORK PROVISIONS

4. Logistic support will normally be requested within the following parameters:
- a. Full instructions for submitting requests for logistic support and the method of giving the response to such requests should be contained in the agreements listed below or as laid down on Command instructions.
 - b. Except where specifically laid down otherwise, these procedures are to be used for support transactions, carried out under the authority of:
 - (1) Bilateral and multilateral agreements:
 - (2) Arrangements concluded by national and logistics commanders under powers delegated by national authorities.
 - (3) MC 319/2, in which under certain conditions NATO Commanders are given the authority to redistribute logistic assets within their Area of Responsibility.
 - (4) MC 319/2, in which Allied Commanders are given certain powers to reallocate logistic resources for operational mission accomplishment .
 - c. When requesting ammunition, the procedures for the requested and the approach for the best alternative are given in STANAG 2459. Use the relevant identification data contained in AOP-06. Whenever possible NATO Stock Number and NATO Ammunition Demand/Reporting Code (NARC) should be used if applicable, to easily be able to offer alternatives if the demanded item has been superceded. For transfer of indirect fire ammunition, AOP-29 should be consulted to identify the interoperability criteria and safety issues involved.

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- d. When transporting dangerous supplies/stores the relevant national/international regulations concerning the carriage of dangerous supplies/stores have to be applied.

NATO STANDARD FORM FOR REQUEST; RECEIPT AND RETURN OR INVOICE

5. Support and supply services will be requested, documented and invoiced using the NATO Standard Form for Request, Receipt and Return or Invoice (Annex A), which is referred as the "NATO Standard Form" in the following.
6. Forms will be initially prepared by the Requesting Unit except in cases of urgency where the request and response may be by message or other means. In such cases the form will subsequently be prepared by the Supporting Unit.
7. The NATO Standard form will be published in the English and French languages (see Annex A) and, if required, in the language of the Demanding or the Providing Party. All entries may be made available by the Supporting Party if so required. National forms, if prepared, will not be used for settlement between accounting offices of NATO nations, but can be attached if needed or deemed helpful for verification.
8. The NATO Standard Form should have the distribution on each copy. The copies should be self-carbonating and each copy should be in a different colour.
9. Signature. By signing the NATO Standard Form (Annex A), the Supporting Unit and the Supported Unit certify the completeness and correctness of the information contained therein.

NATO LOADING BILL

10. The NATO Loading Bill (Annex B) is prepared to accompany transfers of supplies between NATO Nations. The NATO Loading Bill should have the distribution on each form. The copies should be self-carbonating and each copy should be in a different colour. Detailed instructions are at Appendix 1 to Annex B.

GENERAL PROCEDURES

11. When authorized in accordance with the parameters listed in paragraph 4 above, requests will be prepared for the provision of logistic support in accordance with the following principles:
 - a. Any logistical support will be documented using the NATO Standard Form (Annex A).
 - b. The Supporting Unit is responsible for providing full instructions for the collection of supplies.
 - c. Unless otherwise specified, the Supported Unit will be responsible for providing the transport resources for collecting the supplies.

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- d. Materiel transported between NATO Nations will be accompanied by a NATO Loading Bill (Annex B) according to procedures outlined at Appendix 1 to Annex B.
- e. National supply forms and loading bills may be used to support national accounting procedures. However, international reimbursement will solely be based upon the NATO Standard Form.
- f. The NATO Standard Form (Annex A) and the NATO Loading Bill (Annex B) will be produced by the requesting and issuing nations. Translation of the serials into the nations own language -above and beyond the language states-, may be printed on the reverse of the form.
- g. If during the support process additional issues of the Form are deemed necessary for either Party's internal requirements, photocopies may be produced. These copies may not be used instead of originals during the essential procedures described below.
- h. If more than one nation satisfies a single request for mutual logistic assistance, then separate forms need to be completed to support each national transaction.

DETAILS

12. General (Non – Emergency) Logistic Support Procedures.

- a. The Requesting Unit will fill in Part A, Fields 1 to 15 of the NATO Standard Form, retains the copy No. 5, and forwards its request to the Authorizing Unit.
- b. Upon receipt of the NATO Standard Form, the Authorizing Unit will complete Part A, Fields 16-19, and Part C Fields 25, 27 and 30 (and also, if applicable Fields 28 and 29) of the form and in case that the two units are not identical forwards the request to the Supporting Unit.
- c. The Supporting Unit will retain copy No. 4. Copies number 1, 2 and 3 may either be returned to the Requesting Unit with identification of the point of delivery or kept by the Supporting Unit for hand-over at the agreed point of delivery. The Requesting Unit will, if not identical, forward the said copies to the Collecting Unit. In all instances, all three copies have to be present at the point and time of delivery of supplies or services.
- d. Upon receipt of the supplies or accomplishment of services authorized personnel of the Supported Unit or, if not identical, of the Collecting Unit will fill out Section B, Field 20 of the NATO Standard Form, and retain copy No. 3.
- e. Depending on the agreed mode of compensation the following steps will be as follow:
 - (1) Cash payment: The Supported Unit will retain copy No. 2 and return copy No. 1 to the Supporting Unit together with payment; in this case

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the copy No 2 will be countersigned by the supporting Unit with the mention in the field 33 "payment in cash executed on....(date)" followed by the signature of the cashier.

- (2) Replacement-in-kind and loan: The Supported Unit will return copy No. 1 immediately to the Supporting Unit. The Supported Unit will return Copy No. 2 to the supporting Unit at the time of replacement or return of loaned item;
- (3) Reimbursement: The Supported Unit will return copies No.'s 1 and 2 to the Supporting Unit. The Supporting Unit will forward copies No.'s 1 and 2 to the Invoicing Unit, which itself: after completing Section C of the Form will submit Copy No. 1 to the Accounting Unit.

13. Emergency Logistic Support Procedures.

a. Assistance may be requested by:

- (1) J4/JLSG within NATO HQ's:
Nations confronted with critical deficiencies may submit request to J4/JLSG for assistance from other nations
- (2) Other formations/units:
Commanders faced with critical deficiencies may approach other commanders directly with requests for logistic assistance to save vital time. Requests of this nature are to be dealt with in accordance with the procedures laid down in this STANAG.
- (3) Naval Forces:

Act in accordance with ALP-1

- b. Requests for emergency logistic assistance will usually be submitted using a single copy of the NATO Standard Form which will be transferred as facsimile copy bearing the annotation "Emergency Request". If due to technical or security reasons another mode of communication is required the request shall, at least, contain the information corresponding to Fields 1, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14 of the NATO Standard Form and may contain additional information (e.g. on operational implications).
- c. Responses will be usually submitted as facsimile copy after completion of Fields 17,18,19 and 27 of the NATO Standard Form. If another mode of communication is required by technical or security reasons, the response shall contain the information corresponding to the said Fields of the NATO Standard Form.
- d. Materiel transported between Allies will be accompanied by a NATO Loading Bill (Annex B) according to procedures outlined at Appendix 1 to Annex B including confirmation of receipt.
- e. In case that compensation is sought other than cash payment or replacement in kind, the Authorizing Unit will initiate the reimbursement

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procedure by submitting the Request and Response to the Invoicing Unit together with a copy of the NATO Loading Bill. The entry in Field 19 of the NATO Loading Bill will take the place of an entry in Section "B" of the NATO Standard Form and be recognized as proof of receipt.

14. Logistic Support in the course of supply redistribution.
 - a. Governed by the precise conditions laid down in MC 319/2, the NATO Commander is authorized to redistribute logistic resources held by units under multinational OPCON within the limitations stated in the TOA message, i.e. equipment, personnel, supplies and support in his area of responsibility as a way to overcome unanticipated deficiencies during a critical operational need in peacetime, operations, crisis and conflict.
 - b. The Redistribution order will be issued by the authorized NATO Commander to the Commanders of subordinate national units. This Redistribution order, which serves as a general release order for all kinds of logistic resources, may initially be issued orally during emergency situations. No formal requisition by the Requesting Unit will be necessary.
 - c. The National Commander tasks the execution of support to the respective Supporting Unit, which will confirm the details (e.g. technical data like delivery date and place as well as administrative matters like the method of compensation) with the Supported Unit. At this stage, the documentation in the NATO Standard Form, following the general provisions above will commence.

COMPENSATION

15. Reimbursement
 - a. Unless cash payment or replacement in kind has been agreed, the Invoicing Unit will submit the invoice to the Accounting Unit as specified in Annex C to this STANAG normally not later than three months after the end of the month in which support has been rendered.
 - b. Payment will normally not to be made against invoices which do not reflect acknowledgement of receipt (Section B of the NATO Standard Form). Accompanying order documents might serve as a subsidiary proof that the supplies/services were provided. However, invoices that do not bear the necessary acknowledgement of receipt should be returned to the Invoicing Unit with advisement that payment will not be made until proper certification is received.
 - c. The amount indicated in the invoice will be paid within 60 days of receipt of the invoice unless otherwise agreed.
 - d. In case of disputed invoices, the indisputable part will be paid within the agreed period of time. The questionable part will be forwarded to units actually involved in the support procedure on either the Demanding or Providing side to obtain further clarification (e.g. supporting documents). In case the dispute cannot be settled within 30 days, the case will be

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forwarded, within 10 days of dispute notification, to the next higher level for resolution.

16. Return of loaned Items and Replacement-in-Kind.

- a. In the case of support rendered on loan basis or agreed replacement-in-kind transaction, the item will be returned/compensated for within the agreed timeframe. In the absence of an agreed period of time the item will be returned/compensated for within 120 days. If an item is not returned/compensated for in a fully operational condition within the determined period of time, the supporting party is entitled to demand reimbursement of costs.
- b. The Supported Unit will be responsible for any packaging, crating, handling and transportation cost, and the cost required to return the item to a condition comparable to that at the time of provision.
- c. Upon agreement, a loan may be converted to a reimbursable lease or a Replacement-in-kind transaction and a replacement-in-kind transaction may be converted to a reimbursable transaction. Fuel support may be balanced on a regular basis; unbalanced quantities will be invoiced and paid in accordance with paragraph 15.

OTHER PROVISIONS

17. Transfer of ownership of supplies furnished to the requesting party will occur at the location and time where the Collecting Party's representative who acts by instruction of the Demanding Party signs Field 20 of the NATO-Form (Annex A) and Field 19 of the NATO Loading Bill (Annex B) and takes physical possession of the goods.

18. Claims. In the case of damage arising from the operation of items supplied, the Demanding Party will waive claims against and will indemnify the Providing Party for liability from claims raised by a third party. Furthermore, Article VIII of the NATO Status of Forces Agreement (NATO SOFA) will apply unless otherwise agreed.

19. Warranty. The Supporting Party does not assume any warranties for items supplied beyond those accorded or required by national laws or international agreements. The supporting party will assert on behalf of or assign to the Demanding Party, as it requests, any legally admissible warranty claims against third parties. The Demanding Party will pay the cost of any legal proceedings initiated by the Providing Party at the request of the Demanding Party.

20. Currency. Payments will be made in the currency of the Supporting Party, or in the one indicated by the Supporting Party. Bank charges and other charges will be borne by the Demanding Party.

21. Taxes. Taxes, duties and other public charges accruing from the provision of support will be borne by the Demanding Party, unless exemption from such charges is obtained.

IMPLEMENTATION OF THE AGREEMENT

22. This STANAG is considered to be implemented when a nation has issued the necessary orders/instructions to the forces concerned to put the procedures and forms detailed in the STANAG into effect. The STANAG will become effective on a NATO Effective Date (NED) which will be promulgated by the NSA.

For using see separate excel sheet

NATO STANDARD FORM FOR REQUEST, RECEIPT AND RETURN OR INVOICE

FORMULAIRE STANDARD OTAN DE DEMANDE, DE RÉCEPTION, DE RESTITUTION OU DE FACTURATION

Distribution / Liste de diffusion		A. REQUEST / DEMANDE - RETURN / RESTITUTION				C. INVOICE / FACTURE				
1. Requisition number / N° de la demande		4. From / De (demanding party / demandeur)			5. Nation / Pays		22. Invoicing authority / Service de facturation			
		6. To / À (providing party / fournisseur)			7. Nation(s) / Pays					
		8. Time and place of delivery requested / Lieu et date de livraison demandés								
2. Support agreement / Accord sur lequel repose la demande		9. Receiving party / Destinataire				23. Invoice number / N° de la facture / Date		24. Transaction code (US – use only) / Code de la transaction (États-Unis uniquement)		
		10. Name / Nom, rank / grade, signature								
3. Means of transport /Aircraft/Vehicle/Ship Moyens de transport aéronef/véhicule/bâtiment		10. Name / Nom, rank / grade, signature			Date		25. Transportation document No / N° du document de transport		26. Account No (US – use only) / N° de compte (États-Unis uniquement)	
N°	NATO Stock No * / No° de nomenclature OTAN*	Description	Measure unit / Unité de mesure	Quantity requested / Quantité demandée	Quantity delivered / Quantité livrée	Unit price / Prix unitaire	Total	Attachment and vouchers / Pièces jointes et pièces justificatives		
11.	12.	13.	14.	15.	27.	28.	29.	30.		
16. Other costs / Autres frais					31. Total amount claimed / Total de la facture			32. Currency / Devise		
17. Method of compensation / Mode de compensation		Cash / Paiement comptant <input type="checkbox"/>		Deferred reimbursement / Paiement différé <input type="checkbox"/>	Replacement in kind / Remboursement en nature <input type="checkbox"/>		33. Payable to / Payable à			
18. Authorization by official of issuing part / Authorisation du représentant officiel du délivreur Name / Nom, rank / grade, signature				19. Agreed date of return / Date de redistribution convenue		Account No / N° de compte				
						For / En règlement de				
B. ACKNOWLEDGEMENT OF RECEIPT / ACCUSÉ DE RÉCEPTION										
20. Receipt, accepted / Reçu en bonne et due forme Place and date / Lieu et date		Name / Nom, Rank / Grade, signature		21. Transportation / Transport		I certify that the amount invoiced is exclusive of all taxes for which exemption has been granted under provision of existing agreements ant that the invoice is correct. Je certifie l'exactitude de la présente facture ; son montant n'inclut aucune des taxes dont l'exemption est accordée en vertu d'accords en vigueur				
				<input type="checkbox"/> Free of Charge / À titre gratuit <input type="checkbox"/> With charge / À titre onéreux		34. Name / Nom, rank / grade, signature				

* or NATO Ammunition Demand/ Reporting Code (NARC) / ou code OTAN de compte rendu / demande de munitions (NARC)

INSTRUCTIONS FOR COMPLETING THE NATO STANDARD FORM
FOR REQUEST, RECEIPT AND RETURN OR INVOICE

(Numbers in left margin correspond to block numbers on the NATO Standard Form)

1. Insert national control or document numbers.
2. Identify support agreement being cited as authority to initiate request (e.g., STANAG 2034).
3. Insert type of aircraft/vehicle/ship and registration/hull number and Home station/port.
9. Fill in only if not identical with requesting party listed in block 4.
12. For ammunition include in this column the NATO Ammunition Demand/Reporting Code (NARC).
16. Insert additional costs such as transport, packing, fees, customs, etc.
17. Important note: if Replacement-in-kind (equal value replacement) is not provided within the agreed time period to the Supporting Unit, actual costs are filled in blocks 16, 28, 29 by the Invoicing Unit and a copy is forwarded to the Accounting Unit for cash payment.
20. The signature in this block certifies the quantity of its items received and does not imply a waiver of the right to warranty claims, if appropriate.
21. If “with charge” box is checked, fill in the actual costs in block 16.
- 22.-26. Completed by the invoicing authority.
- 24.+26. Reserved for U.S. Forces only.
32. Costs are usually displayed in the currency of the Providing Party.
- 33.-35. Completed by the Invoicing Unit.

For using see separate excel sheet

NATO LOADING BILL

1. Loading Bill No. DTG*		Copy No of 4 copies		2. Demanding Party				Nation		4. Authorized Document No		
				3. Collecting Party								
5. Commodity requested					Mat	Med		6. Supporting Unit		Nation		
								Name	Number	7. Supporting Unit Identification Mark		
										8. Location Agency		
	9. NATO Stock No Identification No / NARC **	10. Item Description			11. Measure Units		12. Quantity		13. Weight Dimension		14. Location (Track Stack)	15. Remarks (f.e. No of Pallets, Containers)
1												
2												
3												
4												
5												
16. Time in		18. Time out					20. Remarks - Special handling instructions / Means of transport					
17. Storeman Issuing Commodity - Name		19. NCO Driver - Name			21. DTG of delivery to receiving unit - Name		22. Entered in books DTG - Name				Notes: 1. For translation of serials see reverse 2. Distribution of copies: No 1 and 4: Issuer No 2 and 3: Receiver 3. For detailed instructions for completion see reverse 4. For detailed instructions for completion particularly concerning the carriage of dangerous goods by road the national regulations have to be applied * DTG: Day Time Group ** NARC: NATO Ammunition Demand/Reporting Code	
Signature, Rank, Unit		Signature, Rank, Unit			Signature, Rank, Unit		Signature, Rank, Unit					

INSTRUCTIONS FOR COMPLETING THE NATO LOADING BILL
GENERAL

1. The Supporting Unit completes the blocks of the form as follows:
 - a. Complete in quadruplicate (either for each of the vehicle loads or on total request Supported Unit to state which is required) blocks 1,2,4, to 15 and 20.
 - b. Complete blocks 16,17 and 18 when the supplies are collected by the Supported/Collecting Unit.
2. The Supported or Collecting Unit's NCO or driver in charge of the collecting transport will:
 - a. Complete block 3 and sign block 19 of copies number 1 to 4.
 - b. Hand back copies number 1 to 4 to Supporting Unit's agent.
 - c. Retain copies number 2 and 3.
 - d. On receipt of the stores, the Supported Unit will complete block 21 and 22.

Where the consignment has been collected by a Collecting Unit other than the Supported, copy number 3 will be retained by the Collecting Unit as proof of delivery.

SPECIFICS

(Numbers in left margin correspond to block numbers on the NATO Loading Bill)

1. Insert the Supporting Unit serial number and the DTG, enter copy number 1-4 as appropriate before insertion of carbons.
2. Nomenclature of Supported Unit, number and nationality.
3. Nomenclature of Collecting Unit if different from that of Supported Unit.
4. Reference to appropriate agreement / directive.
5. Tick commodity box where applicable.
6. Nomenclature, number and nationality of Supporting Unit.
7. Supporting Unit identification mark.¹

¹ ACO identification code for units and formations

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8. Enter map reference.
9. NATO Stock Numbers should always be used. However, when requesting ammunition, use the relevant identification data contained in AOP-6.
10. Official designation to further identify commodity required.
- 11-15 To be completed as required by Supporting Unit.
16. TIME IN (to be filled in by Supporting Unit).
17. Signature, name rank and unit of Supporting Unit representative supervising the handover of the supplies to the Supported/Collecting Unit or transport agency representative.
18. TIME OUT (to be filled in by Supporting Unit).
19. Signature, name rank and unit of the NCO/driver accepting the supplies. Copies number 1 and 4 to be handed back to the Supporting Units agent. Copies number 2 and 3 to be sent back with the supplies for completion by Supported Unit.

LIST OF ACCOUNTING OFFICES

ALB:

BEL: Belgian Defence Staff
Operations & Training
Support Division / J8
Quartier Reine Elisabeth
Rue d'Evere 1
B-1140 BRUSSELS
BELGIUM

BGR: Army
LF HQ
Logistics Department
34 blvd. Gen. Totleben
1606 Sofia
Bulgaria

Air Force
AF HQ
Logistics Department
34 blvd. Gen. Totleben
1606 Sofia
Bulgaria

Navy
Navy HQ
Logistics Department
16 Preslav Str.
9000 Varna
Bulgaria

Joint Operational Command (JOC)
Budget and Funding Department
34 blvd. Gen. Totleben
1606 Sofia
Bulgaria

CAN: Department of National Defence
National Defence Headquarters (NDHQ)
Director Comptrollership Management and Financial Arrangements (DCMFA)
101 Colonel by Drive
7th Floor North Tower
Ottawa, Ontario
Canada, K1A 0K2

HRV MINISTRY OF DEFENCE
Budget and Finance Directorate
Finance Department
Stanciceva 6
10000 Zagreb
CROATIA

CZE: Ministry of Defence
Office of Financial Service
Vitezne Nemesti 5
16001 Prague 6
The Czech Republic

DNK: Danish Defence Acquisition and Logistics Organization
Lautrupbjerg 1-5,
DK-2750 Ballerup

EST: Accounting Office
Headquarters of the Estonian Defence Forces
58 Juhkentali
15007 Tallinn
ESTONIA

FRA: Army:
État – Major des Armées
231 Boulevard St. Germain
F – 75007 Paris
France

Navy:
Service Central de l'Aéronautique Navale
2, rue Royale
F – 75200 Paris Naval
France

Air Force:
Direction Centrale du Matériel de l'Armée de l'Air
26, Boulevard Victor
F – 75996 Paris – Armées
France

DEU: Bundesamt für Wehrverwaltung
- PD 5 –
Postfach 2963
D – 53019 Bonn
Germany

GRC: Army:
Hellenic Army General Staff (HAGS),
Logistics Support Division (LOG SPT /DIV)
Mesogeion Av. 257, HOLARGOS
Greece

Navy:
Hellenic Navy General Staff
Directorate E – Branch E1
Holargos – Athens
Greece

Air Force:
Hellenic Air Force General Staff
Financial and Logistics Center (HAFGS / F.L.C.)
Holargos – Athens
Greece

HUN:

ISL:

ITA: Army:
Comando Logistico dell'Esercito
Via Nomentana 274
00162 ROMA - ITALY
Italy

Navy:
Ispettorato Logistico della Marina
Palazzo Marina
Piazzale della Marina
I – 00100 Roma
Italy

Air Force:
Comando Logistico dell'Aeronautica Militare
Palazzo Aeronautica
Viale dell'Università, 4
00185 ROMA-ITALY
Italy

LVA National Armed Forces Headquarters
K.Valdemara street 10/12,
Riga, LV-1473,
Latvia

LTU

LUX: Etat-Major de l'Armée luxembourgeoise
Bureau Logistique
B.P. 1873
L-1018 Luxembourg

NLD: Army:
Ministry of Defense
Department of Financial Management RNLA

P.O. Box 90701
NL – 2509 LS The Hague
The Netherlands

Navy:
Ministry of Defense
Department of Financial Management RLNN
P.O Box 20702
NL – 2500 ES The Hague
The Netherlands

Air Force:
Ministry of Defense
Department of Financial Management RLNAF
P.O Box 20703
NL – 2500 ES The Hague
The Netherlands

NOR: Forsvarets Regnskapsadministrasjon, K-11
Postboks 1, Haakonsværn
5886 Bergen
Norway

POL MoD
Departament Budżetowy MON
00 – 911 Warszawa 62
ul. Aleje Niepodległości 218
POLAND

Land
Szefostwo Finansów Dowództwa Wojsk Lądowych
02 - 783 Warszawa
ul. Krajewskiego 1a
POLAND

Air Force
Szefostwo Finansów Dowództwa Sił Powietrznych
00-612 Warszawa
ul. Żwirki i Wigury 103
POLAND

Navy
Szefostwo Finansów Dowództwa Marynarki Wojennej
81-912 Gdynia
ul Skwer Kościuszki 12
POLAND

PRT: Army:
Estado Maior do Exercito (4 / a. Reparticao)
Rua Museu de Artilharia
1196 Lisboa Codex
Portugal

Navy:
Estado Maior da Armada (4 / a. Divisao)
Praca do Comercio
1100 Lisboa
Portugal

Air Force:
Estado Maior da Forca Aera (CLAFA)
Alfragide
2700 Amadora
Portugal

ROU Army
9-11 Drumul Taberei Street
Bucharest, 6th District,
Post code 061418
Fax: 004 021 318 53 65

Navy
Financial (Account) Section & Logistics Department
10.5 km Bucuresti – Ploiesti Highway
Bucharest
Post code: 013693
Fax: 004 021 319 60 54, 004 021 319 40 16

Air Force
10.5 km Bucuresti – Ploiesti Highway
Bucharest
Post code: 013693
Fax: 004 021 319 40 33

SVK: Ministry of defence of the Slovak Republic
Financial centre (UFZ)
Kutuzovova 8
832 47 Bratislava
Slovak Republic

SVN: MINISTRSTVO ZA OBRAMBO
POVELJSTVO SIL
G4 (FINANCIAL SECTION)
RASKOVEC 50
1360 VRHNIKA
SLOVENIA

ESP: Estado Major de la Defensa
Jefatura de Administración Económica
C/ Vitruvio nº 1
28071 Madrid
Spain

Army:
Dirección de Sistemas de Armas
Sección de Adquisiciones
Cuartel General del Ejército
28071 Madrid
Spain

Navy:
Jefatura del Apoyo Logístico
Cuartel General de la Armada
28071 Madrid
Spain

Air Force:
Sección de Recursos Financieros (SERFIN)
División de Logística (DLO)
Estado Mayor del Aire (EMA)
C/ Romero Robledo nº 8
20071 Madrid
Spain

TUR: Turkish General Staff
Genelkurmay Baskanligi
Merkez Daire Baskanligi
06100 Bakanliklar
Ankara
TURKEY

Ministry of National Defence
Milli Savunma Bakanligi
Maliye Daire Baskanligi
06100 Bakanliklar
Ankara
TURKEY

Army
Kara Kuvvetleri Komutanligi
Maliye Daire Baskanligi
06100 Yucetepe
Ankara
TURKEY

Navy
Deniz Kuvvetleri Komutanligi
Maliye Daire Baskanligi
06100 Bakanliklar
Ankara
TURKEY

Air Force
Hava Kuvvetleri Komutanligi
Plan Program ve Yonetim Daire Baskanligi
06100 Bakanliklar
Ankara
TURKEY

GBR: Financial Management Shared Service Centre
Income & Revenue
Walker House
Exchange Flags
Liverpool
L2 3YL
England

USA: Army:
HQ USAREUR/7A
ATTN: AEAGF-IA
Roemerstr. 168
69126 Heidelberg
Germany

Air Force:
HQ USAFE
- Comptroller ACFM –
D – 66877 Ramstein Flugplatz
Germany
Marine Corps:
Commanding General
Fleet Marine Force Atlantic
Norfolk VA 23515
USA

Navy:
Commanding Officer
Navy Ships Parts Control Center
Attn: Code 0142
5450 Carlisle Pike
P O Box 2020
Mechanicsburg PA 17055 –0788
USA