DEPARTMENT OF THE ARMY
HEADQUARTERS
MILITARY TRAFFIC MANAGEMENT COMMAND
FALLS CHURCH, VA 22041-5050

CHANGE 1 **(DATE)**
DOD 4500.34-R

PERSONAL PROPERTY TRAFFIC
MANAGEMENT REGULATION

DOD 4500.34-R, October 1991, is changed as follows:

1. Additions, deletions, and revisions are indicated by an asterisk.

2. Remove old pages and insert new pages as indicated below:

Remove Pages	Insert Pages
xxiii/xxiv	xxiii/xxiv
xxvii/xxviii	xxvii/xxviii
xxix/xxx	xxix/xxx
xxxvii thru lii	xxxvii thru lii
1-1 thru 1-4	1-1 thru 1-4
1-21 thru 1-24	1-21 thru 1-24
2-9/2-10	2-9/2-10
2-15 thru 2-18	2-15 thru 2-18
2-21/2-22	2-21/2-22
4-3/4-4	4-3/4-4
5-3 thru 5-6	5-3 thru 5-6
5-13/5-14	5-13/5-14
5-27/5-28	5-27/5-28
6-1 thru 6-16	6-1 thru 6-16
7-3/7-4	7-3/7-4
9-3/9-4	9-3/9-4
10-9 thru 10-12	10-9 thru 10-12
10-23 thru 10-3	10-23 thru 10-30

Remove Pages	Insert Page
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11-15 thru 11-18	11-15 thru 11-18
A-1 thru A-36	A-1 thru A-38
B-1/B-2	B-1/B-2
D-1 thru D-3	D-1 thru D-3
E-1 thru E-10	E-1 thru E-10
G-3 thru G-6	G-3 thru G-6
H-1 thru H-51	H-i thru H-64
M-1/M-2	M-1/M-2
N-1 thru N-20	N-1 thru N-17
O-1 thru 0-18	0-1 thru 0-11
P-1 thru P-36	P-1 thru P-36
P-49 thru P-68	P-49 thru P-68
Q-1	Q-1 thru Q-7

3. This change sheet will be filed in front of the publication for reference.

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DEPARTMENT OF DEFENSE
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OFFICE OF THE SECRETARY OF DEFENSE
Assistant Secretary of Defense (Health Affairs)

DOD 4500.34-R,CHANGE 1
June 1, 1995

PERSONAL PROPERTY TRAFFIC MANAGEMENT REGULATION

DOD 4500.34-R, "Personal Property Traffic Management Regulation, October 1991 has been revised by this Change.

EFFECTIVE DATE

This change is effective immediately.

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-2, MAR 81

THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-8000

PRODUCTION AND
LOGISTICS

June 1, 1995

FOREWORD

This Regulation is issued under the authority of DOD Directive 4500.34, "DOD Personal Property Shipment and Storage Program." Its purpose is to prescribe uniform procedures for the movement and storage of household goods, unaccompanied baggage, mobile homes, privately owned vehicles, and firearms.

DOD 4500.34-R, "Personal Property Traffic Management Regulation," May 1986, is hereby cancelled.

This Regulation applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, and the Unified and Specified Commands (hereafter referred to collectively as "DOD Components"). The term "military service," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard.

This Regulation is effective immediately and is mandatory for use by all DoD Components. No supplements or changes may be issued without the prior approval of the Commander, Military Traffic Management Command (MTMC). Any regulatory document issued by a DOD Component that conflicts with this Regulation shall be rescinded.

Forward recommended changes to this Regulation through channels to the:

Commander
Military Traffic Management Command
ATTN: MTOP-T
5611 Columbia Pike
Falls Church, VA 22041-5050

DOD Components may obtain copies of this Regulation through their own publications channels. Other Federal agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Records responsibility for this Regulation is assigned to the Department of Defense, Headquarters, Military Traffic Management Command. This responsibility includes the retirement of records and the publication of changes.

REFERENCES

(a) Chapter II of Executive Order 11625, "Prescribing Additional arrangements for Developing and Coordinating a National Program for Minority Business Enterprise," October 13, 1971

(b) Title 15, United States Code, Section 631 et seq., Small Business Investment Act of 1958, as amended

(c) Title 49, United States Code, Section 1241 et seq., Federal Aviation Act of 1958, as amended

(d) ATF Pub 5300.5, "Your Guide to Firearms Regulation," January 1, 1989

(e) DOD Directive 1400.20, "DOD Program for Stability of Civilian Employment," June 16, 1981

(f) DOD Directive 4000.19, "Interservice, Interdepartmental, and Interagency Support," October 14, 1980

(g) Joint Federal Travel Regulation (Volume 1) and Joint Travel Regulation (Volume 2)

(h) DOD 5030.49-R, "Customs Inspection," May 1977, authorized by DOD Directive 5030.49, January 6, 1984

(i) DOD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," Volume I, March 15, 1987, and Volume II, February 15, 1987

(j) Federal Acquisition Regulation

(k) Title 10, United States Code, Section 2304, "Purchases and Contracts, Formal Advertising Exception," as amended

(l) Title 49, United States Code, Section 176.905, "Motor Vehicles or Mechanical Equipment Powered by Internal Combustion Engines," as amended

(m) DOD 4160.21-M, "Defense Reutilization and Marketing Manual," March 1982, authorized by DOD Directive 4160.21, December 5, 1980

(n) Title 26, United States Code, Section 5801 et seq., "National Firearms Act," as amended

(o) Title 49, United States Code, Section 10922, "Certificates of Motor and Water Common Carriers," as amended

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DEFINITIONS

1. Accessorial Charge. Any rate or charge stated in a tariff, tender, or solicitation for accessorial services that is in addition to a linehaul rate.

2. Accessorial Service. A service apart from the linehaul transportation incident to the movement of personal property. Examples of accessorial services include packing and containerization, provision of cartons, containers and crates, and extra labor.

3. Administrative Support. Support such as finance and accounting services, personnel administration, mail pickup and delivery, and legal and computer services.

4. Agency Agreement. A legal instrument that defines the terms and scope of the relationship between a carrier and its agent.

5. Agent, Carrier's. A business firm, corporation, or individual acting for or in behalf of a carrier. A bona fide agent of a personal property carrier, as distinguished from a broker, is a person who or a business enterprise which represents and acts for a motor carrier or freight forwarder and performs its duties under the direction of the carrier pursuant to a preexisting agreement with the carrier, providing for a continuing relationship between them.

a. **Booking Agent.** An agent designated on the letter of intent (LOI) by a carrier as the single point of contact to act in its behalf.

b. **General Agent.** A general agent is a business entity employed as a carrier's representative in a country or specified geographic area. A general agent cannot act as a local agent unless so designated on the carrier's LOI. The carrier, not the general agent, is responsible for all payments, rating filings, and control of shipments.

6. Appliance Servicing. Preparation of household appliances at origin to withstand handling-in transit or in storage and reversal of the process at destination.

7. Area of Operation. A specifically defined geographic area established by a PPSO within an area of responsibility for traffic distribution purposes. Areas of operation are established in response to the specific economic and transportation sectors existing in an area of responsibility to facilitate an efficient working relationship with DOD-approved carriers.

8. Area of Responsibility. A specifically defined geographic area where one military installation has been designated the responsibility for acquisition of transportation, storage, and related services.

50. **International Air Carrier**. Any carrier using aircraft, operating as a common carrier for compensation or hire and transporting persons or personal property between a point in CONUS and a point outside CONUS, between one theater and another theater (intertheater), or between points in the same theater (intratheater) but not intracountry.

51. **International Air Terminal**. An airport or air facility affording carriers in interstate or foreign commerce entry and exit privileges to and from the United States and having available a duly authorized U.S. Customs official.

52. **Interstate Shipment**. Any personal property shipment originating in a state or the District of Columbia and destined for another state or the District of Columbia (moves within the District of Columbia are local moves and do not fit the intra or interstate categories). Shipments having an origin and destination within a state but cross over through another state during movement are also classified as interstate shipments.

53. **Intertheater Movement**. Movement of personal property from an origin point in one overseas theater to a destination point in another overseas theater. Movements to or from CONUS are not considered intertheater.

***54.** **Intrastate Rate Abstract**. An abstract of rates showing all I/F filing submissions forwarded to the PPSOs for carriers to use in determining what Rate Adjustment Tenders will be filed. The rate abstract is posted in a location convenient for the carriers for a period of not less than seven (7) calendar days prior to the Rate Adjustment filing periods.

55. **Intrastate Shipment**. Any personal property shipment originating in a state destined for the same state and transiting only that state.

56. **Intratheater Movement**. Movement of personal property from an origin point in an overseas theater to a destination point in the same overseas theater.

57. **Item (or article)**. The terms item and article used in the Regulation shall be interchangeable. Each shipping piece or package and the contents thereof shall constitute one item. For determining liability for items, the total weight of the item shall be utilized.

58. **Kilogram**. One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453 factor.

59. **Kilometer**. One kilometer is equal to 3,280.8 feet or 0.62137 mile. To convert kilometers into miles, multiply the number of kilometers by a 0.62137 factor. To convert miles into kilometers, multiply the number of miles by a 1.609 factor.

*60. **Joint Personal Property Shipping Office (JPPSO)**. A JPPSO is an activity staffed and operated by members from two or more military services, in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DOD members. Support is provided on a common service, nonreimbursable basis.

*61. **Letter of Intent (LOI)**. Form MT 390-R-E (TEST), 8 APR 82, submitted by carriers acknowledging a carrier's intent to do business at an installation. For ITGBL, a carrier must submit an LOI at all installations within the rate area. An LOI must contain codes of service, areas of responsibility serviced, agent representation, and scope of operating authority.

*62. **LOI Verification List**. The LOI verification list provides the names of carriers which filed rates for a PPSO's area of responsibility. This information is provided to the PPSOs each cycle for the purpose of verifying that all carriers listed have a valid LOI on file at their installation.

*63. **Local Moves (Drayage)**. Local moves within the PPSO's area of responsibility which are procured by the PPSO under the Packing and Crating Contract. Carriers must determine applicable procedures for participation in this traffic at each installation.

*64. **Lot**. Those household goods placed in storage at Government expense and covered by one service order.

*65. **Magnetic Tape**. A magnetic tape is used for a voluntary submission of rates and charges. All input data must be received from the carrier or designated automated data processing firm on magnetic tape and in a prescribed format.

*66. **Maximum Filing Criteria (ITGBL)**. The maximum dollar hundredweight amount established for I/F Class 1 or M/T Class 2 and 3 rate filings. The amount is added to establish low rates on file to obtain a maximum allowable rate submission per traffic channel. Rates filed above the maximum filing criteria are computer-rejected and removed from the system.

*67. **Maximum Packing Charge (MAXPAK)**. A maximum monetary limit on the total charge for packing and unpacking services, including the use of packing materials, for domestic shipments moving on segmented rates regardless of the total charges that would have resulted from the addition of the regular packing unit charges.

*68. **Member**. The military or civilian employee of the Department of Defense or an individual sponsored by the Department of Defense for whom services are being provided at Government expense; military or civilian employees of the U. S Coast Guard; and Non-Appropriated Fund civilians.

*69. **Air Mobility Command (AMC)**. (Formerly Military Airlift Command (MAC)). The single DOD operating agency responsible for providing DOD airlift service.

*70. **Air Mobility Command Policy**. (Formerly Military Airlfift Policy). The DOD policy states that AMC should be used in preference to modes utilizing commercial over-ocean air for service in every instance where it can meet delivery requirements. PPSOs must coordinate with air clearance authorities as required by MILSTAMP when considering shipments via AMC. The same policy applies to intratheater shipments where rates are available. Questions concerning this policy should be addressed to the appropriate MTMC area command or overseas component.

*71. **Military Basic Tenders (MBTs)**. A tender issued by a rate publishing association, bureau, or individual carrier which contains uniform provisions, rules, and/or regulations governing the application of the rates and charges for accessorial services. The contents of these tenders have been incorporated into the Rate Solicitation. Carrier participation in individual carrier/association/bureau/conference Military Basic Tenders is no longer required. Tenders submitted to MTMC will be returned to the sender without action or acceptance by MTMC.

*72. **Military Sealift Command (MSC)**. The single DOD operating agency responsible for providing DOD sulfate service.

*73. **Military Traffic Management Command (MTMC)**. The single DOD operating agency responsible for military traffic management, land transportation, and common-user ocean terminals.

*74. **Mobile Home**. A house trailer serving as a permanent home, consisting of a single or double unit designed for secondary movements.

*75. **Net Weight**. The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

*76. **Nontemporary Storage**. The term applied to the service for the long-term storage, other than storage-in-transit, of personal property at owner's or Government's expense.

*77. **One-Time-Only (OTO) Rates**. Rates solicited by MTMC from individual carriers for the one-time movement of personal property.

*78. **Operation COHORT**. Operation COHORT is another name given to U.S. Army volume movements between CONUS and overseas units. Any special requirements such as pickup, movement on the same vessel, and delivery en masse will be contained in the solicitation.

*79. **Ordering Officer**. The contracting officer of a designated using activity or an individual appointed by the contracting officer who is authorized to issue service orders under a BOA for storage of household goods and related services.

*80. **Origin Installation**. Military installation or activity with a PPSO which controls and issues Personal Property Government Bills of Lading for personal property shipments.

*81. Overall Costs. The sum of all costs that are known or that can be estimated reasonably in connection with the movement of personal property. Overall cost is not limited to transportation costs. Principal elements that make up the overall cost of a shipment include, but are not limited to, administrative costs, estimated transportation costs (i.e, packing, drayage, storage, and temporary lodging allowance (TLA) expenses). The overall cost is used in selecting the method and mode of shipment to be used once the member's requirements have been established.

*82. Overseas Theater. An overseas area which is composed of those elements of one or more of the Armed Services, designated to operate in a specific geographical area, i.e, the Pacific, European, Southern, or other command.

*83. Packing Carton. Packing carton used for packing items requiring additional protection prior to placing inside shipping container.

*84. Personal Property. Household goods, unaccompanied baggage, POVs, and mobile homes as defined in the JFTR.

*85. Personal Property Processing Office (PPPO). An activity designated to provide a local point of contact for members for counseling and processing of applications and to forward completed applications to the responsible PPSO, CBO/CBA, CPPSO, or JPPSO. Additionally, a PPPO supported by a CBO/CBA may be assigned specific inbound functions such as quality assurance and claims functions when deemed appropriate by the responsible military service.

*86. Personal Property Shipping Office (PPSO). An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services. PPSOs may provide traffic management support for PPPOs with the assigned area or be supported for specific functions by a CBO/CBA, as applicable. Support is provided on a common service, nonreimbursable basis.

*87. Personal Property Shipping Officer. The military or civilian employee of the Government designated by the appropriate authority to perform assigned personal property traffic management functions at an installation or activity, regardless of whether or not that is the organization title of the individual.

*88. POV Processing/Port Hold-Time. The time, beginning with the day the POV is turned in, involved for the processing, booking, documentation, staging, container stuffing, and hold-time to next available sailing that will allow the POV to arrive at destination earliest.

*89. Pickup Point. The specific location where the carrier takes possession of personal property for shipment.

*90. Point of Diversion. The location of the shipment when orders are given to the carrier to change the destination point.

***91. Port of Embarkation/Debarkation.**

a. Ocean (WPOE/WPOD). Includes dock, wharf, pier, or berth at which cargo is loaded aboard a ship or is discharged from a ship, including the carrier's port terminal facility or warehouse serving the port.

*b. Aerial (APOE/APOD). Includes AMC facilities for loading, unloading, and handling of shipments, including the carrier's port terminal facility or warehouses serving the port.

c. Routing. Aerial and water ports designated in the International Personal Property Rate Solicitation for Codes 5, T, and J are those ports in effect on the date that the cycle solicitation was issued and are used by carriers to set rates. These ports will not be used for routing purposes. Code 5 shipments will be routed in accordance with MILSTAMP, DOD 4500.32-R. Code T and J are routed to/from specific aerial ports identified in Items 1301 and 1302 of the International Personal Property Rate Solicitation. Codes 5, T, and J shipments transiting ports other than those indicated in the Port Designators are subject to Item 1304, Chapter XIII, Use of Alternate Ports of the International Personal Property Rate Solicitation.

***92. Public File.** A depository of personal property official rates and information made available to the public for reviewing and copying. This file is located in the Nassif Building, 5611 Columbia Pike, Falls Church, Virginia 22041-5050. Carrier should contact MTOP-T for location and appointment prior to visit.

***93. Rate Area.** An area is generally defined as each of the states and the District of Columbia in the continental United States (CONUS) and a country/U.S. possession, or other such description in the overseas area. However, individual states and countries may be subdivided into two or more rate areas or combined into a single, larger rate area to facilitate service and rate computations in the ITGBL program.

***94. Rate.**

a. Area-to-Area Rate. The rate that applies from any point within a single geographic area to any point within another single geographic area. A rate area is generally defined as each of the states and the District of Columbia in CONUS and a country, U. S. possession, or other such description overseas. Individual states, countries, and possessions, however, may be subdivided into two or more rate areas or combined into a single, larger rate area to facilitate rate computations.

b. Consolidated Shipment Rate. A single linehaul rate applicable to the total weight of two or more separate shipments from an origin area to a destination area or to intermediate points on a direct route to the final destination.

c. Dual Rates or Duality. A term used to describe the filing of two or more rates by a carrier that apply from the same origin to the same destination in the same code of service.

d. ITGBL Rates.

(1) Class 1 Rates. Class 1 rates are competitive filings wherein 100 percent of the traffic for each designated traffic channel is awarded to the carrier setting the low rate during the I/F. There is no opportunity to refile or equalize rates during the M/T filing. Rates filed above the maximum criteria are computer-rejected and removed from the system.

(2) Class 2 Rates. Class 2 rates are competitive filings in that carriers which establish the low rate during the I/F are awarded a prescribed percentage of tonnage within each individual channel. Carriers not establishing low rates during the I/F are permitted to adjust rates during the M/T filing to participate in residual traffic not allocated to the primary carriers. Rates filed above the maximum criteria are computer-rejected and removed from the system during the M/T filing.

(3) Class 3 Rates. Class 3 rates, although containing certain competitive aspects and therefore subject to competitive procedure, are generally considered noncompetitive filings because all carriers who equalize the low rate share traffic equally with those carriers establishing the low rate. Carriers must file rates during the I/F. The carriers may also elect to equalize the low rates during the M/T filing or elect to file any rate between the established low rate and that rate filed by that carrier in the I/F cycle. Rates beyond the maximum criteria are computer-rejected and removed from the system.

e. Incentive Rates. Rates for movement of DOD-sponsored HHG/UB acquired through a filing procedure which offers incentive tonnage for carriers which submit lower rates. Carriers which establish the low rate are offered a designated share of traffic for a given ITGBL traffic channel.

*f. Industrial Fund Rate. A rate charged to a military service by one of the military transportation operating agencies (AMC, MSC, or MTMC) that reimburses that agency for costs associated with providing Government transportation or port-handling services on DOD-sponsored personal property shipments.

g. Me-Too Rate. A rate filed by a competing carrier that is equal to a rate established by another carrier.

h. Nonincentive Rates. Rates for movement of DOD-sponsored HHG/UB solicited for areas where traffic is shared equally by the rate setter and all carriers equalizing the low rate.

i. One-Time-Only (OTO) Rate. A special ITGBL rate solicited by HQMTMC, at the request of a PPSO, for movement of a shipment over a specific origin-destination channel for which rates are not provided in the ITGBL volume rate printout.

j. Section 10721 Rate. A rate governed by Section 10721 of the Interstate Commerce Act that permits carriers to offer free or reduced rates for transportation service to Federal, state, or local Governments and to certain other public interest organizations.

*k. Segmented Rate. A composite rate derived from the addition of several separate charges for services required to complete a domestic move. The segmented cost elements may include charges for linehaul transportation, packing or unpacking, additional transportation, appliance servicing, and other accessorial services normally associated with a domestic move.

l. Single-Factor Rate (SFR). A single rate that combines charges for all services, except some accessorial services, associated with the movement of a shipment.

m. Volume Move Rate. A special rate negotiated by HQMTMC, for movement of a large number of DOD-sponsored shipments from one specific origin to one specific destination.

***95. Rate Cancellation Messages (ITGBL).** Messages dispatched by MTMC to all shipping offices twice during each rate cycle. These messages cancel existing rates at the installation and should be posted on a timely basis in order to ensure that a shipment is not tendered to a carrier without an effective rate on file.

***96. Rate Cycles.** A 6-month period of time during which rates filed by carriers are effective. Normal rate cycles begin May 1 and November 1 for domestic traffic and April 1 and October 1 for international traffic.

***97. Rate Solicitation.**

*a. Household Goods Domestic Rate Solicitation. An acquisition procedure for the solicitation of rates for domestic shipments of DOD household goods that requires the submission of individual rate tenders/records by individual carriers through independent action. The Government solicitation contains terms, conditions, baseline rates, and other charges.

b. International TGBL Rate Solicitation. An acquisition procedure for the solicitation of both incentive and nonincentive rates for movement of HHG and UB between CONUS and the overseas rate areas.

c. Mobile Home Rate Solicitation. The rules and regulations governing the movement of mobile homes.

***98. Rate Volume.** The numeric designation assigned to the compiled ITGBL and domestic mechanized rates filed with MTMC, which is effective for a specified rate cycle.

*99. Regional Storage Management Office (RSMO). An office designated by HQMTMC, to perform contract administration for the DOD Personal Property Shipment and Storage Program within an assigned geographic area.

*100. Regular Working Hours. Regular working hours include the days Monday through Friday between the hours of 8 a.m. and 5 p.m. and exclude all other hours of the day, days of the week, and officially declared foreign national, U.S. National, or state holidays and during any hour on Good Friday when service is rendered on that day in New York City and the New York Counties of Dutchess, Erie, Genessee, Livingston, Monroe, Nassau, Niagara, Orange, Ontario, Orleans, Putnam, Suffolk, Ulster, Wayne, Westchester, and Wyoming.

*101. Requalification. An action that results in the renewed offering of DOD personal property traffic to a carrier or storage firm that had been disqualified. A carrier may be requalified only by HQMTMC.

*102. Required Delivery Date (RDD). A specified calendar date on or before which the carrier agrees to offer the entire shipment of personal property for delivery to the member or member's agent at destination. If the RDD falls on a Saturday; Sunday; Foreign National, U. S. National, or state holiday, the RDD will be the following working day.

*103. Requirements. The principal elements considered in determining the method and mode for a member's shipment. Such elements include, but are not limited to, required reporting date at the new duty station, TDY assignments en route, and housing availability.

*104. Satisfactory Service. Performance that meets the moving, handling, and storage standards established herein, the provisions of applicable tenders of service, and all applicable contractual requirements.

*105. Selected Rate List (TTGBL). A listing of rates derived from carrier's I/F submission which may be erroneous and are highlighted for careful review.

*106. Shipment. Property made available by one shipper to the carrier for loading at one time, at one place of origin, for one consignee, and at one destination.

*107. Shipping Container. External container, crate, tri-wall, bi-wall, or other Government-approved container into which individual articles and/or packing cartons are placed.

*108. Standard Carrier Alpha Code (SCAC). A four-digit alpha code assigned to each carrier by the National Motor Freight Traffic Association to identify that carrier in the various procedures and documents used in the DOD Personal Property Shipment and Storage Program.

*109. Standard Point Location Code (SPLC). A standard point location code consisting of alphanumeric characters, which is assigned to each rate area for the purpose of geographical accounting.

***110. Storage.**

a. Temporary Storage. Storage in connection with a linehaul movement of personal property that is acquired either by PPGBL or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

b. Nontemporary Storage. Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a BOA (Appendix H) entered into by the storage firm and the Government.

***111. Supporting Documentation.** Documentation requiring carrier certification and submission to MTMC by established deadlines provided in each cycle solicitation letter.

***112. Suspension.** An action taken by a PPSO to temporarily halt distribution of personal property shipments to an agent or carrier serving a specific installation.

***113. Tariff.** A publication containing rules, regulations, services, rates, and charges for personal property shipments for general public (commercial) use, as well as for Government use. Tariffs are issued by individual carriers, rate tariff bureaus, associations, or conferences and are filed with the ICC or other regulatory body. Tariffs shall bear an ICC or Federal Maritime Commission (FMC) number for interstate or international application or a public utilities or service commission for intrastate application.

***114. Tender.** A document providing quotations to the Government based on special rules, regulations, rates, and charges applicable to personal property shipments. A tender issued by or for a regulated carrier shall be based on an ICC or other regulatory body operation authority or permit. The types of tenders are as follows.

a. Basic Tender. A complete rate or regulatory issuance by an individual carrier or rate-publishing association, bureau, or conference. A basic tender provides rates or charges to the Government that are lower in overall application than counterpart commercial tariffs, as well as uniform rules, regulations, and charges for accessorial services. Individual basic tenders are exclusively for the account of the publishing carrier, bureau, association, or conference. Basic tenders are published for the account of member carriers.

b. Individual Carrier Rate Tender. An independent tender issued by a carrier that offers special provisions or reduced rates and charges that are lower in overall application than those provided in the carrier's basic tender.

*c. Manual Rate Tender (MRT). A term used to describe the issuing format of basic or independent carrier tenders. Manual rate tenders normally are associated with the domestic intrastate program but are also used for the submission of ITGBL rates to satisfy unique situations such as one-time-only and volume moves.

*115. **Through Government Bill of Lading (TGBL)**. A single PPGBL issued to a commercial carrier to acquire transportation and related services for a shipment of household goods from origin to destination.

a. Domestic TGBL. The movement of personal property from one point in CONUS to another point in CONUS by use of a DOD-approved common carrier. The carrier is responsible for arranging or performing all required services incident to movement. Such services include the preparation of an inventory, packing, appliance servicing, pickup at origin (residence or storage) location, linehaul transportation, SIT, delivery, and unpacking.

b. International TGBL (ITGBL). The movement of personal property between CONUS and an overseas point, between a point in one theater and a point in another theater (intertheater), or between points in the same theater (intratheater) by use of a DOD-approved carrier. The carrier shall arrange or perform all required services incident to movement. Usually, an SFR (in dollars per hundredweight) is submitted by the carrier to the Government before shipment and covers all charges relating to the shipments, except accessorial charges. The carrier's responsibility begins once the shipment is accepted at origin and ends upon delivery at destination.

*116. **Traffic Channels**. A rate area to rate area movement of ITGBL HHG or UB under a single code of service; for example, Wisconsin to Italy under Code 4 or to Okinawa under Code J. Traffic channels for domestic movements are between area of responsibility and state.

*117. **Traffic Distribution Period**. A 6-month period during which traffic is tendered. The normal traffic distribution periods are October 1 through March 31 and April 1 through September 30 for ITGBL traffic and May 1 through October 31 and November 1 through April 30 for domestic traffic.

*118. **Traffic Management**. Development, coordination, and supervision of DOD-wide programs, procedures, reports, standards, and criteria governing the acquisition of services required to move, store, and handle personal property. It does not include policies and procedures of the program in the following areas: funding, staffing, accounting, disbursing, and claims settlement.

*119. **Transit Times**. The minimum time established for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays, Sundays, and holidays are counted as part of the transit time.

*120. **Transportation Control Movement Document (TCMD), DD Form 1384**. A form used to control the movement of property while in the Defense Transportation System (DTS) and performs functions similar to a bill of lading in the commercial transportation system.

*121. **Undercarriage or Chassis**. The portion of the undercarrying part of the mobile home which comprises the frame, hitch, suspension, shackle bolts, axle, wheels, tires, tubes, and parts thereof.

*122 . **Underlying Purchase Transportation**. Transportation services purchased by an ITGBL carrier from other common carriers that act as subagents in performing services for the ITGBL carrier.

*123. **Using Activity**. A designated activity that has been authorized by a contracting officer to issue service orders for the storage of household goods and that has been included on a list of authorized activities furnished to the contractor.

*124. **Valid Receipt**. A receipt consisting of the name of the establishment, address/location, date(s) of repair/replacement performed, cost of labor, and/or material listed separately, signature(s) of parties actually accomplishing the repair/replacement, and the signature of the parties receiving the services.

*125. **Volume Rate Printout**. A computer printout prepared by Commander, MTMC, that lists MTMC-accepted mechanized rates applicable for each traffic distribution period.

GLOSSARY OF ABBREVIATIONS

ACA	Air Clearance Authority
*AMC	Air Mobility Command
APOD	aerial port of debarkation
APOE	aerial port of embarkation
OASD (P&L)	Office of the Assistant Secretary of Defense (Plans & Logistics)
ATF	Alcohol, Tobacco, and Firearms (Bureau of)
BOA	Basic Ordering Agreement
CAB	Civil Aeronautics Board
CBA	Centralized Booking Agency
CBO	Consolidation Booking Office
CERS	Carrier Evaluation and Reporting System
CONS	consumable items
CFAC	common financial and administrative control
CONUS	continental United States
CPPSO	consolidated personal property shipping office
CTUS	customs territory of the United States
CU	cube
CWT	hundredweight
DDD	desired delivery date
DISCON	Discrepancy in Shipment Confirmation
DISREP	Discrepancy in Shipment Report
DITY	do-it-yourself (moves)
DOD	Department of Defense

GLOSSARY OF ABBREVIATIONS (continued)

DODAAD	Department of Defense Activity Address Directory
DPM	direct procurement method
DTS	Defense Transportation System
EPA	Environmental Protection Agency
ETA	estimated time of arrival
FAR	Federal Acquisition Regulation
FMC	Federal Maritime Commission
GBL	Government bill of lading
GBLOC	Government bill of lading office code
G&MRT	Government and military rate of tender
GRT	Government rate tender
GSA	General Services Administration
HHG	household goods
ICC	Interstate Commerce Commission
IRT	individual rate tender
I/D	increase/decrease
ITGBL	international through Government bill of lading
*ITO	installation transportation officer
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JPPSO	joint personal property shipping office
LOI	letter of intent
MAJCOM	major command

GLOSSARY OF ABBREVIATIONS (continued)

MARS	Military Affiliate Radio System
MAXPAK	maximum packing (rate)
MBT	military basic tender
MDC	movement designator code
M&GRT	military and Government rate tender
MOT	military ocean terminal
MOTO	mobile home one-time-only
MRT	military rate tender
MSC	Military Sealift Command
M/T	measurement ton
MTMC	Military Traffic Management Command
NCWT	net hundredweight
NTS	nontemporary storage
OCCA	ocean cargo clearance authority
OTO	one-time-only
PB	professional books
PBP&E	professional books, papers, and equipment
PCS	permanent change of station
PE	professional equipment
POD	port of debarkation
POE	port of embarkation
POF	privately-owned firearms
POV	privately-owned vehicles

GLOSSARY OF ABBREVIATIONS (continued)

PP	professional papers
PPCIG	Personal Property Consignment Instruction Guide (Worldwide)
PPGBL	Personal Property Government Bill of Lading
PPTMR	Personal Property Traffic Management Regulation (DOD 4500.34R)
PPPO	personal property processing office
PPSO	personal property shipping office
PSI	pounds per square inch
RDD	required delivery date
RSMO	regional storage management office
SCAC	standard carrier alpha code
SFR	single factor rate
SIT	storage-in-transit
SJA	Staff Judge Advocate
SSN	social security number
SSCO	shipper service control office
TAC	transportation account code
TCMD	Transportation Control and Movement Document
TCN	transportation control number
TDR	traffic distribution record
TDY	temporary duty
TGBL	through Government bill of lading
UB	unaccompanied baggage
USEUCOM	U.S. European Command

GLOSSARY OF ABBREVIATIONS (continued)

WPOD	water port of debarkation
WPOE	water port of embarkation
WTCA	Water Terminal Clearance Authority

CHAPTER 1

POLICY AND RESPONSIBILITIES

1000. Purpose. This regulation prescribes traffic management procedures for the movement and storage of HHG, UB, mobile homes, POVs, and POFs. Its provisions do not apply to the administration or interpretation of entitlements, the shipment or storage of personal property for civilian personnel under the commuted rate system, the shipment of mobile homes under the mileage allowance system, or shipments under the DITY program.

1001. Policy. It is DOD policy that:

a. Quality service to the member is given primary emphasis in implementation and management of the DOD Personal Property Shipment and Storage Program (DOD Directive 4500.34).

b. The PPSO shall determine requirements of the member on an individual shipment basis and select, within program guidelines, the method (that is, TGBL, DPM and the mode (such as air or surface)) meeting the needs of the member at the lowest overall cost to the Government.

c. Shipments of personal property shall be assigned to those carriers meeting the standards of satisfactory service at the lowest overall cost to the Government.

*d. Military air and ocean transportation resources under the control of AMC or MSC shall be used to the maximum extent practicable.

e. Consideration shall be given to socially and economically disadvantaged carriers. In compliance with E.O. 11625 (reference (a)) and in consonance with DOD policy to increase the involvement of disadvantaged business concerns, full consideration shall be given to promoting participation of socially and economically disadvantaged carriers (hereinafter "disadvantaged carriers") in the movement of personal property. "Disadvantaged business concern" is defined by reference (a) and 15 U.S.C. 631 (reference (b)). DOD Components shall ensure that such carriers are used to the maximum extent practicable within legal and regulatory constraints.

f. TGBL carriers shall possess appropriate authority from a Federal or State regulatory body and shall be approved for participation in DOD traffic by Headquarters, MTMC. This authority shall include the following:

(1) Domestic TGBL Carriers.

(a) Surface Interstate. Carriers engaged in interstate surface transportation shall have a certificate of public convenience and necessity, or a permit in the case of a regulated freight forwarder, issued by the ICC.

(b) Surface Intrastate. Carriers engaged in surface intrastate transportation shall have a certificate or permit issued by the appropriate State regulatory body when required by State law.

(2) ITGBL Carriers. ITGBL carriers are those carriers approved by Headquarters, MTMC, for international traffic. Additional carriers may be approved by Headquarters, MTMC, provided the carriers that are engaged in surface transportation have a permit issued by the ICC authorizing export and import of used HHG and UB.

(3) Agents and Storage Firms. Agents and storage firms shall have the following:

(a) Appropriate ICC or State regulatory body authority when required by such agencies.

(b) Evidence of satisfactory equipment and facilities, including compliance with established fire standards. The facilities and equipment also must meet DOD specifications as prescribed by the Headquarters, MTMC.

g. The movement of HHG by air is subject to the following considerations:

*(1) HHG of DOD personnel shall be airlifted by the AMC or commercial air carriers to and from those areas where surface transportation service is lacking or inadequate. Such areas are designated "hard-lift" areas by the military service headquarters and are identified in most service regulations and the PPCIG.

*(2) HHG originating from and destined to other than hard-lift areas may be shipped by the AMC only when available surface transportation services will not meet the essential delivery requirements of the member.

*(3) Commercial airlift acquired directly or as part of an ITGBL shipment may be used when cost-effective or if both surface and AMC transportation between other than hard-lift areas do not satisfy the member's shipment requirements. Use of air service for other than hard lift shall be approved by the military service under individual service regulations.

1002. Paragraph Numbering System. The paragraph numbering system of this regulation is as follows:

Paragraph 4010c(2)(a)	4	010	c	(2)	(a)

Chapter ----------
Paragraph ----------
Subprograms ----------
Item ----------
Subitem ----------

Reference to paragraphs in this regulation, when used in correspondence and messages involving all services and/or all DOD components, will be shown in this manner: DOD Regulation 4500.34-R. The lowest unit of paragraph, subparagraph, item, or subitem breakdown will be used.

***1003. Recommendations for Improvement.** Users are encouraged to recommend change that will improve procedures. Each proposed change to this regulation shall be forwarded through command channels to staff representatives of the respective military service to the Commander, Military Traffic Management Command, ATTN: MTOP-P, 5611 Columbia Pike, Falls Church, VA 22041-5050.

***Army**
DA ODCSLOG
ATTN: DALO-TSP-P
500 Army Pentagon
Washington, DC 20310-0500

***Navy**
Commander
Naval Supply Systems Command
Code 442
Crystal Mall #2, Room 112
1931 Jefferson Davis Highway
Arlington, VA 22241-5360

***Air Force**
Director of Transportation
Headquarters, U.S. Air Force
ATTN: LGTT
1030 Air Force Pentagon
Washington, DC 20330-1030

***Marine Corps**
Commandant of the Marine Corps
(Code LFT)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

***Coast Guard**
Commandant (G-PMP-2)
U.S. Coast Guard Headquarters
2100 - 2nd Street, SW., Room 4112
Washington, DC 20593-0001

***1004. Personal Property Shipping and Processing Offices Required Regulations and Equipment.** Appendix L contains a list of publications and equipment considered essential for a successful personal property shipping and processing office. Personal property shipping and processing offices requirements for these publications and equipment shall be submitted through their established publications, communications, and supply channels.

1005. Forms Supply. Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply channels.

1006. Responsibilities.

a. The OASD(P&L) L/PP is responsible for overall policy guidance for the DOD Personal Property Shipment and Storage Program.

b. The Commander, MTMC shall:

(1) Provide technical direction, supervision, and evaluation of the traffic management aspects of the DOD Personal Property Shipment and Storage Program on a worldwide basis, subject to the overall guidance, policies, and programs established by the OASD(P&L) L/PP.

(2) Develop and review the DOD Personal Property Shipment and Storage Program, including, its adequacy, standards, efficiency, economy, and cost-effectiveness, in collaboration with DOD Components, consistent with the following:

(a) Acquisition and use of transportation and storage services.

(b) Approval of carriers, their agents, storage firms, and contractors.

(c) Performance of carriers and storage firms.

(d) Distribution of shipments to qualified carriers.

(e) Representation of carriers by agents.

(f) Use of storage facilities.

(3) Recommend to OASD (P&L) L/PP changes in programs and policies governing the management and operation of the program, including but not limited to such matters as:

(a) The establishment of CPPSOs or JPPSOs.

(b) The development of automated information systems for processing and management control of personal property.

(c) The assignment of acquisition responsibility for personal property services.

(4) Apprise OASD(P&L) L/PP and other appropriate DOD Components of trends in the DOD Personal Property Shipment and Storage Program and make appropriate recommendations.

(5) Establish and convene, in conjunction with appropriate DOD Components and industry, as appropriate, such joint symposiums or conferences and training workshops (as required) to ensure effective program operation and the quality of service to the member.

(5) Customs documents to effect duty free clearance of personal property shipments for those areas where specific customs documents are required such as:

United Kingdom - DD Form 1434 (Figure 1-3) - United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of US Forces/Civilian Personnel on Duty in the UK. See PPCIG for preparation instructions.

Philippines - DD Form 1727 (Figure 1-4) - Customs Declaration for the Republic of the Philippines.

CTUS - DD Form 1252 (Figure 1-5) - US Customs Declaration for Personal Property Shipments.

- DD Form 1252-1 (Figure 1-6) - US Customs Declaration for Personal Property Shipments. For shipment of privately owned firearms, see DOD 5030.49-R, Customs Inspection, for shipment guidance.

(6) Origin PPSOs will not require the member to furnish additional copies of the DD Form 1299 and supporting documents. When additional copies are required, they will be reproduced locally.

j. Distribution of the DD Form 1299 and Supporting Documents.

(1) The PPPO, upon processing an application for shipment, shall:

(a) Return to the member one copy of:

1 DD Form 1299 containing the name and telephone numbers of the PPSO responsible for acquiring transportation, storage, and related services.

2 DD Form 1797.

(b) Forward the DD Form 1299 and copies of all supporting documents to the PPSO responsible for acquiring transportation, storage, and related services.

*(NOTE: When facsimile is available, the PPPO may FAX the DD Form 1299 and orders to the PPSO responsible for the transportation and/or storage services who will use the FAX copies as originals for processing the shipment. The origin PPSO will maintain the original signed document in the member's file. When FAX is used, documentation will be annotated with the date and time the facsimile was sent.)

(c) Retain one copy of each document for local files.

(2) The PPSO responsible for acquiring transportation, storage, and related services shall:

(a) Comply with paragraph 1008.i. above, if processing the member's application.

(b) On all TGBL shipments, attach one copy of the DD Form 1299 and one copy of the member's PCS or TDY orders to the property-received copy of the PPGBL, and forward to the responsible destination PPSO.

(c) On all ITGBL shipments from CONUS or Alaska to overseas destinations or between overseas areas, attach the following documents to the original copy of the PPGBL and give those documents to the carrier for customs clearance:

1 Appropriate clearance forms required by the host government.

2 One copy of the DD Form 1299.

3 One copy of the member's PCS or TDY orders.

(d) On all ITGBL shipments from overseas areas to the Customs Territory of the United States (CTUS) attach the following documents to the original copy of the PPGBL, and provide these documents to the carrier for customs clearance:

1 One copy of the U.S. Customs Declaration for Personal Property Shipments (DD Form 1252 or 1252-1).

2 One copy of the DD Form 1299.

3 One copy of the member's PCS or TDY orders.

4 On Code 5, T and J ITGBL shipments, the origin water or aerial POE shall mail one copy of DD Form 1299, one copy of member's orders, and all required customs documents to the destination water or aerial POD.

(e) On all international DPM shipments:

1 Place one copy of the DD Form 1299, one copy of the inventory, one copy of the member's orders, and any required customs documents in a waterproof pouch on the Number 1 container of the shipments.

2 Place one copy of the inventory and one copy of the packing list in an envelope, inside the Number 1 container, in an easily accessible position. For shipments released from NTS, the exception sheet, if appropriate, should also be included.

3 Annotate the PPGBL or other transportation document with the TCN and mail two copies of the DD Form 1299, two copies of the member's orders, and all required customs documents to the outloading terminal.

4 Forward one copy of the DD Form 1299, two copies of the member's orders, and one copy of the PPGBL or other transportation documents to the destination PPSO who has final delivery responsibility.

(f) Retain one copy of each document for local files.

*(3) On DPM ocean movements, the ITO at the water POE shall mail one copy of the DD Form 1299, one copy of the member's orders, and all required customs documents to the destination water port.

*(4) On inland segment of an international DPM movement, the ITO at receiving water port shall forward to the ultimate destination PPSO a memorandum copy of PPGBL, freight warrant, or other shipping document, as appropriate.

*(5) When shipments are returned from overseas for NTS or are marked "Hold for Further Disposition Instructions," the ITO at the CONUS aerial or water port becomes the destination ITO. When the shipment moves onward from the water port, the ITO at the port shall forward copies of all documentation to the ITO at the ultimate destination.

*(6) For Navy TGBL shipments, the original DD Form 1299 and one copy of orders or other authority for shipment shall be placed in an envelope clearly marked "Notice to carrier - do not destroy - enclosed documents will accompany billing for payment of transportation charges." This envelope will be securely attached to the original PPGBL.

(7) On Navy DPM shipments, the original DD Form 1299 and one copy of orders or other authority for shipment shall be forwarded to the Commanding Officer, Navy Material Transportation Office, Building Z-135, Naval Station, Norfolk, VA 23511. When applicable, a copy of the order for services for packing, containerization, handling, or storage services also shall be attached to the original DD Form 1299.

(8) For Marine Corps DPM shipments, forward two copies of DD Form 1299 and two copies of member's orders or other authority for shipment to the destination PPSO. These additional documents shall be attached to the service order or contractor's bill for delivery and unpacking services. Mail these documents to Commanding General, Marine Corps Logistics Base (470), Albany, GA 31704.

(9) On parcel post shipments, forward one copy of the DD Form 1299, annotated to show the number of pieces, weight, and date mailed by parcel post, together with the member's orders, to the destination PPSO.

k. Shipments Involving Temporary Storage and NTS.

(1) Shipments Involving Temporary Storage. Applications for shipments involving temporary storage shall be submitted on DD Form 1299, supported by six copies of the member's orders. The JFTR/JTR or applicable military service regulations shall be consulted on questions of entitlements. Temporary storage can be either SIT, under the carrier's applicable tariff or rate tender, or contractual storage.

(a) Temporary Storage at Origin. When the temporary storage is to be at origin, a PPGBL authorizing SIT at origin can be issued only when a destination (city or metropolitan area) is shown in block 12 of the DD Form 1299. If the destination (city or metropolitan area) is not known, the shipment shall be stored at origin in accordance with the procedures for nontemporary storage.

(b) Statement of Support for Additional Storage.

1 When storage is necessary because of conditions beyond the control of the member, the PPSO having knowledge of the circumstances shall be responsible for authorizing additional storage beyond the first 90 days.

2 The DD Form 1857 (Figure 1-7), Temporary Commercial Storage at Government Expense, shall be used to request, justify, and approve temporary storage exceeding 90 days. The PPSO shall furnish a copy of the DD Form 1857 to the member or the member's agent. The PPSO shall also furnish a copy of this form to the carrier/agent for all shipments in SIT including those where extended SIT is denied. Carrier/agent must be given 10 days prior notice to expiration of SIT. The original shall be retained by the PPSO and any additional copies needed shall be reproduced locally.

(2) Shipments Involving NTS.

(a) General. Applications for NTS shall be submitted on DD Form 1299, supported by copies of the member's orders. When appropriate, copies of other supporting documents shall be attached to the DD Form 1299.

(b) Household Goods Storage Record, DD Form 1100 (Figure 1-8). For installations without automated NTS accounts, DD Form 1100 shall be used to maintain a record of all storage lots for which the PPSO is responsible.

(3) Distribution of Applications for NTS and Supporting Documents.

(a) In addition to the requirements set forth in paragraph 1008.j. above, a copy of each application and supporting document, together with a copy of the completed Service Order for Household Goods (DD Form 1164, Figure 1-9), annotated with the actual weight of the storage lot, shall be forwarded to the finance office of the appropriate military service as follows:

1 Army and Air Force. Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-I-THA), Indianapolis, IN 46249-0611.

2 Navy. Commanding Officer, Navy Material Transportation Office, Building Z-135, Naval Station, Norfolk, VA 23511.

3 Marine Corps. Commanding General, Marine Corps Logistics Base (470), Albany, GA 31704.

d. Personal property shipments are considered cleared if the clearance authority has not challenged them by the hour/day entered in the advance TCMD date shipped field. The only exception is for shipments by TP-4. For shipments moving by TP-4, the shipper will submit the advance TCMD data to the ACA as for any other shipment. Unlike other air shipments, a TP-4 shipment will not be released to an ITGBL carrier until specifically approved by the ACA.

e. The PPSO shall provide the origin carrier with three copies of the TCMD. The carrier shall be instructed to insert the actual pieces, weight, and cube of the shipment on the TCMD.

(1) Place one copy, together with a copy of DD Form 1299 and a copy of the member's orders, in the waterproof pouch on the Number 1 container of the shipment.

*(2) Surrender one copy to the military ocean or air terminal at the time of delivery. This copy is not required at CONUS AMC air terminals for CONUS outbound shipments that have been cleared by the appropriate SSCO.

(3) Retain one copy for the carrier's files.

2011. Shipment of UB by Mail.

a. The PPSO is authorized to ship UB by parcel post, airmail, military official mail, or surface mail. Shipment by mail shall be made only when delivery will occur on or before the RDD and when mail is the cost effective method consistent with the member's requirements. Baggage must meet the specifications of the U.S. Postal Service.

b. The PPSO shall maintain records of UB mail shipments using DD Form 1299. One copy of the DD Form 1299 shall be provided to the member at origin. The cost of insuring mail shipments will not be paid by the Government. A second copy of the DD Form 1299, annotated to show the number of pieces, weight, and date mailed, together with a copy of the member's orders, shall be forwarded to the destination PPSO.

c. The use of the DD Form 1299 should not be viewed as optional and it is important that member be provided a copy as a receipt for property shipped. A copy of the member's orders shall be placed inside each piece of UB mailed.

2012. Receipt for UB. When a member delivers UB to the PPSO for shipment, the PPSO shall prepare an original and one copy of DD Form 1796, Receipt for UB (Figure 2-1). The member will be provided the original DD Form 1796 and the copy will be retained by the origin PPSO. Local reproduction of DD Form 1796 is authorized for Army activities. DD Form 1796 is available through normal forms distribution channels for other military services. This form will be used when DD Form 1299 cannot be executed or turn in is through other than PPSO channels.

2013. Retrograde UB without Final CONUS Destination.

a. When the member cannot provide a final CONUS delivery address for a UB shipment from overseas to CONUS, the PPSO shall substitute the notation "Hold for Storage in Transit" for the final delivery address on shipment markings and documentation. Such shipments shall be moved only by DPM and shall be consigned to the nearest of the following military ocean terminals:

(1) Military Ocean Terminal, Bayonne, New Jersey.

(2) Military Ocean Terminal, Bay Area, Oakland, California.

b. The origin PPSO shall annotate advance shipping documents provided to the destination military ocean terminal with the member's leave or contact address. The member shall be directed to provide the final destination address directly to the military ocean terminal, or through the nearest PPSO, once the final destination has been established.

2014. Carrier Responsibilities After Approval by Headquarters, MTMC.

a. Submission of LOI. A carrier approved by Headquarters, MTMC, shall submit a LOI, containing pertinent information prescribed in Appendix B, to the PPSO of each activity where participation in DOD traffic is desired. After initial acceptance of a valid LOI by the PPSO, the PPSO shall require an amended LOI only when one or more of the following circumstances arise: (a) change of address, telephone number, or telex number and/or (b) grant of additional type of service approval, e.g., domestic or international HHG or UB.

*(1) **CONUS:** The carrier's LOI, when applicable, shall identify enclosures as: Enclosure 1, Map Reflecting Domestic Operating Authority; Enclosure 2, The Name(s) of Interlining Carriers used within CONUS or Areas Served by Use of Interline Arrangements. The carrier, by submission of an LOI filed at PPSOs within CONUS certifies that an agency agreement is in effect between the carrier and the agents listed therein. A valid LOI shall be filed with and accepted by the PPSO before individual rate records for interstate traffic and tenders for intrastate traffic can be filed with MTMC for acceptance and distribution to the PPSO. LOIs filed at installations that service more than one rate area do not require coverage of all rate areas within the PPSO's area of responsibility. For example, a carrier wanting to serve US88 (California-South) must also file an LOI at MCAS, Yuma, AZ, to cover Winterhaven, CA. However, the LOI at Yuma does not have to cover Arizona if the carrier doesn't wish to serve US79 (Arizona).

(2) **OVERSEAS:** The carrier's LOI, when applicable, shall identify enclosure as: Enclosure 1, Carrier's Certificate of Agency Agreement. A carrier filing an LOI with PPSOs in a controlled country shall submit a Certificate of Agency Agreement signed by an authorized representative of

request shall be followed up within 10 working days by a written request. The PPSO shall include a copy of carrier's LOI or other document that initiated the inspection requirement. The cognizant RSMO shall contact the PPSO and carrier/agent with advice on preinspection requirements and shall establish a mutually acceptable inspection date. Only warehouses equipped with an automatic (supervised or unsupervised sprinkler system or supervised fire detection and reporting system shall be approved. Fire protection systems shall meet the requirements for insurance rate credit by a recognized fire insurance rating organization. Written evidence of the recognition of an installed fire protection system shall be obtained by contractor/agent from cognizant fire insurance rating organization through the insurance company. RSMO shall use the format prescribed in Appendix G for verification. Periodic inspection by the DOD representative shall verify that the warehouseman is having the system properly maintained. Upon completion of inspection, the RSMO shall notify the PPSO and carrier in writing whether the facility is approved or disapproved.

(1) For initial inspection, the following actions shall be taken. The cognizant RSMO shall perform all initial preaward surveys (DD Form 1811, Figure 2-2) of a carrier or carrier's agent facilities, located within CONUS. The RSMO inspection official shall use the preaward survey guidelines and record the inspection results on a DD Form 1811. PPSO receipt of LOIs that reflect a facility not previously accepted into the personal property program shall notify immediately the cognizant RSMO by telephone of the requirement for a preaward survey of the carrier's facility. This request shall be followed up within 10 working days by a written request. The PPSO shall include a copy of the carrier's LOI or other document received from the carrier/agent that prompted the facility inspection. This procedure also applies to all carrier and agent facilities that are seeking approval to participate in the storage of DOD shipments.

(2) Normally, RSMO inspectors shall visit each PPSO's area of responsibility once every 120 days. New facilities shall be inspected during these scheduled visits. Unscheduled inspections shall be conducted by the RSMO when the PPSO has demonstrated a need for additional carrier or storage resources. All unscheduled inspections shall require coordination and prior approval of the appropriate military service headquarters. Upon approval, the cognizant military service headquarters shall notify Headquarters, MTMC, and shall request that an inspection be scheduled. For planning purposes, the PPSO should notify the RSMO that a request for an unscheduled inspection has been submitted to their military service headquarters. The RSMO shall advise the PPSO and carrier/agent of the scheduled inspection date. Facilities shall be inspected at the earliest possible time.

(3) A representative of the PPSO shall accompany the RSMO inspecting official on all initial preaward survey inspections. The RSMO shall release all documents and records for those facilities that are inspected and approved to the PPSO for maintenance and use during future facility inspections. The RSMO approval is for the facility only and does not involve a review of the agent/carriers qualifications. Agency approval is at the discretion of the

PPSO upon receipt of the facility approval from the RSMO. When facilities fail to meet entry standards for participation in the program, the RSMO shall notify the cognizant PPSO and carrier/agent of the discrepancies. When carrier facilities are located outside CONUS (excluding Alaska and Hawaii), the guidelines in Appendix K shall be used and inspection results shall be recorded on a DD Form 1811.

(4) Carrier's facilities and equipment used for SIT only shall be inspected by the PPSO or their representative at least once every 6-months following the initial inspection, and the results shall be recorded on the Warehouse Inspection Record, DD Form 1812, using the instructions contained in Appendix K and Chapter 6, paragraph 6002.f. However, if a carrier's facility is located 100 or more miles from the cognizant shipping office and the facility's historical record indicates a total volume of 25 or less shipments yearly, annual inspection may be performed. The PPSO shall annotate the carrier's/agent's file indicating that the above criteria have been met and annual inspections are appropriate.

(a) When made aware of problems or deficiencies involving the carrier's facilities and equipment, the PPSO shall perform inspections as often as deemed necessary.

(b) PPSOs shall conduct a yearly review of historical records of those facilities that are being inspected annually. When it is determined the volume has increased to 26 or more shipments yearly, the PPSO shall begin to schedule semiannual inspections. The next inspection shall then be performed within 6-months and continue on a once every 6-month basis.

*(c) PPSOs shall provide the RSMO a copy of any storage inspection independently conducted when deficiencies are detected and when the facility is used in the NTS program. The RSMO contracting officer shall inspect those facilities used for both SIT and BOA storage. Prior to performing inspection, the RSMO contracting officer shall provide the PPSO notice of the scheduled date for inspection. Upon arrival in the area, the RSMO contracting officer shall contact the PPSO to discuss current problems with BOA storage and SIT warehouse operations. The PPSO shall determine whether it is considered necessary or practical to have a representative accompany the contracting officer or the contracting officer's representative. When joint inspection is not made, RSMO shall advise the PPSO as provided in Chapter 6, paragraph 6002.f., of the SIT and BOA deficiencies found. The PPSO may accept the RSMO contracting officer's report without making periodic inspections except when the PPSO has reason to believe that the carrier's operations are substandard. However, when the RSMO contracting officer reports SIT deficiencies that indicate action is warranted, the PPSO shall use the RSMO contracting officer's report as a basis to place the facility in an ineligible status for further SIT services. The PPSO shall, at all times, keep the RSMO contracting officer apprised of actions taken against the carrier involving facilities used for SIT and BOA storage. When an

independent inspection is conducted by the PPSO and the facility is placed in an ineligible status, the PPSO shall provide the RSMO a copy of the report. The RSMO shall immediately place the facility in an ineligible status for NTS and notify other user activities.

(5) Initial inspections for approval of SIT facilities and equipment are not required when previous approval has been granted by the RSMO for storage under the BOA. When reinspection of dual-use facilities results in RSMO approval for continued use for BOA storage, the appropriate PPSO shall be furnished a form letter by the RSMO stating whether or not the warehouse is suitable for SIT. This form letter may be used by the PPSO as a basis for SIT inspection approval instead of the 6-month reinspection periods. When the RSMO inspections results in a dual-use facility being declared ineligible for BOA storage, a copy of the inspection report shall be furnished to appropriate PPSO. The PPSO shall then disqualify the agent for further SIT service.

*b. **OVERSEAS:** For carrier facilities located outside CONUS (excluding Alaska and Hawaii), the PPSO shall conduct a preaward inspection of the facilities and equipment using the guidelines outlined in Appendix G and record the inspection on a DD Form 1811. Fire protection standards shall be established by the theater commander. The carrier shall be advised of the inspection results (acceptance or rejection) or of new inspection requirements by the PPSO as indicated and shall submit a new LOI if required. Facilities currently approved on the fire content rate basis shall be retained and utilized by the PPSO. Reinspection of a carrier's facility and equipment by the PPSO or their representative will be conducted at least once every 6 months following the initial inspection and the results recorded on the Warehouse Inspection Record, DD Form 1812, using the instructions contained in Appendix K and appropriate theater command directive.

(1) When, in the PPSO's opinion, an exception to the established fire protection standards should be granted to a particular carrier's or agent's facility, the PPSO shall request an exception from the appropriate MTMC overseas component or designated representative. An information copy of the exception request shall be forwarded to the PPSO's military service headquarters. The exception request shall contain, as a minimum, the following:

(a) A detailed description of the type and construction of the building or buildings involved.

(b) The reason or reasons the building or buildings will not meet currently established fire protection standards.

(c) Availability of fire fighting equipment and water supply, that is, the distance, in miles, to the nearest continually staffed fire station and the distance, in feet, to the nearest operational fire hydrant.

(d) A description of the actions being taken by carrier or agency management to qualify the building or buildings under current fire protection standards.

(e) An assessment of the impact on local carrier capabilities and the storage program.

(f) The recommendation by the PPSO.

(2) HHG.

(a) If the agent's facility is in an approved status, the PPSO may accept the LOI without further inspection. If the agent's facility is not currently approved, the PPSO shall inspect the facility and approve or disapprove it. Should the agent's facility not be adequate to support services offered, the PPSO shall retain the carrier's LOI and advise Headquarters, MTMC, of the reasons therefore.

(b) If the carrier finds it necessary to change agents, the carrier shall advise the PPSO. The PPSO may accept the revised LOI or certificate of agency agreement when the agent's facility is approved. If the agent's facility currently is not approved, the PPSO shall inspect the facility and approve or disapprove it. Should the agent's facility not be adequate to support the services offered, the PPSO shall advise Headquarters, MTMC, of the reasons therefore.

(3) UB. Agent facilities of ITGBL carriers approved and qualified by MTMC for participation in the shipment of UB shall be inspected by the PPSO and approved or disapproved. Should the agent's facility not be adequate to support services offered, the PPSO shall advise Headquarters, MTMC, of the reasons therefore.

(4) The carrier's agent shall possess a copy of the Tender of Service, including all published changes. The possession of these documents shall be verified during the initial inspection and all subsequent reinspections.

(5) The PPSO shall follow the preaward survey guidelines (Appendix G) when making the initial inspection. The results of the inspection shall be recorded on the Preaward Survey of Contractor's/Carrier's Facilities and Equipment, DD Form 1811.

2018. Actions to Be Taken When Deficiencies Are Discovered in a Facility. Upon discovery of deficiencies in either or both SIT or NTS facilities, the agent or contractor shall be encouraged to correct those deficiencies during the inspection. In each instance, the improper storage methods shall be annotated on the DD Form 1812 (Figure 2-3) and shall be part of the BOA contractor or agent performance record. Depending on the severity of the deficiencies, as determined by the scored elements on the DD Form 1812, Warehouse Inspection Report, the following actions apply:

(b) The MTMC area command shall review both the agent request and the PPSO recommendation and decide if an exception is warranted. If the MTMC, area command, approves the exception request, the agent shall be notified by letter through the PPSO. If the exception is disapproved, the entire case and the reasons for disapproval shall be returned through the PPSO to the agent. The agent will be afforded an opportunity to provide any additional information in rebuttal to the decision, however, the carrier must do so within 10 days through the area command to Headquarters, MTMC. If, in review of the additional information provided by the agent, Headquarters, MTMC, reverses the decision, the agent shall be notified by letter through the MTMC area command and PPSO. In either case Headquarters, MTMC decision is final.

b. Domestic Intrastate HHG. To move HHG originating in a State, to be delivered to a point in that same State, an agent may represent only one DOD-approved carrier. When an agent offers intrastate HHG service as a DOD-approved carrier, that agent may not represent any other carrier offering the same service.

c. ITGBL HHG & UB. There are no restrictions pertaining to an agency location within CONUS or overseas. Acceptance of a carrier's agent is contingent upon whether the agent can provide the PPSO with responsive service. The PPSO must make this determination and has the authority to make the final determination regarding representation and location of a carriers agent. When service provided by an agent is not responsive, the PPSO, with the concurrence of the appropriate MTMC area command, overseas component, or overseas representative may place a limit on the number of carriers that an agent may represent. Further, Headquarters, MTMC, with the advice of the MTMC overseas component shall ensure that the number of carriers represented by any single overseas agent does not exceed the agent's capability.

d. CFAC: Carriers under CFAC and not in competition for ITGBL traffic in the same code of service are considered one carrier for carrier or agent representation purposes.

2021. Loss of Agent.

a. General. When notified by an agent that it will no longer represent a carrier, the PPSO will advise the carrier of loss of agent by registered mail (return receipt requested) or electronic mail, advising that the carrier has 30/45 days from the date of the letter or electronic transmission by the PPSO to obtain representation. If the carrier fails to obtain agent representation at the end of the specified period, the carrier's LOI will be returned by the and the carrier placed in nonuse.

b. Domestic Program. The PPSO will return the LOI if the carrier fails to respond within 30 days.

*c. International Program. The PPSO will return the LOI and place the carrier in nonuse if the carrier fails to respond within 45 days. The PPSO will notify MTOP-T-NI, by message, with an information copy to the cognizant area command or overseas component, of the nonuse action and will specify which rate area(s) are affected. MTOP-T-NI will then notify all PPSO in the affected rate area that the carrier has been placed in nonuse. PPSO will place the carrier in nonuse as outlined below:

(1) Loss of CONUS Agent. Carrier is placed in nonuse outbound from the rate area affected.

(2) Loss of Overseas Agent. The nonuse shall be for all traffic to and from the affected rate area except where carriers have separate origin and destination agents. In those cases, the nonuse shall be for origin or destination traffic only. The PPSO shall advise MTOP-T-NI that the carrier has separate origin or destination agent capability at the overseas installation.

SEE THE MTMC TOTAL QUALITY ASSURANCE PROGRAM (TQAP) PAMPHLET, FEB 92, FOR ISSUES ON THE QUALITY ASSURANCE PROGRAM.

2022. Traffic Distribution.

a. Format. A recommended format for the TDR is provided in Figures 2-4 and 2-5. These formats may be reproduced locally. Any other TDR format used shall contain all information prescribed in this regulation. Preprinted cards or visual file systems may be used to record the required tonnage distribution data at large-volume installations. The following symbols are to be used when posting to the TDR:

(a) A = Adjustment
(b) B = Identification ~ Audit Trail--Short Notice Shipments
(c) D = Disqualified Agent
(d) DQ = Disqualification by HQMTMC
(e) I = Interline
(f) JC = Joint Carriage
(g) N = Nonuse
(h) NC = No Charge
(i) O = Overbooked
(j) P = Member's Preference
(k) R = Refusals
(l) S = Suspended
(m) U = Traffic Denial
(n) Z = Short Notice Shipments

b. Entering Shipment Weight on the TDR. There are two weight columns on the TDR--one marked "estimated weight" and the other marked "cumulative weight". The "estimated weight" entry will be the estimated hundredweight of the tendered shipment. The weight entered in the "cumulative weight" column is the previous cumulative weights of shipments tendered, plus the estimated weight of the shipment now being offered.

The contractual clauses used in the solicitation, award and administration of the contract are contained in the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). Annual estimates need to be annotated on the Bid Schedules and a copy of Appendix P provided to the appropriate contracting office for their coordination and preparation of the solicitation package.

*(1) Inspection of shipments (see Appendix Q) will be performed by using MT Form 360-R, Report of Contractor Services (Figure 4-1). Unsatisfactory services will be indicated by citing specific paragraphs or areas in the PWS and annotating this on MT Form 352-R, Contract Discrepancy Report (CDR) (Figure 4-2). When completed, the CDR will be forwarded to the contracting office for action. The contracting officer or contracting officer representative will take action (set-off deduction, cure letter, etc.), against the contractor in accordance with FAR Clause 52.246-4, Inspection of Services-Fixed-Price.

(2) Problems encountered in executing the PWS contract should be solved by the PPSO, with the assistance of the contracting officer. If a problem cannot be solved locally, it shall be fully documented and referred through channels to the responsible MTMC area command, overseas component, or designated MTMC representative.

(3) The PPSO shall base contractual requirements on both past experience and estimated future needs. Every attempt shall be made to ensure that contractual requirements are realistic. The PPSO shall establish areas of performance, as required, for contracting purposes. Both population density and traffic volume shall be considered in the establishment of areas of performance.

b. PWS Contract Administration.

(1) The PPSO is responsible for the routing and release of shipments and for arranging delivery to the line-haul carrier. Delivery to the line-haul carrier can be either by common carrier pickup at the contractor's facility or by local drayage by the contractor to the carrier's terminal.

(2) The PPSO shall establish a suspense file as a record of shipments on hand in each contractor's facility. The PPSO shall ensure that all shipments are containerized and ready for shipment according to the terms of the contract.

(3) If the contractor fails to comply with the terms of the PWS, the PPSO shall document deficiencies and follow procedure outlined in paragraph 4007.a.(1) above.

c. DPM Procedures. The PWS or the technical provisions for the Packing, Containerization and Local Drayage of Personal Property Shipments (Appendix P) shall be used to determine:

(1) Method of preparing and marking DPM shipments.

(2) How shipments will be weighed.

(3) Contractor's reporting requirements.

(4) Shipment documentation.

d. Consignment.

(1) DPM shipments shall be consigned in accordance with the PPCIG.

*(2) When the CONUS destination is not known for a shipment from overseas, the shipment shall be consigned to the PPSO at the MOT in CONUS. The statement "Hold for Storage in Transit" or "Hold for Nontemporary Storage", as applicable, shall be stenciled on each container after the consignment data. In such cases the member, at the time application for shipment is made, shall provide the origin PPSO a leave or contact address in the space provided on the DD Form 1299. The origin PPSO shall forward this information to the PPSO at the MOT as soon as possible. The origin PPSO shall instruct the member to furnish disposition instructions to the MOT, either directly or through the most convenient PPSO, upon determination of the final destination.

*(3) Shipments moving by military or commercial air will not be consigned for placement in a "hold" status, except when AMC TP-4 tariff rates apply or when air is the only available shipping method between the origin overseas area and CONUS. In those cases, the DPM shall be used to make delivery to the nearest MOT as follows:

(a) Shipments arriving at East Coast airports shall be delivered to the Military Ocean Terminal, Bayonne, New Jersey.

(b) Shipments arriving at West Coast airports shall be delivered to the Military Ocean Terminal, Bay Area, Oakland, California.

e. Documentation for DPM Shipments Entering the DTS.

(1) The PPSO will assign a TCN to each DPM personal property shipment entering the DTS. The TCN will be developed in accordance with DOD 4500.32R and annotated on the PPGBL, freight warrant, or other transportation acquisition document. When a shipment requires more than one transportation acquisition document, the same TCN shall be annotated on each document. The PPSO shall use the date of pick up from the member as the julian date in the construction of the TCN.

(2) The TCMD will be prepared for all DPM personal property shipments entering the DTS.

(1) When the DPM is less costly and will satisfy the member's requirements.

(2) When use of the DPM is mandatory (see paragraph 4002.a.).

(3) When TGBL service is unavailable, impractical, or will not satisfy the member's requirements.

(4) When use of the DPM is directed by Headquarters, MTMC.

(5) For Air Force-sponsored UB shipments, the DPM shall be used exclusively, except for those locations where Code J service is available.

b. Mandatory Cost Comparisons. When, in the judgement of the origin PPSO, two or more TGBL modes (air, surface, or a combination thereof) or TGBL codes of service within a given mode will satisfy the member's requirements, the TGBL transportation mode an applicable code of service for the lowest overall cost shall be used. Cost comparisons shall be made for this determination. Lowest overall costs shall be based on an assessment of all costs associated with the shipment that are known or can be estimated reasonably, to include the following:

(1) Transportation and accessorial charges.

(2) Temporary lodging allowance, when applicable.

(3) Administrative expenses, when identifiable.

(4) Management time and effort required by both the PPSO and the member to accomplish the move.

c. Mode/Code Selection Guide.

(1) General. The Code/Mode Guide is a listing of all international traffic channels showing the lowest to the highest cost code of service. This guide provides assistance to the PPSOs in selecting the most economical method of shipment, and was developed to reduce the time needed by the PPSOs for cost analysis.

(2) Costs. The costs shown in the Code/Mode are total through costs. A breakdown of the codes of service and the costs making up these codes are as follows:

(a) Codes 4, 7, and 8 are all inclusive rates filed by ITGBL carriers. Only the carrier's rate is listed and totaled. These rates consist of all origin services, line-haul, ocean/air costs, and destination services. (Unpacking is not included in Codes 7 and 8.)

(b) Code 5 consists of the carrier's rate plus the MSC ocean and MTMC port handling costs or adjusted cost.

*(c) Codes T and J consist of the carrier's rate plus AMC rate or adjusted cost. (Terminal handling costs are included in the AMC rate).

*(3) Scope. The Code/Mode Guide also contains costs for shipments moving under the direct procurement method (DPM). Packing and containerization costs are obtained from the contracts submitted. Also included in the total cost of the DPM are the linehaul and Government overhead costs. All costs received on DPM contracts, MSC, and AMC are converted, as necessary, to dollars and cents per hundredweight. Consideration is given to density and space utilization which allows the total cost for each method to be stated in the same unit. The following provides a breakdown on the DPM codes and the costs used to obtain total through costs.

(a) HE - DPM household goods moving by MSC. This code consists of the MSC rate, MTMC port handling costs, origin/destination service, linehaul to/from ports, and Government overhead.

*(b) HG - DPM household goods moving by AMC. This code consists of all the same costs as "HE" except the AMC rate is used instead of the MSC rate and MTMC port handling costs.

*(c) HF - DPM household goods moving by MSC. This code consists of the MSC rate, MTMC port handling costs, origin/destination service, and linehaul to/from ports.

(d) BE - DPM baggage moving by MSC. This code consists of the MSC rate, MTMC port handling cost, origin/destination services, linehaul to/from ports, and Government overhead.

*(e) BG - DPM baggage moving by AMC. This code consists of the same costs as "BE" except the AMC rate is used instead of the MSC rate and MTMC port handling costs.

*(f) BF - DPM baggage moving by commercial air. This code consists of origin/destination costs plus commercial air costs between contractors' facilities.

(4) Computations. The Code/Mode Guide is based on total costs only. In those rate areas where there are more than one PPSO, the origin and destination costs associated with movement via DPM are computed on an average. Instructions contained in the Consignment Guide, operational considerations, or service-directed movements may take precedence over the information provided in the Code/Mode Guide.

(5) Cost Additives. Cost additives are provided with the Code/Mode Guide so PPSOs can develop cost comparisons using the rates that apply directly to their installation. When constructing the code/mode guide, it is necessary for costs within rate areas to be averaged. ADP limitations prohibit construction of the code/mode by GBLOC to GBLOC. So, to enable PPSOs to pinpoint their costs, we have developed cost additives for their use.

5003. International Procedures.

*a. European Intratheater Rates. Both MTOP-T-N and the Inland Theater Directorate, MTMC Europe, Personal Property Division (MTEEU-PP) solicit Code 4 rates for several European Intratheater channels as shown in the rate printout for the affected areas. However, these rates are to be used only at the direction of MTEEUR-PP. MTEEUR-PP will perform a cost comparison between these MTOP-T-N solicited rates and rates solicited locally to determine the most economical method of shipment.

b. Acceptance of Rate Filings. Solicitations for ITGBL rates shall be sent to, and responsive rates shall be received from DOD-approved qualified individual carriers and forwarders. Solicitations shall contain governing rules, procedures, requirements, accessorial rates and charges, ports, estimated tonnage, and other information regarding the ITGBL Program. Traffic shall be awarded to those now rate responsible carriers and forwarders whose rates are responsive and most advantageous to the Government. A responsible carrier is one who:

(1) Is listed on the MTMC list of approved carriers and freight forwarders.

(2) Has appropriate operating authority and licenses.

(3) Has adequate financial resources.

(4) Has the ability to comply with required delivery performance schedules.

(5) Has a satisfactory record of performance, integrity, and is otherwise qualified under applicable law and regulations.

c. Rate Verification. Carriers are required to verify the rates shown in block 31 of the PPGBL upon receipt and prior to performing any services. Should the rate not agree with the carrier tendered rate, the PPSO will be informed telephonically. The PPSO is responsible for verifying destination rate area, carrier's rate, cancellation listing, etc., to determine discrepancy. At no time will the carrier be allowed to perform any services until PPSO and carrier are in agreement of rate. Carriers will notify MTOP-O if PPSOs fail to provide PPGBL in a timely manner.

d. Tenders. Tenders, including MBT's governing rules for application of accessorial rates and charges of rate bureaus and associations engaged in collective rate-making functions inconsistent with the Government goal to maximize competition shall not be solicited and received by PPSOs.

e. Effective Dates for Rates.

(1) ITGBL Rates. Effective dates for ITGBL volume rate printouts are shown at the top of the covering page. Generally, volume rate printouts are effective for the 6-month periods starting April 1 and October 1 of each year.

(2) OTO Tenders. OTO tenders are effective on the date the carrier is notified of the shipment award by HQMTMC. Carriers normally indicate this date as the issue date of the tender. Tenders are reviewed by HQMTMC, and administrative acceptance is noted on the tender.

f. Rates and LOIs. Before filing any rates with HQMTMC, a carrier must have an accepted LOI on file with all PPSOs controlling the distribution of traffic from an origin rate area.

g. Rate Filings as Related to the LOI - ITGBL Rates.

(1) If a carrier files ITGBL rates for a rate area and fails to have an accepted LOI on file at any installation from which these rates apply, the affected PPSO immediately shall notify Headquarters, MTMC, ATTN: MTOP-T-N, by priority message. Headquarters, MTMC, upon investigation of each such case, shall notify all affected PPSOs of action to be taken regarding use of that carrier's rates.

(2) If a carrier with ITGBL rates loses an agent, resulting in return of the carrier's LOI, and the carrier fails to obtain a new agent within 45 days, the affected PPSO immediately shall notify Headquarters, MTMC, ATTN: MTOP-T-N, by priority message. Headquarters, MTMC, shall notify all affected PPSOs of action to be taken in regard to the use of that carrier's rates.

h. OTO Rates.

(1) General. The PPSO shall request all OTO rates from HQMTMC, and may not solicit or accept OTO rates directly from an ITGBL carrier.

(2) Criteria for Requesting OTO Rates. The PPSO shall request OTO rates from HQMTMC, when:

(a) Origin-to-destination rates are not listed in the ITGBL volume rate printout.

(b) An ITGBL shipment is diverted to or from a point for which there is no available rate.

(c) A shipment requires conversion (for example, from Code 4 service to Code 5 or from Code 7 to Code 8 due to a strike or other condition that impedes timely service, and the carrier does not offer rates in the alternate code of service).

(d) A shipment must be reshipped within the term contained in the ITGBL solicitation.

(e) When a carrier accepts shipment on a channel where it has no effective rate on file, that acceptance constitutes an agreement by that carrier to perform the transportation services at a rate negotiated under these procedures. If there is an MTMC accepted rate on file for the channel, then the rate in effect will be the negotiated rate.

(a) When specifically designed crates or containers are determined by the PPSO to be necessary for the safe transportation of certain items, authorization shall be contained on the DD Form 619. The PPSO may authorize special containers (closed) for safe transit of motorcycles that will not fit in Type II or similar containers. Special crates [open slated] for items of unusual nature, motorcycles, minibikes, and mopeds that will fit in Type II or similar container may also be authorized for safe transit. In all instances the ultimate responsibility for deciding whether crating is necessary is the carriers, however, the PPSO is responsible for determining if payment is required. Packing service for these shipments is included in the applicable SFR. In shipments where specifically designed crates or containers have been used, DD Form 619 shall show the cubic foot measurement of crates or containers used and authorized at Government expense. The Government will not be liable for any charges incurred by unauthorized crating.

(b) All entries for appliances serviced by a third party shall be supported by an invoice stating the type of service performed. The member, member's agent, or PPSO's representative shall initial each appliance servicing entry. As certification that the stated service was performed, domestic TGBL carriers shall specify, in the appropriate spaces, the MAXPAK rate per hundredweight and the actual charge for items included in the MAXPAK rate. The carrier also shall indicate the weight of PBP&E in the shipment. If the shipment does not contain PBP&E, the carrier shall enter "none" in the appropriate block.

(c) Items of unusual nature such as, but not limited to, shranks, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes that may require special service (to include disassembly and assembly) by a third party, carrier or carrier agent. Other services which may require the use of a third party include rigging, hoisting, or lowering an article for placement or removal from a residence.

*(d) Third party service is defined as a service which is not normally or routinely performed by household goods carriers or agents. It is further defined as a service which may require the skills of a craftsman other than a carrier or agent to accomplish. Traditionally, third party services have been associated with the assembly or disassembly of unusual household goods articles found inside/outside a residence; and with the preparation of certain household goods articles which require special servicing for safe transportation. When required, the carrier or carrier's agent will request approval from the PPSO, to arrange for third party service. Charges for third party will be advanced by the carrier or agent and billed as an advanced charge for reimbursement. A bill for third party service must be supported with a copy of the bill paid by the carrier or the carrier's agent. Information that must be provided on a properly prepared third party service bill (see Figure A-8, Appendix A, for billing instructions) or invoice is as follows:

(1) Company name.

(2) Company address.

(3) Company telephone number.

(4) Bill must be signed by the property owner or designated agent.

(5) Shippers name.

(6) Description of service performed.

(7) Itemization of charges if more than one service is performed.

b. Payment of Transportation and Accessorial Charges upon Placement of the Shipment in SIT.

(1) Payment of transportation and accessorial charges from the origin point to the point of SIT may be made upon completion of the transportation to the storage point before ultimate delivery to the final destination. To effect such payment, the carrier shall:

(a) Obtain appropriate signature and initial certifications on the DD Form 619 to support charges for accessorial services performed at origin.

(b) Complete the certificate of liability and storage on the front of the original PPGBL. The carrier shall obtain verbal authorization from the responsible PPSO for placement of the shipment into SIT. This authorization shall be evidenced by a SIT control number entered on the certification.

(c) Submit the DD Form 619 and original PPGBL, attached to the original Public Voucher for Transportation Charges, SF 1113, to the responsible paying finance center.

(2) The carrier may add a statement to the certificate of liability and storage designating its warehouse agent to voucher and receive payment in the name of the line-haul carrier for SIT and related charges authorized on the PPGBL. A signed duplicate copy of the certification shall be attached in support of the supplemental billing for such charges.

(3) Payment of additional charges accruing against a shipment after delivery into SIT shall be made upon presentation by the carrier of a second SF 1113. This second voucher shall bear the same bill number as the original, with a letter suffix starting with "A" (for example, "12345-A"). When the warehouseman has been authorized to submit the billing on the carrier's behalf, the voucher need not bear the same bill number (with a letter suffix)

FROM: CPPSO NORFOLK VA {First Destination PPSO}

TO: NORTH AMERICAN VAN LINES {Carrier Tendered Shipment}

INFO: ABC WAREHOUSE, INC. {SIT Facility}

416BMW GRIFFISS AFB NY //LGTT// {Origin PPSO}

CDR USAARMC FT KNOX KY //DIO-TRANS// {Second Destination PPSO}

UNCLAS

SUBJ: CERTIFICATE FOR DELIVERY FROM SIT

1. SHIPMENT INFORMATION:

A. THE PERSONAL PROPERTY SHIPMENT OF: JONES, ROBERT E., {Member's Name}

SSN: 000-00-0000, RANK: SFC/ARMY. TENDERED TO GBL NO. AB,000,000, CODE 1, {Social Security No.}

TO NORTH AMERICAN VAN LINES {NOAM}, BY PPSO AT GRIFFISS AFB, NY ON 3 FEB 92. {Name of Carrier & SCAC} {Origin PPSO} {Pickup Date}

B. PLACED IN SIT ON 24 FEB 92 AND ORDERED OUT ON 23 APR 92 FROM

ABC WAREHOUSE, INC., SIT NO. 00000A000, TO BE DELIVERED TO LOUISVILLE, KY {SIT Facility} {City & County of

{JEFFERSON COUNTY}. Final Destination}

*C. SIT USED AT FIRST DESTINATION: 60 DAYS; REMAINING SIT AUTH 30 DAYS.

2. NO OTHER GBL WILL BE ISSUED. ALL CHARGES WILL BE COMPUTED IAW DELIVERY FROM SIT RATE CONTAINED IN APPLICABLE MILITARY BASIC TENDER SUPPORTED BY DD FORM 619.

3. AUTHORIZING OFFICIAL:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE

TYPED NAME TITLE OFFICE SYMBOL AND PHONE

SIGNATURE

(figure 5-5)

FROM: JPPSOWA CAMERON STA VA {Requesting PPSO}

TO: ABC MOVING AND STORAGE, INC. {Carrier Tendered Shipment}

344 OAK STREET, NEWTON, MI 48217

INFO: NAS MAYPORT FL {New Destination PPSO}

NAF SIGONELLA SICILY {Origin PPSO}

UNCLAS

SUBJ: CERTIFICATE FOR DIVERSION

1. THE PERSONAL PROPERTY SHIPMENT OF: JONES, ROBERT E., SSN: 000-00-0000,
{Member's Name} {Social Security No.}

RANK: SFC/ARMY. TENDERED ON GBL NO. AB,000,000 TO ABC MOVING AND STORAGE,
{Name of Carrier & SCAC}

INC. {AMSI} BY THE PPSO AT NAF SIGONELLA, SICILY, ON 14 JUN 92, WITH
{Origin} {Pickup Date}

DESTINATION OF WASHINGTON, DC, WAS DIVERTED AT BALTIMORE, MD, ON
{Destination} {Diversion Point}

28 JUL 92 TO MAYPORT, FL, WITH A NEW RDD OF 16 AUG 92.
{Diversion Date} {New Destination}

2. MODIFIED PCS ORDERS, DATED 20 JUL 92, ARE AUTHORITY FOR DIVERSION.
{Identify letter or other authority or reason for diversion & new RDD}

3. NO OTHER PPGBL WILL BE ISSUED. ALL TRANSPORTATION COST, DIVERSION CHARGE, AND ADDITIONAL COSTS, IF ANY, WILL BE COMPUTED IN ACCORDANCE WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION SHOWN ON THE ORIGINAL PPGBL.

4. AUTHORIZING OFFICIAL:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE

TYPED NAME TITLE OFFICE SYMBOL AND PHONE

SIGNATURE

(figure 5-6)

CHAPTER 6

STORAGE

6000. Storage-in-Transit (SIT).

a. General. The PPSO may use SIT when necessary to meet the member's requirements. Although SIT normally is used at destination when a shipment arrives before the member has established a delivery address, it also may be used at origin or at an intermediate point when considered by the PPSO to be in the best interest of both the member and the Government. The carrier should use the carrier's DOD approved agent facility located nearest the destination city or installation shown in block 18 of the PPGBL. Should the carrier use a more distant facility for convenience, SIT and related charges will be based on the carrier's agent nearest available DOD approved facility. However, this should not be construed to mean that a carrier without an agent in the destination PPSO's area of responsibility (AOR) can place a shipment into a DOD-approved SIT facility outside the destination PPSO's AOR except when specifically authorized by the destination PPSO. Nearest available carrier's agent DOD approved storage facility is defined as follows: that carrier's agent facility which has DOD approval, has space for the shipment and is accepting DOD traffic from the carrier. If the agent refuses to accept a shipment, i.e., because of the carrier's refusal to provide a waiver and/or to the carrier's poor payment history, the agent's facility will be considered "available" for purpose of determining charges irrespective of what destination warehouse the carrier uses. NTS at origin may not be converted to SIT at origin unless a PPGBL is issued, an inventory is prepared, and a carrier takes physical possession of the property.

b. SIT Period.

*(1) SIT for DOD civilians employees will not exceed 90 days, (Joint Travel Regulations (JTR), Volume 2).

*(2) SIT for military members may not exceed 90 days unless additional storage is authorized in accordance with the Joint Federal Travel Regulations, (JFTR), Volume 1.

*(3) SIT for military members may be extended beyond the 90-day period when an entitlement for additional storage exists and is approved by the appropriate authority.

(4) When SIT is extended beyond the first 90 days, the PPSO shall notify the carrier of the extension and the projected termination date. A copy of DD Form 1857, Temporary Commercial Storage at Government Expense (Figure 1-7), will be provided to the carrier for each extended 90 day period. When a shipment remains in storage beyond the SIT entitlement period, carrier liability shall terminate at midnight of the last day of the SIT period, the Government Bill of Lading character of the shipment shall cease and the

warehouse shall become the final destination of the shipment. At this time, the warehouseman shall become the agent for the property owner and the shipment becomes the subject to the rules, regulations, charges and liability of the warehouseman. Members should be advised of the requirement to procure their insurance during this period of storage.

c. Prevention of Unnecessary SIT. The PPSO shall make every effort to prevent unnecessary use of SIT by maintaining a close liaison with installation personnel assignment officers and housing officers. Coordination between the origin and destination PPSOs may be helpful in preventing unnecessary use of SIT. The destination PPSO shall establish a file for inbound personnel, including all advance documentation received from the origin PPSO and information concerning the member, such as telephone numbers on and off base, the member's temporary address, and the name and telephone number of a local contact if the member cannot be located when the shipment arrives.

d. Procedures at Destination. When the carrier notifies the destination PPSO of a shipment's arrival, the PPSO shall attempt to contact the member or the member's agent at the designated point of contact. If the member has not reported to the destination PPSO or the PPSO is unable to contact the member or the member's agent, the PPSO shall instruct the carrier to place the shipment in SIT. In these cases, the PPSO may not direct the carrier to attempt delivery at the member's residence.

e. Record of Authorized SIT. The PPSO shall maintain a separate control log for recording all SIT authorizations. The log shall contain as a minimum, the following information: SIT control number, member's name, code of service, storage location, and the dates ordered into and out of SIT. It is not necessary to maintain a separate ledger specifically for SIT authorization, provided control of SIT is maintained and there is no duplication of SIT control numbers. The log form should be reproduced locally. A copy of DD Form 619 authorizing the SIT will be retained in the shipment file.

f. SIT for Split Shipments. If a shipment arrives at destination as a split shipment and the member is unavailable to receive any portion, SIT may be authorized separately on each portion. The PPSO shall issue a separate SIT control number for each portion of the split shipment. The carrier shall be required to obtain a separate weight ticket and separate SIT control number for each portion of the split shipment. The cost of weighing each portion shall be borne by the carrier. The Government will not pay the minimum weight as applicable to storage.

g. SIT Control Number. Upon ordering a shipment into SIT, the PPSO shall furnish the carrier a SIT control number. The SIT control number, which will contain seven positions, shall be constructed as follows:

(1) The first position shall be the last digit of the year in which the shipment enters SIT (for example, if the shipment is placed in SIT during calendar year 1991, the first digit will be 1).

(2) The second, third, and fourth positions shall contain the julian date for the day on which the shipment enters SIT for example, if the

shipment is placed in SIT on November 9, 1991, the second, third, and fourth digits will be 313.

(3) The last three digits shall indicate the numerical sequence of the shipments entering SIT for that day; (for example, if the shipment is the eleventh shipment placed in SIT on that day, the last three digits will be 011).

(4) As described above, the SIT control number for the eleventh shipment placed in SIT on November 9, 1991, is 1313011.

h. Delivery Out of SIT.

(1) When ready to accept the shipment, the member shall contact the destination PPSO and request delivery to the destination residence. The PPSO shall instruct the carrier to make delivery on the date specified by the member.

(2) The carrier will prepare a DD Form 619 (Figure 5-4) for billing purposes. The DD Form 619 shall include all accessorial services incidental to the delivery of the shipment. The carrier will return the completed DD Form 619 to the second (final) destination PPSO. The (final) destination PPSO will verify and sign the form, keeping one copy in the permanent shipment file. If loss or damage is discovered in a shipment delivered from SIT, the member or member's agent shall record the loss/damage on DD Form 1840/1840R.

(3) Shipments that have been placed in containers for SIT at destination may be delivered to residence in the same containers.

*(4) The destination PPSO will order long deliveries out of SIT by preparing a "Certificate for Delivery from SIT" (see paragraph 5006.d(2). A delivery address should be obtained by the destination PPSO before releasing any shipment out of destination SIT. (Absence of a delivery address, the Certificate of Delivery from SIT should include a statement indicating the number of SIT dates used and how many dates of SIT were authorized. The destination PPSO (first PPSO) as specified on the PPGBL, will send an information copy of the Certificate for Delivery from SIT to the origin PPSO to inform them of the new destination. The first destination PPSO is also responsible for ensuring that the newly established destination PPSO (second destination PPSO) receives a copy of the DD Form 2223 or 1780, and any other pertinent information, for final destination evaluation. The second destination PPSO will return the completed evaluation and other necessary forms, i.e., DD Forms 2223, 1780, and 1840 to the origin PPSO within 45 days of shipment delivery. The carrier prepares the DD Form 619 as described in paragraph 6000.h. (2) above and must forward a copy of the DD Form 619, as well as the DD Form 1840/1840R, to the second (final) destination PPSO.

(5) Requests for partial withdrawals should be made at the time of counseling and indicated to the carrier or carrier's agent at the time of packing, when possible. Only complete cartons or item numbers on the inventory may be withdrawn. Individual cartons will not be opened. The inventory item number will be furnished by the member to the PPSO, who will in turn order the

service. Certification of the DD Form 619 by the destination PPSO is required. The member, member's agent or PPSO representative shall have the right to be present at the carrier's facility during the sorting of the property. The carrier will deliver; however, the member has the option to pick up the property from the warehouse. The carrier is responsible for obtaining the weight of the portion withdrawn in accordance with domestic and international solicitation procedures.

*i. Shortage of SIT Warehouse Space. When a critical shortage of SIT warehouse space is being experienced, the PPSO will notify HQMTMC. HQMTMC will disseminate this information to CONUS PPSOs. The PPSO must advise HQMTMC when shortage of SIT warehouse space no longer exists.

6001. Responsibilities for NTS.

a. MTMC Overseas Components and Overseas Commanders. Although NTS is restricted to warehouse facilities located within CONUS, MTMC overseas components and overseas commanders should develop contingency plans to use Government warehouses for storage in the event of civil unrest, national emergencies, etc.

b. MTMC Area Commanders. MTMC area commanders are responsible for the administration of the NTS program in their assigned geographic areas. The MTMC area commanders, through designated contracting officers at the RSMOs, shall:

(1) Conduct preaward surveys to ensure that NTS contracts are awarded only to qualified contractors. The qualifications of contractors shall be determined in accordance with the preaward survey guidelines and guidelines contained in the FAR.

(2) Execute, distribute, and administer the BOA and the Schedule of Services and Rates for Household Goods (DD Form 1162-1, Figure 6-1) in accordance with this regulation and the FAR.

(3) Monitor the weight stored in each approved warehouse, its subdivisions, or fire divisions.

(4) Perform contract administration of DD Forms 1164 (Figure 6-2) that have been placed against BOAs by ordering officers of using activities.

(5) Provide each contractor, in writing, the names and locations of using activities and the names of persons authorized to issue DD Forms 1164 under each BOA.

(6) Notify all recipients of the BOA when it is modified or terminated.

(7) Perform inspections of storage facilities to ensure that all services are provided in accordance with the provisions of the BOA.

(8) Investigate incidents impacting on the operation of the NTS program in accordance with this regulation.

(9) Conduct staff assistance visits during each inspection cycle at each ordering installation in their areas of responsibility. The purpose of such visits shall be to exchange information concerning the adequacy of service provided by each local contractor and to identify potential service problems. Such visits can assist the using activity to plan storage inspections more effectively by focusing upon potential problem areas.

(10) Release for public information current BOA contract rates when such information is requested specifically in writing. Written requests for the release of current rates shall be honored when the request specifically identifies a contractor by name and the BOA in question has been signed and accepted by the RSMO contracting officer. Unless the entire BOA is specifically requested, the release of such information shall be limited to the DD Form 1162-1 currently in effect on the date the written request is received.

c. Ordering Officers. Ordering officers shall:

(1) Acquire all required services for the storage of HHG in both Government and commercial facilities.

(2) Cite the appropriate funds for payment of the services ordered and process invoices for payment.

(3) Maintain on file all documents relating to each storage lot.

(4) Provide to the appropriate RSMO contracting officer copies of independently conducted SIT storage inspections (when such inspection is of a facility also approved for nontemporary storage) in which discrepancies are detected. Such reports alert RSMO contracting officers to potential storage problems involving collocated NTS lots.

(5) Perform inspections in connection with prestorage and poststorage services. When deficiencies are discovered that are not corrected immediately by the contractor, the RSMO contracting officer responsible for administering the BOA shall be notified. The suspension of contractors by using activities is not authorized. Ordering officers are encouraged to participate with RSMO contracting officers in joint inspections of local contractor storage facilities within their areas of responsibility, whenever practical.

(6) Serve as the point of contact for the member on all matters concerning the storage of HHG.

(7) Notify immediately the appropriate RSMO when the contractor is unable to locate a lot in storage.

(8) When the weight in storage is in excess of the JFTR allowance, the applicable military service guidelines or regulations shall be followed to recoup excess costs from the member.

(9) Terminate all NTS at Government expense for storage beyond the authorized storage period and advise the contractor to bill the member for future storage costs. If travel and transportation entitlements of retired members has been extended, authorize continued storage at Government expense. The member subsequently should reimburse the Government for storage costs.

d. Installation Commanders. Installation commanders are responsible for inspecting periodically all Government-owned storage facilities under their jurisdiction that are used for the storage of DOD-sponsored personal property shipments. Such inspections shall be performed under military service headquarters direction and shall be recorded on DD Form 1811 (Figure 2-2) and DD Form 1812 (Figure 2-3). Before approval by the installation commander, RSMO personnel shall conduct a liaison inspection of the Government-owned facilities to ensure that storage practices are the same as those required of private contractors under the BOA.

6002. NTS Procedures - Contracting Officers.

a. The Preaward Survey. The preaward survey (in accordance with the FAR and this regulation) is used to determine whether a prospective contractor is qualified to participate in the NTS program and whether the offered warehouse, including subdivisions and fire divisions, meets Government standards. Upon receipt of a contractor application to provide service, the responsible contracting officer shall conduct a preaward survey using the DD Form 1811 (Preaward Survey of Contractor/Carrier Facilities and Equipment). The DD forms are available through normal publications channels and shall be completed for each specific warehouse where HHG are to be stored. The responsible activity shall maintain the original copy, and the prospective carrier or contractor shall be provided a duplicate copy.

b. Executing, Administering, and Distributing the BOA.

(1) When the preaward survey has been completed and the contractor qualified and accepted, the contracting officer shall:

(a) Negotiate the DD Form 1162-1 with the contractor.

(b) Secure the contractor's signature on the original and two copies of the BOA for storage of HHG and related services, signifying the contractor's acceptance of the terms and conditions.

(c) Sign the original and two copies of the agreement on behalf of the Government.

(d) Distribute the agreement in accordance with the FAR and furnish sufficient copies to appropriate ordering officers.

(2) The contracting officer shall be responsible for the proper administration of each BOA, for issuing all required modifications, and for maintaining the agreement in accordance with the requirements of the FAR. The

effective date of the agreement or amendments or modifications shall be the 1st day of the month.

*c. Rate Change Requests. All rate changes initiated by a contractor shall become effective on the 1st day of the month. Rate change requests submitted by contractors shall be postmarked no later than the 15th day of the 2nd month before the rate change becomes effective. If the rate change request is delivered in person, it shall be received in the contracting officer's office not later than the close of business of the 15th day of the 2nd month before the rate change becomes effective. For example, a rate change request postmarked or delivered between July 16 and August 15 shall become effective on October 1; between August 16 and September 15 shall become effective November 1.

d. Monitoring Weight in a NTS Facility. When a facility has been approved, the contracting officer shall determine whether it is physically possible for the facility to exceed the DOD fire classification weight limitation. For each facility in which the weight limitation may be exceeded, the contracting officer shall:

(1) Monitor the total weight stored in the facility from DD Form 1812 (Figure 2-3) provided by the RSMO inspector.

(2) When the facility is loaded to 75 percent of its designated weight limitation, maintain a running total of weight in the facility from data on the DD Form 1164 (Figure 1-9).

(3) When the total weight stored reaches the facility's weight limitation, notify the contractor and appropriate ordering officers not to place further Government storage in the facility.

(4) Notify the contractor and appropriate ordering officers of the availability of the facility after sufficient weight has been removed to allow resumption of storage.

e. Contract Administration of DD Form 1164. DD Form 1164 will be reviewed using an appropriate sample from each using activity in accordance with effective random sampling procedures. Under unusual circumstances/conditions (Department of Justice investigations, complaints, excessive error, rates, etc.), 100 percent review may be performed as determined appropriate. The contracting officer shall review DD Forms 1164 to:

(1) Monitor the weight of HHG stored in contractors' facilities in which the fire limitation may be exceeded.

(2) Ensure DD Forms 1164 are being issued in accordance with this regulation and the BOA.

(3) Ensure that the correct BOA number and amendment numbers, if applicable, which reflect rates applicable to the services acquired, are shown on each DD Form 1164.

(4) Ensure rates listed for the ordered services are correct. Upon completion of the administrative review, service order copies shall be distributed in accordance with current military service regulations.

f. Inspection of Contractor's Facilities and Services. The contracting officer shall inspect each contractor's facilities and services at least once every 4 months or more often if necessary. The purpose of these periodic inspections is to ensure that the contractor's facilities continue to meet the Government's standards and that all services are being performed in accordance with the BOA. A written report or record of all inspections shall be made on the DD Form 1812 and shall be made a part of the contract file. The following actions shall be taken once the results of the inspection are determined:

(1) "A" Rating. If no discrepancies are noted, one copy of the completed DD Form 1812 shall be provided to the contractor, one copy shall be provided to the responsible ordering officers, and one copy shall be placed in the contract file. No additional action is required until the next regularly scheduled inspection.

(2) "B" Rating. If deficiencies merit a quality control rating score of "B" (1-8 points) and are easily correctable, the contractor shall be requested to perform immediate corrective action. Copies of DD Form 1812 shall be distributed to the PPSO responsible for the storage facility, the contractor, and the RSMO.

(3) "C" Rating. If deficiencies earn a quality control rating score of "C" (9-16 points) and do not warrant declaring the contractor ineligible, copies of DD Form 1812 shall be furnished to the PPSO responsible for the facility. The contractor shall provide a detailed report of corrective action, authenticated by a company official, within 10 days after receipt of DD Form 1812. Contractors shall be monitored closely by the PPSO and RSMO for deterioration in quality of service. During the next regular inspection, if the contractor has reported correction falsely or repeats a violation, grounds will exist for placing the contractor in an ineligible status for an appropriate period of time. The MTMC area commander shall be advised of the action.

(4) "D" Rating. If deficiencies merit a quality control rating score of "D" (17 points and over) and warrant declaring the contractor ineligible for business, copies of the DD Form 1812 shall be furnished to the contractor, ordering activities having an applicable BOA, RSMO, and MTMC area commands. The contractor shall be placed in a temporary ineligible status by the contracting officer pending corrective action. The contractor shall explain action taken and provide a detailed report authenticated by a responsible company official. Upon receipt of the contractor's report, the facility shall be reinspected. If deficiencies have been corrected and positive action taken to prevent recurrence, the contractor shall be restored to eligibility.

(5) "E" Rating. A repeat violation of a serious deficiency or evidence of false reporting of corrective action shall merit a quality control rating score of "E" and shall be grounds for a continuation of ineligibility

for a period of time set by the contracting officer. If the contracting officer decides an "E" rating is not sufficient, a "stop notice" for future DOD business shall be issued, or termination for default shall follow.

g. Storage Difficulties. Ordering officers shall inform the appropriate contracting officers of existing or anticipated problems in obtaining storage space. Upon such notification, contracting officers shall provide appropriate assistance and:

(1) Determine requirements for changes, if appropriate, in existing qualification standards that would increase the capability of existing contractors without lowering the quality of service.

(2) Ensure that the using activities are not limiting the use of contractors to those located within their areas of responsibility.

*(3) Attempt to locate additional commercial storage facilities that will meet required Government standards. When located, the contracting officer shall conduct a preaward survey and, if the facility is qualified, negotiate and distribute the basic ordering agreement in accordance with paragraph 6002.b., above.

(4) Attempt to locate additional Government-owned facilities suitable for storage of personal property.

6003. NTS Procedures - Ordering Officers.

a. General. The lowest cost, qualified storage facility available, regardless of its location, shall be used for NTS. When an ordering officer has BOAs available that offer facilities outside the installation's area of responsibility, awards will not be limited to facilities within the area of responsibility. Storage Facility Rates (Figure 6-3) shall be used to make a cost comparison when determining whether to use commercial or Government facilities.

b. Determining the Low-Cost Contractor. The ordering officer shall use items I, II, III, IV, V, and VI of the DD Form 1162-1 to determine the low-cost contractor. Item II shall be used only when upright wardrobe services are required. Item V, storage costs, will be projected over the estimated storage period for each lot.

c. Attempted Pickup or Delivery. If the member or member's agent is not available at the residence when the contractor attempts to pick up or deliver on the date specified on DD Form 1164, the contractor shall be paid the drayage rate per DD Form 1162-1 on a 500-pound minimum (minimum weight) shipment for attempted pickups and the actual shipment weight for attempted deliveries. Payment is subject to contracting officer approval.

d. Acquisition of Commercial Storage Services. Contractors shall be contacted in the order of their BOA rates (from lowest to highest), even

though they may be located outside the installation's area of responsibility. The storage lot shall be offered to the first contractor that can perform the services at the time they are required. A contractor will not be contacted if written notice that services cannot be provided has been received from that contractor. When two or more contractors have equal rates, the ordering officer shall offer lots to those contractors on a fair and equitable basis. When other than the low-cost contractor is used, all copies of the DD Form 1164, except the copy furnished to the contractor, shall be annotated "Low-Cost Contractor Unable to Handle", and the ordering officers' contract file shall contain a list of the contractors refusing the lot with the reasons for refusal. When the estimated cost of services exceeds $10,000, the contractor shall submit an Offer of Services for Household Goods Storage, DD Form 1163 (Figure 6-4).

e. Member Preference for Contractor. Member's choice of contractor is prohibited unless the contractor-requested cost is the same or no more than the lowest qualified offeror. The rules governing the requirements of the Basic Ordering Agreement, Federal Acquisition Regulation, requires orders be issued to the lowest qualified offeror. The Government has no authority to enter into three-party contracts between itself, the NTS Contractor, and the member.

f. Service Order for Household Goods. DD Form 1164.

*(1) Upon the contractor's acceptance of the offer of a lot, the ordering officer shall prepare DD Form 1164 and request the contractor to provide a lot number. A separate DD Form 1164 will be prepared for each HHG lot. Service orders shall be executed only by ordering officers having specific authority to issue such orders. Orders for services shall be furnished to the contractor before the date on which the services are to be performed. DD Form 1164 is self-explanatory except for the following items:

(a) Block 3.b. - Federal Agency. Federal Agency identity. Enter two-character alpha code, i.e., DF (Department of Air Force), DA (Department of Army).

(b) Block 3.c. - Appropriation Identity. Identifying code designation which is locally assigned by each activity.

(c) Block 3.g. - Lot Number. Enter the lot number furnished by the contractor.

(d) Block 3.i. - Estimated Storage Period. Enter approximate number of months storage contemplated. This varies from case-to-case depending on entitlement circumstances and applies to new accounts being placed in storage.

(e) Block 3.i. - Pick-up Date. (YYMMMDD). Enter the date on which the requested services are to begin. The date shall be entered from left to right as the last two digits of the year, the first three letters of the month, and the date of the month, i.e., 90SEP30.

(f) Block 4. - Services Ordered. Enter rates from the appropriate DD Form 1162-1 only for those services being authorized. Item VI, handling-out, which must be used in making cost comparisons, will not be included on the initial DD Form 1164. To facilitate subsequent ordering-out action, the applicable rate for handling-out, item VI, may be annotated on the copy retained in the storage file. When crating of HHG is required for safe transportation and storage, the remarks section, Block 6, shall be annotated to show approval granted by the ordering officer.

(g) Block 6 (Remark Section). - Firearms. When firearms are to be included in the storage lot, the statement "This NTS Lot Contains Firearms" will be annotated on the DD Form 1164.

(2) Distribution of DD Form 1164.

(a) Original copy shall be sent to the Accounting and Finance Office.

(b) One copy shall remain with the contractor and shall be annotated: "Duplicate Original."

(c) One copy, indicating the actual weight and storage location, shall be provided to the member or overseas Civilian Personnel Officer.

(d) One copy indicating the actual weight and storage location shall be provided to the responsible RSMO Contracting Officer within 5 working days of the date on which the actual weight is received from the contractor.

(e) One copy shall be provided to the PPSO.

(f) One copy shall be provided to the Uniform Service Finance Office.

(3) Supplemental Service Orders.

(a) Supplemental DD Forms 1164 shall be issued to authorize services such as renewal or removal of a lot in storage or annual renewal of the fiscal year fund citation for the following fiscal year for those lots remaining in storage after September 30. Renewals may be authorized by written notice to the contractor, such as manifest-type listings.

(b) When it is known prior to ordering services that part of a member's property will remain in storage while another part will be withdrawn within a short period of time, each part will be considered a separate lot; a separate DD Form 1164 shall be issued for each lot. When a member requests, and is entitled to, partial removal from a lot stored under a single DD Form 1164, a supplemental DD Form 1164 shall be issued for handling-out services to permit removal of the desired goods from the lot and for handling-in of that portion to be returned to storage.

g. Warehouse Receipts. Each lot of HHG stored in a commercial facility shall be covered by a separate, nonnegotiable warehouse receipt. The

contractor shall issue the warehouse receipt in the name of the member, in accordance with the terms of the BOA. The contractor shall mail or otherwise deliver the original and one copy of the warehouse receipt to the ordering officer. When the inventory is used as part of the warehouse receipt, a copy of the inventory may be attached to the original warehouse receipt. The use of a combination inventory-warehouse receipt form is acceptable if the document contains all of the information required by applicable laws and the BOA. When a combination inventory-warehouse receipt is used, the original copy shall be furnished to the ordering officer and a legible copy retained by the contractor.

h. Storage Outside an Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering officer placing the lot in storage shall retain the storage account and all paperwork until application for shipment is received.

i. Removal from NTS. Whenever a lot, or part of a lot, is to be removed from storage, the ordering officer shall sign and return the original warehouse receipt to the contractor, along with the DD Form 1164 specifying the services to be performed. A copy of the warehouse receipt shall be retained for the ordering officer's files. Whenever part of a lot is removed from storage and part is to remain, the ordering officer shall obtain a new or revised warehouse receipt from the contractor for that portion remaining in storage. The NTS contractor shall be given a minimum five (5) work days notice prior to release of shipment.

j. Removal When Storage is Outside the Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering officer placing the lot in storage shall retain all paperwork and the storage account until the member's application for shipment is received. The ordering officer shall make telephonic arrangements with the contractor for release of the goods from storage. The member's application for shipment shall be forwarded to the PPSO having responsibility for the area in which the goods are stored. The gaining PPSO shall arrange for shipment of the goods and shall coordinate with the ordering officer, as required.

k. Local Delivery Reweigh Procedures. If a pattern of weight variance is detected in the weight of line-haul shipments moving out of a particular warehouse, the PPSO shall initiate local reweigh procedures.

(1) The ordering officer shall negotiate a rate with the storage contractor not to exceed the current rate factors of the GRT or MRT rate tender. When requesting local reweigh, cost comparisons shall be accomplished to ensure use of lowest rate or price available.

(2) Local delivery reweigh requests shall be annotated on the DD Form 1164. It is recommended the PPSO or the PPSOs representative witness the reweigh to support any collection action involved for either party. A witnessed reweigh will aid the RSMO contracting officer in the event of disputes as well as in monitoring performance.

(3) The ordering officer may request the contractor to use Government scales for local reweigh when available and when reweigh will not cause delay to the contractor. If the contractor is required to use Government scales and excess mileage is involved, the Government may be liable for an extra charge since the terms of the original agreement have been modified.

(4) One weight ticket is necessary when a lot is ordered out of NTS locally and when delivery is within the scope of the agreement. When there is a 200-pound variance (higher or lower), an additional weight ticket is required. This provision will not apply if weight discrepancies are due to missing items from a shipment that were a part of the weight at original pickup.

*l. Storage Difficulties. Before the normal shipping season, the ordering officer shall notify the RSMO contracting officer of any actual or anticipated problems in obtaining commercial storage space. An information copy of such notice shall be provided to the appropriate MTMC area command. Problems that cannot be resolved by the RSMO contracting officer shall be forwarded for resolution to Headquarters, MTMC, ATTN: MTOP-T-C.

m. Processing NTS for Personnel Assigned PCS Overseas and Notification of Member Pending Expiration of Entitlements and Conversion of Lots to Member's Expense.

(1) Upon receipt of an application for NTS, the PPSO shall enter the estimated storage entitlement expiration date on the DD Form 1299 in block 13 (Figure 1-2). This date shall be determined by adding the tour length to the reporting month cited in the orders. (Exception: General and flag officers have no set tour length, however, since 48 months is a common period of time for assignment, 48 months shall be added to the reporting month cited in the orders and entered in block 13 of the DD Form 1299).

(2) Not later than 45 days before the 1st day of the month when the NTS entitlement is due to expire, as noted in block 13 of the DD Form 1299, the PPSO shall notify the member by certified letter of the impending NTS entitlement expiration. (Exception: The military service headquarters concerned shall be contacted to determine the status of entitlement continuation for general and flag officer's lots). A suspense date shall be established for return of information and a suspense file maintained.

(3) The notification shall include:

(a) Date storage entitlement will expire.

(b) Suspense date for return of information.

(c) Net weight of HHG in storage chargeable to member's JFTR weight allowance.

(d) Storage company's name, address, service order number, and lot number.

(e) Statement that the member is to return the notice in the self-addressed envelope provided by the suspense date whether continued storage is required. The new PCS order, personnel action or extension document, copy of separation order, or letter explaining the member's status shall be enclosed. DOD civilian employees shall provide correspondence from their civilian personnel office containing the new fiscal year fund citation for continued storage. Include a statement that if the member fails to return the letter to the PPSO advising of his or her status before the date the NTS entitlement is due to expire, the Government's responsibility for control and payment for the NTS shall be terminated and the lot converted to a commercial account in the member's name at his or her expense. He or she shall then be responsible directly to the commercial contractor for storage costs.

(4) If the certified letter notice is not returned with appropriate notations by the established suspense date, the PPSO shall contact the applicable military service personnel locator office to make a final attempt to locate the member.

(5) When all notification and locator efforts have failed, the PPSO immediately shall take necessary steps, in accordance with military service regulations, to convert the lot to the member's or employee's expense.

6004. Loss and Damage in NTS.

a. General. This subsection prescribes procedures to be followed by contracting and ordering officers when incidents of loss or damage of stored HHG occur.

*b. Loss/Damage or Erroneous Shipments. If the contractor is unable to locate a lot or portion of a lot in storage, the PPSO/ordering officer shall notify the RSMO contracting officer who shall ensure the contractor is taking action to locate any missing items and collect information for contract interpretation which might be needed in the event of claims processing.

c. Missing Items. When missing items subsequently are found to be in the possession of the contractor, the contractor shall forward the items to the member by the mode of transportation selected by the ordering officer offering the least amount of delay. The contractor shall be responsible for any shipping charges in excess of the original cost had the delay not occurred.

d. Delivery of Wrong Items. If a contractor inadvertently ships or delivers wrong items, the contractor is liable for all excess costs associated with the return. The ordering officer shall select the mode of transportation offering the least amount of delay. Compensation to the contractor will not be more than the original cost.

e. Lost or Stolen Privately-Owned Firearms. If a POF is lost or stolen while under the control of the warehouse, the RSMO shall determine whether the firearm was stored in accordance with the preaward survey guidelines and whether the loss was due to negligence of the warehouse. The failure of a

contractor to report promptly a lost or stolen firearm shall result in the issuance of a cure notice by the RSMO contracting officer.

f. Contracting Officer's Procedures. Upon becoming aware of loss or damage to stored HHG due to fire, flood, or similar causes, the contracting officer, in coordination with the appropriate ordering officers, shall:

(1) Arrange immediately for a joint inspection of the damage.

(2) Direct the contractor to unpack and dry the goods, if necessary, and prepare a detailed report of loss or damage to each lot, by article or package, as listed on the warehouse receipt or inventory form.

(3) Monitor closely the contractor's performance to ensure that:

(a) The contractor's responsibility is discharged properly.

(b) The property is protected from further loss or damage.

(c) The contractor maintains detailed records of all services performed and materials used that are to be paid for by the Government.

(d) The contractor promptly dries, cleans, and repacks all of the items that are handled during the rework process.

(e) The contractor's security measures will protect the goods from pilferage.

(4) Request that the ordering officers engage a third party if the contractor does not have the capability to provide the required services.

(5) Determine the contractor's liability under the terms of the BOA. All available means, including assistance from ordering officers and qualified organizations, shall be used in determining liability. The contracting officer shall prepare a report of each case in accordance with Chapter 10, paragraph 10004.c.

g. Ordering Officer's Procedures. Upon completion of the inspection of loss or damage, the ordering officers shall, as appropriate:

(1) Direct the contractor to perform services such as laundering, drycleaning, and oiling finished surfaces, if such actions are required to prevent further damage to, or deterioration of, the affected goods. Reconditioning of property, such as recovering upholstered pieces and refinishing finished articles, may not be performed as part of the services to prevent further damage or deterioration.

(2) Inform the contractor of the method to be used in determining the new weight of lots when items have been lost or destroyed. When the new weight has been determined, the ordering officer shall issue a Service Order for Household Goods, DD Form 1164.

(3) Advise the member, in writing, of any loss or damage to the member's goods.

(4) Furnish the responsible RSMO contracting officer a copy of the report to the member.

(5) Obtain the consent of the member or the member's authorized agent before ordering the disposal of any damaged goods. Upon receipt of consent, the ordering officer shall direct the contractor in the disposal of irreparably damaged goods.

h. Payment for Services. The unpacking, drying, and cleaning of damaged goods and preparation of the report of loss or damage shall be performed by the contractor at no cost to the Government. All other services performed, such as drycleaning, laundering, repacking, and handling-in, when ordered by the ordering officer, shall be paid for by the Government at no cost to the contractor until ultimate liability for the loss or damage is determined. Payment for these services shall be made from the appropriation cited for payment of the storage charges.

(5) Financial Statements.

b. Upon approval by Headquarters, MTMC, the carrier will be notified by letter. PPSOs are advised of approved carriers in the semiannual issue of the carrier approvals printout and by message updates.

7004. Rates.

a. One-Time-Only rates for the movement of privately-owned mobile homes are obtained through competitive solicitation using the Mobile Home One-Time-Only (MOTO) Program.

b. Only Headquarters, MTMC, will solicit and negotiate MOTO rates from the carrier industry. PPSOs are precluded from directly accepting or soliciting MOTO rates from carriers. Exception: Local moves may be excluded from provisions of this solicitation.

*c. MTMC will issue a solicitation containing rules and regulations pertaining to the preparation and movement of mobile homes. MTOP-T-M will furnish participating carriers with all the pertinent information for compiling an all-inclusive rate. The all-inclusive rate will include line-haul, tolls, surcharges, taxes, over-dimension charges, permits, anti-sway devices, escort services, transit axles with wheels and tires, temporary lights, household goods inventory, placement of the load, and requested origin and destination accessorials.

d. The following procedures are applicable for MOTO rates:

*(1) Upon receipt of a request for the movement of a mobile home, the PPSO will provide MTOP-T-M the information contained in the MOTO Message Request Format (Figure 7-3). The message address for MTMC is: CDR MTMC FALLS CHURCH VA //MTOP-T-M//.

(a) During the initial counseling session, the member must specify which origin and destination services will be performed by the carrier, the type of trailer (including width, length, year, make, expando or doublewide), the number of axles with tires and the number of braking axles on the mobile home and any problems with the home or access to home site.

(b) MOTO requests should be made as soon as possible, but not less than 20 days prior to the pickup date. (Emergency requests will be handled as required.)

*(2) MTOP-T-M, upon receipt of the MOTO request, will solicit all-inclusive rates from all DOD-approved mobile home carriers.

*(3) MTOP-T-M will evaluate all competitive rate offers received from the carriers. The carrier that provides the services required by the member at the lowest overall cost will be awarded the shipment.

*(4) MTOP-T-M will provide PPSOs with information by message (Figure 7-4) to be used as authority for preparation of a Personal Property Government Bill of Lading (PPGBL). PPGBLs will be prepared in accordance with instructions in Chapter 11. Both the tender number and the rate must be shown in block 31 the PPGBL.

*(5) Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions (repairs, etc.) prevent pickup, MTOP-T-M will be notified by the PPSO so action can be taken to extend the expiration date or resolicit the rate.

*(6) MTOP-T-M will furnish participating carriers with all the pertinent information for compiling a rate. The PPSO, upon request of the member, may authorize carrier to perform additional requirements not included in the MOTO rate, either by third party service or negotiated rate. Services performed must be listed on DD Form 1863 (Accessorial Services - Mobile Home (Figure 7-5)) and certified by PPSO or member and normally shown on PPGBL.

*(7) Known requirements for origin/destination SIT will be provided by PPSO on the original MOTO message request to MTOP-T-M; however, a carrier has the option to designate the storage site.

*(8) PPSO will counsel member on the amount of excess costs, if any, after receiving the MOTO rate. PPSO must notify the mobile home carrier on all cancellations of MOTO movements no later than 48 hours prior to pickup (pickup time begins at 0800 hrs EST on the date of pickup). A copy of the cancellation message will be forwarded to MTOP-T-M. Cancellation must be within 48 hours prior to pickup or carrier may bill for services ordered but not used.

7005. Location of Carrier or Agent Facilities. DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in mobile home traffic. The carrier shall be able to inspect each mobile home before movement and be responsive to the shipping requirements of the PPSO.

7006. Carrier or Agent Facility Requirements. A carrier may designate any storage facility to serve as its agent as long as the facility meets the minimum requirements below and is approved by the PPSO:

a. The area designated for storage shall be such as to prevent unlawful entry, pilferage, vandalism, and damage to the mobile home.

b. The area shall be clean, free from contamination, infestation, waste material, and refuse.

c. The area shall have adequate fire protection and be accessible for routine inspection.

d. Firearms shall be placed in the number 1 external shipping container positioned so that they are readily accessible for examination by customs when required. The container will be closed at the member's residence.

***9006. Shipment by AMC.**

*a. Policies and procedures for the transport of firearms by AMC aircraft are outlined in AMC Manual 76-1.

*b. Unless restricted by foreign governments, members may carry unloaded, unprohibited firearms in stowed baggage upon declaration of those firearms to AMC passenger service personnel.

c. Firearms accepted for transport shall be cleared of all ammunition and placed in stowed baggage or in the custody of the aircraft commander's representative during the flight.

d. Individual firearms may be transported as stowed baggage when encased in a suitable gun container and documented as part of the passenger's authorized baggage allowance.

9007. Shipment through the US Postal Service.

a. The US Postal Service may be used as an alternate method of shipment of handguns and other firearms when offered as an official shipment between personal property shipping offices (PPSOs).

b. Registered mail is required for these shipments.

c. Consignment Guide instructions apply.

d. Include with the weapons, an approved ATF Form 6, Part II, and ATF Form 6A, if required, under the provisions of DOD 5030.49R, Customs Inspections Regulation for those shipments entering the continental United States (CONUS). Additionally, a PS Form 2966-A, Parcel Post Customs Declaration, must be prepared and affixed to the parcel. The PS Form 2966-A should be redlined unless the shipment complies with US Customs certification procedures, i.e., acceptable proof of prior ownership in the United States, the three-firearm limitation exception or whether firearm is subject to duty.

e. Mailings from an APO or FPO cannot exceed 70 pounds in weight and 100 inches in length and girth combined. Mailings from the 48 contiguous states cannot exceed 15 pounds in weight and not more than 60 inches in length and girth combined.

f. Due to complications that may arise with this method of shipment, PPSOs must limit use of this service to those situations where the member has departed the area and the shipment could not otherwise be handled through

normal shipping methods. Problems which may occur are: lack of adequate storage capability at the destination PPSOs, inability to effect tracer action until 60 days after shipment was made, and postal service liability rules.

9008. Reporting Discrepancies. Carriers, PPSOs, and members discovering theft, attempted theft, or nonreceipt of firearms shall report the incident immediately to their activity commander and by message to HQMTMC, ATTN: MTOP-O and MTOP-QEC. This report shall contain the origin and destination of the shipment; the member's name, rank, and military service; a description and serial number of the firearm; law enforcement agencies notified; and all other information concerning the incident. DOD components shall establish procedures to ensure appropriate information is submitted through provost marshal or security officer channels to the National Crime Information Center and to the DOD central registry upon discovery of loss, theft, or recovery of lost or stolen firearms.

(a) Type and date of the unusual occurrence.

(b) Extent of known damage.

(c) Geographic areas currently affected and/or those that may be affected.

(d) Military installations affected.

(e) Names and addresses of all facilities affected and those that may be affected. Include TGBL carrier/agent facilities, NTS facilities and DPM contractor's facilities.

(f) Number of shipments involved by military service.

(g) Current locations of the affected shipments.

(h) Destination of the affected shipments.

*(i) Additional information unique to a strike situation (see paragraph 10003.b.(9)).

(2) If deemed necessary, immediately dispatch appropriate personnel from the PPSO and/or SJA/claims office to the scene. Coordinate with the applicable area command/overseas component, theater commander to determine if their representation is also required. This decision will be based on the severity of the unusual occurrence and the personnel resources available. Provide operational and administrative support (i.e., transportation, photographer, clerical, etc.) to those personnel dispatched to the scene. PPSO/Claims personnel, together with the carrier, will:

(a) Determine the extent of damage, photograph conditions, record findings.

(b) Determine items that may be salvaged and those that require unpacking, drying, cleaning, repacking, etc.

(c) Where appropriate, contact the members involved and give them the opportunity to inspect their property and provide disposition instructions (i.e., discard, deliver to residence, etc.).

(d) When members are not available to inspect their damaged shipments, determine what items are damaged beyond repair/salvage. Damaged beyond repair items, other than those with intrinsic or sentimental value, will be disposed of with SJA/claims office approval. Notify the member in writing of the loss and provide instructions to file a claim. The line-haul carrier involved is responsible for the removal/disposal of that property damaged beyond repair. If no carrier is involved, PPSO will dispose of

property in accordance with applicable military service disposal/salvage regulations. Where items can be repaired/salvaged, notify the member and request instructions on repair/disposal. Do not dispose of damaged reparable property without the member's consent.

(e) Personal property that is damaged while enroute to final destination and is salvageable should be forwarded to final destination for member inspection. Property that is beyond salvage should be handled as directed in paragraph 10003.b.(2)(d) above.

(f) Provide member with as much evidence as available to support member's claim.

(3) Take immediate action to account for, secure, protect, and control all shipments in SIT or the DPM contractor's facility that are located in the affected area.

(4) Coordinate with other activities that have responsibility for a portion of the affected area or use the facilities of other carriers or contractors in the affected area.

(5) Assemble a list of carriers' and agents' facilities that are not affected by the disruption for use in preventing service failures.

(6) Assemble a list of carriers' and agents' facilities outside the installation's area of responsibility that are not affected by the disruption for possible future use in preventing service failures. Facilities outside the installation's area of responsibility shall be used only when authorized by the appropriate MTMC area commander/overseas component.

(7) When the movement of personal property is or will be affected significantly by the unusual occurrence, the military service headquarters concerned shall be requested to declare the military service installations located within the disaster area as "restricted areas." The request shall recommend the dispatch of a worldwide message identifying installations in the restricted area.

(8) For the following unusual occurrences, PPSO personnel are responsible for verifying that carriers/agents/contractors have completed the following actions as applicable:

(a) <u>Theft/Vandalism</u>:

- Notify the appropriate law enforcement agency(s).
- Provide 24-hour security.
- Advise insurance company.

- Ensure security devices (doors, locks, etc.) are properly replaced/repaired.

- Ensure structural damage is repaired.

- Provide a detailed report of loss/damage.

- As necessary, begin unpacking/repacking of affected goods. Opened cartons will be repacked, resealed and marked "inspected."

- Clean/repair items as necessary. Records will be kept of all items sent out for repair, drycleaning, etc.

- Obtain a copy of the police report.

- Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.

(b) Flood/Storm/Water or Fire/Smoke Damage:

- Take actions necessary to prevent additional damage.

- Provide 24-hour security.

- Advise insurance company.

- Begin unpacking, inspecting, drying and repacking of affected goods. Cartons opened will be repacked, resealed and marked "inspected."

- Clean/repair items as necessary. Records will be kept to identify all items sent out.

- No items will be discarded until advised to do so by the PPSO.

- Provide a detailed report of loss or damage.

- Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.

- Obtain a copy of the fire inspector's report, if applicable.

(9) Areas Disrupted by a Strike or Work Stoppage.

*(a) In addition to the information required in paragraph 10003.b.(1), also provide the following:

- Labor and management contacts.

- Main issue in dispute.

- Date disruption began or may begin.

- Local union involved, names and telephone numbers of union officials.

- Preliminary evaluation of the situation.

(b) Impartiality in Merits of Labor Disputes. The Federal Acquisition Regulation (FAR) specifies that military representatives shall remain impartial in labor disputes. They shall refrain from taking a position on the merits of any labor dispute and shall refrain from the conciliation, mediation, or arbitration of such disputes. The PPSO, however, should establish and maintain contact with appropriate individuals involved in disputes to ensure that they are taking all possible actions to avoid delays and stoppages in the movement of personal property. If possible, the PPSO shall attempt to obtain a voluntary agreement between management and labor that will permit the continued movement of personal property shipments during the labor dispute. If a general agreement cannot be reached, the PPSO shall seek an agreement for the movement of those shipments required to relieve hardships imposed upon military members. In either case, the PPSO's actions may not involve, or appear to involve, the PPSO in the merits of the dispute.

(10) All household goods shipments must be scored. Shipments involved in unusual occurrences will be scored in accordance with applicable procedures. At the discretion and judgment of the PPSO, the shipment(s) will be included in the carrier's overall shipment evaluation or be forwarded to the carrier under a separate cover letter advising that, while the shipment is being scored, the score will not be counted against the overall average shipment score. A record of shipments not scored will be kept in the carriers performance file for at least 18 months from the pickup date.

c. Actions to be taken by Installation Commanders. The commander of an installation in an area by a strike, embargo, or work stoppage shall determine those affected shipments that will cause extreme personal hardship to the member and will require special arrangements for release or delivery. Names of the members and the reasons, in detail, for the declared hardships shall be furnished to the appropriate MTMC area command, MTMC overseas component, or MTMC designated representative. Air Force PPSOs shall include the applicable MAJCOM as an information addressee. Before identifying an affected shipment as a hardship case, coordinate with the installation commander to attempt to provide the member or the member's family whatever resources may be available, including Government household furnishings and other light housekeeping items, to alleviate the potential hardship. In addition to notification of hardship cases, specify whether military personnel and equipment under control of the installation will be made available to remove such shipments form the affected facilities.

d. Action Taken by PPSOs.

(1) Identify/locate all shipments frustrated in their area of responsibility (i.e., origin, enroute, destination).

(2) As directed by HQMTMC, provide the cognizant area command, overseas component, or designated representative a list of all shipments which have not arrived at destination.

(3) Take action, in accordance with MTMC instructions, to effect onward movement and issue all documentation (as detailed in paragraph 10007.e. - Procedures) necessary to complete movement of shipments frustrated in their area of responsibility (to include those shipments at origin or destination port agent facilities ready for onward movement). EXCEPTION: Those ITGBL Codes 4 and 7 shipments that are frustrated at a commercial ocean port due to nonpayment of ocean charges will require the solicitation of OTO rates by HQMTMC. Unless otherwise directed, the applicable area command/overseas component/designated representative will request the OTO rates from HQMTMC and will notify the applicable destination PPSOs who will be responsible for issuing the documentation for onward movement of these shipments (see paragraph 10007.i.).

(4) Notify the applicable MTMC area command, overseas component, or designated representative of any problem areas.

(5) Upon completing issuance of documentation, provide HQMTMC a listing of all shipments terminated/retendered, to include any documents requested, using the format outlined in paragraph 10007.j. This data must be provided to HQMTMC as soon as possible after completion so that HQMTMC can notify GSA to take set off action for the excess costs expended to complete movement.

e. PROCEDURES. All personal property offices, upon receipt of notification from HQMTMC to terminate shipments, should immediately inspect all local agent facilities in their area of responsibility to identify shipments of the carrier (i.e., at origin, a point enroute, or at destination) and take responsibility for the termination and arrangement of alternate transportation to final destination in accordance with the following instructions:

*(1) Shipments Still at Origin.

*(a) Shipments that have been booked but PPGBL has not been issued--rebook with another qualified carrier.

*(b) Shipments that have been booked, PPGBL issued, but no origin services have been performed--rebook with another qualified carrier. Cancel the original PPGBL and issue a new PPGBL. Advise member of the change in carrier, if possible.

*(c) PPGBL issued, shipment picked up by and still at the origin agent's facility--rebook shipment with another qualified carrier represented by the same agent, if cost effective. Cancel the original PPGBL by issuing a GBL Correction Notice, (SF 1200). State in remarks block, "PPGBL cancelled due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." Issue a new PPGBL to the new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and the new PPGBL. State in the Remarks Section (block 25) of the new PPGBL, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." Advise member of the change in carrier, if possible.

*(d) PPGBL issued, shipment picked up by and still at the origin facility--rebook shipment with another qualified carrier represented by the same agent, if cost effective. If the origin agent represents no other cost effective carrier--rebook with another qualified carrier using the following instructions. Advise member of the change in carrier, if possible.

*1 Army, Air Force and Navy Shipments:

*a If the origin agent has a SCAC and has the original PPGBL, issue a GBL Correction Notice (SF 1200) to change the name of the carrier to that of the agent and to terminate the PPGBL. State in remarks block "PPGBL terminated at origin due to (i.e., nonuse, disqualification, etc.) of (name of carrier)" and "Origin agent can bill for origin services on this PPGBL." The agent should submit billing on a public voucher (SF 1113) to the appropriate finance center with the original PPGBL, GBL Correction Notice and DD Form 619 certified by the PPSO. Issue a new PPGBL to a new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and the new PPGBL. State in the remarks section of the new PPGBL, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment," and also state, "Onward movement of frustrated shipment due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." For ITGBL shipments moving under single factor rates, show the SFR reduction for non-performance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. ($) per (net or gross) cwt reduction to SFR." For domestic shipments already packed state on new PPGBL "No packing services performed. Carrier can bill for line haul and services certified by PPSO."

*b If the origin agent does not have the original PPGBL or has not been assigned a SCAC, issue a GBL Correction Notice to cancel the original PPGBL. State in remarks block: "PPGBL cancelled due to (i.e.,nonuse, disqualification, etc.) of (name of carrier)." Issue a new PPGBL to a new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. State in Remarks Section (block 25): "Onward movement of frustrated shipment due to the (i.e., nonuse, diqualification, etc.) of (name of carrier)," and "HHG containers which are the

property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." For ITGBL shipments moving under single factor rates, show the SFR reduction for nonperformance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies, ($) per (net or gross) cwt reduction to SFR." For domestic shipments already packed state on new PPGBL "No packing services performed. Carrier can bill for line haul and services certified by PPSO." Pay the origin agent for services performed under a local purchase order or blanket purchase agreement.

*2 Marine Corps Shipments only: Issue a GBL Correction Notice to cancel the original PPGBL. State in remarks block: "PPGBL cancelled due to (i.e., nonuse, disqualification) of (name of carrier). Issue a new PPGBL to a new carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL correction notice and new PPGBL. State in Remarks Section (block 25) of the new PPGBL: "Onward movement of frustrated shipment due to the (i.e., nonuse, disqualification) of (name of carrier)" and "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." For ITGBL shipments moving under single factor rates, show the SFR reduction for nonperformance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. ($) per (net or gross) cwt reduction to SFR." For domestic shipments already packed state on new PPGBL "No packing services performed. Carrier can bill for line haul and services certified by PPSO." The origin agent should submit an invoice for services performed to the origin PPSO for certification and then forward the invoice to the Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA, 31704, for payment with a copy of the DD Form 1299, orders, DD Form 619, copy of GBL Correction Notice and cancelled PPGBL.

*(2) Shipments at Destination.

*(a) Shipments at the Destination Agent's Facility. Terminate at destination by issuing a GBL Correction Notice (SF 1200) effective the date shipment was received by the destination agent. State in the remarks section, "PPGBL terminated at destination agent due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." ITGBL shipments moving under single factor rates that include unpacking, show SFR reduction for nonperformance of unpacking as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. ($) per (net or gross) cwt reduction to SFR." HHG containers which are the property of (name of carrier) will be made available to the (name of carrier) agent upon delivery of the shipment." Use the DPM contractor for all further services or pay the destination agent for services performed as follows:

*1 Army, Air Force, and Navy: Pay the destination agent on a local purchase order or blanket purchase agreement.

*2 Marine Corps: Destination agent should submit an invoice for services performed to the destination PPSO for certification and then forward the invoice to the Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA, 31704, for payment with a copy of the DD 1299, orders, DD 619, GBL Correction Notice and terminated PPGBL.

*(b) Shipments being held by a line haul/flatbed/motor freight carrier at destination for payment of line-haul charges. The destination PPSO will terminate the original PPGBL at the point where the delivering line haul carrier picked up the shipment, (i.e., destination port) by issuing a GBL Correction Notice (SF 1200). State in the remarks section, "PPGBL terminated at (state point where shipment was terminated) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(Name of carrier) can bill for services performed to (state point where shipment was terminated)." Issue a new PPGBL to the line haul carrier that moved the shipment to destination showing the origin (block 19) as the point where the line haul carrier picked up the shipment, and Consignee (block 18) as the DPM contractor at destination. State in the Remarks block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)," and "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL.

*(3) Intermediate Locations.

*(a) Shipments on hand at intermediate locations. The PPSO responsible for the area where the property is located (to include shipments at origin or destination port or port agent facilities) should terminate the shipment by issuing a GBL Correction Notice, SF 1200, effective the date shipment was received. State in remarks section, "PPGBL terminated at (state point where shipment was terminated) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." (Name of carrier) can bill for services performed to (state termination point)." Issue a new PPGBL for onward movement using the following instructions.

*1 Shipments at the destination port or destination port agent. Tender the shipment as either a DPM shipment or a Code 2 domestic shipment. Issue a new PPGBL to the new carrier to final destination showing origin (block 19) as the point where the shipment is located. Cross reference the old and new PPGBL and carrier names on both the GBL correction notice and new PPGBL. State in Remarks Section (block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)," and, when applicable, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." If shipment is moved as a Code 2 shipment, state in the Remarks Section (block 25) "No packing services

performed. Carrier can bill for line haul and services certified by PPSO." Code 2 carrier must obtain new weight tickets. If shipment is being held by the port agent for payment of port services, arrange for payment to the port agent by local purchase order or if moving via Code 2, a DD Form 619 as applicable. For overseas DPM shipments, the above information will be entered on the freight warrant or other document issued to complete movement to destination.

*2 Shipments at the origin port or origin port agent. Tender shipment to a new ITGBL carrier with cost favorable rates from the termination point. In remarks section show the SFR reduction for non-performance of packing as applicable, i.e.,"ITGBL Rate Solicitation number (state applicable number) applies. ($) per (net or gross) cwt reduction to SFR." The new carrier must obtain new weight tickets. State in Remarks Section (block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)," and if applicable, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment." Cross reference the old and new PPGBL and carrier names on both the GBL Correction Notice and new PPGBL.

*(b) Shipments being held by line-haul/flatbed/motor freight carriers at origin port for payment of line haul charges. Handle as follows:

*1 The PPSO/port who receives information that shipment is being held at the port will notify the origin PPSO who will terminate the original PPGBL at the origin agent's warehouse by issuing a GBL Correction Notice, SF 1200. State in the remarks section, "PPGBL terminated at (name of origin agent) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(Name of carrier) can bill for origin services only in accordance with item ( ) of ITGBL Rate Solicitation number (state applicable number)."

*2 Origin PPSO will issue a new PPGBL to a new carrier from origin agent's warehouse to final destination. Advise new carrier that shipment is being held by line haul/flatbed/motor freight carrier at the origin port (identify specific location) and the new carrier will be required to pay the carrier holding the shipment for the line haul charges to the port and arrange onward movement to final destination. PPGBL Remarks Section (block 25) should show SFR reduction for non-performance of packing as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies. ($S) per (net or gross) cwt reduction to SFR." Also state in Remarks Section, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment," and "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. New carrier must obtain new weight tickets.

*3 Domestic shipments abandoned/frustrated at a point enroute to final destination. The PPSO responsible for the area where the shipment is frustrated will terminate the original PPGBL at the point where the shipment is located by issuing a GBL Correction Notice (SF 1200). State in remarks section: "PPGBL terminated at (show point where shipment is located) due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." (Name of carrier) can bill for services to (show point where shipment is located)." Issue a new PPGBL to a new carrier for movement to final destination showing the origin as the point where shipment is presently located and state in the Remarks Section (block 25), "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." For Code 2 (containerized) shipments, state in remarks section, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment," and "No packing services performed. Carrier can bill for line haul and services certified by PPSO." Cross reference the old and new PPGBLs and carrier names on both the GBL correction notice and new PPGBL. The carrier must obtain new weight tickets.

*(c) Domestic shipments moving by an alternate carrier for (name of carrier) that become frustrated enroute. The PPSO receiving information that a shipment is being held will notify the origin PPSO who will cancel the original PPGBL at origin by issuing a GBL Correction Notice. State in remarks block "PPGBL cancelled due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." Issue a new PPGBL to the alternate carrier from origin to final destination. Cross reference the old and new PPGBLs on both the GBL Correction Notice and new PPGBL. If alternate carrier does not have rates on file, move under the carrier's commercial tariff. The new carrier must obtain new weight tickets.

*(d) Domestic shipments moving by an interline carrier that become frustrated enroute. The PPSO responsible for the area where the shipment is frustrated will terminate the original PPGBL at the point where the interline carrier received shipment by issuing a GBL Correction Notice. State in remarks section, "PPGBL terminated at (show point where shipment was interlined) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(Name of carrier) can bill for services to (show point where shipment was interlined)." Issue a new PPGBL to the interline carrier showing the origin as the point where the shipment was interlined. State in Remarks Section (block 25), "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." For Code 2 (containerized) shipments, state in Remarks Section, "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent at destination upon delivery of the shipment" and "No packing services performed. Carrier can bill for line haul and services certified by PPSO." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. If interline carrier does not have rates on file, move under the interline carrier's commercial tariff. The new carrier must obtain new weight tickets.

*(e) Domestic mobile home or boat towaway shipments will be handled in accordance with the "Termination of Service" item in the Mobile Home Solicitation.

*(4) Shipments Detained by Ocean Carriers for Nonpayment of Ocean Charges.

*(a) Unless otherwise directed by MTOP-O, the MTMC area commands/overseas components/designated representatives will ascertain those shipments being held at the ports in their area of responsibility for nonpayment of ocean charges and will notify MTOP-T-M to solicit OTO rates. Coordination with MTOP-T-M may be necessary to determine whether port solicitations or individual shipment OTOs are required. Request for individual OTOs must include the member's name/rank/SSN, code of service, PPGBL, RDD, origin port, present location of shipment, pieces/weight/cube, ocean carrier/vessel/voyage number, ocean bill of lading (OBL) number, container number, final destination, and responsible destination PPSO.

*(b) MTOP-T-M will solicit competitive OTO rates by individual ports (see Figure 10-3) or, where volume is limited, by individual shipment rather than by port. Carriers that bid will be required to pay the ocean charges and all other charges that may have accrued (i.e., demurrage, storage, port handling, drayage, etc.) and complete movement to final destination.

*(c) When the OTO bids have been processed, HQMTMC will provide the applicable destination PPSOs, MTMC area commands/overseas components/ designated representatives, by message, the names of the carriers selected to move the shipments. If the solicitation is by port, the primary and secondary carriers selected to service each port, their OTO tender number, and the applicable rate information will be provided.

*(d) Each destination PPSO that has shipments in this category will be responsible for issuing all documentation for shipments destined to their activity. If the solicitation is by port, the cognizant MTMC area command/overseas component/designated representative will provide the responsible destination PPSOs a list of all shipments being held at various ports that are destined to their activity. The list will include the member's name, PPGBL number, origin port, and present location of shipment. Upon receipt of this information, each destination PPSO will be responsible for issuing the following documents to complete movement of these shipments.

*1 Issue a GBL Correction Notice (SF 1200) to terminate the original PPGBL at the origin port. State in Remarks Section "PPGBL terminated at (name of origin port) due to the (i.e., nonuse, disqualification, etc.) of (name of carrier)." "(Name of carrier) can bill for services to the origin port only in accordance with items ( ) of ITGBL Rate Solicitation number (state applicable number)."

*2 Issue a new PPGBL to the OTO carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. In the "From" block (block 19) of the new PPGBL show the name of the origin port where original PPGBL was terminated and state in the Remarks Section (block 25) the current location of the shipment (i.e., Port of Baltimore). In "Consignee" block (block 18) show the final destination of the shipment. State in "Remarks" Section, (block 25) "HHG containers which are the property of (name of carrier) will be made available to (name of carrier) agent upon delivery of shipment" and "Onward movement of frustrated shipment due to (i.e., nonuse, disqualification, etc.) of (name of carrier)." In "Tariff or Special Rate Authorities" Section (block 31) show the OTO tender number and OTO rate. If solicitation is by port, show the OTO tender number and statement "See Remarks block." In "Remarks" Section (block 25), show the rate information provided by MTOP-T-M. OTO carrier must obtain new weight tickets. For pickup date, use date PPGBL was issued. Establish RDD based on the pickup date, plus 5 days.

*f. Recoupment of Excess Funds Expended by DOD to Complete Movement.

*(1) All PPSOs, immediately upon completion of retendering all frustrated shipments detailed in paragraph 10007.e. above, must forward to Headquarters, MTMC, ATTN: MTOP-O, a list of all shipments retendered by their activity using the following format:

Member's last name, first name, MI, rank, SSN, branch of service
Original PPGBL number
Name of new carrier
New carrier's PPGBL number
Paying finance office

NOTE: If a purchase order or freight warrant was issued to cover payment of services performed, indicate this and provide a copy of the paid bill to Headquarters, MTMC, ATTN: MTOP-O.

(2) HQMTMC will consolidate the data and forward to GSA for their use in the audit of these shipments to recoup excess funds expended by the DOD to complete movement of these shipments. It is imperative that the data be provided immediately after the shipments have been retendered and documentation issued so that GSA can be alerted and actions taken against the carrier involved.

(3) HQMTMC will request GSA provide the result of recoupment actions taken against carrier for forwarding to the military services involved.

(6) Reporting of Lost, Stolen, or Missing PPGBLs. The prefix symbol and serial number of blank original PPGBLs or preassembled sets that have become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer shall be reported to the disbursing officer responsible for payment of transportation accounts.

(7) Recovery of Lost, Stolen, or Missing PPGBLs. When PPGBLs reported as lost, stolen, or missing are recovered, they will not be placed in stock and used unless the number recovered is 20 or more. In this case, the symbols and serial numbers will be reported to the proper disbursing officer. Quantities less than 20 will be recorded as prescribed in paragraph 11002.b.(5) and then destroyed.

c. Issuing Officer. Only authorized or acting PPSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302.4, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

d. Format.

(1) The PPGBL consists of five separate basic forms. It is produced in a seven-part carbon-interleaved set for simultaneous preparation. The standard form numbers, form title, color and distribution are described in paragraph 11004.

(2) In all instances, the PPGBL-original (SF 1203), shipping order (SF 1204), and the freight waybill-original (SF 1205) shall be given to the initial carrier or designated agent for the carrier before the shipment is packed and/or picked up. The carrier shall sign and date the original PPGBL where the certification is printed ~Certificate for Receipt of Shipment and Original Bill of Lading.~

11003. Preparation of the PPGBL.

a. The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. When different entries are required due to different methods of shipment (such as TGBL, DPM, mobile home, or POV), instruction by shipment method is provided. In all other cases, the entry data provided shall be the same for all methods of shipments.

b. (Block 1) Transportation Company and Agent Tendered To. Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "company," "incorporated," or "limited," as appropriate. (These words may be abbreviated

as co., inc., and ltd). No other company or carrier abbreviation, initial, or symbol may be used. Enter the name of the carrier's booking agent or the first agent in the LOI in parentheses after the business name of the initial line-haul carrier.

c. (Block 2) SCAC. Enter the four-position SCAC assigned to the initial line-haul carrier by the National Motor Freight Traffic Association.

d. (Block 3) Service Code.

(1) TGBL Shipments. Enter the appropriate code of service; such as code 1, code 4, or code J.

(2) DPM Shipments. Enter the applicable two-position DPM alpha code such as HE, BA, or VG. DPM alpha codes are defined in Appendix D.

(3) Mobile Homes. Enter the code "S".

(4) POVs. Enter the code "C".

*e. (Block 4) Shipment Number. When more than one shipment is made for an individual member, the PPGBLs shall be numbered in the same sequence as the DD Form 1299 (for example, 1 of 3, 2 of 3, 3 of 3). When only one shipment is made, enter "1 of 1".

*f. (Block 5) Date PPGBL Issued. Enter the calendar date (day, month, and year) (such as 3 Nov 93) on which the first entry is made in preparing the PPGBL.

*g. (Block 6) Requested Packing Date. Enter the calendar date (day, month, and year) (such as 4 Nov 93) on which the carrier is to begin packing a TGBL shipment.

h. (Block 7) Requested Pickup Date.

*(1) TGBL. Enter the requested pickup date or the date on which the carrier has agreed to pick up the shipment (such as 5 Nov 93).

(2) DPM.

(a) Enter the date the shipment is picked up at the member's residence, nontemporary storage facility etc., in cases where such pick up is performed by a DPM packing contractor.

(b) Enter the scheduled date of pick up by the common carrier in all other cases, such as, pick up at APOD/WPOD or PPSO installation facility.

*i. (Block 8) Required Delivery Date. Enter the RDD (day, month, and year) that the shipment is required at the destination shown in block 18 (such as 29 Feb 94).

(6) Property Received Copy (Yellow) SF-1203A	Forward to the destination PPSO, who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment. BLUEBARK shipments should be so annotated and forwarded via certified mail. Notify destination PPSO by telephone or message of BLUEBARK shipment.
(7) Property Shipped Copy (Yellow) SF-1203A	Disposition is as follows: For TGBL Shipments - Retain in an origin suspense file pending receipt of the accounting copy. Upon receipt, annotate the Property Shipped Copy and place in the shipment file. For DPM Shipment - Retain in the origin shipment file.

c. PPGBL Cancelled After Distribution. When a PPGBL must be cancelled after partial or complete distribution, a memorandum copy (and reproductions as necessary) shall be clearly marked "cancelled" and forwarded to each recipient of the initial distribution. Also, when a PPGBL Correction Notice, (SF 1200, Figure 11-2) is prepared, a complete distribution will be made in accordance with paragraph 11006.

d. Substitute Documents Issued for a Lost PPGBL.

(1) Issuance. When it is evident that the original PPGBL has been lost or destroyed, the carrier shall forward the original Freight Waybill (SF-1205) to the appropriate finance center for payment. When both the original PPGBL and the original Freight Waybill have been lost or destroyed, the carrier shall request a certified memorandum copy for use as a substitute billing document. The origin PPSO shall annotate the certified memorandum copy as follows: "I certify that the services shown on this freight waybill were requested." This certified memorandum copy will be signed, dated, and returned to the carrier for billing.

(2) Records and Control. The PPSO shall note all memorandum PPGBLs in the PPGBL accountability record and promptly shall notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges. Should the original PPGBL be located after the certified memorandum is presented for payment, it shall be forwarded to the appropriate finance center, where it will be voided.

***11005. U.S. Government Bill of Lading Correction Notice (SF 1200, Figure 11-2).**

*a. Preparation of the U.S. Government Bill Lading Correction Notice (SF 1200, Figure 11-2). A GBL Correction Notice must be issued for any alterations and/or corrections to a PPGBL.

(1) This section provides guidance and instruction in the preparation of the GBL Correction Notice (SF 1200) for making alterations and corrections to PPGBLs.

(2) The subsection below is keyed to the numbered blocks on the GBL Correction Notice (SF 1200).

(a) Date Notice Prepared (unnumbered). Enter the date the SF 1200 is prepared.

(b) PPGBL Number (Block 1). Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

(c) Date PPGBL Was Issued (Block 2). Enter the issue date shown on the PPGBL being corrected.

(d) Total Weight Shown on PPGBL (Block 3). Enter the total weight shown on the PPGBL.

(e) Origin (Block 4). Enter the name of the origin address as shown on the PPGBL.

(f) Destination (Block 5). Enter destination address as shown on the PPGBL.

(g) Route (Block 6). Enter route shown on "via" block on the PPGBL. Leave blank if no route is shown on the PPGBL.

(h) Issuing Office (Block 7). Enter the name of the activity who issued the PPGBL.

*(i) To (Block 8). Enter name, address, and zip code of carrier or activity to which the original SF 1200 is to be sent.

(j) Payment Data (Block 9). Self explanatory.

(k) From (Block 10). Enter name, address, and zip code of activity issuing the SF 1200.

(l) Bill of Lading Now Reads (Block 11). Enter information from the PPGBL which is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL, enter the words "information omitted" in this block.

(m) Correct Bill of Lading to Read (Block 12). Enter information to be shown on the corrected PPGBL.

(n) Authority for Correction (Block 13). Enter information which justifies correction.

(o) Remarks (Block 14). Enter remarks as appropriate pertaining to the correction being made.

(p) Information Copy (Block 15). Enter name, address, and zip code of all the recipients of SF 1200, excluding the addresses shown in blocks 8 and 10.

(q) Signature and Title of Initiating Official (Block 16). Self-explanatory.

(r) Carrier Representative Signature (Block 17). Self-explanatory.

11006. Distribution of the Government Bill of Lading--Correction Notice (SF 1200).

a. When transportation charges are affected by the alteration or correction, the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

(1) A copy to consignee.

(2) A copy to the appropriate disbursing officer.

(3) Original and one copy to the originating carrier.

(4) Copy to the office of the shipper service.

(5) Copy to be attached to the consignor copy of the PPGBL.

(6) Copies to all other addresses shown in "Information copy to" (block 15).

(7) Copy retained by the initiator of the SF 1200.

b. When the disbursing office or appropriation data changes the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

(1) Original to the initial disbursing office.

(2) Copy to the new disbursing office as amended.

(3) Two copies to the consignee.

(4) Copy to the office of the shipper service.

(5) Copy to origin carrier.

(6) Copy to be attached to the consignor copy of the PPGBL.

c. When any other alterations or corrections are made, the SF 1200 shall be prepared in sufficient quantity to permit the same distribution as stated in paragraph 11006.a. above.

11007. Who May Issue an SF 1200 (GBL Correction Notice).

*a. Issuing Officer. In all cases where the issuing officer detects that an alteration or correction is required, the issuing officer shall initiate the SF 1200 and make distribution in accordance with paragraph 11006.

b. Consignee.

(1) When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee will notify the issuing office by electrical means or in writing, unless it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment. If a reply to this notification is not received within 30 days, alterations or corrections will be made by the consignee.

(2) When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officers authorization.

APPENDIX A

Tender of Service

PERSONAL PROPERTY

HOUSEHOLD GOODS

AND

UNACCOMPANIED BAGGAGE

OMB 0702-0022 (31 Oct 95)

I. Qualification.

A. GENERAL.

1. Gender. The first person singular pronoun is used throughout this Tender of Service and refers to a person, partnership, or corporation submitting such tender.

2. Tender of Service.

a. I understand that this is a Tender of Service and not a rate tender.

*b. I will submit to the Commander, Military Traffic Management Command (MTMC), ATTN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5050, the Tender of Service Signature Sheet (Figure A-1) certifying that I have read and understand the terms and conditions and agree to provide service as set forth in this Tender of Service. I will retain the actual Tender of Service for my files.

c. As required on the Tender of Service signature sheet, I agree to either certify that I am not under common financial and administrative control with any other carrier(s) or forwarder(s) or to provide a list of the carrier(s) or forwarder(s) with which I have a common financial and administrative control relationship. As used herein, the term "common financial and administrative control" means the power, actual as well as legal, to influence the management, direction, or functioning of a business organization. Circumstances surrounding organization or operation which may, but do not always, result in a common financial and administrative control relationship include the following:

(1) Majority or minority ownership.

(2) Familiar relationships.

(3) Voting of securities.

(4) Common directors, officers and/or stockholders.

(5) Voting trusts.

(6) Holding trusts.

(7) Associated companies.

(8) Contract or debt relationships.

d. I understand that submission of this Tender of Service signature sheet, hereafter referred to as tender, is a prerequisite to my consideration for Department of Defense (DOD) approval for the movement of personal property; that it does not obligate the Government in the distribution of traffic; and that such submission indicates that I consider myself to be qualified, willing, and able to accept shipments from military activities and seek such shipments under the terms set forth herein. I will be notified of changes to the tender by certified mail. Changes, additions, and deletions are effective upon receipt of notification unless specifically stated otherwise.

3. <u>Operating Authority</u>.

*a. I certify that I hold all necessary operating authority issued in my name, from appropriate regulatory bodies, for the transportation of personal property and will provide copies of each authority (Interstate Commerce Commission, or Intrastate Agency) to the HQMTMC, ATTN: MTOP-QQ; or that I am exempt from such regulatory certificate by operation of law or order of an appropriate regulatory body and, in addition to tariff and legal requirements, agree to the provisions of this tender.

b. I agree to provide service to all areas contained in my operating authority from those installations where I have filed a letter of intent (LOI), except that in filing an LOI, I will not be required to offer services to destination areas which involve gateways requiring circuitous routing that would increase the distance from points of origin to points of destination of a shipment to an extent which would cause the required delivery date (RDD) to be missed. Failure to provide service to all areas covered by my LOI, as evidenced by a continuous pattern of selectivity as to shipments accepted, or continuous refusal of shipments to specific destination areas, may be grounds for suspension and possible return of my LOI.

4. <u>Surface/Aerial Port Agents</u>.

a. I understand and agree that the facilities of CONUS and overseas surface/aerial port agents meet national/host country standards and codes with respect to fire safety, prevention and protection requirements; storage of combustible materials; and are utilized in accordance with generally accepted warehousing practices. I further understand that should my agents' facilities be found to be unsatisfactory, I will take all actions necessary to require the agent to take corrective action or move the shipments to an acceptable facility.

b. I will submit copies of surface and aerial port rosters in the following manner:

(1) Three (3) copies of CONUS surface and aerial port terminal agents to both HQMTMC and MTMC area commands.

(2) Five (5) copies of overseas surface and aerial port terminal agents to HQMTMC.

(3) One (1) copy of overseas general agents (if applicable) to HQMTMC.

*The surface and aerial port rosters will be updated annually. Changes in names, locations, and telephone numbers will be submitted as they occur, to the HQMTMC, ATTN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5050 and MTMC area commands.

*5. **Agency Facilities**. I certify that the facilities of CONUS origin agents listed in the attachment to this tender have been inspected by an authorized representative of my company and that such facilities meet the standards of my company, the facilities, equipment, communications, e.g., telephone, teletype, intercom, etc., and personnel of my agents are separate and distinct from any other household goods carrier's agent.

6. **Carrier/Agency Relationship**.

a. I understand and agree that if for any reason the agency agreement between my company and any of my CONUS agents is terminated, or my agent or agent's facilities are no longer acceptable to the personal property shipping officer (PPSO) for any valid reason, I will have 30 days from the date of notification of termination, or notification of agent deficiency, within which to obtain another agent or require the agent to take appropriate corrective action or my letter of intent on file with the PPSO will be returned.

b. I further understand and agree that I will take all action necessary to protect and expedite to ultimate delivery any shipments of personal property that may be on hand or in the custody of my agent. I understand that my letter of intent will not be returned if my agent's facilities are rendered unacceptable due to act of God, act of public enemy, act of public authority, violent strikes and mob interference, extreme weather conditions, unavoidable accidents, and similar incidents.

c. I agree that an individual rate tender will not be filed applicable to an installation when I do not have a LOI on file at that installation.

*7. **Cargo Insurance**. I shall provide a certification of cargo insurance reflecting coverage on a continuous basis in at least the amounts shown below to cover my legal liability. The certificate will contain the statement that the insurance company shall provide the HQMTMC, ATTN: MTOP-QQ, a 30-day written notice of any change, expiration, or cancellation of said policy. The underwriter of cargo insurance must have a policyholder's rating of "A" or better in current issue of Best's Insurance Guide. The Certificate shall be prepared with original signatures and provided to the HQMTMC, ATTN: MTOP-QQ in the provided Figure A-2. The following is the minimum cargo liability coverage required:

	Amount Per Shipment	Amount Per Aggregated Losses/ Damages at any one place and time
Domestic	$10,800	$150,000
International	$10,800	$150.000

8. Left Blank Intentionally.

9. Financial Information.

a. I will provide financial data, when requesting initial approval from MTMC to participate in DOD traffic, at the discretion of MTMC considered necessary to assure satisfactory performance and avoidance of carrier/ forwarder financial problems including but not limited to the following, individually, or in combination:

- Company certified financial statements.

- CPA review (including footnotes) of financial statements.

- CPA audit and opinion (including footnotes) of financial statements.

The form, content, and format of each of the foregoing or combination thereof, is reserved to the discretion of MTMC.

b. After I have received DOD approval, I will, upon request of the HQMTMC, provide information on financial and operational matters. These data will be in the manner, form, and content determined necessary by MTMC to resolve questions concerning my qualifications to remain a DOD-approved carrier. Financial data will be restricted to the balance sheet, profit and loss statement, and net worth statement for the last two taxable years. Company records and supporting documentation relating to such questions will be made available for examination by MTMC representatives at the office of the company during normal business hours.

B. INTERNATIONAL.

10. Agency Facilities.

a. For all origin agency facilities located in controlled overseas areas, I will provide a Certificate of Agency Agreement (Figure A-3), signed by an authorized representative of my company and the overseas agent. When the Certificate of Agency Agreement being filed represents expansion of my approvals to a new area of operation, it will contain certification that the facilities of my overseas agent have been physically inspected by a responsible representative of my company and that such facilities meet the standards of my company. A copy of this Certificate of Agency Agreement will be submitted to the PPSO with my letter of intent. I agree that each of my overseas agencies will have available an English-speaking employee at all times during the packing and unpacking of each shipment. The agent will also have a full-time English-speaking-writing employee reasonably available during normal working hours located at the administrative office of the agent.

*b. When granted new approval by HQMTMC, I understand that I will submit a LOI directly to the overseas PPSO not later than the initial filing deadline specified in the applicable solicitation letter. If my agent's facility is already approved, the PPSO will accept my LOI. If my agent's facility is not currently approved, I understand the PPSO will inspect the facility and approve or disapprove. Should the agent's facility not be

adequate to support services offered, the PPSO will retain my letter of intent and notify the HQMTMC, of specifics. I understand that the HQMTMC, will place my company in traffic denial for the entire rate area until I obtain a qualified agent to represent my company or until the deficiency of my agent's facility is corrected. If I fail to take proper action by the next initial rate-filing deadline, I understand that MTMC will withdraw my approval and advise the PPSO to return my LOI.

*c. If I find it necessary to change agents, I will immediately advise the PPSO by submitting a new LOI to replace the old LOI in its entirety. I understand the PPSO may accept the replacement LOI when my new agent's facility is currently approved. If my new agent's facility is not currently approved, I understand the PPSO will inspect the facility, make appropriate recommendations to the overseas commander and the HQMTMC, ATTN: MTOP-QQ, and await final approval from MTMC before accepting the LOI.

*d. I further agree to have an approved destination agent to serve each PPSO located in the controlled area for which I have been approved. In the event my overseas agency agreement is terminated or my agent's facilities disqualified by the PPSO, I understand that I must make immediate interim arrangements to provide necessary destination services on a temporary basis with another DOD-approved agent located in the PPSO's area of responsibility. I will have a total of 45 days to execute a new agency agreement. If I have not obtained a new agent and/or corrected the deficiency causing the agent's disqualification within the 45-day period, HQMTMC will place my company in traffic denial or withdraw my approval between CONUS and the controlled country, if so determined, and will advise the PPSO concerned to return my LOI.

11. **Performance Bond**. I agree to submit an annual performance bond due 1 March of each year, effective 1 April through 31 March of the following year, issued by a Surety Company listed in Treasury Department Circular 570. The amount of said bond will be no less than $100,000 or 2.5%, whichever is greater, of the carriers (principal) gross annual revenue derived from DOD ITGBL shipments the preceding calendar year.

***12.** **Questionnaire-Outline of Financial and Administrative Control and Service Organization Certificate**. For ITGBL approval, I will provide the HQMTMC, ATTN: MTOP-QQ the Questionnaire-Outline of Financial and Administrative Control (Figure A-4). The Questionnaire-Outline of Financial and Administrative Control will be provided to me by the HQMTMC, for completion upon request for ITGBL approval and, once approved, updated subsequently upon request.

II. Mutual Agreement/Understanding.

A. GENERAL.

13. **Service**. I will perform prudent traffic management to provide service in accordance with the provision of this tender.

14. **Through Responsibility**.

a. All shipments tendered to me will be moved under my origin to destination, including interline agreement with duly certified and/or approved carriers who are participants in this tender.

b. As part of my through responsibility, I understand that if through my fault or that of my agent, I ship the wrong property or all or a portion of a shipment is sent to the wrong destination, I will be responsible for the return of the erroneous shipment and movement of the correct property to the member's destination at my expense. Movement will be by an expedited method if the member is in need of the property. I will coordinate member need and method of movement with the destination PPSO prior to shipment.

c. I understand that I will not be liable for movement costs for shipments released in error by a contractor, PPSO, owner or owner's agent.

d. Further, if I am unable to perform in such a manner as to complete the through movement of a shipment in a timely manner, the government may take possession of the property and complete movement. I understand that I will be liable for all additional costs incurred by the Government which are excess to those costs which would have been incurred by me or my agent if I had maintained total through movement of the shipment.

15. Linehaul Transfer. The physical transfer of individual shipments from one linehaul vehicle to another will be held to a minimum.

16. Interline Agreement.

a. I agree that an interline agreement will not be used except upon approval by MTMC. The interline agreement is issued in the name of, and addressed to, the carrier submitting the agreement as the primary carrier. Other carriers named in the title page are carriers with which I am, as the primary carrier, approved to interline for furtherance of the through movement of a shipment.

b. I agree, in the event I find it necessary to enter into an interline arrangement due to the limits of my scope of operating authority, to use only those carriers approved by MTMC.

c. I agree to apprise the participating carriers of their responsibility to fulfill the requirements of this Tender of Service.

*d. I agree that the interline arrangement is subject to the provisions of this Tender of Service.

17. Use of an Alternate Carrier. When I accept a shipment and find because of unavoidable circumstances I am unable to physically transport the shipment, I may, upon approval of the origin PPSO, arrange with another DOD-approved carrier to perform the required services. In such case, I will inform the PPSO of the name of the carrier to whom the shipment has been transferred. I will continue to be shown on the Personal Property Government Bill of Lading (PPGBL) as the initial carrier and will accept through responsibility from time of pickup at origin to delivery at destination.

18. Report of Shipments on Hand. I agree to have my origin agent provide the origin PPSO, on Monday of each week (on following day if Monday is a holiday), a report of all my shipments (except shipments in Storage in Transit) on hand which were picked up before the previous Wednesday. The report will reflect the date, the member's name, the PPGBL numbers, pickup date, carrier code, and RDD. Negative reports are not required.

19. **Pickup at or Delivery to a Military Terminal**. When I have been notified that an entire shipment is available for pickup at a military terminal (air or surface), I will pick up the shipment as soon as possible, but not later than 1 workday for military air terminals and not later than 5 workdays for military water terminals from date of receipt of notification. If the shipment is not removed within that period, the terminal pas has the option of charging storage in accordance with the rate tender beginning on the second or sixth day, as appropriate, and/or terminating the PPGBL and issuing a new PPGBL for onward movement by the same or a different mode/method of transportation. Upon delivery of a shipment to a military air or ocean terminal, I agree to provide the terminal pas with a memorandum copy of the PPGBL describing the shipment.

20. **Weight of Shipments**.

a. Household Goods and Unaccompanied Baggage.

(1) Household Goods. I will invoice for the net weight of the shipment described on the PPGBL. The net weight for all codes of service will consist of actual goods, including professional books, papers, and equipment, plus wooden crates, (when approved by the origin PPSO), cartons, barrels, fiber drums, and wardrobes used to pack linens, books, bedding, mattresses, lampshades, draperies, glassware, chinaware, bric-a-brac, table lamp bases, kitchenware, and other fragile articles and the necessary wrapping, packing, and filler material incident thereto.

(2) Unaccompanied Baggage. I will invoice for the gross weight of the shipment described on the PPGBL.

b. In determining net weight for containerized shipments (Codes 2, 4, 5, 6, and T), the difference between the tare weight of the empty container and the gross weight of the packed container will be the net weight billed.

c. The weight of each shipment will be determined in the manner prescribed by the Interstate Commerce Commission (ICC). (Exception: For intrastate movements, when the State or district regulation is in conflict with the ICC provisions, the State or district regulations will apply.)

d. If authorized by the PPSO, I may use Government scales to determine the gross, tare, and net weight of shipments not originating on Government installations. When requested by PPSOs, Government scales will be used to weigh or reweigh shipments originating or terminating at Government installations where such scales are available.

e. When professional books, papers, and equipment (PBP&E) are included as part of the shipment, the weight of such articles will be annotated separately on the PPGBL; weight may be obtained using bathroom or platform-type scales. In the event scales are not readily available, a constructive weight of 40 pounds per cubic foot may be used for professional books and papers and equipment. When a constructive weight is used for PBP&E, the symbol (C) will be inserted by the carrier/agent after the weight to indicate a constructed weight was used.

f. Shipments may be weighed on certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

g. I agree to reweigh a shipment upon request of the origin or destination PPSO and further agree to mail the destination PPSO a legible copy of the weight ticket as soon as possible, but not later than 14 workdays after the reweighing has been performed. If a reweigh is required, shipment will be reweighed, whenever possible, before being placed in SIT.

h. When a shipment is reweighed and the weight recorded is less than the net or gross weight, whichever is applicable, secured at the initial weighing, I agree to invoice the Government on the lower of the two net or gross weights at the time of initial submissions of SF 1113 (Public Voucher for Transportation Charges). In the event the reweigh information is not available at the time of my initial submission, I will adjust supplemental billings to reflect the reduced charges or voluntarily submit a refund based upon the new weight obtained.

21. **Storage-in-Transit (SIT)**. SIT at origin or delivery into storage at destination will be made only after approval of the responsible PPSO/PPSO's designated representative. I will assume full responsibility for arranging for placement of the shipment in a DOD-approved storage facility. I will indicate the net or gross weight, whichever is applicable, for each shipment from SIT on the DD Form 619 (Statement of Accessorial Services Performed).

22. **Termination of Shipment**. A shipment may be terminated at any time deemed appropriate by the PPSO. Such termination will not constitute a diversion. The point of termination will become the destination point, and all rates and charges will be computed accordingly.

23. **Statement of Accessorial Services Performed (DD Form 619)**. A DD Form 619, itemizing accessorial services performed, will be prepared by my representative and the member or agent when such services are required and separately charged. Each household appliance serviced will be identified to show the make, model, or the name of the manufacturer. All entries for appliances serviced by a third party will be supported by an invoice stating the type of service performed. No accessorial services will be billed when such services are included in single factor rates.

24. **Removal of Property from Facilities Disapproved by PPSO**. When my facilities or the facilities of my agent are disapproved for further use, and it is considered necessary by the PPSO to remove the personal property to prevent damage or contamination, I will immediately remove the property to a DOD-approved warehouse. The costs of such removal will be at no expense to the Government or the member.

25. **Tracing Shipments**.

a. I shall trace a shipment upon request from an PPSO or the property owner and agree to acknowledge such request and make a prompt report to the requester as to the location of the shipment within 24 hours for domestic shipments and 120 hours for international shipments.

b. I shall take action to trace when a loose household goods shipment is placed into SIT and inventoried items are found to be missing with no annotation on the PPGBL or inventory to explain the shortage.

c. I shall take action to trace the missing container(s) when a containerized shipment is placed into SIT and container(s) are found to be missing with no annotation on the PPGBL or inventory to explain the shortage.

***26. Intransit Visibility Service**. When requested by HQMTMC, I will provide intransit visibility services (ITV) on a specified shipment or series of shipments. ITV service is defined as monitoring and reporting movement progress of shipment(s) through various transit points, such as: departure from origin agent; arrival at destination; movement from origin port to destination port; destination port to final destination. Reports, containing specific data in the format requested, i.e., member's name, rank, SSN, branch of service, PPGBL number, origin/destination GBLOC, code of service, RDD, pieces/weight cube, present location of shipment, projected movement date, etc., will be submitted to HQMTMC, ATTN: MTOP-QQ. Payment for ITV service will be in accordance with the applicable rate solicitation. This service may be billed on a SF 1113 to the appropriate finance office. A copy of the HQMTMC directive requesting the ITV service must accompany the SF 1113. I understand this item is not applicable to HQMTMC requests for listing of shipments frustrated intransit by a carrier ceasing operations because of bankruptcy, financial problems, or similar situations.

***27. Carrier Liability**. My legal liability for loss and damage to goods will be set forth in my applicable tariff/rate tender and Section 11707 of the Interstate Commerce Act (49 USC 11707) limited to the released valuation set forth in my tariff/rate tender on file with MTMC.

***28. Loss or Damage**. I will exercise care to prevent loss or damage of personal property in the process of packing and will properly and amply protect personal property in my possession.

***29. Loss or Damage/Inconvenience Claims**.

a. Claims for Loss or Damage. I agree to acknowledge receipt of "Letter of Demand on Carrier" filed against me within 10 days after its receipt and to pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after receipt thereof. If denial of any claim is based on an exception sheet (see paragraph 54 herein), such will be provided the claimant along with any other evidence pertaining to the value of the claim. If the claim is not settled within the 120-day period, I will, at that time and at the expiration of each succeeding 30-day period while the claim remains pending, advise the claimant in writing of the status of the claim and the reasons for delay in making final disposition. I will report to the origin PPSO the final action taken, including date and total amount of the settlement.

b. Inconvenience Claims

(1) I hereby reaffirm that it is my responsibility to pick up and deliver personal property shipments on the agreed dates. My failure to do so can cause serious inconvenience to the member and the member's family and can result in the expenditure of funds by the member for lodging, food, and the rental/purchase of household necessities. I am not responsible for delays caused by reasons beyond my control; i.e., act of God, act of the public enemy, act of the public authority, and mob interference. I agree that equipment failure, actions by underlying carriers and/or agents, and illness of or error by persons in my employ or the employ of my agents are not considered beyond my control.

(2) I agree to acknowledge receipt of inconvenience claims filed by the member within 15 calendar days of the date of submission. I further agree to review each such claim on a case-by-case basis and, based on the circumstances of each case, pay, decline, or make a firm settlement offer in writing to the claimant within 45 calendar days of the date of submission. I will report to the destination PPSO the final action taken, including the date and the total amount of settlement.

*30. **Inspection by PPSOs** The services and manner of handling personal property are subject to inspection and acceptance by the PPSO or PPSO's authorized representative.

*31. **Billing Procedures**. For services rendered, I agree to bill the appropriate Military Service finance office responsible for payment of the transportation charges in accordance with procedures disseminated by the Commander, MTMC. For shipments that are diverted or reconsigned in accordance with applicable rate tariff/tender, I agree to submit with the SF 1113, Public Voucher for Transportation Charges, the original Diversion Certificate, signed by the requesting PPSO, authenticating the diversion or reconsignment. Valuation charges will be identified separately from all other charges on billing documents. All billing must be supported by appropriate documents as indicated in Figure A-8.

*32. **Substitute Documents in Lieu of Lost Personal Property Government Bill of Lading (SF 1203)**. If the original PPGBL is lost or destroyed, I shall forward the freight waybill original (SF 1205) to the appropriate finance center for payment. Duplicate or reproduced copies of SF 1205 are not acceptable. If both the original PPGBL, SF 1203 and the freight waybill, SF 1205, are lost, I shall request and be provided a certified true copy of the issuing offices Memorandum Copy, SF 1203A, for use as a substitute billing document. If the original PPGBL is located and made available to me before settlement is made, I shall return the memorandum copy to the issuing office. If the original PPGBL is found after settlement, I shall forward the bill to the appropriate issuing office for proper voiding.

*33. **Strikes, Port Congestion, Fires, Pilferage, Vandalism, and Similar Incidents**.

*a. In the event of incidents of major significance which produce significant loss, damage or delay resulting from strikes, port congestion, fires, pilferage, vandalism, and similar incidents, I will notify the destination PPSO and the appropriate MTMC area command and/or MTMCPAC-PP/MTEEU-ITT-P by electrical transmission (TWX or TELEX) of the incident not later than the first working day upon discovery. If the incident occurred en route to final destination, I will notify the PPSO responsible for the area where the incident occurred in addition to the destination PPSO. A copy of the electrical transmission will also be promptly mailed to the origin PPSO. In addition, I will provide the following information within 5 working days after the incident or discovery thereof, by electrical transmission (TWX or TELEX) or mailgram to the appropriate MTMC area command and/or MTMCPAC-PP/MTEEU-ITT-P, with a copy to the HQMTMC, ATTN: MTOP-O, Falls Church, VA 22041-5050, the origin and destination PPSO and, when applicable, the PPSO responsible for the area where incident occurred.

(1) Type of incident.

(2) Location of incident.

(3) Last name, first name, MI, grade, service, and SSN of shipper.

(4) PPGBL number and date issued.

(5) Code of service.

(6) Origin PPSO.

(7) Destination PPSO.

(8) Date shipment received by carriers.

(9) Required delivery date (RDD).

(10) Date and time of incident or discovery thereof.

(11) Amount of loss and extent of damage.

(12) Current status of shipment(s), including new ETA.

(13) Name of vessel or flight and tail number of aircraft (if applicable.

(14) Location of the shipment(s) (i.e., port and pier location) and date vessel arrived or warehouse location or air terminal, plus the container owner's name and serial number of sea container, if applicable.

*b. I will furnish addressees in paragraph 33.a., above, reports of significant changes in the status of shipments, as they occur, by electrical transmission (TWX or TELEX) or mailgram. An after action report which provides a final assessment of the loss or damage incurred, the delays encountered, and the final disposition of the personal property shipments involved may be mailed to addressees in paragraph 33.a., above.

B. **INTERNATIONAL**.

***34. Overseas Shipments**. I agree to:

a. Utilize aircraft of United States registry.

*b. Request permission from Headquarters, Air Mobility Command (AMC), ATTN: XON, Scott AFB, Illinois 62225-5001, commercial telephone (618) 256-4593, facsimile commercial (618) 256-2804, to use aircraft of foreign registry when I determine that the use of an air carrier of United States registry is not available and I have fully complied with provisions of the Fly American Act. If any segment of the intended routing involves use of a foreign flag carrier, a justification certificate with a valid AMC control number is required. Approval will be obtained prior to booking of shipment with the air carrier. The request for authorization to use a foreign flag carrier will be accomplished and submitted to HQ AMC by electronic means (message or facsimile) within not more than 10 calendar days of pickup, but, in any case, no later than 2 full working days prior to booking of the shipment with the foreign flag carrier. The electronic transmission will consist of the following:

Justification Certificate for Use of Foreign Flag Carrier (figure A-5) and a copy of the personal property Government bill of lading (PPGBL) for shipments to or from controlled rate areas; or Justification Certificate for use of Foreign Flag Carrier and a copy of the MTMC award message if shipment is for a one-time-only (OTO) movement to or from an uncontrolled rate area. Upon review and concurrence/nonconcurrence, HQ AMC will respond by similar electronic means to the carrier within 2 full working days of the receipt of the carrier's request. A copy of this authorization will be provided by AMC to the HQMTMC, ATTN: MTOP-T-NI.

AMC routing policy. The following principles shall be followed in determining the availability of United States flag air carriers: (a) The first or last leg from and to the United States shall be by a US flag carrier. (b) United States flag air carrier service available at the point of origin shall be used to destination or, in the absence of direct or through service, to the furthest point on a commonly used air route. (c) When an origin or interchange point is not serviced by the United States air carrier, foreign flag air carrier service shall be used only to the nearest interchange point on a commonly used air route to connect with United States flag air carrier service.

c. Utilize ships of United States registry for the ocean portion of overseas shipments and book shipments for container or below-deck storage.

*d. Submit my request to the cognizant Military Sealift Command (MSC) area or subarea command to use a vessel of foreign registry when I determine that the use of an ocean vessel of United States registry will not provide the required service. This authority will be granted only when United States flag shipping is not available and the use of foreign flag shipping is necessary to meet the delivery requirements that I will certify in writing. When the request and authorization from MSC for use of foreign flag shipping is accomplished by electrical means, I will subsequently prepare a Justification Certificate for Use of Foreign Flag Vessel (Figure A-6) and submit the completed certificate to the cognizant MSC area or subarea command for accomplishment by the authorizing officer. Authorization by MSC will be confirmed in writing on the form of the Justification Certificate for Use of Foreign Flag Vessel.

*e. Submit the justification certificate signed by AMC or MSC, with SF 1113 (Public Voucher for Transportation Charges), when use of foreign flag aircraft or vessel is approved by AMC or MSC and used for the air/ocean segment of the movement. Certificates that do not have a AMC or MSC certification will cause the SF 1113 to be returned by the Defense Finance and Accounting Service (DFAS) to the carrier for correction. Payment requires a properly completed justification certificate. For AMC, a valid AMC control number is required on the justification certificate. Additionally, when the ocean rate or air rate increases or decreases due to the use of foreign flag aircraft or vessel, I will adjust billing in the Government's or my favor to reflect the difference between foreign flag vessel or aircraft rate and ocean segment rate used in computing the single factor transportation rate on file at HQMTMC. The adjustment will be based on the ocean/air/freight bill and certification of ocean/air/freight charges submitted with PP&BL for payment.

*f. Ensure all shipping and billing documentation, including agent/port agent/NVOCC freight bills, ocean bills of lading, rated bills of lading, and billing documentation, identify DOD-sponsored personal property shipments with the following description, as appropriate: DOD-Sponsored

Household Goods; DOD-Sponsored Unaccompanied Baggage; DOD Personal Effects; or DOD-Sponsored Mobile Home with personal effects as indicated on the inventory. The PPGBL issued by a PPSO is for the movement of DOD-Sponsored personal property shipments, therefore, the description "DOD-Sponsored" is to be included on all carrier documentation. For POVs, show the property classification, NMFC/UFC number, and DOD-Sponsored POV.

***35. General Average/Salve**. On ocean shipments, in addition to my tariff/rate tender liability, I assume full liability for and will pay all contributions in general average or salvage assessed against personal property and will provide bonds or make arrangements for the prompt release of the shipments from any maritime lien arising therefrom.

***36. Customs Clearance**. I will arrange all customs clearance and other related services that pertain to and influence the movement of personal property (gun control, quarantine, pest infestation, etc.) and will comply with all DOD, foreign, and domestic regulations in connection therewith.

III. Service Requirements.

A. GENERAL.

***37. Storage-in-Transit**. In addition to the packing requirements contained in this tender for preparing personal property for transportation, when a shipment is placed in storage-in-transit (SIT) in CONUS, I agree to the following:

*a. Storage. When a shipment is placed into SIT, the warehouseman shall have until the close of business of the third (3rd) working day following the date the SIT control number is issued to complete the handling-in services. Personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of at least two (2) inches clearance from the floor to the bottom portion of the stored property. This elevation requirement shall apply after three (3) day handling-in period. Items waiting for the completion of handling-in services shall be protected at all times. In addition, the property shall not be stored in contact with exterior walls. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and other like items are excluded from this requirement.

b. Shipping Containers. The contents of containerized shipments will not be removed from containers when placed in SIT.

c. Identification. All lots of loose household goods, Code 1, NTS lots, and noncontainerized household and unaccompanied baggage shipments shall be properly identified. Proper identification shall consist of member's name, PPGBL number, and SIT control number. Such identification shall be in plain view on each lot. Household goods (Codes 4, 5, and T) and unaccompanied baggage (Codes 7, 8, and J) are exempt from this requirement. However, containers for these codes shall be stored with pertinent information already on the container in plain view.

d. Rugs and Carpets. Rugs and carpets will be stored on racks in a horizontal position without folding any portion of the rug, carpet or padding.

e. Upholstered or Overstuffed Furniture

(1) Items stored loose on racks will be placed in an upright (normal) position and covered or protected against dust. No boxes, cartons, or other items will be placed upon this type furniture.

(2) When items are placed in individual room storage or when containers are employed for warehouse storage, they will have protection, padding, blocking, and bracing to preclude damage from any pressure against the upholstery, including pressure from its own weight as well as from conditions external to the container.

***38. Unloading and Unpacking at Destination**. Unloading at destination will include the one-time laying of rugs and the one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. All articles disassembled by the carrier or originating from nontemporary storage will be reassembled. On a one-time basis, all barrels, boxes, cartons, and/or crates will be unpacked and the contents will be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article(s) and proximity of the area desired by the owner, but does not include arranging the articles in a manner desired by the owner. The unpacking service and removal of debris will be performed at the time the goods are delivered to the residence unless specifically waived in writing by the member or member's agent. The waiver will be held in my files for further reference.

***39. Recording Damage or Loss**. I shall record damage/loss revealed while unloading and/or packing. When unloading and/or unpacking articles at the destination residence, I shall, in coordination with the member or his agent, inspect each article for damage and check the inventory against possible loss of or damage to articles. A record will be made of any difference in count and condition from that shown on the inventory prepared at origin, and such record will be jointly signed by my representative and the member or the member's authorized agent. Such record or count and condition will be indicated on the inventory form and DD Form 1840/1840R, as applicable, and copies will be furnished to the member or the member's authorized agent. In case of missing items, tracer action will be initiated immediately and the PPSO and member will be advised in writing of the results within 30 days from the date of delivery of the shipment. Every effort will be made to locate missing articles/items before recommending the submission of a claim by the member. I agree, provided claims action has not been initiated, to forward to the member by expedited means missing articles/items when located, at no additional cost to the Government or the member. In the event articles/items are located subsequent to claims action by the member and/or the Government, I shall hold the articles/items at the point of location, notify the destination PPSO, and await disposition instructions. When articles/items are returned to the member, any claims which have been paid in favor of the member, shall be readjusted in my favor.

***40. Claims for Additional Charges**. I agree that claims for additional transportation or additional accessorial charges over and above those originally assessed by me and paid for by the Government will be presented first to the disbursing office of the military agency which paid the original bill. The claims will contain a full explanation as to the reasons why they are being presented and state specifically the amaunt claimed thereon. Disputes arising

out of such undercharge claims or overcharge claims by the Government against me, not otherwise settled to the satisfaction of either party, will be made the subject of correspondence directly between my company and the MTMC or the General Services Administration (GSA) or both, or will be the subject of a discussion between the above stated parties within 60 days after either party makes such a request. The purpose of such discussion is to permit the parties to the contract to reach an amicable settlement of the dispute without either party having to resort to litigation, and, if possible, to resolve the matter for the future. The failure of the parties to reach an agreement or eliminate the dispute under the above procedure will in no way preclude either party from subsequently exercising the legal and administrative remedies otherwise available to it, providing that no suit filed by me will be prosecuted to trial before exhaustion of the administrative remedies described above.

***41. Containers**. I agree to use containers which meet specifications as follows:

a. Through Government Bill of Lading Household Goods (Domestic/International).

(1) All household goods containers used by my company have been constructed to the specifications of the container tested in accordance with MIL-STD 1489, "Performance Testing of Commercially Owned Household Goods Containers." Containers which are constructed so as to require a sealant/caulking material to be applied to the joints and door(s), to ensure watertightness, will be appropriately sealed/caulked before each shipment with a material that when subjected to varying climatic temperatures will not stain or otherwise damage the contents of the shipment.

(2) Overflow Boxes (Containerized Shiments). Overflow containers shall be limited to use for those items over and above that which can be packed into a PPP-B-580, "Box, Wood, Household Goods" or MTMC Pamphlet 55-12, "Commercial Containers for Department of Defense Household Goods Shipment" container. The overflow container normally is of a lesser size than a PPP-B-580 or MTMC Pamphlet 55-12 and must be limited to one per shipment.

(a) Wooden. Overflow boxes will be constructed in accordance with Federal Specification PPP-B-601, "Boxes, Wood, Cleated-Plywood", Style A or B and will be caulked during assembly.

(b) Fiberboard. When fiberboard containers are used, they must, as a minimum, meet requirements of Federal Specification PPP-B-640, "Boxes, Fiberboard, Corrugated, Triple-Wall" and be of a weather resistant class. Fiberboard containers which exceed a gross of 15 cubic feet and 300 pounds must be secured to a four-way entry wooden pallet. Fiberboard containers, unless specifically approved, shall not exceed 96 cubic feet.

(3) Double-wall cartons meeting Federal Specification PPP-B-1364 and triple-wall cartons meeting Federal Specification PPP-B-640 are authorized as interior packing containers on domestic household goods shipments when prior approval is provided by the PPSO.

b. Unaccompanied Baggage.

(1) Domestic. Box fiberboard--Federal Specification PPP-B-636; or box corrugated, fiberboard, triple-wall--Federal Specification

PPP-B-640 Class 2, Style E; or box corrugated, fiberboard, high strength weather resistant, double wall--Federal Specification PPP-B-1364.

(2) Overseas. Box wood, cleated plywood--Federal Specification PPP-B-601, Style A; or box corrugated fiberboard, triple wall--Federal Specification PPP-B-640, Class 2, Style E; or box corrugated, fiberboard, high-strength weather resistant, double-wall (Style RSC or OSC)--Federal Specification PPP-B-1364B, or box wood, household goods--Federal Specification PPP-B-580.

c. Shipments under my control held at terminal facilities awaiting transportation will be placed in a covered area which will provide complete protection from the elements.

d. Containers will be marked pursuant to MTMC instructions. Marks not applicable to current shipment will be permanently obliterated before the container's arrival for packing at the member's residence.

e. All household goods shipping containers moving in line-haul service by flat-bed equipment will be covered with a waterproof tarpaulin or other material providing equal protection and will cover the cargo on top and sides down to the vehicle bed and all surfaces of the overhang. Containers moving in local pickup or delivery service will be similarly covered when local weather conditions dictate. In any event, such protective covering will be available in local pickup or delivery service.

f. When a shipment is moved via flat-bed type vehicle, the containers will be loaded in an upright position and will not protrude beyond the rear edge of the vehicle bed surface more than 12 inches (no protrusion for the sides and front). In all cases of rear overhang, the container must be resting on the weight-bearing surface of the skid.

g. Containers/overflow boxes, when used in door-to-door service, will be packed and stuffed at origin residence unless specific exception is authorized by the responsible PPSO. For the authorized exceptions, such items will be listed on the inventory and will be annotated that items will be containerized at the warehouse.

h. All POFs must be placed in the number 1 external shipping container positioned so that they are readily accessible for examination by customs when required. Under no circumstances will the carrier be permitted to remove the POF to the warehouse or other facility for placement in shipping containers.

IV. Performance Requirements.

A. GENERAL.

*42. Pickup and Delivery Dates.

a. When a shipment is accepted at origin, I agree to meet the specified pickup date and shall deliver the shipment on or before the RDD as stated on the PPGBL, unless otherwise directed by the responsible PPSO. This type service (RDD) will not be construed as expedited service unless so stated

on the PPGBL. Pickup may be performed by the carrier's local agent with transfer to line-haul van at the carrier's origin terminal facility. Shipments will not be scheduled by the carrier or the PPSO for pickup or delivery on Saturdays, Sundays, or U.S. holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. The origin PPSO will not establish an RDD on Saturdays, Sundays, or U.S. holidays. I agree that I will not begin pickup or delivery at the member's residence before 0800 hours or after 1700 hours without prior approval of the PPSO or the member. I further agree that I will not begin any service that will not allow completion by 2100 hours again without prior approval of the PPSO or the member.

b. Premove Survey.

(1) I agree to perform residence premove surveys on domestic shipments estimated at 4,700 pounds or more, and/or international shipments estimated at 3,200 pounds or more, at origin points within a 50-mile radius of my nearest agent facility. I understand that this requirement will apply to only those shipments on which I am provided a minimum of 5 working days advance notice of the pickup date requirement. I further understand the PPSO may waive this requirement if a premove survey is not requested by the property owner and/or if the PPSO determines this service to be unnecessary or impractical.

(2) I agree that telephone contact premove surveys will be made, as a minimum, for shipments of lesser weights than indicated above or for shipments with origin points exceeding 50 miles of my nearest facility.

c. I agree, upon receipt of the three copies of the Transportation Control and Movement Document (TCMD) from the origin shipping office, to fill in blocks 22, 23, and 24 with the actual pieces, weight, and cube data. If for some reason obtaining actual data will delay transmission of TCMD's beyond the specified transmission time frames, an estimated weight and cube data is authorized on shipments from commercial vendors and personal property shipments. When estimated data are used, the pieces field must be annotated with "EEEE". Upon providing this actual or estimated information to the origin shipping office, I agree not to move the shipment until a release is issued by the origin shipping office. Upon receiving the release, I will place one copy of the TCMD in a waterproof pouch (marked for the outloading air and water terminal) on the number one container, present a copy to the receiving office at the air or water terminal and retain a copy for my own use.

d. I agree to notify the destination PPSO of the arrival of containerized shipments within 1 workday after arrival at my agent's facilities. In addition, I will effect delivery-out services as follows:

(1) For shipments which arrive before the RDD, I agree to deliver to the member or member's agent by the RDD.

(2) For those shipments which arrive after the RDD, I agree to deliver in accordance with the PPSO's instructions within 2 workdays after notification to the PPSO of the shipments' arrival.

e. When I know for any reason it will be impossible for me to have the shipment at destination on or before the RDD, I will notify both the origin and destination PPSOs at the earliest practicable time, advising the last known location of the shipment and furnishing an estimate of the delay expected beyond

the RDD. The medium of communication to be utilized in notifying the PPSO will ensure that the notification reaches the destination PPSO before expiration of the RDD. As a minimum, the following information will be provided:

(1) Last name, first name, grade of the member.

(2) Origin and destination of the shipment.

(3) RDD.

(4) Last known location of the shipment and new ETA.

f. When a shipment arrives at destination on a normal workday, I agree to notify the PPSO before delivery/attempted delivery of household goods to the residence in accordance with the instructions specified on the PPGBL. In the event the shipment arrives at the destination on a weekend or holiday, I may contact the member to ascertain if delivery can be made. If the member can accept the shipment, I will obtain approval of the destination PPSO or staff duty officer or, in the case of an Air Force installation, the transportation duty officer, and will advise the PPSO of delivery on the next workday. In the event delivery cannot be accomplished, I agree that only the Government-approved storage facility receiving the shipment for SIT will request approval for SIT.

g. When a shipment is scheduled for pickup from the residence or for delivery out of SIT to the residence, I agree to provide information on the afternoon preceding scheduled pickup as to whether the service will be performed in the morning (0800 to 1200) or in the afternoon (1200-1700) of the following day. This data will be based upon the best information available and will be provided upon telephone request of either the PPSO or the member. This provision does not apply when direct delivery was authorized by the origin PPSO or when delivery can be arranged upon arrival of the line-haul van in the destination area.

***43. <u>Preparation of Articles</u>.**

a. All articles having surfaces liable to damage by scratching, marring, soiling, or chafing will be wrapped at time of loading at residence in textile or paper furniture pads, covers (other than burlap), or other acceptable wrapping materials. When storage of these articles is necessary, they will be afforded the same protection against damage.

b. Items of unusual nature such as, but not limited to, shranks, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes may require special service by a third party. This third party service (to include disassembly/assembly) will be approved by the PPSO. Payment for the services of a third party will be in accordance with the applicable rate solicitation.

c. I agree to disassemble at point of origin all items of personal property which, in the judgment of the carrier, require disassembly to ensure safe delivery at destination, except swing sets, other playground equipment, television and radio antennas, and similar articles. Items disassembled by the carrier will be shown in the remarks section of the household goods descriptive inventory form as disassembled by carrier (CD). Items disassembled by the member will be shown in the remarks section as disassembled by owner (DBO).

Carrier labor charges or third party service for the disassembly/assembly will be approved by the PPSO.

d. All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the carrier in the preparation for shipment will be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

e. Legs or other articles removed from furniture will be properly wrapped, bundled together, and identified, e.g., dining room table legs, six each, and listed as a separate item on the inventory.

f. I am not required to remove/place property from/in an attic, crawl space or similar storage area and am not required to go into areas that:

- are not accessible by a permanent stairway (does not include ladders of any type);

- are not adequately lighted;

- do not have a finished floor; or
- do not allow a person to stand erect

***44. Packing Requirements.**

*a. Packing. All packing will be accomplished in accordance with provisions of this section. The carrier is liable and responsible for all packing. The carrier has the responsibility to inspect all prepacked goods to ascertain the contents, condition of the contents, and that only articles not otherwise prohibited by the carrier's tariff/tender are contained in the shipment. Furthermore, when it is determined by the carrier that goods require repacking, such packing will be performed by the carrier. In all cases, the inventory will reflect carrier packed (CP) with the carrier entitled to bill for the total charges for each container on the inventory subject to the limitations of MAXPAK. (Repacking of shipments being released from basic ordering agreement storage contractor's facilities will be in accordance with Chapter 5, Paragraph 5005, subparagraph i., DOD 4500.34-R).

b. Materials. All materials referred to in this chapter shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment will be completely obliterated, and all material will be free of any substance injurious to the articles being packed or to the owner. New material must be used for packaging mattresses, box springs, linens, bedding, and clothing. Cubic measurements will be indicated in a conspicuous location on all carrier-packed containers.

c. Boxes. Wood or fiberboard boxes used will be as follows: Wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and will be well manufactured and free from imperfections which may affect their utility. Size and spacing of nails will be in accordance with the best commercial practice. All unchallenged nails will be either cement-coated or chemically etched.

d. Cartons. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, lampshades, draperies, or other similar articles. After packing, cartons must be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons will be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled, will not exceed 75 inches, with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating name of manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit, and information indicating type of carton (single wall, double wall, etc.). Cartons lacking a certification are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar-type boxes will not be used. Wooden crates may be used instead of cartons when the PPSO determines that their use is necessary to assure protection and safe transportation of the articles.

e. Barrels, Fiber Drums, and Cartons. Wood barrels, fiber drums, or cartons with a capacity of not less than 5 cubic feet (not applicable under all inclusive rates) are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a sidewall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may be used instead of barrel or drum-type containers. The sidewalls and ends of the containers will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements. All barrels or fiber drums will be securely headed and marked "This End Up.

f. Filler Material. Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulosic (bubble pack, etc.) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper will be used as a filler.

g. Padding. New and good quality used-wood excelsior pads, unicellular polypropylene foam, shredded paper pads, or other equally suitable material will be used when required.

h. Wrapping. Wrapping paper or unicellular polypropylene foam will be new, clean, and appropriate for the purposes intended. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing will be completely wrapped in unicellular polypropylene foam or nontarnish tissue paper.

i. Paper, Waxed or Treated. All waxed paper used will be manila wax or equivalent. Treated paper may be used if it is ~butcher" type paper.

j. Unicellular Polypropylene Foam. All unicellular polypropylene foam wrapping material will be new, clean, and will conform to Federal Specification PPP-C-1797.

*45. Manner of Packing.

*a. All packing by the carrier will be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to container or contents, and at a minimum of weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement. At the property owner's request, articles such as stereo type equipment will be packed in original containers by the carrier, when furnished by the owner, provided the containers are considered in good condition for shipping purposes. When original cartons are used, provisions, as indicated in para 44d, above do not apply.

b. Books. Books will be placed in cartons. All books of similar size will be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally will be packed not more than 2 rows high in a carton.

c. Chinaware, Glassware, Crockery, Lamps, Clocks, Jardinieres, Statuary, Vases, and Bric-a-Brac. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles.

d. Electrical Equipment-Stereo Components, Fans, Heaters, Portable Stoves, Sunlamps, and Like Items. When necessary to protect electrical equipment for safe transportation or SIT, such equipment will be completely wrapped in paper or unicellular polypropylene foam and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing in a carton is not necessary, the items will be properly wrapped and padded for protection.

e. Kitchenware. All kitchenware will be packed and padded into cartons.

f. Linens, Clothing, Draperies, and Like Items. Small, lightweight, unbreakable items, e.g., clothing items, certain linens, items already in drawers may remain in drawers instead of being removed and packed. (Lightweight items being defined as those of lightweight, and normally kept in drawers.) When not considered as safe for carriage in drawers, chests, dressers, trunks, etc., these and similar items will be packed carefully into regular cartons which will be properly sealed at residence. Clothing normally on hangers in closets and draperies will be packed in wardrobes subject to the following:

*(1) Upright wardrobes are mandatory for Code 1 shipments. Upright wardrobes will be used for Codes 2, 4, 5, 6, and T shipments at the option of the service member. If the member expresses no preference, use of upright or flat wardrobes is at the carrier's option. Upright wardrobes will be of sufficient size to permit clothing to hang freely. (Exception for final linehaul delivery out of nontemporary storage: the wardrobe used for storage is acceptable and no transfer is necessary.)

*(2) When flat wardrobes are used hangers, will be removed from the clothing.

g. Mirrors, Pictures, and Paintings (Glass-Faced or Other Than Glass-Faced Paintings), Glass or Stone Table Tops, and Similar Fragile Articles Requiring Crating or Similar Protection. These articles will be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider will be provided. No more than four articles will be packed in any one crate or fiberboard carton. Stone table tops will be packed separately. Small pictures, paintings, mirrors, and other similar articles of this type will be packed in cartons and will be properly sealed at residence. I understand that, prior to performing crating services for shipments moving in domestic Codes 1 and 2, I will obtain authorization from the PPSO. I further understand that crating authorization is not required for shipments moving in ITGBL Codes 4, 5, 6, or T and 7, 8, or J, since packing and crating services are included in the transportation single factor rate.

h. Lampshades, Ornaments, and Toys. All lampshades, ornaments, small toys and other small items easily crushed will be wrapped and placed in cartons and will be insulated from the carton walls and from other items. Lampshades will be wrapped individually with new paper or new unicellular polypropylene foam, placed in cartons, and cushioned to prevent shifting or damage.

i. Mattresses. Mattresses will be placed in new mattress cartons at the residence and sealed with tape. All cartons used will have a minimum average bursting strength of 200 pounds per square inch.

j. Rugs. Rugs and rug pads will be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug.

k. Appliances. Each appliance serviced will be appropriately labeled to indicate that it must be serviced at destination before use (reversing the process performed at origin).

l. Washers. Washers requiring servicing will be secured with washer kits, washer packs, washer locks or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

m. Surfaces. All finished surfaces will be protected so as to prevent scratching or marring.

*n. Bicycles - For overseas Shipments. When shipped as a separate item and not included within a container as specified in paragraph 41a(1), bicycles shall be packaged and packed in the following manner: The handle bar shall be loosened, lowered, turned at a right angle from their usual position, swung downward and retightened when necessary. Wheels or mechanisms shall not be removed or disassembled from the frame. When necessary, pedals shall be removed and secured on edge forward of the seat post or above the back fender. Before placement into the carton, the bicycle will be wrapped with protective wrapping and padding. Empty areas in the container will be filled to prevent shifting or movement during transit. The container must be constructed or fabricated in a manner which will accept the bicycle without removal of the front or rear wheel assemblies and meets the requirements of paragraph 41.a.(2).

***46. Preparation of Inventory**. Preparation of the inventory will be in the same manner of and in compliance with the requirements set forth in paragraph 55 of this tender. An automated inventory may be used if completed at

the place of pickup as long as the appropriate data are recorded, and copies provided as required. The inventory of the shipment will bear the signature of the member, the member's agent, or the PPSO, together with the signature of my representative certifying to its accuracy and completeness.

***47. Split Shipments**. If it is necessary to split a shipment for the linehaul movement, the established RDD is applicable to all parts of the shipment. A separate inventory for Code 1 shipments will be prepared for overflow items, one copy dispatched immediately to the origin PPSO, and one copy to the property owner at time of delivery.

***48. Carrier Personnel**. I will use only personnel qualified in their assigned duties in handling of personal property. When any of my personnel appears to be under the influence of alcohol or drugs or uses abusive language, I will replace same on the job with qualified personnel, when requested by an PPSO or the PPSO's designated representative. I will not use convict or prison labor in the movement of personal effects belonging to members of the Department of Defense.

***49. Quality Control Program**. I agree to establish within my company a quality control system which will provide total visibility of all facets of the program and ensure the service provided is equal to or greater than the standards of service established by Headquarters, MTMC. This system will include, but not be limited to, specific subsystems for the functions of traffic management (routing, tracing, and billing), packaging, employee training and supervision, and agent supervision. I will provide MTMC detailed descriptions of this quality control system, on request, to the home office of my company during normal business hours.

***50. Condition of Vehicles and Containers**. The interiors of vehicles and containers used to transport personal property will be clean and will be provided with clean pads, covers and other protective equipment to ensure safe transit and delivery of personal property. Vehicles and containers will be maintained to assure that they are free from holes or other conditions which could permit the entry of water, and that doors, when closed, fit tightly and securely.

***51. Removal of Debris**. Packing and loading at origin will include removing from the member's premises all empty carrier-provided containers, packing materials and other debris accumulated incident to packing and loading.

***52. Tailgate Loading**. I understand that, unless approved by the PPSO, personal property will not be loaded onto tailgates of motor vans. When tailgate loading is approved, the load will not extend beyond the sides or end of the tailgate or above the top of the exterior surface of the vehicle.

***53. Documents Provided the PPSO**. As soon as possible, but not later than 7 workdays after the date of receipt of shipment as indicated in item 7 on the PPGBL or receipt of the PPGBL, whichever is the later, I shall furnish the origin PPSO the following:

a. One memorandum copy of the Personal Property Government Bill of Lading (SF 1203A) annotated with the gross, tare, and net weights, and the charges, including ITGBL charges, to date. For containerized shipments, I will also indicate the total number of containers and the gross cube of the shipment.

b. One copy of DD Form 619 itemizing the accessorial services performed at origin.

c. One legible copy of the household goods descriptive inventory.

d. One legible copy of the weight tickets signed by the person performing the weighing and must contain the information required by the ICC. If the shipment is to be delivered prior to the submission of the aforementioned documents, the origin PPSO will be advised of the weight of the shipment by telephone or other appropriate means prior to delivery.

e. I shall furnish the destination PPSO a copy of the DD Form 1840 within 30 workdays of shipment delivery.

***54. Documents Provided the Member.**

a. At the time of pickup, I shall furnish the member or the member's agent:

(1) Consignee's memorandum copy of the PPGBL (SF 1203B).

(2) A legible copy of the Household Goods Descriptive Inventory.

(3) One legible copy of DD Form 619 (if applicable). Exception: For shipments originating from nontemporary storage, I will furnish the member the consignee's memorandum copy of the PPGBL, a legible copy of the Household Goods Descriptive Inventory, and a legible copy of the DD Form 619 (if applicable) at time of delivery to residence at destination. When such shipments require SIT at destination, I will furnish the destination PPSO the member's copy of each of the above documents at the time SIT is authorized.

b. At the time of delivery, I shall furnish the member or the member's agent:

*(1) A legible copy of the DD Form 619 if SIT, reweigh services or other accessorial services are performed en route or at destination.

(2) Three (3) copies of the DD Form 1840 (Joint Statement of Loss or Damage at Delivery).

***55. Inventory.** I agree to:

a. Prepare an accurate, legible household goods descriptive inventory (Figure A-7), (automated inventories or similar documents which provide equal or better information are acceptable) in coordination with the member or the member's agent. When an article is packed in the original container by the carrier, the inventory will indicate the type of article and will be shown as "CP", packed by the carrier.

b. Use extreme care in listing articles of furniture and packing containers.

c. Identify containers by type and cube with an indication of general contents, e.g., linens, pots, and pans, etc., 2 cubic ft.

d. Avoid the use of words such as "household goods" or their general descriptive terms in the preparation of the inventory.

*e. Item(s) such as TVs, stereo components, computer hardware, VCRs, and video cameras, will be listed and identified by make, model, and serial number when these are visible on the outside of the item.

f. Ensure that my representative will use diligence to record any unusual conditions and that special care will be exercised to ensure that the inventory reflects the true condition of the property. The "Exception Symbols" and "Location Symbols" as shown in the Household Goods Descriptive Inventory (Figure A-7) will be used to describe the conditions, such as marred, scratched, soiled, worn, torn, gouged, and the like. If the condition of any article contained in the shipment is such that the use of one or more exception symbols is unnecessary, the omission of these symbols will indicate good condition except for normal wear.

g. Ensure that the terms "professional books," "professional papers," "professional equipment," "professional books, papers, and equipment", or "consumable items" shall be used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container; e.g., carton PB 6 cubic ft., 150 lbs. These items identified by the member will be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. (Symbols PB, PP, PE, PBPE, and cons as appropriate, shall be used.) The weight of the PBP&E and consumables shall be inserted in block 28 of the PPGBL. When it is impossible or impractical to weigh the PBPE or consumables, a constructive weight, based on 40 pounds per cubic foot, shall be used and the letter "c" shall be inserted after the weight.

h. List on the inventory the general contents of dressers or chests of drawers, packed by the carriers.

i. Mopeds and Motorcycles will be annotated on the inventory as one line item listing the serial number, make, and odometer reading.

j. Each privately owned firearm (POF) will be annotated on the inventory by make, model, caliber, or gauge and serial number.

k. Annotate the inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers each time custody of the property changes from a storage contractor (warehouseman) to a carrier or from one carrier to another.

l. For shipments moving in door-to-door container service, if the PPSO permits the carrier to partially containerize a shipment at the warehouse, each item removed from the residence will be annotated on the inventory as containerized at warehouse (CW).

m. Secure from the storage contractor 2 legible copies of the nontemporary storage inventory and I will, in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If, at the time each item is checked, there is a difference in condition of the item from that listed on the nontemporary storage inventory, I will prepare an Exception Sheet, and such differing conditions wlll be noted thereon. When I elect to make a new inventory, differences as to condition of individual items, as compared with the nontemporary storage inventory, will be shown on an exception sheet as described above. In event the opinions of my driver and storage contractor's representative differ as to shortages/overages or condition of an item(s), both opinions will be listed on my exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such Exception Sheet will remain an internal industry document. In the event a claim is filed with the military activity, I will provide legible copies of the Exception Sheet, if any, to the concerned claims officer.

n. Indicate on inventories prepared on shipments released from nontemporary storage the same article identification and item number as on the nontemporary storage inventory or make a cross-reference on the new inventory indicating the item number and identification from the nontemporary storage inventory (Figure A-7), CR ref column. The use of legible photo reproductions of the storage contractor's inventory instead of preparing a new inventory is permissible.

o. Use the same inventory prepared at origin to verify delivery at destination.

p. Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment will be separately identified by lot and each article will be assigned a number that must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identified.

q. Identify items disassembled by the member or disassembled or serviced by the carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.

r. Identify items disassembled or serviced by carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.

s. The term "miscellaneous" or its abbreviation "misc" shall only be used to describe the contents of containers when the total items in a container are too numerous to list on the carton or inventory line item and then only if the room or area from which packed is identified; i.e., "misc-youths room". If such a description is used, I agree not to contest a claim for missing items related to the nature of such cartons.

V. Certification.

A. GENERAL.

*56. **Assignment of Bills**. Except for assignment of payment of my original bills to a bank, factor, or other financial institution for collection, I will not subrogate my rights and/or interest in the bills for service rates and charges on which such charges are based, or any subsequent claims thereon to third parties, unless the subrogation is revocable and under my control. I will always retain the right and authority either to claim or not to claim or to cancel claims on services to the Military Services which my company furnished and/or billed for, and I do not now have, nor will I enter into, agreements with parties not subject to my control which in any way infringe, controvert, or otherwise subordinate or prevent my company from deciding unilaterally whether it will, or will not, submit a claim or file suits against the Government or pay a claim by the Government after the original bill for services performed under this tender has been submitted. Failure to comply with the above certification will make my company or me ineligible to participate in the Department of Defense Personal Property Shipment and Storage Program, and the sole determination in this matter will rest with the Department of Defense through the Military Traffic Management Command.

*57. **Violation of Tender of Service**. Any substantial violation of this tender, or failure to perform in accordance with tariff/rate tender and/or other legal requirements, may be used as the basis for suspension action by an PPSO. I also understand that the severity of violation and/or repeated violations of this tender, as determined by HQMTMC, may be used as justification for immediate disqualification or termination of this Tender of Service, without which I am not permitted to participate in further DOD personal property traffic.

*58. **Requalification**. After being disqualified for any reason, I may be requalified when corrective action has been taken on the violation which resulted in disqualification and evidence of corrective action taken is submitted to and approved by HQMTMC.

*59. **Ownership**. I certify that my company meets any applicable ownership requirement established by law for the type of carriage of goods in which I engage.

*60. **Common Financial or Administrative Control**. I will so indicate whether or not I am under the financial or administrative control of any other household goods carrier or forwarder, giving the name, and will attach a list of household goods carrier(s) or forwarder(s) which are under my common financial or administrative control.

*61. **Unethical Acts**. I agree that the Tender of Service signature sheet is signed with knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully:

a. Falsifies, conceals, or covers up by any trick, scheme, or device, a material fact; or

b. Makes any false, fictitious, or fraudulent statements, or representation; or

c. Makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry will be subject to the provisions of paragraph 57 of this tender and the penalties prescribed in the criminal law of the United states, i.e., 18 U.S.C. 1001.

***62. Effective Date**. This Tender of Service will be effective on the date approved by HQMTMC, and will continue in effect until withdrawn by me upon 30 days' notice in writing to HQMTMC, and will, while effective, be applicable to shipments of personal property which I accept for movement and servicing on PPGBLs, commercial bills of lading to be converted to PPGBLs, or purchase orders, and will form a part of the conditions thereof.

***63. Signatures.** The Tender of Service Signature Sheet must be signed by all parties, subject to its provisions, and returned to HQMTMC, ATTN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5050.

TENDER OF SERVICE SIGNATURE SHEET
FOR USE OF THIS FORM SEE DOD 4500.34R, APPENDIX A
(ALL ENTRIES MUST BE TYPEWRITTEN EXCEPT FOR SIGNATURE)

THIS SIGNATURE SHEET CERTIFIES THAT I HAVE READ AND UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THE TENDER OF SERVICE RECEIVED FROM THE MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC). I AGREE TO ACCEPT AND PROVIDE SERVICE UNDER THE TERMS AND PROVISIONS OF THE TENDER OF SERVICE DATED MAY 1, 1989, AND ALL AMENDMENTS THERETO.

PART I - CERTIFICATION STATEMENT

[ ] I CERTIFY THAT I AM NOT UNDER COMMON FINANCIAL OR ADMINISTRATIVE CONTROL (CFAC) WITH ANY OTHER HOUSEHOLD GOODS CARRIER OR FORWARDER.

[ ] ATTACHED IS A LIST OF HOUSEHOLD GOODS CARRIER(S) OR FORWARDER(S) WITH WHICH I AM IN COMMON FINANCIAL OR ADMINISTRATIVE CONTROL (CFAC).

PART II - TYPE OF SERVICE

DOMESTIC
[ ] DOMESTIC DOOR-TO-DOOR MOTOR VAN (CODE 1)
[ ] DOMESTIC DOOR-TO-DOOR CONTAINER (CODE 2)
[ ] ALASKA
[ ] HHG [ ] UB (Check above for both Domestic & Int'l)

INTERNATIONAL
[ ] DOOR-TO-DOOR CONTAINER (CODE 4)
[ ] DOOR-TO-DOOR CONTAINER SURFACE, GOVERNMENT (CODE 5)
[ ] DOOR-TO-DOOR AIR CONTAINER (CODE 6)
[ ] DOOR-TO-DOOR AIR CONTAINER (CODE T)
[ ] LAND-WATER-LAND BAGGAGE (CODE 7)
[ ] LAND-AIR-BAGGAGE (CODE 8)
[ ] LAND-AIR (MAC)-LAND BAGGAGE (CODE J)

PART III - CARRIER PROCESSING DATA

THE UNDERSIGNED CERTIFIES THAT THE FOREGOING STATEMENTS ARE TRUE AND COMPLETE. ANY MISREPRESENATION OR FALSIFICATION MAY BE SUBJECT TO PROSECUTION UNDER 18 USC 1001.

STANDARD CARRIER ALPHA CODE (SCAC)	BASIC FEDERAL OR STATE CERTIFICATION/ PERMIT NUMBER	EMPLOYER'S INTERNAL REVENUE SERVICE IDENTIFICATION NUMBER

NAME OF CARRIER (AS SHOWN ON ICC OR STATE PERMIT)	ADDRESS OF CARRIER (INCLUDE STREET/P.O. BOX/CITY/STATE/ZIP CODE)
TELEPHONE NUMBERS (INCLUDE AREA CODE) COMMERCIAL: WATTS: TELEX/MAILGRAM: FAX: EASYLINK:	

TITLE OF CARRIER OFFICIAL	SIGNATURE	DATE

NAME OF INTERLINE CARRIER (IF APPLICABLE)	SCAC

TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE	DATE

PART IV - OFFICIAL(S) AUTHORIZED TO SIGN

DOCUMENT TYPES:(A)TENDER OF SERVICE SIGNATURE SHEET; (B)REQUESTS FOR ADDITIONAL APPROVAL; (C)CERT. AGENCY AGREEMENT; (D)OUTLINE OF FINANCIAL AND ADMINISTRATIVE CONTROL; (E)MANUAL RATE TENDERS; (F)CERT. OF INDEPENDENT PRICING (CIP) OR "ALL" FOR ALL DOCS.

TYPE DOC.	NAME (Typed)	TITLE	SIGNATURE

MTPP FORM 9, AUG 91 (Edition of May 89 is obsolete)

(figure A-1)

ADDITIONAL INTERLINE CARRIERS

NAME OF INTERLINE CARRIER		SCAC
TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE	DATE
NAME OF INTERLINE CARRIER		SCAC
TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE	DATE

CONTINUATION OF PART IV - OFFICIAL(S) AUTHORIZED TO SIGN

TYPE DOC.	NAME	TITLE	SIGNATURE

REMARKS:

(figure A-1 con't)

CERTIFICATION OF INDEPENDENT PRICING

A. For the purpose of inducing the United States to accept these tendered rates or fares, the undersigned declares, with the understanding that a false statement is a violation of law subject to criminal and civil penalties, that the following is true:

1. The rates or fares in this tender have been arrived at independently and, except as described in paragraph B, below, there has been no communication, agreement, understanding, collusion, or any other action in respect to these rates or fares, with any carrier, competitor or agent thereof.

2. Except as described in paragraph B, below, the rates or fares or other related information submitted in this tender have not and will not be disclosed directly or indirectly to any other carrier, competitor, or agent thereof. A carrier may disclose the rates or fares or other related information submitted in this tender only after public disclosure of this tender by a government agency with which it is filed.

3. No action has been or will be taken, and no agreement or understanding has been or will be made, with any other carrier, competitor, or agent thereof to:

(a) submit or not to submit rates or fares; or
(b) change, cancel, or withdraw rates or fares; or
(c) file the same or prearranged rates or fares; or
(d) restrict competition for United States Government traffic by any means or device.

B. It is understood that this certification does not prohibit discussions concerning this tender between a freight forwarder and its underlying carriers, between a carrier or freight forwarder and its agents providing underlying transportation service or equipment, or between or among interline carriers jointly participating in this tender. It is also understood that this certification does not prohibit discussions concerning this tender between commonly owned companies (carriers or freight forwarders) if the common ownership has been previously disclosed in writing to the Military Traffic Management Command. Further, this certification between a carrier and its rate filing agents or consultants, provided that the carrier has instructed in writing such agents or consultants to preserve the condfidentiality of such discussions.

C. The undersigned further certifies that (enter initials next to subparagraph 1 or 2 below, as applicable):

[ ] 1. I am responsible for determining the rates or fares being offered in this tender; that I have been authorized, in writing, to sign this certificate on behalf of the carrier; that I have not participated and will not participate in any action contrary to subparagraphs A(1) through A(3) above; and, that I have no knowledge that any other person has taken such action; OR

[ ] 2. I am an authorized agent for the carrier; that I have not personally participated, and will not participate, in any action contrary to subparagraphs A(1) through A(3) above; that as an agent I have been authorized, in writing, to certify, and do hereby certify, that the following principals have not participated in any action contrary to subparagraphs A(1) through A(3) above:

Name & Title | Organization

_____

_____

(Type or print name and position title of person(s) in the carrier's organization responsible for determining the rates or fares offered in this tender.)

3. This certification applies to any medium used for the offering of the rates or fares, to include paper and any type of electronic or magnetic media such as magnetic tapes, floppy disks, CD ROM, or Electronic Data Interchange.

Signature: _____

Print or type name: _____

Title: _____

Date: _____

(Revised 16 Jul 91)

(figure A-1.1)

CERTIFICATE OF CARGO LIABILITY INSURANCE

(DOD Directive 4500.34 R, Appendix A)

THE FOLLOWING IS THE MINIMUM REQUIRED INSURANCE FOR CARRIERS/FORWARDERS:

	Amount Per Shipment	Amount Per Aggregate Losses/Damages at Any One Place and Time
DOMESTIC	$10,000	$150,000
INTERNATIONAL	$10,000	$150,000

INSTRUCTIONS *(Type all information except signature.)*

1. a. NAME OF INSURANCE COMPANY	2. a. NAME OF HOUSEHOLD GOODS CARRIER/FORWARDER
1. b. ADDRESS *(street number, city, state and zip code.)*	2. b. ADDRESS *(street number, city, state and zip code.)*

3. SCAC	4. POLICY NUMBER	5. EFFECTIVE DATE *(Mo/Day/Yr) (12 01 Eastern Standard Time and continuing until cancelled as provided for in paragraph "9" below.)*

6. THE INSURANCE COMPANY (HEREINAFTER REFERRED TO AS COMPANY) HEREBY CERTIFIES AND AGREES THIS POLICY PROVIDES FOR THE FOLLOWING:

	Amount Per Shipment	Amount Per Aggregate Losses/Damages at Any One Place and Time
DOMESTIC	$_____	$_____
INTERNATIONAL	$_____	$_____

Compensation for loss and/or damage to all property belonging to shippers or consignees and coming into the possession of the carrier in connection with its transportation service performed for the account of the Department of Defense (hereinafter referred to as DOD), regardless of whether the motor vehicles, terminals, warehouses, and other facilities used in connection with the transportation of such property are specifically described in the policy or not. The liability of the company extends to such losses and/or damage, whether or not occurring on the route(s) or in the territory(ies) authorized to be served by the carrier whenever the carrier may be legally liable.

No limitations in the policy, such as deductibles or coverage restrictions, shall be a valid defense for claims filed by shipper, consignees, or the DOD. If the carrier may be liable, the company may be liable. If the carrier cannot or does not handle a claim, the company assumes responsibility to see that the claim receives prompt attention, including the determination of the carrier's liability, and payment in full to the extent of that liability.

Lack of cooperation from the carrier for any reason (including carrier bankruptcy) is no defense. If necessary, the company shall seek from the claimant affidavits or other supporting documentation to permit a determination of liability.

When requested by the Commander, Military Traffic Management Command (hereinafter referred to as MTMC), the company will provide, within thirty (30) days, a duplicate original of said policy and all endorsements thereto. MTMC reserves the right to reject certificates of insurance from insurance companies if they fail to provide adequate protection.

This certificate may not be cancelled without cancellation of said policy. Such cancellation or any material change may be effected by the company or the carrier only by giving thirty (30) days notice in writing to the Commander, Military Traffic Management Command, ATTN: MT-PPC, 5611 Columbia Pike, Falls Church, Virginia 22041-5050. Such notice will commence to run from the date said notice is actually received at the office of MTMC.

Insurance and surety companies must be legally authorized to issue policies of cargo liability insurance in each state that the carrier is authorized to operate by the Interstate Commerce Commission or be authorized to issue such policies in the state in which the carrier has its principal place of business. The underwriter of cargo liability insurance must have a policyholder's rating of "A" or better in Best's Insurance Guide.

ISSUING OFFICE

7. a. NAME OF INSURANCE COMPANY/UNDERWRITER	8. a. NAME OF AUTHORIZED INSURANCE COMPANY REPRESENTATIVE
7. b. ADDRESS *(street number, city, state and zip code.)* PHONE NO. *(area code)*	8. b. SIGNATURE DATE *(Mo/Day/Yr)*

MT-HQ Form 49-R, May 88 EDITION OF JUL 85 IS OBSOLETE

(figure A-2)

Sample
Agency Agreement

DATE_____

This is to certify that an _____agency agreement is in effect between
(insert exclusive if applicable)

_____and_____ for the purpose of handling
(carrier) (agent)

_____ _____from_____
(household goods/unaccompanied baggage insert as applicable) (Codes) (Country)

to each of the 48 contiguous states and the District of Columbia. I certify that the facilities of my overseas agent have been inspected by a responsible representative of my company and such facilities meet the standards of my company.

In witness thereof, the undersigned authorized officials have affixed their signatures on the dates indicated.

Carrier		Agent
_____ (Name)	_____ (Code)	_____ (Name)
_____ (Address)		_____ (Address)
_____ (Signature)		_____ (Signature)
_____ (Date)		_____ (Date)

MILITARY INSTALLATION SERVED: _____
*(GBLOC CODE)

(figure A-3)

SAMPLE

Outline of Financial and Administrative Control

Applicant:_____
Address:_____Effective Date of Data:_____

This questionnaire is prepared with the full knowledge of the law that, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or devise a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than five years, or both (June 25, 1946, Ca. 645, 62 Stat. 749)(18 USC 1001)."

Section I - (A) Stockholders - List the name, address and number of shares of each class of stock held by persons holding more than five percent of the issued and outstanding capital stock of the corporation or propriety interest in the company.

(1) Name	(2) Address	(3) Held for Own Account Yes or No	(4) Number & Class of Shares or Amount of Capital Held	(5) Percent of Total Stock or Capital

If answer to Column (3) is "No," list name and address of persons for whose accounts stock or other interest is held.

Section I - (A)(I) Are there in existence options, warrants, or other agreements to acquire that stock of the applicant? Yes_____ No_____

Describe: (If the answer is yes).

(B) Officers and Directors

(1) Name	(2) Address	(3) Title	(4) Class of Shares	(5) Number of Record	(6) In home of Others

Section II Applicant agrees to inform MTMC, in writing, within 10 days of any change in facts or circumstances which would result in any change or alteration in the information herein above met forth, failure to furnish such notification may result in suspension or revocation.

Section III

Name of Applicant

_____
Name

State whether Person, Firm or Corp.:

_____

If Corporation, Attest:

By:_____
(Authorized Signature)

By:_____
Secretary or Asst. Secretary

_____
(Title)

(figure A-4)

* JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN FLAG CARRIER

AMC CONTROL #: _____ CARRIER'S DATE: _____
AMC Receipt Date: _____

Carrier: _____ SCAC: _____
Award Date: _____ PPGBL/OTO #: _____
Pick-up Date: _____ RDD: _____
Origin: _____ Destination: _____
Property owner's name and rank: _____

Name of foreign flag carrier: _____
Foreign flag carrier will be utilized between _____
and _____. Date of departure: _____

Cu.Ft. _____ Gross Wt. _____ Net Wt. _____

Air Freight Charge: _____ Per _____

I certify that it is necessary to transport the household goods and/or personal effects of the above-named property owner by foreign flag carrier as designated above for the following reasons:

_____
_____
_____

(A FULL EXPLANATION IS REQUIRED)

NOTE: The explanation must include documented description of efforts made to secure U.S. flag carrier including points of contact (with names and telephone numbers) with at least two U.S. flag carriers contacted. Copies of telephone notes, telegraphic, and facsimile message or letters will be sufficient for this purpose if adequate details are included therein to support conclusions that provisions of the Fly American Act, (49 U.S.C. 1517) have been met.

_____ _____
(Signature of Carrier Official) (Signature of AMC Official)

_____ _____ _____ _____
(Title) (Date) (Title) (Date)

Concur ____ / Nonconcur ____

Attached:

PPGBL: Yes / No OTO AWARD MSG: Yes / No
(If no, provide explanation)

The PPGBL rate on file with HQMTMC will be protected to the extent provided by paragraph 33e of the Tender of Service.

(Figure A-5)

JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN FLAG VESSEL

_____
Date

I certify that it (is) (was) necessary to transport the household goods and/or personal effect of _____

between_____and_____

en route from _____to_____

via the_____, a foreign flag vessel for the

_____
(A full explanation is required)

_____

_____

_____

_____

_____
Signature of Authorizing Officer

_____
Title

_____
Post, Station, or Installation

8976.40 RESPONSIBILITY OF CERTIFYING OFFICER. Certifying officer have the responsibility in the first instance of determining the acceptably of the foregoing certificate which must be attached to bills involving movements by foreign flag vessels prior to the certification of such bills. (Title V, GAO Manual)

(figure A-6)

HOUSEHOLD GOODS DESCRIPTIVE INVENTORY

TAG LOT NO _____

CONTRACTOR OR CARRIER	TAG COLOR _____ NOS _____ THRU _____	PAGE NO NO OF PAGES
	AGENT	CARRIER'S REFERENCE NO
OWNER'S GRADE OR RATING AND NAME		CONTRACT OR GBL NO
ORIGIN LOADING ADDRESS	CITY STATE	GOVT SERVICE ORDER NO
DESTINATION		VAN NUMBER

DESCRIPTIVE SYMBOLS

B/W - BLACK & WHITE TV
C - COLOR TV
CP - CARRIER PACKED
PBO - PACKED BY OWNER
CD - CARRIER DISASSEMBLED
DBO - DISASSEMBLED BY OWNER
PB - PROFESSIONAL BOOKS
PE - PROFESSIONAL EQUIPMENT
PP - PROFESSIONAL PAPERS

EXCEPTION SYMBOLS

BE - BENT
BR - BROKEN
BU - BURNED
CH - CHIPPED
CU - CONTENTS & CONDITION UNKNOWN
D - DENTED
F - FADED
G - GOUGED
L - LOOSE
M - MARRED
MI - MILDEW
MO - MOTHEATEN
R - RUBBED
RU - RUSTED
SC - SCRATCHED
SH - SHORT
SO - SOILED
T - TORN
W - BADLY WORN
Z - CRACKED

LOCATION SYMBOLS

1 ARM
2 BOTTOM
3 CORNER
4 FRONT
5 LEFT
6 LEGS
7 REAR
8 RIGHT
9 SIDE
10 TOP
11 VENEER
12 EDGE
13 CENTER
14 SEAT
15 DRAWER
16 INSIDE

NOTE THE OMISSION OF THESE SYMBOLS INDICATES GOOD CONDITION EXCEPT FOR NORMAL WEAR

ITEM NO	WHSE CROSS REF	DRIVER CHECK	WHSE CHECK	[illegible]	ARTICLES	DESCRIPT SYMBOLS	CONDITION AT ORIGIN	EXCEPTIONS (IF ANY) AT DESTINATION
1								
2								
3								
4								
5								
6								
7								
8					CARRIERS HAVE THE FOLLOWING OPTIONS ON THE INVENTORY-NO			
9					OTHER DEVIATIONS ARE AUTHORIZED.			
0								
1					1. USE OF DOUBLE OR SINGLE COLUMNS. WHEN SINGLE COLUMN IS			
2					USED, CARRIERS WILL ADJUST "ITEM NO.", CR, REF", ARTICLES",			
3					"CONDITION AT ORIGIN", AND EXCEPTIONS (IF ANY)" AT DESTINATION'S			
4					COLUMN SPACE ACCORDINGLY.			
5								
6					2. PACKING LIST FOR CARRIERS ONLY.			
7								
8								
9								
0								
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								

ITEM NO	REMARKS/EXCEPTIONS

WE HAVE CHECKED ALL ITEMS LISTED AND NUMBERED 1 TO _____ INCLUDING AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND IN THE STATE OF THE GOODS RECEIVED

WARNING [illegible]

AT ORIGIN			AT DESTINATION		
	CONTRACTOR, CARRIER OR REPRESENTATIVE (DRIVER) (SIGNATURE)	DATE TIME		CONTRACTOR, CARRIER OR REPRESENTATIVE (DRIVER) (SIGNATURE)	DATE TIME
	OWNER OR AUTHORIZED AGENT (SIGNATURE)	DATE TIME		OWNER OR AUTHORIZED AGENT (SIGNATURE)	DATE TIME

(figure A-7)

Rev 8/90

Billing Instructions-Household Goods/Unaccompanied Baggage
(Legend: X-Required; N/A-Not Required)

	Army and Air Force	Navy and Marine Corps
Billing Documents		
1. Original "Public Voucher for Transportation Charge (SF-1113)"	X	X
2. Memorandum Copy "Public Voucher for Transportation Charges SF-1113a)".....	N/A	X
3. Original GBL. Accomplished or supported by certification of liability as specified in item 7 below.....	X	X
4. Memorandum of waybill copy GBL: N/A for Marine Corps.....	N/A	X
5. Original of scale weight ticket(s) prepared by weighmaster(s)	X	X
6. Original "Statement of Accessorial Services Performed" (DD Form 619 when charges are assessed for accessorial services not including SIT[1]	X	X
7. Certification of liability during SIT period until delivery to consignee when billing separately for charges from point of origin to point of storage.....	X	X
8. Copy of commercial ocean/air freight bill for shipments between points in CONUS and points outside CONUS.....	X	X
9. "Justification Certificate for Use of Foreign Flag Vessel or Aircraft" American Flag service is unavailable or necessity of the traveler's mission requires use of foreign flag service.....	X	X
10. Original document authenticating diversions or reconsignment; prepared, signed, and provided by the ITO who requested and authorized the action.....	X	X
11. Original "Application for Shipment of Household Goods" (DD Form 1299[2]).....	N/A	X
12. One copy of permanent change of station orders or other authority for shipment[2]	N/A	X
13. "Certification of Ocean Freight Charges".....	X	X
14. A copy of the "one-time-only" rate tender, if appicable.....	X	X
15. Original "Statement of Accessorial Services Performed (SIT Delivery & Reweigh)", DD Form 619-1, when charges are assessed for SIT delivery.....	X	X

*Note: The carrier may, as its option, prepare a certificate of waiver including a statement designating the warehouseman as an agent of the line-haul carrier with authority to receive payment in the name of the line-haul carrier for all SIT, delivery-out and other applicable charges authorized by the PPGBL to which the certificate pertains. A signed copy of the certificate shall be attached to the supplemental bill for such authorized billing. (41 CFR 101-41.309-2(b)(3) motor carriers or freight forwarder destination SIT of HHG or mobile dwellings.

---

[1]Applies only to shipments within **CONUS** and points outside **CONUS**. All DD Forms 619 submitted with SF's 1113 for payment will be fully completed with applicable entries except for the "Unit Price" and "Charge" columns. Completion of these two columns is optional with the carrier or his agent. If the carrier or agent completes the "Unit Price" and "Charge" columns on the DD Form 619 and 619-1 submitted with billings, the total of accessorial charges may be shown on the SF 1113 in lieu of itemization of individual unit prices or charges, except that for the Marine Corps billings the accessorial charge will continue to be temized on the SF 1113a. When supplemental bill for storage-in transit is presented by the line-haul carrier or agent, in addition to other documents, a legible memorandum copy of the Government bill of lading and a copy of the original line-haul voucher(SF 1113) will be included.

[2]These two documents requird for all Navy shipments will be palced in an envelope and clearly marked "Notice to Carrier. **DO NOT DESTROY** - enclosed documents will accompany billing for payment of trasnportation charges." The envelope with contents will be securely attached to the original GBL and will not be detached by carriers. To serve this purpose, the original DD 1299 is required for Navy shipments.

(figure A-8)

APPENDIX B

LETTER OF INTENT - PERSONAL PROPERTY
AND UNACCOMPANIED BAGGAGE

FORMS APPROVED
OMB NUMBER: 0702-0022
*EXPIRES: 31 Oct 95

(TELEX) (CARRIER NAME)
(PHONE) (CARRIER ADDRESS)

(DATE)
For ITGBL traffic, this LOI
is effective with

(Vol. No.)

SUBJECT: Letter of Intent
*TO: Installation Transportation Officer

As specified by enclosure 1 for domestic traffic and/or rates filed with the MTMC for international traffic, you are requested to accept this letter as evidence of our intent to provide personal property services from your area(s) of responsibility. We are approved by the MTMC, and copies of our appropriate Federal and/or state certificates and/or permits are on file with the MTMC. My rates and charges are shown in:

(List applicable tariffs or tenders)
* Interstate Tariff: (when applicable)

This letter of intent is applicable to your operating area(s) (list area).

This certifies that an agency agreement(s) is in effect between my company and our designated agent(s) listed below. A Certificate of Agency Agreement is forwarded by enclosure 2.

TYPE SERVICE*	AGENT NAME	AGENT ADDRESS	TELEPHONE

When applicable, enclosure 3 identifies joint carriage/interline carriers by name and states/areas served by such carriers for domestic traffic.

(APPROVING OFFICIAL)
(TITLE)

Enclosures - 3

1. Domestic Operating Authority Map (except 49-state carrier).
2. Certification of Agency Agreements (for overseas PPSOs only).
3. Joint Carriage or Interline Carriers (when applicable for domestic traffic).

TYPE SERVICE
D - Domestic
O - Overseas
U - Unaccompanied Baggage
H - Household Goods

APPENDIX D

ALPHA CODES FOR DPM SHIPMENTS

GENERAL. This appendix provides guidance for the construction of two-position alpha codes for DPM shipments. DPM alpha codes shall be entered in the "Service Code," block 3 of the PPGBL, on all DPM shipments. The first position shall designate the commodity shipped (shown in Chapter 1), and the second position shall designate the type of DPM service used (shown in Part 2 below). For example, in constructing a DPM alpha code for an intertheater shipment of unaccompanied baggage through commercial air, the code for unaccompanied baggage (B) will be found in Part 1, and the code for (INTE/AIR/COMM/DPM) (L) will be found in Part 2, section C. Therefore, "BL" is the correct DPM alpha code for this shipment.

Part 1

DPM ALPHA CODES--FIRST POSITION, TYPE COMMODITY DESIGNATOR

COMMODITY	CODE
Ammunition	A
Unaccompanied baggage (personal effects)	B
Household goods	H
Expensive and valuable items	V

Part 2

DPM ALPHA CODES--SECOND POSITION, TYPE COMMODITY DESIGNATOR

A. DOMESTIC (DOM) - DPM MOVEMENTS SOLELY WITHIN CONUS

(DOM/SUR/MTR/DPM) - DPM movement in which the Government arranges packing or pickup at origin, linehaul movement by motor carrier, and delivery or unpacking at destination.	A
(DOM/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination commercial air terminal, and delivery or unpacking at destination.	B
(DOM/AIR/MIL/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military air terminal, movement by military air (i.e., LOGAIR, QUICKTRANS) to the destination military air terminal, and delivery or unpacking at destination.	C

SERVICE	CODE
(DOM/PP) - Domestic DPM movement not otherwise identified above.	D
B. INTERNATIONAL (INTL) - DPM MOVEMENTS BETWEEN CONUS AND OVERSEAS AREAS	
(INTL/SUR/MSC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military ocean terminal, HSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination.	E
(INTL/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination.	F
*(INTL/AIR/AMC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military air terminal, AMC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination.	G
(INTL/PP) - International DPM movement not otherwise identified above.	H
C. INTERTHEATER (INTE) - DPM MOVEMENT BETWEEN ONE OVERSEAS THEATER AND ANOTHER OVERSEAS THEATER	
(INTE/SUR/MSC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military ocean terminal, MSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination.	K
(INTE/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination.	L
*(INTE/AIR/AMC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military air terminal, AMC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination.	M
(INTE/PP) - Intertheater DPM movement not otherwise identified above.	N

SERVICE	CODE
D. INTRATHEATER (INTR) - DPM MOVEMENTS SOLELY WITHIN ONE OVERSEAS THEATER	
(INTR/SUR/MSC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military ocean terminal, MSC-controlled oceanlift to the destination military ocean terminal, and delivery or unpacking at destination.	P
(INTR/SUR/MTR/DPM) - DPM movement in which the Government arranges packing or pickup at origin, linehaul movement by motor carrier, and delivery or unpacking at destination.	R
(INTR/AIR/COMM/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a commercial air terminal, air transportation to the destination air terminal, and delivery or unpacking at destination.	W
*(INTR/AIR/AMC/DPM) - DPM movement in which the Government arranges packing or pickup at origin, movement to a military or air terminal, AMC-controlled airlift to the destination military air terminal, and delivery or unpacking at destination.	X
(INTR/PP) - Intratheater DPM movement not otherwise identified above.	Y

APPENDIX E

TENDER OF SERVICE

MOBILE HOMES

FORM APPROVED
OMB NUMBER:
EXPIRES:

TO: Commander
Military Traffic Management Command
*ATTN: MTOP-QQ
5611 Columbia Pike
Falls Church, VA 22041-5050

Date _____

This tender is submitted for service as indicated below:

( ) Towaway/truckaway/rail
( ) Other _____

From: _____

(Name of Carrier) (SCAC)

_____

(Address of Carrier)

_____

(Basic Federal or State Certificate or Permit No.(s))

_____

(Name of Interline Carrier) (SCAC)

_____

(Basic Federal or State Certificate or Permit No.(s))

This Signature Sheet certifies that I have read and understand all the terms and conditions set forth in the TENDER OF SERVICE received from the Military Traffic Management Command (MTMC). I agree to accept and provide service under the terms and provisions of the TENDER OF SERVICE and all amendments thereto.

_____

NAME TITLE SIGNATURE

TRAFFIC MANAGEMENT

1. **General**. I understand that submission of the Tender of Service, hereafter referred to as "tender," to Headquarters, Military Traffic Management Command, (HQMTMC) is a prerequisite to my consideration for transportation of mobile homes; that it does not obligate the Government in the distribution of traffic; and that such submission indicates that I consider myself to be qualified, willing, and able to accept shipments from military activities and seek such shipments under the terms set forth herein. I expressly agree that I shall perform prudent traffic management to provide service in accordance with the provisions of this tender.

2. **Operating Authority**.

a. I certify that I hold all necessary authority, issued in my name for the transportation of mobile homes, from the appropriate regulatory bodies and, in addition to tariff and legal requirements, agree to the provisions of this tender.

*b. I agree to provide service to all areas contained in my operating authority from those installations where I have filed a letter of intent (Appendix F.)

*c. Attached is a description of areas to be served, including a shaded may designating my current operating authority.

*d. I agree, upon approval of the use of a joint tender by the MTMC that the joint tender is issued in the name of, and addressed to, the carrier submitting the joint tender as the primary carrier. Other carriers named in the title page are carriers with which I, as the primary carrier, am approved to interline for furtherance of the through movement of a shipment.

*e. I agree to apprise the participating carriers of their responsibility to fulfill the requirements of this tender.

*f. I agree that the interline or joint carriage arrangements are subject to the provisions of paragraphs 3 and 28 of this tender.

3. **Through Responsibility**. I agree that all shipments shall be moved under my direct management control and responsibility from origin to destination shown on the PPGBL, including interline carriage with duly certificated or approved carriers who are participants in the tender.

4. **Use of an Alternate Carrier**. When I accept a shipment with both origin and destination points within the scope of my operating authority or interline agreement and/or approved by MTMC but find, because of unavoidable circumstances, that I am unable to physically transport the shipment, I may, upon approval of the origin PPSO, arrange with other MTMC-approved carrier to perform the required services. In such cases, I shall inform the PPSO of the name of the carrier to whom the shipment has been transferred. I shall continue to be shown on the PPGBL as the initial carrier and shall accept through responsibility from the time of pickup at origin to delivery at destination.

5. **Common Financial or Administrative Control**. Please check the common financial or administrative control statement applicable to your company.

[ ] I certify that I am not under common financial or administrative control of any other mobile home carrier serving the same shipping activity.

[ ] Attached is a list of activities that will be served by additional mobile home carrier(s) that are under my common financial or administrative control. (For the purpose of this tender, common financial or administrative control is defined the same as in Section 5 of the ICC Act.)

6. **Financial and Operational Information**. Upon request, I shall furnish the HQMTMC, information on financial and operational matters in the manner, form, and content determined necessary by MTMC to resolve questions concerning qualifications to participate in the DOD Personal Property Shipment and Storage Program. Company records and supporting documentation relating to such questions shall be made available for examination by MTMC representatives at the office of the company during normal duty hours.

7. **Required Delivery Date**.

*a. When I accept a shipment at origin, it is understood that I also agree to meet the pickup date and the required delivery date (RDD) of the shipment as stated on the PPGBL, without the application of increased rates or charges. I understand that pickup and delivery will not be scheduled before 0800 or after 1700 nor on Saturdays, Sundays, and holidays, without prior approval of the ITO or the member. I agree to obtain clearance from the ITO before delivery of the shipment except as provided below. Further notification will not be deemed necessary unless so instructed by the ITO. Exception: Upon the request of the member, the mobile home may be delivered at other than the prescribed time indicated above, subject to the following conditions:

(1) The member and the carrier agree that there is no requirement for an inspector.

(2) It must be mutually agreeable to the member and carrier.

(3) The carrier shall notify the PPSO of such action within 48 hours of delivery.

b. When, for any reason, it is known or expected to be impossible for me to have the shipment at destination on or before the RDD, I shall notify both the origin and destination PPSOs at the earliest practicable time, explaining the exact reason(s) therefor, and furnish the current physical location of the shipment and an estimate of the delay expected beyond the RDD.

c. I understand that the medium of communication to be used in notifying the PPSOs will ensure that notification reaches the destination PPSO before expiration of the RDD. For format of notification, see paragraph 25 of this appendix.

8. **Inconvenience**.

a. I further agree to pay liquidated damages for inconvenience incurred to the member resulting from my missing the prescribed RDD except for reasons that I can reasonably establish were beyond my control, such as an act of God, act of the public enemy, act of the shipper, act of the public authority, violent strikes and mob interference, weather conditions that preclude the movement of mobile homes,

unavoidable accidents, or mechanical or structural failures. Payment shall be made to the member on documented claims for such liquidated damages not to exceed $37.50 per day for the member, $25 per day for each dependent 12 years of age or over, and $12.50 per day for each dependent under 12 years of age. The member shall document his claim fully with an itemized list of charges and accompanying receipts for charges incurred. Charges shall be computed from the day following the day specified on the PPGBL as the RDD or on the documented subsequent estimated delivery date if that subsequent date is justified based on a reason beyond my control.

b. A claim for inconvenience to a member paid by a carrier shall obviate further penalties to the carrier on that shipment.

9. Transit time. I agree that a reasonable RDD (excluding Saturdays, Sundays, and US holidays) shall be based upon a maximum of 2 days to pickup and a maximum of 2 days for delivery and an average of 250 miles per day travel time for mobile homes 10 feet or less in width and 200 miles per day for mobile homes in excess of 10 feet in width unless restricted by the exceptions contained in paragraph 8a of this appendix. If after establishment of the RDD and before the pickup of the shipment the carrier or PPSO learns that the member's needs have changed, a new RDD may be established by the PPSO upon approval by the member and the carrier.

10. Inspections.

a. Origin.

(1) I shall conduct a premove inspection of the mobile home and internal contents on all shipments originating within a 100-mile radius of my nearest agent facility at least 48 hours prior to the scheduled pickup date. I will advise the service member and the PPSO of any apparent defects that may render transportation unsafe or impracticable. I understand this requirement will only apply to those shipments on which I am provided at least 10 working days notice prior to the scheduled pickup date. I further agree that telephonic premove surveys will be made for shipments originating outside a 100-mile area of my nearest agent facility, and for shipments where I am provided less than 10 working days notice prior to the scheduled pickup date. If, because of my failure to conduct a mandatory premove inspection, a mobile home is rejected on the scheduled pickup date, I agree to pay liquidated damages for inconvenience incurred by the member resulting from my missing the prescribed pickup date in accordance with paragraph 8 of this tender. I further understand that I will not be reimbursed for attempted pickup and related charges under these circumstances.

(2) On the scheduled pickup date, I shall inspect the mobile home and internal contents prior to movement and will advise the PPSO of any apparent defects that may render transportation unsafe or impracticable. I shall prepare, in quadruplicate, a Mobile Home Inspection Record (DD Form 1800) as evidence of the condition of the mobile home and its fixtures. I shall check the accessible items listed on the DD Form 1412, Inventory of Articles Shipped in House Trailer, furnished me by the origin PPSO and annotate the quantity and condition thereof. Items not accessible, such as cartons and containers packed by owner (this may or may not be secured by tape, lock, or other device) shall be annotated on the DD Form 1412 as PBO-CU. Both records shall bear the signature of the member, his authorized agent, or the PPSO, together with the signature of my agent, certifying the accuracy and completeness of the records.

(3) Grounds. I shall perform a careful inspection of the ground conditions leading to and underneath the parked mobile home. If I determine the ground conditions are soft, sandy, or muddy, which would cause damage to the mobile home when moved by the carrier's equipment, I shall notify the PPSO or member that wrecker service is necessary and await disposition instructions. If similar conditions exist at destination, the same procedures shall be followed. In either case, an explanation shall be recorded on the Carrier's Inspection Record.

(4) Carrier's Equipment. I agree that my transportation equipment and the manner of handling the mobile home are subject to inspection and acceptance by the PPSO or his authorized representative.

(5) Carrier Personnel. I agree that I shall use only personnel qualified in their assigned duties in the movement of mobile homes. I further agree that an PPSO or PPSO's designated representative may disapprove of any of my personnel found to be under the influence of alcohol or drugs or who use abusive language. I agree that I will not use convict or prison labor in the movement of personal effects belonging to members.

b. En Route. I agree to make reasonable inspections while en route and take action to have any defects corrected that would render the mobile home unsafe for onward movement or that could lead to additional damage. I understand that the cost of such repairs shall be limited to $150 per shipment and can be accomplished without prior approval of the PPSO (tire and tube repair or replacement are excluded). I shall contact the origin PPSO and request prior approval for all repairs or replacements if the costs exceed the limitations stated above. Additionally, if the member has made an inspection of the damages and if the member is locally available, he may be contacted for the purpose of authorizing in writing an expenditure above the previously stated limit. When the written authorization is accomplished and received by my representative, I shall notify the origin PPSO of the member's decision and the amount authorized. I further agree to request approval from the origin PPSO for the use of substitute service when I deem it appropriate. All repairs, whether at origin or en route, regardless of cost, shall be annotated on DD Form 1863 (Accessorial Services-Mobile Home).

c. I agree to use the DD Form 1800 and DD Form 1412 prepared at origin to verify the quantity and condition of property at the destination. Both records shall bear the signature of the member, his authorized agent, or PPSO, together with the signature of my agent, certifying the accuracy and completeness at destination.

11. Tire Replacement.

a. I agree to repair or replace tires or tubes used on mobile homes as may be necessary while in transit. All expenses incurred that are to be billed to the Government shall be annotated on the DD Form 1863.

b. Such expenses shall be supported by signed receipts for each repair or replacement or service rendered. Receipts for tires replaced shall show the place of purchase, the serial number of the new tire purchased, and the serial number of the tire being replaced.

c. I agree that all tires that have been replaced during any given move shall be made available for inspection and serial numbers will be verified at destination by either the member, his agent, or the PPSO. All tires replaced shall be left with the mobile home at destination.

12. **Storage-in-Transit (SIT)**. When SIT is authorized on the PPGBL, placement into SIT at origin or an intermediate point shall be made only when authorized by the origin PPSO. SIT at destination shall be made only when authorized by the destination PPSO. When shipments require SIT, I shall assume full responsibility for arranging for the placement of the mobile home in a DOD-approved storage facility or area and effecting subsequent delivery to ultimate destination as soon as possible, but not later than 5 working days after the date of request for delivery.

13. **Storage Facility or Area**. I certify that the storage facilities or areas to be used have met DOD standards, which are designed to prevent unlawful entry, pilferage, vandalism, and damage to the mobile home.

14. **Services Provided by Carrier**. I agree to arrange for all services required for the movement of mobile homes as specified in my applicable rate tariff or tender, or additional terms of this tender when ordered by an PPSO. Additionally, it is understood that I am responsible for (1) compliance with state laws, (2) obtaining the necessary permits (except owner registration certification), and (3) effecting such coordination as may be necessary to accomplish the movement. I understand that permits for oversized mobile home movements applied for, approved, and issued by State authorities will be accepted as evidence that such movements in the State of issue are authorized.

15. **Verification of Dimensions**. I agree to verify, before movement, the accuracy of mobile home dimensions as entered on the PPGBL and DD Form 1800 and notify the PPSO of any discrepancies. (Dimensions must be shown in feet and inches.) In determining measurements of dimensions or overall extremity length, width, or height, the extreme shall be used.

16. **Liability**. I agree that my liability shall apply from time of pickup during SIT to time of receipt of shipment by the member or his designated agent at an accessible destination delivery site. I shall accept liability for loss or damage to all items packed or secured by my company. I shall accept tariff liability for loss or damage to all items packed by the owner when external damage to the trailer is apparent. Liability, as used herein, means applicable rate tariff or rate tender liability, declared valuation, or PPGBL liability. Damage, per se, does not constitute violation of this tender. I agree to deliver the mobile home and its contents to destination in the same condition as received at origin except for normal wear and tear, mechanical failure, or structural defects. The burden will be upon me to establish that any loss or damage was caused by conditions that relieve me of liability.

17. **Accessorial Services-Mobile Home (DD Form 1863)**. A DD Form 1863 itemizing the accessorial services performed, when required and authorized by the PPSO and separately charged, shall be prepared by the carrier and signed by my representative and the member or his agent in connection with personal property shipped under this tender. Entries shall include the charges for packing, blocking, light harness, repairs, escort service, or tools. Valuation charges shall be an entry on a separate DD Form 1863. Appliances serviced shall be identified by make or manufacturer's name, and for clothes washing machines or washer and dryer combinations, whether automatic or wringer type. All entries for services performed by a third party shall be supported by valid receipts to reflect separate costs for materials and labor. No accessorial services shall be billed when such services are included in the all-inclusive rates.

18. Distribution of Documents. I agree to distribute documents as follows:

a. As soon as possible, but not later than 10 calendar days after delivery of mobile home or date shipment placed in destination SIT, I shall furnish the origin PPSO:

(1) One memorandum copy of the PPGBL (SF 1203a) annotated with the miles and rate and all charges accrued to date. NOTE: For Navy shipments no accounting copy will be furnished.

(2) Two copies of the DD Form 1800, properly signed.

(3) One copy of the DD Form 1412, properly signed.

(4) One legible copy of DD Form 1863 itemizing the accessorial services performed at origin (furnished only when the accessorial services are performed and so noted on the PPGBL).

b. At the time of pickup, I shall furnish the member or his agent:

(1) One memorandum copy of the PPGBL (property owner's copy).

(2) One legible copy of the DD Form 1800, properly signed.

(3) One legible copy of the DD Form 1412, properly signed.

19. Billing Procedures.

a. I shall invoice for services performed in accordance with the applicable rate tender.

b. For services rendered, I agree to bill the appropriate military service finance office responsible for payment of the transportation charges. For each shipment diverted or reconsigned in accordance with the applicable rate tariff or rate tender, I agree to submit with billing (SF 1113) for the services performed, the original "Diversion Certificate" (Figure 5-6 in Chapter 5 of this Regulation) authenticating the diversion or reconsignment, prepared, signed, and provided by the PPSO who requested and authorized the action. Valuation charges shall be identified separately from all other charges or billing documents. All billing shall be supported by valid receipts signed by party or parties who performed the required services. Each invoice shall itemize labor and materials separately.

20. Claims. I agree to acknowledge receipt of claims actions filed against me within 10 days after receipt, and I agree to pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after I receive the claim. If, for reasons beyond my control, the claim cannot be processed and disposed of within 120 days after receipt thereof, I, at that time and at the expiration of each succeeding 30-day period while the claim remains pending, shall advise the claimant in writing of the status of the claim and the reasons for the delay in making final disposition thereof. I shall report to the origin PPSO the final action taken, including the date and total amount of settlement, if any, to include insurance settlement, when known.

*21. Insurance. I have cargo insurance that reflects coverage on a continuous basis in at least the amount of $40,000 for any one mobile home. My coverage for legal liability is evidenced by the attached copy of the underwriter's certification thereof. Certification is attached to it to the effect that the insurance company will give the HQMTMC, ATTN: MTOP-Q, 5611 Columbia Pike, Falls Church, VA 22041-5050, a 30-day prior notice of any change, expiration, or cancellation of said policy. The underwriter of cargo insurance must have a policyholder's rating of "A" or better in "Bests Insurance Guide."

22. Lost Documents. If any copies of the PPGBL (except original) or supporting papers that are required to obtain payment for services rendered are lost or destroyed, I shall provide the Government with legible copies thereof in the same size as the document that was lost or destroyed. If the original PPGBL (SF 1203) is lost or destroyed, I shall forward the PPGBL Freight Waybill (SF 1205) to the appropriate finance center for payment. When both the original PPGBL and the Freight Waybill original have been lost or destroyed, the carrier shall request a certified Memorandum Copy for use as a substitute billing document. If the original (SF 1203) is located and made available to me before settlement is made, I shall return the canceled waybill or Memorandum Copy to the issuing office. If the original PPGBL is found after settlement, I shall forward the PPGBL to the appropriate issuing office for proper voiding.

23. Tracing. I shall trace a shipment upon receipt of request from the PPSO or member, agree to acknowledge such request within 24 hours, and shall make prompt report.

24. Agents. I agree to furnish the name and address of my agents or representatives when requested by MTMC.

25. Strikes, Embargoes, Floods, Accidents, Fires, Disasters, and Similar Incidents.

*a. In the event of strikes, embargoes, floods, accidents, fires, disasters, and similar incidents, I shall notify HQMTMC, ATTN: MTPP-O, in addition to notifications required in paragraph 7.c. The following, when known and applicable, shall be contained in this notification:

(1) Location, including a brief description of the incident.

(2) The PPGBL number or numbers and type of service (including those in SIT).

(3) Name, rank, and social security number (SSN) of the member.

(4) Origin.

(5) Destination.

(6) Required delivery date (RDD) shown on PPGBL.

(7) Current status of shipment or shipments, including new expected delivery date.

(8) Pertinent details (domestic shipments).

(a) Time.

(b) Place.

(c) Driver's name.

(d) Vehicle number, if applicable.

(e) Extent of damage.

b. I shall furnish weekly progress reports as long as shipments remain adversely affected.

***26. Tariff Changes.** I agree to apprise the HQMTMC, of any new tariff issues, reissues, or changes thereto at least 30 days before the effective date.

***27. Tender of Service.** I understand that this is a Tender of Service and not a rate tender.

***28. Ownership.** I certify that my company meets any applicable ownership requirement established by law for the type of carriage of goods in which I engage.

***29. Quality Control Program.** I agree to establish within my (our) company a quality control system that will provide total visibility of all facets of the program and ensure the service I am providing is equal to or greater than the standards of service established by Headquarters, MTMC. This system shall include, but not be limited to, specific subsystems for the functions of traffic management (routing, tracing, and billing), packaging, employee training and supervision, and agent supervision. I agree to provide to MTMC detailed descriptions of this quality control system and the results on request.

***30. Unethical Acts.** I agree that this Tender of Service is signed with the knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully:

a. Falsifies, conceals, or covers up by any trick, scheme, or device, a material fact;

b. Makes any false, fictitious, or fraudulent statements or representations; or

c. Makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry shall be subject to the provisions of paragraph 3 and the penalties prescribed in the criminal law of the United States, that is, 18 U.S.C. 1001.

*31. **Violations of Tender of Service**. I understand that any substantial violation of this tender or failure to perform in accordance with tariff or other legal requirement, may be used as the basis for suspension action by a PPSO. I also understand that the severity of violations or repeated violations of this tender, as determined by HQMTMC, may be used as justification for immediate disqualification or termination of this Tender of Service without which I am not permitted to participate in further DOD personal property traffic.

*32. **Requalification**. I understand that after being disqualified for any reason, I cannot be requalified until corrective action has been taken on the violation that resulted in disqualification and evidence of corrective action taken is submitted to and approved by HQMTMC.

*33. **Effective Date**. This Tender of Service will be effective on date of approval by Headquarters, MTMC, and shall continue in effect until withdrawal upon 30 days notice, in writing, to HQMTMC, ATTN: MTOP-QQ. It shall, while effective, be applicable to shipment of mobile homes that I have accepted for movement and servicing PPGBLs, commercial bills of lading to be converted to PPGBLs or purchase orders, and forms a part of the conditions.

*34. **Signature**.

a. This Signature Sheet certifies that I have read and understand all the terms and conditions set forth in the Tender of Service received from HQMTMC. I agree to accept and provide service under the terms and provisions of the Tender of Service and all amendments thereto.

b. Any changes in company name, address, telephone number, and company officials will be made by me by submitting a new Tender of Service Signature Sheet to Headquarters, MTMC.

c. This Tender of Service shall be signed by all parties subject to its provisions.

NOTE: Fire content rate (FCR) criteria and Class 4 facilities are discontinued. However, those warehouses presently accepted on the FCR basis will be retained as approved storage facilities. When the FCR increases or decreases, the warehouse classification will be adjusted accordingly. The above class designations and weight limitations apply to basic ordering agreement (BOA) contract facilities only.

*Fire protection systems will meet the requirement for insurance rate credit by the recognized fire insurance rating organization. Written evidence of the recognition of an installed fire protection system shall be obtained by the contractor/agent from the cognizant fire insurance rating organization through the contractor's/agent's insurance company. Periodic inspection (annually as a minimum) by the PPSO/contracting officer will verify that the warehouseman is having the system properly maintained.

All classes of warehouses will have an adequate source of water for firefighting purposes and a responsive fire department. Adequacy of the water supply and fire department will be based upon statements by the appropriate fire insurance rating organization, municipal fire department, or local authority having jurisdiction.

Weight limitation pertains to a warehouse or a fire separation thereof.

The Commander, MTMC, is authorized to approve deviations from the above standards.

b. Even though a warehouse may fall within an approved fire risk classification, it will not be approved unless it meets all other regulations of the Basic Ordering Agreement, Tender of Service, and this Regulation.

c. Warehouses will be approved and utilized in accordance with the standards and provisions of national codes (American Insurance Association, National Fire Protection Association, American Standards Association, etc.) unless local codes are more rigorous with respect to fire prevention and protection requirements; minimum clearance above stacks; width of aisles; accessibility to fire aisles; distribution of fire extinguishers; and outside storage of combustible materials. In accordance with national codes, contractor's storage area will be separated from other occupants of a jointly occupied building by a fire wall or partition having a fire resistance rating sufficient to protect the warehouse from the fire exposure of the other occupant. The minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour.

d. A warehouse operational layout fire plan is required as a part of the preaward survey process. Additionally, all approved storage facilities must submit an initial and, when appropriate, revised fire plan as outlined below. The layout fire plan will show the configuration of pallets or open-stack storage, racks, aisles, deck space, working areas, office space, etc. Respective

dimensions inclusive of wall clearances will be shown. This layout fire plan will be reviewed on site and be signed and dated by an appropriate fire department official for approval. The approved layout fire plan shall be sent to the RSMO contracting officer or PPSO, as appropriate, for permanent retention in the contractor/carrier file. Thereafter any change to the operational characteristic of the warehouse must be reflected on a modified or revised layout fire plan, approved by on-site review, signed, and dated by an appropriate fire department official. The modified layout plan will be sent to the PPSO/contracting officer for retention. A copy of the current approved layout fire plan is to be posted in a prominent position within the warehouse for which it applies.

e. The preaward survey must verify that--

(1) Household goods are not exposed to hazardous materials or operations inside or outside the warehouse.

(2) "No Smoking" signs are conspicuously posted in all storage areas and that no smoking restrictions are rigidly enforced.

(3) Waste and refuse are removed from storage areas daily or kept in metal containers with tight-fitting metal lids.

(4) Aisles are kept free of storage and equipment.

*(5) Household goods are stored on skids, dunnage, pallet bases, elevated platforms, or similar aids maintaining a minimum of at least two (2) inches clearance from the floor to the bottom portion of the stored property and are not in contact with exterior walls. This elevation requirement shall apply after three (3) day handling-in period. Items waiting for the completion of handling-in services shall be protected at all times. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and other like items are excluded from these requirements.

(6) The height of household goods stacked loose does not exceed 10 feet.

(7) Heating, electrical, plumbing, and other systems are serviced at least annually, are maintained in sound condition, and meet all requirements of nationally recognized codes unless local codes or ordinances are more rigorous.

(8) Power equipment such as sweepers, pallet jacks, and forklifts are operated and/or garaged in accordance with nationally recognized codes, unless local codes and standards are more rigorous.

(9) Installed fire protection systems are serviced and maintained in accordance with nationally recognized codes, unless local codes are more rigorous, to ensure they are operational at all times.

(10) Firearms must be stored within a member's storage lot. In those instances where a firearm must be stored separately (i.e., prescribed by applicable law, only item in storage, etc.), the adequacy of the security area will be approved in writing by local law enforcement authority and contracting officer/PPSO.

9. Security.

a. Security measures shall conform to the following criteria; however, for overseas areas, security requirements may be established by the theater commander.

b. Building. The walls and roof must be structurally sound, including windows, doors, and skylights.

c. Security Devices. Utilization of electronic protection system is mandatory in areas identified by local law enforcement agencies as "high crime" rate areas. A burglar alarm system with AC-DC alternating power sources, or protective systems such as sound detectors, motion sensors, infrared beam sensors, and closed circuit television, is acceptable only when supervised and monitored at a central station on a 24-hour basis. . Additionally, the warehousemen must have a program for the periodic inspection and maintenance of these systems.

d. Windows and Doors. All access walk-in doors, warehouse doors, exterior windows, and overhead doors that may permit warehouse entry by simply breaking the glass therein, will require the installation of heavy metal mesh or "chain-link" type fence, or equal materials installed so that they cannot be readily removed from the exterior, or electronic devices that detect the opening and/or the breaking of glass. This requirement does not apply to windows, the base of which is considered to be above the reach of a reasonably determined burglar or vandal. Skylights, cupolas, and roof vents require the same security measures as windows. When lesser constructed doors (as opposed to heavy duty doors) are used, they will be reinforced with metal bars or steel overlay to defend against forced entry.

e. Locking devices. All doors and access hatches will have a double locking system as a minimum. Electric controlled overhead doors, unlockable metal pins, or snap fasteners are not recognized locking devices and will not suffice as an alternative locking method. The door from the office to the warehouse storage area will also be secured with a double lock system. Double lock system is not required if the office is within the confines of the warehouse walls and the exterior office doors are double locked. When the warehouse office is not within the confines of the warehouse walls and has a door connecting the office area with warehouse area, a double lock system is required. This locking system is required on either the door permitting entry to the office or the door permitting entry to the storage area. The door with the double lock system must be metal, solid wood, or reinforced as stated in paragraph d above.

f. Van: The doors will be secured with heavy duty (case hardened) padlocks or surface key locks.

g. Exterior Area: Recommend heavy duty fence and lights be used when and where possible to deter crime.

10. Subcontracting. When it is in the best interest of the Government, the contracting officer may approve subcontracting in accordance with the provisions of the DOD FAR Supplement, subchapter G, Part 44, and this Regulation. Such approval will be confirmed in writing.

11. Operating Authority Requirements for Storage Contractors. The provisions of the FAR, 52.247-2, Permits, Authorities, or Franchises, are applicable for qualification in the DOD Personal Property Shipment and Storage Program. A prospective contractor engaged in interstate transportation shall be responsible for obtaining a Certificate of Public Convenience and Necessity (PCN) issued by the ICC or, if engaged in intrastate transportation, a certificate issued by the

appropriate state regulatory body. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor will be responsible for furnishing such evidence of compliance with state law.

12. Evaluation of Flood Hazards. Prior to final approval, a flood plain report from the US Army Corps of Engineers or disinterested third party Engineer/Surveyor is required to determine if the prospective contractor's facility is in a potential 100-year flood area. Buildings with floor levels below the flood plain levels will not be approved.

13. Other Considerations.

a. During preaward surveys, it must be determined if the adjoining occupant is engaged in an operation which is hazardous or nonhazardous to the facility being surveyed. For example, does the adjoining occupant use, store, or manufacture any materials which would be prohibited in a personal property storage facility? Appendix J of this Regulation provides a list of such items which are considered hazardous. Under nonhazardous condition, the minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour. When the adjoining occupant is engaged in a hazardous operation, a judgement must be made as to whether or not the hazard is of such a nature that entry or continued participation in the personal property program should be prohibited.

b. A common problem is the garaging and/or repair/maintenance of vehicles in warehouses. In view of the hazards associated with this practice, contractors, carriers, and agents are not permitted to house or perform maintenance on a vehicle within the part of a structure used for the storage of personal property unless the storage/maintenance area is properly separated from the personal property storage area by appropriate walls having the National Fire Code prescribed degree of fire resistance.

APPENDIX M

TRANSIT TIMES FOR DOMESTIC
TGBL HOUSEHOLD GOODS SHIPMENTS, INCLUDING ALASKA

CODE 1 (MOTOR VAN)
CODE 2 (CONTAINER)

The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies and individual carrier's capabilities should apply.

In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, the PPSO must advise the origin agent of the opportunity to accept or refuse the shipment. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

TRANSIT TIME IN DAYS

WEIGHT IN LBS

MILES	1 to 999 lbs	1000 to 1999 lbs	2000 to 3999 lbs	4000 to 7999 lbs	8000 & Over
	DAYS	DAYS	DAYS	DAYS	DAYS
1 - 250	8	7	6	5	4
251 - 500	10	9	7	6	5
501 - 750	12	11	9	8	7
751 - 1000	14	12	10	9	8
1001 - 1250	15	13	11	10	9
1251 - 1500	16	14	12	11	10
1501 - 1750	17	15	13	12	11
1751 - 2000	18	16	14	13	12
2001 - 2250	19	17	15	14	13
2251 - 2500	20	18	16	15	14
2501 - 2750	21	19	17	16	15
2751 - 3000	22	20	18	17	16
3001 - 3250	23	21	19	18	17
3251 - 3500	24	22	20	19	18
3501 - 3750	25	23	21	20	19
3751 - 4000	26	24	22	21	20
4001 - 4250	27	25	23	22	21
4251 - 4500	28	26	24	23	22
4501 - 4750	29	27	25	24	23
4751 - 5000	30	28	26	25	24
5001 - 5250	31	29	27	26	25
5251 - 5500	32	30	28	27	26
5501 - 5750	33	31	29	28	27
5751 - 6000	34	32	30	29	28

TRANSIT TIMES IN DAYS (Cont)

WEIGHT IN LBS

6001 - 6250	35	33	31	30	29
6251 - 6500	36	34	32	31	30
6501 - 6750	37	35	33	32	31
6751 - 7000	38	36	34	33	32

NOTE: For shipments to and from Alaska, transit times are constructed as follows:

a. For shipments to and from Anchorage, Fairbanks, and all other Alaska points (except Adak, Kodiak, Juneau, Ketchikan, Sitka and other cities located in the vicinity of these cities), ADD an additional 10 days for time in port to the applicable days shown above.

b. For shipments to and from Adak, Kodiak, Juneau, Ketchikan, Sitka and other cities located in the vicinity of these cities ADD an additional 20 days for time in port to the applicable days shown above.

APPENDIX N

TRANSIT TIMES FOR INTERNATIONAL TGBL AND DPM HOUSEHOLD GOODS SHIPMENTS BETWEEN CONUS AND OVERSEAS

The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies and individual carrier's capabilities should apply.

In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, the PPSO must advise the origin agent of the opportunity to accept or refuse the shipment. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

RATE AREA DEFINITIONS

ALS-1	ALASKA, ZONE I
ALS-2	ALASKA, ZONE II
AR	ARGENTINA
AS11	AUSTRALIA, CANBERRA
AS21	AUSTRALIA, ALC SP WMRA
AS71	AUSTRALIA, HAROLD HOLT
BD	BERMUDA
BE	BELGIUM
BL	BOLIVIA
BR	BRAZIL
CA10	NEWFOUNDLAND
CI	CHILE
CO	COLOMBIA
CS	COSTA RICA
CU	CUBA
EC	ECUADOR
ES	EL SALVADOR
GE	GERMANY
GQ	GUAM ISLAND-US
GR29	CRETE
GT	GUATEMALA
HO	HONDURAS
IC	ICELAND
IT	ITALY
IT10	SICILY
IT20	SARDINIA
JA01	JAPAN, CENTRAL
JA02	JAPAN, SOUTH
JA03	JAPAN, NORTH
JA96	OKINAWA
KS	KOREA
NL	NETHERLANDS
NO	NORWAY
PA	PARAGUAY
PE	PERU
PN	PANAMA
PO	PORTUGAL
P001	AZORES
RP	PHILIPPINES
RP06	PHILIPPINES, SUBIC BAY
RQ	PUERTO RICO
SP	SPAIN
TU	TURKEY
UK	UNITED KINGDOM
UK76	SCOTLAND
US89	HAWAII
UY	URUGUAY
VE	VENEZUELA

HOUSEHOLD GOODS

TO: AS11	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME			37	82	90
US12 NH			37	82	90
US13 VT			37	82	90
US14 MA			37	79	89
US15 RI			37	79	89
US16 CT			37	79	89
US17 NY			35	81	87
US19 NJ			34	79	87
US20 PA			35	80	87
US22 DE			34	79	87
US23 MD			34	79	87
US24 DC			34	79	87
US25 VA			33	80	87
US27 WV			34	79	87
US28 KY			33	81	86
US30 MI			34	85	86
US32 WI			34	83	85
US34 OH			33	80	86
US36 IN			33	81	85
US38 IL			33	82	85
US40 NC			33	78	86
US42 TN			33	80	86
US44 SC			33	78	86
US45 GA			33	79	86
US47 AL			33	79	86
US48 MS			33	79	86
US49 FL-N			33	80	86
US496FL-S			34	81	88
US50 MN			33	86	85
US51 ND			32	83	85
US52 SD			32	83	84
US53 IA			32	85	84
US55 NE			31	84	84
US56 MO			32	81	84
US58 KS			31	82	84
US60 AR			32	79	84
US62 OK			31	82	84
US64 LA			32	78	85
US66 TX-N			30	82	85
US68 TX-S			31	80	84
US70 MT			30	81	80
US72 WY			30	81	81
US74 CO			29	80	80
US76 UT			26	77	80
US77 NM			28	83	80
US79 AZ			25	76	79
US83 ID			29	78	80
US84 WA			29	83	79
US85 OR			29	84	81
US86 NV			25	76	78
US87 CA-N			25	76	77
US88 CA-S			24	75	78

TO: AS21	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11			37	82	90
US12			37	82	90
US13			37	82	90
US14			37	79	89
US15			37	79	89
US16			37	79	89
US17			35	81	87
US19			34	79	87
US20			35	80	87
US22			34	79	87
US23			34	79	87
US24			34	79	87
US25			33	80	87
US27			34	79	87
US28			33	81	86
US30			34	85	86
US32			34	83	85
US34			33	80	86
US36			33	81	85
US38			33	82	85
US40			33	78	86
US42			33	80	86
US44			33	78	86
US45			33	79	86
US47			33	79	86
US48			33	79	86
US49			33	80	86
US4964400			34	81	88
US50			33	86	85
US51			32	83	85
US52			32	83	84
US53			32	85	84
US55			31	84	84
US56			32	81	84
US58			31	82	84
US60			32	79	84
US62			31	82	84
US64			32	78	85
US66			30	82	85
US68			31	80	84
US70			30	81	80
US72			30	81	81
US74			29	80	80
US76			26	77	80
US77			28	83	80
US79			25	76	79
US83			29	78	80
US84			29	83	79
US85			29	84	81
US86			25	76	78
US87			25	76	77
US88			24	75	78

TO: AS71	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11		91	37	86	90
US12		91	37	86	90
US13		91	37	86	90
US14		90	37	83	89
US15		90	37	83	89
US16		90	37	83	89
US17		88	35	85	87
US19		88	34	83	87
US20		88	35	84	87
US22		88	34	83	87
US23		88	34	83	87
US24		88	34	83	87
US25		88	33	84	87
US27		88	34	83	87
US28		87	33	85	86
US30		87	34	89	86
US32		86	34	87	85
US34		87	33	84	86
US36		86	33	85	85
US38		86	33	86	85
US40		87	33	82	86
US42		87	33	84	86
US44		87	33	82	86
US45		87	33	83	86
US47		87	33	83	86
US48		87	33	83	86
US49		87	33	84	86
US4964400		89	34	85	88
US50		86	33	90	85
US51		86	32	87	85
US52		85	32	87	84
US53		85	32	89	84
US55		85	31	88	84
US56		85	32	85	84
US58		85	31	86	84
US60		85	32	83	84
US62		85	31	86	84
US64		86	32	82	85
US66		86	30	86	85
US68		85	31	84	84
US70		81	30	85	80
US72		82	30	85	81
US74		81	29	84	80
US76		81	26	81	80
US77		81	28	87	80
US79		80	25	80	79
US83		81	29	82	80
US84		80	29	87	79
US85		82	29	88	81
US86		79	25	80	78
US87		78	25	80	77
US88		79	24	79	78

TO: BD	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME		47			49
US12 NH		47			49
US13 VT		47			49
US14 MA		45			47
US15 RI		47			49
US16 CT		47			49
US17 NY		46			48
US19 NJ		47			49
US20 PA		45			47
US22 DE		44			46
US23 MD		44			46
US24 DC		44			46
US25 VA		44			46
US27 WV		44			46
US28 KY		46			48
US30 MI		47			49
US32 WI		49			51
US34 OH		46			48
US36 IN		47			49
US38 IL		48			50
US40 NC		45			47
US42 TN		47			49
US44 SC		45			47
US45 GA		46			48
US47 AL		47			49
US48 MS		48			50
US49 FL-N		46			48
US496FL-S		47			49
US50 MN		51			53
US51 ND		52			54
US52 SD		52			54
US53 IA		50			52
US55 NE		51			53
US56 MO		49			51
US58 KS		51			53
US60 AR		49			51
US62 OK		51			53
US64 LA		48			50
US66 TX-N		51			53
US68 TX-S		52			54
US70 MT		54			56
US72 WY		53			55
US74 CO		53			55
US76 UT		53			55
US77 NM		52			54
US79 AZ		53			55
US83 ID		54			56
US84 WA		54			56
US85 OR		55			57
US86 NV		54			56
US87 CA-N		54			56
US88 CA-S		54			56

TO: BE	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	59	60	25	58	66
US12	59	60	25	58	66
US13	59	58	25	58	64
US14	56	57	22	55	63
US15	56	57	22	55	63
US16	56	57	22	55	63
US17	58	58	24	57	64
US19	56	57	22	55	63
US20	57	58	23	56	64
US22	56	57	22	55	63
US23	56	57	22	55	63
US24	56	57	22	55	63
US25	57	59	23	56	65
US27	56	59	22	55	65
US28	58	61	24	57	67
US30	62	61	28	61	67
US32	60	63	26	59	69
US34	57	59	23	56	65
US36	58	60	24	57	66
US38	59	60	25	58	66
US40	57	60	24	57	66
US42	58	62	26	57	68
US44	57	60	26	56	66
US45	57	65	26	56	71
US47	62	64	27	57	70
US48	62	64	27	57	70
US49	57	65	27	56	71
US4964400	58	66	28	57	72
US50	62	63	28	61	69
US51	69	65	30	63	71
US52	69	65	30	63	71
US53	67	63	26	61	69
US55	66	63	29	61	69
US56	64	60	28	59	66
US58	64	67	29	59	73
US60	62	64	28	57	70
US62	63	67	30	58	73
US64	61	63	28	56	69
US66	63	67	30	58	73
US68	61	65	30	56	71
US70	69	67	32	70	73
US72	69	66	31	70	72
US74	64	69	31	69	75
US76	66	68	31	71	74
US77	64	68	30	69	74
US79	65	56	31	70	62
US83	65	68	32	64	74
US84	63	67	32	62	73
US85	66	69	32	70	75
US86	63	65	32	63	71
US87	62	65	32	66	71
US88	63	64	32	67	70

TO: CA10	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	41	41			
US12	41	41			
US13	41	41			
US14	39	39			
US15	41	41			
US16	41	41			
US17	40	40			
US19	41	41			
US20	39	39			
US22	38	38			
US23	38	38			
US24	38	38			
US25	38	38			
US27	38	38			
US28	40	40			
US30	41	41			
US32	41	43			
US34	40	40			
US36	41	41			
US38	42	42			
US40	39	39			
US42	41	41			
US44	39	39			
US45	40	40			
US47	41	41			
US48	42	42			
US49	40	40			
US4964400	41	41			
US50	45	45			
US51	46	46			
US52	46	46			
US53	44	44			
US55	45	45			
US56	43	43			
US58	45	45			
US60	43	43			
US62	45	45			
US64	42	42			
US66	45	45			
US68	46	46			
US70	48	48			
US72	47	47			
US74	47	47			
US76	47	47			
US77	46	46			
US79	47	47			
US83	48	48			
US84	48	48			
US85	49	49			
US86	48	48			
US87	48	48			
US88	48	48			

HOUSEHOLD GOODS

TO: CU	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME					47
US12 NH					47
US13 VT					47
US14 MA					45
US15 RI					47
US16 CT					47
US17 NY					46
US19 NJ					47
US20 PA					45
US22 DE					44
US23 MD					44
US24 DC					44
US25 VA					44
US27 WV					44
US28 KY					46
US30 MI					47
US32 WI					49
US34 OH					46
US36 IN					47
US38 IL					48
US40 NC					45
US42 TN					47
US44 SC					45
US45 GA					46
US47 AL					47
US48 MS					48
US49 FL-N					46
US496FL-S					47
US50 MN					51
US51 ND					52
US52 SD					52
US53 IA					50
US55 NE					51
US56 MO					49
US58 KS					51
US60 AR					49
US62 OK					51
US64 LA					48
US66 TX-N					51
US68 TX-S					52
US70 MT					54
US72 WY					53
US74 CO					53
US76 UT					53
US77 NM					52
US79 AZ					53
US83 ID					54
US84 WA					54
US85 OR					55
US86 NV					54
US87 CA-N					54
US88 CA-S					54

TO: GM	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	62	62	26	62	69
US12	62	62	26	62	69
US13	62	60	26	62	67
US14	59	59	23	59	66
US15	59	59	23	59	66
US16	59	59	23	59	66
US17	61	60	25	61	67
US19	59	59	23	59	66
US20	60	60	24	60	67
US22	59	59	23	59	66
US23	59	59	23	59	66
US24	59	59	23	59	66
US25	60	61	24	60	68
US27	59	61	23	59	68
US28	61	63	25	61	70
US30	65	63	29	65	70
US32	63	65	27	63	72
US34	60	61	24	60	68
US36	61	62	25	61	69
US38	62	62	26	62	69
US40	60	62	25	60	69
US42	62	64	27	62	71
US44	60	62	27	61	69
US45	60	66	27	61	73
US47	65	65	28	62	72
US48	65	65	28	62	72
US49	60	66	28	61	73
US4964400	61	67	29	62	74
US50	65	70	29	65	72
US51	72	67	31	67	74
US52	72	67	31	67	74
US53	70	65	27	65	72
US55	69	65	30	66	72
US56	67	65	29	64	72
US58	67	68	30	64	75
US60	65	65	29	62	72
US62	66	68	31	63	75
US64	64	64	29	61	71
US66	66	68	31	63	75
US68	64	66	31	61	73
US70	72	69	33	74	76
US72	72	68	32	74	75
US74	67	70	32	69	77
US76	69	69	32	71	76
US77	67	69	31	69	76
US79	68	67	32	70	74
US83	68	69	33	68	76
US84	66	68	33	66	75
US85	67	70	33	67	77
US86	66	67	33	67	74
US87	65	66	33	67	73
US88	66	66	33	66	73

TO: GQ	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	65	67	33	63	70
US12	65	67	33	63	70
US13	65	65	33	63	68
US14	62	64	32	60	67
US15	62	64	32	60	67
US16	62	64	32	60	67
US17	64	65	30	62	68
US19	62	64	30	60	67
US20	63	65	30	61	68
US22	62	64	30	60	67
US23	62	64	30	60	67
US24	62	64	30	60	67
US25	63	62	30	61	65
US27	62	62	30	60	65
US28	64	64	29	62	67
US30	68	68	29	66	71
US32	66	70	28	64	73
US34	63	66	29	61	69
US36	64	67	28	62	70
US38	65	67	28	63	70
US40	61	63	29	63	66
US42	63	65	29	63	68
US44	61	63	29	62	66
US45	61	65	29	62	68
US47	62	64	29	61	67
US48	62	64	29	61	67
US49	63	65	29	62	68
US4964400	60	66	31	63	69
US50	65	67	28	65	70
US51	62	64	28	62	67
US52	58	64	27	61	67
US53	68	67	27	67	70
US55	58	61	27	61	64
US56	64	66	27	63	69
US58	61	67	27	63	70
US60	62	64	27	61	67
US62	60	67	27	62	70
US64	61	63	28	60	66
US66	60	67	28	62	70
US68	58	65	27	60	68
US70	63	65	23	63	68
US72	55	57	24	58	60
US74	54	56	23	57	59
US76	54	56	23	57	59
US77	54	60	23	57	63
US79	53	57	22	56	60
US83	57	59	23	57	62
US84	55	57	22	55	60
US85	56	58	24	56	61
US86	52	57	21	55	60
US87	51	53	20	54	56
US88	52	56	21	55	59

HOUSEHOLD GOODS

TO: GR29	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME	72	74	26	72	74
US12 NH	72	74	26	72	74
US13 VT	72	72	26	72	72
US14 MA	69	71	23	69	71
US15 RI	69	71	23	69	71
US16 CT	69	71	23	69	71
US17 NY	71	72	25	71	72
US19 NJ	69	71	23	69	71
US20 PA	70	72	24	70	72
US22 DE	69	71	23	69	71
US23 MD	69	71	23	69	71
US24 DC	69	71	23	69	71
US25 VA	70	68	24	70	68
US27 WV	69	68	23	69	68
US28 KY	71	70	25	71	70
US30 MI	75	75	29	75	75
US32 WI	73	77	27	73	77
US34 OH	70	73	24	70	73
US36 IN	71	74	25	71	74
US38 IL	72	74	26	72	74
US40 NC	67	69	25	67	69
US42 TN	69	71	27	68	71
US44 SC	66	69	27	66	69
US45 GA	67	70	27	67	70
US47 AL	70	71	28	70	71
US48 MS	70	72	28	70	72
US49 FL-N	65	70	28	65	70
US496FL-S	66	71	29	66	71
US50 MN	75	77	29	75	77
US51 ND	79	79	31	79	79
US52 SD	79	79	31	79	79
US53 IA	73	77	27	73	77
US55 NE	76	77	30	76	77
US56 MO	72	73	29	72	73
US58 KS	74	75	30	74	75
US60 AR	70	73	29	70	73
US62 OK	71	75	31	71	75
US64 LA	69	72	29	69	72
US66 TX-N	73	75	31	73	75
US68 TX-S	71	76	31	71	76
US70 MT	79	81	33	79	81
US72 WY	79	80	32	79	80
US74 CO	65	77	32	65	77
US76 UT	76	78	32	76	78
US77 NM	74	76	31	74	76
US79 AZ	75	77	32	75	77
US83 ID	79	81	33	79	81
US84 WA	79	81	33	79	81
US85 OR	80	81	33	80	81
US86 NV	77	78	33	77	78
US87 CA-N	78	78	33	78	78
US88 CA-S	77	78	33	77	78

TO: IC	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	55	55	24	55	54
US12	55	55	24	55	54
US13	55	55	24	55	54
US14	53	53	22	53	52
US15	55	55	24	55	54
US16	55	55	24	55	54
US17	54	54	23	54	53
US19	55	55	24	55	54
US20	53	53	22	53	52
US22	52	52	21	52	51
US23	52	52	21	52	51
US24	52	52	21	52	51
US25	52	52	21	52	51
US27	52	52	21	52	51
US28	54	54	23	54	53
US30	55	55	24	55	54
US32	55	57	24	55	56
US34	54	54	23	54	53
US36	55	55	24	55	54
US38	56	56	25	56	55
US40	53	53	22	53	52
US42	55	55	24	55	54
US44	53	53	22	53	52
US45	54	54	23	54	53
US47	55	55	24	55	54
US48	56	56	25	56	55
US49	54	54	23	54	53
US4964400	55	55	24	55	54
US50	59	59	28	59	58
US51	60	60	29	60	59
US52	60	60	29	60	59
US53	58	58	27	58	57
US55	59	59	28	59	58
US56	57	57	26	57	56
US58	59	59	28	59	58
US60	57	57	26	57	56
US62	59	59	28	59	58
US64	56	56	25	56	55
US66	59	59	28	59	58
US68	60	60	29	60	59
US70	62	62	31	62	61
US72	61	61	30	61	60
US74	61	61	30	61	60
US76	61	61	30	61	60
US77	60	60	29	60	59
US79	61	61	30	61	60
US83	62	62	31	62	61
US84	62	62	31	62	61
US85	63	63	32	63	62
US86	62	62	31	62	61
US87	62	62	31	62	61
US88	62	62	31	62	61

TO: IT	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	59	64	29	63	65
US12	59	64	29	63	65
US13	59	62	29	63	63
US14	56	61	26	60	62
US15	56	61	26	60	62
US16	56	61	26	60	62
US17	58	62	28	62	63
US19	56	61	26	60	62
US20	57	62	27	61	63
US22	56	61	26	60	62
US23	56	61	26	60	62
US24	56	61	26	60	62
US25	57	64	27	61	65
US27	56	64	26	60	65
US28	58	66	28	62	67
US30	62	65	32	66	66
US32	60	67	30	64	68
US34	57	63	27	61	64
US36	58	64	28	62	65
US38	59	64	29	63	65
US40	56	65	28	60	66
US42	55	67	30	60	68
US44	53	65	30	59	66
US45	53	66	30	59	67
US47	60	67	31	63	68
US48	60	68	31	63	69
US49	54	66	31	59	67
US4964400	55	67	32	60	68
US50	68	67	32	72	68
US51	68	69	34	72	70
US52	68	69	34	72	70
US53	66	67	30	70	68
US55	65	67	33	69	68
US56	62	69	32	65	70
US58	63	71	33	67	72
US60	60	69	32	63	70
US62	62	71	34	66	72
US64	59	68	32	62	69
US66	62	71	34	66	72
US68	60	72	34	64	73
US70	68	71	36	72	72
US72	68	70	35	72	71
US74	63	73	35	67	74
US76	65	74	35	69	75
US77	63	72	34	67	73
US79	64	73	35	68	74
US83	68	71	36	72	72
US84	64	71	36	70	72
US85	69	71	36	73	72
US86	66	74	36	70	75
US87	61	74	36	67	75
US88	62	74	36	66	75

HOUSEHOLD GOODS

TO: IT10 FROM:	4	5	T TP-2	T TP-4	DPM MSC SUR
US11 ME	57	64	28	61	68
US12 NH	57	64	28	61	68
US13 VT	57	62	28	61	66
US14 MA	54	61	26	58	65
US15 RI	54	61	28	58	65
US16 CT	54	61	28	58	65
US17 NY	56	62	27	60	66
US19 NJ	54	61	28	58	65
US20 PA	55	62	26	59	66
US22 DE	54	61	25	58	65
US23 MD	54	61	25	58	65
US24 DC	54	61	25	58	65
US25 VA	55	64	25	59	68
US27 WV	54	64	25	58	68
US28 KY	56	66	27	60	70
US30 MI	60	65	28	64	69
US32 WI	58	67	28	62	71
US34 OH	55	63	27	59	67
US36 IN	56	64	28	60	68
US38 IL	57	64	29	61	68
US40 NC	54	65	26	58	69
US42 TN	53	67	28	58	71
US44 SC	51	65	26	57	69
US45 GA	51	66	27	57	70
US47 AL	58	67	28	61	71
US48 MS	58	68	29	61	72
US49 FL-N	52	66	27	57	70
US496FL-S	53	67	28	58	71
US50 MN	66	67	32	70	71
US51 ND	66	69	33	70	73
US52 SD	66	69	33	70	73
US53 IA	64	67	31	68	71
US55 NE	63	67	32	67	71
US56 MO	60	69	30	63	73
US58 KS	61	71	32	65	75
US60 AR	58	69	30	61	73
US62 OK	60	71	32	64	75
US64 LA	57	68	29	60	72
US66 TX-N	60	71	32	64	75
US68 TX-S	58	72	33	62	76
US70 MT	66	71	35	70	75
US72 WY	66	70	34	70	74
US74 CO	61	73	34	65	77
US76 UT	63	74	34	67	78
US77 NM	61	72	33	65	76
US79 AZ	62	73	34	66	77
US83 ID	66	71	35	70	75
US84 WA	62	71	35	68	75
US85 OR	67	71	36	71	75
US86 NV	64	74	35	68	78
US87 CA-N	59	74	35	65	78
US88 CA-S	60	74	35	64	78

TO: IT20 FROM:	4	5	T TP-2	T TP-4	DPM MSC SUR
US11	63	65	30	64	68
US12	63	65	30	64	68
US13	63	63	30	64	66
US14	60	62	28	61	65
US15	60	62	30	61	65
US16	60	62	30	61	65
US17	62	63	29	63	66
US19	60	62	30	61	65
US20	61	63	28	62	66
US22	60	62	27	61	65
US23	60	62	27	61	65
US24	60	62	27	61	65
US25	61	69	27	62	72
US27	60	69	27	61	72
US28	62	71	29	63	74
US30	66	66	30	67	69
US32	64	68	30	65	71
US34	61	64	29	62	67
US36	62	65	30	63	68
US38	63	65	31	64	68
US40	60	70	28	61	73
US42	59	72	30	61	75
US44	57	70	28	60	73
US45	57	71	29	60	74
US47	64	72	30	64	75
US48	64	73	31	64	76
US49	58	71	29	60	74
US4964400	59	72	30	61	75
US50	72	68	34	73	71
US51	72	70	35	73	73
US52	72	70	35	73	73
US53	70	68	33	71	71
US55	69	68	34	70	71
US56	67	74	32	66	77
US58	67	76	34	68	79
US60	64	74	32	64	77
US62	66	76	34	67	79
US64	63	73	31	63	76
US66	66	76	34	67	79
US68	64	77	35	65	80
US70	72	72	37	73	75
US72	72	71	36	73	74
US74	67	78	36	68	81
US76	69	79	36	70	82
US77	67	77	35	68	80
US79	68	78	36	69	81
US83	72	72	37	73	75
US84	69	72	37	71	75
US85	73	72	38	74	75
US86	70	79	37	71	82
US87	66	79	37	68	82
US88	65	79	37	67	82

TO: JA01 FROM:	4	5	T TP-2	T TP-4	DPM MSC SUR
US11	63	66	35	67	67
US12	63	66	35	67	67
US13	63	64	35	67	65
US14	60	63	34	64	64
US15	60	63	34	64	64
US16	60	63	34	64	64
US17	62	64	32	66	65
US19	60	63	32	64	64
US20	61	64	32	65	65
US22	60	63	32	64	64
US23	60	63	32	64	64
US24	60	63	32	64	64
US25	61	65	32	65	66
US27	60	65	32	64	66
US28	64	67	31	72	68
US30	66	67	31	70	68
US32	64	69	30	68	70
US34	61	65	31	65	66
US36	62	66	30	66	67
US38	63	66	30	67	67
US40	65	66	31	63	67
US42	67	68	31	71	69
US44	63	66	31	69	67
US45	63	66	31	70	67
US47	61	65	31	69	66
US48	61	65	31	69	66
US49	62	66	31	70	67
US4964400	62	67	33	71	68
US50	65	63	30	62	64
US51	59	60	30	61	61
US52	65	60	29	62	61
US53	65	63	29	68	64
US55	64	57	29	67	58
US56	63	67	29	71	68
US58	62	68	29	65	69
US60	61	65	29	69	66
US62	61	68	29	69	69
US64	60	64	30	68	65
US66	61	68	30	64	69
US68	59	66	29	62	67
US70	60	61	25	62	62
US72	63	59	26	60	60
US74	62	58	25	59	59
US76	59	58	25	56	59
US77	62	60	25	65	61
US79	58	57	24	55	58
US83	54	55	25	56	56
US84	52	53	24	54	54
US85	53	54	26	55	55
US86	58	57	23	55	58
US87	55	55	22	55	56
US88	57	56	23	54	57

HOUSEHOLD GOODS

TO: JA02/3	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME	66	69	40	70	71
US12 NH	66	69	40	70	71
US13 VT	66	67	40	70	69
US14 MA	63	66	39	67	68
US15 RI	63	66	39	67	68
US16 CT	63	66	39	67	68
US17 NY	65	67	37	69	69
US19 NJ	63	66	37	67	68
US20 PA	64	67	37	68	69
US22 DE	63	66	37	67	68
US23 MD	63	66	37	67	68
US24 DC	63	66	37	67	68
US25 VA	64	68	37	68	70
US27 WV	63	68	37	67	70
US28 KY	67	70	36	75	72
US30 MI	69	70	36	73	72
US32 WI	67	72	35	71	74
US34 OH	64	68	36	68	70
US36 IN	65	69	35	69	71
US38 IL	66	69	35	70	71
US40 NC	68	69	36	66	71
US42 TN	70	71	36	74	73
US44 SC	66	69	36	72	71
US45 GA	66	69	36	73	71
US47 AL	64	68	36	72	70
US48 MS	64	68	36	72	70
US49 FL-N	65	69	36	73	71
US496FL-S	65	70	38	74	72
US50 MN	68	66	35	65	68
US51 ND	62	63	35	64	65
US52 SD	68	63	34	65	65
US53 IA	68	66	34	71	68
US55 NE	67	60	34	70	62
US56 MO	66	70	34	74	72
US58 KS	65	71	34	68	73
US60 AR	64	68	34	72	70
US62 OK	64	71	34	72	73
US64 LA	63	67	35	71	69
US66 TX-N	64	71	35	67	73
US68 TX-S	62	69	34	65	71
US70 MT	63	64	30	65	66
US72 WY	66	62	31	63	64
US74 CO	65	61	30	62	63
US76 UT	62	61	30	59	63
US77 NM	65	63	30	68	65
US79 AZ	61	60	29	58	62
US83 ID	57	58	30	59	60
US84 WA	55	56	29	57	58
US85 OR	56	57	31	58	59
US86 NV	61	60	28	58	62
US87 CA-N	58	58	27	58	60
US88 CA-S	60	59	28	57	61

TO: JA96	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	68	68	38	65	70
US12	68	68	38	65	70
US13	68	66	38	65	68
US14	65	65	37	62	67
US15	65	65	37	62	67
US16	65	65	37	62	67
US17	67	66	35	64	68
US19	65	65	35	62	67
US20	66	66	35	63	68
US22	65	65	35	62	67
US23	65	65	35	62	67
US24	65	65	35	62	67
US25	66	69	35	63	71
US27	65	69	35	62	71
US28	69	71	34	70	73
US30	71	69	34	68	71
US32	69	71	33	66	73
US34	66	67	34	63	69
US36	67	68	33	64	70
US38	68	68	33	65	70
US40	70	70	34	61	72
US42	72	72	34	69	74
US44	68	70	34	67	72
US45	68	67	34	68	69
US47	66	66	34	67	68
US48	66	66	34	67	68
US49	67	67	34	68	69
US4964400	67	68	36	69	70
US50	67	68	33	60	70
US51	65	65	33	59	67
US52	67	65	32	60	67
US53	70	68	32	66	70
US55	69	62	32	65	64
US56	68	68	32	69	70
US58	67	69	32	63	71
US60	66	66	32	67	68
US62	66	69	32	67	71
US64	65	65	33	66	67
US66	66	69	33	62	71
US68	64	67	32	60	69
US70	66	66	28	60	68
US72	65	61	29	58	63
US74	64	60	28	57	62
US76	61	60	28	54	62
US77	62	63	28	63	65
US79	60	60	27	53	62
US83	60	60	28	54	62
US84	58	58	27	52	60
US85	59	59	29	53	61
US86	60	60	26	53	62
US87	57	57	25	53	59
US88	59	59	26	52	61

TO: KS	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	70	72	37	70	74
US12	70	72	37	70	74
US13	70	70	37	70	72
US14	67	69	36	67	71
US15	67	69	36	67	71
US16	67	69	36	67	71
US17	69	70	34	69	72
US19	67	69	34	67	71
US20	68	70	34	68	72
US22	67	69	34	67	71
US23	67	69	34	67	71
US24	67	69	34	67	71
US25	68	73	34	68	75
US27	67	73	34	67	75
US28	69	75	33	69	77
US30	73	73	33	73	75
US32	71	75	32	71	77
US34	68	71	33	68	73
US36	69	72	32	69	74
US38	70	72	32	70	74
US40	72	74	33	68	76
US42	74	76	33	68	78
US44	70	74	33	67	76
US45	70	71	33	67	73
US47	68	70	33	64	72
US48	68	70	33	64	72
US49	69	71	33	65	73
US4964400	71	72	35	69	74
US50	74	72	32	74	74
US51	69	69	32	68	71
US52	69	69	31	68	71
US53	72	72	31	69	74
US55	71	66	31	71	68
US56	70	72	31	66	74
US58	69	73	31	69	75
US60	68	70	31	64	72
US62	68	73	31	68	75
US64	67	69	32	63	71
US66	68	73	32	68	75
US68	66	71	31	66	73
US70	68	70	27	66	72
US72	67	65	28	66	67
US74	66	64	27	65	66
US76	63	64	27	62	66
US77	69	67	27	69	69
US79	62	64	26	61	66
US83	62	64	27	60	66
US84	60	62	26	58	64
US85	61	63	28	59	65
US86	62	64	25	61	66
US87	62	61	24	61	63
US88	61	63	25	60	65

HOUSEHOLD GOODS

TO: NL	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME	59	62	26	53	66
US12 NH	59	62	26	53	66
US13 VT	59	60	26	53	64
US14 MA	56	59	23	50	63
US15 RI	56	59	23	50	63
US16 CT	56	59	23	50	63
US17 NY	58	60	25	52	64
US19 NJ	56	59	23	50	63
US20 PA	57	60	24	51	64
US22 DE	56	59	23	50	63
US23 MD	56	59	23	50	63
US24 DC	56	59	23	50	63
US25 VA	57	61	24	51	65
US27 WV	56	61	23	50	65
US28 KY	65	63	25	56	67
US30 MI	62	63	29	56	67
US32 WI	60	65	27	54	69
US34 OH	57	61	24	51	65
US36 IN	58	62	25	52	66
US38 IL	59	62	26	53	66
US40 NC	57	62	25	51	66
US42 TN	59	64	27	50	68
US44 SC	57	62	27	48	66
US45 GA	57	66	27	49	70
US47 AL	62	65	28	53	69
US48 MS	62	65	28	53	69
US49 FL-N	63	66	28	54	70
US496FL-S	58	67	29	52	71
US50 MN	62	65	29	56	69
US51 ND	69	67	31	61	71
US52 SD	69	67	31	61	71
US53 IA	67	65	27	59	69
US55 NE	66	65	30	58	69
US56 MO	64	65	29	55	69
US58 KS	64	68	30	56	72
US60 AR	62	65	29	53	69
US62 OK	63	68	31	55	72
US64 LA	61	64	29	52	68
US66 TX-N	63	68	31	55	72
US68 TX-S	61	66	31	53	70
US70 MT	69	69	33	61	73
US72 WY	69	68	32	61	72
US74 CO	64	70	32	54	74
US76 UT	66	69	32	58	73
US77 NM	64	69	31	56	73
US79 AZ	65	67	32	57	71
US83 ID	65	69	33	63	73
US84 WA	63	68	33	61	72
US85 OR	64	70	33	62	74
US86 NV	67	67	33	59	71
US87 CA-N	62	66	33	63	70
US88 CA-S	63	66	33	62	70

TO: NO	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	54				62
US12	54				62
US13	54				60
US14	51				59
US15	51				59
US16	51				59
US17	53				60
US19	51				59
US20	52				60
US22	51				59
US23	51				59
US24	51				59
US25	52				61
US27	51				61
US28	57				62
US30	57				63
US32	55				65
US34	52				61
US36	53				62
US38	54				62
US40	52				61
US42	54				63
US44	49				61
US45	50				62
US47	54				63
US48	54				64
US49	55				63
US4964400	53				65
US50	57				65
US51	62				67
US52	62				67
US53	60				65
US55	59				65
US56	56				65
US58	57				67
US60	54				66
US62	56				66
US64	53				66
US66	56				67
US68	54				67
US70	62				69
US72	62				68
US74	57				68
US76	65				69
US77	57				67
US79	58				69
US83	64				69
US84	62				69
US85	63				69
US86	64				69
US87	63				69
US88	64				69

TO: PN	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	61	58	24	50	62
US12	61	58	24	50	62
US13	61	56	24	50	60
US14	58	55	23	47	59
US15	58	55	22	47	59
US16	58	55	22	47	59
US17	60	56	24	49	60
US19	58	55	22	47	59
US20	59	56	23	48	60
US22	58	55	21	47	59
US23	58	55	21	47	59
US24	58	53	21	47	57
US25	59	53	21	48	57
US27	58	53	22	47	57
US28	60	55	22	49	59
US30	64	59	26	53	63
US32	62	61	27	51	65
US34	59	57	23	48	61
US36	60	58	23	49	62
US38	61	58	24	52	62
US40	58	54	20	49	58
US42	55	56	22	54	60
US44	55	54	20	49	58
US45	55	49	20	49	53
US47	51	48	20	50	52
US48	51	48	22	50	52
US49	52	49	21	51	53
US4964400	56	50	22	50	54
US50	64	55	28	53	59
US51	63	55	28	57	59
US52	63	54	27	57	58
US53	54	54	25	53	58
US55	60	53	26	54	57
US56	53	50	24	52	54
US58	58	51	26	52	55
US60	51	48	23	50	52
US62	57	51	26	51	55
US64	50	47	23	49	51
US66	57	51	26	51	55
US68	55	49	26	49	53
US70	63	53	29	57	57
US72	63	55	28	57	59
US74	58	53	28	52	57
US76	60	54	29	54	58
US77	58	52	28	52	56
US79	59	53	28	53	57
US83	63	57	30	57	61
US84	63	57	30	57	61
US85	64	57	30	58	61
US86	61	55	30	55	59
US87	62	55	30	56	59
US88	61	54	29	55	58

HOUSEHOLD GOODS

TO: PO	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME	63	61			66
US12 NH	63	61			66
US13 VT	63	59			64
US14 MA	60	58			63
US15 RI	60	58			63
US16 CT	60	58			63
US17 NY	62	59			64
US19 NJ	60	58			63
US20 PA	61	59			64
US22 DE	60	58			63
US23 MD	60	58			63
US24 DC	60	58			63
US25 VA	61	60			65
US27 WV	60	60			65
US28 KY	62	61			66
US30 MI	66	62			67
US32 WI	64	64			69
US34 OH	61	60			65
US36 IN	62	61			66
US38 IL	63	61			66
US40 NC	57	60			65
US42 TN	59	62			67
US44 SC	57	60			65
US45 GA	57	61			66
US47 AL	64	62			67
US48 MS	64	63			68
US49 FL-N	64	62			67
US496FL-S	59	64			69
US50 MN	67	64			69
US51 ND	67	66			71
US52 SD	67	66			71
US53 IA	65	64			69
US55 NE	64	64			69
US56 MO	66	64			69
US58 KS	62	66			71
US60 AR	64	65			70
US62 OK	61	65			70
US64 LA	63	65			70
US66 TX-N	61	66			71
US68 TX-S	59	66			71
US70 MT	67	68			73
US72 WY	67	67			72
US74 CO	62	67			72
US76 UT	64	68			73
US77 NM	62	66			71
US79 AZ	63	68			73
US83 ID	67	68			73
US84 WA	67	68			73
US85 OR	68	68			73
US86 NV	65	68			73
US87 CA-N	65	68			73
US88 CA-S	64	68			73

TO: P001	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	56	58	24	57	63
US12	56	58	24	57	63
US13	56	56	22	57	61
US14	53	55	21	54	60
US15	53	55	21	54	60
US16	53	55	21	54	60
US17	55	56	22	56	61
US19	53	55	21	54	60
US20	54	56	22	55	61
US22	53	55	21	54	60
US23	53	55	21	54	60
US24	53	55	21	54	60
US25	54	57	23	55	62
US27	53	57	23	54	62
US28	55	58	24	56	63
US30	59	59	25	60	64
US32	57	61	27	58	66
US34	54	57	23	55	62
US36	55	58	24	56	63
US38	56	58	24	57	63
US40	53	57	23	55	62
US42	55	59	25	56	64
US44	53	57	23	54	62
US45	53	58	24	55	63
US47	62	59	25	63	64
US48	62	60	26	63	65
US49	63	59	25	64	64
US4964400	55	61	27	56	66
US50	69	61	27	70	66
US51	69	63	29	70	68
US52	69	63	29	70	68
US53	67	61	27	68	66
US55	66	61	27	67	66
US56	64	61	27	65	66
US58	64	63	29	65	68
US60	62	62	28	63	67
US62	63	62	28	64	67
US64	61	62	28	62	67
US66	63	63	25	64	68
US68	61	63	25	62	68
US70	69	65	31	70	70
US72	69	64	30	70	69
US74	64	64	30	65	69
US76	66	65	31	67	70
US77	64	63	29	65	68
US79	65	65	31	66	70
US83	69	65	31	70	70
US84	69	65	31	70	70
US85	70	65	31	71	70
US86	67	65	31	68	70
US87	64	65	31	65	70
US88	63	65	31	64	70

TO: RP	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	80	80	36	71	83
US12	80	80	36	71	83
US13	80	78	36	71	81
US14	77	77	35	68	80
US15	77	77	35	68	80
US16	77	77	35	68	80
US17	79	78	33	70	81
US19	77	77	33	68	80
US20	78	78	33	69	81
US22	77	77	33	68	80
US23	77	77	33	68	80
US24	77	77	33	68	80
US25	78	81	33	69	84
US27	77	81	33	68	84
US28	79	83	32	70	86
US30	83	81	32	74	84
US32	81	83	31	72	86
US34	78	79	32	69	82
US36	79	80	31	70	83
US38	80	80	31	71	83
US40	82	82	32	70	85
US42	84	84	32	72	87
US44	80	82	32	69	85
US45	80	79	32	71	82
US47	78	78	32	70	81
US48	78	78	32	70	81
US49	78	79	32	70	82
US4964400	79	80	34	71	83
US50	84	75	31	77	78
US51	79	72	31	73	75
US52	79	72	30	73	75
US53	84	75	30	76	78
US55	81	69	30	74	72
US56	80	80	30	72	83
US58	79	81	30	72	84
US60	78	78	30	70	81
US62	78	81	30	71	84
US64	77	77	31	69	80
US66	78	81	31	71	84
US68	76	79	30	69	82
US70	73	73	26	69	76
US72	77	73	27	71	76
US74	76	72	26	70	75
US76	73	72	26	67	75
US77	79	75	26	72	78
US79	72	72	25	66	75
US83	67	67	26	63	70
US84	65	65	25	61	68
US85	66	66	27	62	69
US86	72	72	24	66	75
US87	72	69	23	66	72
US88	71	71	24	65	74

HOUSEHOLD GOODS

TO: RP06 FROM:	4	5	T TP-2	T TP-4	DPM MSC SUR
US11 ME	80	80	36	71	81
US12 NH	80	80	36	71	81
US13 VT	80	78	36	71	79
US14 MA	77	77	35	68	78
US15 RI	77	77	35	68	78
US16 CT	77	77	35	68	78
US17 NY	79	78	33	70	79
US19 NJ	77	77	33	68	78
US20 PA	78	78	33	69	79
US22 DE	77	77	33	68	78
US23 MD	77	77	33	68	78
US24 DC	77	77	33	68	78
US25 VA	78	81	33	69	82
US27 WV	77	81	33	68	82
US28 KY	79	83	32	70	84
US30 MI	83	81	32	74	82
US32 WI	81	83	31	72	84
US34 OH	78	79	32	69	80
US36 IN	79	80	31	70	81
US38 IL	80	80	31	71	81
US40 NC	82	82	32	70	83
US42 TN	84	84	32	72	85
US44 SC	80	82	32	69	83
US45 GA	80	79	32	71	80
US47 AL	78	78	32	70	79
US48 MS	78	78	32	70	79
US49 FL-N	78	79	32	70	80
US496FL-S	79	80	34	71	81
US50 MN	84	75	31	77	76
US51 ND	79	72	31	73	73
US52 SD	79	72	30	73	73
US53 IA	84	75	30	76	76
US55 NE	81	69	30	74	70
US56 MO	80	80	30	72	81
US58 KS	79	81	30	72	82
US60 AR	78	78	30	70	79
US62 OK	78	81	30	71	82
US64 LA	77	77	31	69	78
US66 TX-N	78	81	31	71	82
US68 TX-S	76	79	30	69	80
US70 MT	73	73	26	69	74
US72 WY	77	73	27	71	74
US74 CO	76	72	26	70	73
US76 UT	73	72	26	67	73
US77 NM	79	75	26	72	76
US79 AZ	72	72	25	66	73
US83 ID	67	67	26	63	68
US84 WA	65	65	25	61	66
US85 OR	66	66	27	62	67
US86 NV	72	72	24	66	73
US87 CA-N	72	69	23	66	70
US88 CA-S	71	71	24	65	72

TO: RQ FROM:	4	5	T TP-2	T TP-4	DPM MSC SUR
US11	50	44	24	45	50
US12	50	44	24	45	50
US13	50	42	24	45	48
US14	47	41	22	42	47
US15	47	41	24	42	47
US16	47	41	24	42	47
US17	49	42	23	44	48
US19	47	41	24	42	47
US20	48	42	22	43	48
US22	47	41	21	42	47
US23	47	41	21	42	47
US24	47	41	21	42	47
US25	48	43	21	43	49
US27	47	43	21	42	49
US28	46	44	23	41	50
US30	53	45	24	48	51
US32	51	47	24	46	53
US34	48	43	23	43	49
US36	49	44	24	44	50
US38	50	43	25	45	49
US40	45	41	22	40	47
US42	46	43	24	41	49
US44	45	41	22	40	47
US45	45	42	23	40	48
US47	49	41	24	44	47
US48	49	41	25	44	47
US49	50	42	23	45	48
US4964400	46	43	24	41	49
US50	53	48	28	48	54
US51	56	48	29	51	54
US52	56	47	29	51	53
US53	51	47	27	46	53
US55	53	46	28	48	52
US56	51	43	26	46	49
US58	51	44	28	46	50
US60	49	41	26	44	47
US62	50	44	28	45	50
US64	48	40	25	43	46
US66	50	44	28	45	50
US68	48	42	29	43	48
US70	56	46	31	51	52
US72	56	48	30	51	54
US74	51	46	30	46	52
US76	53	47	30	48	53
US77	51	45	29	46	51
US79	52	46	30	47	52
US83	56	50	31	51	56
US84	56	50	31	51	56
US85	57	50	32	52	56
US86	54	48	31	49	54
US87	55	48	31	50	54
US88	54	47	31	49	53

TO: SP FROM:	4	5	T TP-2	T TP-4	DPM MSC SUR
US11	62	67	25	62	72
US12	62	67	25	62	72
US13	62	65	25	62	70
US14	59	64	22	59	69
US15	59	64	22	59	69
US16	59	64	22	59	69
US17	61	65	24	61	70
US19	59	64	22	59	69
US20	60	65	23	60	70
US22	59	64	22	59	69
US23	59	64	22	59	69
US24	59	64	22	59	69
US25	60	66	23	60	71
US27	59	66	22	59	71
US28	61	68	24	61	73
US30	65	68	28	65	73
US32	63	70	26	63	75
US34	60	66	23	60	71
US36	61	67	24	61	72
US38	62	67	25	62	72
US40	59	67	24	59	72
US42	61	69	26	61	74
US44	59	67	26	59	72
US45	60	68	26	60	73
US47	60	69	27	60	74
US48	60	70	27	60	75
US49	61	68	27	61	73
US4964400	61	69	28	61	74
US50	69	70	28	69	75
US51	69	72	30	69	77
US52	69	72	30	69	77
US53	67	70	26	67	75
US55	66	70	29	66	75
US56	62	71	28	62	76
US58	64	73	29	64	78
US60	60	71	28	60	76
US62	63	73	30	63	78
US64	59	70	28	59	75
US66	63	73	30	63	78
US68	61	74	30	61	79
US70	69	74	32	69	79
US72	69	73	31	69	78
US74	64	75	31	64	80
US76	66	75	31	66	80
US77	64	74	30	64	79
US79	65	75	31	65	80
US83	63	74	32	63	79
US84	67	74	32	67	79
US85	71	74	32	71	79
US86	67	76	32	67	81
US87	65	76	32	66	81
US88	66	76	32	65	81

HOUSEHOLD GOODS

TO: TU	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME	74	71	28	70	72
US12 NH	74	71	28	70	72
US13 VT	74	69	28	70	70
US14 MA	71	68	25	67	69
US15 RI	71	68	25	67	69
US16 CT	71	68	25	67	69
US17 NY	73	69	27	69	70
US19 NJ	71	68	25	67	69
US20 PA	72	69	26	68	70
US22 DE	71	68	25	67	69
US23 MD	71	68	25	67	69
US24 DC	71	68	25	67	69
US25 VA	72	70	26	68	71
US27 WV	71	70	25	67	71
US28 KY	73	71	27	69	72
US30 MI	77	72	31	73	73
US32 WI	75	74	29	71	75
US34 OH	72	70	26	68	71
US36 IN	73	71	27	69	72
US38 IL	74	71	28	70	72
US40 NC	71	70	27	68	71
US42 TN	70	72	29	69	73
US44 SC	68	70	29	67	71
US45 GA	68	71	29	67	72
US47 AL	68	72	30	67	73
US48 MS	70	73	30	69	74
US49 FL-N	69	72	30	68	73
US496FL-S	70	74	31	69	75
US50 MN	77	74	31	73	75
US51 ND	79	76	33	75	77
US52 SD	79	76	33	75	77
US53 IA	75	74	29	71	75
US55 NE	78	74	32	74	75
US56 MO	77	74	31	73	75
US58 KS	74	76	32	73	77
US60 AR	71	75	31	70	76
US62 OK	74	75	33	73	76
US64 LA	71	75	31	70	76
US66 TX-N	74	76	33	73	77
US68 TX-S	74	76	33	73	77
US70 MT	81	78	35	77	79
US72 WY	80	77	34	76	78
US74 CO	76	77	34	75	78
US76 UT	80	78	34	76	79
US77 NM	76	76	33	75	77
US79 AZ	76	78	34	75	79
US83 ID	81	78	35	77	79
US84 WA	81	78	35	77	79
US85 OR	81	78	35	77	79
US86 NV	81	78	35	77	79
US87 CA-N	81	78	35	77	79
US88 CA-S	77	78	35	76	79

TO: UK	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	60	62	25	60	65
US12	60	62	25	60	65
US13	60	60	25	60	63
US14	57	59	24	57	62
US15	57	59	23	57	62
US16	57	59	23	57	62
US17	59	60	25	59	63
US19	57	59	23	57	62
US20	58	60	24	58	63
US22	57	59	22	57	62
US23	57	59	22	57	62
US24	57	59	22	57	62
US25	58	63	22	58	66
US27	57	63	23	57	66
US28	59	65	23	59	68
US30	63	63	27	63	66
US32	61	65	28	61	68
US34	58	61	24	58	64
US36	59	62	24	59	65
US38	60	62	25	60	65
US40	59	64	21	59	67
US42	61	66	23	56	69
US44	54	64	21	54	67
US45	55	63	21	55	66
US47	61	62	21	61	65
US48	61	62	23	61	65
US49	56	63	22	58	66
US4964400	57	64	23	57	67
US50	63	65	29	63	68
US51	68	67	29	68	70
US52	68	67	28	68	70
US53	67	65	26	67	68
US55	65	65	27	65	68
US56	63	65	25	63	68
US58	63	65	27	63	68
US60	61	62	24	61	65
US62	62	65	27	62	68
US64	60	61	24	60	64
US66	62	65	27	62	68
US68	60	63	27	60	66
US70	78	69	30	78	72
US72	68	68	29	68	71
US74	63	67	29	63	70
US76	65	74	30	65	77
US77	63	66	29	63	69
US79	64	72	29	64	75
US83	68	74	31	68	77
US84	70	73	31	70	76
US85	71	75	31	71	78
US86	71	72	31	71	75
US87	70	71	31	71	74
US88	70	71	30	70	74

TO: UK76	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11	63	62	25	60	64
US12	63	62	25	60	64
US13	63	60	25	60	62
US14	60	59	24	57	61
US15	60	59	23	57	61
US16	60	59	23	57	61
US17	62	60	25	59	62
US19	60	59	23	57	61
US20	61	60	24	58	62
US22	60	59	22	57	61
US23	60	59	22	57	61
US24	60	59	22	57	61
US25	61	61	22	58	63
US27	60	61	23	57	63
US28	62	62	23	59	64
US30	66	63	27	63	65
US32	64	65	28	61	67
US34	61	61	24	58	63
US36	62	62	24	59	64
US38	63	62	25	60	64
US40	63	61	21	59	63
US42	65	63	23	56	65
US44	61	61	21	54	63
US45	63	62	21	55	64
US47	65	63	21	61	65
US48	65	64	23	61	66
US49	60	63	22	58	65
US4964400	61	65	23	57	67
US50	66	65	29	63	67
US51	72	67	29	68	69
US52	72	67	28	68	69
US53	71	65	26	67	67
US55	69	65	27	65	67
US56	67	65	25	63	67
US58	67	67	27	63	69
US60	65	66	24	61	68
US62	66	66	27	62	68
US64	64	66	24	60	68
US66	66	67	27	62	69
US68	64	67	27	60	69
US70	82	69	30	78	71
US72	72	68	29	68	70
US74	67	68	29	63	70
US76	69	69	30	65	71
US77	67	67	29	63	69
US79	68	69	29	64	71
US83	72	69	31	68	71
US84	74	69	31	70	71
US85	75	69	31	71	71
US86	75	69	31	71	71
US87	74	69	31	71	71
US88	74	69	30	70	71

HOUSEHOLD GOODS

TO: US89	4	5	T TP-2	T TP-4	DPM MSC SUR
FROM:					
US11 ME	56	57	35	61	61
US12 NH	56	57	35	61	61
US13 VT	56	55	35	61	59
US14 MA	53	54	34	58	58
US15 RI	53	54	34	58	58
US16 CT	53	54	34	58	58
US17 NY	55	55	32	60	59
US19 NJ	53	54	32	58	58
US20 PA	54	55	32	59	59
US22 DE	53	54	32	58	58
US23 MD	53	54	32	58	58
US24 DC	53	54	32	58	58
US25 VA	52	52	32	57	56
US27 WV	53	54	32	58	58
US28 KY	53	54	31	58	58
US30 MI	59	58	31	64	62
US32 WI	49	60	30	54	64
US34 OH	54	56	31	59	60
US36 IN	55	57	30	60	61
US38 IL	56	57	30	61	61
US40 NC	52	53	31	57	57
US42 TN	52	55	31	57	59
US44 SC	55	53	31	60	57
US45 GA	53	54	31	58	58
US47 AL	52	53	31	57	57
US48 MS	50	53	31	55	57
US49 FL-N	51	54	31	56	58
US496FL-S	52	55	33	57	59
US50 MN	49	54	30	54	58
US51 ND	49	51	30	54	55
US52 SD	48	51	29	53	55
US53 IA	48	64	29	53	58
US55 NE	49	48	29	54	52
US56 MO	50	55	29	55	59
US58 KS	49	56	29	54	60
US60 AR	50	53	29	55	57
US62 OK	49	54	29	54	58
US64 LA	50	52	30	55	56
US66 TX-N	47	56	30	52	60
US68 TX-S	48	54	29	53	58
US70 MT	51	52	25	56	56
US72 WY	45	46	26	50	50
US74 CO	44	45	25	49	49
US76 UT	44	45	25	49	49
US77 NM	46	47	25	51	51
US79 AZ	43	44	24	48	48
US83 ID	44	46	25	49	50
US84 WA	43	44	24	48	48
US85 OR	44	45	26	49	49
US86 NV	42	44	23	47	48
US87 CA-N	41	42	22	47	46
US88 CA-S	41	43	23	46	47

HOUSEHOLD GOODS

T/TP-2 TO: / FROM:	AR	BL	BR	CI	CO	CS	EC	ES	GT	HO	PA	PE	UY	VE
US11 ME	42	42	42	42	42	42	42	42	42	42	42	42	42	42
US12 NH	42	42	42	42	42	42	42	42	42	42	42	42	42	42
US13 VT	42	42	42	42	42	42	42	42	42	42	42	42	42	42
US14 MA	41	41	41	41	41	41	41	41	41	41	41	41	41	41
US15 RI	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US16 CT	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US17 NY	42	42	42	42	42	42	42	42	42	42	42	42	42	42
US19 NJ	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US20 PA	41	41	41	41	41	41	41	41	41	41	41	41	41	41
US22 DE	39	39	39	39	39	39	39	39	39	39	39	39	39	39
US23 MD	39	39	39	39	39	39	39	39	39	39	39	39	39	39
US24 DC	39	39	39	39	39	39	39	39	39	39	39	39	39	39
US25 VA	39	39	39	39	39	39	39	39	39	39	39	39	39	39
US27 WV	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US28 KY	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US30 MI	44	44	44	44	44	44	44	44	44	44	44	44	44	44
US32 WI	45	45	45	45	45	45	45	45	45	45	45	45	45	45
US34 OH	41	41	41	41	41	41	41	41	41	41	41	41	41	41
US36 IN	41	41	41	41	41	41	41	41	41	41	41	41	41	41
US38 IL	42	42	42	42	42	42	42	42	42	42	42	42	42	42
US40 NC	38	38	38	38	38	38	38	38	38	38	38	38	38	38
US42 TN	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US44 SC	38	38	38	38	38	38	38	38	38	38	38	38	38	38
US45 GA	38	38	38	38	38	38	38	38	38	38	38	38	38	38
US47 AL	38	38	38	38	38	38	38	38	38	38	38	38	38	38
US48 MS	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US49 FL-N	39	39	39	39	39	39	39	39	39	39	39	39	39	39
US496FL-S	40	40	40	40	40	40	40	40	40	40	40	40	40	40
US50 MN	46	46	46	46	46	46	46	46	46	46	46	46	46	46
US51 ND	46	46	46	46	46	46	46	46	46	46	46	46	46	46
US52 SD	45	45	45	45	45	45	45	45	45	45	45	45	45	45
US53 IA	43	43	43	43	43	43	43	43	43	43	43	43	43	43
US55 NE	44	44	44	44	44	44	44	44	44	44	44	44	44	44
US56 MO	42	42	42	42	42	42	42	42	42	42	42	42	42	42
US58 KS	44	44	44	44	44	44	44	44	44	44	44	44	44	44
US60 AR	41	41	41	41	41	41	41	41	41	41	41	41	41	41
US62 OK	44	44	44	44	44	44	44	44	44	44	44	44	44	44
US64 LA	41	41	41	41	41	41	41	41	41	41	41	41	41	41
US66 TX-N	44	44	44	44	44	44	44	44	44	44	44	44	44	44
US68 TX-S	44	44	44	44	44	44	44	44	44	44	44	44	44	44
US70 MT	47	47	47	47	47	47	47	47	47	47	47	47	47	47
US72 WY	46	46	46	46	46	46	46	46	46	46	46	46	46	46
US74 CO	46	46	46	46	46	46	46	46	46	46	46	46	46	46
US76 UT	47	47	47	47	47	47	47	47	47	47	47	47	47	47
US77 NM	46	46	46	46	46	46	46	46	46	46	46	46	46	46
US79 AZ	46	46	46	46	46	46	46	46	46	46	46	46	46	46
US83 ID	48	48	48	48	48	48	48	48	48	48	48	48	48	48
US84 WA	48	48	48	48	48	48	48	48	48	48	48	48	48	48
US85 OR	48	48	48	48	48	48	48	48	48	48	48	48	48	48
US86 NV	48	48	48	48	48	48	48	48	48	48	48	48	48	48
US87 CA-N	48	48	48	48	48	48	48	48	48	48	48	48	48	48
US88 CA-S	47	47	47	47	47	47	47	47	47	47	47	47	47	47

INTER/INTRA THEATER CODE 4

FROM: \ TO:	BE	GM	GQ	GR29	IT	IT10	IT20	JA01	JA02	JA03	JA96	KS	NL	PN	RP	RP06	RQ	SP	TU	UK	UK76	US89
BE	0	57	95	65	66	65	67	102	103	103	97	100	60	96	97	97	82	62	61	55	56	91
GM	52	0	96	66	67	66	68	103	103	104	98	101	61	100	98	98	83	63	62	56	57	92
GQ	90	91	0	101	97	96	98	57	58	58	56	57	95	92	52	52	80	93	92	86	87	48
GR29	67	68	102	0	67	66	68	108	109	109	103	104	98	99	105	105	87	63	62	60	61	100
IT	63	64	103	63	0	53	55	109	110	110	104	98	99	94	102	102	92	64	63	61	62	97
IT10	62	63	102	62	53	0	54	108	109	109	103	97	98	93	101	101	91	63	62	60	61	96
IT20	64	65	104	64	55	54	0	110	111	111	105	99	100	95	103	103	93	65	64	62	63	98
JA01	104	105	61	118	106	105	107	0	0	0	63	64	102	99	102	102	95	108	107	97	98	59
JA02	106	107	63	120	108	107	109	0	0	0	65	66	104	101	104	104	97	110	109	99	100	61
JA03	104	105	61	118	106	105	107	0	0	0	63	64	102	99	102	102	95	108	107	97	98	59
JA96	98	99	53	112	100	99	101	64	65	65	0	58	96	98	96	96	89	102	101	91	92	53
KS	98	99	55	112	100	99	101	64	65	65	59	0	92	93	55	55	89	102	101	91	92	53
NL	55	56	95	65	64	63	65	104	105	105	99	100	0	92	97	97	82	62	61	63	64	87
PN	95	96	94	107	98	97	99	103	104	104	98	99	86	0	92	92	81	94	93	87	88	86
RP	99	100	52	108	99	98	100	63	64	64	58	59	93	98	0	0	82	99	102	92	93	58
RP06	99	100	52	108	99	98	100	63	64	64	58	59	93	0	0	0	82	99	102	92	93	56
RQ	86	87	85	101	95	94	96	105	106	106	100	98	81	84	91	91	0	89	92	82	83	85
SP	63	64	100	67	64	63	65	109	110	110	104	105	62	98	102	102	92	0	63	61	62	96
TU	62	63	99	66	63	62	64	108	109	109	103	104	61	97	101	101	91	59	0	60	61	94
UK	65	66	97	64	61	60	62	106	107	107	101	102	59	91	96	96	89	57	60	0	41	91
UK76	66	67	98	65	62	61	63	107	108	108	102	103	0	92	97	97	90	58	61	59	0	91
US89	85	93	58	108	99	98	100	63	64	64	58	66	85	92	60	60	82	95	102	92	93	0

INTER/INTRA THEATER CODE 5

FROM: \ TO:	ALS-1	ALS-2	BD	BE	GM	GQ	GR29	IT	IT10	IT20	JA01	JA02	JA03	JA96	KS	ML	PN	P001	RP	RP06	RQ	SP	TU	UK	UK76	US89
ALS-1																			79	73						55
ALS-2																			82	76						58
AS71																				68						
BD				72	72	82	88	79	85	87	87	86	86	91	90	73			99	99		75	93	72	95	72
BE																										
GM			72																	110						
GQ			81								57	56	56	48	56				52	52						48
GR29			87																							
IT			78																117	117						
IT10																			123	116						
IT20																			125	118						
JA01			86			57								50	54				58	52						56
JA02			88			59								52	56				60	54						58
JA03			86			57								50	54				58	52						56
JA96			91			49					51	50	50		43				45	45						54
KS			89			56					54	53	53	42					53	46	84	106	115			59
ML			72																							
PN											93	92	92	97						106	74					79
P001																										83
RP	76	76	98	109		52		117	123	123	58	57	57	44	53						98	124		118		52
RP06	76	76	98	109	109	52	126	117	123	123	52	51	51	44	46		102				98	124	129	118		56
RQ															84		71		99	99						
SP			74												106					124						
TU			85												108					124						
UK			71																118	118						
UK76			94																							91
US89	58	58		91		48					56	55	55	53	59		77	82	52	56					91	

INTER/INTRA THEATER CODE T

FROM: \ TO:	AS11	AS21	AS71	BE	GM	GQ	GR29	IT	IT10	IT20	JA01	JA02	JA03	JA96	KS	NL	P001	RP	RP06	SP	TU	UK	US89
AS11	0	0	0	0	67	46	0	0	0	0	51	53	53	48	47	0	64	46	49	66	71	66	49
AS21	0	0	0	0	65	44	0	0	0	0	49	51	51	46	45	0	62	44	47	64	69	64	47
AS71	0	0	0	0	65	44	0	0	0	0	49	51	51	46	45	0	62	44	47	64	69	64	47
BE	0	0	0	0	0	57	41	46	46	46	64	66	66	61	60	0	40	59	62	42	47	42	0
GM	68	65	65	0	0	58	42	47	47	47	65	67	67	62	61	0	41	60	63	43	48	43	61
GQ	47	44	44	59	58	0	60	56	56	56	44	46	46	41	40	58	50	39	42	52	66	56	42
GR29	0	0	0	43	42	60	0	44	44	44	68	70	70	65	64	42	38	63	66	40	45	40	63
IT	0	0	0	47	46	55	43	0	48	48	66	68	68	63	62	46	0	61	64	44	49	44	58
IT10	0	0	0	43	42	51	39	44	0	44	62	64	64	59	58	42	0	57	60	40	45	40	54
IT20	0	0	0	47	46	55	43	48	48	0	66	68	68	63	62	46	0	61	64	44	49	44	58
JA01	51	48	48	65	64	43	67	66	66	66	0	0	0	45	44	64	60	43	46	62	73	62	46
JA02	56	53	53	70	69	48	72	71	71	71	0	0	0	50	49	69	65	48	51	67	78	67	51
JA03	54	51	51	68	67	46	70	69	69	69	0	0	0	48	47	67	63	46	49	65	76	65	49
JA96	48	45	45	62	61	40	64	63	63	63	45	47	47	0	41	0	57	40	43	59	70	59	43
KS	47	44	44	61	60	39	63	62	62	62	44	46	46	41	0	60	56	39	42	58	69	58	42
NL	0	0	0	0	0	57	41	46	46	46	64	66	66	61	60	0	40	59	62	42	47	42	60
P001	66	63	63	43	42	51	39	0	0	0	62	64	64	59	58	42	0	57	60	40	45	40	54
RP	47	44	44	61	60	39	63	62	62	62	44	46	46	41	40	60	56	0	0	58	69	58	42
RP06	49	46	46	63	62	41	65	64	64	64	46	48	48	43	42	62	58	0	0	60	71	60	44
SP	66	63	63	43	42	51	39	44	44	44	62	64	64	59	58	42	38	57	60	0	45	40	54
TU	71	68	68	48	47	56	44	49	49	49	73	75	75	70	69	47	43	68	71	45	0	45	68
UK	65	62	62	43	42	51	39	44	44	44	62	64	64	59	58	42	38	57	60	40	45	0	58
US89	47	44	44	0	58	39	60	56	56	56	44	46	46	41	40	58	50	39	42	52	66	56	0

APPENDIX O

TRANSIT TIMES FOR INTERNATIONAL TGBL AND DPM UNACCOMPANIED BAGGAGE SHIPMENTS BETWEEN CONUS AND OVERSEAS

The transit times were developed by MTMC in coordination with the military service headquarters and industry and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing required delivery dates (RDDs). However, sound traffic management principles, the needs of the member, existing policies, and individual carrier's capabilities should apply.

In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. In cases of multiple pickups for consolidated shipments, the first day of the transit time shall be the day after the last shipment pickup. Transit times shall be measured in calendar days (Saturdays, Sundays and holidays are counted as part of the transit time). The day of pickup and the day of the delivery shall not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. A lesser transit time may be applied by a transportation officer to satisfy the needs of the DOD member when valid reasons exist and proper justification is provided. When assigning a transit time less than that published in this appendix, a carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Also, these transit times should not be considered as the maximum allowable when constructing the RDD.

RATE AREA DEFINITIONS

ALS-1	ALASKA, ZONE I
ALS-2	ALASKA, ZONE II
AR	ARGENTINA
AS11	AUSTRALIA, CANBERRA
AS21	AUSTRALIA, ALC SP WMRA
AS71	AUSTRALIA, HAROLD HOLT
BD	BERMUDA
BE	BELGIUM
BL	BOLIVIA
BR	BRAZIL
CA10	NEWFOUNDLAND
CI	CHILE
CO	COLOMBIA
CS	COSTA RICA
CU	CUBA
EC	ECUADOR
ES	EL SALVADOR
GE	GERMANY
GQ	GUAM ISLAND-US
GR29	CRETE
GT	GUATEMALA
HO	HONDURAS
IC	ICELAND
IT	ITALY
IT10	SICILY
IT20	SARDINIA
JA01	JAPAN, CENTRAL
JA02	JAPAN, SOUTH
JA03	JAPAN, NORTH
JA96	OKINAWA
KS	KOREA
NL	NETHERLANDS
NO	NORWAY
PA	PARAGUAY
PE	PERU
PN	PANAMA
PO	PORTUGAL
P001	AZORES
RP	PHILIPPINES
RP06	PHILIPPINES, SUBIC BAY
RQ	PUERTO RICO
SP	SPAIN
TU	TURKEY
UK	UNITED KINGDOM
UK76	SCOTLAND
US89	HAWAII
UY	URUGUAY
VE	VENEZUELA

BETWEEN AS11 7 8 AND	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11 ME	33	14	47	82	34	32
US12 NH	33	14	47	82	34	32
US13 VT	33	14	47	82	34	32
US14 MA	33	14	47	82	34	32
US15 RI	33	14	47	82	34	32
US16 CT	33	14	47	82	34	32
US17 NY	33	14	47	82	34	32
US19 NJ	33	14	47	82	34	32
US20 PA	33	14	47	82	34	32
US22 DE	33	14	47	82	34	32
US23 MD	33	14	47	82	34	32
US24 DC	33	14	47	82	34	32
US25 VA	33	14	47	82	34	32
US27 WV	33	14	47	82	34	32
US28 KY	32	14	46	81	33	31
US30 MI	32	14	46	81	33	31
US32 WI	31	14	45	80	32	30
US34 OH	32	14	46	81	33	31
US36 IN	31	14	45	80	32	30
US38 IL	31	14	45	80	32	30
US40 NC	33	14	47	82	34	32
US42 TN	32	14	46	81	33	31
US44 SC	33	14	47	82	34	32
US45 GA	32	14	46	81	33	31
US47 AL	31	14	45	80	32	30
US48 MS	31	14	45	80	32	30
US49 FL-N	33	14	47	82	34	32
US496FL-S	33	14	47	82	34	32
US50 MN	30	14	44	79	31	29
US51 ND	32	14	46	81	33	31
US52 SD	33	14	47	80	34	30
US53 IA	30	14	44	79	31	29
US55 ME	30	14	44	79	31	29
US56 MO	30	14	44	79	31	29
US58 KS	29	14	43	78	30	28
US60 AR	31	14	45	80	32	30
US62 OK	29	14	43	78	30	28
US64 LA	31	14	45	80	32	30
US66 TX-N	29	14	43	78	30	28
US68 TX-S	29	14	43	78	30	28
US70 MT	30	14	44	79	31	29
US72 WY	27	14	41	76	28	26
US74 CO	27	14	41	76	28	26
US76 UT	26	14	40	75	27	25
US77 NM	27	14	41	76	28	26
US79 AZ	26	14	40	75	27	25
US83 ID	26	14	40	75	27	25
US84 WA	26	14	40	75	27	25
US85 OR	26	14	40	75	27	25
US86 NV	26	14	40	75	27	25
US87 CA-N	25	14	39	74	26	24
US88 CA-S	25	14	39	74	26	24

BETWEEN AS21 7 8 AND	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	33	14	47	82	34	32
US12	33	14	47	82	34	32
US13	33	14	47	82	34	32
US14	33	14	47	82	34	32
US15	33	14	47	82	34	32
US16	33	14	47	82	34	32
US17	33	14	47	82	34	32
US19	33	14	47	82	34	32
US20	33	14	47	82	34	32
US22	33	14	47	82	34	32
US23	33	14	47	82	34	32
US24	33	14	47	82	34	32
US25	33	14	47	82	34	32
US27	33	14	47	82	34	32
US28	32	14	46	81	33	31
US30	32	14	46	81	33	31
US32	31	14	45	80	32	30
US34	32	14	46	81	33	31
US36	31	14	45	80	32	30
US38	31	14	45	80	32	30
US40	33	14	47	82	34	32
US42	32	14	46	81	33	31
US44	33	14	47	82	34	32
US45	32	14	46	81	33	31
US47	31	14	45	80	32	30
US48	31	14	45	80	32	30
US49	33	14	47	82	34	32
US4964400	33	14	47	82	34	32
US50	30	14	44	79	31	29
US51	32	14	46	81	33	31
US52	33	14	47	80	34	30
US53	30	14	44	79	31	29
US55	30	14	44	79	31	29
US56	30	14	44	79	31	29
US58	29	14	43	78	30	28
US60	31	14	45	80	32	30
US62	29	14	43	78	30	28
US64	31	14	45	80	32	30
US66	29	14	43	78	30	28
US68	29	14	43	78	30	28
US70	30	14	44	79	31	29
US72	27	14	41	76	28	26
US74	27	14	41	76	28	26
US76	26	14	40	75	27	25
US77	27	14	41	76	28	26
US79	26	14	40	75	27	25
US83	26	14	40	75	27	25
US84	26	14	40	75	27	25
US85	26	14	40	75	27	25
US86	26	14	40	75	27	25
US87	25	14	39	74	26	24
US88	25	14	39	74	26	24

BETWEEN BD 7 8 AND	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11				44	27	25
US12				44	27	25
US13				44	26	24
US14				44	26	24
US15				44	26	24
US16				44	26	24
US17				44	26	24
US19				43	26	24
US20				43	26	24
US22				43	26	24
US23				43	26	24
US24				43	26	24
US25				43	26	24
US27				43	26	24
US28				43	27	25
US30				44	27	25
US32				44	27	25
US34				43	27	26
US36				44	27	25
US38				44	28	26
US40				43	27	25
US42				43	27	25
US44				43	27	25
US45				44	27	25
US47				44	28	26
US48				44	28	26
US49				44	28	26
US4964400				44	28	26
US50				45	28	28
US51				47	33	31
US52				47	32	25
US53				45	30	26
US55				47	31	29
US56				45	28	26
US58				45	30	28
US60				45	30	28
US62				47	28	28
US64				45	30	28
US66				47	30	28
US68				47	30	28
US70				49	34	32
US72				48	32	30
US74				48	32	30
US76				49	32	30
US77				48	32	29
US79				49	33	30
US83				49	34	30
US84				51	34	32
US85				51	34	32
US86				50	33	31
US87				51	34	32
US88				51	34	32

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN BE AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11 ME	49	19	21	8	29	61	30	28
US12 NH	49	19	21	8	29	61	30	28
US13 VT	49	18	21	8	29	60	30	27
US14 MA	49	18	21	8	29	60	30	27
US15 RI	48	18	20	8	28	60	29	27
US16 CT	48	18	20	8	28	60	29	27
US17 NY	48	18	20	8	28	60	29	27
US19 NJ	48	18	20	8	28	60	29	27
US20 PA	48	18	20	8	28	60	29	27
US22 DE	48	18	20	8	28	60	29	27
US23 MD	48	18	20	8	28	60	29	27
US24 DC	48	18	20	8	28	60	29	27
US25 VA	48	19	20	8	28	62	29	28
US27 WV	48	19	20	8	28	62	29	28
US28 KY	49	19	22	8	30	62	31	28
US30 MI	49	19	21	8	29	61	30	28
US32 WI	49	19	21	8	29	61	30	28
US34 OH	48	19	21	8	29	61	30	28
US36 IN	49	19	22	8	30	61	31	28
US38 IL	49	20	21	8	29	62	30	29
US40 NC	48	19	20	8	28	62	29	28
US42 TN	49	19	21	8	29	62	30	28
US44 SC	49	19	20	8	28	62	29	28
US45 GA	49	19	21	8	29	67	30	28
US47 AL	53	20	22	8	30	66	31	29
US48 MS	53	20	22	8	30	66	31	29
US49 FL-N	49	20	21	8	29	68	30	29
US496FL-S	49	20	21	8	29	68	30	29
US50 MN	52	22	24	8	32	62	33	31
US51 ND	55	25	27	8	35	67	36	34
US52 SD	55	19	26	8	34	66	35	28
US53 IA	54	20	24	8	32	64	33	29
US55 ME	54	23	24	8	32	65	33	32
US56 MO	54	20	22	8	30	62	31	29
US58 KS	53	22	24	8	32	67	33	31
US60 AR	53	22	22	8	30	66	31	31
US62 OK	53	22	25	8	33	67	34	31
US64 LA	53	22	22	8	30	66	31	31
US66 TX-N	53	22	21	8	29	66	30	31
US68 TX-S	53	22	21	8	29	66	30	31
US70 MT	57	26	28	8	36	68	37	35
US72 WY	55	24	26	8	34	66	35	33
US74 CO	54	24	25	8	33	68	34	33
US76 UT	55	24	26	8	34	69	35	33
US77 NM	53	23	26	8	34	67	35	32
US79 AZ	54	24	26	8	34	59	36	33
US83 ID	56	24	27	8	35	69	37	33
US84 WA	55	26	28	8	36	69	37	35
US85 OR	55	26	28	8	36	69	37	35
US86 NV	55	25	27	8	35	68	36	34
US87 CA-N	54	26	28	8	36	68	37	35
US88 CA-S	54	26	28	8	36	67	37	35

BETWEEN CU AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11						42	28	
US12						42	28	
US13						42	28	
US14						42	27	
US15						42	27	
US16						42	27	
US17						42	27	
US19						41	27	
US20						41	27	
US22						41	26	
US23						41	26	
US24						41	26	
US25						41	26	
US27						41	26	
US28						41	26	
US30						42	28	
US32						42	27	
US34						41	27	
US36						42	27	
US38						42	27	
US40						41	26	
US42						41	26	
US44						41	26	
US45						42	26	
US47						42	26	
US48						42	27	
US49						42	26	
US4964400						42	26	
US50						43	30	
US51						45	31	
US52						45	32	
US53						43	28	
US55						45	30	
US56						43	27	
US58						43	28	
US60						43	27	
US62						45	30	
US64						43	27	
US66						45	28	
US68						45	28	
US70						47	32	
US72						46	31	
US74						46	30	
US76						47	31	
US77						46	31	
US79						47	31	
US83						47	32	
US84						49	34	
US85						49	34	
US86						48	33	
US87						49	34	
US88						49	34	

BETWEEN GE AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	53	23	23	8	31	64	32	30
US12	53	23	23	8	31	64	32	30
US13	53	22	23	8	31	63	32	29
US14	53	22	23	8	31	63	32	29
US15	52	22	22	8	30	63	31	29
US16	52	22	22	8	30	63	31	29
US17	52	22	22	8	30	63	31	29
US19	52	22	22	8	30	63	31	29
US20	52	22	22	8	30	63	31	29
US22	52	22	22	8	30	63	31	29
US23	52	22	22	8	30	63	31	29
US24	52	22	22	8	30	63	31	29
US25	52	23	22	8	30	65	31	30
US27	53	23	22	8	30	65	31	30
US28	53	23	24	8	32	65	33	30
US30	53	23	23	8	31	64	32	30
US32	53	23	23	8	31	64	32	30
US34	52	23	23	8	31	64	32	30
US36	53	23	24	8	32	64	33	30
US38	53	24	23	8	31	65	32	31
US40	52	23	22	8	30	65	31	30
US42	52	23	23	8	31	65	32	30
US44	53	23	22	8	30	65	31	30
US45	53	23	23	8	31	69	32	30
US47	57	24	24	8	32	68	33	31
US48	57	24	24	8	32	68	33	31
US49	53	24	23	8	31	70	32	31
US4964400	53	24	23	8	31	70	32	31
US50	56	26	26	8	34	65	35	33
US51	59	29	29	8	37	70	38	36
US52	59	23	28	8	36	69	37	30
US53	58	24	26	8	34	67	35	31
US55	58	27	26	8	34	68	35	34
US56	58	24	24	8	32	65	33	31
US58	57	26	26	8	34	69	35	33
US60	57	26	24	8	32	68	33	33
US62	57	26	27	8	35	69	36	33
US64	57	26	24	8	32	68	33	33
US66	57	26	26	8	34	68	32	33
US68	57	26	26	8	34	68	32	33
US70	61	30	30	8	38	71	39	37
US72	59	28	28	8	36	69	37	35
US74	58	28	27	8	35	70	36	35
US76	59	28	28	8	36	71	37	35
US77	57	27	28	8	36	69	37	34
US79	58	28	29	8	37	71	38	35
US83	60	28	30	8	38	71	39	35
US84	59	30	30	8	38	71	39	37
US85	59	30	30	8	38	71	39	37
US86	59	29	29	8	37	71	38	36
US87	58	30	30	8	38	70	39	37
US88	58	30	30	8	38	70	39	37

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN AND	GQ	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	ME	56	26	26	8	34	65	34	32
US12	NH	56	26	26	8	34	65	34	32
US13	VT	56	26	26	8	34	64	34	32
US14	MA	56	26	26	8	34	64	34	32
US15	RI	55	26	26	8	34	64	34	32
US16	CT	55	26	26	8	34	64	34	32
US17	NY	55	26	26	8	34	64	34	32
US19	NJ	55	26	26	8	34	64	34	32
US20	PA	55	26	26	8	34	64	34	32
US22	DE	55	26	26	8	34	64	34	32
US23	MD	55	26	26	8	34	64	34	32
US24	DC	55	26	26	8	34	64	34	32
US25	VA	55	26	26	8	34	62	34	32
US27	WV	55	26	26	8	34	62	34	32
US28	KY	56	25	25	8	33	62	33	31
US30	MI	56	25	25	8	33	65	33	31
US32	WI	56	24	24	8	32	65	32	30
US34	OH	55	25	25	8	33	65	33	31
US36	IN	56	24	24	8	32	65	32	30
US38	IL	56	24	24	8	32	66	32	30
US40	NC	53	26	26	8	34	62	34	32
US42	TN	53	25	25	8	33	62	33	31
US44	SC	54	26	26	8	34	62	34	32
US45	GA	54	25	25	8	33	64	33	31
US47	AL	54	24	24	8	32	63	32	30
US48	MS	54	24	24	8	32	63	32	30
US49	FL-N	56	26	26	8	34	65	34	32
US496	FL-S	52	26	26	8	34	65	34	32
US50	MN	53	23	23	8	31	62	31	29
US51	ND	52	25	25	8	33	61	33	31
US52	SD	50	24	26	8	34	61	34	30
US53	IA	56	23	23	8	31	62	31	29
US55	ME	49	23	23	8	31	61	31	29
US56	MO	55	23	23	8	31	64	31	29
US58	KS	51	22	22	8	30	64	30	28
US60	AR	54	24	24	8	32	63	32	30
US62	OK	51	22	22	8	30	64	30	28
US64	LA	54	24	24	8	32	63	32	30
US66	TX-N	51	22	22	8	30	63	30	28
US68	TX-S	51	22	22	8	30	63	30	28
US70	MT	50	23	23	8	31	59	31	29
US72	WY	46	20	20	8	28	55	28	26
US74	CO	46	20	20	8	28	55	28	26
US76	UT	45	19	19	8	27	54	27	25
US77	NM	46	20	20	8	28	58	28	26
US79	AZ	45	19	19	8	27	57	27	25
US83	ID	49	19	19	8	27	58	27	25
US84	WA	48	19	19	8	27	57	27	25
US85	OR	48	19	19	8	27	57	27	25
US86	NV	45	19	19	8	27	57	27	25
US87	CA-N	44	18	18	8	26	53	26	24
US88	CA-S	44	18	18	8	26	56	26	24

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

BETWEEN AND	GR29	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		64					69	28	26
US12		64					69	28	26
US13		64					65	28	25
US14		64					68	28	25
US15		63					68	27	25
US16		63					68	27	25
US17		63					68	27	25
US19		63					68	27	25
US20		63					68	27	25
US22		63					68	27	25
US23		63					68	27	25
US24		63					68	27	25
US25		63					65	27	26
US27		63					65	27	26
US28		64					65	29	26
US30		64					69	28	26
US32		64					69	28	26
US34		63					69	28	26
US36		64					69	29	26
US38		64					70	28	27
US40		60					65	27	26
US42		60					65	28	26
US44		60					65	27	26
US45		61					66	28	26
US47		63					66	29	27
US48		63					66	29	27
US49		59					66	28	27
US4964400		59					66	28	27
US50		67					70	31	29
US51		67					75	34	32
US52		67					74	33	26
US53		65					72	31	27
US55		66					73	31	30
US56		64					67	29	27
US58		65					67	31	29
US60		63					67	29	29
US62		63					69	32	29
US64		63					67	29	29
US66		65					69	28	29
US68		65					69	28	29
US70		69					76	35	33
US72		67					74	33	31
US74		57					70	32	31
US76		67					70	33	31
US77		65					70	33	30
US79		66					71	34	31
US83		69					76	35	31
US84		70					76	35	33
US85		70					76	35	33
US86		67					72	34	32
US87		69					73	35	33
US88		69					73	35	33

BETWEEN AND	IC	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11							49	27	25
US12							49	27	25
US13							49	27	24
US14							49	27	24
US15							49	27	24
US16							49	27	24
US17							49	27	24
US19							48	26	24
US20							48	26	24
US22							48	26	24
US23							48	26	24
US24							48	26	24
US25							48	26	25
US27							48	27	25
US28							48	26	25
US30							49	27	25
US32							49	27	25
US34							48	26	25
US36							49	27	25
US38							49	27	26
US40							48	26	25
US42							48	26	25
US44							48	26	25
US45							49	27	25
US47							49	27	26
US48							49	27	26
US49							49	27	26
US4964400							49	27	26
US50							50	28	28
US51							52	30	31
US52							52	30	25
US53							50	28	26
US55							52	30	29
US56							50	28	26
US58							50	28	28
US60							50	28	28
US62							52	30	28
US64							50	28	28
US66							52	30	28
US68							52	30	28
US70							54	32	32
US72							53	31	30
US74							53	31	30
US76							54	32	30
US77							53	31	29
US79							54	32	30
US83							54	32	30
US84							56	34	32
US85							56	34	32
US86							55	33	31
US87							56	34	32
US88							56	34	32

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN AND	IT	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11 ME		51	25	25	8	33	60	30	28
US12 NH		51	25	25	8	33	60	30	28
US13 VT		51	24	25	8	33	59	30	27
US14 MA		51	24	25	8	33	59	30	27
US15 RI		50	24	24	8	32	59	29	27
US16 CT		50	24	24	8	32	59	29	27
US17 NY		50	24	24	8	32	59	29	27
US19 NJ		50	24	24	8	32	59	29	27
US20 PA		50	24	24	8	32	59	29	27
US22 DE		50	24	24	8	32	59	29	27
US23 MD		50	24	24	8	32	59	29	27
US24 DC		50	24	24	8	32	59	29	27
US25 VA		50	25	24	8	32	62	29	28
US27 WV		50	25	24	8	32	62	29	28
US28 KY		51	25	26	8	34	62	31	28
US30 MI		51	25	25	8	33	60	30	28
US32 WI		51	25	25	8	33	60	30	28
US34 OH		50	25	25	8	33	60	30	28
US36 IN		51	25	26	8	34	60	31	28
US38 IL		51	26	25	8	33	61	30	29
US40 NC		49	25	24	8	32	62	29	28
US42 TN		47	25	25	8	33	62	30	28
US44 SC		47	25	24	8	32	62	29	28
US45 GA		47	25	25	8	33	63	30	28
US47 AL		53	26	26	8	34	63	31	29
US48 MS		53	26	26	8	34	63	31	29
US49 FL-N		47	26	25	8	33	63	30	29
US496FL-S		47	26	25	8	33	63	30	29
US50 MN		56	28	28	8	36	61	33	31
US51 ND		56	31	31	8	39	66	36	34
US52 SD		56	25	30	8	38	65	35	28
US53 IA		55	26	28	8	36	63	33	29
US55 ME		55	29	28	8	36	64	33	32
US56 MO		54	26	26	8	36	64	31	29
US58 KS		54	28	28	8	36	64	33	31
US60 AR		53	28	26	8	34	64	31	31
US62 OK		54	28	29	8	37	66	34	31
US64 LA		53	28	26	8	34	64	31	31
US66 TX-N		54	28	25	8	33	66	30	31
US68 TX-S		54	28	25	8	33	66	30	31
US70 MT		58	32	22	8	30	67	37	35
US72 WY		56	30	30	8	38	65	35	33
US74 CO		55	30	29	8	37	67	34	33
US76 UT		56	30	30	8	38	68	35	33
US77 NM		54	29	30	8	38	67	35	32
US79 AZ		55	30	31	8	39	68	36	33
US83 ID		58	30	32	8	40	67	37	33
US84 WA		58	32	32	8	40	67	37	35
US85 OR		59	32	32	8	40	67	37	35
US86 NV		56	31	31	8	39	69	36	34
US87 CA-N		55	32	32	8	40	70	37	35
US88 CA-S		55	32	32	8	40	70	37	35

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

BETWEEN AND	IT10	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		50	24	24	8	32	63	30	28
US12		50	24	24	8	32	63	30	28
US13		50	23	24	8	32	62	30	27
US14		50	23	24	8	32	62	30	27
US15		49	23	24	8	32	62	30	27
US16		49	23	24	8	32	62	30	27
US17		49	23	23	8	31	62	30	27
US19		49	23	23	8	31	62	29	27
US20		49	23	23	8	31	62	29	27
US22		49	23	23	8	31	62	29	27
US23		49	23	23	8	31	62	29	27
US24		49	23	23	8	31	62	29	27
US25		49	24	23	8	31	65	29	28
US27		49	24	24	8	32	65	30	28
US28		50	24	23	8	31	65	29	28
US30		50	24	24	8	32	63	30	28
US32		50	24	24	8	32	63	30	28
US34		49	24	23	8	31	63	29	28
US36		50	24	24	8	32	63	30	28
US38		50	25	24	8	32	64	30	29
US40		48	24	23	8	31	65	29	28
US42		46	24	23	8	31	65	29	28
US44		46	24	23	8	31	65	29	28
US45		46	24	24	8	32	66	30	28
US47		52	25	24	8	32	66	30	29
US48		52	25	24	8	32	66	30	29
US49		46	25	24	8	32	66	30	29
US4964400		46	25	24	8	32	66	30	29
US50		55	27	25	8	33	64	31	31
US51		55	30	27	8	35	69	33	34
US52		55	24	27	8	35	68	33	28
US53		54	25	25	8	33	66	31	29
US55		54	28	27	8	35	67	33	32
US56		53	25	25	8	33	67	31	29
US58		53	27	25	8	33	67	31	31
US60		52	27	25	8	33	67	31	31
US62		53	27	27	8	35	69	33	31
US64		52	27	25	8	33	67	31	31
US66		53	27	27	8	35	69	33	31
US68		53	27	27	8	35	69	33	31
US70		57	31	29	8	37	70	35	35
US72		55	29	28	8	36	68	34	33
US74		54	29	28	8	36	70	34	33
US76		55	29	29	8	37	71	35	33
US77		53	28	28	8	36	70	34	32
US79		54	29	25	8	33	71	35	33
US83		57	29	25	8	33	70	35	33
US84		57	31	31	8	39	70	37	35
US85		58	31	31	8	39	70	37	35
US86		55	30	30	8	38	72	36	34
US87		54	31	31	8	39	73	37	35
US88		54	31	31	8	39	73	37	35

BETWEEN AND	IT20	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		55	26				63	30	28
US12		55	26				63	30	28
US13		55	25				62	30	27
US14		55	25				62	30	27
US15		54	25				62	30	27
US16		54	25				62	30	27
US17		54	25				62	30	27
US19		54	25				62	29	27
US20		54	25				62	29	27
US22		54	25				62	29	27
US23		54	25				62	29	27
US24		54	25				62	29	27
US25		54	26				69	29	28
US27		54	26				69	30	28
US28		55	26				69	29	28
US30		55	26				63	30	28
US32		55	26				63	30	28
US34		54	26				63	29	28
US36		55	26				63	30	28
US38		55	27				64	30	29
US40		53	26				69	29	28
US42		51	26				69	29	28
US44		51	26				69	29	28
US45		51	26				70	30	28
US47		57	27				70	30	29
US48		57	27				70	30	29
US49		51	27				70	30	29
US4964400		51	27				70	30	29
US50		60	29				64	31	31
US51		60	32				69	33	34
US52		60	26				68	33	28
US53		59	27				66	31	29
US55		59	30				67	33	32
US56		58	27				71	31	29
US58		58	29				71	31	31
US60		57	29				71	31	31
US62		58	29				73	33	31
US64		57	29				71	31	31
US66		58	29				73	33	31
US68		58	29				73	33	31
US70		62	33				70	35	35
US72		60	31				68	34	33
US74		59	31				74	34	33
US76		60	31				75	35	33
US77		58	30				74	34	32
US79		59	31				75	35	33
US83		62	31				70	35	33
US84		63	33				70	37	35
US85		63	33				70	37	35
US86		60	32				76	36	34
US87		59	33				77	37	35
US88		59	33				77	37	35

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN AND	JA01	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	ME	53	32	32	8	40	62	35	33
US12	NH	53	32	32	8	40	62	35	33
US13	VT	53	32	32	8	40	61	35	33
US14	MA	53	32	32	8	40	61	35	33
US15	RI	52	32	32	8	40	61	35	33
US16	CT	52	32	32	8	40	61	35	33
US17	NY	52	32	32	8	40	61	35	33
US19	NJ	52	32	32	8	40	61	35	33
US20	PA	52	32	32	8	40	61	35	33
US22	DE	52	32	32	8	40	61	35	33
US23	MD	52	32	32	8	40	61	35	33
US24	DC	52	32	32	8	40	61	35	33
US25	VA	52	32	32	8	40	63	35	33
US27	WV	52	32	32	8	40	63	35	33
US28	KY	53	31	31	8	39	63	34	32
US30	MI	53	31	31	8	39	62	34	32
US32	WI	53	30	30	8	38	62	33	31
US34	OH	52	31	31	8	39	62	34	32
US36	IN	53	30	30	8	38	62	33	31
US38	IL	53	30	30	8	38	63	33	31
US40	NC	56	32	32	8	40	63	35	33
US42	TN	56	31	31	8	39	63	34	32
US44	SC	55	32	32	8	40	63	35	33
US45	GA	55	31	31	8	39	63	34	32
US47	AL	52	30	30	8	38	62	33	31
US48	MS	52	30	30	8	38	62	33	31
US49	FL-N	54	32	32	8	40	64	35	33
US496	FL-S	53	32	32	8	40	64	35	33
US50	MN	54	29	29	8	37	56	32	30
US51	ND	48	31	31	8	39	55	34	32
US52	SD	55	30	32	8	40	55	35	31
US53	IA	52	29	29	8	37	56	32	30
US55	ME	52	29	29	8	37	55	32	30
US56	MO	53	29	29	8	37	63	32	30
US58	KS	51	28	28	8	36	63	31	29
US60	AR	52	30	30	8	38	62	33	31
US62	OK	51	28	28	8	36	63	31	29
US64	LA	52	30	30	8	38	62	33	31
US66	TX-N	51	28	28	8	36	62	31	29
US68	TX-S	51	28	28	8	36	62	31	29
US70	MT	46	29	29	8	37	53	32	30
US72	WY	51	26	26	8	34	55	29	27
US74	CO	51	26	26	8	34	55	29	27
US76	UT	50	25	25	8	33	54	28	26
US77	NM	51	26	26	8	34	56	29	27
US79	AZ	50	25	25	8	33	55	28	26
US83	ID	45	25	25	8	33	52	28	26
US84	WA	44	25	25	8	33	51	28	26
US85	OR	44	25	25	8	33	51	28	26
US86	NV	50	25	25	8	33	55	28	26
US87	CA-N	47	24	24	8	32	53	27	25
US88	CA-S	49	24	24	8	32	54	27	25

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

BETWEEN AND	JA02 JA03	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		56	35	35	8	43	66	40	38
US12		56	35	35	8	43	66	40	38
US13		56	35	35	8	43	65	40	38
US14		56	35	35	8	43	65	40	38
US15		55	35	35	8	43	65	40	38
US16		55	35	35	8	43	65	40	38
US17		55	35	35	8	43	65	40	38
US19		55	35	35	8	43	65	40	38
US20		55	35	35	8	43	65	40	38
US22		55	35	35	8	43	65	40	38
US23		55	35	35	8	43	65	40	38
US24		55	35	35	8	43	65	40	38
US25		55	35	35	8	43	67	40	38
US27		55	35	35	8	43	67	40	38
US28		56	34	34	8	42	67	39	37
US30		56	34	34	8	42	66	39	37
US32		56	33	33	8	41	66	38	36
US34		55	34	34	8	42	66	39	37
US36		56	33	33	8	41	66	38	36
US38		56	33	33	8	41	67	38	36
US40		59	35	35	8	43	67	40	38
US42		59	34	34	8	42	67	39	37
US44		58	35	35	8	43	67	40	38
US45		58	34	34	8	42	67	39	37
US47		55	33	33	8	41	66	38	36
US48		55	33	33	8	41	66	38	36
US49		57	35	35	8	43	68	40	38
US4964400		56	35	35	8	43	68	40	38
US50		57	32	32	8	40	60	37	35
US51		51	34	34	8	42	59	39	37
US52		58	33	35	8	43	59	40	36
US53		55	32	32	8	40	60	37	35
US55		55	32	32	8	40	59	37	35
US56		56	32	32	8	40	67	37	35
US58		54	31	31	8	39	67	36	34
US60		55	33	33	8	41	66	38	36
US62		54	31	31	8	39	67	36	34
US64		55	33	33	8	41	66	38	36
US66		54	31	31	8	39	66	36	34
US68		54	31	31	8	39	66	36	34
US70		49	32	32	8	40	57	37	35
US72		54	29	29	8	37	59	34	32
US74		54	29	29	8	37	59	34	32
US76		53	28	28	8	36	58	33	31
US77		54	29	29	8	37	60	34	32
US79		53	28	28	8	36	59	33	31
US83		48	28	28	8	36	56	33	31
US84		47	28	28	8	36	55	33	31
US85		47	28	28	8	36	55	33	31
US86		53	28	28	8	36	59	33	31
US87		50	27	27	8	35	57	32	30
US88		52	27	27	8	35	58	32	30

BETWEEN AND	JA96	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		60	26	28	8	36	65	35	31
US12		60	26	28	8	36	65	35	33
US13		60	26	28	8	36	64	35	33
US14		60	26	28	8	36	64	35	33
US15		59	26	28	8	36	64	35	33
US16		59	26	28	8	36	64	35	33
US17		59	26	28	8	36	64	35	33
US19		59	26	28	8	36	64	35	33
US20		59	26	28	8	36	64	35	33
US22		59	26	28	8	36	64	35	33
US23		59	26	28	8	36	64	35	33
US24		59	26	28	8	36	64	35	33
US25		59	26	28	8	36	68	35	33
US27		59	26	28	8	36	68	35	33
US28		60	25	27	8	35	68	34	32
US30		60	25	27	8	35	65	34	32
US32		60	24	26	8	34	65	33	31
US34		59	25	27	8	35	65	34	32
US36		60	24	26	8	34	65	33	31
US38		60	24	26	8	34	66	33	31
US40		63	26	28	8	36	68	35	33
US42		63	25	27	8	35	68	34	32
US44		62	26	28	8	36	68	35	33
US45		62	25	27	8	35	65	34	32
US47		59	24	26	8	34	64	33	31
US48		59	24	26	8	34	64	33	31
US49		61	26	28	8	36	66	35	33
US4964400		60	26	28	8	36	66	35	33
US50		58	23	25	8	33	62	32	30
US51		56	25	27	8	35	61	34	32
US52		59	24	28	8	36	61	36	31
US53		59	23	25	8	33	62	32	30
US55		60	23	25	8	33	61	32	30
US56		58	23	25	8	33	65	32	30
US58		59	22	24	8	32	65	31	29
US60		58	24	26	8	34	64	33	31
US62		58	22	25	8	33	65	31	29
US64		59	24	26	8	34	64	33	31
US66		58	22	24	8	32	64	31	29
US68		58	22	24	8	32	64	31	29
US70		54	23	25	8	33	59	32	30
US72		55	20	22	8	40	58	29	27
US74		55	20	22	8	40	58	29	27
US76		54	19	21	8	29	57	28	26
US77		53	20	22	8	30	60	29	27
US79		54	19	21	8	29	59	28	26
US83		53	19	21	8	29	58	28	26
US84		52	19	21	8	29	57	28	26
US85		52	19	21	8	29	57	28	26
US86		54	19	21	8	29	59	28	26
US87		51	18	20	8	28	56	27	25
US88		53	18	20	8	28	58	27	25

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN KS AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11 ME	62	29	30	8	38	69	35	33
US12 NH	62	29	30	8	38	69	35	33
US13 VT	62	29	30	8	38	68	35	33
US14 MA	62	29	30	8	38	68	35	33
US15 RI	61	29	30	8	38	68	35	33
US16 CT	61	29	30	8	38	68	35	33
US17 NY	61	29	30	8	38	68	35	33
US19 NJ	61	29	30	8	38	68	35	33
US20 PA	61	29	30	8	38	68	35	33
US22 DE	61	29	30	8	38	68	35	33
US23 MD	61	29	30	8	38	68	35	33
US24 DC	61	29	30	8	38	68	35	33
US25 VA	61	29	30	8	38	72	35	33
US27 WV	61	29	30	8	38	72	35	33
US28 KY	62	28	29	8	37	72	34	32
US30 MI	62	28	29	8	37	69	34	32
US32 WI	62	27	28	8	36	69	33	31
US34 OH	61	28	29	8	37	69	34	32
US36 IN	62	27	28	8	36	69	33	31
US38 IL	62	27	28	8	36	70	33	31
US40 NC	65	29	30	8	38	72	35	33
US42 TN	65	28	29	8	37	72	34	32
US44 SC	64	29	30	8	38	72	35	33
US45 GA	64	28	29	8	37	69	34	32
US47 AL	61	27	28	8	36	68	33	31
US48 MS	61	27	28	8	36	68	33	31
US49 FL-N	63	29	30	8	38	70	35	33
US496FL-S	64	29	30	8	38	70	35	33
US50 MN	62	26	27	8	35	66	32	30
US51 ND	62	28	29	8	37	65	34	32
US52 SD	61	27	30	8	38	65	35	31
US53 IA	61	26	27	8	35	66	32	30
US55 ME	61	26	27	8	35	65	32	30
US56 MO	62	26	27	8	35	69	32	30
US58 KS	60	25	26	8	34	69	31	29
US60 AR	61	27	28	8	36	68	33	31
US62 OK	60	25	26	8	34	69	31	29
US64 LA	61	27	28	8	36	68	33	31
US66 TX-N	60	25	26	8	34	68	31	29
US68 TX-S	60	25	26	8	34	68	31	29
US70 MT	56	26	27	8	35	63	32	30
US72 WY	57	23	24	8	32	62	29	27
US74 CO	57	23	24	8	32	62	29	27
US76 UT	56	22	23	8	31	61	28	26
US77 NM	60	23	24	8	32	64	29	27
US79 AZ	56	22	23	8	31	63	28	26
US83 ID	55	22	23	8	31	62	28	26
US84 WA	54	22	23	8	31	61	28	26
US85 OR	54	22	23	8	31	61	28	26
US86 NV	56	22	23	8	31	63	28	26
US87 CA-N	55	21	22	8	30	60	27	25
US88 CA-S	55	21	22	8	30	62	27	25

BETWEEN NL AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	49	21	22	8	30	61	30	28
US12	49	21	22	8	30	61	30	28
US13	49	20	22	8	30	60	30	27
US14	49	20	22	8	30	60	30	27
US15	48	20	21	8	29	60	29	27
US16	48	20	21	8	29	60	29	27
US17	48	20	21	8	29	60	29	27
US19	48	20	21	8	29	60	29	27
US20	48	20	21	8	29	60	29	27
US22	48	20	21	8	29	60	29	27
US23	48	20	21	8	29	60	29	27
US24	48	20	21	8	29	60	29	27
US25	48	21	21	8	29	62	29	28
US27	48	21	21	8	29	62	29	28
US28	54	21	23	8	31	62	31	28
US30	49	21	22	8	30	61	30	28
US32	49	21	22	8	30	61	30	28
US34	48	21	22	8	30	61	30	28
US36	49	21	23	8	31	61	31	28
US38	49	22	22	8	30	62	30	29
US40	48	21	21	8	29	62	29	28
US42	48	21	22	8	30	62	30	28
US44	49	21	21	8	29	62	29	28
US45	49	21	22	8	30	66	30	28
US47	53	22	23	8	31	65	31	29
US48	53	22	23	8	31	65	31	29
US49	55	22	22	8	30	67	30	29
US4964400	49	22	22	8	30	67	30	29
US50	52	24	25	8	33	62	33	31
US51	55	27	28	8	36	67	36	34
US52	55	21	27	8	35	66	35	28
US53	54	22	25	8	33	64	33	29
US55	54	25	25	8	33	65	33	32
US56	54	22	23	8	31	62	31	29
US58	53	24	25	8	33	66	33	31
US60	53	24	23	8	31	65	31	31
US62	53	24	26	8	34	66	24	31
US64	53	24	23	8	31	65	31	31
US66	53	24	28	8	36	65	30	31
US68	53	24	28	8	36	65	30	31
US70	57	28	29	8	37	68	37	35
US72	55	26	27	8	35	66	35	33
US74	54	26	26	8	34	67	34	33
US76	55	26	27	8	35	68	35	33
US77	55	26	27	8	35	66	35	32
US79	54	26	28	8	36	68	36	33
US83	56	26	29	8	37	68	37	33
US84	55	28	29	8	37	68	37	35
US85	55	28	29	8	37	68	37	35
US86	55	27	28	8	36	68	36	34
US87	54	28	29	8	37	67	37	35
US88	54	28	29	8	37	67	37	35

BETWEEN NO AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	47	22				57	28	26
US12	47	22				57	28	26
US13	47	21				56	28	25
US14	47	21				56	28	25
US15	46	21				56	27	25
US16	46	21				56	27	25
US17	46	21				56	27	25
US19	46	21				56	27	25
US20	46	21				56	27	25
US22	46	21				56	27	25
US23	46	21				56	27	25
US24	46	21				56	27	25
US25	46	22				56	27	26
US27	46	22				56	27	26
US28	49	22				57	29	26
US30	47	22				57	28	26
US32	47	22				57	28	26
US34	46	22				57	28	26
US36	47	22				57	29	26
US38	47	23				58	28	27
US40	46	22				57	27	26
US42	46	22				57	28	26
US44	44	22				57	27	26
US45	45	22				57	28	26
US47	48	23				58	29	27
US48	48	23				58	29	27
US49	50	23				58	28	27
US4964400	47	23				58	28	27
US50	50	25				58	31	29
US51	51	28				63	34	32
US52	51	22				62	33	26
US53	50	23				60	31	27
US55	50	26				61	31	30
US56	49	23				58	29	27
US58	49	25				60	31	29
US60	48	25				60	29	29
US62	49	25				58	32	29
US64	48	25				60	29	29
US66	49	25				60	28	29
US68	49	25				60	28	29
US70	53	29				64	35	33
US72	51	27				62	33	31
US74	50	27				62	32	31
US76	59	27				62	33	31
US77	49	26				62	33	30
US79	50	27				63	34	31
US83	58	27				64	35	31
US84	57	29				64	35	33
US85	57	29				64	35	33
US86	59	28				63	34	32
US87	58	29				64	35	33
US88	58	29				64	35	33

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN AND	PN	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	ME	49	22	20	8	28	57	31	31
US12	NH	49	22	20	8	28	57	31	31
US13	VT	49	22	20	8	28	56	31	31
US14	MA	49	22	19	8	27	56	30	31
US15	RI	48	22	19	8	27	56	30	31
US16	CT	48	20	19	8	27	56	30	29
US17	NY	48	20	19	8	27	56	30	29
US19	NJ	48	20	19	8	27	56	30	29
US20	PA	48	20	19	8	27	56	30	29
US22	DE	48	19	18	8	26	56	29	28
US23	MD	48	19	18	8	26	56	29	28
US24	DC	48	19	18	8	26	54	29	28
US25	VA	48	19	18	8	26	54	29	28
US27	WV	48	19	18	8	26	54	29	28
US28	KY	49	19	18	8	26	54	29	28
US30	MI	49	20	20	8	28	57	31	29
US32	WI	49	20	19	8	27	57	30	29
US34	OH	48	20	19	8	27	57	30	29
US36	IN	49	20	19	8	27	57	30	29
US38	IL	49	20	19	8	27	58	30	29
US40	NC	47	19	18	8	26	54	29	28
US42	TN	40	19	18	8	26	54	29	28
US44	SC	45	18	18	8	26	54	29	27
US45	GA	45	18	18	8	26	49	29	27
US47	AL	40	19	18	8	26	48	29	28
US48	MS	40	19	19	8	27	48	30	28
US49	FL-N	42	18	18	8	26	50	29	27
US496	FL-S	45	18	18	8	26	50	29	27
US50	MN	52	22	22	8	30	50	33	31
US51	ND	47	25	23	8	31	54	34	34
US52	SD	47	25	24	8	32	53	35	34
US53	IA	42	22	20	8	28	50	31	31
US55	ME	46	22	22	8	30	50	33	31
US56	MO	41	20	19	8	27	49	30	29
US58	KS	45	22	20	8	28	49	31	31
US60	AR	40	19	19	8	27	48	30	28
US62	OK	45	22	22	8	30	49	33	31
US64	LA	40	20	19	8	27	48	30	29
US66	TX-N	45	20	20	8	28	48	31	29
US68	TX-S	45	20	20	8	28	48	31	29
US70	MT	49	26	24	8	32	55	35	35
US72	WY	47	24	23	8	31	52	34	33
US74	CO	46	23	22	8	30	50	33	32
US76	UT	47	24	23	8	31	52	34	33
US77	NM	45	23	23	8	31	49	34	32
US79	AZ	46	24	23	8	31	52	34	33
US83	ID	49	26	24	8	32	53	35	35
US84	WA	50	26	26	8	34	54	37	35
US85	OR	50	26	26	8	34	54	37	35
US86	NV	47	25	25	8	33	53	36	34
US87	CA-N	49	26	26	8	34	54	37	35
US88	CA-S	49	26	26	8	34	54	37	35

BETWEEN AND	PO	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		56	20				61	27	25
US12		56	20				61	27	25
US13		56	19				60	26	24
US14		56	19				60	26	24
US15		55	19				60	26	24
US16		55	19				60	26	24
US17		55	19				60	26	24
US19		55	19				60	26	24
US20		55	19				60	26	24
US22		55	19				60	26	24
US23		55	19				60	26	24
US24		55	19				60	26	24
US25		55	20				60	26	25
US27		55	20				60	26	25
US28		56	20				61	27	25
US30		56	20				61	27	25
US32		56	20				61	27	25
US34		55	20				61	27	25
US36		56	20				61	27	25
US38		56	21				62	28	26
US40		52	20				61	27	25
US42		52	20				61	27	25
US44		52	20				61	27	25
US45		52	20				61	27	25
US47		58	21				62	28	26
US48		58	21				62	28	26
US49		60	21				62	28	26
US4964400		52	21				62	28	26
US50		58	23				62	28	28
US51		56	26				67	33	31
US52		56	20				66	32	25
US53		55	21				64	30	26
US55		55	24				65	31	29
US56		59	21				62	28	26
US58		54	23				64	30	28
US60		58	23				64	30	28
US62		54	23				62	28	28
US64		58	23				64	30	28
US66		54	23				64	30	28
US68		54	23				64	30	28
US70		58	27				68	34	32
US72		56	25				66	32	30
US74		55	25				66	32	30
US76		56	25				66	32	30
US77		54	24				66	32	29
US79		55	25				67	33	30
US83		58	25				68	34	30
US84		59	27				68	34	32
US85		59	27				68	34	32
US86		56	26				67	33	31
US87		59	27				68	34	32
US88		59	27				68	34	32

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

BETWEEN AND	P001	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		49	20	21	10	31	29	58	28
US12		49	20	21	10	31	29	58	28
US13		49	19	20	10	30	28	57	27
US14		49	19	20	10	30	28	57	27
US15		48	19	20	10	30	28	57	27
US16		48	19	20	10	30	28	57	27
US17		48	19	20	10	30	28	57	27
US19		48	19	20	10	30	28	57	27
US20		48	19	20	10	30	28	57	27
US22		48	19	20	10	30	28	57	27
US23		48	19	20	10	30	28	57	27
US24		48	19	20	10	30	28	57	27
US25		48	20	20	10	30	28	57	27
US27		48	20	20	10	30	28	57	27
US28		49	20	21	10	31	29	58	28
US30		49	20	21	10	31	29	58	28
US32		49	20	21	10	31	29	58	28
US34		48	20	21	10	31	29	58	28
US36		49	20	21	10	31	29	58	28
US38		49	21	22	10	32	30	59	29
US40		48	20	21	10	31	29	58	28
US42		48	20	21	10	31	29	58	28
US44		48	20	21	10	31	29	58	28
US45		48	20	21	10	31	29	58	28
US47		56	21	22	10	32	30	59	29
US48		56	21	22	10	32	30	59	29
US49		58	21	22	10	32	30	59	29
US4964400		48	21	22	10	32	30	59	29
US50		60	23	22	10	32	30	59	29
US51		58	26	27	10	37	35	64	34
US52		58	20	26	10	36	34	63	33
US53		57	21	24	10	34	32	61	31
US55		57	24	25	10	35	33	62	32
US56		57	21	22	10	32	30	59	29
US58		56	23	24	10	34	32	61	31
US60		56	23	24	10	34	32	61	31
US62		56	23	22	10	32	30	59	29
US64		56	23	24	10	34	32	61	31
US66		56	23	24	10	34	32	61	31
US68		56	23	24	10	34	32	61	31
US70		60	27	28	10	38	36	65	35
US72		58	25	26	10	36	34	63	33
US74		57	25	26	10	36	34	63	33
US76		58	25	26	10	36	34	63	33
US77		56	24	26	10	36	34	63	33
US79		57	25	27	10	37	35	64	34
US83		60	25	28	10	38	36	65	35
US84		61	27	28	10	38	36	65	35
US85		61	27	28	10	38	36	65	35
US86		58	26	27	10	37	35	64	34
US87		58	27	28	10	38	36	65	35
US88		58	27	28	10	38	36	65	35

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN AND	RQ	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	ME	37	23				45	28	29
US12	NH	37	23				45	28	29
US13	VT	37	23				44	28	29
US14	MA	37	23				44	28	29
US15	RI	36	23				44	28	29
US16	CT	36	21				44	28	27
US17	NY	36	21				44	28	27
US19	NJ	36	21				44	27	27
US20	PA	36	21				44	27	27
US22	DE	36	20				44	27	26
US23	MD	36	20				44	27	26
US24	DC	36	20				44	27	26
US25	VA	36	20				44	27	26
US27	WV	36	20				44	28	26
US28	KY	34	20				45	27	26
US30	MI	37	21				45	28	27
US32	WI	37	21				45	28	27
US34	OH	36	21				45	27	27
US36	IN	37	21				45	28	27
US38	IL	37	21				44	28	27
US40	NC	34	20				45	27	26
US42	TN	34	20				43	27	26
US44	SC	34	19				44	27	25
US45	GA	34	19				44	28	25
US47	AL	37	20				43	28	26
US48	MS	37	20				43	28	26
US49	FL-N	39	19				45	28	25
US496	FL-S	34	19				45	28	25
US50	MN	40	23				45	29	29
US51	ND	39	26				49	31	32
US52	SD	39	26				48	31	32
US53	IA	40	23				45	29	29
US55	ME	38	23				45	31	29
US56	MO	38	21				44	29	27
US58	KS	37	23				44	29	29
US60	AR	37	20				43	29	26
US62	OK	37	23				44	31	29
US64	LA	37	21				43	29	27
US66	TX-N	37	21				43	31	27
US68	TX-S	37	21				43	31	27
US70	MT	41	27				50	33	33
US72	WY	39	25				47	32	31
US74	CO	38	24				45	32	30
US76	UT	39	25				47	33	31
US77	NM	37	24				44	32	30
US79	AZ	38	25				47	33	31
US83	ID	41	27				48	33	33
US84	WA	42	27				49	35	33
US85	OR	42	27				49	35	33
US86	NV	39	26				48	34	32
US87	CA-N	41	27				49	35	33
US88	CA-S	41	27				49	35	33

BETWEEN AND	SP	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		55	22	24	10	34	67	30	28
US12		55	22	24	10	34	67	30	28
US13		55	21	24	10	34	66	30	27
US14		55	21	24	10	34	66	30	27
US15		54	21	23	10	33	66	29	27
US16		54	21	23	10	33	66	29	27
US17		54	21	23	10	33	66	29	27
US19		54	21	23	10	33	66	29	27
US20		54	21	23	10	33	66	29	27
US22		54	21	23	10	33	66	29	27
US23		54	21	23	10	33	66	29	27
US24		54	21	23	10	33	66	29	27
US25		54	22	23	10	33	68	29	28
US27		54	22	23	10	33	68	29	28
US28		55	22	25	10	35	68	31	28
US30		55	22	24	10	34	67	30	28
US32		55	22	24	10	34	67	30	28
US34		54	22	24	10	34	67	30	28
US36		55	22	25	10	35	67	31	28
US38		55	23	24	10	34	68	30	29
US40		54	22	23	10	33	68	29	28
US42		55	22	24	10	34	68	30	28
US44		54	22	23	10	33	68	29	28
US45		55	22	24	10	34	69	30	28
US47		54	23	25	10	35	69	31	29
US48		54	23	25	10	35	69	31	29
US49		56	23	24	10	34	69	30	29
US4964400		55	23	24	10	34	69	30	29
US50		58	25	27	10	37	68	33	31
US51		58	28	30	10	40	73	36	34
US52		58	22	29	10	39	72	35	28
US53		57	23	27	10	37	70	33	29
US55		57	26	27	10	37	71	33	32
US56		55	23	25	10	35	70	31	29
US58		56	25	27	10	37	70	33	31
US60		54	25	25	10	35	70	31	31
US62		56	25	28	10	38	72	34	31
US64		54	25	25	10	35	70	31	31
US66		56	25	24	10	34	72	30	31
US68		56	25	24	10	34	72	30	31
US70		60	29	31	10	41	74	37	35
US72		58	27	29	10	39	72	35	33
US74		57	27	28	10	38	73	34	33
US76		58	27	29	10	39	74	35	33
US77		56	26	29	10	39	73	35	32
US79		57	27	30	10	40	74	36	33
US83		57	27	31	10	41	74	37	33
US84		62	29	31	10	41	74	37	35
US85		63	29	31	10	41	74	37	35
US86		58	28	30	10	40	75	36	34
US87		60	29	31	10	41	76	37	35
US88		60	29	31	10	41	76	37	35

BETWEEN AND	TU	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11		67	24	24	10	34	67	30	28
US12		67	24	24	10	34	67	30	28
US13		67	23	24	10	34	66	30	27
US14		67	23	24	10	34	66	30	27
US15		66	23	23	10	33	66	29	27
US16		66	23	23	10	33	66	29	27
US17		66	23	23	10	33	66	29	27
US19		66	23	23	10	33	66	29	27
US20		66	23	23	10	33	66	29	27
US22		66	23	23	10	33	66	29	27
US23		66	23	23	10	33	66	29	27
US24		66	23	23	10	33	66	29	27
US25		66	24	23	10	33	66	29	28
US27		66	24	23	10	33	66	29	28
US28		67	24	25	10	35	67	31	28
US30		67	24	24	10	34	67	30	28
US32		67	24	24	10	34	67	30	28
US34		66	24	24	10	34	67	30	28
US36		67	24	25	10	35	67	31	28
US38		67	25	24	10	34	68	30	29
US40		65	24	23	10	33	67	29	28
US42		63	24	24	10	34	67	30	28
US44		63	24	23	10	33	67	29	28
US45		63	24	24	10	34	67	30	28
US47		63	25	25	10	35	68	31	29
US48		64	25	25	10	35	68	31	29
US49		63	25	24	10	34	68	30	29
US4964400		63	25	24	10	34	68	30	29
US50		70	27	27	10	37	68	33	31
US51		72	30	29	10	39	73	36	34
US52		66	24	27	10	37	72	35	28
US53		70	25	27	10	37	70	33	29
US55		71	28	27	10	37	71	33	32
US56		68	25	25	10	35	71	31	29
US58		65	27	27	10	37	70	33	31
US60		64	27	25	10	35	70	31	31
US62		67	27	28	10	38	68	34	31
US64		64	27	25	10	35	70	31	31
US66		65	27	24	10	34	70	30	31
US68		65	27	24	10	34	70	30	31
US70		74	31	31	10	41	74	37	35
US72		71	29	29	10	39	72	35	33
US74		67	29	28	10	38	72	34	33
US76		72	29	29	10	39	72	35	33
US77		68	28	29	10	39	72	35	32
US79		68	29	30	10	40	73	36	33
US83		73	29	31	10	41	74	37	33
US84		74	31	31	10	41	74	37	35
US85		73	31	31	10	41	74	37	35
US86		74	30	30	10	40	73	36	34
US87		74	31	31	10	41	74	37	35
US88		71	31	31	10	41	74	37	35

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

BETWEEN UK AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11 ME	53	22	23	8	31	60	30	27
US12 NH	53	22	23	8	31	60	30	27
US13 VT	53	21	23	8	31	59	30	26
US14 MA	53	21	22	8	30	59	29	26
US15 RI	52	21	22	8	30	59	29	26
US16 CT	52	21	22	8	30	59	29	26
US17 NY	52	21	22	8	30	59	29	26
US19 NJ	52	21	22	8	30	59	29	26
US20 PA	52	21	22	8	30	59	29	26
US22 DE	52	21	21	8	29	59	28	26
US23 MD	52	21	21	8	29	59	28	26
US24 DC	52	21	21	8	29	59	28	26
US25 VA	52	22	21	8	29	63	28	27
US27 WV	52	22	21	8	29	63	28	27
US28 KY	53	22	21	8	29	63	28	27
US30 MI	53	22	23	8	31	60	30	27
US32 WI	53	22	22	8	30	60	29	27
US34 OH	52	22	22	8	30	60	29	27
US36 IN	53	22	22	8	30	60	29	27
US38 IL	53	23	22	8	30	61	29	28
US40 NC	53	22	21	8	29	63	28	27
US42 TN	53	22	21	8	29	63	28	27
US44 SC	49	22	21	8	29	63	28	27
US45 GA	50	22	21	8	29	62	28	27
US47 AL	55	23	21	8	29	61	28	28
US48 MS	55	23	22	8	30	61	29	28
US49 FL-N	51	23	21	8	29	63	28	28
US496FL-S	51	23	21	8	29	63	28	28
US50 MN	56	25	25	8	33	61	32	30
US51 ND	57	28	26	8	34	66	33	33
US52 SD	57	22	27	8	35	65	34	27
US53 IA	57	23	23	8	31	63	30	28
US55 ME	56	26	25	8	33	64	32	31
US56 MO	56	23	22	8	30	64	29	28
US58 KS	55	25	23	8	31	62	30	30
US60 AR	55	25	22	8	30	61	29	30
US62 OK	55	25	25	8	33	62	32	30
US64 LA	55	25	22	8	30	61	29	30
US66 TX-N	55	25	23	8	31	61	30	30
US68 TX-S	55	25	23	8	31	61	30	30
US70 MT	67	29	27	8	35	67	34	34
US72 WY	57	27	26	8	34	65	33	32
US74 CO	56	27	25	8	33	63	32	32
US76 UT	57	27	26	8	34	72	33	32
US77 NM	55	26	26	8	34	62	33	31
US79 AZ	56	27	26	8	34	72	33	32
US83 ID	59	27	27	8	35	72	34	32
US84 WA	65	29	29	8	37	72	36	34
US85 OR	65	29	29	8	37	72	36	34
US86 NV	66	28	28	8	36	72	35	33
US87 CA-N	65	29	29	8	37	71	36	34
US88 CA-S	65	29	29	8	37	71	36	34

BETWEEN UK76 AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	56	22	23	10	33	59	29	26
US12	56	22	23	10	33	59	29	26
US13	56	21	23	10	33	58	29	25
US14	56	21	22	10	32	58	28	25
US15	55	21	22	10	32	58	28	25
US16	55	21	22	10	32	58	28	25
US17	55	21	22	10	32	58	28	25
US19	55	21	22	10	32	58	28	25
US20	55	21	22	10	32	58	28	25
US22	55	21	32	10	42	58	27	25
US23	55	21	32	10	42	58	27	25
US24	55	21	32	10	42	58	27	25
US25	55	22	32	10	42	58	27	26
US27	55	22	32	10	42	58	27	26
US28	56	22	32	10	42	59	27	26
US30	56	22	23	10	33	59	29	26
US32	56	22	22	10	32	59	28	26
US34	55	22	22	10	32	59	28	26
US36	56	22	22	10	32	59	28	26
US38	56	23	22	10	32	60	28	27
US40	57	22	21	10	31	59	27	26
US42	57	22	21	10	31	59	27	26
US44	56	22	21	10	31	59	27	26
US45	58	22	21	10	31	59	27	26
US47	59	23	21	10	31	60	27	27
US48	59	23	22	10	32	60	28	27
US49	55	23	21	10	31	60	27	27
US4964400	55	23	21	10	31	60	27	27
US50	59	25	25	10	35	60	31	29
US51	61	28	26	10	36	65	32	32
US52	61	22	27	10	37	64	33	26
US53	61	23	25	10	35	62	29	27
US55	60	26	27	10	37	63	31	30
US56	60	23	24	10	34	63	28	27
US58	59	25	24	10	34	62	29	29
US60	59	25	27	10	37	62	28	29
US62	59	25	24	10	34	60	31	29
US64	59	25	25	10	35	62	28	29
US66	59	25	23	10	33	62	29	29
US68	59	25	27	10	37	62	29	29
US70	71	29	26	10	36	66	33	33
US72	61	27	26	10	36	64	32	31
US74	60	27	25	10	35	64	31	31
US76	61	27	26	10	36	64	32	31
US77	59	26	26	10	36	64	32	30
US79	60	27	26	10	36	65	32	31
US83	63	27	27	10	37	66	33	31
US84	69	29	29	10	39	66	35	33
US85	69	29	29	10	39	66	35	33
US86	70	28	28	10	38	65	34	32
US87	69	29	29	10	39	66	35	33
US88	69	29	29	10	39	66	35	33

BETWEEN US89 AND	7	8	J1	J2	TOT	DPM MSC SUR	DPM MAC AIR	DPM COM AIR
US11	49	27	28	8	36	56	34	32
US12	49	27	28	8	36	56	34	32
US13	49	27	28	8	36	55	34	32
US14	49	27	28	8	36	55	34	32
US15	48	27	28	8	36	55	34	32
US16	48	27	28	8	36	55	34	32
US17	48	27	28	8	36	55	34	32
US19	48	27	28	8	36	55	34	32
US20	48	27	28	8	36	55	34	32
US22	48	27	28	8	36	55	34	32
US23	48	27	28	8	36	55	34	32
US24	48	27	28	8	36	55	34	32
US25	46	27	28	8	36	53	34	32
US27	48	27	28	8	36	55	34	32
US28	47	26	27	8	35	53	33	31
US30	49	26	27	8	35	56	33	31
US32	42	25	26	8	34	56	32	30
US34	48	26	27	8	35	56	33	31
US36	49	25	26	8	34	56	32	30
US38	49	25	26	8	34	57	32	30
US40	46	27	28	8	36	53	34	32
US42	46	26	27	8	35	53	33	31
US44	46	27	28	8	36	53	34	32
US45	47	26	27	8	35	54	33	31
US47	46	25	26	8	34	53	32	30
US48	42	25	26	8	34	53	32	30
US49	46	27	28	8	36	55	34	32
US4964400	46	27	28	8	36	55	34	32
US50	41	24	25	8	33	50	31	29
US51	43	26	27	8	35	49	33	31
US52	42	25	28	8	36	49	34	30
US53	41	24	25	8	33	50	31	29
US55	42	24	25	8	33	49	31	29
US56	42	24	25	8	33	54	31	29
US58	41	23	24	8	32	54	30	28
US60	43	25	26	8	34	53	32	30
US62	41	23	24	8	32	54	30	28
US64	43	25	26	8	36	53	32	30
US66	40	23	24	8	32	53	30	28
US68	40	23	24	8	32	53	30	28
US70	40	24	25	8	33	47	31	29
US72	38	21	22	8	30	45	28	26
US74	38	21	22	8	30	45	28	26
US76	37	20	21	8	29	44	27	25
US77	39	21	22	8	30	46	28	26
US79	38	20	21	8	29	45	27	25
US83	37	20	21	8	29	46	27	25
US84	38	20	21	8	29	45	27	25
US85	38	20	21	8	29	45	27	25
US86	37	20	21	8	29	45	27	25
US87	36	19	20	8	28	43	26	24
US88	36	19	20	8	28	44	26	24

J1 - TOTAL CARRIER TIME (PACKING/PICKUP/TRANSPORT TO/FROM AERIAL PORTS/PORT AGENT PROCESSING).

J2 - TOTAL DTS TIME (PROCESSING AT APOE/D, FLIGHT TIME).

PERFORMANCE WORK STATEMENT

FOR PACKING, CONTAINERIZATION AND LOCAL DRAYAGE

OF PERSONAL PROPERTY SHIPMENTS

PART 1

PERFORMANCE WORK STATEMENT

1. GENERAL REQUIREMENTS

1.1 Scope of Work. The contractor shall furnish all personnel, equipment, facilities, supplies, services and materials, except as specified herein as Government-furnished, for the preparation of personal property of military members and civilian employees for movement or drayage and related services. Work to be performed shall be those services in the schedule awarded to the contractor. Performance shall be according to the standards contained herein and the directives listed in Part 6.

1.2 Personnel. The contractor shall furnish adequate supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated under this contract. The contractor's office shall be staffed at all times during normal working hours with personnel authorized to book shipments and arrange for services under the contract. All contractors shall have available an English reading, speaking, and writing employee at all times during packing and unpacking services. The contractor may not hire off-duty Quality Assurance Evaluators (QAE) or any other person whose employment would result in a conflict with the Standards of Conduct. Any personnel appearing to be under the influence of alcohol or drugs or using abusive language shall be replaced with qualified personnel for completion of services being performed.

1.3 Subcontracting. When it is in the best interest of the Government, the contracting officer may approve subcontracting in accordance with provisions of the DOD FAR Supplement, Part 52, Subpart 52.247-7112, and this Regulation. Such approval will be confirmed in writing and coordinated with the personal property shipping officer.

1.4 Operating Authority Requirements for Contractors. The provisions of the FAR, 52.247-2, Permit, Authorities, or Franchises, are applicable for qualification to perform services under this Regulation. A prospective contractor engaged in interstate transportation shall be approved and hold authorization in their own name by the Interstate Commerce Commission or, if engaged in intrastate transportation, a certificate issued by the appropriate state regulatory body will be required. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor shall be responsible for furnishing such evidence of compliance with state law.

1.5 Quality Control and Assurance.

1.5.1 Quality Control. The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the contractor's quality control program shall be provided to the contracting officer at the preaward survey conference or the preperformance conference if a preaward survey is not held. When required an updated copy must be provided the contracting officer on the contract start date and as future changes occur. Failure to provide copy is a violation of the requirements under this contract. The program shall include, but not be limited to, the following:

a. An examination and/or testing system covering the services stated in Specific Tasks, Part 5. It shall specify areas to be checked on either a scheduled or unscheduled basis and title of the individual(s) who shall perform the examination and/or testing.

b. A method for identifying deficiencies in the quality of services performed before the level of performance is unacceptable.

c. A file of all examinations/tests conducted by the contractor and when required the corrective action taken when discrepancies have been found. This documentation shall be made available to the Government for review anytime during the term of the contract.

1.5.2 Quality Assurance. The Government shall monitor the contractor's performance. Inspection of shipments will be performed by using the Report of Contractor Services, MT Form 360-R. Unsatisfactory service will be further documented by issuance of a Contract Discrepancy Report (CDR), MT Form 352-R. When completed, the CDR will be forwarded to the contracting officer for action. The contracting officer or his representative can take action (set off deduction, cure letter, etc.) against the contractor in accordance with FAR, 52-246-4, Inspection of Services.

1.5.3 Performance Evaluation Meetings. The contractor shall meet with the Quality Assurance Evaluator, personal property shipping officer, and contracting officer or designated representative once during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. A meeting, however, should be held whenever a Contract Discrepancy Report (MT Form 352-R) is issued. A mutual effort shall be made to resolve all problems identified. The written minutes of these meetings shall be signed by the contracting officer, contractor, personal property shipping officer, and Quality Assurance Evaluator. Should the contractor not concur with the minutes, the contractor shall state in writing to the contracting officer any areas of nonconcurrence.

1.5.4 Compliance. The rights and obligations of the parties to the Performance Work Statement (PWS) shall be subject to and governed by the provisions of the PWS and the requirements and services contained therein. To the extent of any inconsistency between the PWS and other military service regulations, the provisions of the PWS shall take precedence. Compliance with this PWS is mandatory.

1.5.5 Application. This PWS contains basic instructions for the packaging, packing, tagging, inventorying, containerization, marking, loading, storing, unpacking, and inspecting of household goods, unaccompanied baggage and extraordinary value shipments. The requirements of this PWS shall be followed whether the work is done by a contractor or by Government employees. This PWS applies to domestic and international Direct Procurement Method (DPM) shipments and local contract moves by motor van. It does not apply to domestic or international TGBL shipments.

PART 2

DEFINITIONS

This part defines words and terms commonly used in this performance work statement.

2.1 Bluebark. The code word used to designate a personal property shipment of a deceased member.

2.2 Call number or Lot number. Locally assigned control number provided by the ordering activity when a requirement for services is placed with the contractor. For inbound shipments the number is normally assigned when the PPSO receives the freight bill or written receiving notice from the contractor. For outbound or local drayage shipments, the number is normally assigned at the time the order is placed with the contractor.

2.3 Complete Service. The rate bid per each item includes all related services, such as long carry, stairs, elevators, excessive distances, etc., necessary to perform the complete pickup and delivery of the personal property shipment.

2.4 Containerization. The stuffing or loading of personal property into exterior shipping containers.

2.5 Contracting Officer. Any person who, either by virtue of position or by appointment in accordance with the Federal Acquisition Regulation (FAR) or supplements thereto, is currently a contracting officer with the authority to enter into and administer contracts and make determinations and findings with respect thereto or with any part of such authority. The term also includes the authorized representative of the contracting officer acting within the limits of his or her authority as delegated by the contracting officer.

2.6 Direct Procurement Method (DPM). A method in which the Government manages the shipment throughout. Packing, containerization, local drayage, delivery, unpacking, storage and related services are obtained from commercial firms under a contractual arrangement or by the use of Government facilities and employees. Shipping containers are provided by the Government or contractor; separate arrangements are made with a carrier(s) for transportation; shipments are routed through commercial or Government-operated terminals; transocean transportation is accomplished by Military Sealift Command (MSC), Air Mobility Command (AMC) or commercial air; and separate documents are issued for each segment of the movement from origin to destination. DPM services are classified as follows:

a. Domestic. The movement of household goods or unaccompanied baggage within the continental United States (CONUS).

b. International. The movement of household goods or unaccompanied baggage between a point in CONUS and a point in an overseas area.

c. Intertheater. The movement of household goods or unaccompanied baggage between one overseas theater and another overseas theater.

d. Intratheater. The movement of household goods or unaccompanied baggage within one overseas theater.

2.7 Drayage. Schedule I - Drayage included applies in those instances when a shipment requires drayage to an air, water, or other terminal for onward movement after completion of the shipment preparation by the contractor. If it is being moved from a residence or other pickup point to the contractor's warehouse for onward movement by another freight company, carrier, etc., drayage not included applies. Schedule II - Drayage included means delivery of the shipment from destination contractor's facility or other destination point to the final delivery point as ordered. When shipment or partial removal of items from shipment is performed and prepared for member's pickup at destination delivery point, drayage not included applies.

2.8 Government-Owned Containers (GOCs). GOCs include all exterior wooden shipping containers purchased by the Government or constructed by the contractor for services under this contract. GOCs include containers meeting the requirements of Fed Spec PPP-B-580, Fed Spec PPP-B-601, and MTMC PAM 55-12. GOCs include all wooden exterior shipping containers purchased by the Government and received by the contractor awarded those services identified in Schedule II, Inbound Services.

2.9 GCWT. Code to designate gross hundredweight.

2.10 Household Goods. Household furnishings, appliances, clothing, books, liquor, and similar items belonging to a member and immediate family. Snow mobiles and vehicles such as motorcycles, mopeds, golf carts, and boats are authorized to be shipped. Any substances which are hazardous such as flammables and combustibles may not be shipped. In addition, the following items may not be shipped or stored as household goods at Government expense:

a. Automobiles, trucks, vans, and similar motor vehicles; airplanes; mobile homes; camper trailers; farm equipment.

b. Live animals not required in the performance of official duties including birds, fish and reptiles.

c. Cordwood and building materials.

d. Property for resale, disposal or commercial use rather than for use by the member and his or her dependents.

e. Privately-owned live ammunition.

2.11 Lot number. See paragraph 2.2.

2.12 Member or Owner. The military member, civilian employee or agent thereof for whom services are being provided at Government expense.

2.13 NCWT. Code used to designate net hundredweight.

2.14 Outsize Air Cargo. Cargo or containers in a shipment, including consolidated shipments, that have any exterior measurement greater than 72 inches in any dimension (length, width, or height).

2.15 Ordering Officer. The contracting officer of a using activity or an Government individual appointed by the contracting officer authorized to order services under the contract.

2.16 Owner. See paragraph 2.12.

2.17 Packaging. Application or use of protective measures including appropriate wrappings, cushioning and interior containers.

2.18 Packed by Owner (PBO). Those articles packed in a container by the owner (Item 0006 and 0007).

2.19 Packing. Assembly of packaged items into a shipping container with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

2.20 Personal Property. Refers to either unaccompanied baggage and/or household goods.

2.21 Personal Property Shipping Officer. The individual designated by appropriate authority to perform assigned traffic management functions at military installations or activities, regardless of whether or not that is the organizational title of the individual. For the purpose of this contract, the term PPSO includes representatives designated to order the services required and to inspect and evaluate those services performed by the contractor for acceptance or rejection.

2.22 Quality Assurance Evaluator (QAE). Representative of PPSO who has been appointed as a QAE to be responsible for providing technical assistance to the contracting officer in administration of the contract. The QAE shall be responsible for inspection and acceptance of materials and services rendered by the contractor.

2.23 Residence. Normally considered to be the home, barracks, or other dwelling of the service member.

2.24 Unaccompanied baggage. That portion of the member's authorized weight allowance of personal property which is not transported free on a ticket used for personal travel and which is shipped separately from the bulk of the household goods. This shipment may be shipped by the expedited transportation mode. Examples are: personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens and baby carriages; small radios, portable televisions and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member. (Refer to individual Service Regulations for specific definition of unaccompanied baggage.)

2.25 Issuing Officer. Only authorized or acting PPSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302-4, accountability for PPGBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper must appear on the PPGBL.

PART 3

GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1 The Government shall furnish the items listed below:

a. PPP-B-580, Government-Owned Containers (GOCs). (Reference Part 6).

b. DD Form 1387, Military Shipment Label.

c. Waterproof envelopes.

d. Government-Owned Container Control Record Form.

e. DD Form 1299, Application for Shipment and/or Storage of Personal Property, with applicable special order and when required customs forms.

f. DD Form 1796, Receipt of Unaccompanied Baggage.

g. DD Form 1384, Transportation Control and Movement Document (TCMD).

3.2 Title to all household goods Type II wooden containers, crates or metal shipping boxes furnished by the Government shall remain the property of the Government.

3.3 Return of Excess Government-Furnished Property. Upon expiration of the contract, the contractor shall return unused Government-furnished forms and supplies to the ordering officer. Returned forms and supplies are to be in good reusable condition.

PART 4

CONTRACTOR FURNISHED ITEMS

4.1 Except as provided in Part 3, the contractor is responsible for furnishing all the supplies, materials, and equipment needed to perform the tasks called for in this Performance Work Statement. All contractor-furnished containers become Government property upon their use in Schedule I, Outbound, and Schedule II, Inbound. Containers and packing materials provided by the contractor in intra-city or intra-area moves shall remain the property of the contractor. The contractor is required to order and maintain the mandatory specifications listed in Part 6.

PART 5

SPECIFIC TASKS

5. Tasks and Standards. The contractor shall perform those services awarded in the schedule to meet the requirements of the tasks stated in this part based on the type of move. Tasks by type of move are reflected in the following chart showing which tasks normally apply to each type of move. Specific requirements for each task are described below. If specific instructions or requirements are not provided, the best available and customarily used commercial practices are acceptable.

Task	Outbound Household Goods	Outbound Unaccompanied Baggage	Inbound Household Goods	Inbound Unaccompanied Baggage	Local Moves
Premove Survey	X				X
Weighing	X	X	X	X	X
Time Requirements	X	X	X	X	X
Preparation, Packing, Loading, and Containerization	X	X			X
Tagging, Inventorying, and Packing List	X	X			X
Appliance Servicing and Unservicing	X	X	X	X	X
Containers and Vehicles	X	X	X	X	X
Marking Exterior Shipping Containers	X	X	X	X	
Storage	X	X	X	X	
Unpacking/Unloading and Loss and Damage Reports			X	X	X
Documentation	X	X	X	X	X
Reports	X	X	X	X	

5.1 Premove Survey. The contractor shall determine the nature of personal property offered for shipment either by physical inspection or telephone survey with the owner. The ordering officer may waive this requirement if a survey is not desired by the owner or if the ordering officer deems it unnecessary or impractical.

5.1.1 A physical inspection shall be accomplished for all local intra-city and intra-area moves and outbound household goods shipments which are being picked up from a residence with an estimated net weight of 3,200 pounds or more reflected on the DD Form 1299, Application for Shipment and/or Storage of Personal Property. For shipments of lesser weight, a telephone premove survey shall be made.

5.1.2 The physical premove survey shall be conducted at a time and date which is mutually agreed upon between the contractor and the owner but not later than the day prior to the scheduled pack or pickup date.

5.2 Weighing.

5.2.1 The gross, tare, and net weight of all shipments, including unaccompanied baggage, shall be determined through use of the contractor's warehouse platform scales, Government scales, or public truck scales. Each scale used must be properly certified by a state inspector of weights and measures in accordance with the regulations of the state or district having legal jurisdiction over the scales. Personnel designated to operate scales shall be licensed or otherwise qualified as weighmasters if required by the applicable state, commonwealth, or district.

5.2.1.1 When scales are not available or their use is not practical, the application of a constructive weight or seven (7) pounds per cubic foot will be used provided prior written approval is obtained from the ordering officer. (See paragraph 5.2.11 for constructive weight of PBP&E.)

5.2.2 Platform scales will be used for weighing containerized household goods and baggage shipments. When containers are too bulky or heavy for the contractor's scales, public or Government scales will be used.

5.2.3 Public scales will be used for weighing local intra-city and intra-area shipments. The weight of such shipments shall be obtained in the manner prescribed by the Interstate Commerce Commission (ICC) except for intrastate moves. When the state or district regulation is in conflict with the ICC provisions, the state or district regulations shall apply for intrastate moves only.

5.2.4 When available and within a reasonable distance from the pickup or delivery location, the ordering officer will require the use of Government scales. (Note: The contracting officer should insert local policy regarding the availability and use of Government scales.)

5.2.5 Except as otherwise provided herein, the weight of each shipment shall be obtained by determining the difference between the tare weight of the vehicle on which the shipment is to be loaded prior to the loading and the weight of the vehicle with the shipment loaded.

5.2.6 At the time of the tare and gross weighing, the vehicle shall have installed or loaded thereon all pads, dollies, handtrucks, ramps and other equipment required for the transportation of such shipments. No packing or crating materials or supplies shall be loaded on the vehicle at the time of the tare weighing. Neither the driver nor any other persons shall be on the vehicle at the time of either the tare or the gross weighing.

5.2.7 The fuel tanks on the vehicle shall be full at the time of each weighing or, in the alternative, no fuel may be added between the two weighings when the tare weighing is the first weighing performed.

5.2.8 The trailer of a tractor-trailer vehicle combination shall be detached from the tractor and the trailer weighed separately at each weighing providing the length of the scale platform is adequate to accommodate and support the entire trailer at one time.

5.2.9 Shipments weighing 1000 pounds or less shall be weighed on a certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

5.2.10 The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

5.2.11 When professional books, papers, and equipment (PBP&E) are included as part of the shipment, including those packed by owner, the weight of each item individually described on the inventory shall be entered on the same line of the inventory next to the description. The total weight of such articles shall be annotated separately on the inventory and packing list. The PBP&E weight will be obtained using bathroom or platform type scales. If it is not possible or practical for the contractor to weigh the items at the time of packing and pickup, a constructive weight of 40 pounds per cubic foot will be used for PBP&E.

5.2.12 The contractor shall invoice for the net weight of all shipments except for outbound unaccompanied baggage packed by owner (Item 0006 and 0007 of Schedule I). On shipments being delivered when the net weight of the shipment cannot be determined, see paragraph 5.2.13.3. Unaccompanied baggage containerized for final shipment which has a combination of contractor packed baggage (Schedule I, Item 0004) and owner-packed baggage (Schedule I, Item 0006 or 0007) will be invoiced under whichever item constitutes the greater weight of the container.

5.2.13 The contractor shall submit weight tickets, reflecting gross, tare and net weight, in duplicate, properly certified in accordance with ICC, state, commonwealth or district regulations to the ordering officer with applicable documentation. (See paragraphs 5.5 and 5.10.)

5.2.13.1 The weight tickets shall contain the name and address of the weighing station, the date, name of contractor, van or trailer number, name of property owner, applicable call number assigned by the ordering officer, and signature of the weighmaster.

5.2.13.2 For inbound personal property shipments (other than unaccompanied baggage shipments packed by owner), the contractor shall bill on origin net weights obtained from the Personal Property Government Bill of Lading (PPGBL) or other movement document and need not submit a weight certificate, unless a reweigh is ordered. When a reweigh is ordered the contractor should bill on the reweigh weight.

5.2.13.3 If the PPGBL, movement document, or container does not reflect the net weight for inbound shipments (other than unaccompanied baggage shipments packed by owner) or if the PPGBL is unavailable at destination, the contractor shall bill on origin gross weights obtained from the PPGBL, or other available sources, such as containers or supporting documentation. The contractor is required to use all means available (containers, supporting documentation, etc.) to obtain a net weight prior to submitting bill. If bill is submitted on origin gross weight, the contractor is paid for the gross weight based on the net weight bid price.

5.2.14 The contractor shall perform reweigh services when ordered. The reweigh will normally be requested at the time the delivery order is placed and shall be performed in accordance with instructions set forth in paragraph 5.2.1. When so advised by the ordering officer, a designated representative of the ordering officer or the member shall be permitted to accompany, in a separate conveyance, the contractor to witness the reweigh. This would be at no extra charge and the separate conveyance would not be provided by the contractor.

5.2.14.1 When the weight of a reweighed shipment is less or greater than the origin net or gross weight obtained at the initial weighing, the contractor shall bill on the reweigh weight.

5.2.15 Billing Procedures. For CONUS activities, to include Hawaii and Alaska, shipments are payable on the basis of 100-pound minimum weight for unaccompanied baggage and a 500-pound minimum weight for household goods, net or gross weight, as indicated in the bid item. For overseas activities, excluding Hawaii and Alaska, shipments are payable on the actual weight shipped.

5.3 Time Requirements.

5.3.1 The ordering officer will normally give the contractor notice to commence services ordered herein at least one (1) full work day prior to date specified. Oral orders will be confirmed in writing within two (2) workdays following the date of acceptance of the order by the contractor. The contractor will be available to receive orders between the hours 0800 and 1700. Upon the request of the ordering officer or member, the contractor shall provide information as to whether the service will be performed in the a.m. (0800 to 1200 hours) or in the p.m. (1200 to 1700 hours). This will be based upon the best information available and will be provided at the earliest possible time but not later than 1500 hours of the day before the service is scheduled to be performed. In unusual situations it may be necessary for the ordering officer to direct performance of services at specified times or days. When services are ordered at times or days other than normal duty days and hours, then overtime charges are applicable. When services cannot be completed on the scheduled day, the contractor shall complete all services on the following workday.

5.3.2 Unless unusual circumstances exist, shipments will not be scheduled by the contractor or the ordering officer for pickup or delivery on Saturdays, Sundays, or officially declared Legal Public Holidays unless there is a mutual agreement between the contractor, owner, and ordering officer. The contractor shall not begin pickup or delivery services at an owner's residence before 0800 hours or after 1700 hours without prior approval of the ordering officer or the owner. Contractor shall not begin any service that will not allow completion by 2100 hours without prior approval of the PPSO or the owner.

5.3.3 The contractor shall commence packing for local drayage shipments between 0800 and 1200 hours of the date specified and shall proceed without unnecessary interruption until the required services are fully performed. Delivery and unpacking shall be completed on the agreed date no later than 1700 hours unless otherwise authorized by the ordering officer or the owner.

5.3.3.1 Normally, local drayage shipments in excess of 5,000 pounds cannot be effectively packed, picked up, delivered, and unpacked the same day. Packing of such shipment is done the day before the specified pickup day unless the shipment is estimated by the Government to be in excess of 10,000 pounds in which case two (2) days shall be set aside for packing.

5.3.4 When delivery and unpacking services cannot be completed by 1700 hours of the date specified, the contractor shall contact the ordering officer before suspending operations and return the next workday to complete services.

5.3.5 The contractor shall commence containerization of outbound household goods or unaccompanied baggage at owner's residence or contractor's facility on the date specified. The contractor shall not deviate from specified pickup date unless approved by the ordering officer. If containerization is ordered at the contractor's facility, the household goods or unaccompanied baggage shall be picked up on the date and within the hours specified. Unless a longer period is authorized by the ordering officer, the maximum containerization time allowed at the contractor's facility shall be three (3) workdays following the specified pickup date for household goods and two (2) workdays following the specified pickup date for unaccompanied baggage.

5.3.6 The contractor shall accept from commercial carriers and pickup from commercial, air, water, and military terminals inbound shipments of household goods or unaccompanied baggage. The contractor shall notify the ordering officer upon arrival of a shipment but no later than 1200 hours of the next workday. Delivery shall be effected within three (3) workdays following date of receipt or contractor's notification to the ordering officer of arrival unless otherwise specified. For shipments in storage, delivery to residence shall be effected by the contractor within three (3) workdays following the date of notification for delivery by the ordering officer. The contractor shall not deviate from specified delivery date unless approved by the ordering officer.

5.4 Preparation, Packing, Loading, and Containerization.

5.4.1 The contractor shall prepare articles having finished surfaces susceptible to damage by scratching, marring, soiling, or chafing by wrapping such articles at time of loading at the residence in textile or paper furniture pads, covers (other than burlap) or other acceptable wrapping materials. When storage of these articles is necessary, they shall be afforded the same protection. Upholstered furniture shall be protected by wrapping with paper pads or blankets. All contact surfaces such as corners and edges shall be protected with excelsior, macerated pads or other cushioning materials. Protective wrappings shall be securely taped. Care shall be exercised to avoid placing the tape on any surface of the article being wrapped.

5.4.1.1 The contractor shall disassemble all items of personal property which requires disassembly to ensure safe movement and delivery at destination. Items disassembled by the contractor shall be shown in the remarks section of the inventory as contractor disassembled (CD). The contractor will have tools available for this service at the job site. Third party services, for the disassembly of unusual articles set forth in paragraph 5.6.1.4, may be authorized by the ordering officer.

5.4.1.2 The contractor shall not be required to disassemble swing sets, playground equipment, television and radio antennas, and similar articles. These shall be disassembled by the owner. Items disassembled by the owner shall be shown in the remarks section of the inventory as disassembled by the owner (DBO).

5.4.1.3 All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the contractor in preparation for shipment shall be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

5.4.1.4 Legs or other articles removed from furniture shall be properly wrapped, bundled together, and identified such as dining table legs, six each, and listed as a separate item on the inventory.

5.4.2 The contractor will accomplish all packing in accordance with the provisions of this paragraph.

5.4.2.1 Materials. All material shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment shall be completely obliterated and all material shall be free of any substance injurious to the articles being packed and to the owner. New material shall be used for packing mattresses, box springs, linens, bedding, and clothing. In the absence of any specific standard or requirement for materials listed in this section, materials that are clean, of good quality, commercially available, and appropriate for the purposes intended shall be used.

5.4.2.2 Boxes. Wood or fiberboard boxes used shall be as follows: wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and shall be well manufactured and free from imperfections which may affect their utility. When boxes are ordered, they will be ordered under the appropriate bid item.

5.4.2.3 Cartons. Cartons of solid or corrugated fiberboard shall be used for packing linens, books, bedding, lampshades, draperies, and similar articles. After packing, cartons shall be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons shall be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled shall not exceed 75 inches with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating the name of the manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit and information indicating type of carton (single wall, double wall, etc). Cartons lacking a certificate are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar type boxes and cartons shall not be used. Boxes may be used in lieu of cartons when the ordering officer determines that their use is necessary to assure protection and safe movement of the articles.

5.4.2.4 Dishpacks are corrugated fiberboard cartons with a capacity of not less than 5 cubic feet and shall be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile items. When packaging of fragile items has been completed and space is left in a dishpack, such space may be used for packing other light weight items. The sidewalls and ends of the carton shall be of a minimum average bursting strength of 350 pounds per square inch. Not more than 120 pounds of material shall be packed therein. The carton shall be fitted with a cushion pad in the top and bottom with tiers of fiberboard dividers to make cells of various dimensions appropriate for the size of items being placed therein. When the individual items do not completely fill the cell, the void shall be filled with paper. Items shall be wrapped in clean unprinted newsprint and kraft paper. A flat piece of corrugated fiberboard shall be placed between each tier of cells. Each dishpack shall be packed with approximately equal portions of heavy, medium, and lightweight articles. The heaviest items shall be packed in the bottom tier with a divider pad placed on top. Medium weight items shall be packed in a

second layer of the carton in filler cells usually called the "crystal" filler with a divider pad on top of this layer. Lightweight items shall be packed in the top layer in fillers sometimes called the "miscellaneous" filler which should, with the addition of the top cushion pad, fill the carton to capacity that will, with the flaps closed, create a tightly packed unit. All dishpack cartons shall be marked on two sides with the word "UP" with an arrow pointing to the top.

5.4.2.5 Filler material. Good quality paper pads, cellulosic (bubble pack) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper shall be used as a filler.

5.4.2.6 Paper pads. New or clean, if previously used, paper pads shall be used when required.

5.4.2.7 Wrapping. Wrapping paper shall be new or clean and appropriate for the purposes intended.

5.4.2.8 Paper. (Waxed or treated) All waxed paper used shall be manila wax or equivalent. Treated paper may be used if it is "Butcher" type paper.

5.4.2.9 Unicellular polypropylene foam. All unicellular polypropylene foam wrapping material shall be new or clean and conform to Fed Spec PPP-C-1797.

5.4.3 The contractor shall perform all packing in a manner requiring the least cubic measurement, producing packages that withstand normal movement without damage to container or contents and at a minimum of weight. The number and weight of containers shall not be greater than necessary to accomplish efficient movement. At the owner's request, articles such as stereo equipment shall be packed in original containers when furnished by the owner (provided the containers meet minimum standards) for shipping purposes. When original cartons are used for this type of equipment, provisions as indicated in paragraph 5.4.2.3 will apply. The member's name and general contents will be marked on exterior of all cartons.

5.4.3.1 Books. Books shall be packed in cartons. All books of similar size shall be packed together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally shall be packed not more than two rows high in a carton.

5.4.3.2 Chinaware, glassware, crockery, lamps, clocks, jardinieres, statuary, vases, bric-a-brac shall be packed into dishpacks or other suitable containers. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required.

5.4.3.3 Electrical Equipment. Fans, heaters, portable stoves, sunlamps, home computers, microwave ovens, and like items. Such equipment shall be completely wrapped in paper, paper pads, or unicellular polypropylene foam and then packed into an interior carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. All items shall be properly wrapped and padded prior to packing into interior cartons.

5.4.3.4 Kitchenware. All kitchenware shall be wrapped, packed and padded to prevent rubbing and movement when packed into interior cartons.

5.4.3.5 Linens, Clothing, Draperies, and Like Items. When not safe for movement in drawers, chests, dressers, trunks, etc., these and similar items shall be packed into new cartons and sealed at the residence. If safe for movement in drawers, chests, etc., the items remaining will be padded to prevent chafing or movement. Clothing on hangers in closets and draperies shall be packed into wardrobes as indicated in paragraphs 5.4.3.5.1 and 5.4.3.5.2. Clothing packed for unaccompanied baggage shipments shall be packed as indicated in paragraphs 5.4.3.5.2 and 5.4.3.12.

5.4.3.5.1 Upright Wardrobes. New upright wardrobes shall be used for local drayage shipments. At the option of the service member, either upright or flat wardrobe cartons will be used in Schedule I (Outbound) shipments. If the member expresses no preference, the carrier may select the type of wardrobe used. Empty hangers shall be removed, wrapped, and packed in a separate carton. No items shall be placed in bottom of wardrobes.

5.4.3.5.2 Laydown Wardrobes. Laydown wardrobes used for packing unaccompanied baggage and household goods shipments shall be new and of sufficient size to allow clothing to be packed flat. Stuffing, rolling, and excessive folding of items shall not be permitted. Hangers shall be removed from clothing and wrapped and packed in a separate carton.

5.4.3.6 Fragile Articles. Mirrors, pictures, and paintings (glass-faced or other than glass-faced paintings), glass or stone table tops, and other fragile articles requiring crating or similar protection. These articles shall be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider shall be provided. No more than four articles shall be packed in any one crate or fiberboard carton. Stone tabletops shall be packed separately. Small pictures, paintings, mirrors, and other articles of this type shall be packed in cartons and shall be sealed at residence.

5.4.3.7 Lampshades, Ornaments, and Toys. These and other small items easily crushed shall be wrapped and placed into cartons and insulated from the carton walls and from other items. Lampshades shall be wrapped individually in tissue paper first and then with new paper or new unicellular polypropylene foam and placed into cartons to prevent shifting or damage (one per carton).

5.4.3.8 Mattresses and Box Springs. Mattresses and box springs shall be placed in new mattress cartons at the residence and sealed with tape at all joints and seams. All cartons used shall have a minimum average bursting strength of 200 pounds per square inch.

5.4.3.9 Rugs. Rugs and rug pads shall be rolled (not folded) for shipment and shall not be subsequently folded or bent. This does not apply to small throw rugs without backing.

5.4.3.10 Silverware. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing shall be individually wrapped in several thicknesses of nontarnish tissue paper or unicellular polypropylene foam. Wrapping of flatware items is not necessary in local drayage moves. Flatware items shall be stacked or nestled. When storage chests are available, flat silver shall be nested or cushioned in the chests. Holloware is soft and easily bent and shall be packed in a dishpack, preferably in top half of the carton. Each vessel and cover shall be wrapped separately with the wrapped cover inverted and placed on the vessel so the two will be packaged as a unit.

5.4.3.11 Appliances and Washers. The contractor shall service appliances and washers as prescribed in paragraph 5.6.

5.4.3.12 Unaccompanied Baggage Items. Unaccompanied baggage items shall be individually packaged in cartons consistent with the protection specified for items of household goods in the preceding paragraphs. Clothing will not be placed loose but will be properly packed in cartons before they are put into an outer shipping container. Fiberboard boxes may be used for items requiring interior packaging.

5.4.3.13 Expensive and Valuable Items. When an owner declares certain items as expensive and valuable, the ordering officer shall order the services under Schedule I, Item 0008. Packing and inventorying shall be performed only in the presence of the owner. Drayage, if required, will be ordered by the ordering officer. Cartons for packing these items shall meet the specifications of paragraph 5.7.11.2.

5.4.3.13.1 The contractor shall perform at the owner's residence all exterior containerization services as prescribed in paragraph 5.7 as appropriate for the type of articles, destination, and method of shipment designated by the ordering officer.

5.4.3.13.2 The contractor, when drayage is not required, shall weigh the containerized articles on portable platform scales or bathroom scales, or upon the written authority of the ordering officer, apply a constructive weight of 11 pounds per gross cubic foot of the container.

5.4.3.14 Owner Packed Items. Items already packed by owner shall be inspected and repacked by the contractor as per paragraph 5.4, with the exception of Items 0006 and 0007, Schedule I.

5.4.3.15 Removal of Debris. Packing and loading at origin shall include, as a minimum, removing from the member's residence all empty contractor-provided containers, packing materials and other debris accumulated incident to packing and loading unless specifically waived by the owner in writing.

5.4.3.16 Upholstered and overstuffed (O/S) furniture items shall be wrapped and padded. No boxes, cartons, or other items shall be placed upon this type furniture. When shipped with other household goods, O/S will be padded, blocked, and braced to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.4.4 The contractor shall exercise care in handling, loading, and padding all items loaded into a closed moving van for local drayage shipments or for movement of outbound household goods or baggage to contractor's warehouse for containerization. All cartons will be stacked, loaded, handled, and drayed in their normal top up position unless as indicated on carton. When tailgating is authorized by the ordering officer, the load shall not extend beyond the surface of the tailgate or beyond the surface of the vehicle. The tailgated items shall be protected from inclement weather by a suitable covering.

5.4.5 Containerization. Containerization of outbound household goods and unaccompanied baggage shall be done at the owner's residence, unless otherwise authorized by the ordering officer. Care shall be taken to tightly pack items within the container. Articles shall be padded and stuffed so as to preclude damage. Filler material shall be used only to eliminate void spaces and is prohibited to stuff containers that have not been fully utilized. Padded bracing shall be used to prevent movement of items during transit. Large spaces shall be plugged with shock absorbent material such as styrofoam blocks to absorb movement caused by vibration and settling. All shipments shall be protected from the elements (rain, snow, sun, etc.) and theft at all times.

5.4.5.1 Containerization shall be carefully planned for the best utilization of the container and proper distribution of weight to obtain maximum stowage factors. The following are desired minimum stowage factors of shipping containers. Failure to meet the standards will be cause for rejection of the services performed.

a. Fed Spec PPP-B-580 containers - For containers of 166 cubic feet and less - 5.7 net pounds per gross cubic foot of the container; for containers in excess of 166 cubic feet - 5.9 net pounds per gross cubic foot of the container.

b. MTMC Pam 55-12 containers - 5.9 net pounds per gross cubic foot of the container.

5.4.5.2 Extra heavy items such as upright pianos shall be raised and blocked to relieve any strain on the casters and braced with 2 x 4 lumber using cleats nailed through the plywood sheathing or the interior container frame. Braces shall be padded at compression points to prevent abrasion of finished surfaces.

5.4.5.3. Large heavy items such as refrigerators, freezers, and washers shall be placed on the floor of the container using other heavy dense articles such as footlockers, boxes of books, or dishpacks for bracing. Weight distribution shall be kept equal with the center of gravity of the container.

5.4.5.4 Less dense articles such as chairs, small electrical appliances, packed cartons, or small furniture articles shall be used in the middle layer and light weight articles on the top layers. All space shall be filled or top bracing shall be installed in a partially filled container. Empty cartons do not suffice as bracing. Bracing shall be placed horizontally and held down by side cleats to prevent the movement of articles within the container. Cushioning material should be used to fill gaps so shifting of the articles is not possible.

5.4.5.5 Firearms. When firearms are included in containerized shipments, they shall be placed in the number one container in such a manner to permit easy withdrawal for inspection.

5.4.5.6 Bicycles. Bicycles, when shipped as a separate item and not included within a container, shall be packed in cartons meeting Fed Spec PPP-B-1364 as a minimum. Cartons shall be constructed and fabricated in a configuration which will permit containerization of the bicycle without removal of the front or rear wheels. For shipments other than local drayage, the handle bars shall be loosened, lowered, turned at right angle to their usual position, swung downward, and retightened. Wheels or mechanisms on multispeed bicycles shall not be removed or disassembled from the frame. Pedals shall be removed and secured on edge forward of the seat post or above back fender. Before placement into the carton, protective wrapping and padding shall be applied where necessary to prevent damage. After placement within the carton, adequate interior packaging shall be placed in void areas to prevent shifting or movement during transit. The bicycle shall be placed upright in a fiberboard container. The carton shall be sealed with a suitable tape and strapped girthwise at one third the distance from each end. The word "UP" with an arrow pointing to the top of the carton shall be stencilled in black letters a minimum of 2 inches high on each side.

5.4.5.7 Boats. Boats may include, but are not limited to, the following: boats, canoes, skiffs, light rowboats, kayaks, sailboats, and boat trailers. The contractor shall be required to accept a boat and/or boat trailer. Components and boat accessories that will not fit into a PPP-B-580 or MTMC 55-12 container will be containerized in accordance with Fed Spec PPP-B-601.

5.4.5.8 Security Seals.

5.4.5.8.1 International Household Goods. All exterior household goods containers and boxes, including overflow and oversize boxes and rug tubes/cartons, will be sealed with accountable seals at point of pick-up, unless an exception is authorized by the responsible PPSO. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory, cross-referencing the container number. Four seals, as a minimum, will be used per box and seals will secure the access overlap door and side panels.

5.4.5.8.2 International Unaccompanied Baggage. All exterior unaccompanied baggage containers will be sealed with accountable seals at point of pickup. Sealing will be completed prior to any movement and the seal (control) numbers entered on the inventory. Two seals, as a minimum, will be used per box and seals will secure the access overlap top and ends. If only two seals out of a set of four are used, the seals not used should be destroyed at the time of sealing or given to the member.

5.5 Tagging, Inventorying, and Packing List Preparation.

5.5.1 The contractor, in coordination with the owner, shall prepare an accurate legible household goods descriptive inventory similar to Figure P-1. When an article is packed in an original container furnished by the owner, the inventory shall indicate type of article and will be shown as "CP", packed by the contractor. All tagging will be accomplished prior to removal of goods from inside of residence. Tags will not be placed on finished surfaces. The contractor shall:

5.5.1.1 Identification. Identify cartons by type and cube with an indication of general contents; such as, linens, pots and pans, 3.5 cubic feet, etc. The contractor shall diligently count and examine all goods tendered for shipments, receipt for them and make appropriate written exception for any goods not in apparent good order. Each carton shall be tagged and inventoried as a separate inventory line item.

5.5.1.2 Avoid the use of words such as "household goods, kitchenware, glass, and misc." or other general descriptive terms in the preparation of the inventory. Describe in as much detail as possible items of furniture; for example, television sets should be identified as being either "color" (C) or "black and white" (B&W) and console or portable, as appropriate.

5.5.1.3 Symbols. The "Exception Symbols" and "Location Symbols," as shown at Figure P-1, shall be used to describe locations and exceptions. Locations and exceptions shall be true and accurate. The omission of exception symbols shall indicate good condition except for normal wear. Contractor shall not use terms "all over" and "everywhere." Each exception and location shall be listed separately and not collectively, i.e. SCRATCHED, LEFT SIDE BOTTOM, GOUGED ON TOP FRONT EDGE. Inventory will read, SC-5-9=2,G-10-4-12 and not SC,G,5,9,2,10,4,12.

5.5.1.4 Ensure that the terms "PROFESSIONAL BOOKS (PB)," "PROFESSIONAL PAPERS (PP)," "PROFESSIONAL EQUIPMENT (PE)," or "PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBPE)" are used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container, such as, carton PB 3 cubic ft., 120 lbs. These items identified by the member, shall be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. Symbols PB, PP, PE, PBPE, as appropriate, shall be used. The total weight of the packed professional items shall be recorded on the last page of the inventory for local drayage moves and on the packing list for outbound household goods and unaccompanied baggage shipments.

5.5.1.5 List on the inventory the general contents of items which are packed by contractor (CP) in dresser or chest of drawers, footlockers, trunks or seabags, or indicate empty.

5.5.1.6 Motorcycles, mopeds, and motorscooters shall be inventoried, as one line item, listing their serial number, make, year, model, and odometer reading.

5.5.1.7 When the ordering officer permits the contractor to partially containerize a shipment at the warehouse, each item removed from the residence shall be annotated on the inventory as containerized warehouse (CW).

5.5.1.8 Annotate the receiving document or inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers and condition of security seals each time custody of the property changes from a storage contractor (warehouseman) to the contractor or from one contractor or carrier to another.

5.5.1.9 Removal from Nontemporary Storage. When the personal property is to be removed from nontemporary storage (NTS) the contractor shall obtain from the storage contractor two legible copies of the nontemporary storage inventory and in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If at the time each item is checked there is a difference in condition of the item from that listed on the nontemporary storage inventory, the contractor shall prepare an exception sheet and such differing conditions shall be noted thereon. When the contractor elects to make a new inventory, differences as to condition of individual items as compared with the nontemporary storage inventory, shall be shown on an exception sheet as described above. In the event the opinions of the contractor's representative and storage contractor's representative differ as to shortages and overages or condition of an item(s), both opinions shall be listed on the exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such exception sheet shall remain an internal industry document. In the event a claim is filed, the contractor shall provide legible copies of the exception sheet, if any, to the appropriate claims officer.

5.5.1.10 Preparation of Inventories. Inventories prepared on shipments released from nontemporary storage shall indicate the same article identification and item number as on the nontemporary storage inventory or a cross-reference shall be made on the new inventory indicating the item number and identification from the nontemporary storage inventory. The use of legible photo reproductions of the storage contractor's inventory in lieu of preparing a new inventory is permissible.

5.5.1.11 Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment shall be separately identified by lot number except for local moves when only a single shipment is placed in the van. Each article shall be assigned a number which must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article shall be such as not to damage any article so identified.

5.5.1.12 Identify items disassembled or serviced by contractor or by third party at origin and record such items in the remarks section of the inventory.

5.5.1.13 When available, use the same inventory prepared at origin to verify delivery and condition of the articles at destination.

5.5.1.14 Rugs and Pads. Large rugs and pads shall be listed separately by color and size on the inventory. When small rugs are listed as bundles, the number of rugs in each bundle shall be shown on the inventory.

5.5.1.15 Inventory Form. The inventory form shall bear the signature of the owner, and date signed, together with the signature of the contractor's representative and date signed certifying to its accuracy and completeness.

5.5.1.16 Shipments to Multiple Destinations. Whenever an owner has shipments to multiple destinations, a separate inventory shall be prepared for each shipment. At time of pickup, the contractor shall insert in the heading of the inventory(ies) the method of shipment and geographic destination of the goods.

5.5.2 The contractor shall prepare the inventory in five (5) copies for outbound shipments and in three (3) copies for local moves. The original and all copies shall be legible and shall bear the name and complete mailing address of the contractor.

5.5.2.1 Local Drayage Moves. For local drayage moves, the original inventory shall be furnished the ordering officer; one (1) copy shall be retained by the contractor, and one (1) copy given to the owner when loading is completed.

5.5.2.2 Outbound Household Goods and Unaccompanied Baggage Shipments. For outbound household goods and unaccompanied baggage shipments, the original inventory will be furnished to the ordering officer, one (1) copy will be retained by the contractor and one (1) will be given to the owner. The contractor shall place in a waterproof envelope secured to the No. 1 container: One (1) copy of the inventory; one (1) copy of the DD Form 1299 (Application for the Shipment and/or Storage of Personal Property), and if an overseas shipment, one (1) copy of the owner's orders and custom's document, when applicable. Additionally, for household goods, the contractor shall place an envelope containing the following documents in an easily accessible location inside the No. 1 container. One (1) copy of the packing list, and exception sheet for shipments released from nontemporary storage (if appropriate). For unaccompanied shipments, the contractor shall place one (1) copy of the member's orders inside the carton prior to sealing. The member will be required to furnish all necessary copies of their orders.

5.5.3 Property Picked Up from a Military Installation Warehouse. When personal property is picked up by the contractor from a military installation warehouse, the contractor shall use the DD Form 1796, Receipt for Unaccompanied Baggage, prepared by the installation warehouseman and signed by the member as the original transfer document. The package numbers on the DD Form 1796 shall be cross-referenced on the contractor's inventory and packing list when overpacking is required.

5.5.4 Packing Lists. One of the packing lists as identified in Figure P-1 or P-2 will be used when appropriate. The contracting officer will advise the contractor as to the required packing list prior to the start date of the contract.

5.5.4.1 The contractor shall prepare a packing list at the time the goods are packed, noting therein the number of each piece, the weight and cubic measurement. The total weight of professional books, paper, and equipment shall be listed separately on the packing list. The packing list/inventory packing list will be prepared in five (5) copies and distributed per paragraph 5.5.2.2.

5.6. Appliance Servicing and Unservicing.

5.6.1 The contractor shall service appliances by securing the item in such a manner that it will withstand handling and transportation. After servicing, a tag or label shall be attached to the appliance to indicate that it must be serviced at destination prior to its use (reversing the process performed at origin). Tagging is not required on local moves.

5.6.1.1 Washers. Washers requiring servicing shall be secured with washer kits, washer packs, washer locks, or special plastic inserts. The use of sheet fiberboard or cardboard shall not be used. Hoses will be removed, wrapped, and placed in drum of washers.

5.6.1.2 Record player. The tone arm of a record player shall be secured with tape and the turntable shall be anchored with the built in screws, when present.

5.6.1.3 Loose parts of refrigerators, freezers, and stoves shall be secured to prevent movement or removed and packed separately. Electrical cords will be secured.

5.6.1.4 Items of unusual nature may require service by a third party which is arranged by the contractor. The contractor shall not arrange for third party servicing without the authorization of the ordering officer. The charges for third party service shall be billed by the contractor as a separate charge on the invoice and supported with two (2) copies of the third party company's invoice. Examples of items of an unusual nature are: shranks, wall units and grandfather clocks.

5.6.2 Unservicing of Appliances. The contractor shall perform unservicing of appliances at destination by reversing the procedure used for servicing. If third party unservicing is required and approved by the ordering officer, the contractor shall bill the services as prescribed in paragraph 5.6.1.4.

5.6.3 Servicing and unservicing of appliances shall not include connecting or disconnecting services. This is the responsibility of the owner.

5.7. Containers and Vehicles.

5.7.1 Government-Owned Containers (GOCs). GOCs are containers constructed in accordance with Fed Spec PPP-B-580 described as Box, Wood, Household Goods. These containers have a capacity of 1,500 pounds with an interior cube of 171 feet and gross cube of 193 feet. The contractor shall caulk PPP-B-580 boxes at time of assembly. The caulking shall be a non-hardening type in a continuous strand or rope form, not less than 1/4 inch in diameter. For previously used boxes, if the caulking has dried and become brittle, or if caulking has been improperly applied or separated from the wood members, new caulking shall be applied where necessary. When patches are used for repair of a container, the patch shall also be caulked. GOCs also include those containers listed in MTMC Pam 55-12, those meeting Fed Spec PPP-B-601 and wooden overflow and oversize containers purchased by the Government or received by the contractor awarded the Schedule II, Inbound Services contract. GOCs shall be used to the extent as they are available for Schedule I, Items 0001 through 0005, before using contractor-furnished containers.

5.7.1.1 Unacceptable containers are those that have been extended to accommodate oversize or overflow items, any panel bowed or bulging beyond their normal conformity, those with deteriorated plywood (either rotted or delaminated), those caulked on outside seams or joints, and those patched without the use of caulking compound. Patches on the outside surfaces are not acceptable because they increase the overall dimension and are subject to being scraped off during handling. The floor shall be solid and all skids installed and in sound condition.

5.7.2 MTMC Pam 55-12 and Fed Spec PPP-B-580 containers shall be caulked during assembly. Doors shall be caulked on the matching face prior to closing at residence and not by caulking on the outside after closure. Doors will match and fit properly. All GOCs and contractor-furnished containers will be free of defects (holes, loose or broken framing, missing skids, caulking repairs, separated plywood, etc.). All repairs will be done prior to delivery to residence.

5.7.3 Overflow and Oversize Items. Containers for overflow and outsize items such as rugs and sofas, shall be constructed in accordance with PPP-B-601 and caulked during assembly.

5.7.4 Containers for articles such as large pieces of marble or glass table tops that require more protection than the standard packing techniques shall be constructed in accordance with MIL-C-52950. These containers shall be used for interior packing purposes.

5.7.5 Skids. Any container that must be handled with a forklift shall be constructed with two or more skids. All wooden containers entering the Defense Transportation System with a gross weight of 100 pounds or more or with length and width dimensions of 48 inches by 24 inches or more shall be equipped with two skids of not less than a minimum of 3 inches high and 3 1/2 inches wide. Skid sizes shall be in accordance with PPP-B-601.

5.7.6 Banding. Containers of plywood construction shall be banded with 3/4 inch wide steel strips, .023 inch thick meeting the requirements of Fed Spec QQ-S-781 or of equal quality. One band shall be placed vertically at each end of each side encircling the top, sides and bottom, and one band placed horizontally encircling the ends and sides.

5.7.7 Coopering of Government-owned containers shall be performed when authorized by the ordering officer. Patches shall not increase the overall container dimensions.

5.7.8 Markings. The contractor shall mark all Government-owned containers by stenciling with letters at least one inch high. Freehand marking shall not be used. Felt tip markers shall not be used. Each container shall be stenciled with all required elements.

5.7.8.1 Permanent markings on containers conforming to Fed Spec PPP-B-580 and MTMC Pam 55-12 shall be as listed below. In obliterating old shipment markings from these containers and preparing the surface for remarking, permanent markings shall not be removed. All old shipment markings shall be obliterated prior to delivery to residence. If the permanent markings are removed or are illegible, the following permanent markings shall be stenciled or painted (see Figures P-3 and P-4) in black letters 1 1/2 inches high:

On one side and one end:	USE NO HOOKS STORE UNDER COVER U.S. PROPERTY MTMC APPROVED
In the appropriate places:	CENTER OF BALANCE LIFT HERE FORKLIFT HERE

5.7.8.2 On Fed Spec PPP-B-580 and MTMC Pam 55-12 containers, the following additional permanent markings shall be stenciled on one side and one end toward the top of the container in black letters 2 inches high. The contractor shall stencil the word "UP" with an arrow pointing to the top of the container. Then under "UP" on an orange background not to exceed 8 x 10 inches in black letters approximately 2 inches high, the contractor shall stencil "DPM." The word "EXPEDITE" shall be symmetrically spaced below in 1 1/2 inch high black letters. (See Figures P-3 and P-4.)

5.7.8.3 Each interior package and carton shall be marked to indicate the general contents and member's last name. Markings shall be done legibly with a broad felt-tip marker. All marking shall be on the container not on the tape.

5.7.8.4 Surfaces to be marked shall be free of oil or grease. Marks not applicable to current shipment shall be obliterated with paint prior to arrival at residence. Shipments identified as "BLUEBARK" shall be stenciled in 1-inch letters with the code word BLUEBARK above the GBL number.

5.7.8.4.1 As a minimum, the property owner's last name shall be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information correctly stenciled on the container prior to departure for onward movement.

5.7.8.4.2 Stenciling. Stenciling of DPM HHG (Figure P-5) shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (c/o Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service, and SSN

HHG: Household Goods

GROSS:

TARE:

NET:

CU:

of Pieces (Number and Total Number of Pieces)

CODE OF SERVICE: DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE): As applicable

THRU (POD): As applicable

5.7.8.4.3 Military Shipment Label. When the container size or configuration cannot be stenciled, the contractor shall prepare and permanently affix (not stapled) to the container the appropriate Military Shipment Label, DD Form 1387 (Figure P-6).

5.7.9 Containers must be dry and clean prior to stuffing. Containers moving by flatbed equipment in local pickup or delivery service shall be covered with a waterproof tarpaulin or other material providing equal protection, when local weather conditions dictate. The waterproof tarpaulin shall cover the cargo on the top and sides down to the vehicle bed and all surfaces over the overhang. Protective covering shall be available on the vehicle when laden with property subject to this contract.

5.7.9.1 When the contractor moves containers via flatbed type vehicle, the containers shall be loaded in an upright position and shall not protrude beyond the rear edge of the vehicle bed surface more than twelve (12) inches (no protrusion for the sides and front). In all cases of rear overhang, the container must be resting on the weight bearing surface of the skid.

5.7.9.2 Overflow Containers. Overflow containers (Item 0003 of Schedule I) shall be limited to use for those items that accumulate over and above that which can be packed into a PPP-B-580 or MTMC 55-12 container. The construction of an overflow container shall be in accordance with PPP-B-601. The overflow container normally is of lesser size than a PPP-B-580 or MTMC Pam 55-12 and must be limited to one per shipment.

5.7.9.3 Oversize Containers. Oversize containers (Item 0003 of Schedule I) shall be limited to use for a single item which exceeds the dimensions of and cannot be accommodated in a PPP-B-580 or MTMC Pam 55-12 container and therefore requires a specially built container. One or more of this type may be required per shipment. These containers shall be constructed in accordance with PPP-B-601 and the exterior container dimensions furnished to the ordering officer.

5.7.9.4 Other Shipments. Containers constructed for other shipments (Item 0003 of Schedule I) shall be constructed in accordance with PPP-B-601 and caulked during assembly. Other shipments are defined as small shipments which require a lesser size box (container) than specified in Fed Spec PPP-B-580 or MTMC Pam 55-12.

5.7.10 The contractor shall report, store and when directed by the ordering officer reposition Government-owned household goods containers. When repositioning is ordered, the contractor shall load on vehicles.

5.7.10.1 The outbound contractor, when directed by the ordering officer, shall pick up and store empty Government-owned containers from other local carrier or Government facilities within the contract area of performance. When the contract is awarded to different contractors, storage of the Government-owned containers is the responsibility of the outbound contractor unless otherwise directed by the ordering

officer. The storage of containers contemplated under this contract means, as a minimum, that containers, if not stored within a building, shall be stored under cover (protected from precipitation, ground water or other moisture).

5.7.10.2 Serviceable/Unserviceable Containers. The contractor shall not commingle serviceable or unserviceable containers. After inspection by the ordering officer, these two categories of containers shall be segregated. The inspection and disposition schedule shall be mutually agreed upon by the ordering officer and contractor. Upon completion of the inspection process the Government inspector will mark, by spraying, with red paint all containers identified as unserviceable. The marking shall consist of the word "CONDEMNED" stenciled in one inch letters and an "X" placed on one side, one end, and one interior panel of each container. Unserviceable containers shall be disposed of at no cost to the Government.

5.7.10.3 The new outbound contractor shall pick up the serviceable empty Government-owned containers from the previous contractor(s) not later than 30 calendar days after commencement of the contract.

5.7.10.4 Government-Owned Container (GOC) Report. The contractor shall submit a GOC report (a local form or for Air Force Installations, AF Form 384). The report shall be submitted to the ordering officer fifteen (15) days after the contract start date and thereafter on the first workday of each month. The contractor shall keep an accurate, up to date count of all GOCs.

5.7.11 Unaccompanied Baggage Containers. Unaccompanied baggage containers shall meet the following specifications:

5.7.11.1 Domestic Shipments. Fed Spec PPP-B-640 - Boxes, Fiberboard, Corrugated, Triple-wall, Class 2, Style E or Fed Spec PPP-B-1364 - Box, Shipping, Corrugated Fiberboard, High Strength, Weather-Resistant, Double-Wall (Style RSC or OSC).

5.7.11.2 Overseas Shipments. Fed Spec PPP-B-601 Boxes, Wood, Cleated Plywood - Style A or Fed Spec PPP-B-640 Box, Corrugated Fiberboard, Triple wall - Class 2 Style E or Fed Spec PPP-B-1364 Box, Corrugated Fiberboard, High Strength, Weather-Resistant, Double Wall (Style RSC or OSC), or Fed Spec PPP-B-580 Box, Wood Household Goods.

5.7.12 Normally, unaccompanied baggage shipments will be limited to a gross of 15 cubic feet and 300 pounds. Larger shipments of unaccompanied baggage may be placed into tri-wall fiberboard containers up to a gross of 70 cubic feet. The contractor shall secured these containers on wooden pallets for handling with a forklift. This applies to domestic and overseas shipments unless larger containers are approved by the ordering officer. Telescoping of exterior shipping containers shall not be authorized.

5.7.13 Sealing and banding of fiberboard shipping containers shall be as follows:

5.7.13.1 The contractor shall seal fiberboard shipping containers at the owner's residence by sealing all seams and joints with pressure sensitive tape. The tape shall be a minimum of 6 inches over each seam or joint edge.

5.7.13.1.1 Fiberboard shipping containers of 15 cubic feet or more shall have 2 (two) additional strips of tape, one on each side half overlapping the first tape, so that the seam when taped, is a minimum width of 4 (four) inches. When completed, the middle seam where the flaps come together and the edges of the flaps shall all be similarly taped.

5.7.13.1.2 The contractor shall band fiberboard shipping containers either at owner's residence or contractor's facility with flat steel banding or nonmetal banding which meets the requirements of PPP-S-760B or of equal quality. The banding shall be tensioned to effect an adequate closure without damaging the fiberboard.

5.7.13.1.3 Fiberboard containers in excess of 15 cubic feet shall be banded both vertically and horizontally. One band shall be placed vertically at each end of each side encircling the top, sides and bottom and one band placed horizontally encircling the ends and sides.

5.7.13.1.4 Trunks and Footlockers. Trunks and footlockers may contain a properly packed quantity of household goods that is reasonable for the construction and condition of the container (see paragraph 5.4.3). All trunks and footlockers, when used as an exterior shipment container, shall be covered girthwise with double-faced corrugated fiberboard and strapped with steel strappings. Two straps shall encircle the top, bottom, and sides of the item and one strap around the sides and ends.

5.7.14 Marking and Tagging of Unaccompanied Baggage. All surfaces of containers to be marked shall be clean and entirely free of oil or grease. Any marks not applicable to the shipment shall be obliterated with paint prior to arrival at residence or pick up point. All marking shall be clear and legible. Lettering shall be of equal height and proportional to the available space on the container. The address markings (Figure P-7) shall be the most conspicuous marking on the container and as large as available space permits. As a minimum, the property owner's last name should be legibly hand written or stenciled on all containers prior to departure from the origin residence, warehouse, or other pickup point. Shipments shall be stenciled with complete shipping information on all containers prior to departure for onward movement.

5.7.14.1 Marking shall be placed on two surfaces of each container. Markings on barracks bags, duffle bags, and similar articles shall be placed on one surface.

5.7.14.2 Marking of exterior containers shall be accomplished by stenciling. When the container size or configuration will not accommodate stenciling, the appropriate DD Form 1387 label (Figure P-8) shall be used.

5.7.14.3 Marking of unaccompanied baggage shall be completed within two (2) working days and be as follows:

BLUEBARK (if applicable)

GBL: Government Bill of Lading Number (if applicable)

TCN: Transportation Control Number (if applicable)

RDD: Required Delivery Date (Julian Date, example: 123)

FROM: PPSO - Name of Shipping Installation (include GBLOC)

TO: Responsible PPSO (include GBLOC) (C/O Destination contractor name and address)

FOR: Member's Last Name, First Name, MI, Rank/Grade, Branch of Service, and SSN

UB: Unaccompanied Baggage

GROSS:

TARE:

NET:

CU:

of Pieces (Number and Total Number of Pieces)

CODE OF SERVICE: DPM

TP NO: Transportation Priority Number (if applicable)

THRU (POE): As applicable

THRU (POD): As applicable

5.7.15 Vehicles.

5.7.15.1 Vehicles used for pickup and delivery shall be either closed moving van or a flatbed type vehicle for hauling containers. Vans shall be clean and free from holes or conditions which would permit the entry of water. Doors when closed shall fit tightly and securely. Equipment within the van shall be in good repair. Furniture pads shall be clean, in good condition, and in sufficient quantity. The vehicle shall be free of obvious defects to wheels, brakes, hitches, safety devices and leaks in systems containing liquids or air. Vehicles in violation shall be rejected and replaced with a satisfactory vehicle prior to completion of services.

5.7.15.2 Flatbed or Open-Type Vehicles. When flatbed or open-type vehicles are used to transport containerized personal property, a weatherproof tarpaulin of sufficient size to fully cover the cargo reaching to the floor of the vehicle on all sides shall be used when local weather conditions dictate. Such protective covering shall be available on the vehicle when laden with property subject to this contract.

5.8 Storage.

5.8.1 Vehicles shall not be used for the storage of shipments. Pickup and drayage includes placing the goods within the facility on the pickup date specified in the order; however, at the latest, the shipment shall be placed in the facility no later than the day following pickup.

5.8.1.1 All personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of two inches of clearance from the floor to the undermost portion of the personal property. This elevation requirement shall apply after three (3) day handling-in period. Items waiting for the completion of handling-in services shall be protected at all times. In addition, the property shall not be stored in contact with exterior walls. Height of household goods stacked loose shall not exceed 10 feet. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and similar items are excluded from this requirement.

5.8.1.2 Shipping Containers. The contents of containerized shipments shall not be removed from containers when placed in storage. Loaded containers shall be stored in an upright position on the weight bearing surface of the skid. Shipment shall

not be decontainerized prior to delivery to residence unless ordered by the ordering officer.

5.8.1.3 Identification. All outbound shipments shall be properly identified by the member's name, GBL number, and call or lot number. Such identification shall be in plain view on each lot.

5.8.1.4 Rugs and Carpets. Rugs and carpets shall be fully covered and stored on racks in a horizontal position without folding.

5.8.1.5 Upholstered and overstuffed furniture items stored loose on racks shall be placed in an upright (normal) position and covered and protected against dust. No boxes, cartons, or other items shall be placed upon this type furniture. When items are placed in individual room storage or when containers are used for warehouse storage, they shall have protection, padding, blocking, and bracing to preclude damage from any pressure against the upholstery including pressure from its own weight as well as from conditions external to the container.

5.8.1.6 All articles having surfaces susceptible to damage by scratching, marring, and similar hazards shall be covered with appropriate padding and stored in such a manner to afford protection.

5.8.2 Storage Charges. Storage charges for outbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of ordering officer's receipt of contractor's notification of completion of containerization service. Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.3 Storage charges for inbound household goods and unaccompanied baggage shipments shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the ordering officer of arrival of shipment. Storage charges shall apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

5.8.4 When the contractor cannot release a shipment from storage or deliver a shipment on the date requested by the ordering officer, the storage charges shall cease on the requested date instead of the actual date of release.

5.8.5 The ordering officer may authorize storage up to 270 days in 90-day increments. Storage beyond the 270 days may be authorized by higher headquarters of the military service concerned. The ordering officer will notify the contractor of the expiration date of storage at Government expense. The contractor shall collect costs from the military members for all storage above that which is authorized by the ordering officer.

5.8.6 Facilities. The minimum standard for qualification of a contractor's warehouse is that it must either have (1) an acceptable automatic sprinkler system or (2) a supervised fire detection and reporting system. Installed fire protection systems must be accredited by the cognizant fire insurance rating organization for insurance rate credit. Additionally, the facility will be protected by an adequate water supply for fire fighting and a fire department which is responsive 24 hours a day. Statements for the cognizant fire insurance rating organization, municipal fire department, or local authority, having jurisdiction, will be used as a basis for determining the sufficiency or adequacy of a fire fighting water supply and the

responsiveness of a fire department to protect a facility. Upon receipt of award, the contractor shall furnish to the contracting officer evidence of the kinds and minimum amounts of insurance covering work to be performed. The contractor shall maintain at least the minimum insurance coverage required as specified in FAR 28.307.2 throughout the contract period for the following policies: (1) Workmen's Compensation Insurance $_____; (2) Comprehensive General Liability Insurance $____, and Automobile Liability Insurance $____. Each policy shall contain an endorsement that cancellation or material change in the policy shall not be effective until after a 30-day written notice is furnished to the contracting officer.

5.8.6.1 The contractor shall perform good warehouse keeping practices. The warehouse shall not show evidence of insect and rodent infestation and a periodic program shall be established, either self administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. The warehouse shall afford adequate protection from pilferage and theft. There shall be suitable provisions for the collection and disposal of packing materials, crates, and other similar trash; dust and dirt shall not be prevalent; working supplies shall be properly located; and equipment shall be maintained in a good condition. The outside area shall be maintained in compliance with National Fire Protection Association (NFPA) standards or in accordance with local fire and building codes. Trash and other debris shall be kept at least 20 feet from the warehouse. The contractor shall maintain a locator record for all outbound and inbound shipments within the warehouse.

5.8.7 Inspection of Contractor's Facility. The contractor's facility will be initially inspected, if applicable, and approved by a representative from the contracting office or PPSO for compliance with this contract and the standards and regulations stated or referenced therein. Thereafter, inspections will be on a quarterly basis or, if deemed necessary, on a more frequent basis. If a facility is found to be unsatisfactory, it may be declared ineligible to receive further orders under the contract.

5.9 Delivery, Unpacking, Unloading, and Loss and Damage Reports.

5.9.1. The following information shall be furnished the ordering officer on each individual shipment: Name and rank of the property owner, GBL number, number of pieces, size and type of containers, weight and name of carrier. When markings on the containers or documents indicate the shipment is for a deceased member (BLUEBARK), this information shall also be provided. The above information shall be obtained from the freight bill, copy of the GBL (when furnished by carrier), container markings, or documents attached to the containers.

5.9.2 Unloading and unpacking, upon delivery to the residence, shall include the one-time laying of rugs, assembling of disassembled furniture, deservicing of appliances, and the one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. The contractor shall not be required to move items after once placed as designated. Third party services as set forth in paragraph 5.6.1.4 shall be performed when authorized. Unless specifically waived by the owner, in writing, unpacking services shall be performed. The contractor shall have the owner certify and sign on the inventory or delivery document that unpacking was or was not performed. The contractor shall have all tools for reassembling on hand. The contractor shall at all times protect the shipment from the elements (rain, snow, sun, etc.) and theft.

5.9.2.1 Unpacking Service. Unpacking service shall consist of unpacking, on a one-time basis, all barrels, boxes, cartons, and crates. The contents shall be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article(s) and proximity of the area desired by the owner, but does not include arranging the article(s) in a manner desired by the owner. Removing from the owner's premises all empty containers, packing material, and other debris shall be performed at the time the goods are delivered to the residence unless specifically waived in writing by the owner. The waiver shall be held in the contractor's files for further reference.

5.9.3 Recording Damage or Loss. When unloading or unpacking articles at the destination residence, the contractor shall, in coordination with the owner, check the inventory prepared at origin and inspect each article for loss or damage. The contractor shall record damage and loss on a DD Form 1840, Joint Statement of Loss or Damage at Delivery (Figure P-9). The DD Form 1840 shall indicate any difference in count and condition from that shown on the inventory prepared at origin and shall be jointly signed by the contractor and the owner. For split shipments or partial deliveries, a DD Form 1840 will be completed whenever property is delivered to member.

5.9.3.1 The DD Form 1840 shall be prepared in five (5) copies by the contractor. The contractor shall furnish the member three (3) copies of the completed form and obtain a receipt; therefore, on the space provided on the form and provide the member three (3) copies of the DD Form 1840R, Notice of Loss or Damage (Figure P-10). The contractor shall furnish the ordering officer a completed copy of the form within seven (7) workdays after delivery. One copy of the form will be held in the contractor's files for further reference.

5.9.4 Claims. The contractor shall make prompt settlement directly to the member or the Government on any claims for loss or damage for which there is liability under the provisions of this contract. Beginning with receipt of the claim the contractor shall inform the originator of the claim, in writing, at the expiration of each succeeding 30-day period until resolution of the claim, of the status of the claim and the reasons for delay in making final disposition thereof. The contractor shall furnish the quality assurance or quality control office/division of the PPSO serviced under this contract an information copy of all claims correspondence or related documents within 10 days of the receipt or dispatch by the contractor, as applicable. The contractor shall also furnish the contracting officer a monthly list of all claims which have not been resolved within the preceding 120-day period. The list of claims shall identify the claimant, the claimant's address, the delivery order number, the date the claim was received, the amount of the claim, and the reason why the claim has not been resolved. The proper and timely resolution of claims is of the essence to this contract. The ordering officer shall retain the correspondence in the contractor's quality assurance file for evaluation and reference purposes until one year after contract expires. The Government reserves the right to consider any and all claims, paid or unpaid, by the contractor, under the Disputes Clause of the contract.

5.10 Documentation and Reports.

5.10.1 Contractor-furnished documents and forms prepared by the contractor and Government-furnished documents and forms partially completed by the contractor shall be accurate and legible.

5.10.2 GBLs and similar documents covering outbound shipments shall be picked up from the ordering officer by the contractor each workday or obtained in accordance with locally established procedures such as mail or courier.

5.10.2.1 On outbound shipments, the contractor shall complete by typing information on the original GBL, SF 1203 and all copies, as follows and distributed per paragraph 5.10.2.4.

a. Block 26 (Packages). Enter the number and kind of containers, such as 1 F/L, 2 CTNS, etc.

b. Block 27 (Description of Shipment). Enter the aggregate weight and cube of the total number of each different type of container shown in block 26.

c. Block 28 (Weight). Enter the gross, tare, and net weight.

5.10.2.2 On outbound overseas shipments, the contractor shall complete by typing information on the original Transportation Control and Movement Document (TCMD), DD Form 1384 (Figure P-11) and all copies, as follows and distributed per paragraph 5.10.2.5:

a. Block 22 (Pieces). Enter the total number of pieces in the shipment.

b. Block 23 (Weight). Enter the gross, tare and net weight.

c. Block 24 (Cube). Enter the total cube of the shipment.

5.10.2.3 Carrier Pickup of Shipments. Within one (1) workday after the property is ready for shipment, the contractor will contact the assigned carrier, as indicated on the GBL, to arrange for pickup. When shipments are not picked up by the assigned carrier by close of business of the next workday following the day the contractor notified the carrier, the contractor shall notify the ordering officer of the carrier's failure to pickup the shipment not later than 9 a.m. of the following workday.

5.10.2.4 On all outbound shipments moving by GBL the contractor shall surrender the original and copies 2, 3, and 4 of the GBL to the carrier when shipment is picked up and return copies 5, 6, and 7 of the GBL to the ordering officer not later than COB the next workday after the day the shipment is picked up. All copies of GBL returned to the ordering officer shall bear a legible pickup date and signature of the carrier's representative. For outbound shipments, the contractor shall furnish the ordering officer the completed inventory, packing list and weight tickets not later than four (4) workdays from date of pickup for household goods and three (3) workdays from date of pickup for unaccompanied baggage shipments.

5.10.2.5 Transportation Control Movement Document (TCMD). One (1) completed copy of the TCMD shall be placed in the waterproof envelope on the number one (1) container and three (3) copies will be given to the carrier.

5.10.3 For outbound shipments requiring drayage to an air or water terminal within the contract area of performance, the contractor will deliver the shipment to the designated terminal within five (5) working days of request by the ordering officer for unaccompanied baggage or six (6) working days of request by the ordering officer for household goods. For shipments drayed to a terminal, the delivery receipt or after transfer document shall be returned to the ordering officer not later than the next workday following delivery.

5.10.4 For inbound shipments the contractor shall furnish the ordering officer the written receiving notice not later than the next workday following the arrival of the shipment, see paragraph 5.9.1.

5.10.4.1 When a reweigh is ordered, the contractor shall furnish the ordering officer weight tickets in duplicate within seven (7) workdays of completion of the service.

5.10.4.2 For local drayage shipments the contractor shall furnish the ordering officer completed weight tickets and inventory not later than seven (7) workdays after delivery.

5.10.4.3 When the weighing of a shipment at origin is witnessed by the PPSO or weighed on a Government scale, the back of all copies of the weight ticket will be annotated with the statement "weight observed" or "weighed on Government scale," and verified by the signature of the PPSO. The number 7 copy of the GBL (property received copy) will be similarly annotated prior to mailing to the destination PPSO. The PPSO will not reweigh shipments that are so monitored at origin unless:

a. Service is requested by the member.

b. The member is near to or has exceeded the maximum weight allowance entitlement.

c. Doubt exists as to the accuracy of the original weight.

5.10.5 When the contractor's facility is located in a town, city, or metropolitan area other than the location of the PPSO, telephone notification of completed containerization or arrival of shipments shall be considered as meeting the requirements for written notification. However, the contractor shall mail the applicable written notification to the ordering officer within one (1) workday following the day of telephone notification.

5.10.6 Contractor's Weekly Report. See Contract Data Requirements List (CDRL) (Figure P-13.2) and Data Item Description (Figure P-14.8), Number 0009.

5.10.7 Government-Owned Container (GOC) Report. See CDRL and Data Item Description, Number 0005.

5.10.8 Joint Statement of Loss and Damage at Delivery (DD Form 1840). See CDRL and Data Item Description, Number 0006.

5.10.9 Claims Correspondence. See CDRL and Data Item Description, Number 0007.

5.10.10 Report of Shipments on-Hand. See CDRL and Data Item Description, Number 0010.

5.10.11 Outsize Air Cargo Report. See CDRL and Data Item Description, Number 0011.

5.10.12 For abbreviations used in the CDRL and Data Item Description, see Figure P-12.

5.11 Figures. The following pages contain the figures referenced in this part.

Figure	Description
P-1	Household Goods (HHGs) Descriptive Inventory.
P-2	Packing List of Household Goods.
P-3	Location of Permanent Markings on PPP-B-580 Wood HHGs Box.
P-4	Location of Permanent Markings on MIL-STD-1489 HHGs Box.
P-5	Container Marking for HHGs Shipments.
P-6	Military Shipping Label for HHGs (DD Form 1387).
P-7	Markings of Unaccompanied Baggage (UB).
P-8	Military Shipping Label for UB (DD Form 1387).
P-9	Joint Statement of Loss and Damage at Delivery (DD Form 1840).
P-10	Notice of Loss or Damage (DD Form 1840).
P-11	Transportation Control and Movement Document (TCMD) (DD Form 1384).
P-12	Technical Exhibit 1 (Abbreviations)
P-13	Contract Data Requirements List (CDRL)
P-14	Data Item Description

APPLICABLE SPECIFICATIONS AND REGULATIONS

6. Applicable publications are listed herein. The publications have been coded as mandatory or advisory. The contractor is obligated to follow those coded as mandatory. The contractor shall be guided by those publications coded "advisory" to the extent necessary to accomplish requirements in the Performance Work Statement. Copies of these publications may be obtained by submitting a written request to:

Commanding Officer
US Naval Publication and
Forms Center
Standardization Document Order Desk
Bldg 4, Sec D
700 Robbins Avenue
Philadelphia, PA 19111-5904
Fascimile: DSN 442-2978 or (215) 697-2978
Telephone Number: DSN 442-2179 or (215) 697-2179

The request must contain the title of the specification, its number, and date. Supplements or amendments to these mandatory publications may be issued during the life of the contract and shall be in full force and effect as soon as possible but not later that 30 days after receipt by the contractor. Changes in the contract price due to publication supplements and amendments may be considered under the Changes clause.

Specification	Date	Title	Mandatory	Advisory
PPP-B-580D	22 MAR 79	Boxes, Wood, Household Goods	X	
PPP-B-601G	21 OCT 81	Boxes, Wood, Cleated Plywood	X	
PPP-B-640D	29 JUL 66	Boxes, Fiberboard, Corrugated Triple-wall	X	
PPP-B-1364C	10 AUG 73	Boxes, Shipping, Corrugated Fiberboard, High Strength, Weather-resistant, Double-wall	X	
MIL-C-52950	10 APR 78	Crates, Wood, Open and Covered	X	
PPP-C-1797	1 SEP 82	Cushioning Material, Resistant, low density, Unicellular poly-propylene foam.		X
PPP-T-60D	28 SEP 76	Tape, Pressure-Sensitive Adhesive Paper, (Cartons Sealing)		X
PPP-S-760B	23 SEP 76	Strapping, Non-Metallic		X
QQ-S-781H	18 MAY 77	Strapping, Steel, and Seals Connectors		X
DOD 4500.34R	OCT 91	Personal Property Traffic Management Regulation	X	
MIL-STD-212D	3 NOV 80	Preparation of Household Goods and Unaccompanied Baggage for Shipment, Storage, Intra-City, and Intra-Area Movements		X
MTMC Pam 55-12	1 MAY 92	Commercial Containers for Department of Defense Household Goods Shipments		X

NOTE: All publications marked as Mandatory will be maintained at contractor's facilities.

TECHNICAL EXHIBIT 1

REQUIRED REPORTS

Figure P-13, Contract Data Requirements List (DD Form 1423), provides the required data. Figure P-14, Data Item Description (DD Form 1664), provides the required format. The following are the abbreviations used and their meanings:

ASREQ	-	As required
CO	-	Contracting Officer
DAC	-	Day after contract start
EAS	-	Each shipment
DS	-	Destination
PPSO	-	Personal property shipping office
MTHLY	-	Monthly
N/A	-	Not applicable
ONE/R	-	One time with revisions
QTRLY	-	Quarterly
WKLY	-	Weekly

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.

B. EXHIBIT: A

C. CATEGORY: TDP ____ TM ____ OTHER ____

D. SYSTEM/ITEM

E. CONTRACT/PR NO.

F. CONTRACTOR

1. DATA ITEM NO. 0001
2. TITLE OF DATA ITEM Contractor's Quality Control Program
3. SUBTITLE
4. AUTHORITY (Data Acquisition Document No.) 0001
5. CONTRACT REFERENCE Part 1, Para 1.3
6. REQUIRING OFFICE CO
7. DD 250 REQ DS
8. APP CODE
9. DIST STATEMENT REQUIRED
10. FREQUENCY One/R
11. AS OF DATE N/A
12. DATE OF FIRST SUBMISSION See 16
13. DATE OF SUBSEQUENT SUBMISSION ASREQ
14. DISTRIBUTION a. ADDRESSEE; b. COPIES: Draft, Final (Reg, Repro)
15. TOTAL
16. REMARKS
Basic version submitted at preaward survey conference. Updated version submitted on contract start date. Schedule I, II and III

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. 0002
2. TITLE OF DATA ITEM Weight Tickets
3. SUBTITLE
4. AUTHORITY (Data Acquisition Document No.) 0002
5. CONTRACT REFERENCE Part 5, Para 5.2.13 and 5.2.13.1
6. REQUIRING OFFICE ITO
7. DD 250 REQ DS
8. APP CODE
9. DIST STATEMENT REQUIRED
10. FREQUENCY EAS
11. AS OF DATE N/A
12. DATE OF FIRST SUBMISSION N/A
13. DATE OF SUBSEQUENT SUBMISSION ASREQ
14. DISTRIBUTION a. ADDRESSEE; b. COPIES: Draft, Final (Reg, Repro)
15. TOTAL
16. REMARKS
Weight tickets not required on inbound shipments unless reweigh is ordered. Schedule I, II and III

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. 0003
2. TITLE OF DATA ITEM Household Goods Descriptive Inventory
3. SUBTITLE
4. AUTHORITY (Data Acquisition Document No.) 0003
5. CONTRACT REFERENCE Part 5, Para 5.5., Figure 1
6. REQUIRING OFFICE ITO
7. DD 250 REQ DS
8. APP CODE
9. DIST STATEMENT REQUIRED
10. FREQUENCY EAS
11. AS OF DATE N/A
12. DATE OF FIRST SUBMISSION N/A
13. DATE OF SUBSEQUENT SUBMISSION ASREQ
14. DISTRIBUTION a. ADDRESSEE; b. COPIES: Draft, Final (Reg, Repro)
15. TOTAL
16. REMARKS
Inventories are not required on inbound shipments
Schedule I and III

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. 0004
2. TITLE OF DATA ITEM Exception Sheet
3. SUBTITLE
4. AUTHORITY (Data Acquisition Document No.) 0004
5. CONTRACT REFERENCE Part 5, Para 5.5.1.8
6. REQUIRING OFFICE ITO
7. DD 250 REQ DS
8. APP CODE
9. DIST STATEMENT REQUIRED
10. FREQUENCY See 16
11. AS OF DATE See 16
12. DATE OF FIRST SUBMISSION N/A
13. DATE OF SUBSEQUENT SUBMISSION ASREQ
14. DISTRIBUTION a. ADDRESSEE; b. COPIES: Draft, Final (Reg, Repro)
15. TOTAL
16. REMARKS
Excepton sheets are made on shipments from NTS when contractor's representative & storage contractor's representative disagree on condition of goods. Maintained in contractor's file & made available to claims office.

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

G. PREPARED BY | H. DATE | I. APPROVED BY | J. DATE

DD Form 1423, JUN 90 — Previous editions are obsolete — Page ____ of ____ Pages

(figure P-13)

CONTRACT DATA REQUIREMENTS LIST

Form Approved
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Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.

B. EXHIBIT: A

C. CATEGORY: TDP ____ TM ____ OTHER ____

D. SYSTEM/ITEM

E. CONTRACT/PR NO.

F. CONTRACTOR

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
0005	Report of Government Owned Containers		18. ESTIMATED TOTAL PRICE

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
0005	Part 5, Para 5.7.10	ITO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION
DS		See 16	See 16	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	
		See 16	MTHLY	

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL			

16. REMARKS
Intitial report due 15 days after contract start date. Subsequent reports are due first workday of each month. Schedule I and III

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
0006			18. ESTIMATED TOTAL PRICE

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL			

16. REMARKS
eletion based on information required is already available from inbound report of shipments on hand and when shipment is called in for a delivery date or a storage control number.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
0007	Joint Statement of Loss & Damage at Delivery		18. ESTIMATED TOTAL PRICE

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
0007	Part 5, Para 5.9.3 and 5.9.3.1 Figure 9	ITO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION
DS		See 16	See 16	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	
		See 16	ASREQ	

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL			

16. REMARKS
DD Form 1840 Schedule II and III

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
0008	Claims Correspondence		18. ESTIMATED TOTAL PRICE

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
0008	Part 5, Para 5.9.4	ITO

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION
DS		See 16	10 work days after receipt	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	
		N/A	ASREQ	

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL			

16. REMARKS
Each time any correspondence regarding a claim is eceived from anyone other than the local ITO, the contractor must furnish the ITO an information copy. Schedule I, II and III

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE

DD Form 1423, JUN 90 — Previous editions are obsolete — Page ____ of ____ Pages

(figure P-13.1)

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. | B. EXHIBIT: A | C. CATEGORY: TDP ____ TM ____ OTHER ____

D. SYSTEM/ITEM | E. CONTRACT/PR NO. | F. CONTRACTOR

1. DATA ITEM NO. 0009 | **2. TITLE OF DATA ITEM** Government Bill of Lading | **3. SUBTITLE**

4. AUTHORITY (Data Acquisition Document No.) 0009 | **5. CONTRACT REFERENCE** Part 5, Para 5.10.6 | **6. REQUIRING OFFICE** ITO

7. DD 250 REQ DS | **8. DIST STATEMENT REQUIRED** | **9. APP CODE** | **10. FREQUENCY** See 16 | **11. AS OF DATE** N/A | **12. DATE OF FIRST SUBMISSION** Next work day after pickup | **13. DATE OF SUBSEQUENT SUBMISSION** ARSEQ

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL →			

16. REMARKS
Original and copies 2, 3 and 4 are given to the carrier, copies 5, 6 and 7 to the ITO and copy 8 maintained by contractor.

17. PRICE GROUP | **18. ESTIMATED TOTAL PRICE**

---

1. DATA ITEM NO. 0010 | **2. TITLE OF DATA ITEM** Contractor's Weekly Report | **3. SUBTITLE**

4. AUTHORITY (Data Acquisition Document No.) 0010 | **5. CONTRACT REFERENCE** Part 5, Para 5.10.6 | **6. REQUIRING OFFICE** ITO

7. DD 250 REQ DS | **8. DIST STATEMENT REQUIRED** | **9. APP CODE** | **10. FREQUENCY** WKLY | **11. AS OF DATE** See 16 | **12. DATE OF FIRST SUBMISSION** See 16 | **13. DATE OF SUBSEQUENT SUBMISSION** Monday of ea week

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL →			

16. REMARKS
Block 11 - Day of submission
Block 12 - First Monday after contract start date.
Schedule I

17. PRICE GROUP | **18. ESTIMATED TOTAL PRICE**

---

1. DATA ITEM NO. 0011 | **2. TITLE OF DATA ITEM** Report of Shipments on Hand | **3. SUBTITLE**

4. AUTHORITY (Data Acquisition Document No.) 0011 | **5. CONTRACT REFERENCE** Part 5, Para 5.10.9 | **6. REQUIRING OFFICE** ITO

7. DD 250 REQ DS | **8. DIST STATEMENT REQUIRED** | **9. APP CODE** | **10. FREQUENCY** See 16 | **11. AS OF DATE** See 16 | **12. DATE OF FIRST SUBMISSION** See 16 | **13. DATE OF SUBSEQUENT SUBMISSION** ARSEQ

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL →			

16. REMARKS
Schedule II

17. PRICE GROUP | **18. ESTIMATED TOTAL PRICE**

---

1. DATA ITEM NO. 0012 | **2. TITLE OF DATA ITEM** Outsize Air Cargo Report | **3. SUBTITLE**

4. AUTHORITY (Data Acquisition Document No.) 0012 | **5. CONTRACT REFERENCE** Part 5, Para 5.10.9 | **6. REQUIRING OFFICE** ITO

7. DD 250 REQ DS | **8. DIST STATEMENT REQUIRED** | **9. APP CODE** | **10. FREQUENCY** See 16 | **11. AS OF DATE** See 16 | **12. DATE OF FIRST SUBMISSION** See 16 | **13. DATE OF SUBSEQUENT SUBMISSION** ARSEQ

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
15. TOTAL →			

16. REMARKS
Schedule I

17. PRICE GROUP | **18. ESTIMATED TOTAL PRICE**

G. PREPARED BY | H. DATE | I. APPROVED BY | J. DATE

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE	2. IDENTIFICATION NUMBER
CONTRACTOR'S QUALITY CONTROL PROGRAM	0001

3. DESCRIPTION/PURPOSE The contractor shall provide a quality control program which includes an inspection system for services listed in the required services chart (RSC), specifying the areas to be inspected, when and by whom. It must also identify questionable services before performance becomes unsatisfactory. It shall describe the method used in recording the quality control inspection results and disposition of these inspection records.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

The quality control program indicates procedures are available to provide quality performance to the government.

Schedules I, II and III

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

Basic version outlining a general approach shall be available at the preaward survey conference. Updated version must be submitted by the contract start date.

The quality control plan must contain, as a minimum.

1. Areas to be inspected.
2. Inspection schedule.
3. Names and titles of individuals performing inspections.

11. DISTRIBUTION STATEMENT

Contracting Officer

DD Form 1664, APR 89 *Previous editions are obsolete.* Page ___ of ___ Pages

135 123

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1 TITLE

WEIGHT TICKETS

2 IDENTIFICATION NUMBER

0002

3 DESCRIPTION/PURPOSE

Weight tickets, properly certified, in accordance with ICC, state, Commonwealth or District regulations are required to support billings for payment.

4 APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b GIDEP APPLICABLE

7 APPLICATION/INTERRELATIONSHIP

Verification of weight of shipments. Weight tickets are not required on inbound shipments unless a reweigh is ordered.

Schedules I, II and III

8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER

10 PREPARATION INSTRUCTIONS

Weight tickets shall be certified and prepared in duplicate and shall contain the following:

1. Name and address of the weighing station.
2. Date of weighing.
3. Contractor's name.
4. Van or trailer number.
5. Name of property owner.
6. Signature of weighmaster.
7. Order number.

11 DISTRIBUTION STATEMENT

ITO

DD Form 1664, APR 89 *Previous editions are obsolete.* Page ___ of ___ Pages

135/123

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE

H OUSEHOLD GOODS DESCRIPTIVE INVENTORY

2. IDENTIFICATION NUMBER

0003

3. DESCRIPTION / PURPOSE

To provide an accurate, legible inventory of shipment contents. Identify quantities, cartons, condition of articles and other information concerning the items shipped. (Part 5, Figure P-1)

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

Listing of articles shipped.

Schedules I and III

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

11. DISTRIBUTION STATEMENT

Distribution:

Schedule I- -ITO - original
Owner - 1 copy
Contractor - 1 copy

Shipment:

- 1 copy attached to number one container
- 1 copy placed inside number one container

Schedule III:

- ITO - original
Owner - 1 copy
Contractor - 1 copy

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(Figure P-14.2 Page 51.2)

DATA ITEM DESCRIPTION

Form Approved
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1. TITLE

EXCEPTION SHEETS

2. IDENTIFICATION NUMBER

0004

3. DESCRIPTION/PURPOSE

To record a difference in the condition of items being removed from nontemporary storage.

4. APPROVAL DATE (YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

Used in settlement of claims.

Schedules I and II

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

Prepare only when different conditions are noted from the nontemporary storage inventory. When contractor's representative and storage contractor's representative differ, enter both opinions, separately identifying source. Both parties shall sign and date the exception sheet. The exception sheets are maintained in the contractor's files. A copy will be furnished to the claims office, upon request.

11. DISTRIBUTION STATEMENT

As Required

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE
REPORT OF GOVERNMENT-OWNED CONTAINERS

2. IDENTIFICATION NUMBER
0005

3. DESCRIPTION/PURPOSE
Report of how many government-owned containers are available at the contractor's facility.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP
To determine accountability and location of government-owned containers.

Schedules I and II

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS
Report is submitted to ITO fifteen days after the contract start date and the first workday of each month thereafter. The report will reflect the following information but not limited to:

1. Number received during reporting period with member's name for each container.
2. Number of containers disposed of during period of report (showing specific disposition).
3. Total Number of containers on hand as of the end of reporting period to include:
   a. number of serviceable containers, by type
   b. number of unserviceable containers, by type

Note: Initial report of containers received from previous contractor need not show member's name.

For Air Force installations AF Form 384, Government-Owned Container Control Report, should be used. The ITO will furnish the form for the contractor's use.

11. DISTRIBUTION STATEMENT
ITO

DD Form 1664, APR 89 — Previous editions are obsolete. — Page ___ of ___ Pages

(Figure P-14.4 Page 51.4)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE

JOINT STATEMENT OF LOSS AND DAMAGE AT DELIVERY (DD Form 1840)

2. IDENTIFICATION NUMBER

0006

3. DESCRIPTION / PURPOSE

To record loss and/or damage at the time of delivery to the member. (Part 5, Fig. P-9)

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

Used as proof of delivery and as supporting documentation for a claim.

Schedules II and III

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

Schedule II and III:

A DD Form 1840 will be prepared to indicate loss and/or damage revealed during unloading/unpacking. The contractor and owner must jointly sign the form upon completion. If available, the owner's copy of the inventory prepared at origin or the copy from the number one container shall be used to check count and condition.

11. DISTRIBUTION STATEMENT Distribution:

Property Owner - 3 copies
Ordering Officer - 1 copy
Contractor - 1 copy

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1 TITLE	2 IDENTIFICATION NUMBER
CLAIMS CORRESPONDENCE	0007

3 DESCRIPTION / PURPOSE

A copy of any correspondence concerning a claim, that is received by the contractor from anyone other than the local ITO.

4 APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

Informs the PPSO of a pending claim.

Schedule I, II and III

8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER

10 PREPARATION INSTRUCTIONS

At the time a claim is received by the contractor, the contractor records the date of receipt on the claim and furnishes a copy of all correspondence regarding the claim to the PPSO within ten workdays.

11 DISTRIBUTION STATEMENT

ITO

DD Form 1664, APR 89 *Previous editions are obsolete.* Page ___ of ___ Pages

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DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE

GOVERNMENT BILL OF LADING (SF 1203)

2. IDENTIFICATION NUMBER

0008

3. DESCRIPTION / PURPOSE

A document issued by the government to procure transportation and related shipment services.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

Used for linehaul freight movement fo personal property.

Schedule I

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

The following information will be typed by the contractor in the blocks as indicated below:

1. Block 26 - Enter the number and kind of containers, such as 1 F/L, 2 CINS, etc.

2. Block 2- - Enter the aggregate weight and cube of the total number of each different type of container shown in Block 26.

3. Block 28 - Enter the total gross weight of the shipment and when available, total tare and net weight.

11. DISTRIBUTION STATEMENT

Distribution:

Contractor surrenders the original and copies 2, 3 and 4 to the carrier.
Contractor returns copies 5, 6 and 7, signed by the carrier, to the ITO.

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE	2. IDENTIFICATION NUMBER
CONTRACTOR'S WEEKLY REPORT	0009

3. DESCRIPTION / PURPOSE

Report advises the ITO of outbound shipments on hand which were picked up prior to the previous Wednesday.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

Report is prepared each Monday or next working day if Monday is a holiday.

Negative reports are required.

Schedule I

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

Report must contain:

1. Member's name, rank and SSN.
2. Number of days on hand.
3. Order number.

11. DISTRIBUTION STATEMENT

Distribution:
Original to ITO
Copy maintained by contractor

DD Form 1664, APR 89 *Previous editions are obsolete.* Page ___ of ___ Pages

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DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE

REPORT OF SHIPMENTS ON HAND

2. IDENTIFICATION NUMBER

0010

3. DESCRIPTION / PURPOSE

Report of all inbound shipments at the contractor's facility. The as of date is determined by the ITO.
This is a complete inventory.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

Provides the ITO a listing of shipments in storage and/or waiting to be delivered. Negative reports are required.

Schedule II

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

Report must contain:

1. Member's name, rank and SSN
2. Date of receipt
3. Pieces, weight and cube
4. Order number

11. DISTRIBUTION STATEMENT

Distribution:

One copy forwarded to ITO
One copy maintained by contractor

DD Form 1664, APR 89
135-123

Previous editions are obsolete.

Page ___ of ___ Pages

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE	2. IDENTIFICATION NUMBER
OUTSIZE AIR CARGO REPORT	0011

3. DESCRIPTION / PURPOSE

Provides the PPSO the dimensions of outsize air cargo containers for shipments entering the military airlift system.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

Report is prepared on an as required basis.

Schedule I

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

Prepared only on shipments entering the military airlift system that have any containers with an outside measurement greater than 72 inches in any dimension.

11. DISTRIBUTION STATEMENT

Distribution:

One copy forwarded to PPSO
One copy maintained by contractor

DD Form 1664, APR 89 — Previous editions are obsolete. — Page ___ of ___ Pages

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(figure P-14.10)

SCHEDULE FORMATS

ESTIMATED QUANTITIES

The quantities shown by area of performance for each item in this Solicitation are the Government's estimates of requirements which may be ordered during the period of the contract.

The Government's estimated maximum daily requirements, excluding Saturday, Sunday; National, State, and local holidays are listed below by area of performance within each schedule. Bidders must complete the "Bidder's Guaranteed Daily Capability", which must equal or exceed the Government's minimum acceptable daily capability, for all items within an area of performance for which they submit bids. Failure to do so will render the bid nonresponsive.

	Government's Est Maximum Daily Requirement	Government's Minimum Acceptable Daily Capability	Bidder's Guaranteed Daily Capability
OUTBOUND (Schedule I) Area	NCWT	NCWT	NCWT
INBOUND (Schedule II) Area	NCWT	NCWT	NCWT
INTRA-CITY AREA (Schedule III) Area	NCWT	NCWT	NCWT

(Repeat for each area listed)

SCHEDULE I

OUTBOUND SERVICES

Item 0001. Complete Service - Outbound (HHGs). Services shall include premove survey, servicing of appliances, disassembly of furniture, if required, packaging, inventorying, tagging, wrapping, padding, packing and bracing of household goods in Government-owned and furnished shipping containers (Shipping Container FED SPEC PPP-B-580, MTMC Pam. 55-12) at owner's residence, or at contractor's facility when ordered by the contracting officer, properly securing and sealing for shipment, weighing, obliterating old markings, marking, strapping, and drayage of the container within an area of performance. Service shall also include loading of shipments on line-haul carrier's equipment at the contractor's facility. When containers will not accommodate all articles of any one lot, loose articles shall be packed in the said containers before any over-packed articles are placed therein. Overflow, oversize and other shipments shall be paid for under Item 0003.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. At owners residence: Container (FED SPEC PPP-B-580, or MTMC Pam. 55-12)				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____
AB. At contractors Facility: Container (FED SPEC PPP-B-580, or MTMC Pam. 55-12)				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0002. Outbound (HHGs From Nontemporary Storage). Service shall be the same as Item 0001 above except that: (i) household goods shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) household goods shall be delivered to contractor's facility; and (iii) premove survey, servicing of appliances, preliminary packing and accessorial services shall not be provided. Overflow articles requiring containerization will be paid for under Item 0003.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Pickup by contractor: Container (FED SPEC PPP-B-580, or MTMC Pam. 55-12)				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____
AB. Delivered to contractor: Container (FED SPEC PPP-B-580, or MTMC Pam. 55-12)				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0003. Complete Service-Outbound (HHGs-Overflow Articles and HHGs Shipments requiring other than PPP-B-580 or MTMC Pam. 55-12 Containers). Service shall be the same as Item 0001 or Item 0002 except that the loose articles are drayed to contractor's facility when ordered by the contracting officer for containerization in Government-furnished or contractor-furnished containers.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Government-Furnished Containers:				
(1) Overseas Pack:				
a. Overflow Articles		NCWT		
b. Oversize Articles		NCWT		
c. Other Shipments		NCWT		
(2) Domestic Pack:				
a. Overflow Articles		NCWT		
b. Oversize Articles		NCWT		
c. Other Shipments		NCWT		
AB. Contractor-Furnished Containers:				
(1) Overseas Pack:				
a. Overflow Articles		NCWT		
b. Oversize Articles		NCWT		
c. Other Shipments		NCWT		
(2) Domestic Pack:				
a. Overflow Articles		NCWT		
b. Oversize Articles		NCWT		
c. Other Shipments		NCWT		

(Repeat AA and AB above for additional areas as needed)

Overflow, other shipments and oversize containers shall be constructed in accordance with FED SPEC PPP-B-601, Style A or B. Each container shall be caulked during assembly. Overflow boxes and other shipments shall be limited to one per shipment. Other shipments are small household goods shipments which normally require a lesser size box than specified in FED-SPEC PPP-B-580 or MTMC Pam 55-12. Overflow containers are of a lesser size than specified in FED-SPEC PPP-B-580 or MTMC Pam 55-12 and oversized containers are always of a greater size than specified in FED SPEC PPP-B-580 or MTMC Pam 55-12. One or more of these containers may be required per shipment. Price bid for Item 0003 includes container plus weight of its contents.

Item 0004. Complete Service - Outbound (Unaccompanied Baggage). Service includes packaging, inventorying, packing in Government approved containers, weighing, strapping, obliteration of old markings, marking, and loading shipments on the line-haul carriers equipment. Service shall be performed at owner's residence. (Service may be performed at contractor's facility when ordered by the Ordering Officer.)

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Government-Furnished Containers				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____
AB. Contractor-Furnished Containers:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0005. Complete Service - Outbound (Unaccompanied Baggage from Nontemporary Storage). Service shall be the same as Item 0004 except that (i) unaccompanied baggage shall be picked up at a nontemporary storage facility and transported to contractor's facility; or (ii) unaccompanied baggage shall be delivered to contractor's facility; and (iii) servicing of appliances, preliminary packing and accessorial services shall not be provided.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Government-Furnished Containers:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____
AB. Contractor-Furnished Containers:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Containerization Not Required:				
(1) Drayage Included	_____	GCWT	_____	_____
(2) Drayage Not Included	_____	GCWT	_____	_____
AB. Containerization Required:				
(1) Drayage Included	_____	NCWT	_____	_____
(2) Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional areas as needed.)

Item 0007. Outbound Service - Unaccompanied Baggage Packed By Owner - Consolidated Shipments/Government Facility. Service shall be the same as Item 0006 above except that service shall include two or more shipments picked up from a Government office, warehouse or facility.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Containerization Not Required: (Drayage Included)		GCWT		
AB. Containerization Required: (Drayage Included)		NCWT		

(Repeat AA and AB above for additional areas as needed.)

Item 0008. Expensive and Valuable Items. Service shall include inventorying each item, packing in Government-approved, contractor-furnished container(s), marking, banding and cubing at owner's residence. Drayage, if required, will be ordered by the contracting officer. If drayage is required, weighing shall be done on properly certified scales and a certified weight ticket shall be furnished. If drayage is not required, weighing shall be done at owner's residence on portable or bathroom scales. In jurisdictions where local law prohibits the certification of portable scales, a weight certificate will not be required. However, upon the written authority of the contracting officer, the contractor may apply a constructive weight of 11 pounds per gross cubic foot of the container.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

(Repeat AA and AB above for additional area as needed.)

Item 0009. Storage. Storage of containerized articles shall be furnished when ordered by the contracting officer. Charges shall not commence earlier than the sixth (6th) workday following date of transportation officer's receipt of notification of completion of containerization service. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges.

Area .....

Est Annual Qty	Unit	Unit Price	Total
	NCWT		

(Repeat for additional areas as needed.)

Item 0010. Containers. Service shall consist of the furnishing of the following types of new containers or specially constructed wooden crates. Containers furnished or specially constructed are to be assembled and ready for loading.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Container (FED SPEC PPP-B-580)		ea		
AB. Container (MTMC Pam 55-12)		ea		
AC. Crate (MIL-C-52950)		cu ft or fraction thereof		

(Repeat for additional areas as needed.)

When a specific container from the MTMC Pam. 55-12 is ordered the order will indicate the appropriate MTMC approval number.

Item 0011. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Service shall consist of obliteration of all old markings, stenciling of necessary information on loaded shipping containers scheduled for reconsignment and loading on the hauling carrier's vehicle.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
		ea piece		

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30% of total area of shipping container or cost of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, nails and bands shall be accomplished at no expense to the Government.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
		ea piece		

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

	Est Annual Qty	Unit	Unit Price	Total
AA. Assembly		each		
AB. Disassembly		each		

(Repeat for additional areas as needed).

Item 0012. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of pickup to the outer boundary of the contract area of performance.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household goods		per loaded mile		

AB. Unaccompanied baggage	per loaded mile

(Repeat for additional areas as needed.)

Item 0013. Attempted Pickup. When the initial attempt to pickup a shipment at the owner's residence is unsuccessful, charges apply provided the Contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup at the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household Goods			ea shpmt	
AB. Unaccompanied Baggage			ea shpmt	

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

Item 0014. Reserved (see additional services).

RECAPITULATION SCHEDULE I

Schedule Total - Area ..... $.....

(Repeat for each area listed.)

SCHEDULE II

INBOUND SERVICES

Item 0015. Complete Service - Inbound (HHGs). Service shall include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage to owner's residence, decontainerization and unpacking of loaded containers of household goods and placing goods in appropriate rooms as directed by owner, unservicing appliances, assembly of any disassembled articles and removing shipping containers, barrels, boxes/crates and debris from owner's residence and drayage of empty containers to contractor's or Government facility.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0016. Complete Service - Inbound (HHGs). Service shall be same as Item 0015 above except that drayage of shipment to residence is not required.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0017. Complete Service Inbound (HHGs). Service shall be the same as Item 0015 above except removal of items from outer container will be at the contractor's facility and articles will be drayed to owner's residence.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0018. Inbound Service - Contractor Facility (HHGs). Service shall include unloading from the delivering carrier's vehicle into contractor's facility, removal of items from outer shipping container(s) at the contractor's facility and delivery of articles to property owner, motor van carrier or commercial nontemporary storage contractor at the contractor's facility.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0019. Complete Service - Expensive and Valuable Items. Service includes unloading from the delivering carrier's vehicle handling into contractor's facility, decontainerization and unpacking of containers at owner's residence, and removal of shipping containers and debris from the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0020. Complete Service - Inbound (Unaccompanied Baggage). Service shall include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage of unaccompanied baggage containers to owner's residence, unpacking of containers, reassembly of articles and removal of all shipping containers and debris from the residence.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0021. Complete Service - Inbound (Unaccompanied Baggage). Service shall be same as Item 0020 except that drayage to residence is not required.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0022. Inbound Service - Contractor Facility (Unaccompanied Baggage). Service shall be the same as Item 0020 above except service shall also include removal of unaccompanied baggage from outer shipping containers for pickup by the owner or release to a motor carrier or other contractor at the contractor's facility.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0023. Storage. Storage of containerized articles shall be furnished when ordered. Charges under this item shall not commence earlier than the sixth (6th) workday following date of contractor's notification to the transportation officer of arrival of shipment. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage shall not be considered in computation of storage charges. Price bid for Item 0023 includes warehouse handling in and handling out.

Area .....

Est Annual Qty	Unit	Unit Price	Total
_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0024. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Service shall consist of unloading from the delivering carrier's vehicle, handling into contractor's facility, obliteration of all old markings, stenciling of necessary information on loaded shipping containers scheduled for reconsignment and loading on the hauling carrier's vehicle.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
		ea piece		

(Repeat for additional areas as needed.)

AB. Coopering. Service shall consist of repair of containers not to exceed 30% of total area of shipping container or costs of repairs will not exceed 50% of the container replacement cost. Minor repair, such as replacement of bolts, renailing and rebanding shall be accomplished at no expense to the Government.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
		ea piece		

(Repeat for additional areas as needed.)

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

	Est Annual Qty	Unit	Unit Price	Total
AA. Assembly		each		
AB. Disassembly		each		

(Repeat for additional areas as needed).

Item 0025. Attempted Delivery. When the initial attempt to deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted delivery at the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household Goods		ea shpmt		
AB. Unaccompanied Baggage		ea shpmt		

(Repeat for additional areas as needed).

Item 0026. Reweighing. Service shall consist of weighing the loaded containers prior to delivery and weighing the empty containers after delivery.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household Goods		ea shpmt		
AB. Unaccompanied Baggage		ea shpmt		

(Repeat for additional areas as needed).

Item 0027. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Household goods		per loaded mile		
AB. Unaccompanied baggage		per loaded mile		

(Repeat for additional areas as needed.)

Item 0028. Partial Withdrawal. Service shall be the same as Item 0015 or Item 0016 above, except a partial removal of the items from the outer container will be performed at the contractor's facility. Articles not removed from the shipment will remain at the contractor's facility.

	Est Annual Qty	Unit	Unit Price	Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

(Repeat for additional areas as needed.)

Item 0029-0030. Reserved (See additional services).

NOTE: All Above Items are included in the evaluation of bids.

RECAPITULATION SCHEDULE II

Schedule Total - Area ..... $.....

(Repeat for each area listed.)

SCHEDULE III

INTRA-CITY AND INTRA-AREA MOVES

Item 0031. Complete Service for Intra-City and Intra-Area Moves. Service shall include a premove survey, servicing of appliances, packaging and packing at owner's residence to protect household goods properly during transit, tagging of items, inventorying, loading, weighing, drayage, unloading, unpacking, and placing of each article in owner's new residence as directed by owner or owner's designated representative and removal of all empty containers and materials from residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
		NCWT		

(Repeat for additional areas as needed.)

Item 0032. Attempted Pickup or Delivery. When the initial attempt to pickup or deliver a shipment at the owner's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the owner within 30 minutes, (b) cannot have the owner at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup or delivery at the residence.

Area .....

	Est Annual Qty	Unit	Unit Price	Total
AA. Attempted Pickup		ea shpmt		
AB. Attempted Delivery		ea shpmt		

(Repeat for additional areas as needed.)

Item 0033. Drayage Beyond the Contract Area of Performance. Service shall consist of drayage of packed shipments beyond the contract area of performance, not to exceed miles. Mileage shall be computed on the shortest highway distance commencing with the applicable point of departure from the outer boundary of the contract area of performance to the destination point.

Area .....

Est Annual Qty	Unit	Unit Price	Total
	per loaded mile		

(Repeat for additional areas as needed.)

NOTE: All Above Items are included in the evaluation of bids.

RECAPITULATION SCHEDULE III

Schedule Total - Area ..... $.....

(Repeat for each area listed.)

QUALITY CONTROL PLAN

FOR

CONTRACT PERSONAL PROPERTY SHIPMENT SERVICES

AT

_____(Name of Activity)_____

FOR INFORMATION PURPOSES ONLY

This Quality Control Plan is not part of the Request for Proposal (Invitation for Bids) nor will it be made part of any resulting contract. The Government has the right to change or modify inspection methods at its discretion.

QUALITY CONTROL PLAN

1. GENERAL.

a. This quality control plan has been developed to aid the Quality Assurance Evaluator (QAE) in providing effective and systematic surveillance of all aspects of the contract. The objective of this plan is to evaluate how the contractor is performing in all areas. The methods of surveillance are inspection, checklist and validated customer complaint. The Required Services Chart (RSC), Figure Q-1, shows required services, minimum requirements for acceptable performance of each area and method of surveillance.

b. Each schedule in the contract has services that must be performed. Although there may be more than one contractor needed to perform the total requirement for each schedule, the portion awarded each contractor represents 100% effort for that particular contractor. A contractor may be awarded more than one schedule or be awarded a particular schedule for more than one contract area of performance. The RSC specifies the value of each service as a percentage of the schedule price. Should unacceptable performance occur, these percentages will be used in determining appropriate payment reductions in accordance with FAR clause 52.246-4, Inspection of Services-Fixed Price. When a specific element identified as a required service contains more than one sub-element, the contracting officer may make a determination of the diminished value for the entire element. The percentages outlined in the RSC are the maximum percentages available for reducing the contractor's payment for the shipment when services are determined to be defective. The contracting officer may use reduced percentages providing they are reasonable, supportable, well documented and analytically sound.

2. INSPECTION GUIDELINES.

a. The following guidelines are compiled for each schedule. The schedule is based on 50 percent inspection of shipments or as many shipments as can be inspected for any given month. To ensure equitable distribution of inspections during the month, the following guidelines, if applicable, for each schedule may be followed.

SCHEDULE I - Inspect at least one (1) shipment per working day but adjust accordingly to ensure that 50 percent of shipments for any given month is obtained.

SCHEDULE II - Inspect at least one (1) shipment per working day but adjust accordingly to ensure that 50 percent of shipments for any given month is obtained.

SCHEDULE III - Inspect at least two (2) shipments per week but adjust accordingly to ensure that 50 percent of shipments for any given month is obtained.

3. DOCUMENTATION PROCEDURES.

a. MT Form 360-R, Report of Contractor Services, Figure Q-2. This form is used to record inspection results. Each inspection will be recorded in duplicate. The form is preprinted with the specific services required for each schedule. The form will be retained for reference purposes. If performance is unacceptable, a copy will be forwarded to the contracting office. Following is instructions on preparation and distribution of this form:

(1) Enter the contractor's name, owner's name, rank, address, the call number assigned to the shipment and date/time of the shipment in the appropriate spaces.

(2) Mark the service inspected with an acceptable (A) or unacceptable (U) in the appropriate space. The details of any unacceptable observations or defects discovered shall be recorded in the Remarks section of the form. If additional space is needed, continue on the reverse of the form. In Block 12 list the appropriate paragraph(s) covering the unsatisfactory service. If any service on the report is not inspected, mark "NR" in the appropriate space. This service would be considered acceptable for reporting purposes.

(3) If a defect is observed, the inspector must notify the on-site manager or contractor's representative. Blocks 15 and 16 will be completed by the on-site manager or contractor's representative and the inspector will sign in Blocks 17 and 18. If the contractor's representative declines to sign Blocks 15 and 16, the inspector will record the time and date on the form and initial.

(4) If the contractor's representative indicates the defect was caused by Government action, the inspector will evaluate the contractor's position. If contractor's position is found valid, the unacceptable rating will be changed to acceptable and actions will be documented on the back of the form. If the defect is determined to be the contractor's fault, the service will remain marked as unacceptable.

b. MT Form 352-R, Contract Discrepancy Report (CDR), Figure Q-3. For unsatisfactory or unacceptable services, the form will be completed as follows and forwarded to the contracting officer for action: Block 1 - enter contract number; Block 2 - enter call number, and Block 6 - give description and list specific paragraphs from the Performance Work Statement (PWS). Other Blocks are self-explantory.

c. MT Form 364-R, Surveillance Activity Checklist, Figure Q-4, Q-5, and Q-6. This form will be used by the inspector (quality control evaluator) to document unsatisfactory service and untimely reports submitted by the contractor. This form, along with the CDR, will be forwarded to the contracting officer for further action.

d. Customer Complaint Form, Figure Q-7. This form was developed to record customer complaints. All customer compliants found to be in violation of the PWS will be annotated on the Customer Complaint Form (AF installations will use AF Form 714). Form should be used as follows:

(1) Each customer's complaint will be evaluated. The validation process will include contacting the complainant and/or reviewing all documents pertaining to the particular service in question.

(2) All customer complaints found to be in violation of the PWS will be annotated and forwarded to the contracting officer for action.

4. DISTRIBUTION OF FORMS. Following will be forwarded to the contracting officer for appropriate action: (Timeframe for forwarding documents is decision made jointly by QAE or his representtive and contracting officer.)

Original copy of MT Form 360-R, Report of Contractor Services; MT Form 352-R, Contract Discrepancy Report; MT Form 354-R, Surveillance Activity Checklist, and Customer Complaint Form.

Copies of all documents listed above will be retained in the contractor's file for future reference.

REQUIRED SERVICES CHART

REQUIRED SERVICE	MAX % OF DEDUCTION SCHEDULE I	II	III	METHOD OF INSPECTION	MIN % OF INSPECTION
Quality Control	2	2	2	Inspection	50
Premove Survey	9	N/A	9	Customer Inspection	50
Weighing	5	N/A	5	Inspection	50
Weighing-PBP&E	2	N/A	1	Inspection	50
Reweighing	N/A	8	N/A	Inspection	50
Timely Pickup	10	N/A	8	Inpection/Customer	50
Timely Delivery	N/A	13	8	Inspection/Customer	50
Packing Material	9	N/A	6	Inspection	50
Packing	10	N/A	8	Inspection	50
Preparation Inventory	5	N/A	5	Inspection	50
Appliance Svc/Materials	2	5	3	Inspection	50
Containerization	11	N/A	N/A	Inspection	50
Vehicles/Equipment	5	5	5	Inspection	50
Loading	7	N/A	8	Inspection	50
Container Marking	6	N/A	N/A	Inspection	50
Container Remarking	N/A	10	N/A	Inspection	50
Storage Service	5	9	N/A	Inspection	50
Unloading	N/A	10	8	Inspection	50
Unpacking	N/A	10	8	Inspection/Customer	50
Removal of Debris	N/A	8	5	Inspection/Customer	50
Recording Loss/Damage	N/A	8	5	Inspection	50
Documentation	6	6	6	Checklist	100
Provide Reports	6	8	N/A	Checklist	100
Total Per Schedule	100	100	100		

Figure 1-Q

REPORT OF CONTRACTOR SERVICES

PART I

1. INSPECTING ACTIVITY	2. CONTRACTOR'S NAME	3. CONTRACT NUMBER	4. ORDER NUMBER

5. SHIPMENT INSPECTED *(Check appropriate box.)*

☐ RESIDENCE ☐ CONTRACTOR'S FACILITY ☐ OTHER _____

6. DATE/TIME

7. PROPERTY OWNER'S NAME *(Last, First, M.I.)*	8. RANK/GRADE	9. SSN	10. P/U/DELIVERY ADDRESS

INSTRUCTIONS. *Information in Part I above is obtained from DD Form 1299. Part II will be completed during the inspection of services. Place an "A" in the square when the service is acceptable or a "U" when the service is unacceptable. When the service is not required, place an "NR" in the space. The appropriate contract paragraph number must be placed in the block marked REFERENCE when the service is unacceptable.*

PART II

11. SERVICE	12. REFERENCE	13. SCHEDULES I	II	III
1. Did the contractor perform a premove survey, if required?				
2. Did the contractor weigh the shipment in accordance with prescribed procedures?				
3. Was PBP&E properly weighed?				
4. Did the contractor reweigh in accordance with prescribed procedures?				
5. Was shipment picked up within agreed times on the agreed date?				
6. Was shipment delivered within agreed times on the agreed date?				
7. Do packing materials meet specifications?				
8. Were proper packing methods used?				
9. Was inventory properly prepared?				
0. Were appliances properly serviced as required?				
11. Were appliances properly unserviced as required?				
12. Were proper materials used to service appliances?				
13. Were articles properly containerized?				
14. Were articles properly loaded in the van?				
15. Were containers properly marked?				
16. Were containers properly remarked, when required?				
17. Were proper storage services provided?				
18. Were unloading services performed and were articles placed so they were readily accessible to the member?				
19. Were unpacking services performed? or Waived				
20. Was debris removed from residence?				
21. Was loss and damage recorded on a DD Form 1840 at the time of delivery?				
22. Were weight tickets, GBL, and packing lists properly completed?				
23. Were documents returned to the ITO within the required time frame?				

14. REMARKS

15. NAME OF CONTRACTOR NOTIFIED OF DISCREPANCIES *(Last, First, M.I.)*	16. SIGNATURE OF CONTRACTOR NOTIFIED OF DISCREPANCIES

17. NAME OF INSPECTING OFFICIAL *(Last, First, M.I.)*	18. SIGNATURE OF INSPECTING OFFICIAL	19. DATE *(Mo/Day/Year)*

MT FORM 360-R (TEST), May 87 EDITION OF FEB 86 IS OBSOLETE.

Figure 2-0

CONTRACT DISCREPANCY REPORT

1. CONTRACT NUMBER	2. REPORT NUMBER FOR THIS DISCREPANCY
3. TO: *(Contractor and Managers Name)*	4. FROM: *(Name of QAE)*

5. DATES

PREPARED	RETURNED BY CONTRACTOR	ACTION COMPLETE

6. DISCREPANCY OR PROBLEM: *(Describe in detail: include reference to PWS Directive: attach continuation sheet if necessary.)*

7. SIGNATURE OF CONTRACTING OFFICER

8. TO: *(Contracting Officer)*	FROM: *(Contractor)*

9. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE: ATTACH CONTINUATION SHEET IF NECESSARY. *(Cite applicable Q.C. program procedures or new Q.C. procedures.)*

10. SIGNATURE OF CONTRACTOR REPRESENTATIVE	DATE

11. GOVERNMENT EVALUATION *(Acceptance, partial acceptance, rejection; attach continuation sheet if necessary.)*

12. GOVERNMENT ACTIONS *(Reduced payment, cure notice, show cause, other.)*

CLOSE OUT

	NAME-TITLE	SIGNATURE	DATE
CONTRACTOR NOTIFIED			
QAE			
ACO			

MT FORM 84 DEC 352-R (TEST)

Figure 3-Q

SCHEDULE I

SURVEILLANCE ACTIVITY CHECKLIST

(To be performed (Daily) (Monthly) (Weekly), etc.)

CONTRACT REQUIREMENT	CONTRACT PARAGRAPH NO	METHOD OF SURVEILLANCE	DATE ACCOMPLISHED	WHERE ACCOMPLISHED	COMPLIANCE
Quality Control	1.5.1	Inspection			
Premove Survey	5.1	Customer Complaint			
Weighing	5.2	Inspection			
Weighing PBP&E	5.2	Inspection			
Timely Pickup	5.3	Inspection/Customer			
Packing Materials	5.4	Inspection			
Packing Methods	5.4	Inspection			
Inventory	5.5	Inspection			
Appliance Svc & Materials	5.6	Inspection			
Containerization	5.4	Inspection			
Vehicles	5.7	Inspection			
Container Marking	5.7	Inspection			
Loading	5.6	Inpsection			
Storage	5.6	Inspection			
Documents Provided and Completed Properly	5.10	Checklist			
Reports Provided and Completed Properly	5.10	Checklist			
Outbound Weekly Report	5.10.6 CDRL 0009	Checklist			
Government-Owned Container Report	5.10.7 CDRL 0005	Checklist			
Outsize Air Cargo Report	5.10.11 CDRL 0011	Checklist			

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SCHEDULE II

SURVEILLANCE ACTIVITY CHECKLIST

(To be performed (Daily) (Monthly) (Weekly), etc.)

CONTRACT REQUIREMENT	CONTRACT PARAGRAPH NO	METHOD OF SURVEILLANCE	DATE ACCOMPLISHED	WHERE ACCOMPLISHED	COMPLIANCE
Quality control	1.5.1	Inspection			
Reweighing	5.2	Inspection			
Timely Delivery	5.3	Inspection/Customer			
Appliance Servicing	5.6	Inspection			
Remark Containers	5.7	Inspection			
Vehicles	5.7	Inspection			
Storage	5.8	Inspection			
Unloading	5.9	Inspection			
Unpacking	5.9	Inspection/Customer			
Remove Debris	5.9	Inspection/Customer			
Loss/Damage Recorded (DDForm 1840)	5.9	Inspection			
Documents Provided and Completed Properly	5.10	Checklist			
Reports	5.10	Checklist			
Claims Correspondence	5.9.4& 5.10.9 CDRL0006	Checklist			
Inbound Shipments on Hand Report	5.10.4&5.10.10 CDRL 0010	Checklist			
Goverment-Owned Container Report	5.10.7 CDRL 0005				

MT FORM 84 DEC 354-R (TEST)

Figure 5-Q

SCHEDULE III

SURVEILLANCE ACTIVITY CHECKLIST

(To be performed (Daily) (Monthly) (Weekly), etc.)

CONTRACT REQUIREMENT	CONTRACT PARAGRAPH NO	METHOD OF SURVEILLANCE	DATE ACCOMPLISHED	WHERE ACCOMPLISHED	COMPLIANCE
Quality Control	1.51	Inspection			
Premove Survey	5.1	Customer Complaint			
Weighing	5.2	Inspection			
Weighing PBP&E	5.2	Inspection			
Timely Pickup	5.3	Inspection/Customer			
Vehicles	5.7	Inspection			
Timely Delivery	5.3	Inspection/Customer			
Acceptable Packing Materials	5.4	Inspection			
Packing Methods	5.4	Inspection			
Inventory	5.5	Inspection			
Appliance Servicing and Servicing Materials	5.6	Inspection			
Loading	5.4	Inspection			
Unloading	5.6	Inspection			
Unpacking/Reassemble	5.9	Insepction/Customer			
Removal of Debris	5.9	Inspection/Customer			
Loss/Damage Recorded (DD Form 1840)	5.9	Inspection			
Documents Provided and Completed Properly	5.10	Checklist			

MT FORM 84 DEC 354-R (TEST)

Figure 6-0

CUSTOMER COMPLAINT RECORD

DATE/TIME OF COMPLAINT: _____

NAME OF COMPLAINT: _____

PHONE NUMBER OF COMPLAINTANT: _____

NATURE OF COMPLAINT:

_____

CONTRACT REFERENCE:

_____

VALIDATION:

_____

DATE/TIME CONTRACTOR INFORMED OF COMPLAINT: _____

_____

ACTION TAKEN BY THE CONTRACTOR:

_____

COMPLAINT RECEIVED/VALIDATED BY

_____

_____

CONTRACT ADMINISTRATOR'S PLAN

FOR

CONTRACT PERSONNEL PROPERTY SHIPMENT SERVICES

AT

_____(Name of Activity)_____

This plan is for use by the contracting office only.
It is not provided to the contractor at any time.

CONTRACT ADMINISTRATOR'S PLAN

1. GENERAL

a. This plan has been developed to aid in providing effective and systematic surveillance of the contract and is to be used in conjunction with the Quality Control Plan.

b. While the Quality Assurance Evaluator (QAE) may evaluate the contractor's performance and document noncompliance action, only the contracting officer may take formal action against the contractor for unacceptable performance. The section of this plan entitled "ACTIONS FOR CONTRACTOR NONCONFORMANCE" (paragraph 2) lists actions which may be taken by the contracting officer when contractor deficiencies are discovered.

c. The personal property shipping office (PPSO) is charged with checking job performance of the QAE and ensuring they are technically competent. The contracting officer is responsible for review of QAE surveillance procedures to ensure QAE's understand the contract terms, surveillance procedures, and documentation requirements. If deficiencies are discovered during the review, the contracting officer will notify the PPSO and provide any assistance the PPSO may request, such as additional training for QAE personnel. The procedures to accomplish contract administrator surveillance are described in this plan. However, surveillance may be expanded to include other sections as deemed appropriate, such as:

(1) A general synopsis of the contract and services required.

(2) A personnel listing of key individuals (Government - functional area chief, QAEs/alternates, contract administrator/alternate, Administrative Contracting Officer (ACO); Contractor - president of company, on-site managers, QA personnel).

(3) Phase-in, phase-out milestone plan.

(4) Listing of other QAE duties and actions and a milestone schedule of when these functions must be accomplished.

2. ACTIONS FOR CONTRACTOR NONCONFORMANCE

a. The actions listed below are the normal steps to be taken when the contractor's performance is found unsatisfactory by the QAE. The actions listed are not hard-and-fast rules. When the contractor's performance is unacceptable as defined in the Quality Control Plan and a formal action is indicated, the QAE, PPSO, and the contracting officer should meet to determine what action is appropriate for the specific circumstances. The specific decision to take action or not shall be documented in block 12 of the Contract Discrepancy Report (CDR). If a decision is reached not to take the action listed, the reasons will be included on the CDR and signed by the contracting officer.

b. The QAE must determine the cause(s) of the unacceptable performance. If the Government caused any of the defects these will not be counted against the contractor's performance. When the Government has caused the contractor to perform in an unacceptable manner, a letter must be written to the responsible Government organization requesting corrective action be taken.

c. When the contractor is responsible for unacceptable performance, a CDR will be initiated by the QAE, forwarded to the contracting officer for evaluation and issued, if appropriate, to the contractor. The seriousness of the failures should govern whether to issue the CDR at the end of the month or as soon as unacceptable performance is indicated.

d. When a CDR is issued for a service, the contracting officer may reduce that month's payment by the percentage of the amount indicated under the appropriate schedule of the Required Services Chart (RSC).

e. Termination for default may be appropriate at any time and does not require a specific number of CDRs. However, a third CDR should be cause for consideration of termination action.

3. SURVEILLANCE OF THE QAE

a. The contracting officer's review of QAE procedures and documentation should be done by joint surveillance with the PPSO.

b. Surveillance may be accomplished through use of periodic checklists. The contracting officer may evaluate a portion of the QAE surveillance activity each month. Checklist items should be reviewed at least once every 6 months with the PPSO. A record of the surveillance will be made and it will become a permanent part of the contract administration file.

c. The amount of surveillance specified should provide the contracting officer with sufficient knowledge of the QAE's performance to support sound decisions if action are indicated. This surveillance should assure the contracting officer of the QAE's performance.

d. The contracting officer will verify that the QAE is accomplishing the inspection in accordance with the surveillance plan. Observation of one or two checks will be sufficient to verify the QAE's procedures. If deficiencies are discovered in QAE surveillance procedures, the contracting officer will notify the PPSO and provide any assistance the PPSO may request, such as additional training for QAE personnel.

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