

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 roving by TP-4, the shipper will submit the advance TCMD data to the ACA as for any other ship-rent. 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 terminal-s 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 ship-rents 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 roiled, 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, MIMC.**

a. Submission of LOI. A carrier approved by Headquarters, MIMC, 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 Ref letting 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 MIMC 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, MIMC, 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. Where 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 MIMC 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, MIMC, 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, MIMC, of the reasons therefore.

(3) UB. Agent facilities of ITGBL carriers approved and qualified by MIMC 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, MIMC, 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 reinspection.

(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 NIS 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 MIMC ~~acommand~~ shall review both the agent request and the PPSO recommendation and decide if an exception is warranted. If the MIMC, 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, MIMC. If, in review of the additional information provided by the agent, Headquarters, MIMC, reverses the decision, the agent shall be notified by letter through the MIMC area command and PPSO. In either case Headquarters, MIMC 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 MIMC area command, overseas component, or overseas representative may place a limit on the number of carriers that an agent may represent. Further, Headquarters, MIMC, with the advice of the MIMC overseas component shall ensure that the number of carriers represent 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 MIOP-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. MIOP-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 MIOP-T-NI that the carrier has separate origin or destination agent capability at the overseas installation.

SEE THE MIMC 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 HQMIMC
- (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 ship-rent now being offered.