

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

CHANGE 1
DOD 4500.34-R

(DATE)

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

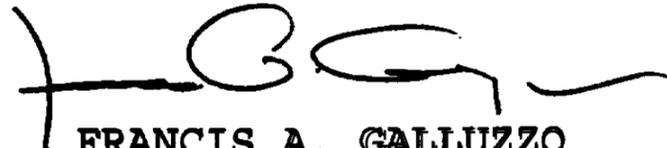
xxiii/xxiv	xxiii/xxiv
xxvii/xxviii	xxvii/xxviii
xxix/xxx	xxix/xxx
xxxviithrulii.	xxxvii thru lii
1-1 thru 1-4	1-1 thru 1-4
1-21 thru 1-24	1-21 thru 1-24
2-9/2-10	2-9/2-10
2-15 thru 2-18	2-15 thru 2-18
2-21/2-22	2-2.1/2-22
4-3/4-4	4-3/4-4
5-3 thru 5-6	5-3 thru 5-6
5-13/5-14	5-13/5-14
5-27/5-28	5-27/5-28
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

11-3/11-4	11-3/11-4
11-15 thru 11-18	11-15 thru 11-18
A-1 thru A-36	A-1 thru A-38
9-1/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-1 thru H-64
M-1/M-2	M-1/M-2
N-1 thru N-20	N-1 thru N-17
o-1 thru O-18	O-1 thru O-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.


FRANCIS A. GALLUZZO
 ADCSOPS
 Transportation Services

DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM

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

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 1**, 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

CHAPTER 12

THE DO-IT-YOURSELF (DITY) PROGRAM

12000. General	12-1
12001. Authorization	12-1

APPENDICES

Appendix

Tender of Service--Personal Property, **Household** Gods, and
Unaccompanied Baggage A

Letter of Intent--Personal property and **Unaccompanied** Baggage B

List of State, **Commonwealth**, and District Weights and
Measures Offices of the **United** States C

Alpha Code for **DPM** Shipments D

Tender of Service--F'Wile **Homes** E

Non-Applicable F

Preaward Survey Guidelines G

Basic Ordering **Agreement** for Storage of **Household Goods**
and Related Services H

Shipping-Receiving Ports for **POVs** I

Hazardous Materials J

Guide to Severity of **Deficiencies** and Instructions for
Preparation of Warehouse Inspection Report (**DD** Form 1812) K

Multi-Service Publications for **DOD** Personal Property
Shipment and storage program L

Transit Times For Domestic **TGBL** **Household Goods** Shipments M

Transit Times For International **TGBL** **Household Goods**
Shipments (Codes 4, 5, T, and **DPM** Surface) N

Transit Times For International **TGBL** **Household Goods**
Shipments (Codes 7, 8, J, and **DFM** Air) O

*Performance Work Statement For Packing, Containerization,
and Local Drayage of personal **Property Shipments** P

*Quality Control Plan For Contract **Personal Property**
Shipment Services Q

Instructions For Completion and Distribution of **CERS** Form R

Figure**Page**

7-1	Mobile Home Inspection Record (DD Form 1800)	7-22
7-2	Inventory of Articles Shipped in House Trailer (DD Form 1412)	7-24
7-3	MOTO Message Request Format	7-25
7-4	MOTO Award Message Format	7-26
7-5	Accessorial Services - Mobile Home (DD Form 186S)	7-27
7-6	Mobile Home Volume Move Message Request Format	7-29
7-7	Member's Report on Carrier Performance - Mobile Homes (DD Form 1799)	7-30
8-1	Request for Shipment of POV though CONUS Alternate Port	8-18
8-2	Private Vehicle Shipping Document for Automobile (DD Form 788)	8-19
8-3	Private Vehicle Shipping Document for Van (DD Form 788-1)	8-21
8-4	Private Vehicle Shipping Document for Motorcycle (DD Form 788-2)	8-23
10-1	Joint Statement of Loss or Damage at Delivery or Damage (DD Form 1840) and Notice of Loss or Damage (DD Form 1840R)	10-31
10-2	Government Inspection Report (DD Form 1841)	10-33
10-3	OTO Port Solicitations For Carrier Failures/Bankrupcies	10-3s
11-1	U.S. Government Bill of Lading - Privately-Owned Personal Property (SF 1203)	11-19
11-1.1	U.S. Government Bill of Lading Continuation Sheet (SF 1109)	11-21
11-2	Government Bill of Lading Correction Notice (SF 1200)	11-22
12-1	Application For Do It Yourself Move ●nd Counseling Checklist (DD Form 2278)	12-2

<u>Figure</u>	<u>Page</u>	
*A- 1	Tinder of Service Signature Sheet (MTPP Form 9)	A-29
*A-1.1	Certification of Independent Pricing	A-31
*A- 2	Certificate of Cargo Liability Insurance (MT-HQ Form 49-R)	A-32
*A-3	Sample Agency Agreement	A-33
*A- 4	Outline of Financial and Administrative Control	A-34
*A- 5	Justification Certificate for Use of a Foreign Flag Carrier	A-35
*A- 6	Justification Certificate for Use of Foreign Flag Vessel	A-36
*A- 7	Household Goods Descriptive Inventory	A-37
*A- 8	Billing Instructions - Household Goods/Unaccompanied Baggage	A-38
K-1	Warehouse Inspection Report (DD For 1812)	K-9
P-1	Household Goods Descriptive Inventory	P-37
P-2	Packing List of Household Goods	P-38
P-3	Location of Permanent Markings on PPP-B-580 Wood Household Goods Box	P-39
P-4	Location of Permanent Markings on MIL-STD-1489 Household Goods Box	P-40
P-5	Container Marking For Household Goods	P-41
P-6	Sample of Military Shipment Label for Household Goods	P-42
P-7	Marking of Unaccompanied Baggage	P-43
P-8	Sample Military Shipment Label or Tag for Unaccompanied Baggage	P-45
P-9	Joint Statement of Loss or Damage at Delivery (DD Form 1840)	P-46
P-10	Notice of Loss or Damage (DD Form 1840R)	P-47
P-11	Transportation Control and Movement Document (DD Form 1384)	P - 4 8
P-12	Technical Exhibit 1	P-49
P-13	Contract Data Requirements List (CDRL)	P-so

<u>Figure</u>		<u>Page</u>
P-14	Data Item Description	P-51
*Q-1	Required Services Chart	Q-5
*Q-2	Report of Contractor Semites (MT Form 360-R (test))	Q-6
*Q-3	Contract Discrepancy Report (MT Form 352-R (test))	Q-7
*Q-4	Surveillance Activity Checklist (MT Form 354-R (test))	Q-8
*Q-5	Surveillance Activity Checklist-Schedule II (MT Form 354-R (test))	Q-9
*Q-6	Surveillance Activity Checklist-Schedule III (MI' Form 354-R (test))	Q-10
*Q-7	Customer Complaint Record	Q-n
R-1	Shipment Evaluation and Inspection Record (DD Form 2223)	R-n
R-2	Carrier Evaluation Worksheet/Report (DD Form 2224)	R-13
R-3	ADP Transcript sheet	R-14
R-4	Record Specification (DA Form 4738)	R-15
R-5	Data Message Form (DD Form 1392)	R-16

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.
- s. **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 MI' 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 Airlift Policy) .

The DOD policy states that AMC should be used in preference to males 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 MIMC 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 MIMC will be returned to the sender without action or acceptance by m.

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

*73 . Military Traffic Management Command (MIMC) . 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 base, 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 ((m)) Rates . Rates solicited by MIMC 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/Debarcation.

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 MIOP-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 MIMC) that reimburses that agency for costs associated with providing **Government** transportation or port-handing 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.

One-Tim-Only (OTO) Rate. A special ITGBL rate solicited by HQMIMC, 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 HQMIMC, 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 MIMC 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 MIMC, which is effective for a specified rate cycle.

- *99 . Regional Storage Management Office (RSMD) . An office designated by HQMIMC, 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 HQMIMC.
- *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 fails 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 (TIGBL) . 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, hi-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 MIMC 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.

00000
00000

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 cede of service; for example, Wisconsin to Italy under Cede 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 (M'S) 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, MIMC, that lists MIMC-accepted mechanized rates applicable for each traffic distribution period.

GLOSSARY OF ABBREVIATIONS

ACA	Air clearance Authority
*AMC	Air Mobility Command
APOD	aerial port of de barkation
APOE	aerial port of embarkation
OASD (P&L)	Office of the Assistant Secretary of Defense (Plans & Logistics)
ATF	Alcohol, Tobacco , and Firearms (-u 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 (rows)
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	contemporary 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 n*
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