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**QUALITY CONTROL OF PERSONAL PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**DEPARTMENT OF THE THE AIR FORCE**



DEPARTMENT OF THE AIR FORCE  
 Headquarters US Air Force  
 Washington DC 20330-5000

AF REGULATION 75-46

12 May 1982

**Transportation and Traffic Management**  
**QUALITY CONTROL OF PERSONAL PROPERTY**

This regulation sets forth policies and procedures for maintaining and managing the personal property quality control program within the Air Force; implements Department of Defense (DOD) 4500.34-R; and shows inspection schedules cross-referenced to applicable service standards with detailed discussion of methodology.

This regulation is affected by the Privacy Act of 1974. Each form prescribed by this regulation requiring the use of personal information on personal property shippers contains a Privacy Act Statement, either incorporated in the body of the document or in a separate statement accompanying each document.

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## Chapter 1

## DUTIES AND RESPONSIBILITIES OF THE QUALITY CONTROL INSPECTOR

**1-1. Personal Characteristics.** Maturity and pleasant personal characteristics are highly desirable traits of the person being considered for a quality control position. Above all, the person must be neat, tactful, and courteous, and possess emotional and mental stability.

**1-2. Skills Needed To Inspect:**

a. Physical demand is minimal and well within the capability of either sex to meet military or civilian standards for service. A government operator's license for a light truck or staff car is required.

b. An inspector must have the ability to:

(1) Communicate effectively in writing and orally. Every observation requires a record for later evaluation of the carrier or contractor or as information for use by the property owner or the government. These reports must be clear, concise, and accurate. Inspectors, because of their direct contact with the property owner, must be adept at personal property counseling.

(2) Work effectively under stress. The inspector must arbitrate differences between carrier personnel and property owners without being intimidated by either party. Decisions must often be made at the scene without coordination with higher authority. These decisions must be based on broad working knowledge to avoid criticism and delays.

(3) Prepare reports and other written technical material. The task of evaluating procedures and suggestions for revision of regulations. This technical material must be technically correct, including content and grammar.

(4) Work independently and effectively plan day-to-day activities. Inspectors must daily accomplish the most jobs within the available time and resources. The inspector must establish priority of service to each job assigned.

**1-3. Responsibilities of the Inspector.** These duties are to:

a. Observe, document, and evaluate carrier or contractor performance in moving personal property of DOD personnel and make sure that carriers or contractors comply with service tenders, tariffs, contract specifications, and government regulations used in handling this property.

b. Resolve controversial procedural problems involving rights of members and requirements of carriers or contractors to perform desired services.

c. Advise members on entitlements when ques-

tions arise after initial counseling.

**1-4. Qualifications of the Military Inspector:**

a. **Experience.** Military inspectors may be selected from candidates in the 602XX career fields with grade E-4 (over 2 years' experience) and five-level training. Airmen in grade E-5 with seven-level training (60273) are the most desirable. Experience as personal property counselors will provide authority and poise in dealing with members of all pay grades.

b. **Training.** Enough training to give the inspector a broad understanding of every aspect of the personal property program can be developed by on-the-job training (OJT) using Career Development Course passenger and Household Goods Specialist 60250 and Traffic Management Supervisor 60273. To determine OJT progress, see the person's Job Proficiency Guide (JPG). Formal training offered for development includes:

(1) Course J3AZR 60273-000, Traffic Management Supervisor, Sheppard AFB TX.

(2) Course 5AZA 60250, Inspection of Packaged and Packed Household Goods for Storage and Shipment, Aberdeen Proving Grounds, Aberdeen MD.

(3) Joint Service Course 8C-F5/514-F2, Basic Joint Personal Property Course, Ft Eustis VA.

(4) Course A-8C-0022, Personal Property Traffic Management, Naval School Transportation Management, Oakland CA.

**\*1-5. Qualification of the Air Force Civilian Inspector.** Civilian candidates for quality control duties in personal property can be either Wage Grade (WG) or General Schedule (GS) applicants. Traffic Management Officers must consider the applicants' training, education, experience, and growth potential before placing the person in quality control duties. Applicants should have a transportation background and personal property experience. They must also have developed the communication skills required for counseling, and be able to interpret and apply contract specifications and regulations to task requirements.

**1-6. Equipment Needed To Inspect:**

a. **Vehicle.** Vehicles may be obtained from any of the following sources, or from a combination of these sources if it is advantageous to the government:

(1) **Military Vehicle.** Using a military vehicle each duty day will require establishing an allocation through the Base Vehicle Authorization or Utilization

Board. Base requirements on the average number of inspectors who will be working in the field. Military vehicles are usually the most economical source of transportation, but because of maintenance and pooling requirements, may not be the most productive.

(2) General Services Administration (GSA) Vehicles. Availability will depend on how near a GSA Motor Pool is. Use each duty day will require the transfer of a one-for-one vehicle authorization from the Air Force to GSA and establishing a budget appropriation to pay for rental. GSA rental must be shown to be advantageous to the government. There is a cost per day plus mileage, making it imperative to use the vehicle every day.

(3) Privately Owned Vehicle (POV):

(a) A POV may be used on a reimbursable basis by military (Joint Travel Regulation (JTR) paragraph M4500, 4502, 4503), or civilian employees (JTR, paragraph C4650-C5005) for travel within or outside their official duty station. Mileage rates are stated in the JTR. Travel orders are not necessary. Payment can be certified after the fact using SF 1164, Claim for Reimbursement for Expenditures on Official Business. Use of POV can be exclusive, provided the travel budget is so established, or POV can be used with a military or GSA vehicle to meet unforeseen needs such as nonavailability.

(b) Establishing a travel budget for other than military vehicles must be justified as advantageous to the government. Nonavailability of government vehicles can be used to justify the budget. A POV is the most flexible arrangement. However, the inspector must consent to use his or her POV and may refuse without any inference being drawn. When a POV is used, vehicles do not require maintenance and pooling.

**b. Kit (Briefcase).** A briefcase, FSN 8460-847-4802, or equivalent, available from GSA, to accommodate working papers, publications, maps, blank forms, magnifying glass, and tape measure is a necessity. Publications for reference on the job are DOD 4500.35-R, Personal Property Traffic Management Regulation; AFR 75-25, Movement and Storage of Personal Property; AR 55-71, Transportation of Personal Property and Related Services; USMCD P4600.7C Marine Corps Transportation Manual; and NAVSUP Publication 490, Transportation of Personal Property.

**c. Camera With Flash.** Instant printing cameras are available for household goods inspectors. Table of Allowance 6-29, part E authorizes one camera with film for each household goods inspector assigned to the Traffic Management Office (TMO). The Traffic Manager must make sure that the budget includes funds for these items. "A picture is worth a thousand words."

**d. Pager.** Bases near metropolitan areas will have access to commercial packet paging systems. If included in the budget, units can be obtained by monthly rental. Pagers have an advantage over telephone call-in procedures as telephones are often disconnected when members are moving. The ability to establish instant communication with the inspector for redispach to locate members during carrier free time on inbound shipments can save storage-in-transit money. Immediate access to the inspector by both the property owner or the carrier creates a feeling of security in the community.

**e. Badge or Nameplate.**

**\*f. Quality Control Inspection Cards.** The inspector's professionalism can be increased by providing the member a card containing his or her name and other pertinent information.

(1) The following specifications apply to permit standardization and eliminate confusion:

- (a) Printed on 3" x 5" card stock.
- (b) Base and MAJCOM seals (optional).
- (c) A blank line where the name of the inspector would be written or typed in.
- (d) The words "Quality Control Inspector".
- (e) The words "Traffic Management Office" (optional).
- (f) Base name.
- (g) Duty hours of the office and telephone number of the quality control function.
- (h) Telephone number for after duty hours contact.

(2) The reverse side of the card can be used for additional information useful to the member. For example, short moving day tips or reminders of vital actions to be taken by the member.

(3) Local reproduction of the card is authorized provided the specifications in (1) above are followed.

**g. Directives.** The following directives pertain to the duties of a quality control inspector of personal property and should be readily available. The TMO will procure these directives and make sure that they are kept current:

- (1) DOD 4500.34-R.
- (2) AFR 75-25.
- (3) AR 55-71.
- (4) NAVSUP Pub. 490.
- (5) USMCD P4600.7C
- (6) MTMC Pam 55-12.
- (7) MIL-STD-212.

NOTE: Most of these directives are available through the Air Force Publications Distribution Center. Other publications are available at US Army Publication Distribution Center, 2800 Eastern Blvd., Baltimore MD 21220; Navy and Marine Corps publications are available from Navy Publications and Forms Center, 5801 Tabor Ave., Philadelphia PA 19120.

## Chapter 2

### QUALITY CONTROL MANAGEMENT

#### \*2-1. Organization and Supervision:

a. The Quality Control function will be organized to permit effective use of resources to serve the installation. The quality control work center is designed to handle customer service requests, suspend, warn, qualify and disqualify carriers, report carrier performance data, administer the Carrier Evaluation and Reporting System (CERS) and International Quality Control Program, investigate and report loss or damage, inspect agent/carrier facilities, and monitor contract performance.

b. The extent of organization and development of a Quality Control Section in the TMO depends on workload. High volume offices will require CERS clerks and an inspection force large enough to meet the 50 percent inspection goal. Low volume offices may consolidate duties that are similar, but inspectors must always be available to provide customer service. An inspector in the field must have a telephone point of contact in the TMO for coordination and to receive new assignments. Clerical support and technical assistance are necessary for preparing correspondence to carriers, contractors, members, other TMOs, and higher headquarters.

**\*2-2. Inspection Areas.** A TMO with two or more inspectors should divide its traffic density area into as many inspection subareas as necessary to attain the prescribed inspection goals. The number of shipments that originate or terminate within the boundaries of an installation, cities, countries, or the time and travel distance will determine the size of the inspection area.

a. TMOs with extensively large areas of responsibility (that is, two or three states or areas over 100 miles in diameter) should consider establishing a quality control (QC) position physically located within the distant areas. Establishing a QC position physically located within distant areas of responsibility should not be justified solely on territory size or mileage limits. TMOs should also consider frequency of inspection requirements, shipment volumes, and proper use of personnel assigned. If a QC inspector is physically located in a distant area of responsibility, the responsible TMO will make periodic supervisory visits to make sure that resources are properly used.

b. The time spent traveling to or from the inspection area and between inspections within the area must be weighed against the number of inspections that can be accomplished in a day and against the 50-percent inspection goal. Continually using only

the time and distance criteria will establish a pattern of movement that would prevent inspections from being made in the most distant parts of the TMO's area of responsibility except when responding to a property owner's specific request. Inspection priorities are soon recognized by contractor or carrier personnel. Further study of the inspector's movement pattern within the area assigned can be used to adjust inspection area size and to improve overall efficiency.

**2-3. Duty Hours.** Flexitime, especially during "normal" shipping season, should include not only a Quality Assurance Inspector, but also one office administrative person. Often the customer makes trouble calls after regular duty hours. The customers could be better served by allowing personnel to work 1000 to 1900 hours daily. The "on-the-road" inspector would not be missed in the early morning hours because fewer inspections are required then. An after duty administrative person would probably get more accomplished because of fewer interruptions and would be available to receive incoming trouble calls. Messages could be relayed by pagers, or if pagers do not exist, the inspector could call in every 30 to 45 minutes to receive calls. Smaller organizations must establish contact points for after duty requirements and must furnish this information to each customer.

**2-4. Inspector Work Controls.** The inspector works without direct supervision. The TMO will have only periodic check rides, telephone calls, complaints, and review of inspection reports to judge effectiveness unless time and motion reports are required. AF Form 383, Personal Property Quality Control Inspector's Worksheet and Travel Log, is completed each day by each inspector. This form will provide all the information needed for budgeting, justification of vehicles, and inspectors. Part I of this form shows inspector's name, inspection area, date, and beginning odometer reading. Part II shows property owner's name, grade, branch of service, address, and arrival odometer reading. Additional entries are for the carrier, agent, code of shipment (whether inbound or outbound), type of inspection to be performed, arrival time, and departure time. At the beginning of the day, list all shipments to be inspected in the order of planned inspection. Enter all shipments assigned including those assigned by telephone during the day. Leave a copy of the report with the section

supervisor, before departure, to serve as a route guide. The completed report can be used to determine time spent in travel, document preparation, and actual inspection. The TMO can assess inspectors effectiveness by considering the type inspections assigned and emergencies or distractions involved. The TMO should study inspection areas for redesign. Use information from odometer readings to prepare vouchers for reimbursement for use of POV, to certify invoices for GSA vehicles, and to justify use of government-owned vehicles. Application of overhead and direct costs from this report will make it possible to compute the cost of performing an inspection.

### 2-5. Preparing for the Inspection:

a. Before any inspection, the inspector will determine the property location, the carrier or contractor performing the services, the type of shipment, and the pack and pickup date and time. This information is usually given by the work center at the time of job assignment in DD Form 1780, Report of Carrier Services Personal Property Shipment, part I. For Nontemporary Storage (NTS) and all codes except 1 and 2, refer to DOD Regulation 4500.34-R, paragraph 6003C for use of DD Form 1780. Domestic shipment codes 1 and 2 will be identified by information on DD Form 2223, Shipment Evaluation and Inspection Record. Inspections of Direct Procurement Method (DPM) shipments must be reported on DD Form 2018, Report of Packaging and Crating Contract Violation(s), DOD 4500.34R, figure 7-3, using a copy of the service's request against the contract to identify the shipment.

\*(1) Outbound and Inbound Sections must continuously provide the Inspections Section notification of shipment activity. Notification of direct delivery of inbound shipments must be made immediately if the 50 percent inspection goal is to be attained.

(2) Planning the day's activity entails a study of the jobs assigned to establish a route of travel that will promise the largest possible number of inspections. A locator wall map from real estate offices, will help to locate homes in new housing developments.

(3) Calling the carrier agent's dispatcher for an estimate of the pickup or delivery time will make sure that someone is at the residence when it is essential.

b. When the jobs assigned exceed capability, the inspector must decide which jobs will not be inspected. These jobs must be the ones that are the least urgent or involve the most time and expense. Examples of priority decisions are:

(1) Property owner is deceased, missing in action ("Blue Bark").

(2) Property owner is absent, shipment being released by spouse, other dependent, or agent.

(3) Jobs directed by the TMO.

(4) Jobs with large amount of professional books, papers, and equipment (PBP&E).

(5) Jobs by appointment with either the carrier's agent or the property owner.

(6) Lots packed by owner in storage at owner's expense.

(7) Damage inspection for claims. This is shared with the base legal office.

(8) Approval or disapproval of requests for crating.

(9) Verification of carrier's requests for extra labor—long carry—hoisting or other requirements that increase costs.

c. The TMO must maintain daily record of shipments assigned and inspected by each inspector for comparison with the total number of shipments (inbound and outbound household goods shipments including unaccompanied baggage packed or unpacked, local moves, NTS lots in and outbound), and claims inspections performed within the TMO's area of responsibilities. The TMO should file the inspector's job list in paragraph 2-4, showing all shipments assigned to each inspector, those inspected, and reason for failure to make an inspection of the remainder.

### 2-6. Conduct of the Inspector:

a. **The Inspector Must Always Be Tactful.** Carriers' services are defined by laws, rules of regulatory bodies, and economics. If the demands of a member exceed the service agreed to by the carrier and the government, the inspector must support the carrier and counsel the member. On the other hand, carrier representatives that are inefficient or unfamiliar with contractual requirements will require counseling by the inspector. This is especially important during summer months when the local agent may be using summer hires.

b. **Service To Members.** Maximum service to the member must always be uppermost in the mind of the inspector. However, the entitlements established by law and the regulations of the military department concerned cannot be exceeded. Thus confined, the inspector must sometimes endure written and verbal criticism. In the end, the TMO determines the inspector's effectiveness.

#### c. Personal Characteristics:

(1) Carrier Personnel. Each assignment presents a different scene with new people and unusual items to move. After a short while on the job, the carrier personnel, particularly crew leaders, become well-known. This gives the inspector an advantage, if properly pursued. The quality of service provided by the crew on previous jobs reveals their strengths and weaknesses and the attitude of carrier personnel to-

ward the customer, particularly a complaining one, can be predicted. This situation must be handled carefully by the inspector to avoid giving the impression that the carrier and government representative are collaborating against the customer; that is, "two on one."

(2) **Military Members.** Personal characteristics of members and their spouses will also fall into categories. Members who are absent on moving day, leaving a spouse who did not attend the counseling session to release the property, must be treated as a potential problem. Members and spouses who disagree or are entertaining friends on pack or pickup days are prone to disagree with the carrier when requested to sign the inventory. Distinguishing traits of character ranging from overconcern to disinterest must be recognized early and met with serious counseling if the carrier, the government, and the member are to be adequately served. Members should arrange to have small children and pets at a different location on moving day to enhance the packout.

**d. Appearance.** Inspectors arriving on an assignment should look like an inspector and wear a name plate badge. Inspectors should also carry a laminated picture identification signed by a well-known installation authority for presentation. A military uniform is not always enough to convince dependents that the inspector should be admitted to quarters. Also, an inspector card will add the professional touch. Sometimes all the obstacles of a door-to-door salesman must be overcome. A civilian inspector should be neatly attired. Contact with carrier personnel on the way in, should be confined to greetings.

**e. How To Proceed.** Ascertain from the property owner, away from carrier personnel, what is expected that is not being received and treatment of which possessions is causing anxiety. Services that are denied by entitlement limitation or departmental policy can be resolved by skilled recounseling. Those that involve the service of the carrier that appear to be controversial must be discussed with the crew leader out of earshot of the crew and the property owner. If results of such conversations are positive, everyone can then discuss the matter and come to an understanding.

(1) Inability to resolve the difference may result in an immediate elevation of the problem to the TMO by either the property owner or the carrier. When this is imminent, the inspector will relay all the facts and conditions to his or her supervisor and make the proper written report.

(2) The most difficult problems for the inspector result from decisions that are based on his or her judgment. Refusal to crate a grandfather clock or a declared high-value antique, denying extra wrapping

of furniture items, or informing a claimant that damages preexisted are unpopular decisions. The inspector must make these decisions to protect the government.

(3) Fortunately, few assignments present the problems outlined above. Deficiencies observed are usually minor and amicably resolved.

(4) The inspector, however, must be firm and must be accurate when making reports. The practice of not reporting deficiencies corrected on the spot breeds repetition and defeats the Quality Control Program. Carrier deficiencies are an indication of inadequate training, equipment, supplies, or attitude that must be recorded to enable correction.

**f. Establishing Communications.** Sometimes the carrier has not arrived to pack or pick up when the inspector arrives and the property owner is anxious. Well-organized TMOs have a customer service procedure that allows the inspector to report these conditions and get communications established between the carrier and the property owner, if telephones are available. This relieves the inspector for the next assignment. (If telephones are not available in the immediate vicinity and the member is immobile, contact the carrier and report back to the property owner and try to answer all questions.) Sometimes the shipment has been picked up when the inspector arrives and the property owner has a problem. Copies of DD Form 1781, Customers Satisfaction Report, or other customer reports, can be provided with counseling for reporting to the destination TMO or ITO. DD Form 2223 for CERS shipments, DD Form 1780 for International Through Government Bills of Lading (ITGBL) or NTS, can be completed for inspection credit.

## 2-7. Postinspection Reporting:

**a. Credits for Completing an Inspection.** Regardless of the number of times a shipment may be visited during a pack and pickup or delivery, credit for inspection must be limited to one. Recording each visit as an inspection will result in more inspections than shipments available to inspect. Any effort that results in contact with the property owner (or carrier), on which time and resources were expended in collecting enough information to make a report, can be counted as an inspection subject to the above. Credit for inspection will be taken on the pickup date. Inspection reports designated by schedules for type of inspections listed later in chapter 3 will be made at the completion of each inspection.

**b. Telephone Reporting.** A call to the inspector's supervisor at the completion of each inspection, if a toll-free telephone is available, will make it possible to revise priorities and provide for inspection of direct

inbound deliveries. This call also makes it possible to establish contact at the next job. Inspectors with pocket pagers, however, are always in contact for rearranging priorities.

**\*2-8. Customer Satisfaction.** The Customer Satisfaction Report, DD Form 1781, is a primary source of member feedback for the TMO. Such feedback is vital to thorough evaluation of carrier, agent, and contractor performance. Member comments also provide insight to the level of service provided by TMO personnel.

**a. Preparation and Distribution to Members.** Although it is intended that the destination TMO prepare the administrative blocks on the form and provide it to the member, origin inspectors can help the reporting process. Origin inspectors should show the member a sample copy of the DD Form 1781, explain that it will be provided at destination by either mail or the quality control inspector, and emphasize the im-

portance of completing the form.

**b. Destination Procedures.** Destination inspectors who provide the DD Form 1781 to members for completion must briefly explain the form and emphasize its importance. If local procedures provide for mailing of all DD Forms 1781 to the members, the inspector should have a sample form available to aid in explaining and emphasizing the form to the member.

**c. Forms Addressing.** TMOs will enter their address on the face (side containing the Business Reply Mail entry) before the form is provided to the member. To avoid overlooking this vital action, all DD Forms 1781 will be stamped or overprinted with the TMO's address upon receipt from the local forms distribution office and before the forms are placed in service. In no case will the placement of the TMO address on the form be left to TMO personnel on an individual member by member basis.

## Chapter 3

## INSPECTION REQUIREMENTS FOR APPROVED CARRIERS AND AGENTS

**3-1. Letter of Intent (LOI):**

a. Letters of Intent for movement of personal property, except mobile homes, must be in the approved format in (PPTMR), appendix B, paragraph 6000(c). Format for Letter of Intent for mobile homes is in appendix K, paragraph 9005b.

b. The carrier must be listed in the current Military Traffic Management Command (MTMC) Domestic and Mobile Home Personal Property Carrier Approval Printout; International Through Government Bill of Lading (ITGBL) Personal Property Carrier Approvals, or present a recent MTMC letter of approval for codes of service offered.

c. Employers Identification Number (issued by Internal Revenue Service) of declared agents must be separate from numbers used by other agents or the carrier. An exception is when the carrier is also the agent (PPTMR paragraph 6000d(1)).

d. Certification of Agency Agreement must be executed by an official in the agency who has the authority to commit the assets of the agency. Except for the ITGBL Program, agents must be located in the area of responsibility assigned to the Installation (PPTMR, paragraph 6001d(2)). Mobile home carriers are not required to have agents.

e. Clear Explanation of Areas Serviced by Code of Service is usually a map of the Continental United States (CONUS). Check the correctness of the map by referring to the carrier's authority (PPTMR, appendix A, paragraph 3).

(1) Intrastate operating authorities must be supported by a copy of authority issued by the proper state regulatory commission such as Public Utility or Service Commission. It can be reviewed by reference to Household Goods (HHG) Carriers or Movers and Warehousemen Association Participating Carrier Tariffs (Scope Tariff) (PPTMR appendix R) for Motor Carriers.

(2) Carriers not included in the above publication may be requested to provide a copy of their operating authority. Domestic freight forwarders generally have authority to serve the contiguous 48 states without restriction. Carriers offering ITGBL codes of service must have MTMC approval for each country served. MTMC will have determined in advance that each carrier is Interstate Commerce Commission (ICC) controlled, uncontrolled, or, if necessary, has Civil Aeronautics Board (CAB) export license.

f. Interline Carriers, declared to destination states not listed in origin carrier's authority (PPTMR, appendix A, paragraph 16) must be MTMC approved

and have authority to serve states listed. A common exchange point must exist between authority in the contiguous 48 states.

g. Before approval of carrier's LOI, the capability of the designated agent must be surveyed for adequate facilities, personnel, communications, and equipment. (See PPTMR, paragraph 6001d; Carrier's Agent Questionnaire (figure 2); DD Forms 1811, Pre-Award Survey of Contractors/Carriers Facilities and Equipment, and 1812 Warehouse Inspection Record; PPTMR, chapter 10 and Agent Facilities paragraph 3-2). The number of carriers represented must not exceed quantity authorized in PPTMR, paragraph 6002d(8). Reinspection of approved agents is not necessary on the occasion of carrier acquisition or change to LOI if regular inspections are being performed according to PPTMR, paragraph 6003.

**3-2. Agent Facilities:**

a. Moving and storage contractors must be certified by a MTMC-approved carrier on an LOI before being considered a carrier's agent by the TMO (PPTMR paragraph 2001(b)). Other elements of the LOI being in order, the TMO will proceed to qualify agents not previously rated as carrier's agents. Qualification as a nontemporary storage contractor is not an adequate reason to waive a qualification survey.

b. The agency operating official may be requested to supply information concerning company organization, personnel, equipment, communications, and warehouse facility for comparison with minimum acceptable standards shown in PPTMR, paragraph 6001a(2)(3)(4). The agent may request exceptions that may be granted by the TMO.

c. Preaward inspection of the contractor's warehouses (PPTMR, paragraph 6003e) will be recorded on DD Form 1811, according to PPTMR, paragraph 6001d(8), Appendix L, and PPTMR, chapter 10.

d. Use DD Form 1812 for storage-in-transit warehouses after preaward survey to record periodic inspections. The inspector must use DD Form 1812 with DD Form 1811 to obtain an expanded evaluation of the contractor's facility.

e. Basic Agreement Storage. Contractors will be inspected by a representative of the Regional Storage Management Office (RSMO). The TMO determines when Joint inspections may be made (PPTMR, paragraph 6003g(2)).

f. Multiple carriers' agencies in the same facility must be separate from each other (PPTMR, appendix A, paragraph 5). Agencies legally established as

separate entities may lease equipment and personnel as required to pack, pick up, deliver, and unpack goods. A copy of the agreement with a leasing company will be submitted with listing the required equipment and personnel for the number of carriers represented.

g. The number of carriers represented by an agent must not exceed the number permitted by the PPTMR, paragraphs 6001b(8) and 6002d(8).

h. The TMO is the agency to accept or reject the LOI. The carrier is not required to provide MTMC or any other agency with a copy. TMO acceptance by dated endorsement to a complete copy of the LOI is adequate when everything is in order. When the LOI is being rejected or accepted with conditions, a letter of explanation is necessary.

### 3-3. Inspection Schedules:

a. The inspection schedules in attachment 1 through 12 are designed primarily to assist household goods quality control inspectors to perform thorough, quality inspections of the MTMC coded modes of service Through Government Bill of Lading (TGBL), Direct Procurement Method (DPM), Nontemporary Storage, and Local Drayage Moves. Using these schedules will improve effectiveness and efficiency in meeting DOD inspection standards.

b. Inspection schedules for the TGBL codes of services are combined into related groupings (codes 1 and 2; 4, 5, 6, T; and 7, 8, J) and separate schedules are provided for inbound and outbound inspections. The schedule for DPM is also separated for inbound and outbound inspections, whereas a single schedule is included for inspection of nontemporary storage and local drayage moves. The schedules are arranged in columnar form listing inspection elements, references to the applicable service standards, and a glossary reference. An additional column (CERS) has been provided on the Codes 1 and 2 schedule to facilitate the assessment of CERS penalty points on DD Form 2223. This format is a quick reference guide for the inspector to identify and document carrier or contract violations and will be used as a guide during the inspection.

c. Explanation of Column Headings on the In-

spection Schedules:

(1) Inspection Element. An alphabetical list of the most frequently recurring and troublesome tender of services (TOS) and contract violations, with helpful "what to look for" notes underneath most elements. While this list is not comprehensive, it covers all items on DD Forms 2223 and 1780. It also includes additional elements for which there are no TOS references (firearms, hazardous materials, high value, pack day, prohibited items, and shunks (German furniture item), but which require specialized knowledge by the inspector to protect the interest of the member, the government, and the carrier or contractor.

(2) References to the applicable service standard:

(a) Paragraph number of TOS. Contains TOS paragraph number reference on each inspection element for ease in documenting discrepancies.

(b) Paragraph number of PPTMR. Refers inspector to the applicable paragraph in DOD 4500.34R covering the inspection element for additional guidance and clarification.

(c) CERS. Keys each inspection element to the applicable section and item on DD Form 2223.

(d) MIL-STD-212. Lists the applicable paragraph number in this standard for inspection elements on the DPM and Local Move Inspection Schedules.

(e) Packing and Crating (P&C) Contract. Contains references to the applicable section and item of the Uniform Packing and Crating Contract for inspection elements on the DPM and Local Move Inspection Schedules.

(f) Basic Agreement Contract. Lists references in this agreement for inspection elements on the Nontemporary Storage Inspection Schedule.

(3) Glossary Reference. Refers the inspector to the glossary for detailed discussion and additional guidance on handling many of the more complex or complicated inspection elements. The glossary, with elements listed alphabetically, highlights trouble spots and suggests many time-tested and proven courses of action for inspectors and inspection supervisors in handling unusual problems. It also contains references to Army and Navy personal property regulation.

## Chapter 4

## QUALITY CONTROL INSPECTION REQUIREMENTS

**4-1. General Information.** The act of inspection usually implies that the object of one's attention is being critically compared to a standard of excellence, quality, or the like, with a view towards noting discrepancies or deficiencies in the former. The areas identified in this chapter will at least be checked during the inspection.

**\*4-2. Inspection Goal.** Monthly, the TMO goal for inspection will be 50 percent of household goods, unaccompanied baggage, mobile homes, nontemporary storage, and local drayage shipments by type. Inspection quality will not be sacrificed to meet this goal. Inspection shortfalls must be accurately reported in TWRAPS.

**4-3. Alternate Carriage.** Alternate carriage is permitted by the TOS, paragraph 17. When a shipment is offered to a motor van carrier, it is with the understanding that the shipment will be hauled by that carrier unless approval by the TMO is obtained to do otherwise.

a. Paragraph 17 has two conditions: first, the carrier is faced with unavoidable circumstances; and second, these circumstances are of sufficient substance to convince the TMO to permit the shipment to be moved by another carrier selected by the original carrier.

b. Unavoidable circumstances that occur after proper planning by the carrier are rare (severe weather, strikes, embargoes, or the breakdown of the motor van in the vicinity of the pickup) and are usually beyond the control of the carrier. Lack of line haul equipment is mismanagement—the shipment should not have been accepted by the carrier.

c. Each Request, verbal or written, from a carrier will be accepted or denied by letter with a copy to the local agent, the destination TMO or ITO, and the property owner. If the carrier is a freight forwarder, alternate carriage will not exist because the rig will belong to a motor van carrier; however, freight forwarders can only use 409 Agreement carriers (See 409 Agreement) to move their shipments.

d. On the other hand, a motor van carrier moving a shipment for another motor van carrier must be checked for violation of the TOS.

**4-4. Appliance Service:**

a. Appliance service is generally related to automatic washing machines because it is the only item authorized to be serviced by the tender of service (TOS) without a written request from the TMO.

(1) Other unusual items such as grandfather clocks and electronic organs may require service of a third party arranged by the carrier. Third party services are entered on DD Form 619, Statement of Accessorial Services Performed, accompanied with an invoice, for certification by the TMO.

\* (2) The tone arm of a record player secured with tape and a turntable that is anchored with built-in screws is not a chargeable item (MTMC Rate Solicitation Military Basic Tender (MBT) or applicable contract.) Third party service for a grandfather clock or electronic organ is not unusual. Sometimes, after moving a grandfather clock, the owner is unable to get it adjusted, not necessarily because it was handled roughly, but just because it was moved.

\*b. Washing machines are almost universally serviced by placing a cardboard or plastic insert under the lid on top of the inner tub to prevent vibration (PPTMR appendix A, paragraph 44) and attaching a label. Service does not include connecting water hoses, draining hoses, vents, or pipes to either the washer or the source of supply (Stanley G. Alexander's Appliance Service Manual, PPTMR appendix R). Disconnecting and connecting all appliances is the responsibility of the member. Servicing a washing machine by stuffing rolled cardboard or rugs or blankets between the tub and the outer cabinet is not acceptable. This procedure will damage wiring and other delicate mechanisms, causing malfunctions.

\*c. Refrigerators or freezers being prepared for shipment must be defrosted even if classified as frost-free. Bringing these appliances up to room temperature will create water in the evaporation pan that must be emptied before movement to prevent spillage. The carrier is not required to disconnect the water line to the icemaker. If the carrier does, he or she is not obligated to reconnect it at destination. Minute food particles plus moisture will cause mildew during storage. A silica gel desiccant (owner's expense) is effective if most of the moisture has been removed. Substitution of deodorizing agents such as charcoal or coffee are not usually effective.

\*d. Appliances such as washer, dryer, refrigerator, or freezer that will not operate after movement due to damage from handling, not necessarily rough, and are essential to family health and welfare must be repaired immediately. Advise the member to call the Claims Office and explain the difficulty and discuss repair procedures (see claims). Members will usually be advised to proceed with repairs and to obtain a statement from the serviceman on the invoice that identifies the probable cause of failure.

**4-5. Cartons.** Cartons (PPTMR, appendix A, paragraphs 40a(2) and 43d) constructed of corrugated fiberboard for packing personal property, to be later overpacked in containers or motor vans or to be used as exterior containers, must meet minimum standards. Federal Specification PPP-B-636H, Boxes Shipping Fiberboard, describes material construction, style, load factors, and closure (also see PPP-B-1364C and

PPP-B-640d). Carriers using cartons not bearing a boxmaker certificate must be suspected of providing substandard material. The inspector will spot check one of every three cartons for compliance with minimum standards.

a. Closure of cartons to be overpacked in a container or

motor van (PPP-B-636H, paragraph 30.3.2.1.2) will have the top and bottom flaps of the carton closed by applying a 2-inch wide stripping tape conforming to PPP-T-76 or PPP-T-60, type III or IV. The tape must be centered over the seam formed by the closure of the outer flaps of the top and bottom and will extend down over the end panels no less than 2 inches. These cartons are Regular Slotted Carton (RCS) styles made with flaps on all four sides. When closed, the flaps along the longer sides must meet. Closure of cartons to be shipped as exterior containers or PPP-B-640D 30.3 PPP-B-636H paras 30.3.2.1.3) requires tape to be applied over all seams and corners. Strapping of metal (QQ-S-781) or nonmetallic material (PPP-S-769) used on DPM shipments according to PPP-B-636H, tables V or VI, also includes pressure-sensitive nylon tape, PPP-T-9 type II, class B, when the gross weight of carton and contents are within table limits. Pressure-sensitive tape bands will be used when possible to make sure that tape does not fall off when the carton is accidentally crushed or dropped during handling.

b. The size cartons, shown in cubic feet, used on other than single factor rate shipments must conform to unit price schedule quoted in the tariff and shown on DD Form 619. Volume of cartons used on single factor rate shipments is not critical, since DD Form 619 is not prepared. Do not let sizes of cartons on the inventory be shown as small or book, medium or large, flat or long, instead of 1.5, 3.0, and 6.0 cubic feet when listing cartons packed by owner (PBO). The carrier's liability in case of loss is based on weight per cubic feet. Approximate dimensions of cartons commonly used to pack personal property are:

1.5 cu ft, 16x13x13	4/6 Mattress Ctn, 54x7x75
3.1 cu ft 18x18x16	Queen Mattress Ctn, 61x7x81
4.5 cu ft 18x18x24	King Mattress Ctn, 78x7x81
6.1 cu ft 24x18x24	Crib Mattress Ctn, 27x5½x52
5.6 cu ft 18x18x30	10 cu ft Wardrobe Ctn, 21x6x51½
Mirror Ctn, 36x28x3	3.75 cu ft Flat Wardrobe Ctn, 18x9x40
3/3 Mattress Ctn, 39x28x3	5.3 cu ft Flat Wardrobe Ctn, 37x21x12

c. Do not permit specially designed cartons such as dishpacks and mattress cartons, to be spliced on the job because the premove survey was superficial or the proper size carton was not on hand on the pack day. A telescoped, jury-rigged mattress carton with splices held by the tape will not stay sealed when wrapped nor will it lend adequate support to the mattress. New mattress cartons must be taped the full length of the flap when closed. Spliced dishpacks must depend on the contents for support of the spliced portion. Items fragile enough to be placed in a dishpack will not be adequately protected from excess pressure. An agent using used cartons must be closely scrutinized. This service is less than the best and often inferior. Cartons will be inspected for contamination, unobliterated markings, torn flaps, and crushed corners. The packers employed by such agents are usually uninformed as to acceptable standards.

d. Marking cartons with information other than affixing the tag or tape required by TOS, paragraph 54o, as to

item and lot number is not otherwise required by the TOS. Paragraph 54c, however, requires the carrier to identify cartons on the inventory by type and cube with an indication of general contents such as: linens, pots and pans, etc. Since the packing is usually done by persons other than those making the inventory, these markings are the most reasonable means of identifying the cartons. These markings are self-serving for the carrier at time of delivery and certainly when agency pickup, storage, or split shipment occurs. Efficient agencies require their packers to mark cartons as follows: Contents, Room of Origin, Owner, Packer, and Exceptions.

e. A 1.5 cubic foot carton is used for unbreakable (not fragile) items. When the quantity of light and bulky items being considered, such as hats, purses, shoes, toys, pots, and pans, will fill a 3-cubic foot carton without excessive weight, the larger carton will be used. All items selected must be compatible insofar as weight structure and finish are concerned (see DD Form 619).

(1) This carton will always be used for books, canned goods, and magazines. All books and albums with hard binding will be packed according to the TOS, paragraph 44b. All other items except canned goods and magazines will be individually wrapped and wedged with filler or unprinted newsprint to prevent shifting. Heavy items will be packed on the bottom and lighter items to the top. The shipper's name and contents are usually placed on the top and one side. This generally causes the carton to be handled upright. The sealed carton must never be labeled as "Miscellaneous" or "Kitchen" or "Bathroom." General contents descriptions as "Toaster," "Kitchen Tools," "Toilet Articles," should be used.

(2) Items usually packed in 1.5 cubic foot cartons are:

Hats	Frying pans
Shoes	Toasters
Purses	Electric Mixers
Books	Irons
Canned Goods	Sewing Machine Heads
Magazines	Heavy Iron Ware
Toys	Radios
Heavy, nonbreakable bookends	Tools

f. A 3.5 cubic foot carton will be used for items that will not properly fit in a small carton.

(1) The following items may be packed in a medium carton:

Lamp Shades (TOS, paragraph 44h)	Blankets
Hats (if too large for small carton)	Pots & Pans (TOS paragraph 44e)
Purses	Woodware
Shoes	Metal Lamps
Boots	Vacuum Cleaners
Belts	Flatware (silver)
Linens (TOS paragraph 43b)	Movie Projector
Drapes (TOS, paragraph 44f)	Camera
Clothing (TOS, paragraph 43b)	Electrical Items (TOS, paragraph 44d)

(2) Lamp shades should be wrapped in tissue paper. These shades may be nested together but never forced

one inside the other. Paper should be used as fill so they will not rub the sides of the carton. Lamp shades should never be packed with any other item as they can be easily crushed.

(3) Hats, caps, belts, shoes, and purses must be wrapped in paper. Do not pack heavy shoes or boots with purses; ladies' light shoes should be wrapped and packed and purses may be packed on top of them. Sharp-edged items or knives must be wrapped and packed with the cutting edge down. Contents must be wedged and packed with wadded unprinted newsprint to make a tightly packed unit when the carton flaps are closed. Sealing and marking is required as described above for a 1.5 cubic foot carton.

g. A 6.6 or 6.5 cubic foot carton is used if the items will not fit properly in a medium carton, or the volume of selected items will not exceed the boxmaker's weight limit.

(1) The following items may be packed in this type container:

- Large, Tall Lamp Shades (TOS para 44h)
- Long, Wooden Figurines
- What-Not Shelves
- Roasters
- Large Radios

(2) Except for the lamp shades, all items must be wrapped in white paper; lamp shades in tissue paper first, and then in white paper.

#### 4-6. Dishpacks:

a. **Types.** Dishpacks are described in PPTMR, appendix A, paragraph 43e, as barrels, fiber drums, and cartons. The Government Military Rate Tender does use "dishpack" in addition to drum and barrel in the description of the carton for packing glassware, chinaware, bric-a-brac, table lamps, and similar fragile articles. Wood barrels have not been used for more than 15 years. Fiber drums have not been available for many years and are not desirable to the carrier because of their cylindrical shape. The only container readily available is a 5 cubic foot specially designed carton not adequately described in tariffs or the National Motor Freight Classification. The description in Basic Agreement for Storage of Household Goods and Related Services, Part II, is also incomplete. The best description available is in MIL-STD-212, Preparation of Household Goods for Shipment and Storage and Related Services, applicable only to DPM (see paragraph 5.3.3, Cell-Pack, Method B).

(1) Dishpacks are described as follows: Corrugated fiberboard cartons with a capacity of no less than 5 cubic feet. The sidewalls and ends of the carton will be of a minimum bursting strength of 350 pounds per square inch. No more than 120 pounds of materials will be packed in this carton. The carton will be fitted with a cushion pad in the top and bottom with tiers of corrugated fiberboard dividers to make cells of various dimensions, suitable for the size of items being packed. Each item will be wrapped in clean unprinted newsprint. A corrugated fiberboard flat will be placed between each tier

of cells. All cartons will be marked on two sides with the word "Up" with an arrow pointing to the top.

(2) Dishpacks to be used as exterior shipping container (not to be overpacked in a van or container) will be of triwall construction closed and strapped according to instructions for "Cartons" for DPM moves.

(3) Using dishpacks without tiers of cells and dividers to pack items that could have been as well protected in a 200 pound bursting strength carton of 4.5 or 6 cubic foot capacity, such as stereo speakers, is not acceptable unless billed as cartons. Dishpacks cost the government approximately \$1.50 more per cubic foot than 4.5 cubic foot cartons. Carriers who pack dishpacks without internal furnishings are not entitled to the dishpack rate. The inspector observing packing procedures and reviewing DD Forms 619 and inventories will prevent improper billing or recovery of unearned packing monies.

(4) Dishpacks will not be built up (spliced) (see Cartons).

#### b. Packing a Dishpack (Except DPM):

(1) The 5 cubic foot carton is usually marked DISHPACK with black arrows pointing to the top. The bottom will be closed with a strip of 2-inch-wide pressure sensitive tape centered on the seam formed by closure of the outer flaps and extending over the side panels no less than 2 inches. When the weight of the dishpack is likely to be over 80 pounds, but not to exceeding 120 pounds taping of all seams is recommended (see Cartons). A cushion will be placed in the bottom of the dishpack and a deep filler (cells), one that will accommodate a dinner plate on edge, placed in the bottom of the dishpack on top of the cushion. This filler has adjustable partitions that can be made to fit any size china. The heaviest dishes, lamps, vases, small plastic radios, and other heavy breakable items should be packed in this filler. The heavy fragile items will always be packed in the bottom of the dishpack.

(2) Some of the items that will be packed in the bottom filler are:

Plates	Pyrex Ware	Pitchers
Saucers	Jars (empty)	Small Mirrors
Bowls	Platters	Heavy Cut Glass
Mixing Bowls	Lazy Susans	Refrigerator Trays
Records	Silverware	Small Plastic Radios
Sm. Pictures	Soup Bowls	Small Flat Plate Glass
		Food in Glassware

(3) All flat glassware such as plates, refrigerator trays, pictures, and plate glass will be packed on edge—NEVER IN A FLAT POSITION. The second filler from the bottom usually referred to as a crystal filler, is placed on top of a divider on top of the bottom tier of cells. The third or top filler placed on top of the crystal filler on top of a divider should, with the addition of the top cushion, fill the carton to capacity. When the flaps are closed, this will create a tightly packed unit. This top filler, sometimes called the "miscellaneous" filler, is used to top out the carton. Items such as cups, saucers, dolls, what-nots, bric-a-brac, and small clocks can be used.

Packing material will be used to even out carton after odd-size glassware has been packed in the bottom. It may be necessary to cut away a part of the divider to accommodate lamps and other large items extending through two or more tiers, preferably the bottom two. The divider even when modified lends strength to the cartons' resistance to crushing.

**c. Packing Methods.** When packing flat pieces such as plates, bowls, saucers, and small pictures, each item will be wrapped separately so there will be at least two thicknesses of paper between them when nested. Some items may require wrapping in more than one sheet of paper. Chipping or breakage is likely to occur if one piece of glassware is allowed to touch another. No more than four items will be packed and nested together in a bundle. The bundle will then be wrapped in a sheet of paper before placing it in the cell. This space procedure will be used throughout the dishpack.

**d. How To Wrap.** Paper (clean unprinted newsprint) will be placed on a suitable table (table covered with a clean pad) using a stack about 1 inch high. The items to be packed are placed in the center of the paper. Using a diaper wrap, fold the ends of the paper over the item, then fold the other two sides in the same way. Roll wrap will be used on lamps or long items. Two pieces of white paper in each wrap are desirable. After the item is wrapped, it is placed in the dishpack with the face next to the side of the barrel. The next bundle will be placed in with the face side next to the back side of the first bundle. This will prevent the glass from binding together. Everything that goes in a dishpack must be wrapped in white paper. Glasses or stemware will always be packed with the drinking edge down.

**e. Silverware (Not Flatware).** Because holloware is soft and easily bent, it will be placed in a dishpack. Silverware will be packed together in the same carton and wrapped in white nontarnish paper. Salt and pepper shakers will be empty before wrapping. Each vessel and each cover will be wrapped separately, with the wrapped cover inverted and placed on the vessel so the two will be wrapped together as a unit. Glass jars of food or other contents not prohibited for movement will be put in the last dishpack. Each container must be sealed to prevent leakage. If items leak, they should not be packed. The 120-pound carton limit will be maintained. The last dishpack may be finished out with miscellaneous items such as pots and pans; this carton will be marked "LAST DISHPACK—OVERFLOW."

#### 4-7. Wardrobes (Upright and Flat):

a. Upright wardrobes are single purpose cartons for transporting clothing or drapes on hangers only, designed to ensure wrinkle-free delivery. These cartons are equipped with a 16-inch metal bar across the top to accept hangers. A common size is 21 by 6 by 52 inches. The cube must not be less than 10 feet. Packing and unpacking rates in the Military Rate Tariff vary according to geographical location and according to a carrier's special rate quotes.

(1) **When To Use Upright Wardrobes.** These will be used for code 1 shipments only (TOS, paragraph 44f(1)). ITGBL and code 2 tariffs do not offer upright wardrobe service because of low density (see Containers). When the final destination of shipments being placed in nontemporary storage is a point in CONUS known to be rate favorable for code 1, upright wardrobes may be authorized on DD Form 1164, Service Order for Household Goods. (See also Part D, Para RS-2e, Basic Agreement for Storage of Household Goods and Related Services, Appendix M, DOD 4500.34R, PPTMR.) Counselors should determine the destination of each NTS lot and advise the property owner of entitlement for upright wardrobes so a decision can be made before pickup. Code 1 shipments placed in nontemporary storage instead of storage in transit at origin, must always authorize upright wardrobes. Discovering the need for wardrobes after the contractor arrives at the residence inconveniences everyone.

(2) **How To Pack an Upright Wardrobe.** About 12 garments may be placed in each wardrobe. The exact number will be determined by the thickness and weight of the clothing. The inspector must make sure that each carton is properly used; that is, the proper number of only clothing or drapes is packed. Packers must make sure that each garment will stay on the hanger and the hanger will stay on the bar. Hanger hooks may be taped together or every other garment reversed to prevent clothing from falling off. Sometimes 2.5 cubic feet of space remains in the bottom of the carton that tempts packers or drivers to place such items as small chairs, guitars, fishing rods, guns, shoes, sofa cushions, and other light items that may be available in it. Some drivers will cut a flap door in the side to stuff the space after loading on the van. These foreign objects chafe and discolor delicate fabrics causing concealed damage. Small items in the bottom of upright wardrobes are easily overlooked during unpacking and may be thrown away with the carton.

b. Flat wardrobes are for use in containerized shipments (TOS paragraph 44f(2)) and NTS, unless the ordering officer authorizes the use of upright wardrobes for NTS (PPTMR, appendix M, part D, paragraph RS-2e). Hangers will be removed from all clothing (TOS para 44f(3)). Clothing will not be stored in garment bags (PPTMR, appendix M).

(1) The size of wardrobes has not been standardized. Sizes vary from 3.75 cubic feet (18 by 9 by 40 inches) to 5.3 cubic feet (37 by 21 by 12 inches). Varying size is not a problem since billing is almost universally on a single factor rate.

(2) Flat wardrobes are used by contractors to pack the following items:

Clothing	Comforters
Blankets (including Electric)	Curtains
Quilts	Drapes

c. All wardrobe cartons will be new (TOS, paragraph 43b).

d. Wardrobes will be sealed by using 2-inch wide pressure sensitive tape applied over all closure joints.

e. Upright wardrobe cartons, because of their shape are sometimes used to pack tall artificial plants and similar fragile decorative items. Billing on DD Form 619 as wardrobes computed by the cubic feet is advantageous to the government.

**4-8. Containers.** Household goods shipping containers (193 cubic feet) (TOS, paragraph 40) are generally called Type II containers. Inspectors will randomly inspect one of every three containers for compliance with construction, packing, marking, sealing, and weighing specifications.

a. Government-owned containers (GOC) are described in Federal Specification PPP-B-580B as Box, Wood, Household Goods, capacity 1500 pounds, 96 inches long by 83 $\frac{3}{8}$  inches high, interior cube 171 feet, gross cube 193 feet, plywood construction with exterior framing, caulked during assembly. DPM household GOCs will be lined with waterproof barrier material according to MIL-STD 212 paragraph 5.4.2.2, (not applicable to commercial containers). Closure instructions are MIL-STD 212, in paragraph 5.4.2.4. To open, unscrew lag bolts in the door of the container. Do not open the door with a crowbar. This often breaks the door and frames.

b. Commercially owned household goods containers are manufactured according to MTMC control numbers (see PPTMR, paragraph 3002i) issued after examination of a sample similar to procedure described in First Articles, paragraph 3.2.

(1) Containers range in size from 48 to 192 cubic feet. Construction is usually of plywood with interior framing. Use of interior framing presents a smooth surface on all sides not subject to damage during handling, makes more of the gross cube available for stuffing with goods and offers greater protection from weather when stored outside empty. Some variations in material are high impact polyvinyl, plywood with steel frame, fiberglass coated plywood, or steel.

(2) Testing commercial containers will be according to MIL-STD 1489. Tests such as drop, stacking, racking, pendulum impact, watertightness, pendulum puncture, condensation resistance and temperature are all beyond the capability or means available to the household goods inspector and must be conducted by a laboratory. Directives do not require carrier-owned containers to be lined with waterproof barrier material. (For requirements and specifications for maintaining GOC accountability records, see paragraph 4-9.)

c. Containers for overflow and oversize items, such as rugs and couches, will be of wood-cleated plywood construction according to Federal Specifications PPP-B-601F. All containers with a gross weight of 100 pounds or more and the length and width dimensions of 48 inches by 24 inches or more will be equipped with two skids at least 2 $\frac{1}{2}$  inches thick and 3 $\frac{1}{2}$  inches wide. Skid sizes for larger containers are described in para 3.2.1. Any container that must be handled with a forklift must

have two or more skids. Fed Spec PPP-B-601F applies to both commercial and government containers, (TOS, paragraph 40a(1)(b)). Rug tubes described in MIL-STD 212, paragraph 4.21, may be used without skids instead of wood-cleated plywood containers. One or more oversize containers may be required per shipment but only one overflow container is authorized.

d. Government-owned containers (GOC) are used for Direct Procurement Method (DPM) household goods, unaccompanied baggage and nontemporary storage lots destined for government storage facilities, PPTMR, paragraph 7008). GOCs in serviceable condition may be used by carriers (PPTMR, paragraph 6009b(13)g), at a reduced rate per hundred weight. TMOs will offer available government-owned containers to carriers. Carrier use is voluntary and refusal by the carrier to use GOCs will not result in a penalty unless the carrier is unable to handle the shipment due to lack of carrier owned containers. The TMO, with available GOCs, encountering refusals should continue the offer throughout the traffic distribution period seeking acceptance. When GOCs require repair before reuse, the cooping may be done by the Packing and Crating contractor.

e. Carrier-owned containers are used for codes 2, 4, 5, 6, and T household goods shipment. The same containers are used for both surface and air movement. The memo copy of the Government Bill of Lading (GBL) provided the TMO will indicate the total number of containers used and the gross cube of the shipment (PPTMR, see para 6009b(14)).

f. Caulking procedures are the same for both carrier owned containers and GOCs. PPP-B-508B, paragraph 30.1.2, describes caulking instructions to be followed during assembly of GOCs. Use of a nonhardening continuous strand or rope form compound no less than  $\frac{1}{4}$  inch in diameter ( $\frac{3}{8}$  inch preferable) applied to the matching face of all panels during assembly also applies to carrier-owned containers. Doors will be caulked on the matching face before closing, not be sticking a bead of compound on the outside after closure. Using rope-type compound foregoes the need for the carrier to transport caulking guns and spare cartridges to the pickup site. When containers are recovered, patches will be caulked.

g. A carrier container made of plywood will be banded with two  $\frac{3}{4}$  inch wide steel straps .023 inch thick (Fed Spec QQ-S-781), placed horizontally near the top and the bottom encircling the sides and ends. These two bands will prevent the spreading of the vertical joints and subsequent exposure of the contents. Other bands are not required, but two additional bands to remain permanently applied vertically to encircle the top, bottom, and sides installed at time of assembly will give added protection if dropped during handling. Banding of containers manufactured from materials other than plywood described above, may not be necessary if the container is in good condition; however, used containers may require banding. The inspector will use his or her judgment in each case. MTMC Pamphlet 55-12 stipulates the number of bands or type of bands to be used depending

on the type of commercial container used.

h. Inspection will include applying pressure to walls from the inside to find out if the container is caulked, nailed, or bolted properly. The floor must be solid and skids must be in a sound condition.

(1) Unacceptable containers are those that have been extended to accommodate outside or overflow items, those with deteriorated plywood either rotted or delaminated, those with framing broken or separated from the plywood, those caulked on outside seams or joints, and those patched without the use of caulking compound. Patches on the outside only are not acceptable because they increase the overall dimension and are subject to being scraped off during handling.

(2) The structural tests covered in MIL-STD-1489A, Performance Testing of Commercially Owned Household Goods Containers, includes a watertightness test. A container sealed as if for transport must withstand a stream of water coming from a 1/2-inch hose nozzle at 15 pounds of pressure per square inch, held about 5 feet from the container. The point of impact of the stream of water must move across all joints and seams of the exterior surface at a rate no greater than 4 inches per second for 15 minutes. Any sign of water infiltration is cause for rejection. The inspector is not expected to conduct this test, but familiarity with the test method will improve judgment as to whether or not the container has been properly assembled or maintained.

i. The term "stuffing" as related to containers means loading of personal property into shipping containers. GOCs will have a minimum stowage factor of 5.7 net pounds per gross cubic foot of container cube. There is no established minimum stowage factor for carrier-owned containers but it is an accepted fact in the trade that 5 pounds is too low. Low density cannot always be avoided due to nature of the goods available but it is usually the result of loose stowage. This is indicated by carrier-agency agreements that pay the agent the lowest rate for 5.9 pounds and the highest rate for 12 pounds per gross cubic foot.

(1) The average level for a skilled packer is 7 pounds. Maximum density increases the revenue by getting the greatest net per measurement ton of shipping space. Tightly packed high density shipments also move with a minimum of damage.

(2) Conversely, low density shipments suffer damage due to shifting within the containers. Large, heavy items such as refrigerators, freezers, washers, and dryers must be placed on the floor using other heavy dense articles such as footlockers, boxes of books, or dishes for bracing. Weight distribution must be equal, keeping the center of gravity in the center of the container. Extra heavy items such as upright

pianos must be blocked to relieve any strain on the castors and braced with 2 by 4-inch lumber using cleats nailed through the plywood sheathing or to the interior container frame. Braces will be padded at compression points to prevent abrasion of finished surfaces.

(3) Less dense articles such as chairs, small electric appliances, and linens will be used in the middle layer and light weight articles on the top layers. All space must be filled or top bracing will be installed in the partially filled container. Empty cartons will not suffice as bracing. Braces must be placed horizontally, held down by side cleats to prevent the upward shift and loosening of the goods. All articles will be packed tightly, using cushioning material to fill gaps, so these articles will not shift inside the containers.

j. Cushioning Material (TOS paragraph 43). Textile pads common to motor vans are not used in containers because they cannot be recovered by the origin agent. All padding is disposable and usually made of paper. Materials such as polypropylene, polyethylene or polystyrene are acceptable but seldom used because they are more expensive than paper products. The most commonly used materials are kraft paper, Federal Spec UU-P-268; Corrugated Paperboard, Fed Spec PPP-P-291; or Paper Blankets consisting of waffle paper sheets in a kraft paper sleeve giving adequate thickness for protecting finished surfaces described in MIL-STD-212. The materials used for packing, with applicable specifications, are shown in MIL-STD-212. Wrapping and cushioning is described in MIL-STD-212. This standard, applicable to DPM, must be tempered with the best judgment of the inspector when used with the TOS, paragraphs 42, 43, and 44.

\*(k) The TOS, paragraph 40c, directs marking of containers according to MTMC instruction. Marking instructions for TGBL codes are in the PPTMR. DPM marking instructions are in MIL-STD 212 and the PPTMR. Additionally, shipments entering the Defense Transportation System (DTS) must bear a Transportation Control Number (TCN) which is detailed in MILSTAMP.

(1) All stuffed household goods containers will have as a minimum the member's last name legibly handwritten or stenciled on the container before it leaves the origin residence, warehouse or other pickup point. Containers bearing old markings, hand-scribed information or cards attached with staples indicating shipment identification are not acceptable. Such practices will ultimately result in a mix-up when commingled with other shipments in the agency warehouse for later stenciling. Misrouting a container inconveniences the property owner and causes con-

siderable loss to the agent who must bear the cost of reshipment—usually from overseas.

(2) Inspectors should encourage agents to complete all required markings except gross and net weights and piece numbers at the origin residence. To assure proper markings are being used, inspectors should make frequent visits to the carrier/contractor facility to inspect shipments prepared for movement. During such visits condition and caulking of containers should be noted.

l. Containers must be dry before stuffing. Agencies storing empty containers outside must anticipate wet weather and provide protection for those containers prepared for stuffing.

m. The tare weight of the container must be determined before stuffing. Tare weight includes cushioning material described in j above (usually 12 to 15 paper blankets) and lumber or dunnage used for bracing described in i above. (TOS, paragraph 20.) Some carriers' agents weight each container submitting individual weight tickets (TOS paragraph 20f), while others determine the net weight by weighing vehicle with containers, submitting a tare and gross weight ticket. The gross and net weight of each container for marking is then constructed by determining the average weight per cubic foot. Both methods are acceptable.

**4-9. Controlling Government-Owned Household Goods Containers.** The following procedures will be used to manage government-owned household goods containers:

**\*a. Controlling Containers.** The TMO is responsible for the efficient use, receipt, inventory, requirements determination, and disposition of government-owned shipping containers. The TMO will:

(1) Maintain management control of containers to prevent loss and misuse.

(2) Make sure that containers are properly packed and marked according to:

(a) Military Standard 212, DOD Regulation 4500.32-R, DOD 4500.34-R and the direct procurement method (DPM) contract.

(b) Tender of service for International Through Government Bill of Lading (ITGBL) shipments.

(3) Make sure that GBLs are annotated with the applicable military rate tender as well as the number and type of containers when they are used by ITGBL carriers (DOD Regulation 4500.34-R, paragraph 6009b(13)(g)).

(4) Control use of overflow containers to make sure that they are used as little as possible.

(5) Verify nonavailability of usable containers

when contractor invoices for new containers.

(6) Require quality control inspectors to verify the use of new or old containers on DPM shipments and to identify the use or nonuse of government containers by ITGBL carriers on his or her inspection report.

**b. Using Type II Household Goods Shipping Containers (Federal Specification PPP-B-580):**

(1) Containers will be used only for personal property shipments of DOD sponsored personnel who are entitled to shipment or storage under the JTR.

(2) Authorization for using overflow or oversize containers will be granted only when the contractor can justify their use according to the following:

(a) The remaining articles of a particular shipment will not justify the use of another type II container. Overflow containers are limited to one per shipment.

(b) Oversize containers are limited to use for a single item which exceeds the dimensions of a type II container.

(c) Overflow or oversize containers will be constructed according to Federal Specification PPP B-601.

(3) Packing personal property by the DPM contractor in type II containers will be according to Military Standard 212, Preparation of Household Goods for Shipment and Storage and Related Services.

(4) Containers will usually be considered as unfit for use and beyond economical repair when the cost of repair will exceed 30 percent of the container replacement cost.

(5) Containers determined to be uneconomically repairable will be turned in to the proper Defense Property Disposal Office for disposal. If the local property disposal office will not accept the unserviceable container parts, carriers or contractors may dispose of them when authorized in writing by the TMO.

**\*c. Informal Accounting Procedure.** The TMO will maintain a ledger record, AF Form 384, Government-Owned Container Control Record, for all wooden government-owned containers used, see attachment 13. Physical inventory and reconciliation of the record will be made as appropriate. Completed pages of the record will be maintained in inactive files for 1 year.

(1) TMOs will require contractors or carriers to provide a written weekly report of all government containers on hand. The report must arrive at the TMO on Monday, or the following day, if Monday is a holiday. The report will contain at least the following items:

(a) Number and type of serviceable or unserviceable containers on hand at the facility.

(b) Number and type of serviceable or un-

serviceable containers received since the last report.

(c) Number of containers used since the last report.

(2) Surveillance of government-owned containers in possession of the commercial contractor. For DPM contractors, the TMO will:

(a) Make sure that the contractor maintains adequate records of containers received and used as prescribed by the DPM contract.

(b) Obtain receipts for containers issued to the contractor.

(c) Make sure that the contractor uses containers only for government-sponsored shipments.

(d) Maintain surveillance to make sure that containers are disposed of as prescribed.

(e) Make sure that the containers are identified as government-owned with the marking "U.S. Property" clearly visible on one end and one side of the container according to MIL-STD-212.

(f) Make sure that the contractor is storing government-owned containers with enough protection to prevent deterioration from the elements.

(g) Make sure that the contractor is aware of proper procedures for removing doors from type II containers to prevent damage to the doors and to the frame.

(h) Document violations by DPM contractors and report them to the contracting officer.

(3) For ITGBL carriers the TMO will:



(a) Comply with the requirements of (b) through (g) above when providing government-owned containers to the ITGBL carrier under the terms of the military rate tender.

(b) Annotate the government bill of lading according to the applicable military rate tender and include the number and type of containers.

(c) Handle misuse of government-owned containers by ITGBL carriers according to DOD Regulation 4500.34-R, paragraph 6005.

**4-10. Crates.** Some wooden crates that must be constructed by the carrier to fit specific items (PPTMR, see appendix A, paragraph 44g) must be determined by the TMO to be necessary for safe transportation.

a. Every requirement for crating must be closely scrutinized to prevent unnecessary expenditure of transportation funds. Codes 1, 3, 7, and 8 move on segmented rates requiring DD Form 619 (PPTMR paragraphs 6012 and 6015). The government will not be liable for any charges incurred by unauthorized crating; there must be no misunderstanding on this point.

b. Charges for crating are not included in Single Factor Rates or Max Pak (see Max Pak). Weight of lumber used becomes a part of the net weight (PPTMR, appendix A, paragraph 20) and increases the line haul weight. These conditions, if not controlled, can be used by carrier's agents to increase gross revenue.

c. The inspector must use judgment with the following guidance when approving crating:

(1) Crating will be held to a minimum. Only those items that have unique features will be approved. A grandfather clock will not be crated just because it is a clock. Features such as leaded glass or curved glass panels or fretwork that cannot be duplicated without great expense is justification for crating.

(2) Crating furniture items such as sofas, tables, chairs, and buffets will not be approved. A member's request to crate large items declared by the member to be of extraordinary value, and insured at member's expense or otherwise, is not enough reason to warrant crating. If the member wishes any extra servicing on items believed to be of extraordinary value, the member must pay all cost over and above what would have been incurred had the items been normally prepared and shipped (Title 37, United States Code; AFR 75-25, paragraph 1-6e).

(3) Large mirrors, pictures, paintings with ornate frames, plate glass, and similar fragile items that will not fit into corrugated "mirror" cartons must be crated. Large marble or glass table tops must always be crated.

(4) Some items, such as statuary, ceramic lamps, vases, and brass table tops, may be too heavy or too large for available cartons. The inspector must use his or her good judgment. Inversely, such items as ship models, doll collections, airplane models and handcrafted screens are so delicate that a rigid container must be provided.

e. Military publications do not contain specifications for crates used by household goods movers. Crates provided are not equal to wood boxes described in TOS,

paragraph 43C, or those required as the external container for Motor Freight, Item 245, NMFC (National Motor Freight Classification). Features such as diagonal members and three-way lock corners are not included. The intent when crating items, to be stuffed in vans or containers, is to provide a hard package. The inspector will determine serviceability.

f. Crates for mirrors, marble glass, and pictures are usually constructed of 1-inch lumber using a box frame with cleats for sides. The inspector will check to determine if:

(1) Each side is composed of two end cleats, 1 inch by 4 inches or 1 inch by 6 inches, and as many center cleats as necessary on 12-inch centers leaving open spaces. Two pieces of corrugated cardboard cut to inside dimensions of the box frame will be placed inside to cover bottom.

(2) The crate is made to the exact size of the item plus 1/2-inch depth on all sides, and assembled for side loading.

(3) During packing, the item is nested in a sheet of cushion-wrap large enough to cover front and back and fold up around the edge for protection.

(4) Cushion-wrapped braces are inserted between the crate and the cushion-wrapped item to keep it from shifting.

(5) Braces are placed so that they press on a smooth part of the item and are nailed firmly in position from the outside of the crate.

(6) Before closure, the crate is stood on end to make sure that the packed item is completely immobile. It must not move or rattle.

(7) All crates are marked with general contents and directions for unpacking such as front, back, top or bottom.

g. Packing rates for crates (government rate tenders (GRT) or military rate tenders (MRT)) are based on a rate for each cubic foot or fraction thereof on the gross measurement of the crate, above the minimum charge per crate. The minimum charge is approximately the rate for corrugated containers (mirror carton, specially designed, and constructed for mirrors, paintings, glass, marble, etc.) appearing in the same rate schedule. Inspectors exercising an option, crate or mirror carton, need to be familiar with the rates and break points in GRT and MRT. A 4-cubic-foot crate in most instances will cost less than the mirror carton.

**4-11. Bugs (Termites, Weevils, or Cockroaches).** Shipments that are infested with termites, weevils, cockroaches, crickets, beetles, silver fish, fleas, bed bugs, etc., cannot be moved. Carriers cannot afford to contaminate their vans, warehouses, or other shipments.

a. Contaminated outbound shipments, if not identified on the premove survey, will be reported to the TMO when the packers arrive. When the carrier refuses to proceed with the packing, this should not be a responsibility of the inspector. The property owner must be instructed of pecuniary responsibility for fumigation and extra pickup service.

b. If the residence is on a military installation, the entomology function will be contacted; otherwise, the property owner will have to pay a commercial firm to fumigate the quarters. These firms usually issue a certificate that will be required to support the TMO's records.

c. Identifying uncommon species of insects can be made by collecting a sample in a pill bottle and seeking the assistance of a local exterminator or the nearest military entomologist.

d. Inbound shipments, in the hands of the carrier, must be fumigated before delivery, at carrier expense, unless the GBL states that the fumigation is to be at government expense.

e. Some furniture manufactured overseas, such as retan from the Philippines, is made from contaminated material and if not treated, the termite eggs hatch a year or more later. Foodstuffs attract weevils, and hunting trophies attract termites that develop into colonies when placed in storage. These colonies usually remain with their food supply, in the same carton or warehouse container; but when the food is exhausted, they will move.

f. When a heavily infested shipment is moved out of storage, the shipments that were stored nearby must be inspected. The inspector will document, in detail, any infestation found, and will counsel the member and all parties concerned of what action is to be taken.

## Chapter 5

## MOVEMENT PROGRAMS AND SPECIALIZED REQUIREMENTS

**5-1. Astray Freight.** Freight shipments such as unaccompanied baggage, military equipment, and duffel bags often become lost in the terminals because of poor addresses, lack of documentation, misshipment, or simply unclaimed. Transportation Offices will, according to AFM 75-2, and AR 55-355, chapter 221, paragraph 2210031, visit carriers' terminals and warehouses in their area of responsibility to locate and provide transportation disposition instructions for astray freight.

**5-2. Agricultural Inspections:**

a. The Department of Agriculture is concerned with the international transportation of any insects, vermin, scale, or disease that will affect man, beast, or vegetation in this country. Usually, the Department of Agriculture has a schedule of inspections that will coincide with customs clearance from countries known to be infested with snails or termites. When contaminated shipments are found and the infestation cannot be identified as common to this country, the nearest Department of Agriculture representative will be contacted for help. The Department of Agriculture has the authority to impound all contaminated property.

b. Fumigation Services:

(1) Overseas shipment of a member's personal property, ordered fumigated by the Department of Agriculture Inspection and Quarantine Service, will be assessed the proportionate charges and paid for by the shipper (DOD), (44 Comptroller Decision 70). Supplemental claims for fumigation charges submitted on SF 1113 Public Voucher for Transportation Charges, with a reference to the government bill of lading on which the shipment moved must be substantiated by the following documents:

(a) US Department of Agriculture Form BFD-96-2, Reports of Reimbursable Inspection and Quarantine Service.

(b) A copy of the invoice for fumigation services rendered to the carrier by the steamship company.

(2) Traffic Management Officers will not authorize fumigation of domestic shipments if necessity for service is discovered after carrier loads the shipment. If carrier advises the TMO of the requirement for fumigation before loading, the TMO may authorize fumigation at government expense, subject to collection from the member. The TMO will furnish the carrier a DD Form 619 requesting and acknowledging receipt of the service. Claims for fumigation charges in connection with domestic shipments of

household goods must be supported by DD Form 619. Except pursuant to JTR, Volume I, M8010, recovery of fumigation charges will be identified to the Air Force Excess Cost Adjudication Function (JPPSO-SAT/ECAF) with a request for collection action. Fumigation service for personnel who will no longer be in a pay status will not be authorized at government expense or arrangement.

\*c. Gypsy Moth Infestation. The Department of Agriculture operates a special program to prevent the artificial spread of the gypsy moth. Under this program, all outdoor household articles capable of harboring any life form of the gypsy moth that are picked up from and moving out of a Department of Agriculture identified "high risk" area are subject to inspection to ensure they are free of gypsy moths. Authority for this program is Title 7, Code of Federal Regulation (7 CFR), Part 301.

(1) Identification of "high risk" areas is provided to origin TMOs within the respective "high risk" areas by HQ MTMC/PPP. These designations are updated as required. Inspectors in the designated "high risk" areas must become familiar with the requirements and procedures of the program.

(2) Inspectors must have copies of Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Program Aid Number 1329 available to explain the program during inspections. This is in addition to the MTMC requirement that the gypsy moth program be included in all personal property counselings from effected areas and that members be provided a copy of the above mentioned program aid (pamphlet). Pamphlets may be obtained from regional APHIS offices.

(3) Air Force members can be reimbursed for the cost of commercial inspection of outdoor articles susceptible to gypsy moth infestation. Members should be advised to consult their servicing Accounting and Finance Office for reimbursement details.

**\*5-3. Do-It-Yourself (DITY) Moving Program:**

a. TMOs are encouraged to visit rental dealer facilities serving their installation. The availability of equipment and supplies specified in the blanket purchase agreement (BPA) should be discussed. Procedures for getting price quotes and placing orders should also be reviewed. Such visits can improve day-to-day working relations and provide an insight to the quality of service available to military members using the DITY program.

b. Government and commercial scales frequently used to obtain tare and gross weights should also be

visited to determine compliance with local, state and federal regulatory calibration requirements.

(1) Government owned scales will be used, when readily available, for weighing DITY shipments based on AFR 75-33.

(2) Each weighing on government owned scales will be witnessed and documented using PPTMR procedures.

(3) Weighing on commercial scales will be witnessed as frequently as inspection resources permit. A member will not be required to delay movement pending availability of an inspector to witness weighing.

c. Random inspections of DITY moves, within local capability, should be conducted to access the quality of equipment and supplies provided by the rental dealers and to determine if shipments contain items not authorized for movement at government expense. See JTR volume I, appendix J.

(1) Inspectors will document each inspection on a log of their own design or choosing.

(a) Record all facts to include description of the unauthorized items, place and time of inspection, location of the items within the rental equipment that is, 12-foot van, trailer, left rear, etc.), rental contract and vehicle registration numbers.

(b) Identify weights (gross or tare) recorded on certified weight tickets at inspection. Include serial number of weight tickets if any, and location of scales used.

(c) Notify the property owner that the shipment contains unauthorized items and movement at government expense or arrangement is or was not authorized.

1. If violation occurs at origin, the member will be required to remove unauthorized items. New gross or tare weights must be obtained excluding the weight of unauthorized items for payment of incentive.

2. If a destination inspection discovers that unauthorized items were transported, TMOs, in addition to the above, will determine the weights of unauthorized items for collection of all transportation charges based on M8007. Joint Military/Industry Table of Agreed Weights will be used, if actual weight of the items are not available. The member will bear the cost of the actual or constructive weight of the unauthorized items prorated on the cost paid to the rental company, operating allowances paid to the member and excess equipment charge, if any, resulting from shipment of authorized items. (For collection procedures, see AFR 75-33).

3. DD Form 2278, Do It Yourself (DITY) Counseling Checklist or AF Form 417, Certification for Payment Under the Do-It-Yourself Program, will

not be certified for payment of the incentive unless new supporting weight (gross or tare) certificates are obtained excluding the weight of unauthorized items.

(2) Where destination inspections identify problems attributable to origin services, a copy of the inspection report will be furnished to the TMO initiating the DITY move.

(3) Advise MAJCOMs of any problems caused by noncompliance with terms of the BPAs.

#### \*5-4. Mobile Home:

a. Many states allow mobile homes up to 85 feet long (including the length of the tractor unit), and up to 14 feet wide to move under permit procedures. Mobile home carriers are responsible for complying with state laws, knowing what the permissible dimensions are for each state and obtaining the necessary permits to effect movement. If the mobile home exceeds applicable state limits, the DOD cannot guarantee shipment regardless of the member's entitlement. The movement of an oversized privately owned mobile home cannot, under any circumstances, be certified as essential to national defense.

b. Preparing the mobile home for shipment is a member's responsibility. The TMO will provide the member a copy of AFP 75-44, Guide for Movement of Mobile Homes. These essential instructions must be followed before the mobile home can be moved. Premove requirements must be completed at least 48 hours before the established pickup date. On completion of the premove requirements, the member will notify the TMO that the mobile home is ready for inspection. Failure to complete premove requirements within the above time will result in cancellation and adjustment or establishment of a new pickup date based on the new estimated date premove requirements can be completed.

c. The member is responsible for informing the TMO at least 48 hours before the pickup date when, in the member's opinion, origin wrecker service is required.

d. The member is also required to:

(1) Prepare DD Form 1412, Inventory of Articles Shipped In House Trailer.

(2) Examine both the mobile home and all articles shipped in the mobile home upon delivery.

(3) Note any discrepancies of DD Form 1800, Mobile Home Inspection Record, and DD Form 1412.

e. Carriers approved by the Commander, MTMC, for participation in DOD mobile home traffic are responsible for complying with all state laws, rules and regulations, obtaining all necessary permits, and getting necessary coordination to accomplish the move safely. Permits for the movement of an oversized mobile home, which are applied for by a commercial

carrier and approved by a state issuing authority, will be accepted by the TMO as evidence that movement in the state of issue is authorized.

f. To take part in the shipment of DOD-sponsored mobile homes, each carrier is required to:

(1) Submit a signed Tender of Service to the Commander, MTMC (see appendix J, DOD 4500.34-R).

(2) Receive approval of the Tender of Service by the Commander, MTMC.

(3) Submit a letter of intent (see DOD Regulation 4500.34-R, appendix K) to the TMO at each origin installation where participation in DOD mobile home traffic is desired. The letter of intent must be supported by a clear explanation of the points and places the carrier will serve, and a list of the carrier's representatives or agents that will provide service to the installation.

g. The TMO will acknowledge the receipt of each letter of intent within 10 workdays after the date received. An incomplete or incorrect letter of intent will be returned to the carrier explaining the reasons for rejection. When the carrier's letter of intent is correctly submitted, including all required supporting documentation and the carrier is listed in the domestic and mobile home personal property carrier approvals printout, the TMO will accept it. Notification of ac-

ceptance will be made by letter directly to the carrier, and the carrier will be advised that the date of the TMO's letter constitutes the effective date of acceptance.

(1) The TMO will establish a carrier performance file for each carrier serving the installation's area of responsibility and will place the carrier's letter of intent and all supporting documents into this file.

(2) DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation in order to be qualified to take part in mobile home traffic from the installation. The carrier must, however, be able to inspect each mobile home before movement, and be responsive to the shipping requirement of the TMO.

h. Mobile home carriers are required to inspect each mobile home before pickup and they must obtain all required state permits before movement. To allow the carrier enough time for these premove requirements, the TMO will, when practicable, allow the carrier at least 10 days' notice before the required pickup date. When a mobile home is not ready for pickup on the agreed date, the TMO will notify the carrier of the delay. A new pickup date will be established based on the estimated date the mobile home will be ready for movement, the member's re-

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quirement, and the carrier capability.

i. Preparation Instructions. The member will prepare an original and three copies of DD Form 1412, listing all articles of household goods to be shipped in the mobile home. Articles contained in closets, drawers, and cupboards will be identified by location and general description. The member is not required to list fixed or installed equipment on the inventory.

(1) Distribution of DD Form 1412 will be as follows:

(a) The member will keep one copy and return the original and the remaining two copies to the TMO processing the member's application for shipment.

(b) If the TMO processing the application for shipment is not responsible for procuring the transportation service, that TMO will attach the original and two copies to DD Form 1299, Application for Shipment and/or Storage of Personal Property, and send them to the responsible TMO.

(c) The TMO responsible for procuring the transportation service will give the original and two copies of DD Form 1412 to the carrier at the same time the carrier is given the Personal Property Government Bill of Lading (PPGBL).

(d) The carrier will verify the quantities and condition of the listed items and sign each copy. The carrier will keep the original copy for use by the member, member's agent, or TMO at destination to verify the quantity and condition of the property. One of the signed copies will be given to the origin TMO and the other will be given to the member or the member's agent at origin.

(2) DD Form 1800 is designed to provide a descriptive record of a mobile home's condition at both origin and destination. The origin TMO will prepare DD Form 1800 for each mobile home shipment to be given to the carrier with the PPGBL. The carrier will complete the origin portion of the form at pickup. The destination portion will be completed by the carrier at destination. Sections of the form reserved for the origin and destination TMO's use will be used only when a visual inspection of the mobile home is made by the TMO or the TMO's authorized representative.

(3) On notification from the member or the member's agent that all premove requirements have been completed, the origin TMO will prepare an original and five copies of DD Form 1800. The origin TMO will complete the following parts of the form:

- (a) Date.
- (b) Name of the carrier.
- (c) PPGBL number.
- (d) Member's name and grade or rank.
- (e) Complete pickup address.
- (f) Complete destination address.
- (g) Origin shipping office and Government Bill of Lading Office Code (GBLOC).
- (h) Destination shipping office and GBLOC.
- (i) Make, model, and serial number of the mobile home.
- (j) Dimensions of the mobile home.

(k) Origin TMO inspection column, only when a visual inspection of the mobile home is made at origin.

(4) During the origin inspection, the carrier will complete the origin carrier's column of DD Form 1800, and will note all exterior damage to the mobile home on the illustrations provided. Both the carrier and the member or the member's agent will sign the form acknowledging the accuracy of the description of the mobile home's condition. At destination, the carrier will complete the destination carrier's column and will note any exterior damage not noted at origin. The carrier and the member or the member's agent will sign the form at destination. If the member or the member's agent does not agree with the carrier's description of the mobile home's condition at origin or destination, the member or the member's agent must list exceptions on the back of the form. Regardless of exceptions taken, the member or the member's agent must sign the form.

(5) After completing the applicable portion of DD Form 1800, the carrier will distribute it as follows:

(a) Keep the original and three copies for use during the inspection at destination.

(b) Give one copy to the origin TMO that will be kept in an inspection suspense file pending receipt of the destination inspection copy.

(c) Provide one copy to the member or the member's agent.

(6) The original and three copies of DD Form 1800, which were kept by the carrier at origin, will be used by the carrier to reinspect the mobile home at destination. The form will also be used by the destination TMO if an inspection is made. On completion of the inspection, the carrier will distribute it as follows:

(a) Keep the original DD Form 1800.

(b) Give one copy to the member or the member's agent.

(c) Give two copies to the destination TMO.

(7) The destination TMO will send one copy, along with the completed member's DD Form 1799, Report on Carrier Performance—Mobile Home, to the origin TMO. The origin TMO will use these documents to close out the shipment performance file.

j. The origin TMO will be notified when the carrier's inspection reveals a deficiency that makes the mobile home unsafe or unlawful for transportation. The TMO will instruct the member to have the deficiency corrected. If correction is not possible before the agreed date of pickup, the member will inform the TMO that a delay in shipment is necessary. The carrier will be advised of the delay and a new pickup date established. Under no circumstances will the TMO release the mobile home for shipment until it is considered, by both the carrier and the TMO, to be safe and practicable to move.

(1) The member or member's agent is responsible for informing the TMO when wrecker service may be required at origin. During the origin inspection of the mobile home's condition, the carrier is responsible for examining the ground leading to and under the mobile

home, to determine if it can be safely moved. If the ground conditions are such that the mobile home will be damaged by the carrier's equipment, the carrier will contact the TMO and request authorization to use commercial wrecker service.

(2) The ITO will consider both the carrier's and the member's recommendations when determining whether wrecker service will be authorized. If a visual inspection of the mobile home is made by the TMO or the TMO's authorized representative at origin, the determination of a need for wrecker service will be made by the government inspector.

(a) If wrecker service is required, the TMO will authorize the carrier to make the necessary arrangement.

(b) When wrecker service at origin has been authorized and is used by the carrier, this service will be identified on DD Form 1863, Accessorial Services—Mobile Home, supported by a signed receipt for the service.

k. The member is responsible for examining the mobile home and all articles shipped in the mobile home on delivery at destination. All discrepancies are to be noted on DD Forms 1412 and 1863. If loss or damage is discovered, the member must immediately report the matter to the destination TMO who will provide instructions on claims procedures.

1. The design and construction of a mobile home allows for the weight of all fixed service equipment, plumbing fixtures, heating and air conditioning equipment, appliances and built-in furniture, with a slight added margin for personal effects.

(1) In moving a mobile home, the manufacturer's recommended gross weight will not be exceeded. If the recommended gross weight is unknown, an allowance of 3 pounds per square foot of nonutilized (open) floor area is permitted for the added weight of personal effects to be left in the mobile home during movement. For example, a maximum personal effects load of 216 pounds (72 square feet times 3 pounds) would be acceptable for a mobile home with a nonutilized open floor area of 6 feet by 12 feet.

(2) If the mobile home exceeds the manufacturer's recommended gross weight, the member will be advised to reduce the load to the gross load limit recommended by the manufacturer and ship the excess items separately or dispose of them by some other means.

(3) Mobile homes constructed with enough insulation to give protection from cold in the CONUS may be uninhabitable during the lengthy cold weather periods in Alaska, where temperatures often reach minus 50 degrees or lower. Also, due to the limited use of mobile homes in Alaska, rental space is often scarce or not available.

(a) The member must be advised of the strict construction standards that apply on mobile homes entering the state of Alaska. Members applying for shipment of a mobile home to Alaska must produce a document indicating that the mobile home complies with that state's minimum construction specifications. Members should

address requests for information concerning the state of Alaska standards for mobile homes to State of Alaska, Department of Commerce, Weights and Measures, 2263 Spenard Rd., Anchorage, AK 99503. Members must also obtain a space commitment from a commercial mobile home park before shipment.

(b) On shipments from CONUS to Alaska, the origin TMO will obtain an export release from the Commander, Western Area MTMC, before tendering the shipment to a carrier. See DOD Regulation 4500.34-R and AFM 75-2, chapter 202, for format.

(c) Intrastate mobile home shipments in Alaska will be governed by the same procedures that apply to CONUS movements, except as changed by specific requirements of the state's regulatory agency.

m. The origin TMO may request the destination TMO to inspect individual shipments at destination. The request for destination inspection will be attached to the "property received" copy of the PPGBL and will be dispatched promptly to make sure that it is received by the destination TMO before arrival of the mobile home.

(1) In selecting shipments to be inspected at destination, the origin TMO will consider such factors as:

(a) The carrier's past performance.

(b) The results of an inspection at origin.

(c) Evidence of member dissatisfaction with the carrier's performance.

(2) The origin TMO will use DD Form 1799, completed by the member or the member's agent, in the overall evaluation of carrier performance.

(a) The destination TMO will prepare an original and one copy of DD Form 1799 for each shipment. The member or the member's agent will complete this form and return it to the destination TMO.

(b) Before giving the DD Form 1799 to the member or the member's agent, the destination TMO will complete the following parts of the form:

1. Date.

2. Name of the carrier.

3. PPGBL number.

4. Member's full name and rank or grade.

5. Complete pickup address, indicating whether the shipment is from a mobile home park or from storage.

6. Responsible origin installation.

7. Responsible destination installation.

(c) DD Form 1799 will be distributed as follows:

1. The original copy will be provided to the member or the member's agent. The form will either be delivered by the inspector during the destination inspection (if one is made), or mailed to the member within 5 workdays after the delivery. The member will be instructed to return the form to the destination TMO within 10 workdays. Since DD Form 1799 is designed as a franked postcard, a stamp is not required for mailing.

2. One copy will be kept in a suspense file, pending receipt of the completed form from the member. If the completed DD Form 1799 is not received within 15 workdays from the date given or mailed to the member, the TMO will contact the member, by phone, to obtain

the information for the suspense copy. If contact cannot be made, the TMO will check the block marked "no response received from member" on the suspense copy.

3. The original, or the suspense copy if the information was taken telephonically, will be mailed to the origin TMO with the completed DD Form 1800. The origin TMO will use both documents in evaluating carrier performance and will keep them in the carrier's performance file.

n. The performance of carriers and carriers' agents will be closely monitored by the TMO to make sure that it complies with the mobile homes tender of service. (See DOD Regulation 4500.34-R, appendix J.)

(1) Each origin TMO will establish a carrier performance file for each mobile home carrier qualified to serve the installation's area of responsibility. The file will contain all pertinent data relating to the carrier's performance to include:

- (a) The carrier's letter of intent.
- (b) Origin and destination copies of DD Form 1800 for each shipment made by the carrier.
- (c) Member reports on carrier performance.
- (d) Records of investigation of complaints made against the carrier.
- (e) Commendations regarding the carrier's performance.
- (f) Carrier's notifications of failure to meet the Required Delivery Date (RDD), and explanations.
- (g) Copies of warnings or suspension letters sent to the carrier, and the carrier's replies.
- (h) Copies of recommendations for disqualification.
- (i) Copies of communications with MTMC area commanders or the Commander, HQ MTMC, relating to the carrier's performance.

(2) The TMO will evaluate each carrier's performance quarterly, or more often if deemed necessary, because of information in the carrier performance file. When this evaluation reveals a history of unsatisfactory performance, the TMO will take steps to suspend the carrier or recommend disqualification action to the Commander, HQ MTMC.

(3) When a carrier or carrier's agent violates any provision of the tender of service, rules and regulations of applicable rate tariffs or tenders, legal requirements, or commits unethical acts, the TMO will take action to warn, suspend, or recommend disqualification to the Commander, MTMC. Before starting a suspension action, however, the TMO should consider the quality of the carrier's past performance, the number and severity of warnings previously issued to the carrier, and actions the carrier may have taken to correct deficiencies. Except when a carrier must be

suspended immediately for flagrant violations, a suspension will be imposed by the TMO only after a warning has been issued for the same type of violation. Warning and penalty procedures will be as prescribed in DOD Regulation 4500.34-R.

### 5-5 How To Weigh Personal Property:

a. The TOS, paragraph 20c, directs that the weight of each shipment will be determined in the way prescribed by the Interstate Commerce Commission (ICC) except:

(1) Intrastate shipments will be weighed according to state or district regulations when in conflict with the ICC.

(2) TMOs may authorize or request the use of government scales by carriers for shipments originating or ending on government installations (TOS, paragraph 20d).

(3) Constructive weight may be used in specific circumstances.

(4) Platform scales may be used for containerized and unaccompanied baggage shipments (TOS paragraph 20f).

(5) Nontemporary storage procedures are contained in PPTMR, appendix M, part II, paragraph 3(h)(4).

b. The way prescribed by the ICC is in Title 49, Transportation, Code of Federal Regulations, section 1056.7, Determination of Weights, stated in part as follows:

a. Every motor common carrier transporting household goods on a non-binding estimate shall determine the weight of each shipment transported prior to the assessment of any charges dependent on the shipment weight. Except as otherwise provided herein the weight shall be obtained on a scale meeting the definition of a certified scale as provided in 49 CFR 1056.1(b)(4).

(1) Weighing procedure. 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 gross weight of the same vehicle after the shipment is loaded; or, the gross weight of the vehicle with the shipment loaded and the tare weight of the same vehicle after the shipment is unloaded.

(2) At the time of both weighings the vehicle shall have installed or loaded all pads, dollies, handtrucks, ramps and other equipment required in the transportation of such shipments. Neither the driver nor any other persons shall be on the vehicle at the time of either weighing.

(3) 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.

(4) The trailer of a tractor-trailer vehicle combination may 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) Shipments weighing 1000 pounds or less may be weighed on a certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

(6) The net weight of shipments transported in containers

shall be the difference between the tare weight of the container, including all pads, blocking and bracing used or to be used in the transportation of the shipment and gross weight of the container with the shipment loaded therein.

(7) The shipper or any other person responsible for the payment of the freight charges shall have the right to observe all weighings of the shipment. The carrier must advise the shipper or any other person entitled to observe the weighings of the time and specific location where each weighing will be performed and must give that person a reasonable opportunity to be present to observe the weighings. Waiver by a shipper of the right to observe any weighing or reweighing is permitted and does not affect any rights of the shipper under these regulations or otherwise.

b. Weight tickets. The carrier shall obtain a separate weight ticket for each weighing required under this section except when both weighings are performed on the same scale, one weight ticket may be used to record both weighings. Every weight ticket must be signed by the person performing the weighing and must contain the following minimum information:

- (1) The complete name and location of the scale.
- (2) The date of each weighing.
- (3) Identification of the weight entries thereon as being the tare, gross and/or net weights.
- (4) The company or carrier identification of the vehicle.
- (5) The last name of the shipper as it appears on the Bill of Lading.
- (6) The carrier's shipment registration or Bill of Lading number.

(7) The original weight ticket or tickets relating to the determination of the weight of a shipment must be retained by the carrier as part of the file on the shipment. All freight bills presented to collect any shipment charges dependent on the weight transported must be accompanied by true copies of all weight tickets obtained in the determination of the shipment weight.

c. Reweighing of shipments. Before the actual commencement of the unloading of a shipment weighed at origin and after the shipper is informed of the bill weight and total charges, the shipper may request a reweigh. The charges shall be based on the reweigh weight."

c. Weights and measures are controlled by the various states, commonwealths, and districts in the US (see PPTMR, appendix E). The inspector must obtain from the responsible agency enough information for ascertaining that scales are inspected, tested, and approved and that weighmasters are licensed or otherwise qualified. Periodic inspection of carrier's agency facilities will include a review of warehouse platform scales or truck scales being used in the community as follows:

- (1) Does seal indicate last test was performed within time established by law?
- (2) Are the scales operational, clean, and in balance when unloaded?
- (3) Is the weighmaster properly certified according to applicable law?
- (4) Does weight ticket include specific requirements of 49 CFR 1056.7?
- (5) Are weight tickets filed and available for copies, if the requirement arise?

\*d. The carrier has agreed to reweigh any shipment request of the origin or destination TMO before plac-

ing in storage-in-transit (SIT) if loose and on removal from SIT if containerized and submit weight tickets to destination TMO after reweigh is performed (TOS, paragraph 20h). Payment for the reweigh charge by shipper or carrier is determined by a weigh variance. Requirements to reweigh are contained in chapter 6, PPTMR. Shipments out of NTS with a weight variance of 200 pounds more or less than the stored weight will be reweighed (PPTMR, paragraph 10003d). Three weights must be obtained; one into storage, one out of storage, and reweigh at destination to justify an adjustment of payments to the NTS contractor. Anytime it appears that the prescribed weight allowance of the member is being exceeded, reweigh the shipment (PPTMR, paragraph 6007c(2)(c) and AFR 75-25, paragraph 11-12). Reweighs must be ordered on DD 619-1, Statement of Accessorial Services Performed, at the rate stated in the tariff applicable to the GBL (PPTMR, paragraph 6007e).

e. Witnessing reweighs or observing the weighing of shipments is a task usually assigned to the inspector. Instructions are in PPTMR, paragraph 6007c(3). Rubber stamps for annotating shipping documents must be procured in advance. Witnessed reweighs will be accomplished monthly for the following:

- (1) Five percent of Domestic TGBL shipments.
- (2) Twenty-five percent of ITGBL shipments.
- (3) One hundred percent of domestic, international, DPM, or a combination of these incident to a "single change of station" order when:

(a) Advance information indicates shipments have or will exceed the maximum prescribed weight allowances and

(b) Commercial scales are near the installation (one-way driving time to scale should not usually exceed 15 minutes) or

(c) Government scales are available for use enroute to, from, and between the carrier's facility and the delivery point.

\*f. Weight allowances are intended to represent the actual weight of unpacked and uncrated household goods authorized to be transported at government expense. Allowances for Army personnel (military and civilian) are in AR 55-71, chapter 5 and 7. Air Force member allowances are in AFR 75-25, attachment 9 and tables 12-1 and 12-2. Prescribed weight allowances for Navy personnel are in NAVSUP PUB 490, chapter 2.

g. The net weight of household goods is the weight for which the carrier or contractor is paid. It consists of actual goods plus wood boxes, cartons, and the necessary wrapping and filler material (TOS, para 20). The carrier is paid for the gross weight of unaccompanied baggage.

h. Tare weights of motor vans (loose HHG) will

include the weight of the vehicle with the driver but with the crew with fuel tanks full and all pads, chains, dollies, handtrucks, walkboards, and other equipment needed in transportation of shipments loaded thereon. Tare weight of containers will include cushioning material, lumber, or dunnage used for bracing, strapping, and log bolts—nothing else. Material described in (g) above as being part of the net weight will be removed from container when reweighed.

**\*5-6. Training.** TMOs must ensure that personnel within the personal property function receive both formal and informal training in their respective jobs. Many resident and nonresident courses, seminars and

workshops are offered by the Air Force, Military Traffic Management Command, and the other military services to meet this requirement. As a supplement to those resources, each TMO will establish a local visitation program to enhance the experience of personal property personnel. As a minimum:

a. All personal property personnel will periodically monitor an actual pack, pickup, and delivery at residence.

b. Counselors and nontemporary storage clerks will periodically monitor an inspection of agent facilities.

c. Quality control inspectors will periodically monitor a member counseling session.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LEW ALLEN, JR., General, USAF  
Chief of Staff

JAMES L. WYATT, JR., Colonel, USAF  
Director of Administration

## OUTBOUND INSPECTION SCHEDULE (Codes 1 and 2)

CODE 1: Movement of household goods in a motor van from origin residence to destination residence within CONUS.

CODE 2: Movement of household goods in containers from origin residence to destination residence.  
Record carrier failures on DD Form 2223.

Element	Paragraph No. of TOS	Paragraph No. of PPTMR	CERS	Glossary Reference
Alternate Carrier (Code 1 Only) (Approval in advance by ITO)	17	Table 6-2	V, C (- 4 pts)	Alternate
Appliance Service (Washer Only)	44K 44L	2001c Table 6-2	V, L (- 4 pts)	Appliance
Cartons (Size, specifications, markings, closing)	43d 54c	Table 6-2	V, I (- 8 pts)	Cartons
CERS Inspection Record		Annex B		
Containers	40	2001i 6016	V, K (- 2 pts)	
Crates (Must be approved in advance by TMO)	43c 43g	6012 6015	V, I (- 8 pts)	Crate
Customer Dissatisfaction (Must be justified by a TOS violation)			IV (- 30 pts) Chap II Sec Two Para 6, 7	
DD Form 619 (If applicable)	23 53	6012 6015	V, H (- 4 pts)	DD 619
Debris	50		V, N (- 4 pts)	
Disassembly (Hardware in bags, list on inventory, member must disassemble some items)	42b 42c 42d		V, P (- 2 pts)	
Dishpacks (Use, specifications)	43e		V, I (- 8 pts)	Dishpack
Documents (Provided member at P/U GBL, inventory, DD 619) (See exception)	53 53(1) 53(2) 54(3)		V, A (- 8 pts)	DD 619
Documents (Provided TMO within 7 workdays, GBL, DD 619, inventory, wt tickets)	52 52a 52b 52d		V, A (- 8 pts)	DD 619
Firearms—Ammo		Appendix P	V, G (- 6 pts)	Firearms

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>CERS</u>	<u>Glossary Reference</u>
Hazardous Materials		2001 as Appendix P		Hazardous
High Value (Extraordinary Value)		Para 4008		High Value Crate
Inventory (Preparation, errors (use of NTS inventory)	45 54	Figure A-9	V, G (- 6 pts)	Inventory
New Materials (Mattresses, box springs, linens, bed- ding, clothing)	43e		V, I (- 8 pts)	Cartons
Owners Cartons (Code 1 Only) (Stereo Equip- ment)	44a 54a		V, I (- 8 pts) V, G (- 6 pts)	Carton, Owner
Pack Day				Pack Day
Packing (Least cube, avoid excess, number cartons)	43 44 49	Table 6-2	V, I (- 8 pts)	Cartons
PBO (Carrier liability, ctns must be service- able—inventory)	43		V, I (- 8 pts) V, G (- 6 pts)	PBO
Personnel (Courteous, quali- fied, clean, sober, sufficient in number)	47	Table 6-2	V, J (- 2 pts)	Personnel
Pickup Day (Time of day)	41a	Table 6-2	I (- 10 pts) Chap II, Sec. One, Para 3	Pickup
Remove Survey (Req'd for wt of 4700 lbs or more)	41b		V, P (- 2 pts)	Remove Survey
Professional BPE	54g 20e	4007	V, G (- 6 pts) V, H (- 4 pts)	Professional
Prohibited Items		2001ab (1) (2)		Prohibited
Rugs	36d 44j		V, M (- 4 pts)	
Shranks				Shranks
Split Shipment (Code 1 Only) (Carriers prerogative— separate each overflow)	46		V, P (- 2 pts)	Split
Suspension			Chap IV,	Suspensions

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>CERS</u>	<u>Glossary Reference</u>
(Types I, II, III)			Sec. Three, Para 2	
Tail Gate (Code 1 Only) (Must be approved in advance by TMO)	51	Table 6-2	V, P (- 2 pts)	Tail Gate
TV (Must be described on inventory as (C) or (B), console or portable)	54e		V, G (- 6 pts)	Inventory
Used Materials (Must be serviceable)	43b		V, I (- 8 pts)	Cartons
Vehicles	49	Table 6-2	V, P (- 2 pts)	Vehicles
Volume Move (Single factor rate— DD Form 619 not req'd)		6013	Chap IV Rule 8	
Wardrobes (Upright, use for other than cloth- ing. Flat for Code 2.	44f(1) 44f(2)		V, I (- 8 pts)	Wardrobes
Weighing Procedures	20		V, F (- 2 pts)	Weighing

## INBOUND INSPECTION SCHEDULE (Codes 1 and 2)

CODE 1: Movement of household goods in a motor van from origin residence to destination residence within CONUS.

CODE 2: Movement of household goods in containers from origin residence to destination residence.

Record carrier failures through CERS on DD Form 2223

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>CERS</u>	<u>Glossary Reference</u>
Appliance (Deservice—does not include hookup)	44K 441	2001(c)	V, L (- 4 pts)	Appliance
CERS (Record failures on DD Form 2223)			Annex B	
Claims Inspection (DD 1841 not necessary if DD Form 619 properly accomplished)	28 38 53b	Chap 13 Table 6-2	V, O (- 6 pts)	Claims Agreed Wts DD 619
Containers (Code 2 Only)	49	6016	V, K (- 2 pts)	Container
Customer Dissatisfaction (Must be justified by violation of TOS)			IV (- 3 pts)	
DD 619-1	53b	6012 6015	V, H (- 4 pts)	DD 619
Debris, Removal (Unless unpacking waived by member)	50 37		V, N (- 12 pts)	
Documents for Member (GBL, inventory if from NTS, DD Form 619-1 if from SIT)	53a(3) 53b	6012 6015	V, A (- 8 pts) V, H (- 4 pts)	
Incidents (Accidents—fires, storms, pilferage, strikes)	32	Chap 14	V, P (- 2 pts)	
Loss or Damage (Must record on inventory or DD Form 619-1. More or less than \$100 on DD Form 2223)	27 38 54	Chap 13	Chap II, Sec One, Para 5 III, (- 10 or - 30 pts) V, G (- 6 pts) V, O (- 6 pts)	Inventory Claims DD 619
On-Time Delivery	41a, d, e	Table 6-2	Chap 11, Sec One, Para 3 11, (- 8, - 16, - 20, - 40 as ap- plicable) V, A (- 8 pts) V, B (- 4 pts) V, D (- 6 pts)	Split Shipment Inconvenience

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>CERS</u>	<u>Glossary Reference</u>
Packing (Improper— Insufficient)	42 43 44		V, I (- 8 pts)	
Personnel (Courteous, qualified clean, sober, sufficient in number)	47	Table 6-2	Chap IV, Sec Three, Para 2 V, J (- 2 pts)	Personnel
Reassembly	37 42		V, N (- 12 pts)	
Reweigh (Wt Ticket available)	20 g, h	6007c Fig 6-4 Table 6-2	IV, F (- 6 pts)	Weighing
Unloading—Unpacking (Unless waived by member)	37 42 43		V, N (- 12 pts) V, I (- 8 pts) V, M (- 4 pts)	
Storage-In-Transit (Authority, service requirements)	21 36	Table 6-2	V, E (- 4 pts)	
Tailgate (Code 1 Only)	51	Table	V, P (- 2 pts)	Tailgate

## OUTBOUND INSPECTION SCHEDULE (Code 3—Alaska)

CODE 3: Alaska. International Van-sea container van; door-to-door container; or motor van movement of household goods to and from Alaska. (Carrier can provide a service equivalent to code 1, code 4, or a combination of these.)

Record carrier failures on DD Form 1780.

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
Alternate Carriage (Motor van only—advance approval req'd)	17	Table 6-2	Alternate Carriage
Appliance Service (Washer Only)	44K 44L	2001c Table 6-2	Appliance Service
Cartons (Size, Specs, marking, closing)	43d 54c	Table 6-2	Cartons
Containers (Door-to-door container service only)	49	6016	Containers
Crates (Advance approval req'd)	43c 43g	6012 6015	Crates
DD Form 619 (If applicable)	23 53	6012 6015	DD Form 619
Disassembly (Hardware in bags, list on inventory, member must disassemble some items)	42b 43c		Inventory Premove Survey
Dishpacks (Use, specifications)	43e		Dishpacks
Documents (Provided member at P/U, GBL, Inventory, DD 619—See Exceptions)	43e		DD Form 619
Documents (Provided TMO within 7 workdays, GBL, DD 619, inventory, Wt tickets)	52 52a 52b 52d		DD Form 619
Firearms—AMMO		Appendix P	Firearms
Hazardous Materials		2001 Appendix P	Hazardous Materials
High Value (Extraordinary value)		4008	High Value Crates
Inventory (Preparation, errors, use of NTS inventory)	45 54	Figure A-9	Inventory
New Materials (Mattresses, box springs, linens, bedding, clothing)	43e		Cartons
Owner Cartons (Motor van Only, stereo equipment)	44a 54a		Carton Owner
Pack Day			Pack Day
Packing (Least cube, avoid excess, number of cartons)		Table 6-2	Cartons

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
PBO (Packed By Owner) (Carrier liability, cartons must be serviceable, inventory)	43		PBO
Personnel (Courteous, qualified clean, sober, sufficient in number)	47	Table 6-2	Personnel
Pickup Day (Time of Day)	41a	Table 6-2	Pickup Day
Remove Survey (Wt of 4700 pounds or more)	41b		Remove Survey
Professional BPE	20e 23 54g	4007	Professional BPE
Prohibited Items		2001(a)(b) (1), (2)	Prohibited Items
Shranks			Shranks
Split Shipments (Motor van Only) (Carriers prerogative—separate each overflow)	46		Split Shipment
Suspension	56	Table 6-2 6005	Suspension
Tailgate Loading (Motor Van Only) (Advance Approval Req'd)	51	Table 6-2	Tailgate
TV (Must be described on inventory as (c) or (b), console or portable)	54c		Inventory
Used Materials (Must be serviceable)	43b		Cartons
Vehicles	49	Table 6-2	Vehicles
Wardrobes (Upright for Vans, flat for containers, use for other than clothing)	44f(1) 44f(2)		Wardrobes
Weighing	20		Weighing Procedures

## INBOUND INSPECTION SCHEDULE (Code 3—Alaska)

CODE 3: Alaska. International Van—sea container van; door-to-door container; or motor van movement of household goods to and from Alaska. (Carrier can provide a service equivalent to Code 1, Code 4, or a combination of these.)

Record carrier failures on DD Form 1780.

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
Appliance Service (Does not include hook-up)	44L	2001c	Appliances
Debris Removal (Unless unpacking waived by owner)	50		
Documents Member (GBL, inventory if from NTS, DD 619-1 if from SIT)	53a(b)		6012 6015
Incidents (Accidents, fires, storms, pilferage)	32	Chap 14	
Loss/Damage (Must record on inventory or DD Form 619)	27, 28 38, 53b 54	Chap 13	Claims Agreed Wts Inventory DD Form 619
On-Time Delivery	41(a)(d)(e)	Table 6-2	Inconvenience Claims
Personnel (Courteous, qualified, clean, sober, sufficient in number)	47		Personnel
Reassembly	37, 42		
Reweigh (Wt Ticket available)	20g(h)	6007c	Weighing
Unloading or Unpacking (Unless waived by member)	37, 42 43, 44		DD 619-1
Storage-In-Transit (Authorization—Service Requirements)	21 36		SIT Control No. Location—STG Warehouse
Tracing Service	25	Chap 15	
Vehicles (Condition, cleanliness, equipment)	49		Vehicles

**OUTBOUND INSPECTION SCHEDULE (Codes 4, 5, 6 and T)**

- CODE 4: International door-to-door container movement of household goods whereby a carrier provides containerization at origin residence and transportation to destination residence (PPTMR, paragraph 2001am(2)(b)).
- CODE 5: Same as Code 4 except government provides ocean transportation (PPTMR paragraph 2001am(2)(c)).
- CODE 6: Same as Code 4 except air transportation is provided by the carrier (PPTMR paragraph 2001am(2)(h)).
- Code T: Same as Code 4 except air transportation is provided by the government (PPTMR paragraph 2001am(2)(h)).

Record carrier failures on DD Form 1780.

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
Appliance Service (Washer only)	44K 44L	2001c Table 6-2	Appliance Service
Cartons (Size, Specs, marking, closing)	43d 54c	Table 6-2	Cartons
Containers	40	2000i Figure 6-9	Containers MILSTAMP TCN
Crates	43c 43g	6012 6015	Crates
DD form 619 (If Applicable)	23 53g	6012 6015	DD Form 619
Disassembly (Hardware in bags, list on inventory, member must do some)	42b 42c 42d		Premove Survey
Dishpacks (Use, Specs.)	43e		Dishpack
Documents (Provide member at P/U GBL, Inventory) (See Exception)	53 53(1) 53(2) 53(3)		
Firearms Ammo		App "P"	Firearms
Hazardous Materials		2001 App "P"	Hazardous Materials
High Value (Extraordinary Value)		4008	High Value Crates
Inventory	45 54	Figure A-9	Inventory
New Materials (Mattress, Box Springs, Linens, Bedding, Clothing)	43e		Cartons
Pack Day			Pack Day Alleged Theft
Packing (Least Cube, Avoid Excesses, number of cartons)	43 44 49	Table 6-2	Cartons
PBO (Carrier liability, serviceable cartons, inven- tory)	43 54 i,k		PBO
Personnel (Courteous, qualified, clean, sober, sufficient in number)	47	Table 6-2	Personnel

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
Pickup Day (Time of day)	41a	Table 6-2	Pickup Day
Premove Survey (Req'd for wt of 4700 pounds or more)	41b		Premove Survey
Professional BP&E	20e 23 54g	4007	Professional Equipment
Prohibited Items		2001 (a)(b)	Prohibited Items
Shranks			Shranks
Suspension		6005 Table 6-2	Suspensions Procedures
Tailgate (Must be approved in advance by TMO)	51	Table 6-2	Tailgate
TV (Must be described on inventory as (C) or (B), console or portable)	54e	Table 6-2	Inventory
Used Materials (Must be serviceable)	43b		Cartons
Vehicles (Condition, cleanliness, equipment)	49	Table 6-2	Vehicles
Volume Move (Single factor rate—DD Form 619 not req'd)		6013	
Wardrobes (Upright for Code 1, flat for Code 2,4,5,6,T)	44f(1)(2)		Wardrobes

## INBOUND INSPECTION SCHEDULE (Codes 4, 5, 6, and T)

- CODE 4: International door-to-door container movement of household goods whereby a carrier provides containerization at origin residence and transportation to destination residence (PPTMR paragraph 2001am(2)(b)).
- CODE 5: Same as Code 4 except Government provides ocean transportation (PPTMR paragraph 2001am(2)(c)).
- CODE 6: Same as Code 4 except air transportation is provided by the carrier (PPTMR paragraph 2001am(2)(d)).
- CODE T: Same as Code 4 except air transportation is provided by the Government (PPTMR paragraph 2001am(2)(h)).

Record carrier failures on DD Form 1780.

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
Appliance Service (Does not include hook-up)	44L	2001(c)	Appliances
Debris Removal (Unless unpacking waived by member)	50		
Documents for Member (GBL, inventory if from NTS, DD Form 619, if from SIT)	53a(b)	6012 6015	
Incidents (Accidents, fires, storms, pilferage)	32	Chap 14	
Loss or Damage (Must record on inventory or DD Form 619)	27,28 38,53b 54	Chap 13	Claims, agreed Wts Inventory DD Form 619
On-Time Delivery	41 (a)(b) (c)	Table 6-2	Inconvenience Claims
Personnel (Courteous, qualified, clean, sober, sufficient in number)	47		Personnel
Reassembly	37 42		
Reweight (Wt ticket available)	20g(h)	6007c	Weighing
Unloading or Unpacking (Unless waived by member)	37,42 43,44		
Storage-in-Transit (Authorization—Service requirement)	21 36		SIT Control Number—Locator
Tracing Service	25	Chap 15	
Vehicles (Condition, cleanliness, equipment)	49		Vehicles

## OUTBOUND INSPECTION SCHEDULE (Codes 7, 8 and J)

- CODE 7: International Land-Water-Land Baggage (LWL)—Movement of unaccompanied baggage whereby an ITGBL carrier provides pickup at origin and surface transportation to destination point, storage-in-transit if authorized by the ITO, and delivery into residence, warehouse, or other building (final delivery point).
- CODE 8: International Land-Air-Land Baggage (LAL)—Movement of unaccompanied baggage whereby an ITGBL carrier provides pickup at origin, surface transportation to origin airport, air transportation to overseas airport, and surface transportation to destination point, storage-in-transit if authorized by the ITO, and delivery to residence, warehouse, or other building (final delivery point).
- CODE J: International Land-Air (MAC)-Land Baggage—Movement of unaccompanied baggage whereby an ITGBL carrier provides pickup at origin overseas and surface transportation to the designated overseas MAC terminal. MAC provides terminal services at the overseas terminal and CONUS terminal, and air transportation to the designated MAC CONUS terminal. The ITGBL carrier provides surface transportation to destination point, storage-in-transit if authorized by the ITO, and delivery to residence, warehouse, or other building (final delivery point). Rates for Code J shipments will not include a charge for the MAC portion of the movement. (Currently, Code J is applicable to the movement of unaccompanied baggage from designated overseas countries to CONUS.)
- NOTE: Packing service is not included in the Single Factor Rate. When required, packing service must be requested by the ITO, and additional charges are assessed by the carrier as prescribed in the Military Basic Tender (MBT).

Record carrier failures on DD Form 1780.

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
Cartons (Size specs, marking, closing)	43d 54c	Table 6-2	Cartons
DD Form 619 (If applicable)	23 53	6012 6015	DD Form 619
Suspension	56	Table 6-2	Suspension
TV (Portable Only) (Describe property on inventory)			Inventory
Used Materials (Must be clean & serviceable)	43b		Cartons
Vehicles (Conditions, cleanliness, equipment)	49	Table 6-2	Vehicles
Wardrobes (Flat) (Use for other than clothing)	44f(1) (2)		Wardrobes
Weighing	20		Weighing Procedures, Construction Weight

## INBOUND INSPECTION SCHEDULE (Codes 7, 8 and J)

- CODE 7:** International Land-Water-Land Baggage (LWL)—Movement of unaccompanied baggage whereby an ITGBL carrier provides pickup at origin and surface transportation to destination point, storage-in-transit if authorized by the ITO, and delivery into residence, warehouse, or other building (final delivery point).
- CODE 8:** International Land-Air-Land Baggage (LAL)—Movement of unaccompanied baggage whereby an ITGBL carrier provides pickup at origin, surface transportation to origin airport, air transportation to overseas airport, and surface transportation to destination point, storage-in-transit if authorized by the ITO, and delivery to residence, warehouse, or other building (final delivery points).
- CODE J:** International Land-Air (MAC)-Land Baggage—Movement of unaccompanied baggage whereby an ITGBL carrier provides pickup at origin overseas and surface transportation to the designated overseas MAC terminal. MAC provides terminal services at the overseas terminal (and CONUS terminal) and air transportation to the designated MAC CONUS terminal. The ITGBL carrier provides surface transportation to destination point, storage-in-transit if authorized by the ITO, and delivery to residence, warehouse, or other building (final delivery point). Rates for Code J shipments will not include a charge for the MAC portion of the movement. (Currently, Code J applies to the movement of unaccompanied baggage from designated overseas countries to CONUS).
- NOTE:** Packing service is not included in the Single Factor Rate. When required, packing service must be requested by the TMO, and additional charges are assessed by the carrier as prescribed in the Military Basic Tender (MBT).

Record carrier failures on DD Form 1780.

<u>Element</u>	<u>Paragraph No. of TOS</u>	<u>Paragraph No. of PPTMR</u>	<u>Glossary Reference</u>
Debris Removal (When unpacking is authorized by TMO)	50		
Documents for Member (GBL, DD Form 619, if from SIT)	53a(b)		
Incidents (Accidents, fires, storms, pilferage)	32	Chap 14	
Loss or Damage (Must record on inventory or DD Form 619)	27,28 38,53b 54	Chap 13	Claims Agreed Wts
On-Time Delivery	41a(d)(e)		Inconvenience Claims
Personnel (Courteous, qualified, clean, sober)	47		Personnel
Reweigh (Wt ticket available)	20g(h)	6007c	Weighing
Unloading or Unpacking (When authorized by TMO)	37,42 43,44		Cartons
Storage-In-Transit (When authorized by TMO) (Service Requirements)	21 36		SIT Control Number, Location-Storage warehouse
Tracing Service	25	Chap 15	
Vehicles (Condition, cleanliness, equipment)	49		Vehicles

## OUTBOUND INSPECTION SCHEDULE, DPM

Direct Procurement Method (DPM)—Household Goods and Unaccompanied Baggage. Record inspection results on DD Form 1841 and DD Form 2018.

<u>Element</u>	<u>MIL STD 212</u>	<u>CLPPS Contract</u>	<u>Glossary Reference</u>
Appliance Service	3.9 4.27	Sec C (5.7)	Appliance
Boxes or Cartons	4.25 4.12 thru 4.18	Sec C (5.5)	Cartons
Containers or Crates	4.18 4.19 5.41 thru 5.42.4	Sec C (5.5, 5.8)	Containers
Disassembly	4.26	Sec C (5.5)	Premove Survey
Dishpacks	5.26 5.3	Sec C (5.5)	Dishpack
Documents (Inventory) (Packing List)	4.29 4.40	Sec C (5.6)	
Facilities		Sec I, Item 4	
Firearms—Ammo			Firearms
Hazardous Materials	3.4 4.32		Prohibited
High Value (Extraordinary Value)	3.1 4.32	Sec C (5.5)	High Value
Inventory	4.29 (Fig 17) 4.30 4.31		Inventory
Marking Containers	4.45 thru 4.45.2,3,5 Figure 186	Sec C (5.8)	MILSTAMP TCN
New Materials (Mattresses, box springs, linens, bedding, clothing)	5.2.18	Sec C (5.5)	
Pack Day		Sec C (5.4)	Pack Day
Packing (Least cube) (Avoid Excesses)	5.2-5.2.36 5.4-5.4.2.4	Sec C (5.5)	
PBO (Liability) (Service Liability) (Inventory)	4.34		PBO
Pickup Day (Time)		Sec C (5.4)	Pickup Day
Personnel (Courteous, qualified, clean, sober, sufficient in number)	4.23 4.24	Sec C (1.2)	Personnel

<u>Element</u>	<u>MIL STD 212</u>	<u>CLPPS Contract</u>	<u>Glossary Reference</u>
Premove Survey		Sec C (5.2)	Premove Survey
Professional BP&E	3.8 4.37	Sec C (5.6)	Professional
Prohibited Items	3.4		Prohibited
TV (Inventory must show (C) or (B), console or portable)	5.2.33 4.29	Sec C (5.4)	Inventory
Used Material (Must be serviceable)	5.4.1 thru 5.4.1.3	Sec C (5.3)	Cartons
Vehicles		Sec E (5.8)	Vehicles
Wardrobes	5.2.18.1.2	Sec C (5.5)	Wardrobes
Weighing	4.43	Sec C (5.3)	

## INBOUND INSPECTION SCHEDULE, DPM

Direct Procurement Method (DPM)—Household Goods and Unaccompanied Baggage. Record inspection results on DD Form 1841 and DD Form 2018.

<u>Element</u>	<u>MIL STD 212</u>	<u>CLPPS Contract</u>	<u>Glossary Reference</u>
Appliance Service (Deservice, does not include hookup)	3.9(b)	Sec C (5.7)	Appliance
Debris Removal	4.46.1(b)	Sec C (5.10)	
Documents for Member (Inventory, packing list)	4.35		
Loss or Damage (Must prepare report for member and TMO)	4.46.2	Sec C (5.10)	Claims, Agreed Weight
Personnel (Courteous, qualified, clean, sober)	4.23 4.24	Sec C (1.2)	
Reassembly (Unless waived by member)	4.46.1	Sec C (5.10)	
Reweigh (Wt tickets available)		Sec C (5.3)	Weighing
Unloading or Unpacking (Unless waived by member)	4.46.1	Sec C (5.10)	
Vehicles (Condition, cleanliness, equipment)		Sec C (5.8)	Vehicles

## NONTEMPORARY STORAGE (NTS) INSPECTION SCHEDULE

Record contract violations on DD Form 1841 and DD Form 2018.

<u>Element</u>	<u>Reference in Basic Agreement</u>	<u>Para No. of PPTMR</u>	<u>Glossary Reference</u>
Appliance Service (Washer only)	Part II, Para 36		Appliance
Cartons (Size, specs, marking, closing)	Part II, Para 1(b)(2), Part II, Para 3 d		Cartons
Debris Removal	Part II, Para 3(i)(j)		
Disassembly (Hardware in bags, list on inventory, member must disassemble some items)	Part II, Para 1(c)(6), Part II, Para 3a(2)		
Dishpacks (Use, specifications)	Part II, Para 1(b)(3)		Dishpack
Documents (Provided TMO within 9 days. Wt ticket, warehouse receipt with inventory)	Part I, Para 4b		
Firearms			Firearms
Hazardous Materials			Hazardous
High Value (Extraordinary value)	Part II, Para 3f		High Value Crates
Incidents (Fires, accidents, storms, pilferage)	Part I, Para 4c		
Inventory (Preparation, errors)	Part II, Para 4		Inventory
Loss or Damage (Must report to TMO, protect against further damage)	Part I, Para 4c, Part I, Para 7		Claims, Agreed Wt Inventory
New Materials (Bedding, linens, clothing)	Part II, Para 1b		Cartons
Pack Day			Pack Day
Packing (Least cube) (Avoid excesses)	Part II, Para 1c		
PBO (Packed by owner) (Must be accepted by contractor or repacked. May <i>not</i> be shown on inventory as PBO)	Part II, Para 3g		
Personnel (Courteous, qualified, clean, sober)	Part II, Para 1c(b)		Personnel
Pickup Day (Time of Day)	Part II, Para 1d		Pickup Day
Professional BP&E	Part II, Para 3e		Professional BPE
Reassembly	Part II, Para 3j		
Tailgate Loading	Part II, para 1a		Tailgate

<u>Element</u>	<u>Reference in Basic Agreement</u>	<u>Para No. of PPTMR</u>	<u>Glossary Reference</u>
Unloading or Unpacking (Unless waived by member)	Part II, Para 3j		
Used Materials (Must be clean and serviceable)	Part II, Para 1b		Cartons
Vehicles (Condition, cleanliness, equipment)	Part II, Para 1a		Vehicles
Wardrobes (Upright) (Used for other than clothing)	Part II, Para 2e		
Weighing	Part II, Para 3h		Weighing Procedures, Con- struction Weights

## INSPECTION SCHEDULE FOR LOCAL MOVES

Record contractor deficiencies on DD Form 1841 and DD Form 2018.

<u>Element</u>	<u>MIL-P-2084 (S&amp;A)</u>	<u>CLPPS Contract</u>	<u>Glossary Reference</u>
Appliance Service (Washer Only) (Does not include connect or disconnect)	3.2.2.1 3.2.2.2	Sec C (5.7)	Appliance
Cartons (Size, specifications, marking, closing)	3.1.2	Sec C (5.5)	Cartons
Crates	3.1.1	Sec C (5.8)	Crates
Debris	3.2.8 3.2.9.3	Sec C (5.10)	
Disassembly (Hardware in bags, list on inventory, member must disassemble some items)	3.2.3	Sec C (5.5)	
Dishpacks (Use specification)	3.2.1 3.1.3 3.3.2	Sec C (5.5)	Dishpack
Firearms—Ammo			Firearms
Hazardous Materials			Hazardous Materials
Inventory (Preparation, errors)	3.2.4		Inventory
Loss or Damage (Reporting)		Sec C (5.10)	Claims Agreed Wt
New Materials (Mattresses, box springs, linens, bedding, clothing)		Sec C (5.5)	
Pack Day			Pack Day
Packing (Least cube, avoid excesses, number of cartons)	3.2.2 3.3	Sec C (5.5)	Cartons
Personnel (Courteous, qualified, clean, sober, sufficient in number)		Sec C (1.2)	Personnel
Pickup Day (Time of day)	3.2.1	Sec C (5.4)	Pickup Day
Premove Survey	3.2	Sec C (5.2)	Premove Survey
Professional BP&E		Sec C (5.6)	Professional BP&E
Prohibited Items			Prohibited Items
Tailgate Loading (Advance approval required)	3.2.5		Tailgate
Reassembly	3.2.9	Sec C (5.10)	
Unloading or Unpacking	3.2.9	Sec C (5.10)	

Element	MIL-P-2084 (S&A)	CLPPS Contract	Glossary Reference
Used Materials (Must be clean and serviceable)	3.1	Sec. C(5.5)	
Vehicles (Condition, cleanliness, equipment)	3.2.5 3.2.5.1	Sec. C(5.8)	Vehicles
Wardrobes	3.2.10	Sec. C(5.5)	Wardrobes
Weighing	3.2.6 3.2.6.1 3.2.7	Sec. C(5.3)	Weighing Procedures, Con- structive Wts



**Transportation and Traffic Management**  
**QUALITY CONTROL OF PERSONAL PROPERTY**

AFR 75-46, 12 May 1982, is changed as follows:

**1. Page-Insert Changes.** New or revised material is indicated by a \*.

Remove	Date	Insert
1 thru 10	12 May 82	1 thru 10.2
15, 16	"	15 thru 16.1
19, 20	"	19 thru 20.1
23, 24	"	23 thru 24.1
45 thru 49	"	45, 46

**2. Write-in Changes:**

Page	Paragraph	Line	Action
11	4-5b	8	Insert period after "cartons" and delete rest of sentence.
12	4-5g(2)	—	Change paragraph to read: "All items must be wrapped in white paper."
12	4-6a	3	Change "Government Military Rate Tender" to "MTMC Rate Solicitation."
12	4-6a(3)	8	Delete "The inspector observing. . . . unearned packing monies."
13	4-7a	7	Change "Military Rate Tariff" to "MTMC Rate Solicitation."
13	4-7a	8	Insert period after "location" and delete rest of sentence.
14	4-8a	8	Delete "paragraph 5.4.2.2,"
14	4-8a	9	After "are" add "also included in."
14	4-8a	10	Delete ", in paragraph 5.4.2.4."
14	4-8c	13	Delete ", paragraph 4.21."
17	4-10b	2	Change "(see Max Pak)" to "(except for motorcycles, minibikes, mopeds and items of an unusual nature)."
17	4-10c(2)	10	Change "6e" to "6c."
17	4-10g	1	Change "(government rate tenders (GRT) or military rate tenders (MRT))" to "(MTMC Rate Solicitation or Military Basic Tender)."
38	Code J	14	Delete "(Currently, Code J. . . . countries to CONUS)."

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES A. GABRIEL, General, USAF  
Chief of Staff

JAMES H. DELANEY, Colonel, USAF  
Director of Administration