



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P4600.7C

LFT-mad

20 Oct 1980

MARINE CORPS ORDER P4600.7C W/CH 1-7

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Transportation Manual

Encl: (1) LOCATOR SHEET

Reports Required: List, page V

1. Purpose. To restate and consolidate policies and procedures relating to Marine Corps transportation.
2. Cancellations. MCO's P4600.7B, 4600.31B, 4600.36A, 4600.37, 4610.22C, 4610.25A, 4610.28C, 4610.29, 4650.33B, and 4650.34.
3. Review. This regulation has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee in accordance with Section III of DoD Directive 5154.13 dated 1 May 1958, as Case No. PDC 127480.
4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
5. Recommendations. Recommendations concerning the contents of the Marine Corps Transportation Manual are invited. Submit via the appropriate chain of command for evaluation.
6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
7. Certification. Reviewed and approved this date.

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MCO P4600.7C Ch 1

LFT-ncs

29 Sep 1982

MARINE CORPS ORDER P4600.7C Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Transportation Manual

Encl: (1) New page inserts to MCO P4600.7C

1. Purpose. To transmit new page inserts to the basic Manual.

2. Action

a. Remove present pages v, vii, viii, 1-31, 1-32, 1-35 through 1-38, 1-43 through 1-56, 1-59, 1-60, 1-63 through 1-66, 1-79, 1-80, 2-13, 2-14, 3-1 through 3-4, 3-15 through 3-17, 3-19, 3-20, and 3-39 through 3-48; and replace them with corresponding pages contained in the enclosure hereto.

b. Insert new pages ix, 1-60a, 1-64a, 1-66a, 1-111, 3-20a, and 3-83 in the basic Manual.

3. Change Notation. Significant changes contained in the revised pages for this Change are denoted by an arrow (>) symbol.

4. Filing Instruction. This Change transmittal will be filed immediately following the signature page of the basic Manual.

5. Certification. Reviewed and approved this date.



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MCO P4600.7C Ch 2
LFT-ncs
6 Nov 1962

MARINE CORPS ORDER P4600.7C Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Transportation Manual

1. Purpose. To direct pen changes to the basic Manual.
2. Action

a. On page 1-32, paragraph 1042.11b(1), line three, change the words "paragraph 4150.2g(1) and (2)" to read "paragraph 4150.2g(5)."

b. On page 1-32, paragraph 1042.12a, line 12, delete the letter "A" and change the word "categories" to read "category."

c. On page 3-73, delete paragraph 3131.1a(3) in its entirety.

3. Filing Instructions. This Change transmittal will be filed immediately following page 3 of the basic Manual.

4. Certification. Reviewed and approved this date.


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MCO P4600.7C Ch 3
LFT-ncs
18 Aug 1983

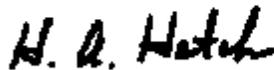
MARINE CORPS ORDER P4600.7C Ch 3

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Transportation Manual

Encl: (1) New page inserts to MCO P4600.7C

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action
 - a. Remove present pages iii and B-1 through B-5, and replace them with the corresponding pages contained in the enclosure hereto.
 - b. Insert new chapter 4 (pages 4-1 through 4-23).
3. Change Notation. Significant changes contained in the revised pages for this change are denoted by an arrow (>) symbol.
4. Filing Instruction. This Change transmittal will be filed immediately following page 5 of the basic Manual.
5. Certification. Reviewed and approved this date.



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ERRATUM

to

MCO P4600.7C Ch 4

MARINE CORPS TRANSPORTATION MANUAL

1. Change the PCN at the bottom of the letterhead page to read "PCN 102 058600 04" vice "PCN 102 058600 00".

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MCO P4600.7C Ch 4
LFT-1-dld
16 Feb 1984

MARINE CORPS ORDER P4600.7C Ch 4

From: Commandant of the Marine Corps
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Encl: (1) New page inserts to MCO P4600.7C

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action
 - a. Remove present pages iii, 1-1, 1-2, 1-5, 1-6, 1-35, 1-36. 2-1, 2-2, 2-9, and 2-10 and replace them with the corresponding pages contained in the enclosure hereto.
 - b. Insert new pages 1-36a, 1-36b, 2-11, 2-12, and chapter 5 (pages 5-1 through 5-19).
3. Change Notation. Significant changes contained in the revised pages

for this change are denoted by an arrow (>) symbol.

4. Filing Instruction. This change transmittal will be filed immediately following page 7 of the basic Manual.

5. Certification. Reviewed and approved this date.

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23 Nov 1984

MARINE CORPS ORDER P4600.7C Ch 5

From: Commandant of the Marine Corps

To: Distribution List

Subj: Marine Corps Transportation Manual

Encl: (1) New page inserts to MCO P4600.7C

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action.
 - a. Remove present pages 1-35 through 1-36b and replace with corresponding pages contained in the enclosure hereto.
 - b. Insert new page 1-36c.
3. Change Notation. Significant changes contained in the revised pages for this Change are denoted by an arrow (>) symbol.
4. Filing Instruction. This Change transmittal will be filed immediately following page 9 of the basic Manual.
5. Certification. Reviewed and approved this date.



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MCO P4600.7C Ch 6
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12 Feb 1987

MARINE CORPS ORDER P4600.7C Ch 6

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1. Purpose. To transmit new page inserts to the basic Manual.
2. Review. This Change has been reviewed by the Per Diem Travel and Transportation Allowance Committee in accordance with DoD Directive 5154.13, dated 11 February 1980, as Case P861719.
3. Action
 - a. Remove present chapter 2 and replace with corresponding chapter 2 contained in the enclosure.
 - b. Remove present appendix B and replace with corresponding appendix B in the enclosure.
4. Change Notation. Significant changes contained in the revised pages for this Change are denoted by an arrow (>) symbol.
5. Filing Instruction. This Change transmittal will be filed immediately following page 11 of the basic Manual.
6. Certification. Reviewed and approved this date.

A handwritten signature in black ink, appearing to read "J. J. Went", is located in the bottom right area of the document.

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MCO P4600.7C Ch 7
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27 Nov 92

MARINE CORPS ORDER P4600.7C Ch 7

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Subj: MARINE CORPS TRANSPORTATION MANUAL

Encl: (1) New page inserts to MCO P4600.7C

1. Purpose. To transmit new page inserts to the basic Manual.

2. Action

a. Remove chapters 4 and 5 and replace with corresponding chapters in the enclosure.

b. Remove appendices A and B and replace with corresponding appendices in the enclosure.

3. Change Notation. Significant changes contained in the revised pages for this Change are denoted by an arrow (>)

4. Filing Instruction. This Change transmittal will be filed

immediately following page 13 of the basic Manual.

5. Certification. Reviewed and approved this date.



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20 Oct 1980

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ENCLOSURE (1)

1

MARINE CORPS TRANSPORTATION MANUAL

CHANGE RECORD

Log completed change action, as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

	REPORT SYMBOL	PARAGRAPH
I. TR'S/MEAL TICKETS LOST/STOLEN	MC-4600-01	1104.2b 1119.2 1142.2
>II. DISCOUNT FARE AIR UTILIZATION REPORT- PASSENGER	MC-4600-23	1120.4
III. MTA'S ISSUED	MC-4600-02	1124.5
IV. COMMERCIAL CARRIER PASSENGER SERVICE	MC-4650-02	1267.1 1272.1 1281.1
V. MAC CHANNEL REQUIREMENTS-PERSONNEL (MONTHLY)	MC-4630-10	1301.1
VI. MAC CHANNEL REQUIREMENTS-PERSONNEL (ANNUAL)	MC-4630-09	1301.2
0 VII. UTILIZATION OF NAVY OPPORTUNE SHIPPING	MC-4610-07	3041.5
VIII. AIRLIFT CHALLENGE RESUME	MC-4610-04	3064.6i
IX. SAAM AIRLIFT REQUIREMENTS	MC-4600-22	3067.4
X. MAC CHANNEL REQUIREMENTS--CARGO	MC-4630-11	3070.4
XI. MAC CHANNEL REQUIREMENTS--CARGO	MC-4630-12	3070.5

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MARINE CORPS TRANSPORTATION MANUAL

FOREWORD

1. Purpose and Scope. This Manual promulgates policies and procedures applicable to the performance of transportation and traffic management functions within the Marine Corps involving the use of commercial transportation resources and Department of Defense (DOD) single manager transportation resources.

2. Responsibilities

a. Commandant of the Marine Corps. The Commandant of the Marine Corps is responsible for:

(1) Implementation of DOD transportation policy.

(2) Staffing and supervision of all Marine Corps transportation offices.

(3) Budgeting, funding, accounting, disbursing, and settlement of accounts and claims concerning the movement of Marine Corps-owned property,

Marine Corps personnel (military and civilian) and their dependents, and personal property.

(4) Promulgation of regulations and policies applicable to the function of arranging and furnishing transportation necessary for the movement of Marine Corps-sponsored traffic.

b. Transportation Officer. Transportation officers act as agents for the Government in the execution of contracts/arrangements of carriage with commercial carriers and are responsible for:

(1) Initiating and receiving all shipments of property on which the Government pays the transportation charges or in which the Government has an interest.

(2) Complying with the instructions contained in this Manual; MCO P4600.14A, chapter 104; DoD 4500.34-R, paragraph 3006; and other regulations.

(3) Exercising Bound traffic management procedures and moving all traffic at the most economical overall cost to the Government consistent with delivery and mission requirements.

(4) Keeping themselves familiar with local traffic conditions in order that passengers, freight, and personal property may be dispatched expeditiously by the most effective and economical routes and modes.

> c. Marine Corp Movement Coordination Center (MCMCC), Marine Corps Base, Camp Pendleton, California

(1) Mission and Functions. The mission of the MCMCC is to provide and operate facilities essential to arranging transportation for and coordinating the movement of Marines and Marine Corps-sponsored passenger traffic from the continental United States (CONUS) to overseas via the Military Airlift Command (MAC) channel flights, Military Sealift Command(MSC), and commercial transportation; and to administer the direct port call system for the movement of traffic and any additional functions assigned by the Commandant of the Marine Corps. Functional responsibilities include:

(a) Receiving, consolidating, and submitting requirement forecasts for transportation via MAC to the Commandant of the Marine Corps in accordance with current directives.

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(b) Receiving and administering assigned transportation capability, to include MAC channel and commercial air. This does not include amphibious shipping nor organic aircraft, other than that provided by MAC.

(c) Effecting necessary coordination and liaison with MAC and all Marine Corps activities concerning port call matters.

(d) Providing MAC transportation space assignments and authorizations for use of commercial air of Marine Corps-sponsored passenger traffic.

(e) Operating the port call activity in accordance with current regulations.

(f) Administering and performing duties assigned by the current Letter of Instruction (LOI).

(g) Coordinating the movement of all replacements proceeding through Camp Pendleton.

(h) Exercising administrative control over overseas personnel on emergency leave in CONUS for the purpose of assigning emergency leave dates, arranging return transportation, and extending emergency leave in accordance with the instructions contained in the current edition of MCO 4650.30 and other applicable regulations.

(2) Operational and Administrative Control

(a) Operational control of the MCMCC is under cognizance of the Commandant of the Marine Corps (Code L). Personnel management policy guidance will be provided by the Commandant of the Marine Corps (Code MMEA-1)(in coordination with Code L) as outlined in the current LOT.

> (b) Administrative control of the MCMCC is under the cognizance of the Commanding General, Marine Corps Base, Camp Pendleton, and includes mast, discipline, career planning, education, public affairs, human relations, personal affairs/family assistance, physical fitness, marksmanship, and voting.

3. Delegation. Under the single manager concept, the Secretary of Defense has assigned certain transportation traffic management functions to specific departments within the DOD, namely:

a. Department of the Army. The Military Traffic Management Command (MTMC) is responsible for certain management functions in connection with the movement of DoD traffic by commercial means, as well as for the operation of common user military ocean terminals. Instructions concerning the performance of these functions, including operational procedures, are contained in MCO P4600.14 and DoD 4500.34-R. These regulations will be used in conjunction with the instructions contained in this Manual.

b. Department of the Air Force. The MAC is responsible for providing airlift for passenger and cargo traffic as forecasted and requested by the military services. Regulations concerning the performance of these functions for use in conjunction with this Manual are identified and discussed in appropriate portions of this Manual devoted to this functional area.

c. Department of Navy. The MSC is responsible for providing sealift for passenger and cargo traffic as forecasted and requested by the military services. Regulations concerning the performance of these functions for use in conjunction with this Manual are identified and discussed in appropriate portions of this Manual devoted to sea transportation.

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4. Statutory Regulations and Responsibilities

a. Instructions relative to entitlement for the movement of personal property and transportation of personnel and dependents at Government expense are contained in the Joint Travel Regulations (JTR) and MCO P4650.37. These regulations are promulgated by the Secretary of the Navy and the Commandant of the Marine Corps pursuant to authority contained in public law. They are thus regarded as statutory regulations and have the force and effect of law.

b. Administrative procedures will not be effected nor action taken which results in an abrogation of statutory responsibilities.

5. Designation and Appointment of Transportation Officers. Only transportation officers should select the mode of carriage to be employed in transporting Marine Corps traffic. Commanders of Marine Corps activities performing traffic management functions (i.e., issuance of Government bills of lading (GBL's), transportation requests (TR's), meal tickets, etc.) will designate an individual as the transportation officer. The transportation officer will be appointed in writing to perform the duties required. As used herein, the term "transportation officer" applies to any individual so designated regardless of whether or not that is the organizational title of the individual. It is not expected that activities will be reorganized to reflect the term "transportation officer." When required, transportation agents may also be designated to assist transportation officers. MCO P4600. 14A, chapter 103, applies.

6. Referenced Regulations and Abbreviations. A list of the regulations referenced in this Manual, including other pertinent directives, is contained in appendix A. Appendix B contains a list of abbreviations and acronyms used throughout this Manual.

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CHAPTER 1

PASSENGER

PART A: GENERAL INFORMATION

1000. INTRODUCTION

1. Purpose and Scope. The primary objective of this chapter is to provide transportation and traffic management instructions and procedures whereby official travel of the Marine Corps can be administered in accordance with statutes, decisions, and requirements of the Comptroller General of the United States, the DOD, the Secretary of the Navy, joint services directives, and Marine Corps policies. This Manual amplifies and supplements the provisions of the current editions of NAVSO P-1459 (Navy Travel Instructions), Joint Travel Regulations (JTR), and MCO P4600.14.

2. Applicability. The provisions of this chapter are applicable to all Marine Corps passenger traffic. Transportation officers or other persons responsible for arranging and furnishing transportation must have access to this publication.

1001. GENERAL TRANSPORTATION POLICIES

1. Travel within the United States. Except for transoceanic-type travel, commercial transportation shall be employed for the travel of persons between points within the United States when such transportation is available or readily obtainable and capable of meeting military requirements. Traffic management policies regarding commercial transportation within the United States shall be as prescribed in this chapter and MCO P4600.14.

2. Travel Beyond the United States. Government transportation shall be employed for the travel of persons beyond the mainland boundaries of the United States when such transportation is available and meets the requirements of the Marine Corps. (See part C of this chapter and NAVSO P-1459, chapter 2, which govern the use of Government transportation facilities and exceptions thereto.)

3. Use of Foreign Carriers. Foreign registered carriers can be employed only when carriers registered under the United States (U.S.) Flag are not available, as prescribed under the JTR, paragraph M2150.

1002. DUTIES AND RESPONSIBILITIES OF TRANSPORTATION OFFICERS. Personnel assigned responsibility for passenger transportation must provide necessary traffic management required by the activity to comply with and enforce the policies and procedures pertaining to the travel and transportation contained in this Manual and other directives.

1003. TRAVEL AND TRANSPORTATION ALLOWANCES AT GOVERNMENT EXPENSE. Travel and transportation allowances authorized at Government expense for military and civilian personnel are prescribed by the JTR, volumes 1 and 2. The JTR is promulgated by the secretaries of the armed services pursuant to authority contained in public law. They are thus regarded as statutory regulations having the force and effect of law. The JTR must, therefore, be used in determining entitlements of military and civilian personnel of the Marine Corps to travel and transportation allowances at Government expense.

1. General Information. Information and instructions contained in this Manual must not be construed as modifying the JTR.

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2. Entitlement. Entitlement may accrue to an individual for that person's own travel and travel of dependents. The nature and duration of the individual's assignment to a particular station determine the legal right to one or more of the allowances. Statements and travel orders which purport to authorize or deny entitlements are without effect when contrary to the scope and intent of the JTR.

3. Travel Orders. A travel order is the instrument under which travel and transportation allowances accrue at Government expense. It is the policy of the Marine Corps that travel will be directed only when it is considered in the best interest of the Government. Personnel traveling at Government expense are expected to exhibit financial prudence (see the JTR, volume 1, chapter 3).

4. Transportation In-Kind. Transportation in-kind at Government expense can be arranged and furnished only when incident to travel directed by proper authority and in the form of written orders. The original travel orders must be endorsed to describe the arrangement or furnishing of transportation in-kind.

1004. MODE OF COMMERCIAL TRANSPORT

1. General Information. Since travel by common carrier (air, rail, or bus) will

generally result in the most efficient use of energy resources and in the least costly and most expeditious performance of travel, this method shall be used whenever it is reasonably available. Travel by other modes, such as passenger vehicles, may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that a method of transportation other than common carrier would be more advantageous to the Government will not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.

2. Mode Not Indicated in Travel Orders. When the mode of travel is not indicated in travel orders, the transportation officer is responsible for evaluating the requirements of each move. The transportation officer may determine the mode, select the carrier, and complete other necessary travel arrangements based on service, economy, and sound traffic judgment. The mode selected will be that which will satisfy the travel requirement at the least cost to the Government. If assistance is desired or needed, it may be obtained by contacting an area commander of the MTMC. These are listed geographically in MCO P4600.14A, paragraph 108002.

3. Mode Indicated in Travel Orders. When a particular mode of transportation is directed by a military commander, the travel orders shall indicate the required mode by the statement "directed when available," except in the case of civilian employees and their dependents. When a directed mode of transportation is not available, the transportation officer shall select the mode that most nearly meets the requirements of the military commander. In the case of travel, by civilian employees and their dependents, the mode of transport shall be in accordance with the JTR, volume 2; however, these travelers will not be required to use commercial or Government aircraft when the travel orders contain a specific statement excluding such mode of transportation. Except as provided in the JTR, paragraph C2001-4, civilian employees and/or their dependents will not be required to travel in Government aircraft or nonscheduled commercial aircraft without their consent.

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1005. CARRIER REPRESENTATION AT MILITARY INSTALLATIONS

1. Policy. Commercial carriers' representation at military installations shall be as prescribed by MCO P4600.14A, chapter 303.

2. Solicitation of Traffic by Carriers. The joint military agreements prohibit the solicitation of traffic generated by the use of TR's issued by the military agencies. Further, any group of carriers which is a party to an agreement is restricted to joint representation at any one installation.

1006. DEFINITION of UNITED STATES (CONTINENTAL UNITED STATES). The term "United States," as used in this chapter, comprises the 48 contiguous States and the District of Columbia; it does not include the States of Hawaii and Alaska.

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PART B: ROUTING TRAFFIC AND ARRANGING COMMERCIAL TRANSPORTATION
WITHIN THE UNITED STATES

1020. REGULATIONS AND PUBLICATIONS. In addition to the instructions contained herein, the provisions of the following regulations and publications are applicable:

1. JTR, volumes 1 and 2.
2. NAVSO P-1459.
3. MCO P4600.14.
4. MCO P4600.9.
5. Passenger agreements with commercial carriers. A copy of each agreement and supplement thereto are distributed by the appropriate MTMC area/field office to each transportation office in accordance with the provisions of MCO P4600.14A, chapter 302. These agreements are:

a. Joint Bus Military Agreement. This agreement is with the carriers listed therein, represented by the National Bus Military Bureau.

b. Joint Military Air Transportation Agreement. This agreement is with the scheduled air carriers listed therein, represented by the Air Traffic Conference of America.

c. Individual Carriers' Agreements/Tenders. Individual carriers may file agreements or tenders of service with the MTMC. However, where charter service is involved, such as charter air-taxi or charter bus, the carrier must either be party to one of the preceding carrier's agreements or have an approved individual agreement/tender of service on file with the MTMC. The exceptions to this standard are addressed in paragraph 1024.1, following.

1021. TRAFFIC MANAGEMENT. Instructions and responsibilities for routing of passenger traffic and arranging and procuring of commercial transportation for official travel within the United States are as contained in MCO P4600.14, this Manual, and NAVSO P-1459.

1022. COORDINATION OF ARRANGEMENTS WITH CARRIERS

1. General Information. It is necessary that final transportation arrangements be coordinated with the local representatives of the carriers involved. This is to avoid any misunderstanding, delay, or excess cost. This action is necessary to assure a satisfactory move with proper service, accommodations, and equipment. Coordination at this level is essential, whether previous arrangements have been made locally or by the MTMC.
2. Notification of Delay to Bus Carriers. When supplemental bus service is

used at either end of the movement, it is imperative that the bus carrier be notified of any delay which may result in the arrival of the bus at a terminal several hours in advance of the line haul carrier. This unnecessary waiting time is likely to result in charges, thus creating excess costs to the Marine Corps. The responsible person(s) may be held financially responsible by the U.S. General Accounting Office.

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1023. GROUP MOVEMENTS

1. Instructions. The instructions and provisions for group movements, including the delegation of authority, are contained in MCO P4600.14A, chapter 306.

a. Official Address of the MTMC. The official address of the MTMC is Commander, Military Traffic Management Command, Building, Washington, D.C. 20315.

b. Regular Office Hours of the MTMC. Personnel will be on duty from 0830 to 1700 hours daily, except Sundays and legal holidays, and can be reached by telephoning commercial 202-756-1180 or 202-756-1160; AUTOVON 289-1180 or 289-1160.

c. Emergency Duty Hours of the MTMC. In the event of an emergency during other than duty hours, the duty officer (commercial telephone number 202-756-1926; AUTOVON 289-1926) will relay messages to the responsible personnel for required action.

2. Person in Charge. The person in charge of the group shall be thoroughly familiar with both transportation and subsistence arrangements en route. Such arrangements shall include the following:

- a. Custody, proper handling, and use of TR's and tickets.
- b. Coordination of arrangements en route with carriers' representatives.
- c. Proper use of meal tickets.
- d. Report of carriers' services.

3. Report of Service Furnished. A report of service furnished by the carrier shall be submitted to the Commander, MTMC, in accordance with MCO P4600.14A, chapter 304. A copy shall be forwarded to the Commandant of the Marine Corps (Code LFT-2).

4. Charter Service and Other Arrangements Assigned Movement Symbols

a. General Information. Group transportation arrangements effected by the MTMC with the commercial air, rail, and bus carriers are assigned movement symbols and numbers for identification purposes, such as CAM-459, MRO-254, MAIN-2719, etc. At times, commercial carriers also assign such symbols and numbers to group transportation arrangements effected by local transportation

officers. These symbols and numbers are cited in charter certificates and other documentation as a means of identifying the specific arrangement. Therefore, when communicating with the MTMC or the commercial carriers concerning details relating to specific movements, reference should be made to these symbols and numbers, when assigned. It is also essential that these symbols and numbers, when assigned, be annotated on TR's issued for the procurement of transportation, as prescribed by paragraph 1123, following. A description of these symbols and instructions concerning charter-type arrangements are discussed in paragraphs 1023.4b and c following.

b. Description of Movement Symbols

(1) MAIN. The symbol "MAIN" means military authorization identification number. This symbol identifies a military passenger group movement via commercial rail service.

(2) MRO. The symbol "MRO" means the motor route order. This symbol identifies a military passenger group movement via chartered commercial bus

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service. Normally, only one MRO number is assigned to each bus movement, regardless of the number of buses assigned to the movement.

(3) CAM. The symbol "CAM" means commercial air movement. This symbol identifies a military passenger group movement via chartered commercial air service. Normally, a separate CAM number is assigned to each aircraft.

(4) GF-CAM. The symbol "GF-CAM" means group fare commercial air movement. This symbol normally identifies a group movement of 25 or more persons via regularly scheduled commercial air service at special reduced fares applicable when movement arrangements are effected through the MTMC. The GF-CAM number is assigned by the MTMC. Groups of less than 25 may use this fare: however, the charge will be for 25 people. These reduced fare provisions (80 percent of the normal tariff fares) apply in all classes of service, including first-class jet. However, such reduced fares do not apply in conjunction with any other discount (i.e., to helicopter fares (unless otherwise specifically provided for in helicopter carriers' tariffs); to special fares applicable to night coach, economy, commutation, or excursion travel; or to any promotional fares)

(5) R-CAM. The symbol "R-CAM" means regular fare commercial air movement. This symbol identifies a military passenger group arrangement effected by the MTMC via regular scheduled commercial air service at the regular tariff fares. These arrangements may be on a one-way or round-trip basis and, when round trip, may include application of excursion-type fares.

c. Charter Service Agreements/Certificates. Except as provided herein, when charter-type service is arranged, the terms of the charter must be reduced to writing. The carrier will retain the original of the charter agreement for supporting its bill, together with the TR, to the Marine Corps.

(1) Charter Air. When chartered commercial air service is arranged, the charter agreement/certificate is executed by the MTMC, except in the case of chartered air-taxi service, when the terms of the charter do not have to be confirmed in writing. (see MCO P4600.14A, chapter 304, for guidance pertaining to charter air-taxi service.)

(2) Charter Bus. When chartered commercial bus service is arranged, the charter agreement/certificate will be executed by the local activity which either issues the TR, arranges for the charter service, or coordinates and/or finalizes arrangements with the carrier, as appropriate. The foregoing will apply whether or not the transportation arrangement was effected by the MTMC. When the carrier does not have the necessary charter agreement forms, the form prescribed in paragraph 1024, following, may be used. Distribution of copies of all charter bus agreements shall be as follows:

(a) Original and one copy to the carrier.

(b) One copy to the Commandant of the Marine Corps (Code LFT-2).

(c) One copy to the MTMC.

(d) One copy to be retained by the activity executing the agreement on behalf of the Government.

(e) Other copies as desired.

5. Change in Number of personnel. Any increase or decrease in the number of personnel using commercial transportation which will affect the carrier's equipment shall be immediately reported to the MTMC and the carrier's local representative. When personnel decreases and the surplus carrier's equipment is not

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released, payment may be requested by the carrier, thereby creating excess cost to the Marine Corps. Rail carriers must be notified at least 48 hours prior to departure to prevent cancellation charges, as allowed by the Joint Military Passenger Agreement, section 16.

1024. INTRACITY TRANSFERS AND SHORT HAULS VIA COMMERCIAL BUS

1. General Information. In connection with group movements, there are instances where intracity transfers or short hauls via bus carriers are required. The U.S. Government Transportation Request (SF 1169) may be used to cover intracity transfers of short haul movements of this type. See MCO P4600.14A, chapter 306, for delegation of authority.

2. Negotiations. Negotiations shall be conducted with local transportation companies. When more than one company is available, competitive quotations should be obtained. In selecting the carrier, particularly when highway trips are involved, cost should not be the sole determining factor at all times. Service, sound traffic management, safety, and suitable equipment to meet the requirements should also be considered.

3. Agreement to Cover Service

a. **Written Agreement.** All terms of charter-type service must be reduced to writing, such as charter coach certificate or charter order prescribed by MCO P4600.14A, chapter 306. If the carrier does not have the necessary forms, it will be necessary to execute an agreement as prescribed in paragraph 1024.6, following.

b. **Initial and Final Agreements.** The initial agreement with the carrier should be made on a tentative basis, subject to a decrease or increase in the number of passengers, a change in the scheduled time of departure or arrival, and any unforeseen conditions which may arise. The final agreement is to be completed and signed at the latest possible date in advance of the movement, in order to incorporate in the agreement the actual number of people and passenger equipment involved.

c. **Instructions.** The agreement shall set forth the name of the carrier to perform the service; the number of persons in the movement; a clear description of the actual service to be furnished, whether on charter or per capita basis; any necessary mention of baggage and equipment to accompany the party, together with any conditions or charges incident to handling of the baggage; and a complete statement in dollars and cents of the amount quoted and agreed upon for the TR's issued.

d. **Bus Capacity.** When necessary, a bus of a larger capacity than needed for the passengers may be ordered to take care of personal baggage and equipment.

4. **Arrival Time at Destination.** When intracity transfer of troops is necessary upon completion of the rail, aircraft, or ship portion of a trip, the carrier to perform the transfer should definitely stipulate the necessary amount of advance notification of actual arrival time of the special train, aircraft, or ship. A responsible person, on duty at the post or station located in the city where the transfer is to be performed, should be designated by the proper Marine officer in charge to be responsible for informing the carrier of the Actual arrival time of the train, aircraft, or ship. The person in charge of the troop movement shall notify such designated person by message, giving the scheduled departure time and estimated arrival time of the special train, aircraft, or ship. The person designated to keep the carrier informed of actual time of arrival shall contact the stationmaster, dispatcher, or other representative of the delivering carrier for the actual arrival time of the train, aircraft, or ship and should inform the

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carrier's dispatcher or traffic manager of such time of arrival (this shall be the latest possible report on the progress of the train, aircraft, or ship), taking care to conform with the regulations of the carrier regarding advance time necessary to have equipment at the appropriate rail terminal, airport, or ocean terminal upon arrival of the troop train, aircraft, or ship.

5. Waiting Time

a. If the carrier performing the intracity transfer indicates that it will be necessary to assess charges for waiting time in the event of prolonged delay in the arrival of a troop train, aircraft, or ship after official notification of the arrival time has been furnished, the following paragraph should be made a pertinent part of the agreement:

*Waiting time, if applicable, will be charged for as follows:
(hours-minutes) after official arrival time of the troop train, aircraft, or steamship has passed, a charge of \$_____ per bus per hour will be assessed in addition to the agreed price for the actual movement of troops, with minimum charge of (hours-minutes) per bus."

b. If the troop train, aircraft, or steamship is delayed and waiting time charges are to be billed by the carrier, the troop commander shall furnish the bus carrier a certificate, as follows, to support such billing:

"I hereby certify that the (carrier) was notified that troop train, aircraft, or steamship would arrive at ____
__a.m. The carrier's buses arrived at the rail terminal, airport, or steamship terminal at__p.m./__ am., and waited until__p.m./__a.m. which was the actual arrival time of the train, aircraft, or steamship.

(For U.S. Marine Corps)"

6. Form of Agreement. The agreement shall be similar to that shown in

7. Disposition of the Agreement. The original copy of the agreement shall be delivered to the carrier with the TR to support the bill rendered for service performed. One copy shall be forwarded immediately to the Commanding General, 4th Marine Division (CG, 4thMarDiv) (Code 4TMO), 4400 Dauphine Street, New Orleans, Louisiana 70146.

1025. RESERVATIONS FOR INDIVIDUALS AND SMALL GROUPS

1. General Information. Transportation officers or persons having transportation responsibilities shall arrange necessary advance travel reservations with the commercial carriers, when possible and required.

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AGREEMENT FOR CHARTERED BUS SERVICE

Jackson, Mississippi, 14 Jul 1980

This agreement, made and entered into this 14th day of July 1980, between the U.S. Marine Corps and the Jackson City Lines, Inc., Jackson, Mississippi, provides that the Jackson City Lines, Inc., agrees to furnish two chartered buses for the transportation of approximately

57 Marine Corps personnel within the city of Jackson, Mississippi, as follows: from Jackson Air Force Base to Illinois Central Railroad Station and from Illinois Central Railroad Station to Jackson Air Force Base at a total cost to the Marine Corps of \$_____.

The personnel will be equipped with the normal arms and equipment, the transportation of which is included in the total charge named herein.

Departure time at each starting point will be shown below:

Depart Jackson Air Force Base 10 p.m., on 16 July 1980. depart Illinois Central Railroad Station approximately 9:30 a.m., on 31 July 1980; exact time to be established later, depending upon time of arrival in Jackson of the train in which the Marine Corps personnel are aboard.

There will be no extra charge to the Marine Corps due to the delay of said train.

For the U.S. Marine Corps: _____
Colonel, USMC

For Jackson City Lines, Inc.: _____
Traffic Manager

Figure 1-1. --Sample Agreement for Chartered Bus Service.

2. Ticket Pickup Requirement. Reservations must be claimed and tickets procured not later than the designated time limit specified by the carrier at the time reservations are confirmed; otherwise, reservations will automatically be canceled by the carrier. In those areas where distance from an airline ticket office or other justifiable reasons would cause undue hardship or inconvenience to the Marine Corps or individual concerned, most carriers' reservation activities will extend time limits to some degree. Time limit requirements differ from carrier to carrier and, within some of the carriers' operations, from flight to flight. Therefore, negotiating a specific, understood time limit is necessary for each reservation effected. It is important that the transportation endorsement to the travel orders identify the time limit for obtaining the tickets.

3. Reconfirmation of Airline Reservations. Some airlines require that passengers holding reservations from intermediate points on continuing flights or on return flights reconfirm reservations prior to departure from the intermediate or return point, or else suffer loss of reservations. This can be handled either in person or by telephone, advising the airline of arrival and intent to use the continuing or return reservation.

4. Penalty Assessment. Travelers or responsible persons must make every effort to cancel reservations which will not be used as confirmed. Travelers who have obtained tickets with confirmed reservations, but fail to notify the carrier in

the event it is not to be used, may be held liable for any penalty assessment by the carrier. Such penalty charge must be borne by the traveler and is not subject to reimbursement by the Government.

5. Unused Transportation. Unused transportation shall be reported and/or surrendered by the traveler for transmittal to the Commanding General (Code 470), Marine Corps Logistics Base (MCLB), Albany, Georgia 31704, in accordance with the provisions of part H of this chapter. In the case of unused rail tickets, the accommodation ticket (parlor car seat or roomette ticket) shall be annotated on the reverse side to show the date, time, and place of cancellation.

1026. BAGGAGE ALLOWANCES. For information and instructions pertaining to free baggage allowances by commercial modes of transportation, see MCO P4600.14A, chapter 308, and part I of this chapter.

1027. DEPENDENTS TRAVEL. For information and instructions pertaining to transportation in-kind for dependents' travel, see MCO P4600.14A, chapter 307, and part G of this chapter.

1028. MILITARY DISCOUNTS AND SPECIAL FARES

1. Military Discounts. The various passenger agreements prescribe the following discounts (within the United States) on fares of those carriers participating and so listed in the agreements:

- a. Rail fares (first class or coach)--10 percent discount.
- b. Pullman fares--none.
- c. Bus fares (regular service)--5 percent discount.
- d. Bus fares (charter service)
 - (1) Weekdays (noon Monday through noon Friday)--5 percent discount.
 - (2) Noon Friday through noon Monday--none.
- e. Air fares (charter service)--none.
- f. Air fares (regular service):
 - (1) Twenty persons or less--none.
 - (2) GF-CAM arrangements effected through the MTMC (see paragraph 1123, following)--20 percent discount.
 - (3) R-CAM arrangements effected through the MTMC--none.

2. Net Military Fare. The net military fare for transportation procured with a TR is the published tariff fare less the applicable military discount, if any.

3. Special Fares. Some carriers offer special fares which may be procured by TR's. Such fares and specific provisions of tariffs pertaining thereto vary

among carriers. Carriers' agents should be consulted for the wording of the annotations to be placed on the TR's to ensure special fare application. See paragraph 1120, following, for further guidance.

4. Military Leave (Furlough) Fares. Under current tariffs, the U.S. commercial air, rail, and bus industries offer reduced fares applicable to travel of

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military personnel at personal expense incident to authorized leave, delay en route, discharge or separation, or liberty pass. General information concerning rail and bus furlough fares is contained in MCO P4600.14A, chapter 304. Information concerning air leave fares is contained in the current edition of MCO 4632.11. Commercial leave travel fares will not be used for the transportation of military personnel or their dependents where the cost of transportation, including reimbursement, will be paid from Government funds.

1029. MOTOR VEHICLE RENTAL SERVICES

1. General Information. Rental car service will not be authorized or approved when Government transportation is available, without charge, to satisfy the movement requirement. Austere funding and budgeting requirements dictate that expenditure for rental cars be held to the minimum essential for the accomplishment of Marine corps business. The necessity of each mission will be carefully weighted prior to authorizing or approving the use of rental car service. Transportation requests will NOT be used to procure rental car service.

2. Authorization. Authorization for rental car service should be included in travel orders; however, subsequent approval for military travelers can be accomplished by an endorsement of orders--civilian travelers must have an endorsement on their reimbursement vouchers. Prior authorization MUST be included in travel orders to obtain an advance on estimated rental expenses. Charging the rental of any car to the Marine Corps is not authorized.

3. Selecting a Rental Car Service. Travelers are required to use the rental service which permits satisfactory mission accomplishment at the lowest cost to the Government. The transportation officer or person making the rental car arrangement will compare the cost of the General Services Administration (GSA) interagency motor pool, GSA contract rentals, and other commercial rental service. The rental selected will be that which will satisfy requirements at the lowest cost.

4. GSA Interagency Motor Pool. If a GSA interagency car is selected, travel orders must contain an authorizing statement to that effect. Activities may obtain GSA motor pool information by requesting the pamphlet "Interagency Motor Pool Locations, Services, and Rates" from the General Services Administration (FZO) Washington, D.C. 20406.

5. GSA Rental Contract Car. If a GSA rental car is selected, reservations should be made in advance. Follow the instructions issued by GSA or the rental agency, display official travel orders, and pick up the car. For information on locations, agencies, types of vehicles, and rates of GSA contract cars, activi-

ties should request to be placed on automatic distribution for the "Industrial Group 751, Motor Vehicle Rental." Address GSA Form 457 (Federal Supply Schedule Publications Mailing List Applications), specifying the number of copies required to the General Services Administration, CLM-Denver Federal Center, Denver, Colorado 80225.

6. Commercial Rental Car. If a commercial rental car is to be used, the following information is furnished for guidance:

a. Discounts. Discounts ranging upward from 10 percent are offered by some of the rental agencies for both official and unofficial travel by DOD personnel, military or civilian. Some discounts are subject to certain restrictions; careful inquiry is recommended.

b. Cash Deposits. No cash deposit is required by Avis, Hertz, or National when official orders authorizing a rental service are presented. Thrifty and Econo-Car may or may not require a cash deposit, depending on local policy. The

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Budget Company normally requires a cash deposit when the renter desires to pay for the rental in cash. This deposit may be waived for holders of credit cards acceptable to Budget.

c. Taxes. All rentals by Marine Corps personnel are to be made using personal credit cards or cash, and rental agreements will be in the name of the individual. For this reason, all State sales taxes are proper but are reimbursable only when the vehicle is rented for official purposes.

d. Surcharges. The surcharge, as used by a rental company, is an amount added by the company to the rental total. This surcharge is to allow the company to recover State sales tax paid at the time of purchase. This is a pricing device and properly payable.

e. Drop Charge. If the car is to be left at a location other than where it was picked up, inquiries and comparisons should be made regarding charges for such service.

7. Additional Information. Additional information concerning insurance, reimbursable expenses, etc., is contained in the JTR, paragraphs M4405, M4501, and C2101, and in MCO P4600.14A, chapter 316.

1030. QUANTITY (BULK) TICKET PURCHASING

1. General Information. Instructions and guidance pertaining to the use of one TR for purchasing tickets in bulk quantities are contained in MCO P4600.14A, chapter 311. Maximum application of bulk ticket purchase procedures by those activities having repeat travel requirements between the same points is mandatory.

2. Additional Procedures. The TR issuing activities shall ensure maximum application of the bulk purchasing procedures through:

- a. Assessment of current traffic requirements.
- b. Conducting periodic reviews of traffic requirements to ascertain increased or decreased traffic needs and/or changes in traffic patterns.

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PART C: MOVEMENT OF PERSONNEL AND DEPENDENTS BEYOND THE UNITED STATES

1040. GENERAL INFORMATION

1. Policy. The policy governing passenger travel beyond the United States at Government expense is prescribed in paragraph 1001, preceding, and NAVSO P-1459, paragraph 2004. Marine Corps policy governing the movement of dependents of military personnel to and from duty stations outside the United States incident to permanent change of station (PCS) orders is prescribed in the current edition of MCO 1300.8.
2. Port Call Procedures. These procedures involve arranging transportation and providing reservations and/or granting authority to effect commercial reservations through local carriers' agents for all Marine Corps-sponsored passenger traffic (less unit-type movements) moving outside the continental United States (CONUS). Timely requests for port calls (transoceanic transportation arrangements/confirmation) to the appropriate port call activity, also known as a passenger control point (PCP), are necessary at the earliest possible date to enable port call confirmation prior to detachment. Thus, reporting to an intermediate Marine Corps activity near the port of embarkation (POE) will be unnecessary; maximum use of Government transportation facilities will accrue; and the detaching activity and the individual traveler can plan their actions accordingly.
 - a. Travel From CONUS to Overseas Areas. Requests for port calls shall be submitted to the appropriate Marine Corps PCP as prescribed in the current edition of MCO 4650.30.
 - b. Travel From Overseas Areas to CONUS and within and Between Overseas Areas. Requests for port calls shall be submitted to the appropriate Marine Corps or Navy PCP as prescribed in MCO 4650.30.
3. Responsibilities of Port Call/PCP Offices. The port call/PCP activities referred to in paragraph 1040.2, preceding, are responsible for determining the availability of Government transportation, authorizing use of commercial transportation (when appropriate) and of informing the requesting activity of the completed transportation arrangements, including such instructions deemed necessary and/or instructions relative to furnishing commercial transportation (when appropriate).
4. Transportation for Unit Movements. Transportation for unit-type overseas movements shall be arranged in accordance with the current edition of MCO P3000.1.
5. Military Transportation Support for Boy Scout Jamborees. The Secretary of Defense has been authorized by Pub. L. No. 92-249 to provide transportation via

MAC for U.S. citizen Boy Scouts, Scouters, officials, their equipment, and equipment loaned to them by the DOD in connection with any national or world Boy Scout Jamboree. The Deputy Secretary of Defense has authorized the Secretary of the Army, with power of successive delegation, to act as the representative of the Secretary of Defense in entering into arrangements with the Boy Scouts of America for the loan and return of equipment and the furnishing of transportation. Transportation via MSC for cargo traffic or via MAC for either cargo or passenger may be provided without expense to the Government and at tariff rates applicable to U.S. Government traffic to the extent that such transportation will not interfere with the requirements of military operations. The following guidelines will be adhered to with regard to transportation support of the Boy Scouts of America in connection with national or world jamborees:

a. It is considered essential that the group integrity of the Boy Scouts and their accompanying leaders be maintained through the MAC system and that the

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groups be moved together at all times to assure appropriate supervision and protection of the Scouts en route to and from the jamboree site. Due to the limited excess available space in the MAC system, guaranteed movement of groups of passengers together may be accomplished only when they are moved as space-required traffic and booked on specific MAC flights. Therefore, MAC air transportation may be provided only on a space-required, reimbursable basis from overseas military commands to the United States and return or from overseas military commands to other overseas areas and return. This authorization does not include transportation within an overseas area or foreign country when overland surface movement between the points of origin and destination is possible.

b. Movement of Boy Scouts, Scouters, and officials living in the United States to a jamboree within the United States or to a jamboree in an overseas area shall be the responsibility of the Boy Scouts of America or the individuals concerned.

c. Transportation of Boy Scouts, Scouters, officials, and their equipment, moved via MAC-owned or -controlled capability, will be reimbursed at the common user tariff rates assessed U.S. Government traffic as set forth in AFR 76-11.

d. Boy Scouts, Scouters, officials, and their equipment will be moved after all space-required traffic but before any space-available traffic.

e. The Department of the Army will sponsor the movement of this traffic via MAC and arrange for the appropriate billing against the Boy Scouts of America for traffic certified as representing the Boy Scouts of America.

f. Ocean transportation via capabilities of the MSC may also be provided on a reimbursable basis for cargo certified by the Boy Scouts of America as representing that organization. The Department of the Army will also sponsor this traffic and arrange for the appropriate billing to the Boy Scouts of America at U.S. Government rates.

g. For the purpose of providing military air transportation support to U.S.

citizen Scouts, Scouters, and officials outside of CONUS, a "national jamboree" is defined to include not only jamborees conducted by and within the United States but also those Boy Scout jamborees conducted by and in foreign countries.

h. No authority exists under pub. L. No. 92-249 for the movement of this traffic via military capabilities other than those of MAC or MSC.

i. Transportation inquiries and/or requests for transportation received from Boy Scout or Scouter officials should be referred to the nearest overseas Army regional headquarters.

1041. MOVEMENT BY SURFACE TRANSPORTATION

1. Movement by MSC. Government transportation via the nucleus fleet is no longer available, except when arrangement for special or unit-type moves are made through the Commandant of the Marine Corps (Code LFT-2).

2. Movement by Commercial Surface Transportation

a. General Information. Space on commercial ships to meet the needs of the military services are procured, wherever possible, through the MSC under special contracts with the commercial carriers. TR's are generally not required to be issued for commercial surface space procured through the MSC. When procurement of space direct from the carrier is authorized, TR's will be issued as prescribed in paragraph 1105.3, following. In connection with the use of ships registered under foreign flags, the provisions of paragraph 1097, following, will be observed.

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b. Application Procedures. Transportation on commercial surface transportation has been curtailed and shall not be arranged/furnished except when authorized by the Commandant of the Marine Corps on a case-by-case basis. Individual cases, when the use of air transportation would have a personal hardship on the member or dependents, may be referred to the Commandant of the Marine Corps (Code LFT) for consideration. Such cases must be supported by appropriate certification or statement of hardship/humanitarian circumstances and include command recommendations.

c. Reservations. Upon approval by the Commandant of the Marine Corps (Code LFT), the appropriate Marine Corps/Navy port call/PCP activity specified in paragraphs 1040.2 and 3, preceding, is responsible for confirming name reservations by sailing and for providing the necessary port call instructions with reporting requirements for personnel authorized the use of commercial surface transportation. (Also, see paragraph 1087.6, following.)

d. Accommodations. Personnel and dependents traveling via commercial surface transportation will be furnished accommodations as prescribed in part D of this chapter.

1042. AIRLIFT MOVEMENT BY THE MILITARY AIRLIFT COMMAND

1. General Information. The single manager assignment for overseas airlift service (MAC charter) is contained in the current edition of MCO 4630.12. The airlift service provided by MAC is financed under an Air Force industrial fund. Under this arrangement, the Marine Corps is billed for such service as used and chargeable to Marine Corps funds, except "space-available" passengers. (See paragraph 1043, following.) Traffic eligible to use MAC airlift service and instructions pertaining thereto are identified under the "space-required" and "space-available" categories set forth in the current edition of non 4515.13-R. Individuals not eligible under these categories may be referred by command endorsement, defining and/or verifying the circumstances, to the Commandant of the Marine Corps (Code LFT) with recommendation for approval or disapproval. Space-required passengers are normally those moving under funded travel orders or authorizations. Advance reservations should be effected for space-required passengers in accordance with procedures implementing the single Passenger Reservation System (SPRS) discussed further in this paragraph. Space-available travel is unfunded, and procedures are discussed in paragraph 1043, following.

2. MAC Airlift Capability. MAC airlift capability consists of the following:

a. MAC Channel Organic Airlift. Military transport aircraft operated as MAC channel service. Channel is defined as two points between which common user airlift service is provided on a scheduled basis.

b. Category "B" Service. MAC-procured chartered commercial air service which is assigned MAC flight numbers and considered channel airlift.

c. Category "A" or "Y" Service. MAC-procured seats on regularly scheduled commercial airline flights on an individually ticketed basis. Current MAC tariffs will apply for this type of transportation. Category "A" seats shall not be assigned to emergency leave-type passengers or space-available passengers. Category "Y" seats may be assigned to emergency leave passengers.

d. MAC Special Assignment Airlift Mission (SAAM). Special airlift(organic or commercial) provided by MAC for group and unit-type movements and specifically so arranged through the Commandant of the Marine Corps(Code LFT) and the Commanding Generals, Fleet Marine Forces, Atlantic and Pacific (FMFLant and FMFPac). Instructions for submitting requests for SAAM's are contained in the current edition of MCO 4630.6. (Also, see paragraph 1262.2, following.)

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3. Single Passenger Reservation System. The policies and procedures for obtaining passenger reservations for DOD international air travel are prescribed in the current edition of MCO P4630.11. MCO P4630.11 is given limited distribution, principally to PCP's. Under the SPRS, MAC has established passenger reservation centers (PRC's) from which seat reservations must be requested. The Marine Corps has designated certain field activities as PCP's. The PCP's are responsible for submission of reservation requests and receipt of confirmation of reservations from MAC PRC's. Marine Corps activities must request seat reservations for MAC travel through the designated Marine Corps or Navy PCP's as prescribed in MCO 4650.30. (See paragraph 1040.2, preceding.) The following is a list of Marine Corps PCP's:

- a. Commandant of the Marine Corps (Code LFT), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 (for emergency application only).
- b. Commanding officer, Marine Corps Movement Coordination Center, Marine Corps Base, Camp Pendleton, California 92055.
- c. Commanding General, Marine Corps Base, Camp Smedley D. Butler, FPO Seattle 98773 (Okinawa).
- d. Commanding Officer, Marine Corps Air Station, FPO Seattle 98764 (Iwakuni, Japan).
- e. Commander, Marine Corps Bases, Pacific, Camp Smith, Hawaii 96861.
- f. Commanding General, Marine Corps Development and Education Command, Quantico, Virginia 22134.
- g. Commanding General, Marine Corps Ease, Camp Lejeune, North Carolina 28542.
- h. Commanding General, Marine Corps Air Station, Cherry Point, North Carolina 28533.
- i. Commanding General, Marine Corps Air Station, El Toro, California 92709.
- j. Commanding General, Marine Corps Air-Ground Combat Center, Twentynine Palms, California 92278.
- k. Commanding General, Marine Corps Logistics Base, Albany, Georgia 31704.
- l. Commanding General, Marine Corps Logistics Base, Barstow, California 92311.
- m. Commanding General, Marine Corps Recruit Depot, Parris Island, South Carolina 29905.
- n. Commanding General, Marine Corps Recruit Depot, San Diego, California 92140.
- o. Commanding Officer, Marine Corps Air Station, Beaufort, South Carolina 29905.
- p. Commanding Officer, Marine Corps Air Station, Yuma, Arizona 85364.
- q. Commanding Officer, Marine Barracks, Naval Air Station, Alameda, California 94130.

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4. Documentation Required for Movement on MAC Airlift

- a. MAC Channel Organic Airlift and Category "B" Service. The MAC

Transportation Authorization (MTA) (DD Form 1482) shall be used for the procurement of this type of service as prescribed by the current edition of MCO 4630.10 and NAVSO P-1459, chapter 2. (Also, see paragraph 1124, following, and figure 1-2.)

b. MAC Category "A" or "Y" Service. An MTA is required for the procurement of this type of service as prescribed by NAVSO P-1459, chapter 2. (Also, see paragraph 1124, following, and figure 1-2.) Do NOT issue a TR for this type of service.

c. MAC Special Assignment Airlift Mission. MTA's shall not be issued for the procurement or use of this type of service. Marine Corps activities responsible for manifesting of SAAM flights shall ensure that manifests furnished to flight crews are prepared on appropriate forms as prescribed in this Manual. The appropriate form prescribed for the preparation of the SAAM passenger manifest is illustrated in figure 1-3. Figure 1-3 may be reproduced locally. Activities preparing passenger manifests by automated printout may attach such listings to the prescribed manifest form. Manifest headings must include, as a minimum, the SAAM trip identifier; aircraft type; origin; destination; and contract name, when commercial aircraft is provided. Accompanying cargo shall be manifested on [DD Form 1385](#) as prescribed in chapter 3, following.

5. Accommodations. Passengers traveling via MAC shall be furnished accommodations in accordance with part D of this chapter.

6. Space Allocation Plan. On most MAC passenger flights, the MAC programs space for Navy use which includes Marine Corps-sponsored traffic. Marine Corps-sponsored passengers whose orders specify a particular transportation priority certification for Government air travel, and who have been furnished air movement designators and space reservations for MAC flights, may not generally be displaced from such flights, except by another Marine Corps passenger with a higher priority certification or by MAC due to revised flight operations.

7. Authority to Travel Via MAC

a. When overseas travel by air is involved, travel orders should contain the following statement (see MCO P1000.6D, paragraphs 4055.1, 4150.2g, and 4152.3b):

"Travel via Government transportation is directed outside the united States, when available; otherwise, commercial air transportation is authorized. Transportation Priority ____ is certified for travel via Government airlift.

b. The PCP's/port call activities are responsible for determining the availability of Government airlift. (See paragraph 1040, preceding.)

8. Priority Certification in Travel Orders. In certifying transportation priorities for travel via MAC, order-writing activities are enjoined to consider carefully the necessity for air travel in the accomplishment of the mission of the personnel under orders. The following priority criteria shall apply:

a. Transportation Priority 1 includes the following:

(1) Personnel whose presence is required by an emergency so acute that

precedence should be given over all other passenger traffic and which, under no circumstances, should be delayed en route for other passenger traffic.

(2) Medical evacuees.

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MAC TRANSPORTATION AUTHORIZATION (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974. SEE LAST COPY.)				B 0189149	
1. GRADE/TITLE LCPL		2. NAME (Last, First, Middle Initial) AJAX, ROY C.		3. AIR MOVEMENT DESIGNATOR (AMD) LAX/DNA-2PU-MZ	
4. SSN OR PASSPORT NO. 123 45 67 89		5. DEPENDENT AMD N/A		6. BAGGAGE WEIGHT AUTHORIZED <input checked="" type="checkbox"/> SHIPPED	
7. FISCAL DATA (Enter complete accounting classification) 1701105,2753 021 44690/0 000027 2D 000000 000000074121 PCS (NOTE: FISCAL DATA REQUIRED FOR PCS TRAVEL.)				8. ISSUED BY (Activity and Date) S. C. MCNEAR, TMS HQMC, WASH., D.C. 29 JUL 80	
9. CUSTOMER IDENTIFICATION CODE					
10. REPORT TO (APOE) Los Angeles International Airport		a. ON (Date and Time) 15 AUG 80 1500		b. FOR FLIGHT NO. TKP F277	
11. SPECIAL INSTRUCTIONS 1/ See paragraph 1042.11 for baggage allowance.		12. FINAL DESTINATION AND ULTIMATE DUTY STATION ADDRESS MARINE CORPS BASE CAMP SWEDELY D. BUTLER APO SEATTLE 98773			
13. EMERGENCY ADDRESS DATA MR. WILSON C. AJAX, RFD 3, HERMONDALE, MD 63877					

NOTE: Illustrates preparation of MTA to procure MAC channel (organic or Category "B") type airlift. (See paragraph 1042.4.)

MAC TRANSPORTATION AUTHORIZATION (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974. SEE LAST COPY.)				B 0189149	
1. GRADE/TITLE LSTLT		2. NAME (Last, First, Middle Initial) ROE, JOHN J.		3. AIR MOVEMENT DESIGNATOR (AMD) TAD/LHR-2PT-MZ	
4. SSN OR PASSPORT NO. 346 32 44 96		5. DEPENDENT AMD N/A		6. BAGGAGE WEIGHT AUTHORIZED <input checked="" type="checkbox"/> SHIPPED	
7. FISCAL DATA (Enter complete accounting classification) 1701106,2720 000 67001 2D 000000 507MT00000F TON 5CTN TAD (NOTE: FISCAL DATA REQUIRED FOR TAD-TYPE TRAVEL.)				8. ISSUED BY (Activity and Date) J. A. HART, SUPV TVL ASST MGB, CAMP LEJEUNE, NC 25 JUN 80	
9. CUSTOMER IDENTIFICATION CODE 6/7/1201/5/5CTN0000					
10. REPORT TO (APOE) DITLIES AIRPORT, WASHINGTON, D.C.		a. ON (Date and Time) 15 JUL 80 1930		b. FOR FLIGHT NO. PA 106	
11. SPECIAL INSTRUCTIONS 1/ See paragraph 1042.11 for baggage allowance.		12. FINAL DESTINATION AND ULTIMATE DUTY STATION ADDRESS MARINE BARRACKS APO NEW YORK 09510			
13. EMERGENCY ADDRESS DATA MR. ELMER ROE, 55 LONGFELLOW ST., N.W. WASHINGTON, D.C. 20011					

NOTES:

1. Illustrates preparation of MTA for procurement of Category "A" or "Y" type service on regularly scheduled commercial airline flights on an individually ticketed basis. (See paragraph 1042.4.)
2. The MTA drawn for Category "A" or "Y" type service shall include only one-way transportation from the origin to destination of the Category "A" or "Y" arrangement. TR's (SF 1169) must be issued, when required, for supplemental transportation from the traveler's origin to the point of origin of the Category "A" or "Y" service and/or from the destination of the Category "A" or "Y" service to the traveler's final destination.

Figure 1-2.--Sample MTA's for Categories "B" and "A" Transportation.

Sample MTA's for Categories "B" and "A"
Transportation

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Passenger Manifest		1. Type Aircraft	2. SAAM No. and Date	3. Carrier (When Commercial Aircraft Provided)	
4. Origin		5. Destination		6. Manifest No.	
Manifest					
Line No.	Grade or Title (A)	U.S. Military Passengers (Name and SSN), U.S. Civilians, and Foreign Nationals (Last Name, First, and Middle Initial and Passport No.) (B)	Checked Baggage		Authority (Order No. and Date) (E)
			Pieces (C)	Weight (D)	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
TOTALS					
7.	All passengers and baggage listed on this manifest have been loaded.				
Date	Manifest Prepared by: (Typed Name, Grade, Title)		Signature of Loading Supervisor		
8.	All passengers and baggage listed on this manifest received except as circled and noted on reverse.				
Date	Printed Name and Grade or Title of Unloading Supervisor		Signature		

Figure 1-3.--Sample SAAM Manifest.

(3) Individuals traveling to a place for the purpose of emergency leave. Return travel is Transportation Priority 3.

b. Transportation Priority 2 includes the following:

(1) Personnel whose movement is of an urgent nature to meet a destination arrival deadline for the accomplishment of an essential mission.

(2) Personnel destined to units or activities whose presence is required by an emergency so acute that precedence should be given over all lower priority passenger traffic.

(3) Personnel on temporary duty status (traveling to an activity where temporary duty/temporary additional duty (TDY/TAD) is to be performed).

(4) Personnel on permanent change of station orders (PCSO's) to "mobile" or moving final assignment duty station.

c. Transportation Priority 3 includes the following:

(1) Personnel whose movement is of an urgent nature for the accomplishment of an essential mission.

(2) Personnel whose movement is of an urgent nature for the accomplishment of an important mission.

(3) Personnel returning to their duty stations from emergency leave.

(4) Personnel returning to their duty stations to terminate TDY status.

(5) Personnel on PCSO's to fixed or stationary final assignment duty stations.

d. Transportation Priority 4 includes the following:

(1) Personnel who are otherwise eligible for movement.

(2) Unaccompanied dependents.

(3) Personnel of non-DOD activities.

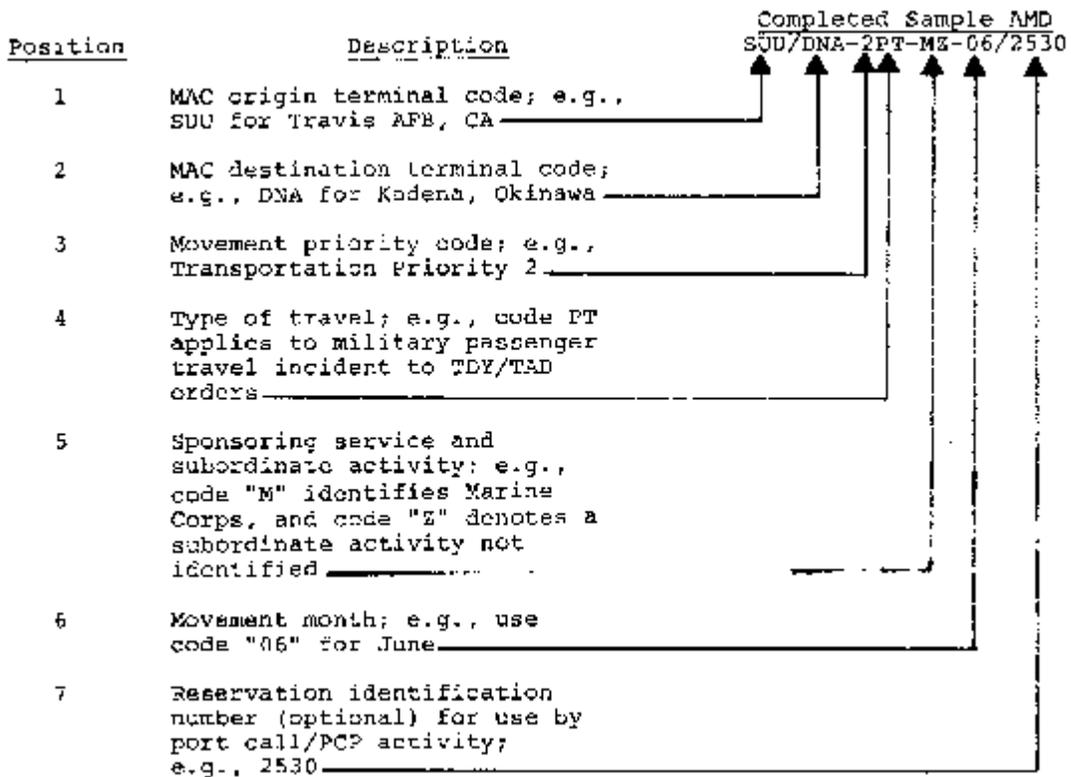
9. Customer Identification Codes. The customer identification code (CIC) number has been designed to identify the MAC customer (user service/agency) for billing and accounting purposes. The CIC number is not intended to replace the normal accounting/fiscal data but to supplement such data. The current edition of MCO 4631.9 prescribes the method of constructing CIC'S for Marine Corps funded passenger travel via MAC and further stipulates that the CIC's shall be cited in all travel orders/authorizations chargeable to Marine Corps appropriations when the use of MAC passenger airlift service is contemplated. The CIC numbers shall also be cited on all MTA's (DD Form 1462) issued for Marine Corps-funded passenger travel via MAC, as prescribed by MCO's 4631.9 and 4630.10.

10. Air Movement Designators

a. The air movement designator (AMD) is a combination of code letters and numbers assigned by the issuing agency as a medium of identification and for the establishment of precedence of movement of traffic within each service allocation. The AMD is also used by MAC as a means of identifying traffic when billing the using agencies for services rendered. The use and construction of

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the AMD are prescribed in MCO 4630.6. Following is a brief description of the components of the AMD, with a sample of completed AMD:



b. The AMD is assigned to those port call/PCP activities controlling the movement of personnel into the MAC system and confirming the MAC reservation. It must be endorsed or included in the travel orders or authorizations as prescribed in paragraph 1040.2, preceding, and cited on the MTA (DD Form 1482) issued as the procurement document for MAC airlift passenger service as prescribed in MCO 4630.10. (Also, see figure 1-2.)

11. Baggage Allowance

a. Free Baggage

(1) Military personnel and civilian employees of the Marine Corps traveling aboard MAC military or contract aircraft on PCS or TAD orders, and their dependents, are authorized the following free accompanied baggage allowance:

> (a) Two pieces of checked baggage not to exceed 70 pounds nor 62 linear inches each or a combined weight of 140 pounds. (A duffel bag, sea bag, B-4 bag, flyer's kit bag, or diver's traveling bag is accepted as one piece regardless of weight and size, and may be substituted for one of the 62-linear-inch items. However, the second piece of checked baggage must conform to the above weight and size restrictions.)

(b) One piece of carry-on baggage not to exceed 45 linear inches.

(2) Space-available travelers are limited to two pieces of checked baggage not to exceed a combined weight of 66 pounds per person.

b. Excess Baggage

(1) Authorized by Orders. When determined necessary and justified for overseas travel, excess baggage may be authorized in the travel orders in

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accordance with the provisions of paragraphs 4150.2g5 of MCO P1000.6D for Marines and paragraph C6302 of the JTR for civilians. This excess baggage will be subject to the rates contained in AFR 76-11 (MAC Tariff).

> (2) Not Authorized by Orders. If a piece of the free baggage addressed in paragraph 1042.11a(1)(a), preceding, should exceed either the allowed weight or measurement, that piece will be assessed a rate based on the MAC passenger fare and is payable by the traveler.

12. Leave Travel. Travel via MAC for the purpose of taking leave shall be governed by the following instructions and DoD 4515.13-R:

a. Emergency Leave. Officer and enlisted personnel may be authorized to travel via MAC-procured airlift service on a space-required basis, using flights designated as SAAM, channel (organic military or Category "B" commercial contract aircraft), or Category "Y" service (MAC-procured service on regular scheduled international commercial flights) incident to emergency leave granted under a TAD-type authorization, citing station funds. Advance MAC reservations may be effected for both directions of travel. MCO P1000.6D, paragraphs 4050.14a and b, and MCO P1050.3 provide the order-writing authority for this type of travel via MAC which is chargeable to TAD funds supporting the activity or unit. The procurement of commercial air transportation inside or outside the United States is not authorized at Government expense. This restriction includes Category "Z" type commercial arrangements. If, by some command determination, a case does not qualify for funded travel but leave is granted nevertheless, travel via MAC will be on a space-available basis if ordinary leave authorization is issued.

b. Ordinary Leave. Ordinary leave passengers are normally accommodated on a standby space-available basis, as prescribed by DoD 4515.13-R and paragraph 1043, following, and for which there is a nonreimbursable service charge of \$13. Cost

charge MTA's may be issued to personnel for return to their duty station if they are in ordinary leave status and have failed to return to duty within the allotted time. However, the cost charge MTA will only be utilized for those destinations where cost charge transportation requests cannot be issued because of a lack of scheduled commercial transportation, border clearance requirements, etc. When cost charge MTA's are issued, checkage will be accomplished in accordance with paragraph 1110, following. The Government rate prescribed in AFR 76-11 will apply.

c. Special 30-Day Leave. Personnel granted a special 30-day leave from and incident to a 6-month tour extension in a hostile fire area are entitled to transportation at Government expense from the overseas duty station to the authorized leave point and return. Government transportation or Government-procured transportation shall be furnished, when available. Such personnel shall travel via MAC on a space-required basis, and such travel shall be charged to appropriated funds. The appropriation chargeable shall be that which supports the TAD travel of the activity or unit to which the member is attached. Space reservations and AMD's shall be obtained as in the case of other personnel traveling under orders at Government expense. (See the JTR, volume 1, chapter 5, part J, and MCO P1050.3.)

13. Fiscal Accounting Procedures. No special accounting procedures are required for MAC services utilized by military personnel for PCS or transportation of cargo, as these categories are financed by open allotments. However, the utilization of MAC services for military TAD and civilian employee travel will require that an estimated obligation be recorded against the station operation and maintenance funds in the same manner as if travel by a commercial carrier were contemplated. This estimated obligation shall be based on the MAC schedule of rates for MAC airlift services. Liquidation of obligations established for MAC service shall be accomplished upon receipt of the bureau control copy of [SF 1080](#), supported by detailed listings indicating the name and grade of the

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passengers, MAC flight origin and destination codes, type of travel, MTA number, date of flight, CIC number, and amount charged. In this connection, see MCO 4631.9 for instructions on the construction and use of CIC's and MCO 7303.17 on the construction and use of travel order numbers and related instructions.

14. Billings. All MAC bills will be reviewed and certified by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. Payment of billings and distribution, when required, of bureau control copies with appropriate detailed supporting data will be accomplished by the Disbursing Officer, Marine Corps Logistics Base, Albany, Georgia 31704.

1043. MOVEMENT BY MAC ON A SPACE-AVAILABLE BASIS

1. Definition. Space-available transportation is defined as that transportation which remains after all travelers moving at Government expense have been accommodated and which would otherwise remain unused.

2. Eligibility. The categories of passenger traffic eligible for movement via MAC on a space-available basis are contained in DOD 4515.13-R which was disseminated within the Marine Corps by MCO 4630.16.

3. Procedures. Passengers must report in person to the MAC departure terminal and register their names on the space-available roster in order to obtain seats which may become available. Space-available applicants may register for up to five destinations. Space-available passengers at a terminal are processed on a first-in, first-out basis within their category of movement priority, such as dependents travel in connection with family emergencies, ordinary leave travel, etc. Seats are offered only to those passengers who are present or immediately available and ready to travel. Seat offers are normally made only a few hours prior to flight departure. Persons reporting for transportation must have in their possession all of the necessary travel documents, such as leave papers, passports, immunization records, etc.

4. Availability of Space. There is no guarantee of available seating on a particular flight or during any particular time period. Under no circumstances is the Government obligated to continue individuals to their destinations without interruption or to return them to their places of origin.

5. Expenses Incurred. All space-available transportation is offered to passengers at no expense to the Government. Any expenses incurred must be borne by the traveler and are NOT subject to reimbursement, including the service charge levied by MAC prior to boarding the aircraft. Due to the high volume of traffic moving at Government expense, substantial delays and inconveniences may be experienced at the MAC departure terminals while awaiting space-available transportation.

6. Special Authorizations

a. General Information. DOD 4515.13-R contains a provision under which the service chiefs, or their designated representatives, may issue special authorizations for the movement of traffic falling within the eligibility categories as specified in that regulation. The Commandant of the Marine Corps, as a service chief with authority to approve these special authorizations, has delegated authority to the CG, FMFPac, to approve requests for space-available MAC transportation of individual-sponsored dependents of Marines stationed in the Pacific command (PACOM) when requested under the provisions of MCO 1300.8. Such requests may be approved only for command-verified health, humanitarian, or financial reasons, and when travel is from PACOM to CONUS. Requests not meeting these criteria shall be referred to the Commandant of the Marine Corps Code LFT-2) with comment/ recommendation for decision.

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b. Application Procedures. Requests for special authorizations for MAC space-available transportation will be submitted as follows:

(1) The application procedures prescribed in MCO 1300.8 will apply when requesting transportation in the following types of cases:

(a) For transportation of dependents of Marines stationed overseas for the purpose of reestablishing residence incident to the sponsor's PCS when the sponsor is ineligible for overseas transportation of dependents at Government expense.

(b) For transportation of dependents to their homeland overseas incident to a Marine's PCS from Coleus to an overseas restricted area.

(2) For transportation of co-and-sponsored dependents to accompany Marines stationed in the PACOM area to CONUS and return, when the sponsor has been authorized emergency leave in CONUS and humanitarian reasons and financial circumstances prevail, requests shall be submitted to the CG,FMFPac, in accordance with such implementing instructions as may be published by the CG, FMFPac.

(3) In all cases other than those cited in paragraph 1043.6a(1), preceding 1 requests shall be submitted to the Commandant of the Marine Corps (Code LFT-2). The means of communication used should be commensurate with the movement urgency (i.e., letter, speedletter, administrative action form, message, etc.) and shall contain the following information:

(a) For military, the name, grade, social security number (SSN), military occupational specialty (MOS), activity, and location. For civilian, the name, general schedule or wage board rating, SSN, activity, and location.

(b) Name(s) and address of person(s) for whom transportation is requested (include the relationship and ages of dependents/relatives, if applicable).

(c) Any additional data; i.e., place and date of recently acquired dependent(s) and whether approved for dependency allowances.

(d) Approximate travel date.

(e) Indicate if member is/is not in receipt of PCSO's. If PCSO's are involved, identify the new duty station, intermediate reporting activity, and delay points en route with approximate leave dates.

(f) Indicate the points between which transportation is desired and whether it is on a one-way or round-trip basis.

(g) Furnish justification for transportation, including full details of emergency, hardship, health, humanitarian, financial, or other extenuating circumstances which make overseas travel mandatory.

(h) Indicate the status of the passport, visa, and immunization requirements.

(i) A statement concerning the expected impact on the person(s) concerned, should the request not be approved.

7. Baggage. Baggage is limited to two pieces of checked baggage with a combined weight of 66 pounds per person traveling on a space-available basis.

1044. MOVEMENT BY COMMERCIAL AIR OVERSEAS

1. Policy. Commercial air transportation, including Category "Z" shall not be unless authorized by the port call/PCP activity responsible for making transportation arrangements via MAC flights between the points of travel involved. See paragraph. 1001 and 1040, preceding.

2. Authorized Accommodations. The least costly service will be provided as prescribed in the JTR, volume 1, chapter 2, part A, for military personnel and dependents, JTR, volume 2, chapter 6, part E, for civilians; and the provisions of paragraphs 1080 through 1087, following.

3. Special Fares/category "Z"

a. General Information. All reduced fares or special type fares (e.g., family plan, Category "Z," excursion rates, etc.) will be considered when furnishing commercial air transportation.

b. Category "Z ". Category "Z" identifies a fare or rate; but, for the purpose of issuing TR's, it is treated as a class of service. Travel on a Category "Z" basis is considered an economy class by most of the U.S. registered commercial air carriers that have filed the tariff, which applies to military sponsored traffic moving between CONUS and points overseas. TR's must be appropriately annotated, specifying Category "Z" travel, to utilize the rate. When a family group includes children under 12 years of age, provide accommodations for such persons at children's fares. Generally, a free baggage allowance of 66 pounds applies to Category "Z" service. Figure 1-4 shows a properly prepared TR for Category "Z" travel.

1045. PREEMBARKATION REQUIREMENTS. It is mandatory that all preembarkation requirements, such as physical examinations, dependents' area clearances, passports, visas, and immunizations, be completed and satisfied, when required, in accordance with the provisions of MCO 4650.30 and MCO P1000.6. Travelers shall not be provided transportation without completion of these requirements.

>1046. BAGGAGE. In connection with the movement of accompanied baggage, the allowances prescribed in part I of this chapter apply.

1047. ENDORSEMENT OF ORDERS. Travel orders must be endorsed, describing the arrangements by MAC or commercial means, if not contained in the basic orders. such endorsements shall include the serial numbers of the TR's and MTA's, when issued; all reporting requirements (time and place): CIC number(s), if applicable; AMD assigned for MAC travel; estimated cost of transportation; itinerary of travel; and any other additional information and instructions applicable.

>1048. STUDENTS TRANSPORTATION OF DEPENDENT

1. Eligibility/Entitlement

a. Under the conditions prescribed in JTR paragraph M7351, a member is authorized funded transportation or reimbursement for his/her unmarried child

under 23 years of age who is or will be attending school in CONUS, Hawaii, or Alaska, as appropriate, for the purpose of obtaining a secondary or undergraduate college education. Refer to JTR paragraphs M7350, M7352, and M7353 for additional information on dependent student travel.

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b. Transportation or reimbursement is authorized for one funded round trip annually between the member's overseas permanent duty station and the port of debarkation/embarkation in CONUS, Hawaii, or Alaska, as appropriate, nearest the member's overseas permanent duty station. A port of debarkation/embarkation in CONUS, Hawaii, or Alaska closer to the dependent student's school may be used if the cost to the Government is less than or equal to the cost to or from the port of debarkation/embarkation in CONUS, Hawaii, or Alaska, as appropriate, nearest the member's overseas duty station.

c. Reimbursement is authorized for taxicab, bus, streetcar, subway, or other public transportation for travel between MAC or carrier terminal outside CONUS and the member's overseas permanent duty station. An allowance of 7 cents per mile is authorized when a privately owned vehicle (pay) is used.

d. Transportation, reimbursement, or an allowance for using a privately owned vehicle is not authorized for travel within CONUS unless travel commenced on or before 31 August 1984.

e. Dependent students eligible for funded travel are not authorized space available transportation for the purpose of obtaining an education.

2. College/Secondary Education. College education means attendance for a full-time program at the undergraduate level at an approved university or college, including a 2 year junior or community college, located in CONUS, Alaska, or Hawaii offering academic courses leading to a degree. Approved institutions for transportation entitlement purposes are listed in the "Education Directory, Higher Education" issued periodically by the Department of Education. For determination as to approval of an institution not in the directory, a statement may be obtained from the Department of Education, Washington, DC 20202. Secondary education means attendance at a public or private school located in CONUS, Alaska, or Hawaii in grades 9 through 12 equivalent.

3. Annual Period. The annual period (365 days) begins upon commencement of the first half of the round trip. The round trip may begin at any time during the year, but only one round trip annually is allowed. In addition, the one funded annual round trip must be to attend a secondary/high school (if a DOD school is not available at the overseas duty station) or a college/university in CONUS, Alaska, Hawaii.

>4. Travel Under Sponsor's PCS Orders. Dependent students (under 21 years of age) eligible/authorized to travel at the same time the member travels to the new overseas permanent duty station but the member does not elect to move dependents at such time, may be later moved overseas under the sponsor's PCS orders (see

JTR, paragraph M7008.2b). However, such travel must be with the intent to establish a residence (see JTR, paragraph M7000, item 13). The dependent student travel entitlement may then be used for return travel for the purpose of attending school. Dependents (under 21 years of age) who travel overseas under the member's PCS orders and who attain the age of 21 while the member is serving outside CONUS are eligible for space required return travel to CONUS upon the member's subsequent PCS orders (see JTR, paragraph M7012).

>5. Dependent Students of Members Stationed in Alaska and Hawaii. The provisions of the JTR, paragraphs M7350, M7351, M7352, and M7353, do not apply to student dependents of members stationed in Alaska and Hawaii. Such students will be authorized space available transportation in accordance with DOD regulation 4515.13-R, paragraphs 4-5c(1) and (2).

6. Effect of Change in Age or Sponsor's PCS on Transportation Entitlement. The funded student travel entitlement terminates upon the sponsor's PCS to CONUS, the student's 23d birthday, or the student's college graduation date, whichever occurs first. However, the restriction against travel after graduation does not apply to students who graduate from junior/community college and elect to continue their

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education at a 4-year college. In such cases, the funded travel entitlement will cease upon the sponsor's PCS to CONUS, the student's 23d birthday, or student's 4-year college graduation date, whichever occurs first.

>7. Port Call Procedures. Generally, standard port call procedures contained in the current edition of MCO 4650.30 apply to funded dependent student travel. However, as an exception to the 10-day travel performance period prescribed by the above directive, the travel performance period used for dependent students will be at the discretion of the transportation officer, giving consideration to the requirements of each case. Also, [DD form 884](#), Application for Transportation for dependents, is not required. Port call requests will be submitted by priority message a minimum of 30 days prior to the desired travel date/travel performance period. A copy of travel orders will immediately be forwarded to the PCP by separate correspondence. Include standard port call request data and the student's address and telephone number if the port call request is for travel from CONUS, Alaska, or Hawaii to member's overseas permanent duty station. Travel will be performed via MAC (Category "A," "B," "Y," or "M") when available, unless medically contraindicated. Reimbursement for commercial air is not authorized for transoceanic travel performed at personal expense when MAC is available. If MAC is not available, cost-effective commercial air transportation will be used, including Category "Z". Special military dependent fares offered by commercial carriers will not be used. When travel by air is medically inadvisable, ocean/surface transportation will be arranged in accordance with paragraphs 1042 and 1087 of this chapter.

>8. Travel Orders and Funding. In order to obtain space-required transportation, dependent students must be issued funded travel orders. The member's overseas command will issue the orders, which may be in message form. Travel orders must reflect the JTR paragraph under which travel is authorized and the appropriation

chargeable. Include the dependent student's address and telephone number in orders issued for travel from CONUS, Alaska, or Hawaii to the member's overseas command. Also, indicate if travel is in connection with the first or second half of the annual round trip. For basic instructions on preparing travel orders, refer to the current edition of MCO P1000.6. Travel will be charged to the activity's O&MMC funds. If funding cannot be accommodated from local O&MMC funds, identify program that was reduced and include as a deficiency in midyear review submission. Travel of dependent students of Marine Corps personnel permanently assigned to joint staffs will be funded by those staffs in the same manner as the emergency leave entitlement is now funded.

>9. Travel From CONUS to member's Overseas Permanent Duty Station. If student travel is from CONUS to overseas (first or second half of annual round trip), port call requests shall be submitted to the MCMCC. Also, provide the MCMCC a copy of the dependent's travel orders. Include the MCMCC's commercial telephone number (619-725-6277/3924) in travel orders with instructions for the student to call the MCMCC collect if assistance is needed. The MCMCC will arrange transoceanic transportation and provide the student's transportation procurement documents (MTA or TR). The MCMCC may use prepaid ticket procedures for commercial air travel. When confirming port calls, the MCMCC shall include the MCMCC's commercial telephone number in port call instructions. Advance port call notifications (by message) will be provided the sponsor's overseas command and include information prescribed in the current edition of MCO 4650.30.

10. Travel From Overseas to CONUS and Between Overseas Areas and Alaska/Hawaii. The member's overseas command shall submit port call requests and a copy of travel orders to the servicing PCP, using the appropriate means of communication. Where the member and dependent are stationed at a base or tenant activity co-located with a PCP, arrange port call and obtain transportation procurement documents through local PCP. If a student is traveling from a school in Hawaii to the sponsor's overseas duty station, arrange transportation through the Camp H. M. Smith, Hawaii, PCP. The student may obtain transportation procurement documents from either the Camp Smith transportation office or the Marine Corps Air Station

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MCAS), Kaneohe Bay, Hawaii, office. If the student is traveling from a school in Alaska, submit a port call request and a copy of travel order to the appropriate service (Navy, Air Force, or Army) PCP in Alaska.

>11. Unaccompanied and Accompanied Baggage Allowance. Dependent students traveling under funded orders are entitled to unaccompanied baggage not to exceed 225 pounds gross weight. In addition, students are authorized an accompanied baggage allowance of two pieces of checked baggage, not to exceed 70 pounds nor 62 linear inches each or a combined weight of 140 pounds, plus one piece of carry-on baggage, not to exceed 45 linear inches. Students are not authorized excess baggage. However, if travel is by commercial air and the accompanied baggage authorized in this paragraph is in excess of the free baggage provided by the carrier, the difference between the authorized allowance and the free baggage offered by the carrier may be cited on the TR as excess baggage. Some airlines impose limitations on the number, size, and weight of accompanied

baggage. In such cases, the accompanied baggage authorized in travel orders must be within the limitations imposed by the carrier.

12. Travel Claim. Students shall be advised to retain the original and copies of travel orders as well as copies of the port call confirmation documents for the purpose of filing claims. Instructions on preparing and filing claims are contained in the current edition of MCO P4630.37.

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MAIL SERVICE TO (Dept. Use Agency) ADDRESS FOR SERVICE		FEDERAL BUREAU OF INVESTIGATION FEDERAL BUREAU OF INVESTIGATION FEDERAL BUREAU OF INVESTIGATION		FROM: 1721105.2733 021 44690/0 000027 2D 000000 000000074960 PCS SECURITY GUARD		15447792 FROM THE FILE OF 110Jan82 BPC 2018	
OFFICE ADDRESS: (City) (State or Territory) (ZIP Code) (Street Address) (City) (State or Territory) (ZIP Code)		TRANSPORTATION SECTION (Name of person) CPL JOHN DOE USMC PO		(Type of person) (Type of person) (Type of person) (Type of person)		(Type of person) (Type of person) (Type of person) (Type of person)	
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U.S. GOVERNMENT TRANSPORTATION REQUEST
 DUPLICATE

Sample TR Issued for Category "Z" Service.

- NOTES:
1. Illustrate preparation of TR for procurement of commercial air category "Z" type service in regularly scheduled flights. (See paragraph 1044.)
 2. The Class of Service Code YMZ is the fare code for category "Z." For Category "Z" type service between CONUS and Hawaii on weekends (Friday, Saturday or Sunday), use Service Code YHMZ; for weekday (Monday through Thursday), use Service code YLMZ.
 3. TR's may be issued for "mixed class" service, to include both Category "Z" service and air transportation to and beyond the points where category "Z" rates applies. However, it is essential that the points between which the category "Z" rate applies be clearly identified on the TR.

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1080. COMMERCIAL TRANSPORTATION

1. Use of Commercial Transportation. Commercial transportation service shall be employed for the movement of personnel when such service is available or readily obtainable and satisfactorily capable of meeting military requirements, except as provided in paragraph 1081, following.

2. Use of U.S.-Registered Aircraft and Ships. When it is determined that commercial transportation will be provided for travel to, from, or outside the United States, aircraft and ships registered under the laws of the United States shall be used, unless the nonavailability of such aircraft or ships, or exigencies of the mission, requires the use of aircraft or ships registered under a foreign flag. In this case, the orders directing the travel shall authorize use of a foreign flag carrier.

3. Accommodations on Commercial Airlines. In using scheduled commercial air, accommodations selected for travel inside or outside CONUS will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler. It is the Marine Corps policy, with limited exceptions, that members/civilian employees who travel on official business will use less-than-first-class air accommodations.

4. Approving Authority for the Use of First-Class Air Accommodations. When circumstances require first-class air travel, authorization must be obtained from the secretary of the Navy via the Commandant of the Marine Corps (Code MM).

5. Procedures/Circumstances Required for First-Class Air Travel. Authorization for the use of first-class air accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, written approval from the appropriate authority shall be obtained at the earliest possible time. Certain circumstances do not require authorization, either prior or subsequent to the travel. First-class air travel is divided into the following categories:

a. Prior Authorization or Subsequent Approval Required When

(1) Space is not available in less-than-first-class accommodation on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed.

(2) First-class accommodations are necessary because the traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Such condition must be substantiated by competent medical authority.

(3) First-class accommodations are required for security purposes or exceptional circumstances, as determined by the Secretary of Defense or the Deputy Secretary of Defense, and make their use essential to the successful performance of a Marine Corps mission.

(4) Less-than-first-class accommodations on a foreign carrier do not provide adequate sanitation or health standards.

(5) During assignment as a congressional escort, the member of Congress elects to travel first-class. The escort may seek approval for like accommodations. (Only prior authorization is acceptable in this circumstance.)

b. Prior Authorization or Subsequent Approval Not Required When

(1) First-class is the only service offered between origin and destination, including connecting points. The traveler must certify the single class of service on the travel voucher.

(2) A traveler wishes to fly first-class, paying the additional charge above coach-class from personal funds.

c. Blanket Approval (Prior Authorization or Subsequent Approval Not Required) When

(1) The Chief of Mortuary Affairs determines that coach-class accommodations for persons escorting remains will not allow arrival in time to meet funeral home and burial commitments.

(2) Persons traveling from the west coast to the east coast choose to convert day coach-class tickets to first-class night tickets on the so-called "Red-Eye Special" and such ticket conversion is available at no additional cost to the Government.

(3) Marine Corps escort officers are required to accompany foreign military officers, provided all costs are paid from foreign military sales funds.

> (4) Presidential appointees and three and four star general/flag officers are authorized to travel clipper-class or businessman's class when traveling overseas on official business. When this class of service is not available, a request for first-class air may be submitted in accordance with paragraph 1080.

d. Blanket Authority Granted to Individuals. The Secretary of Defense may grant blanket authority to an individual for the use of first-class travel on a continuing basis. This is done only in exceptional cases of unquestionable justification, such as a physically handicapped person incapable of traveling in less than first-class accommodations. When travel occurs under such authority, it is required that the date of the blanket authority, date of travel, and the route traveled be reported to the Commandant of the Marine Corps (Code MM).

6. Documentation/Responsibility. In ALL cases of first-class travel, the reason for use of first-class accommodations shall be certified on the travel voucher. Specific authorization or approval shall be attached to or stated on the travel voucher. In the absence of authorization or approval, the traveler shall be responsible for all additional costs resulting from the use of first-class travel.

7. Annotation Required on TR Issued for First-Class Air Travel. The issuing agent will annotate the "special accommodations and requirements" box on all

TR's (and all copies thereof) issued for first-class travel in one of the following ways:

"First-class authorized by order number _____, dated _____, issued by _____."

"First-class issued, only first-class available between origin and destination."

1081. GOVERNMENT TRANSPORTATION. Consistent with the chartered responsibilities of the MSC and MAC to provide transportation service for all military agencies, the employment of commercial transportation to, from, between, and within areas outside the United States shall not take precedence over the efficient and

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economic utilization of the transportation resources of MSC and MAC, which have been approved by the Secretary of Defense as essential to national security.

1082. MINIMUM STANDARDS. Nothing in this Manual shall be construed as preventing passengers from accepting accommodations with less than stated minimum standards when they meet the requirements of the Marine Corps and/or the traveler. Also, nothing herein shall be construed as preventing the Government from furnishing accommodations with less than stated minimum standards for military personnel when it has been determined that exigencies of the service require use of such accommodations.

1083. SELECTION OF MODE OF TRANSPORTATION TO BE USED. In cases involving a choice or determination between more than one mode of travel, travel orders or other travel instructions shall be interpreted by the transportation officers in accordance with these instructions. In cases when two or more modes are available, the transportation officer who is responsible for arranging or furnishing transportation shall determine the mode to be used, giving due consideration to all of the facts in the case and the desires of the traveler.

1084. UNITED STATES COMMERCIAL TRAVEL WITHIN THE

1. For Military Members. Accommodations shall be arranged and furnished by the various modes of transportation as prescribed in MCO P4600.14A, chapter 305.

2. For Civilian Employees of the Marine Corps. Accommodations shall be arranged and furnished by the various modes of transportation as prescribed in the JTR, volume 2, chapter 6, and MCO P4600.14A, chapter 305.

3. For Dependents. Accommodations shall be arranged and furnished by the various modes of transportation as prescribed in MCO P4600.14A, chapter 307.

1085. COMMERCIAL AIR TRAVEL BEYOND THE UNITED STATES

1. The least costly service will be provided as prescribed in the JTR, volume 1,

chapter 2, part A, for military and the JTR, volume 2, chapter 6, part E, for civilian-type travel.

2. For instructions pertaining to arranging and furnishing Categories "A," "Y," and "Z" types of air service, see paragraphs 1042 and 1044, respectively.

1086. GOVERNMENT AIR TRAVEL WITHIN AND BEYOND THE UNITED STATES

1. Definitions

a. Government Air Transportation. All Government-owned and -operated aircraft, as well as all leased, chartered, and contracted commercial aircraft operated by or for the MAC. Government air transportation includes Categories "A" and "Y" transportation.

b. Government-Owned Aircraft. Aircraft owned by the U.S. Government and operated by the military services.

c. Government-Chartered or Government-Contracted Aircraft. Aircraft hired from a commercial source for the exclusive use of the Government for one or more flights.

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2. Government Air Accommodations

a. As a general rule, transport-type aircraft operating on scheduled or semischeduled service with troop seats and safety devices is considered adequate, except when personnel are accompanied by dependents and when individuals are of general or flag grades.

b. Dependents with or without accompanying sponsor and all female passengers will be provided air transportation on scheduled aircraft equipped with upholstered seats and enclosed toilet facilities. Should dependents refuse this accommodation, surface transportation shall be provided for such persons. Under such conditions, a refusal by the dependent to travel by air, when the exigencies of the service dictate that the principal travel by air, may also be considered as waiving the provisions for nonseparation of families.

c. Dependents traveling overseas at Government expense will not be required to travel via aircraft without their consent. When dependents, either accompanied or unaccompanied, agree to travel via Government aircraft/transportation, they shall be moved on MAC Category "B" or Category "A" or "Y" commercial service when available, otherwise, on commercial flights at Category "Z" fares in preference to using MAC C-141 flights. Should dependents refuse air transportation offered by the Government, reimbursement may be effected in accordance with the provisions of the JTR, paragraph M7002. This restriction on the use of C-141 aircraft for dependents' travel does not apply to travel over those channels nerved exclusively by C-141 aircraft or to individuals traveling under invitational travel orders as next of kin or designated family member visiting seriously ill/injured hospitalized Marine/civilian personnel under the provisions of the current edition of MCO 4631.2.

d. Officers of general or flag grades will be provided air transportation on aircraft equipped with upholstered seats.

3. Government Air Minimum Standards. On Government aircraft equipped to carry general or flag officers, female passengers, and dependents with or without accompanying sponsor, the following minimum standards are established:

a. Suitable meals shall be available for all passengers.

b. A reasonable supply of wash water and drinking water shall be aboard the aircraft.

c. The configuration of seating arrangements shall be similar to that provided aboard flights of the scheduled commercial passenger services, and the seat spacing shall not be less than the average aircoach space provided by them.

d. Suitable facilities for heating food (formulae) for infants shall be available.

e. Seating arrangements shall be provided on a basis of one seat for each individual, including infants.

f. Pressurized cabin aircraft shall normally be provided for transoceanic travel.

4. Regulation. The categories of traffic eligible to use DOD-owned and -controlled aircraft and instructions pertaining thereto are contained in DoD 4515.13-R.

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1087. COMMERCIAL WATER TRAVEL BEYOND THE UNITED STATES

1. Selection of Steamship Line

a. When travel at Government expense is authorized on commercial ships, it is mandatory that such travel be performed on ships registered under the laws of the United States, unless the nonavailability of such ships or the necessity of the mission requires the use of a ship registered under a foreign flag. Any determination of the need for utilizing a foreign flagship shall be made under the express provision of Section 901 of the Merchant Marine Act of 1936 (49 Stat. 2015, chapter 858, Title IX, 46 U.S.C. 1241). When two or more steamship lines operate ships registered under the laws of the United States and between competitive points, consideration shall be given to the possibility of dividing passenger business among such competing lines, taking into consideration the proximity and accessibility of ports of embarkation and debarkation to the original starting point and destination, with a view to selecting the steamship line which will meet requirements and provide satisfactory service at the least cost to the Government:

b. Passenger ships provide various classes of accommodations designated first-class, cabin-class, second-class, tourist-class, and third-class. On

ships providing only one class of accommodations, such accommodations are normally referred to as first-class or cabin-class. On ships providing two or more classes of accommodations, the class next below first-class, whether designated second-class, cabin-class, or tourist-class, will be considered as second-class accommodations. Accommodations next below second-class are usually designated third-class or tourist-class accommodations.

2. Authorized Accommodations for Individuals

a. For the purpose of this Manual, an individual (excluding the categories shown in the JTR, volume 1, chapter 5, parts B, C, and G, but including those shown in the JTR, volume 1, chapter 5, parts A and F) is defined as a member traveling under one order, or dependents without regard to the number.

b. Service personnel, including those categories shown in the JTR, volume 1, chapter 5, parts A and F, are entitled to the lowest first-class rate accommodations when traveling as individuals. When the lowest first-class rate accommodations are not available at the time reservations are made, such persons will be entitled to the lowest first-class rate accommodations available by the facility authorized to be used. When no first-class rate accommodations are available, such persons shall be provided the next lowest class accommodations, if available.

c. Dependents are entitled to the lowest first-class rate accommodations. When dependents accompany the sponsor or for administrative but not personal reasons they travel at a later date, they are entitled to the lowest first-class rate accommodations available by the facility authorized to be used at the time reservations are made. If delay in travel is for personal reasons, the cost of accommodations in excess of the lowest first-class rate accommodations shall not be authorized at Government expense.

3. Authorized Accommodations for Groups

a. Definition. For the purpose of this Manual, a group is defined as a movement of three or more military personnel from the same point of origin to the same destination under one order which is specifically designated as "group travel order." The accommodations authorized for group travel shall be equally applicable for the categories shown in the JTR, volume 1, chapter 5, parts B, C, and C, without regard to the number traveling.

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b. Officers and Warrant Officers. Officers and warrant officers traveling in a group travel status are entitled to the lowest first-class accommodations available.

c. Enlisted Service Personnel. Enlisted service personnel traveling in a group travel status are entitled to the lowest second-class rate accommodations available at the time reservations are made. When second-class rate accommodations are not available at the time reservations are made, such persons are entitled to the lowest first-class rate accommodations available by the facility authorized to be used. When neither first-class nor second-class accommodations

are available, accommodations in third-class or tourist-class (when designated as a class below second-class) shall not be used without the specific approval of the Commandant of the Marine Corps (Code LFT).

4. Exclusive Use of Stateroom for Security Purposes. The exclusive occupancy of a stateroom is authorized for security purposes in the transportation of classified documents or Government property, provided specific authority for the exclusive use of a stateroom is contained in the travel orders. The lowest first-class rate stateroom available, which meets the military requirements, shall be furnished.

5. Procurement of Passenger Space Aboard Commercial Cargo Liners. When passenger space is not available on regular commercial passenger ships to satisfy Marine Corps requirements, passenger accommodations aboard commercial cargo liners may be procured, provided such space is available and the use of such accommodations is acceptable to the travelers. Normally, only limited medical facilities are available on cargo-type ships. Passenger space aboard commercial cargo liners shall be procured, whenever possible, through the MSC under special contracts with the commercial carriers.

6. Space Assignments/confirmed Reservations

a. General Information. Reservations for personnel on commercial ship, when arranged through the MSC, will be administered separately for Navy- and Marine Corps-sponsored travel within the space allocations or space assignments by the MSC for each service. (See paragraph 1041. preceding.)

b. Marine Corps-Sponsored Travelers. The assignment of reserved space for Marine Corps-sponsored travelers will be based on the seniority and length of service of all personnel who are authorized surface transportation.

7. Space Billeting Assignments. Billeting of the ship by MSC authorities will be based on the seniority or the member for whom space has been reserved, regardless of the military service of the member concerned.

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PART E: TRANSPORTATION REQUESTS (SF 1169) AND MAC TRANSPORTATION
AUTHORIZATION (DD FORM 1482)

1100. DESCRIPTION OF TRANSPORTATION REQUESTS. The following standard forms, authorized and approved by GSA, comprise the United States of America TR:

SF 1169, U.S. Government Transportation Request (Original)

SF 1169a, Memorandum Card Copy

SF 1169b, Duplicate Tissue Copy

SF 1169c, Triplicate Tissue Copy

1101. SUPPLY SOURCE FOR TRANSPORTATION REQUESTS

1. Responsibility. The Commanding General (Code 470) , Marine Corps Logistics Base, Albany, is responsible for the stocking of an adequate supply of TR's to satisfy Marine Corps requirements and for maintaining appropriate accountability and disposition records pertaining to TR stock.

>2. Requests for a Supply of TR's

a. By Activities. Requests for a supply of TR's shall be submitted to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, by message or letter. The request shall include contemplated annual usage, name of responsible officer receiving the TR's, number of TR's requested, and mailing address of the requesting activity.

b. By Individuals. Individuals shall also submit requests for TR's to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, including justification for the need for a supply of TR's. Such requests must be submitted via command channels for verification and recommendation. In addition, the request shall include information identified in paragraph 1101.2a, preceding.

1102. USE OF UNITED STATES OF AMERICA TRANSPORTATION REQUESTS

1. Authorized Travel. The U.S. Government Transportation Request (SF 1169) will be used to procure passenger transportation and/or specified passenger transportation services or accommodations for persons authorized to travel on Government business. When the cost involved is \$10 or less, TR's ordinarily will not be used. When the cost of transportation is more than \$10 but does not exceed \$100 plus Federal transportation tax, and when travel orders do not direct procurement of commercial transportation by use of a TR, the transportation officer will consider the circumstances of each case and either issue a TR or suggest to the traveler that transportation be procured with a travel advance or personal funds.

2. Prohibited Uses. TR's shall not be used for procurement of commercial transportation for passengers traveling under nonappropriated funds. In addition, TR's shall not be used for the following purposes:

a. Procurement of taxicab, airport limousine, or intracity transit services for individual travel, except when special circumstances justify such use. Certain services may be purchased in bulk quantities as specified in MCO P4600.14A, chapter 311.

b. Procurement of transportation for pets.

c. Procurement of passenger transportation services from travel agencies, except as specified in paragraph 1102.3, following.

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d. Payment of toll road or toll bridge charges.

e. For any portion of a journey involving the use of Government transportation.

f. Personal convenience of the traveler to include, at an additional cost, unauthorized services or to obtain transportation services exceeding those authorized under applicable travel regulations, such as extra-fare accommodations and routings. When the traveler desires such unauthorized services, payment of additional costs, including Federal transportation tax, is the personal responsibility of the traveler and will be paid to the carrier at the time the TR covering authorized services and/or accommodations is exchanged for tickets.

g. Procurement of for-hire/rental or "drive-yourself" services.

3. Procurement From Carriers and Use of Travel Agencies

a. Passenger transportation services by air, rail, bus, or water should be procured directly from carriers.

b. Travel agencies may be utilized to procure passenger transportation services by air, bus, rail, water, or any combination thereof for travel within foreign countries (except Canada or Mexico), between foreign countries, or from foreign countries to the United States and its possessions, provided either:

(1) The request for transportation is made first to a company branch office or a general agent of an American Flag air or ocean carrier, if the travel originates in a city or its contiguous carrier-servicing area in which such branch office or general agent is located, and "through-ticketing" arrangements for the transportation authorized cannot be secured,

(2) It is determined that a company branch office or a general agent of an American Flag air or ocean carrier is not located in the city or its contiguous carrier-servicing area in which the official travel originates. (Information as to branch offices and general agents of American Flag air and ocean carriers is available at overseas offices of the Department of State.) No payment is to be made to a travel agency in addition to that which would be properly chargeable had the service requested been obtained directly from the carrier or carriers involved.

c. Travel agencies may not be utilized to procure air, rail, water, and bus passenger transportation services, or any combination thereof:

(1) Within the United States, Alaska, Hawaii, Canada, or Mexico.

(2) Between the United States, Alaska, Hawaii, Canada, or Mexico.

(3) From the United States, Alaska, Hawaii, Puerto Rico, or the territories and possessions of the United States to foreign countries.

(4) Between the United States, Alaska, or Hawaii and Puerto Rico or the territories and possessions of the United States.

(5) Between and within Puerto Rico and the territories and possessions of the United States.

(6) Between the territories and possessions of the United States.

4. Use of Carriers of Foreign Registry. The TR'S shall not be drawn on carriers of foreign registry, except when it can be definitely ascertained that

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service on carriers of U.S. registry cannot be obtained. If aircraft of foreign registry is used, the TR will be annotated as follows: "Foreign-flag carrier used. JTR, paragraph _____, applies." Fill in the blank space with the applicable paragraph of the JTR; e.g., M2150-3-1. The statement will also be included in the transportation endorsement. The JTR, paragraph M2150-3, contains circumstances under which U.S.-registered carriers will be considered to be unavailable.

5. Restrictions. The TR's shall not be utilized to procure taxicab, airport limousine, intracity transit, or so-called "Drive-Ur-Self" or for-hire automobile services, nor shall they be used in lieu of cash as payment for toll road or toll bridge charges. The TR's shall not be issued for personal convenience to include at an additional cost unauthorized services or to obtain transportation services exceeding those authorized under the applicable travel regulations, such as extra-fare train or planes, stopovers which increase the cost of passage, higher-priced indirect routings, etc. When the traveler desires such unauthorized services, the additional cost thereof must be paid in cash by the traveler and collected by the carrier at the time the TR's covering the authorized services or accommodations are exchanged for tickets. This does not preclude issuing TR's to absentees, personnel without funds, or deserters for the purpose of returning them to duty stations, the cost of which is later checked against their pay accounts or adjusted through settlement of a travel voucher, as applicable.

1103. PROCUREMENT OF RAIL TRANSPORTATION AND ACCOMMODATIONS

>1. SF 1169. The SF 1169 is designed to permit the joint procurement from rail carriers of transportation as well as sleeping accommodations by the issuance of one TR. The rail carriers generally issue first-class, coach, mixed-class, and commutation or multiple-ride transportation tickets. When the TR is issued for a combination of classes of transportation, specific information as to the classes of service must be shown on the TR. In any instance where the space on the front of the TR is not adequate for insertion of all of the necessary information, the space on the reverse of the TR may be used to continue the service required. When charter or contract service is procured, such service shall be specified in the class of service area and further identified by the charter or contract movement number that covers the details of the movement. (See figure 1-6.)

>2. Accommodations. When a TR is issued for transportation and accommodations, such as sleeping accommodations or parlor car seats, the type of accommodations must be identified in the "special accommodations and requirements" space on the TR. (See figure 1-6.)

1104. LOCAL CUSTODY AND RESPONSIBILITY

1. Accountability. Each commander and person having custody of TR's will be held accountable therefor and will be charged with any cost required to be paid by the Government for reason of improper use resulting from fault or negligence. The TR's shall be kept under lock and key. The person in whose custody they are placed will be held responsible for fraudulent use resulting from negligence. When the daily office routine requires entrusting blank TR's to the persons who prepare them, adequate safeguards should be maintained in order to localize responsibility. Care must be taken by transportation officers, and individuals authorized to issue TR's for their personal use, to ensure that TR's are issued in numerical sequence. It is important, for accountability purposes, to issue TR's in proper numerical order, commencing with the low-numbered request. In no case shall blank TR's be issued to travelers.

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MARINE CORPS TRANSPORTATION MANUAL

Sample TR for GF-CAM Service.

2. Lost or Stolen TR's. If blank TR's are lost or stolen, the person responsible for accountability shall take the following action immediately:

a. Notify the local carriers, giving the serial numbers of the missing TR's.

b. Make a detailed report to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, giving the serial numbers of the missing TR's, the circumstances under which the losses occurred, and action taken by the local command. (Report Symbol MC-4600-01 has been assigned to this report.)

3. Release Custody of TR's. When the officer or person having custody of blank TR's charged to an activity is detached or otherwise relieved of the responsibility, a receipt shall be secured for all unused TR's turned over to the designated person. A report in letter form shall be forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, showing the quantity of blank TR's transferred as well as the inclusive serial numbers.

1105. PREPARATION OF TRANSPORTATION REQUESTS FOR COMMERCIAL TRANSPORTATION

1. Within the United States. Specific entries on TR's shall be made in accordance with MCO P4600.14A, part three, and chapter 1 of this Manual. For guidance, see facsimiles of properly prepared TR's shown in figures 1-4 through 1-12.

BILL CHARGES TO DEPT. OR AGENCY BUREAU OR OFFICE		COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704		FISCAL DATA (2000-01-01 - 2000-12-31) 1721108.2731 021 13631/0		15467781 Price and Date of 3 Sep 81	
(Street address) (City) (State or country) (ZIP code) ISSUING GOVERNMENT OFFICER (Signature and Office) I-I EDEN LATHMAR		000027 2D 000000 00000007L500 (2 OFF) 1721108.2731 021 13631/0 000027 2D 000000 00000007L600 (58 ENL)		SPECIAL ACCOMMODATIONS AND REQUIREMENTS CAM AT GF 3880		N&MCRTC DALLAS TX 75203	
TRAVELER (Type or print) CAPT JOHN R. DOE USMC PT		Other (No.) <input type="checkbox"/> SPOUSE 59		CITIES FROM DEW TO LAX TO SAN TO ***** TO ***** TO *****		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) AA (10K & 50Y) AA (50Y)	
EXCESS BAGGAGE AUTHORIZED Weight Pieces - - - - - - - -		STOP OVER AUTH. NO		TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)		STANDARD FORM 1199 January 1974 5 840 2 1169-226-01	
Ticket agent WILL NOT accept this copy in lieu of original request.		Do NOT fold, spindle or mutilate		U.S. GOVERNMENT TRANSPORTATION REQUEST		(Continue services required on reverse)	

NOTE: Illustrates preparation of TR for commercial air arrangements on regularly scheduled flights assigned GF-CAM number(s). (See paragraph 1145.)

Figure 1-5.--Sample TR for GF-CAM Service.

2. Lost or Stolen TR's. If blank TR's are lost or stolen, the person responsible for accountability shall take the following action immediately:

- a. Notify the local carriers, giving the serial numbers of the missing TR's.
- b. Make a detailed report to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, giving the serial numbers of the missing TR's, the circumstances under which the losses occurred, and action taken by the local command. (Report Symbol MC-4600-01 has been assigned to this report.)

3. Release Custody of TR's. When the officer or person having custody of blank TR's charged to an activity is detached or otherwise relieved of the responsibility, a receipt shall be secured for all unused TR's turned over to the designated person. A report in letter form shall be forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, showing the quantity of blank TR's transferred as well as the inclusive serial numbers.

1105. PREPARATION OF TRANSPORTATION REQUESTS FOR COMMERCIAL TRANSPORTATION

1. Within the United States. Specific entries on TR's shall be made in accordance with MCO P4600.14A, part three, and chapter 1 of this Manual. For guidance, see facsimiles of properly prepared TR's shown in figures 1-4 through 1-12.

2. Outside the United States. In those instances when TR's are prepared to cover travel outside the United States, the transportation officer or other appropriate officer, after determination that vessels or aircraft registered under the laws of the United States are not available, may authorize use of vessels or aircraft of foreign registry. A statement of the determination of the transportation officer or other appropriate officer shall be annotated on the TR in addition to placing the same statement by endorsement on the traveler's orders. (See paragraph 1102.4, preceding.)

BILL CHARGES TO DEPT. OR AGENCY _____ BUREAU OR OFFICE _____ (Street address) (City) (State or country) (ZIP code)		COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704		FISCAL DATA (Appropriation, sub-appropriation) 1721105.2754 021 45690/015467781 000027 2D 000000 000000074129 PCS CMC LTR MMEA OF 5Sep81 MCRD, PISC 29905	
ISSUING GOVERNMENT OFFICER (Signature and Office) TRANSPORTATION OFFICE		TRAVELER (Type or print) PVT JAMES K. KNOWLAND USMC PU		OTHERS' DEPENDENT TRAVEL—CHILDREN (Ages) <input type="checkbox"/> SPOUSE NO	
CARRIER OR AGENT TENDERED TO ATLANTIC COAST RAILROAD		SPECIAL ACCOMMODATIONS AND REQUIREMENTS 1 LOWER - BEDROOM		EXCESS BAGGAGE AUTHORITY Weight Pieces	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)		STOP OVER AUTH.		CITIES	
		FROM		YEMASSEE, SC	
		TO		RICHMOND, VA	
		TO		WASHINGTON, DC	
		TO		*****	
		TO		*****	
		TO		*****	
Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue services required on reverse)		STANDARD FORM 1169 January 1974 5 GAO 2 1169-226-01	

Do NOT fold, spindle or mutilate U.S. GOVERNMENT TRANSPORTATION REQUEST

- NOTES:
1. Illustrates preparation of TR to procure first-class rail transportation, including bedroom accommodations.
 2. In this example, firm reservations were made and lower cost accommodations were not available. Therefore, the reverse of the TR must be annotated "First-class bedroom lowest cost accommodations available."

BILL CHARGES TO DEPT. OR AGENCY _____ BUREAU OR OFFICE _____ (Street address) (City) (State or country) (ZIP code)		COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704		FISCAL DATA (Appropriation, sub-appropriation) 1721105.2750 021 41690/015467781 000027 2D 000000 000000074129 PCS CMC SPECIAL ORDER 12-81	
ISSUING GOVERNMENT OFFICER (Signature and Office) TRAFFIC MANAGEMENT OFFICE		TRAVELER (Type or print) PVT JOHN J. JOHNSON USMC PU		OTHERS' DEPENDENT TRAVEL—CHILDREN (Ages) <input type="checkbox"/> SPOUSE 1	
CARRIER OR AGENT TENDERED TO AMTRAK		SPECIAL ACCOMMODATIONS AND REQUIREMENTS DOUBLE BEDROOM		EXCESS BAGGAGE AUTHORITY Weight Pieces	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)		STOP OVER AUTH.		CITIES	
		FROM		NEW YORK, NY	
		TO		WASHINGTON, DC	
		TO		RICHMOND, VA	
		TO		YEMASSEE, SC	
		TO		*****	
		TO		*****	
Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue services required on reverse)		STANDARD FORM 1169 January 1974 5 GAO 2 1169-226-01	

Do NOT fold, spindle or mutilate U.S. GOVERNMENT TRANSPORTATION REQUEST

- NOTES:
1. Illustrates preparation of TR to procure rail transportation for mixed-class service, using coach part of the way and sleeping-car service part of the way.
 2. In this example, firm reservations were made in the sleeping car of the all-room type, since section space was not carried on the train. Therefore, the reverse of the TR must be annotated "First-class bedroom lowest cost accommodations available."

Figure 1-6.--Sample TR's for Rail Service With Sleeping Accommodations.

BILL CHARGES TO DEPT. OR AGENCY	COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704	FISCAL DATA (Appropriate automatic or)	17 21106.2780 000 67011/015467781
BUREAU OR OFFICE			067011 2D 002040
(Street address) (City) (State or country) (ZIP code)			012B59D11A10 TON 2040
ISSUING GOVERNMENT OFFICER (Signature and Office)			Place and Date of 17 SEP 81 MCRC, BOSTON MA 02215
TRANSPORTATION OFFICE			
TRAVELER (Type or print)	Others (No.)	DEPENDENT TRAVEL—CHILDREN (Ages)	SPECIAL ACCOMMODATIONS AND REQUIREMENTS
SSGT JO ANN HOLMES USMC PT	NO	<input type="checkbox"/> SPOUSE	
CARRIER OR AGENT TENDERED TO TRANS WORLD AIRLINES	STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM	BOS	EA YN
	TO	JFK	TW Y
	TO	MIA	EA YN
	TO	DCA	NA Y
	TO	BOS	AA Y
	TO	*****	
Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue services required on reverse)	
Do NOT fold, spindle or mutilate		STANDARD FORM 1169 January 1974 5 GAO 2 1169-226-01	

NOTE: Illustrates preparation of TR to procure air transportation of mixed-class service and includes stopover at Washington, D.C. Class of service codes (Y, YN, S, etc.) may also be used in lieu of writing out the class of service.

BILL CHARGES TO DEPT. OR AGENCY	COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704	FISCAL DATA (Appropriate automatic or)	17 21105.2752 021 43690/015467781
BUREAU OR OFFICE			000027 2D 000000
(Street address) (City) (State or country) (ZIP code)			000000074172
ISSUING GOVERNMENT OFFICER (Signature and Office)			Place and Date of 18 SEP 81 MCDEC QUANTICO VA 22134
PASSENGER TRANSPORTATION OFFICE			
TRAVELER (Type or print)	Others (No.)	DEPENDENT TRAVEL—CHILDREN (Ages)	SPECIAL ACCOMMODATIONS AND REQUIREMENTS
CAPT MARK DOE USMC OA	4	<input checked="" type="checkbox"/> SPOUSE FAY, RON KIT MIA 8-4-1 (FREE)	
CARRIER OR AGENT TENDERED TO UNITED AIRLINES	STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM	IAD	EA YN
	TO	LAX	UA Y
	TO	*****	
Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue services required on reverse)	
Do NOT fold, spindle or mutilate		STANDARD FORM 1169 January 1974 5 GAO 2 1169-226-01	

- NOTES:**
1. Illustrates preparation of TR for procurement of jet coach-class air service, including excess baggage authorization. (See paragraph 1212.3.)
 2. When the member is accompanied by dependents, enter the names and ages of children. The word "Free" indicates that the 1-year-old child is traveling without cost.

Figure 1-7.--Sample TR's for Mixed-Class and Jet Coach Service.

BILL CHARGES TO DEPT. OR AGENCY		COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704		FISCAL DATA (Departmental use only) 1721106.2720 000 00027/015467781	
BUREAU OR OFFICE				000027 2D 000000	
(Street address)		(City)		(State or country)	
(Street address)		(City)		(State or country)	
(Street address)		(City)		(State or country)	
(Street address)		(City)		(State or country)	
ISSUING GOVERNMENT OFFICER (Signature and Office)		PASSENGER TRANSPORTATION (CODE HQSH)		1721106.2720 000 00027/015467781	
TRAVELER (Type or print)		MAJ EARL J. WILSON USMC PT		1ST CLASS AUTHORIZED BY OASD LTR 19 AUG 81	
CARRIER OR AGENT TENDERED TO		UNITED AIRLINES		SPECIAL ACCOMMODATIONS AND REQUIREMENTS FIRST CLASS AUTHORIZED BY OASD LTR 19 AUG 81	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)		STOP OVER AUTH.		EXCESS BAGGAGE AUTHORITY	
		YES		Weight Pounds	
		NO			
		FROM DCA		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
		TO BUF		UA F	
		TO DCA		EA F	
		TO *****			
		TO *****			
		TO *****			
		TO *****			
Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue services required on reverse)		STANDARD FORM 1169 January 1974 GSAO 2 1169-226-01	
Do NOT fold, spindle or mutilate U.S. GOVERNMENT TRANSPORTATION REQUEST					

- NOTES:
1. Illustrates preparation of TR to procure first-class air transportation. (See the JTR, volume 1, chapter 2, part A, and volume 2, chapter 6, for first-class air restriction.)
 2. The air carriers have an official two-letter code for each carrier and a three-letter code for each airport. These codes may be used in the completion of the "cities" and "carriers and class of service" portions of the TR. Care must be taken to ensure that only the official codes are used. These codes are shown in the official airlines guides or may be obtained from local airlines representatives.

BILL CHARGES TO DEPT. OR AGENCY		COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704		FISCAL DATA (Departmental use only) 1721105.2750 021 41690/015467781	
BUREAU OR OFFICE				000027 2D 000000	
(Street address)		(City)		(State or country)	
(Street address)		(City)		(State or country)	
(Street address)		(City)		(State or country)	
ISSUING GOVERNMENT OFFICER (Signature and Office)		BASE TRANSPORTATION OFFICE		30 SEP 81 MCS CANLEY NC 28542	
TRAVELER (Type or print)		SSGT DONALD WATSON USMC PU		SPECIAL ACCOMMODATIONS AND REQUIREMENTS CAM AT 879	
CARRIER OR AGENT TENDERED TO		SOUTHERN AIRWAYS		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)		STOP OVER AUTH.		EXCESS BAGGAGE AUTHORITY	
		FROM OAJ		Weight Pounds	
		TO SAN		SO CHARTER	
		TO *****			
		TO *****			
		TO *****			
		TO *****			
Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue services required on reverse)		STANDARD FORM 1169 January 1974 GSAO 2 1169-226-01	
Do NOT fold, spindle or mutilate U.S. GOVERNMENT TRANSPORTATION REQUEST					

NOTE: Illustrates preparation of TR to procure charter air transportation.

Figure 1-9.--Sample TR's for First-Class and Charter Air Service.

MARINE CORPS TRANSPORTATION MANUAL

BILL CHARGES TO DEPT. OR AGENCY _____		COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704		FISCAL DATA (Appropriation, suballocation, etc.) 1721105.2753 021 44690/0 54617781	
BUREAU OR OFFICE _____		ISSUING GOVERNMENT OFFICER (Signature and O/Sec) TRANSPORTATION OFFICE		000027 2D 000000 000000074173 BSO 419-81	
(Street address) _____		(City) _____ (State or country) _____ (ZIP code) _____		Place and Date of Issue 17 SEP 81 MCB CANDLEJ NC 28542	
TRAVELER (Type or post) CPL REX DOE USMC PU		Depend (Incl.) <input type="checkbox"/> SPOUSE NO		SPECIAL ACCOMMODATIONS AND REQUIREMENTS CON: MAC INTL FLT F277/ 24 JUN 80 LAX DNA	
CARRIER OF AGENT TRAVELER TO DELTA AIRLINES		STOP OVER AUTH. _____		CITIES FROM ATL TO LAX TO ***** TO ***** TO ***** TO *****	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) DL Y		EXCESS BAGGAGE AUTHORIZED Weight _____ Pounds _____	
Ticket agent will NOT accept this copy in lieu of original request.		(Continue services required on reverse)		STANDARD FORM 1189 January 1974 5 GAO 2 1169-226-01	

Do NOT fold, spindle or mutilate U.S. GOVERNMENT TRANSPORTATION REQUEST

NOTE: Illustrates preparation of a TR for procurement of the domestic segment of an international travel arrangement. The connecting MAC channel flight is annotated in the "special accommodations and requirements" block of the TR.

MAC TRANSPORTATION AUTHORIZATION (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974. SEE LAST COPY.)			B 0189149		
1. GRADE/TITLE CPL		2. NAME (Last, First, Middle Initial) DOE, REX		3. AIR MOVEMENT DESIGNATOR (AMD) LAX-DNA-3PL-MZ-09	
4. SSN OR PASSPORT NO. 549 33 44 56		5. DEPENDENT AMD N/A		6. BAGGAGE WEIGHT AUTHORIZED 1/ SHIPPED	
7. FISCAL DATA (Enter complete accounting classification) 1721105.2753 021 44690/0 000027 2D 000000 000000074931 BSO 419-81				8. ISSUED BY (Activity and Date) TO, MCB, CAMP LEJEUNE, NC 17 SEP 81	
9. CUSTOMER IDENTIFICATION CODE 2/C/2/09/519334456					
10. REPORT TO (APOE) LOS ANGELES INTL ARPT, CA		11. ON (Date and Time) 24 OCT 81 1800		12. FOR FLIGHT NO. F277	
13. DESTINATION (APOD) KADENA AB, OKINAWA					
14. SPECIAL INSTRUCTIONS 1/ See paragraph 1042.11 for baggage allowance.			15. FINAL DESTINATION AND ULTIMATE DUTY STATION ADDRESS MCB, CAMP BUTLER, OKINAWA		
16. EMERGENCY ADDRESS DATA JOHN DOE, SR., 3333 MILL RD RALEIGH, NC			17. B 0189149		

NOTE: Illustrates preparation of an MTA for procurement of MAC channel international transportation (Category "B" flight CONUS outbound).

Figure 1-10.--Sample TR and MTA With TR Annotated for Interlining of Baggage--Domestic Flight to MAC Flight.

BILL CHARGES TO DEPT. OR AGENCY _____ BUREAU OR OFFICE _____ (Street address) (City) (State or country) (ZIP code)		COMMANDING GENERAL (CODE 470) MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA 31704		FISCAL DATA (Accounting and control) 1721105.2753 021 44690/0 5467781 000027 2D 000000 0000000741 73 BSO 415-81		Place and Date of Issue 17 JUL 81 MCB CAMP LEJ NC 28542					
ISSUING GOVERNMENT OFFICER (Signature and Office) TRANSPORTATION OFFICE				SPECIAL ACCOMMODATIONS AND REQUIREMENTS CON: INTL FLT NW 21/ 9 AUG 8 LAX-HNL							
TRAVELER (Type or print) CPL RON FOX USMC PU		Other (No.) <input type="checkbox"/> SPOUSE NO		STOP OVER AUTH.		CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORITY	
CARRIER OR AIRLINE REFERRED TO DELTA AIRLINES		FROM ATL		TO LAX		TO *****		TO *****		TO *****	
TRANSPORTATION AMOUNT (Traveler MUST determine cost of transportation and accommodations, if applicable, and record here)		TO *****		TO *****		TO *****		TO *****		TO *****	
\$ _____		Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue services required on reverse)		STANDARD FORM 118B January 1974 5 GAO 2 1169-226-01					

Do NOT fold, spindle or mutilate U.S. GOVERNMENT TRANSPORTATION REQUEST

NOTE: Illustrates preparation of a TR for procurement of the domestic segment of an international travel arrangement. The connecting Category "Y" flight is annotated in the "special accommodations and requirements" block of the TR.

MAC TRANSPORTATION AUTHORIZATION (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974. SEE LAST COPY.)						B 0189149		
1. GRADE/TITLE CPL		2. NAME (Last, First, Middle Initial) FOX, RON			AND NO OTHERS		3. AIR MOVEMENT DESIGNATOR (AND) LAX-HNL-3PU-MZ-07	
4. SENIOR PASSPORT NO. 557 45 65 43		5. DEPENDENT AND N/A		6. BAGGAGE WEIGHT AUTHORIZED 1/		SHIPPED		
7. FISCAL DATA (Enter complete accounting classification) 1721105.2753 021 44690 000027 2D 000000 000000074931 BSO 415-81						8. ISSUED BY (Activity and Date) TO, MCB, CAMP LEJEUNE, NC 17 SEP 81		
9. CUSTOMER IDENTIFICATION CODE 6/2/C/2/O 9557456543								
10. REPORT TO (APOE) LOS ANGELES INTL AIRPORT		a. ON (Date and Time) 9 OCT 81 1145		b. FOR FLIGHT NO. NW 21		c. DESTINATION (APOD) HONOLULU, HI		
B 0189149		12. FINAL DESTINATION AND ULTIMATE DUTY STATION ADDRESS FIRST MAREDE, KANEODHE, HI						
11. SPECIAL INSTRUCTIONS 1/ See paragraph 1042.11 for baggage allowance.						13. EMERGENCY ADDRESS DATA JOHN FOX, 3333 MILL ROAD RALEIGH, NC		

NOTE: Illustrates preparation of an MTA for procurement of Category "Y" international transportation (CONUS outbound).

Figure 1-12.--Sample TR and MTA With TR Annotated for Interlining of Baggage--Domestic Flight to MAC (Category "Y" Flight).

3. Steamship TR's. When commercial surface transportation is being procured, clearly indicate, when known, the name of the ship, sailing date, the number of the assigned stateroom accommodations (bed or berth when less than room capacity is involved), and the value of the accommodations reserved. When higher rate accommodations are reserved for the reason that minimum first-class accommodations are not available, the following certificate must be endorsed on the reverse of the TR:

"I certify that lowest first-class rate accommodations were not available at the time reservations were made and that the accommodations provided hereon were the lowest first-class rate then available."

4. Designation of Class of Service. When, at the time of issuance of the TR, the available steamship accommodation of the class desired has not been ascertained, the issuing officer should designate the class of service to be furnished and further endorse the request "lowest available accommodation."

a. Before such request is delivered to the carrier for the passage ticket, the traveler should endorse on the reverse of the request, over that person's own signature:

"I certify that berth _____, stateroom No. _____ on SS _____, date of sailing _____, was furnished at the lowest available accommodations at the time the reservation was made."

b. The foregoing shall not be construed as authorizing travelers to obligate the U.S. Government to pay for services in excess of those allowed by law or pertinent administrative regulations.

1106. APPROPRIATION AND FISCAL DATA

1. General Information. All travel orders/authorizations involving official travel at Government expense must reflect the appropriation and fiscal data against which travel and transportation expenses, per diem, and authorized incidental expenses are to be charged. When preparing passenger transportation procurement documents, including TR's, MTA's, and meal tickets, it is essential that this appropriation/fiscal data be entered on these documents in the space reserved for fiscal data in the proper sequence, and contain the prescribed number of digits under each element of accounting data. The importance of this requirement cannot be overemphasized, since data machine programs established by the Marine Corps in the vouchering, settlement, and payment of transportation charges are keyed to reporting fixed length accounting data elements in automated data processing (ADP) readable format. The position (sequence) of accounting data elements, field size, and description of the accounting data elements with an example of a typical Marine Corps appropriation are as follows:

Position	Field Size (Digits)	Description of Accounting Data Element	Appropriation Example

1	7	Appropriation	17x1106
2	4	Appropriation Subhead	.2720
3	3	Object Class (OC)	000 1/
4	5	Bureau Control Number/ Operating Budget (BCN/OB)	6700 1/

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Position	Field Size (Digits)	Description of Accounting _ Data Element	Appropriation Example_____
5	1	Suballotment/Suffix	0 1/
6	6	Authorization Accounting Activity Number (AAAN)	067004 1/
7	2	Transaction Type	2D
8	6	Property Accounting Activity/ Travel Order Number (PAA/TON)	001234 1/
9	12	Cost Code	213456789012

1/ Zeros shall be used to indicate the absence of an accounting data element. For example, 000 will be shown when an object class is not required. In addition, zeros shall be employed as preceding digits to account for unused digits within a fixed length accounting data element. For example, 67004 shall be shown as 067004 to complete the six-digit field prescribed for that accounting data element.

2. Additional Examples. The following are additional examples for properly citing appropriation/fiscal accounting data on passenger transportation procurement documents. The examples shown include the most frequently encountered Marine Corps appropriations. Footnotes explain variations in reporting certain accounting data elements.

<u>APPY/SH</u>	<u>OC</u>	<u>DCN</u>	<u>Sub- Allot</u>	<u>PAAN</u>	<u>TTC</u>	<u>PAAN</u>	<u>Cost Code</u>
17X1105.2751	021	44593	0	000027	2D	000000	000000074121
17X1108.2731	021	11631	0	368479	7D	000000	000000074650
17X1106.2770	001	67004	0	067004	2D	001234 1/	213456789012
17X1106.2790	001	00027	0	000027	2D	001234	012345678901234 2/
17X1119.2794	000	00027	0	000027	2D	312494	123000001234 3/
17X1106.2780	000	00027	9	000027	2D	001234 4/	300000001234 5/

- > 1/ In accordance with the Navcompt Manual, volume 2, chapter 1, on travel orders, TR's, MTA's, and travel vouchers, the TON will be shown in the accounting classification in the property accounting activity number (PAAN) field. The example shows how it would appear when related to a field activity's operation and maintenance operating budget. It applies to all field allotments under which travel is performed.
- 2/ In the case of a Headquarters Marine Corps allotment or OB, the TON will also appear as the last four digits of the cost code.
- 3/ In the Research, Development, Test, and Evaluation, Navy (RDT&E,N) appropriation, the TON appears in the 9th through 12th positions of the cost code.

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- 4/ The TON for Headquarters Marine corps-centrally funded training should appear in the space provided for the PAAN as determined locally by the command writing the orders. The PAAN contained in Headquarters Marine corps-originated training quota allocation documents will be 000000.
 - 5/ Cost codes for Headquarters Marine corps-centrally funded training will vary, depending on the course of instruction appropriation data provided for in Headquarters Marine Corps-originated quota allocation documents.
3. Additional Annotations Required. In the case of TR's, the authorization or object of the journey shall be annotated in the space entitled "fiscal data," immediately below the appropriation/fiscal accounting data. Use the initials "PCS" for all journeys under appropriations 17-1105. and 17-1108., and the initials "TAD" for temporary additional duty appropriations, such as 17-1106. and 17x1109. This annotation is not required to be shown on MTA's or meal tickets.
4. Fiscal Accounting Procedures. In connection with Marine Corps-funded TAD travel, MCO 7303.17 prescribes instructions for fiscal accounting, including

the use and citation of TON's on all related travel orders, transportation procurement documents, and vouchers. In accordance with the provisions of MCO 7303.17, transportation officers shall ensure that the fiscal officer of the appropriate authorization accounting activity (AAA) is immediately furnished a triplicate copy of all TR's issued.

5. TR's Chargeable to Another Agency. When issuing TR's incident to travel orders citing appropriations of another service/agency, the billing instructions at the top of the TR's will be revised to indicate the name and address of the appropriate agency disbursing office shown in paragraph 1149, following.

1107. PROCUREMENT OF TICKETS

1. Importance of Completed TR Form. It is vital to the interests of the traveler that the TR form be properly filled out and signed, as an incomplete or unsigned TR is invalid and will not be honored. The traveler should also be advised to carry sufficient identification, as some carriers' agents require confirmation of identity before accepting the TR.

2. Excess Charges. The U.S. Government will not be responsible for any charges in excess of those applicable for transportation and/or accommodations of the type, class, or character specified in the request. Accordingly, if transportation and/or accommodations costing more than those officially authorized on the request are desired, the additional cost shall be collected in cash from the traveler at the time the transportation and/or accommodations are obtained and shall not be billed against the Government. When a TR is exchanged for transportation and/or accommodations of a different type of lesser value than originally specified in the request, the traveler shall be required to record in the space provided on the reverse of the form the actual services furnished and sign the statement. The notation by the traveler on the reverse of the request will restrict the carrier's billing to an amount consistent with the changed services or lesser cost factors, and avoid subsequent accounting adjustments with the Government. Any TR's showing erasures or alterations, not validated by the initials of the issuing officer, shall not be honored.

3. Change of Carrier Subsequent to Issuance of TR. The TR should be drawn on the origin carrier that is expected to honor it for service. Under exceptional conditions resulting from unforeseen circumstances, a request may be honored for services by another carrier, subject to charges applicable to either:

- a. The class and type of transportation authorized on the TR.

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b. A lower class of service, if such is actually furnished. In such situations, the honoring initial carrier will require the traveler to record, in the space on the reverse of the request, the name of the honoring carrier, the service actually received, and the reason for the change and to sign and date the statement.

1108. MISCELLANEOUS PROVISIONS

1. Disposition of Copies of TR's Issued

a. Marine Corps Activities. The memorandum card copy (SF 1169a) shall be retained by the issuing officer for record purposes for a period of 4 years, after which it may be destroyed. The duplicate (SF 1169b) may be destroyed. The triplicate (SF 1169c) is reserved for fiscal accounting purposes as provided for in paragraph 1106, preceding.

b. Other Activities/Agencies. Activities/agencies other than the Marine Corps which hold a stock of Marine Corps TR's, or which issue TR's from their own stocks for Marine Corps-funded passenger travel, comply with the disposition instructions contained in MCO P4600.14A, chapter 309.

2. Important Note. The note in the lower left-hand corner of the SF's 1169b and 1169c does not apply to Marine Corps personnel.

3. Disposition of Spoiled and Unused TR's

a. Spoiled/Canceled in Preparation. The original, duplicate, and triplicate shall be destroyed. The memorandum card copy shall be endorsed "canceled in preparation" and filed with other memorandum copies.

b. Surrendered Unused. The original TR's surrendered by the traveler unused shall be endorsed "canceled--surrendered unused" and forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

c. Endorsement of Orders. Travel orders shall be endorsed to identify and acknowledge receipt of unused surrendered TR's.

1109. ENDORSEMENT OF ORDERS. The person issuing TR's shall endorse on the original of the orders the following information. In the case of military personnel discharged under conditions other than honorable, since no travel orders are involved, this information must be cited on DD Form 214.

1. The serial numbers and date of issue of the TR's issued in connection with the orders.
2. The points of origin and destination applicable to each TR issued.
3. Complete routing and junction points used for the trip.
4. The cost to the Government of each TR issued.
5. A statement as prescribed by paragraph 1201.1, following.
6. Itinerary of travel and other travel instructions.
7. Checkage initiated as required by current directives, where applicable.

1110. TRANSPORTATION REQUESTS ISSUED UNDER CIRCUMSTANCES REQUIRING CHECKAGE

1. General Information. When a member, without funds, reports for assistance to an activity other than the member's duty station, the necessary TR and/or meal tickets may be furnished for travel to the member's duty station or other destination as may be directed by competent authority. The determination as to whether checkage will occur will be based on paragraphs 1110.2 and 3, following.

2. Prior Orders Involved

a. A checkage will not be issued for TR's or meal tickets furnished to members when prior orders are involved and TR's/meal tickets/mileage allowances were not issued or paid. The TR/meal ticket issuing office will ensure that the original orders of the member concerned are endorsed as prescribed in paragraph 1109, preceding. The cost of the TR/meal ticket will be collected in conjunction with the settlement of the member's travel claim in accordance with MCO P4650.37, paragraph 70501.2a.

b. If TR's/meal tickets/mileage allowances were previously issued or paid, checkage will be made in accordance with the procedures contained in MCO P4650.37, paragraph 70503.1.

c. In the case of deserters, a checkage will be issued even though prior orders are involved.

3. Circumstances Requiring Checkage. Circumstances requiring checkage include the following:

a. No Prior Orders Involved. When prior orders are not involved, checkage will be issued for TR's/meal tickets furnished to members with insufficient funds who are stragglers, absentees, or on annual or emergency leave from a CONUS duty station.

> b. Deserters. TR's and meal tickets furnished to deserters, with or without orders, will be on a checkage basis.

c. Members on Emergency Leave at Overseas Duty Stations. A member without funds, traveling underfunded emergency leave orders, may be furnished TR's/meal tickets on a checkage basis for return travel from the United States to the MAC APOE for further transoceanic travel or travel from the overseas APOD to the member's duty station overseas.

>4. Checkage Procedures. A Pay Adjustment Authorization (DD Form 139) will be prepared as described by MCO P4650.37, paragraph 70503.1, when a TR/meal ticket is furnished subject to checkage. The transportation endorsement of the member's travel orders will include the statement "checkage initiated for TR/meal ticket indicated as required by the current directives." This statement will also be annotated in the "remarks" section of the Leave Authorization (form NAVMC 3) if the member was on annual leave. The amount of the checkage will be annotated in the "fiscal" section of the TR as shown in the top section of the sample TR in figure 1-8. Refer to this sample TR for appropriation data applicable to checkage issued to a member without prior orders.

>5. Distribution. To distribute the DD Form 139, forward the original and three copies, with a copy of the travel orders or transportation endorsement, to the Marine Corps Finance Center (Code SD2R), Kansas City, Missouri 64197. Also, a copy of the DD Form 139, with a copy of travel orders and TR, shall be forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

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>6. Followup Action. If the acknowledgement copy of the DD Form 139 is not received from the MCFC within 90 days, the issuing agent will take followup action with subsequent monthly followups until the matter is resolved. The MCFC will notify the issuing agent as to the disposition of the checkage if the member was separated from active service prior to processing of the DD Form 139.

1111. TRANSPORTATION REQUESTS ISSUED FOR MOVEMENT OF DECEASED AND ESCORTS. Instructions pertaining to the issuance of TR's for the transportation of deceased (escorted and/or unescorted) personnel are contained in MCO P4600.14A, chapter 309. Instructions implementing the Navy/Marine Corps Decedent Affairs Program are contained in the current edition of BUMEDINST 5360.1.

1112. STOPOVERS

1. General Information. When the traveler is authorized to make one or more stops to conduct official business, the use of a through ticket with stopover privileges frequently results in a savings to the Government. This type of ticket may be obtained in exchange for only one TR. However, each stopover on official business must be specially identified on the TR (see figure 1-7). In most cases, free stopovers are not offered by carriers. The added cost for the stopovers will be included in the ticket issued in exchange for the TR.

2. Carrier Provisions. The privilege of stopover is governed by the rules of common carriers, generally, as shown in the following:

a. Air. When a through fare applies between any two points, stopover will not be permitted between these points without additional fare. Consult the carriers' agents as to the amount of delay constituting a stopover.

b. Bus. Stopover within the limit of a ticket will be permitted without cost at any point en route upon application to an agent or driver.

c. Rail. A stopover for any period of time within the final limit of the ticket will be allowed on regular rail passage without cost at any station en route upon application to the conductor/agent. Normally, a stopover is not allowed on sleeping car, slumber coach, parlor car, or reserved seat accommodations. Where these accommodations are used, passengers must pay separate charges to and from each point of stopover or transfer between trains (except where through cars are operated via connecting trains and through accommodations charges are published). For the time necessary, a stopover will be authorized on accommodations tickets and those types of passage tickets where a stopover is otherwise permitted, when the stopover is necessitated by illness, injury, or

quarantine resulting in continued travel being impossible or dangerous to passengers or a member of the party (verified by a physician's letter) or interruption of train or car service. Except for the circumstances indicated, stopovers are not authorized for the following types of tickets:

(1) Metroliner.

(2) Round-trip coach excursion ticket with short (less than 6 months) limit.

(3) Special one-way coach ticket with short (less than 6 months) limit.

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(4) Group discount.

(5) Multiple ride.

3. Routing of Official Travel with Delay En Route. When delay en route for personal convenience of the traveler is authorized in connection with official travel, the transportation officer issuing the TR, subject to the provisions of

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MCO P4600.14A, paragraph 3040006, may select routing that will enable the individual stopover at an intermediate point. This routing shall be over a route usually traveled or one not involving excess cost. Any stopover cost involved (including U.S. Government transportation tax) shall be paid to the carrier by the individual from personal funds. Payment shall be made at the time the TR is exchanged for tickets.

4. Additional Time Limit by Rail. The period of validity or time limit for use of tickets is indicated on the ticket. One-way tickets are usually limited to 30 days in addition to the date of sale. However, rail carriers will accord up to 6 months limit on one-way tickets. Military furlough tickets are good for 6 months after the purchase date.

1113. COMPLETION/ALTERATION OF TRANSPORTATION REQUESTS AND CARRIERS' TICKETS

1. TR's. When completing TR's, alterations or erasures should be avoided; but, when made, they must be validated by the initials of the issuing officer.

2. Carriers' Tickets. Completion or alteration of commercial carriers tickets by personnel other than bona fide employees of the common carriers is prohibited.

1114. CIRCUITOUS ROUTES

1. General Information. Circuitous routes are those which exceed the least costly routes available. Per diem and other related costs must be considered in determining routings that may be used in a given case.

2. When To Be Used. Circuitous routes may be used only when necessary to provide satisfactory service to meet military requirements.

3. When Not To Be Used. Travelers shall not be furnished transportation via circuitous routes at Government expense for personal convenience.

1115. SECTION 22 QUOTATIONS (SPECIAL RATE TENDER). Under the provisions of the Interstate Commerce Act, as amended (24 Stat. 327, 49 U.S.C. 22), rail and bus carriers are authorized to quote a special or reduced rate for transportation and/or sleeping accommodations. The applicability, terms, rates, and conditions of the section 22 quotation are reduced to writing and submitted to the appropriate agency with an assigned quotation number. When TR's are issued to cover travel under the section 22 quotation, the specific number of such quotation shall be entered on the face of the TR.

1116. TRANSPORTATION REQUESTS ISSUED FOR AIR-TAXI SERVICE. Detailed instructions pertaining to the issuance of TR's for air-taxi service are contained in MCO P4600.14A, chapter 309.

1117. EXCHANGE OF TRANSPORTATION REQUESTS FOR TICKETS. Detailed information pertaining to the exchange of TR's for tickets is contained in NCO P4600.14A, chapter 309.

1118. LOSS OF TRANSPORTATION REQUESTS BY THE CARRIER. In the event the carrier or carrier's agent loses a TR, a duplicate TR shall not be furnished. In such cases, the carrier should be informed to execute SF 1172 (Certificate in Lieu of Lost Transportation Request) as the supporting document to the carrier's bill, in lieu of the original TR. These forms are not supplied through the Marine

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Corps Supply System. The carrier should be advised that SF 1172 (Stock Number 7540-00-634-4372) may be procured from the U.S. Government Printing Office, Washington, D.C. 20402. Locally printed or reproduced facsimiles are acceptable.

1119. LOSS OF TRANSPORTATION REQUESTS OR TICKETS By THE TRAVELER

1. Instructions. When the traveler has lost a TR or ticket issued in exchange for TR's, the instructions provided in NAVSO P-1459, chapter 2, part F, shall apply. The TR's for duplicate transportation may be furnished, subject to checkage in the member's pay account. (See paragraph 1110, preceding.)

2. Report of Lost TR's/Tickets. A report of such loss shall be made to the commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, as a matter of record and to enable possible refund adjustment with the carrier in the case of lost tickets. (Report Symbol MC-4600-01 has been assigned to this report.) If available, the following information shall be included in the report:

- a. Lost TR or ticket numbers.
- b. From and to points of unused service.
- c. Copy of travel orders.
- d. Copy of [DD Form 139](#), if executed.
- e. Copy of the lost TR when the report is submitted by the TR issuing activity.

1120. REDUCED FARES OR RATES

1. General Information. The airline industry offers various discount fares for travel performed within CONUS. These fares include excursion, supersaver, economy, supercoach, supereconomy, offpeak coach, and night coach. Generally, discount fares are between 15 and 50 percent less costly than regular coach-class fares. The rules and conditions of travel for various discount fares are contained in the Civil Aeronautics Board publication No. 142, Local and Joint Passenger Rules Tariff No. PR-6, and the North American edition of the Official Airline Guide. Information may also be obtained from the local airline representative.

2. Use of Discount Fares. To ensure that discount fares are used for TAD travel to the maximum extent practicable, the following procedures shall be observed:

a. Fiscal Year Travel. The responsible officers shall identify planned fiscal year TAD travel requirements to the transportation officer as early as possible, preferably at the beginning of the fiscal year. The transportation officer shall establish and maintain a suspense file on fiscal year travel requirements by month of travel. The transportation officer shall monitor the suspense file to ensure that travel orders are received in a timely manner and to facilitate procurement of discount fares.

b. Timely Notification of Travel Requirements. Order writers/administrative officers and individuals shall identify travel requirements to transportation officers as soon as specific travel dates are known. For planned TAD, especially extended TAD requiring a stay of 7 days or more at the outward destination, the transportation officer shall be notified a minimum of 14 days prior to the planned departure date. Requests for reservations need not be delayed until

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orders have been received. Timely identification of travel requirements will enhance the opportunity for utilization of reduced fare transportation.

c. Ticket Acquisition. To ensure maximum utilization of reduced fares, transportation officers shall ensure that tickets are acquired in sufficient time to meet advance ticketing requirements. Where the installation is not

supported by a scheduled airline ticket office, electronic reservation and ticketing system, or other ticketing service, the traveler shall be advised of the advance ticketing requirement.

d. Carrier's Compensation Fee. Where the carrier charges a compensation fee for failure to use accommodations or cancellation of confirmed excursion fares, the traveler shall be so notified in writing. Efforts should be made to avoid using carriers which charge compensation fees when satisfactory arrangements can be made on other carriers.

e. One-Way Discounts. While most discounts apply to round-trip travel, such as TAD, transportation officers should be conscious of one-way discounts which may be used for PCS travel within CONUS, such as offpeak coach and economy (K-class) fares.

f. Other Modes. Where modes of transportation other than air are used, transportation officers are encouraged to use the discount fares offered by the carriers.

g. Record of Use of Discount Fares. The transportation officer shall establish and maintain records on the procurement of discount fares in order to be able to document utilization of discount fares in case of audit.

3. Issuance of TR's. TR's must be annotated in such a manner to clearly identify the discount fare(s) covered by the TR's.

>4. Report on Use of Discount Air Fares

a. Commands served by Scheduled Airline Traffic Offices (SATO's) shall submit a monthly report to the Commandant of the Marine Corps (Code LFT-2) on the use of discount air fares and economies realized during the operating month. The report shall be submitted by the 15th day of the month following the month of operation under a letter of transmittal. The format for the report (Report Symbol MC-4600-23, Discount Fare Air Utilization Report) is shown in figure 1-21.

b. The letter of transmittal shall include an assessment of the month's operations at well as the following information:

(1) Problems experienced and recommended solutions.

(2) Usefulness of installation management reports and needed improvements.

(3) Impact of noninclusion of the Electronic Reservation and Ticketing System (ERTS) standards in the Memorandum of understanding (MOU).

(4) Need for MOU modification to accommodate potential changes in carrier interline agreements, effects of deregulation, etc.

(5) Other comments and/or recommendations.

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1121. TRANSPORTATION REQUESTS ISSUED FOR BULK TICKET PURCHASING. Procedures and instructions pertaining to quantity or bulk ticket/token purchasing on a single TR are as prescribed in MCO P4600.14A, chapter 311, and paragraph 1030 of this Manual.

1122. PAYMENT FOR COMMERCIAL TRANSPORTATION PROCURED BY TRANSPORTATION REQUESTS

1. General Information. All carriers' bills will be submitted by the carriers to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

2. Billing Form (SF 1113). Carriers will render all bills on SF 1113, as original, with one copy of SF 1113a. The original will be signed by the carrier as the payee's certificate. The administrative certificate on the SF 1113 shall be signed by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, at the time of payment.

3. Supporting Documents. The carrier will attach the original TR and original charter agreements or certificates, when applicable, to SF 1113 when submitted for payment. When TR's have been lost by the carrier, the bill shall be supported with SF 1113. (See paragraph 1118, preceding.)

1123. TRANSPORTATION REQUESTS ISSUED FOR CHARTER SERVICE AND OTHER ARRANGEMENTS ASSIGNED MOVEMENT SYMBOL NUMBERS

1. General Information. The description of movement symbol numbers and related group movement instructions are set forth in paragraph 1023, preceding.

2. Instructions. In addition to the usual annotations (class of service, routing, etc.), the following movement symbols shall, when applicable, be entered in the "special accommodations and requirements" space on the TR:

a. MAIN. When a movement via commercial rail service has been assigned a MAIN number, the MAIN symbol and number shall be annotated in the "special accommodations and requirements" column of the TR issued. Depending on the specific arrangement involved, the TR may be drawn for one-way or round-trip service, as appropriate.

b. MRO. when a chartered bus movement is assigned an MRO number, the MRO symbol and number assigned shall be annotated in the "special accommodations and requirements" column of the TR. (See figure 1-8.) In the case of round-trip arrangements, issue separate TR's for the going and return portions of the trip, if separate charter coach certificates/orders/agreements are executed for each direction of travel. (See paragraphs 1023 and 1024, preceding.) When it is rate cost advantageous and the charter coach certificate/order/agreement is executed on a round-trip basis, one TR must be issued for round-trip service. Only one TR in each direction, or one TR for round-trip, as applicable, shall be issued regardless of the number of buses needed for the group.

c. CAM. When a chartered air movement is assigned a CAM number, the CAM symbol and number assigned shall be annotated in the "special accommodations and requirements" column of the TR. (See figure 1-9.) Normally, charter-type service is arranged on a one-way basis with a separate CAM number assigned for each aircraft, and in each direction if the movement is round trip. A separate

TR shall be issued for each charter service CAM arranged, specifying charter as the class of service.

d. GF-CAM. See MCO Pl4600.14A, paragraph 309017, for instructions. Applicable GF-CAM number(s) must be cited on each appropriate TR issued. Separate TR's shall be issued in each direction when GF-CAM arrangements are round trip. (See figure 1-5.)

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e. R-CAM. One TR shall be issued to each originating air carrier. Applicable R-CAM number(s) must be cited on each appropriate TR issued. When R-CAM arrangements are effected round trip, issue the TR's for round-trip procurement; and specifically identify any round-trip reduced fares (i.e., 30-day excursion (EA-30)) that apply.

1124. MAC TRANSPORTATION AUTHORIZATIONS (DD FORM 1432)

1. Description of Forms. The MTA is a four-part prenumbered snap-out form, similar in physical characteristics to the TR.

2. Use of Form. The MTA shall be issued to all passengers traveling at Government expense via MAC airlift service as prescribed in paragraph 1042.4, preceding. Its use, preparation, distribution, and related instructions are prescribed in MCO 4630.10. Facsimiles of properly prepared MTA's are shown in figure 1-2.

3. Requisition of Stock. Supplies of DD Form 1482 shall be requisitioned from the Naval Supply Centers, Oakland and Norfolk, as appropriate. Requisitions will be limited to a supply which is estimated to cover 1 years' requirements.

4. Accountability. The custody, control, and responsibility for proper maintenance and use of these forms shall be the same as that prescribed in this chapter for TR's.

5. Submission of Reports of Issues. At the close of business daily, the memorandum copies of the MTA's shall be arranged in numerical sequence, securely

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wrapped for transmission purposes, and forwarded via registered mail to the commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. (Report Symbol MC-4600-02 has been assigned to this report.)

6. Endorsement of Orders. Travel orders must be endorsed as set forth in

paragraph 1047, preceding, to identify those MTA's furnished to the traveler.

7. Disposition of Spoiled and Unused MTA's

a. Spoiled/canceled in Preparation. The original may be destroyed. The memorandum copy shall be endorsed "canceled in preparation"; other copies may be destroyed.

b. Surrendered Unused. The original MTA's surrendered unused by the traveler shall be endorsed "canceled--surrendered unused" and forwarded to the commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

c. Endorsement of Orders. Travel orders shall be endorsed to identify and acknowledge receipt of unused surrendered MTA's.

8. Disposition of Copies of MTA's Issued

a. Marine corps-Funded Travel. The memorandum copy shall be forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, in accordance with paragraph 1124.5, preceding. A copy of the travel orders shall be attached to each memorandum copy. The duplicate copy shall be forwarded to the fiscal officer of the appropriate AAA (activity funding the travel). The triplicate may be retained for record purposes.

b. Travel Funded by Other Activities/Agencies. Comply with the distribution instructions contained in MCO 4630.10A, table 1.

9. MTA and TR Issuance/Order-writing Quality Surveillance. The Commanding General (Code 470), Marine Corps Logistics Base, Albany, shall establish and maintain an MTA and TR issuance/order-writing quality surveillance program for the purpose of identifying errors and requesting corrective actions in accordance with this Manual, MCO 4630.10, and MCO P1000.6. Furnish copies of all such correspondence to the Commandant of the Marine Corps (Code LFT-2).

10. MTA's Issued Under Circumstances Requiring Checkage. Checkage guidelines contained in paragraph 1110, preceding, also apply to MTA's issued on a checkage basis. Cost charge MTA's may be issued to return leave personnel without funds, including personnel in an unauthorized absence status, to their duty stations where cost charge TR's cannot be issued because of the unavailability of commercial transportation or nonavailability of U.S. Flag carrier service to the member's duty station. The use of cost charge MTA's is not authorized for persons going on leave. The indiscriminate use of cost charge MTA's could adversely affect space-available travel, including dependents and other individuals traveling as Priority 1 passengers in connection with family emergencies. Where cost charge MTA's are issued, the checkage will be at the common user (Government) rates.

11. Recognition of the MTA by the Scheduled Airline Industry

a. Interlining of Baggage and Exemption From Transportation Tax. The scheduled airline industry has agreed to recognize the MTA to allow the following:

- (1) Through checking (interlining) of baggage between domestic (within

international carrier at the commercial gateway. When transferring from a Category "A" or "Y" international carrier to a domestic air carrier, through checking of baggage will be provided only under the following conditions:

(a) When it does not interfere with or prevent the passenger from claiming baggage for border clearance purposes at a commercial gateway of entry. The Category "A" or "Y" carrier can provide this information at the time of check-in.

(b) When the Category "A" or "Y" passenger has a CONUS domestic flight ticket or arranges for same at the time that passenger checks in for the Category "A" or "Y" flight.

> (c) When the passenger is connecting to an air traffic conference (ATC) member carrier at a CONUS commercial gateway and at the same terminal complex. When domestic reservations are made with a Category "A" or "Y" carrier at the time of check-in, the passenger should determine if the connecting flight is with an ATC member carrier. The following carriers are ATC members:

Air California	Northwest Airlines, Inc.
American Airlines, Inc.	Ozark Air Lines, Inc.
Braniff Airways, Inc.	Pacific Southwest Airlines
Capitol International Airways	Piedmont Aviation, Inc.
Continental Airlines, Inc.	Texas International Airlines, Inc.
Delta Airlines, Inc.	Trans World Airlines, Inc.
Eastern Air Lines, Inc.	United Airlines, Inc.
Evergreen International	USAir, Inc.
Frontier Airlines, Inc.	Western Airlines, Inc.
Hughes Airwest	

(2) Exemption from the 8-percent transportation tax on the domestic portion of the air transportation which is used in conjunction with MAC-procured international transportation (Category "A", "B," "Y," or "M"). The 8-percent tax exemption is allowed only if the scheduled connecting time is 6 hours or less at a CONUS point or station before continuing on to the final destination. However, connecting time in excess of 6 hours resulting from weather or operational delays does not result in a requirement to pay the tax. This same arrangement would also apply to Category "Z" travel.

b. Issuing TR for Domestic Segment of Travel. TR's issued for the domestic portion of air travel must be annotated in the "special accommodations and requirements" block to identify the connecting MAC flight, departure date, and international channel, such as SFO-OKA if Category "A" or "Y," or LAX-DNA if Category "B" or "M." The MAC flight information annotated in the "special accommodations and requirements" block of the TR must correspond with the flight data on the MTA. Examples of completed TR's and MTA's are shown in figures 1-10 through 1-12.

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c. Display MTA to Domestic Carrier. For travel from CONUS to overseas, the passenger will be required to display the MTA to the carrier when reporting from the domestic segment of travel. Advise the passenger not to surrender the MTA to the domestic/local carrier. For the segment of travel to or from overseas areas, the international carrier's representative at the commercial gateway or the MAC passenger representative at the military aerial port or commercial gateway will continue collecting the MTA at the time the passenger reports for transoceanic transportation.

d. Selection of Domestic Carrier. Where through reservations (domestic and connecting Category "A" or "Y" international transportation) are arranged by the local transportation officer, the through checking of baggage service offered by the ATC member carriers may be used as a factor when selecting a carrier for the domestic segment of travel.

e. Advise Carrier of Exemption From the 8-percent Tax. When arranging the domestic segment of through reservations, transportation officers shall advise the carrier's booking agent that the CONUS travel is in connection with MAC-procured international transportation and is exempt from the 8-percent domestic tax.

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PART F: MEAL TICKETS FOR SUBSISTENCE EN ROUTE

1140. PURPOSE AND USE. The Meal Ticket (DD Form 652) is a Government instrument for the procurement of meals for military personnel in a travel status at Government expense. Meal tickets shall be used as authorized in the JTR, paragraph M2052. Meal tickets shall be furnished for necessary meals en route for the travel of applicants, rejected applicants, recruits, and prisoners under guard. Meal tickets shall also be furnished to individuals in a group travel status as prescribed in the JTR, volume 1, part C, chapter 4. Meal tickets may be issued to other Marines under official PCS or TAD orders if desired by the traveler. Meal tickets shall be issued by those persons responsible for the issuance of TR's.

1141. SUPPLY SOURCE FOR MEAL TICKETS

1. Responsibility. The Commanding General (Code 470), Marine Corps Logistics Base, Albany, is responsible for the procuring and stocking of an adequate supply of these forms for Marine Corps use and for maintaining appropriate accountability and disposition records pertaining to the Marine Corps meal ticket stock.

2. Requests for a Supply of Meal Tickets. Requests for a supply of meal tickets shall be submitted to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

1142. LOCAL CUSTODY AND RESPONSIBILITY

1. Accountability. Each commander and person having custody of meal tickets will be held accountable therefor and will be charged with any costs paid by the Government by reason of improper use resulting from fault or negligence. Meal tickets shall be kept under lock and key. Adequate safeguards shall be maintained in order to localize responsibility.

2. Lost or Stolen Blank Meal Tickets. A detailed report of lost or stolen blank meal tickets shall be made to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, including the serial numbers of the missing meal tickets and the circumstances under which the loss occurred. (Report Symbol MC-4600-01 has been assigned to this report.) Under no circumstances shall meal tickets which have previously been reported lost or stolen and subsequently recovered be issued for procurement of meals. Recovered meal tickets shall be marked "canceled" and forwarded promptly to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, with appropriate explanation.

1143. PREPARATION OF MEAL TICKETS

1. Not To Be Drawn on Particular Concern. Meal tickets shall not prescribe a specific date on which meals will be obtained and shall not be drawn on any particular railroad, airline, or restaurant, as each ticket is valid to obtain meals from any concern or person serving meals to the public.

2. Method of Issue. After the travel schedule has been determined, a separate meal ticket shall be issued for each meal to be procured. (See figure 1-13.) The meal ticket shall be drawn in favor of the individual in charge of the group; and each ticket shall call for the same number of meals (servings) as there are persons in the group for the morning, noon, or evening meal, as appropriate. The face of the meal ticket shall be completed by the issuing officer in accordance with paragraph 1143.4, following, to indicate the maximum

Sample of Completed Meal Ticket.

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Table 1-1.--Table for Determining Meal Ticket Requirements

Hour of Departure or Arrival	Number of Meals	
	Commencement of Travel Status	Termination of Travel Status
On or before 0600	3	0
After 0600 and on or before 1200	2	1
After 1200 and on or before 1800	1	2
After 1800	0	3

a. In addition to the meal tickets required by the planned itinerary, extra meal tickets for use in cases of unavoidable delay en route, except when authorized delay en route in reporting to the new duty station is involved, may be issued as follows:

(1) When one or two meal tickets en route are involved--no extra meal ticket.

(2) When three or four meal tickets en route are involved--one extra meal ticket.

(3) When five or more meal tickets en route are involved--two extra meal tickets.

b. The extra meal ticket(s) shall be issued for the meal(s) occurring next in order after the proposed schedule has been completed.

3. Entries on the Bottom of the Meal Tickets. When meal service is prearranged by the transportation officer, all spaces on the meal ticket(s), except the "certified by" space (which will be completed by the person in charge or person receiving the meal), will be completed by the transportation officer. When meals are not prearranged, the transportation officer will instruct the persons (or person in charge) to whom meal tickets are issued to complete the bottom portion of the meal tickets as follows:

a. In the "date" block, enter the date on which the meals were received.

b. In the "number of meals furnished" block, enter the total meals received.

c. In the "total cost" block, enter the total actual cost of meal(s) received. The person in charge or the person receiving the meal (individual meal tickets issued) shall ensure that the total cost of the meals is not in excess of the cumulative per meal cost shown in the *cost per meal not to exceed" block of the meal ticket. The person receiving the meal must pay any excess cost.

d. In the "certified by" block will be the signature of the person in charge in whose name the meal ticket(s) is drawn.

e. In the "name and address of person or concern furnishing meals" block, enter the place where the meals were obtained.

4. Draft Requiring More Than One Train or Bus. If more than one train or bus is required to move a group traveling on the same TR, separate meal tickets

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shall be issued for each train or bus involved. Such meal tickets shall call for the same number of meals as there are service personnel to be fed on each train or bus, observing the rule that a separate meal ticket is required for each meal; i.e., morning, noon, and evening.

5. Cost of Meals. The rates per meal for military members are prescribed in table 1-2. These rates are the maximum amounts and are correct/applicable as of 1 October 1980. Since rates are changed periodically, transportation officers shall check the JTR, paragraph M2052, to ascertain the current rates. In no case will the cost of any meal obtained with a meal ticket exceed the per meal cost authorized by the JTR. Persons who procure meals in excess of the authorized limit must pay the excess cost with personal funds. Transportation officers issuing meal tickets at rates in excess of those authorized in the JTR, paragraph M2052, may be held liable for the excess cost.

Table 1-2.--Table of Meal Rates

Meal	Maximum Rate	1/
Morning	\$4.00	
Noon	5.00	
Evening	8.00	
1/ as of 1 October 1980.		

1144. TRAVELER'S RESPONSIBILITY. The person in whose name meal tickets are drawn will be held responsible for any unauthorized or unjustified meals obtained on the tickets. Care shall be taken, therefore, to ensure that only required and authorized meals are obtained and receipted. Unused meal tickets shall be surrendered at destination for transmittal to the Commanding General

(Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

1145. APPROPRIATIONS. The appropriation data, as contained in the travel orders, should be cited on the meal ticket in accordance with the instructions contained in paragraph 1106, preceding. Personnel traveling under Navy appropriations should not be included on the same meal ticket with personnel traveling under Marine Corps appropriations. However, two or more Marine Corps appropriations may be cited on the same meal ticket, provided the number of persons traveling under each appropriation is shown.

1146. ENDORSEMENT OF ORDERS. The original orders shall be endorsed to show the serial numbers of the meal tickets issued and the total maximum value of the meal tickets. In the case of personnel discharged under conditions other than honorable, since there are no travel orders involved, this information must be cited on DD Form 214.

1147. REPORT OF MEAL TICKETS ISSUED. The original meal ticket (green) shall be delivered to the traveler. The first white copy shall be retained by the issuing officer for a period of 4 years, after which period it will be destroyed. The second white copy is reserved for fiscal accounting purposes when required by separate directives; otherwise, it may be destroyed.

1148. LOSS OF MEAL TICKETS. When meal tickets are lost by the person to whom issued and duplicate meal tickets are furnished, the monetary value of such

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meals shall be checked against that individual's pay account. Any recovered or otherwise unused meal tickets surrendered in such cases by the individual may be credited to that individual's pay account.

1149. CHARGEABLE TO OTHER AGENCIES. When issuing meal tickets incident to travel orders citing appropriations of another agency, the billing instructions at the top of the meal ticket shall be revised to indicate the name and address of the appropriate agency disbursing office, such as the following:

Name	Address
Department of the Army	Finance Center U.S. Army Indianapolis, Indiana 46249
Department of the Air Force	Finance Center U.S. Army Indianapolis, Indiana 46249
Department of the Navy (Other Than Marine Corps)	Navy Regional Finance Center Passenger Division Washington, D.C. 20390
U.S. Coast Guard	Commandant U.S. Coast Guard

1150. DISPOSITION OF SPOILED AND UNUSED MEAL TICKETS

1. Spoiled/Canceled in Preparation. The original meal ticket may be destroyed. The memorandum copy shall be endorsed "canceled in preparation" prior to filing; other copies may be destroyed.
2. Surrendered Unused. The original meal ticket surrendered by the traveler, unused, shall be endorsed "canceled--surrendered unused" and forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

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PART G: PROCUREMENT OF TRANSPORTATION FOR MOVEMENT OF DEPENDENTS

Section I: Dependents of Marines

1160. AUTHORIZATION. Travel allowances at Government expense for dependents are authorized within the limitations and under the conditions prescribed in the JTR, volume 1, chapter 7. The exceptions and limitations prescribed in the JTR, paragraph M7000, must be applied, when applicable, unless otherwise specifically authorized in other paragraphs in the JTR. Travel of dependents at Government expense is not authorized for visits, pleasure trips, or purposes other than a change of the dependents' residence in connection with the change of the member's permanent station, except as otherwise specifically authorized in the JTR, volume 1, chapter 7. In addition, see NAVSO P-1459, chapter 7. for guidance and further instructions implementing the JTR, volume 1, chapter 7. In connection with travel to and from overseas duty stations, the provisions of MCO 1300.8 apply.

1161. THE TERM "DEPENDENTS"

1. Definition. For the purpose of this Manual, the definition of dependents shall be in accordance with the following:
 - a. Dependents of Military Personnel. As defined in the JTR, volume 1, appendix J.
 - b. Dependents of DOD Civilian Employees. As defined in the JTR, volume 2, appendix D.
2. Qualification of In-Laws. It should be noted that a member is not entitled to transportation for a mother-in-law or father-in-law at Government expense, even though entirely dependent upon and residing with the member, unless such person otherwise qualifies as a dependent; i.e., a stepparent, parent by adoption, or a person who has the same relationship as a parent to the member for a continuous period of not less than 5 years during the member's minority.
3. Secretary of the Navy Approval. Transportation for dependent parents who do not and/or will not reside in the member's household is not authorized at Government expense, unless approval is obtained from the Secretary of the Navy.

Such approval should be requested via the commandant of the Marine Corps (Code MM).

1162. APPLICATION FOR TRANSPORTATION. Transportation for dependents shall be requested on [DD Form 884](#) (Application for Transportation of Dependents). The application shall be submitted in triplicate, all signed by the member, except that, when transportation is requested in connection with the JTR, paragraph M7150, the application may be signed by the senior dependent.

1163. PREPARATION OF APPLICATION BY THE INDIVIDUAL. Items to be completed on the application are self-explanatory. However, each item should be filled in; and, when not applicable to the members situation, it should be so indicated. Personnel of the paygrade E4 must indicate on the face of the application their pay entry base date (PEBD) and expiration of active service (EAS) date. When requesting transportation for the first time, the date and place of marriage must be annotated on the application. When requesting transportation to an overseas duty station, the date of EAS shall be annotated on the application.

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1164. COMPLETION or APPLICATION BY THE TRANSPORTATION OFFICER. The transportation officer or persons arranging or furnishing transportation shall enter on the reverse of the application full details of the transportation arranged or furnished, whether Government or commercial.

1165. SUPPORTING DOCUMENTS FOR THE APPLICATION. The [DD Form 884](#) must be supported with three certified true copies of PCSO'S complete with all endorsements or, when applicable, three certificates in lieu of orders or other travel authority. It is essential that, when applicable, the required certification by the member be included on the orders; certificates in lieu of orders; or application, such as the member's certification of home selected incident to retirement, the member's certification regarding travel of dependents to a designated place as a bona fide residence, etc. If not cited in the travel orders, or attached command correspondence, evidence of area clearance and other data necessary to ensure that dependents qualify for "command sponsorship" under the criteria prescribed in MCO 1300.8 must support the application for travel either to or from the overseas duty station.

1166. APPROPRIATE PLACE FOR SUBMISSION OF APPLICATION

1. Travel Within United States. For travel within the United States, a member should submit an application to the local traffic management officer (TMO) or other person responsible for authorizing and furnishing TR's.

2. Travel From the United States to Overseas Areas. For travel to areas outside the United States, the application should be submitted to the local transportation officer or, when applicable, to the appropriate PCP identified in paragraph 1042.3, preceding. (Also, see paragraph 1040.2a, preceding.) MCO 4650.30 identifies circumstances where the application should be submitted to the PCP.

3. Travel From Overseas to the United States and within and Between Overseas Areas. For travel from overseas areas to the United States and within and

between overseas areas, the member should submit the application to the local transportation officer or, when applicable, to the appropriate Marine Corps or Navy PCP in accordance with MCO 4650.30.

1167. DISPOSITION OF THE APPLICATION BY TRANSPORTATION OFFICER. The original DD Form 884 with a copy of the orders and other supporting documents shall be retained by the transportation officer. One copy of DD Form 884 with a copy of the orders complete with all endorsements and other supporting documents shall be forwarded to the Commandant of the Marine Corps (Code LFT) at least semimonthly.

1168. RELATED REQUIREMENTS. In addition to arranging transportation and issuing TR's, the transportation officer should advise the traveler of related requirements, such as passports, visas, immunizations, medical certificates, baggage allowances, etc.

1169. ENDORSEMENT OF INDIVIDUAL'S TRAVEL ORDERS. The transportation officer shall endorse on the original orders the serial numbers of TR's or MTA's covering transportation for dependents, number of adult fares and half fares, points between which issued, complete route and junction points, and the relationship of the dependent to the person to whom the orders were issued. When the original orders are not available and the request for the issue of transportation has been approved by either the activity commander of the member concerned or by the Commandant of the Marine Corps, the issuing officer shall make a report by letter to the activity commander, with a request that the issue of transportation

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be endorsed on the original orders of the member or, in the case of enlisted personnel traveling in a draft, a request that the report of issues be filed in the individual's service record.

1170. ANNOTATION OF DEPENDENT'S TRAVEL RECORD. When TR's or MTA'S are issued or Government transportation is arranged for the travel of dependents, the issuing officer shall enter in the next available space on the dependent's travel record the TR numbers and or Government transportation furnished and the points between which transportation has been furnished. If the record is not available, the issuing officer shall request the custodian thereof to make the necessary entry concerning the transportation furnished.

1171. MODE OF TRANSPORTATION

1. Travel within the United States. The mode of commercial transportation shall be determined by officials responsible for arranging and furnishing such transportation, giving due consideration to all factors, such as service, economy, and sound traffic management. However, dependents may decline the use of commercial aircraft.

2. Travel Outside the United States. Government transportation shall be employed, when available, as prescribed in paragraph 1001, preceding. When it has been determined that Government transportation is not available, the mode of commercial transportation shall be determined by the official responsible for arranging and furnishing transportation, giving due consideration to all factors,

such as service, economy, and sound traffic management. However, dependents may decline the use of Government and commercial aircraft. Declining such transportation, except for medical reasons, constitutes waiver of the policy of keeping families together while traveling to and from duty stations.

1172. BAGGAGE

1. Commercial Transportation Allowance. When commercial transportation is furnished, baggage allowances shall be as authorized in the carriers tariffs providing a free baggage allowance. An excess baggage allowance is not authorized for dependents' travel at Government expense.

2. Allowance on MAC Airlift. Accompanied baggage will be in accordance with the weight/size restriction set forth in paragraph 1042.11, preceding.

1173. MOVEMENT OF DEPENDENTS OUTSIDE THE UNITED STATES. Incident to change of station orders, Marine Corps policy for the movement of dependents outside of the United States will be in accordance with the provisions of MCO 1300.8.

1174. EXCESS TRANSPORTATION. The TR's involving excess cost shall not be issued for transportation of dependents. However, if it is determined that excess transportation was furnished, checkage for the excess must be made on [CD Form 139](#). (See NAVSO P-1459, chapter 5, part H.)

1175. LIMITATIONS. Transportation shall not be furnished in those instances when the dependents are departing the old permanent station prior to issuance of orders, except from stations located outside the United States when specifically authorized in advance under unusual circumstances as provided in the JTR, volume 1, chapter 7.

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1176. SUBSISTENCE. Subsistence of dependents at Government expense during travel is not authorized, except when the travel is performed by commercial water or commercial air transportation and the coat of subsistence is not separable from the coat of transportation. When transportation is furnished in vessels of the MSC or in commercial vessels or space therein under control of that service, charges for subsistence will be collected by the MSC in accordance with the applicable regulations.

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Section II: Dependents of Civilian Employees of the Marine Corps

1180. GENERAL INFORMATION

1. Entitlement. Travel and transportation expenses of dependents at Government expense may be authorized or approved in connection with the permanent duty travel of the employee both within and outside CONUS. Travel and transportation expenses of dependents are based on the entitlement of the employee concerned

as set forth in the JTR, volume 2, chapter 4, and are subject to the conditions and restrictions as contained in the JTR, volume 2, chapter 7.

2. The Term "Dependents." For travel and transportation allowance purposes, the term "dependents" shall include those persons, members of the employee's household, enumerated in the JTR, paragraph C1100.

3. Authorized Accommodations. Dependents will be furnished accommodations as prescribed in part D of this chapter.

4. Overseas Transportation Arrangements. Overseas transportation arrangements for dependents will be effected in accordance with the port call procedures prescribed in paragraph 1040, preceding, and MCO 4650.30.

5. Endorsement of Orders. original orders of the employee concerned shall be endorsed to reflect transportation issued for dependents' travel as prescribed in paragraphs 1047 and 1109, preceding.

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PART H: UNUSED TRANSPORTATION AND ACCOMMODATIONS

1200. TRAVELER'S RESPONSIBILITY

1. General Information. The traveler or person in charge of a group is responsible for reporting unfurnished transportation and change in service (service of lesser value than authorized on the TR) and for submitting any unused TR's, ticket, or portions of unused tickets to the proper authorities upon completion of travel. The proper authority may be a transportation officer, disbursing officer, etc. Individuals are not authorized to receive refunds from a carrier for unused tickets/unused services/change in service authorized by the original TR; any such refund shall be surrendered to the proper authority in the same manner as unused tickets/services. Failure to protect the interest of the Government under such circumstances may subject the traveler or person in charge to a demand for payment of losses.

2. Cancellation. For cancellation of reservations, the instructions contained in part B of this chapter shall apply.

1201. ENDORSEMENT OF TRAVEL ORDERS

>1. Instructions to Issuing Officer. The issuing officer shall counsel the traveler on reporting/surrendering unused tickets after completion of travel. Travelers shall be instructed not to destroy unused tickets or surrender them to carriers. To ensure that travelers report unused tickets/accommodations/change in service, the transportation officer who issued the TR's shall include the following statement in the endorsement to travel orders:

"The traveler (or person in charge) shall report to the passenger transportation officer, upon completion of travel, all unused tickets, transportation requests, meal tickets, and change of service of a lesser value than authorized by the TR."

2. Instructions to Receiving Officer. The member's travel orders shall be endorsed by the proper authority (transportation officer, disbursing officer, etc.) to describe in detail all unused TR's/tickets/accommodations or change in service of a lesser value than authorized. This endorsement shall include serial or ticket numbers and the related TR number(s).

>1202. DISPOSITION

1. Unused TR's and Government Excess Baggage Authorization Tickets (GEBAT's). Unused TR's and/or GEBAT's received by transportation officers shall be annotated "CANCELED-SURRENDERED UNUSED" and forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. The memorandum and other file copies of TR's shall be marked "CANCELED."

2. Unused Tickets. Except for commands with Scheduled Airline Traffic Offices (SATO's) that are operating under the single TR concept, transportation officers shall mark the tickets "CANCELED-SURRENDERED UNUSED," prepare Redemption of Unused Tickets (SF 1170's), and forward the SF 1170's, with unused tickets attached, to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. A facsimile of a properly prepared SF 1170 is shown in figure 1-14. Unused tickets shall be forwarded to the Marine Corps Logistics Base within 15 days after receipt from the traveler.

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REDEMPTION OF UNUSED TICKETS						Original
Y/R NO. P2,765,155		PLACE/T/N ISSUED	MCRS St. Louis, MO	FILE REFERENCE	470	DATE 10 Nov 81
DATE/T/N ISSUED 23 Sep 81		APPROPRIATION 17 1106,2720 000 00027 0 000027 2D 0000000 012820011234				1234
ORIGIN St. Louis, MO			DESTINATION Los Angeles, CA and return			
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF RESERVATIONS/TICKETS	UNUSED FROM	UNUSED TO	FOR CARRIER USE ONLY	AMOUNT OF REFUND
016:122	455:322	-2-	Los Angeles, CA	St. Louis, MO		
REMARKS Forwarded by: MCB, Camp Pendleton, CA						TOTAL
(NAME AND ADDRESS OF CARRIER)			(NAME AND ADDRESS OF AGENCY TO WHICH REFUND IS TO BE MADE)			
United Air Lines, Inc.			Commanding General (Code 470) Marine Corps Logistics Base Albany, Georgia 31704			
<small>(ENTITLED: Refund is requested for unutilized passenger transportation services indicated; any unused values involved are attached. (See detailed instructions on reverse.)</small>						
NOTE: Illustrates preparation of SF 1170, prescribed for use when forwarding unused tickets for transportation procured by a TR. (See paragraph 1202.)						

Figure 1-14.--Sample of Completed Redemption of Unused Tickets.

1203. **CREDIT ADJUSTMENT TO PAY RECORDS.** When unused TR's or unused tickets involving previous checkage against an individual's pay account are surrendered, a credit adjustment in the proper amount shall be effected or requested in the member's pay account. In the case of a partially used ticket for which credit value cannot be determined, such unused transportation shall be forwarded in the usual manner to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, for retention and determination of the actual credit value of the unused service requested to enable proper credit adjustment.

Sample of Completed Redemption of Unused
Tickets.

1203. CREDIT ADJUSTMENT TO PAY RECORDS. When unused TR's or unused tickets involving previous checkage against an individual's pay account are surrendered, a credit adjustment in the proper amount shall be effected or requested in the members pay account. In the case of a partially used ticket for which credit value cannot be determined, such unused transportation shall be forwarded in the usual manner to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, for retention and determination of the actual credit value of the unused service requested to enable proper credit adjustment.

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PART I: BAGGAGE

1220. TRAVEL WITHIN THE UNITED STATES

1. Regulations. The regulations covering free baggage allowances granted by commercial carriers on all modes of transportation for travel within the United States, including conditions for handling much baggage, are set forth in MCO P4600.14A, chapter 308. Also included are the regulations on the shipment of military impedimenta in baggage cars of passenger train service and the extra baggage allowances granted by commercial carriers incident to certain types of travel.

2. Commercial Air. Certain commercial airlines have recently increased free baggage allowances for travel within CONUS. These baggage allowances, depending on the tariff of the particular airline, may be based either on a weight concept (number of pounds) or a dimensional concept (number and size of pieces). These baggage allowances are equally applicable to TAD and PCS travel. They do not apply to all Category "Z" rate ticketing in instances where both domestic and overseas travel are involved. Consult carriers' agents for the applicable allowances.

3. Baggage Handling on Chartered Carriers. In connection with chartered air and bus service, baggage shall not be checked in the usual manner. In these instances, baggage and certain impedimenta shall be transported on the chartered equipment. Without regard to weight or size limitations up to the capacity of the chartered equipment.

4. Size and Weight Limitations. Size and weight limitations for checked and carry-on baggage depend on the mode of transportation used. Consult carriers agents.

1221. TRAVEL OUTSIDE THE UNITED STATES

1. Commercial Air. Commercial air carriers grant a free baggage allowance based on either a weight concept or a number of pieces concept. Generally, the pieces concept applies where travel is at the regular international fare.

However, consult the local carrier's agent to ascertain the applicable baggage allowance. Where travel is at the Category "Z" fare, the weight concept (normally 66 pounds free allowance) applies.

2. Commercial Steamship. Generally, steamship carriers allow two pieces of normal sized hand baggage to accompany each passenger for transport in the assigned cabin. An additional baggage allowance of 350 pounds per adult is authorized for shipment as "hold baggage" to be transported in the hold of the ship. Hold baggage is not accessible during the sailing. Specific baggage information will be furnished by commercial carriers at the time reservations are made or tickets procured.

3. Government Transportation. Normal baggage allowances for travel via MAC are outlined in paragraphs 1042 and 1172, preceding.

1222. EXCESS BAGGAGE

1. Definition. Excess baggage is defined as baggage to accompany the individual in excess of the free or normal baggage allowance granted by the commercial carriers and Government transportation facilities.

2. Policy. Excess baggage shall not be included on the TR or MTA (DD Form 1482), unless an authorization for transporting excess baggage is contained

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in the travel orders. When travel orders do not contain such authorization, excess baggage shall be shipped at the individual's expense or shipped as unaccompanied if authorized in chapter 3 at this Manual. See NAVSO p-1459, paragraph 2004-5, for an exception applicable to travel overseas when the free allowance is limited to 44 pound.

3. Commercial Air. The excess baggage requirement will normally be known and will be expressed on a weight standard for overseas travel. However, since either a weight standard or a dimensional standard, or both, say apply to travel within conus, table 1-3 (conversion table) is provided for use when precise information is available on only one standard.

Table 1-3.--Excess Baggage Conversion Table
(Pieces/Pounds)

1 piece	30 pounds
2 pieces	50 pounds
3 pieces	60 pounds
more than 3 pieces	20 pounds for each piece

4. Annotation of TR's. The TR's drawn for excess baggage shall be annotated

in one of the following three ways:

a. When carriers applying the weight concept are used, the number of excess pounds authorized shall be entered in the "excess baggage authorized" block provided on the TR.

b. When carriers applying the number of pieces concept are used, the number of excess pieces authorized shall be entered in the "excess baggage authorized" block provided on the TR.

c. When two or more carriers are involved and both the weight and pieces standards apply, the excess baggage applicable for each carrier shall be entered in the "excess baggage authorized" block provided on the TR. (See figure 1-6.)

1223. ADDITIONAL SHIPMENTS. In some instances, personal baggage in excess of the free baggage allowance may be shipped on a GBL. In this connection, such shipments shall be made in accordance with chapter 3 of this Manual.

1224. BAGGAGE IDENTIFICATION

1. Procedures. These procedures are for identification of accompanied/unaccompanied baggage and are applicable to all travel and/or shipments via all modes of Government and commercial transportation, official and unofficial. External identification tags, including the owner a full name, are required for regular commercial air services well as MAC-procured Categories "A," "B," and "Y" service. On Categories "A," "Y," and "Z" service, the tags will be made available to the traveler by the operating carrier. However, to facilitate terminal/airport processing, personnel should be encouraged to provide their own identification tags. Pressure-sensitive labels, such as commonly used file folder labels, may be used in lieu of the Baggage Identification Tag (DD Form 1839). Because external identification tags become obliterated or detached

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and can result in abandoned, unclaimed, or frustrated baggage, a copy of travel orders, leave authorization, or other full identification, which includes destination shall be placed on the inside top of each piece of baggage. Such identification should be accomplished prior to the baggage arriving at the appropriate Government or commercial terminal.

2. Applicability. These procedures apply to all baggage movements of all persons, including civilians and dependents, incident to all types of travel orders/authorizations.

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Section I: General Information

1240. PURPOSE. These instructions pertain to the arrangement of transportation for passenger traffic as follows:

1. Between Reserve centers and scheduled field exercise sites.
2. To rifle requalification firing and return.
3. From the place ordered to active duty to the recruit depot for Reserve recruits.
4. Reserve units incident to annual training duty (ATD). (See section II of this part.)
5. Intracity transfers of Reserve unit personnel incident to ATD from the Reserve center or other assembly point to the train, bus, or aircraft loading point and from the train, bus, or aircraft unloading point to the Reserve center.
6. All other official travel of Reserve units, the 4th Marine Aircraft Wing (4thMAW) active duty support personnel, and inspector-instructor staffs.

1241. APPROVAL. Approval for the procurement of commercial transportation from the Reserve centers to the site of field exercises, or from central points to Reserve centers and return, for the purpose of participating in scheduled drills shall be obtained from the CC, 4thMarDiv or 4thMAW, as appropriate.

1242. ROUTING OF TRAFFIC WITHIN CONUS

1. Procedures. MCO P4600.14 authorizes local arrangement and procurement of commercial transportation for movements of any number of persons by rail or bus transportation when the one-way distance does not exceed 450 miles; for movements of 20 or fewer persons by scheduled commercial air service when the one-way distance does not exceed 450 miles; and for the movements of nine or fewer passengers by air, rail, and bus transportation, regardless of the distance involved. If satisfactory arrangements cannot be made for commercial transportation locally, requests for routing maybe made to the Commander, MTMC. For group movements involving 10 or more persons by air, rail, or bus transportation, when the one-way distance exceeds 450 miles, and for movements involving 21 or more persons by regularly scheduled commercial air service, regardless of the distance involved, a request for routing shall be submitted to the Commander, MTMC, in accordance with MCO P4600.14A, chapter 306.
2. Baggage Allowances. See part I of this chapter.

1243. UTILIZATION AND PREPARATION OF TRANSPORTATION REQUESTS (SF 1169)

1. Instructions. The utilization, preparation, and handling of TR's shall be in accordance with part E of this chapter. (See figures 1-2 through 1-12 for guidance.)
2. Requisition of TR's. A stock of TR's (SF 1169) will be furnished the inspector- instructors and 4thMAW active duty support personnel upon request to

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MARINE CORPS TRANSPORTATION MANUAL

31704. When satisfactory arrangements can be made with nearby Marine Corps or Navy activities to prepare and issue the required TR's, stocks will not be required unless directed by the Ca, 4thMarDiv or 4thMAW, as appropriate.

3. Use. The TR'S shall be used only as provided for in this part for official travel of individuals and groups susceptible to local routing as prescribed in paragraph 1242, preceding, and for the routings furnished by the MTMC for groups requiring MTMC handling, including ATD or for routings arranged locally as specifically authorized in this section.

4. Numerical Sequence of TR's. It is important for accountability purpose to issue TR's in proper numerical order. In no case shall blank TR's be issued to travelers.

5. Authorized Accommodations. See part D of this chapter. When the air mode is used, the least costly service available must be procured as prescribed by NAVSO P-1459, chapter 2.

1244. UTILIZATION AND PREPARATION OF MEAL TICKETS (DD FORM 652)

1. Instructions. The utilization, preparation, and handling of meal tickets shall accordance with part F of this chapter and NAVSO P-1459, chapter 2.

2. Requisition. A stock of meal tickets will be furnished the inspector-instructor and 4thMAW active duty support personnel upon request to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. The meal tickets shall be used in connection with transportation as covered by this part.

1245. INSTRUCTIONS FOR INTRACITY TRANSFERS AND SHORT HAULS

1. Policy. When authority is delegated to arrange commercial transportation locally, negotiations shall be conducted with local transportation companies. When more than one company is available, competitive quotations should be obtained. In selecting the carrier, particularly when highway hauls are involved, cost should not be the sole determining factor. Service, sound traffic management, safety, and suitable equipment to met the requirements should also be considered.

2. Procedures. The procedures and instructions pertaining to the procurement shall be as prescribed in paragraph 1024, preceding.

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Reserve Units Incident to Annual Training Duty

1260. INSTRUCTIONS. Instructions on baggage, routing, and ticketing contained herein are based generally on movements via commercial air, rail, and bus (either regular scheduled or charter service). Arrangements shall be made in accordance with MCO P4600.14, the Joint Bus Military Agreement, or the Joint Military Air Transportation Agreements (both scheduled and supplemental air carriers), as applicable, together with any special instructions which may be furnished from higher authority or the MTMC for specified movements.

1261. MILITARY TRAFFIC MANAGEMENT COMMAND

1. Background. By a DOD directive, the MTMC, under the administrative control of the Secretary of the Army, was established to provide passenger traffic management support for the military services within CONUS.

2. Location. The official address of the MTMC is the Commander, Military Traffic Management Command, Nassif Building, Washington, D.C. 20315. Personnel will be on duty from 0830 to 1700 daily, except on Sundays and legal holidays and can be reached by telephoning commercial 202-756-1180 or 202-756-1160; AUTOVON 289-1180 or 269-1160. In the event of an emergency during other than duty hours, the duty officer (commercial telephone number 202-756-1926; AUTOVON 289-1926) shall relay messages to the responsible personnel for required action.

3. Negotiations. Negotiations and arrangements for commercial transportation will be made by the MTMC, except when local routing is authorized as provided in paragraph 1242.1, preceding. When transportation is arranged by the MTMC, members of Reserve units or personnel attached to those units should not negotiate with local carriers' representatives, except to obtain data required to complete the DD Form 1287 prescribed in paragraph 1262.1, following, to effect local routing if authorized, or to coordinate final arrangements after routing has been established.

1262. REQUESTS FOR TRANSPORTATION ARRANGEMENTS/ROUTING

1. For Travel Within CONUS. The following procedures apply for travel within CONUS:

a. Commercial transportation for ATD movements within CONUS will be arranged locally or through the MTMC, as appropriate, in accordance with the provisions of paragraph 1242, preceding. When requesting transportation through the MTMC, inspector-instructors and 4thMAW active duty support personnel shall submit a detailed request in triplicate (original and two copies) using DD Form 1287 (figure 1-15) to the 4th Division/Wing Team (DWT) transportation office on the 4thMarDiv staff. All 4thMAW active duty support personnel will submit a copy to the CG (Code 4), 4thMAW. These form may be requisitioned from the Navy Supply Centers at Norfolk, Virginia, and Oakland, California.

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(Item 17 continued)

INSTRUCTIONS

REFERENCE: Chapter 306 MTMR (AR 55-355, NAVSUP Pub 444/AFM 75-2/MCO P4600.14)

ITEM 1 - Give complete Unit designation. Include Division where applicable.

ITEM 2 - Self-explanatory.

ITEM 3 - Enter only personnel (*male and female separately*) who are to travel by commercial transportation, excluding personnel traveling by privately-owned or Government vehicles.

NOTE: Marine Corps units will show under Item 12 the following breakdown:

a. Number of persons from each city of departure. (*Show male and female separately*).

b. Number of officers and enlisted personnel separately for the Inspector-Instructor staffs and the reserve units; and separately for the Marine Corps and Marine Corps Reserve; Navy and Navy Reserve.

ITEM 4 - Self-explanatory.

ITEM 5 - Include name of ship where Units are training aboard ship. If oversea move, indicate aerial port together with actual destination.

ITEM 6 - Show realistic times of availability and arrival at both home station and training site in conformance with recommended or directed mode of transportation. (*Indicate standard or daylight saving time*).

ITEM 7 - Show preferred airport or entraining point.

ITEM 8 - Where a particular mode of transportation is recommended, furnish reason. Where a particular mode of transportation is directed in orders, so indicate by using the word "directed" after the mode.

ITEM 9 - Include weight of small arms if carried in hand or as baggage. (*Not applicable when shipped as impediments and included in Item 10.*)

ITEM 10 - Include only those items that must accompany personnel in commercial transportation service. Enter type, number, weight, cube, and dimensions of items, as well as the combined total pieces, weight, and cube. Attach DD Form 1085 for commercial freight shipment of 10,000 pounds or more not required to accompany personnel in commercial transportation service.

ITEM 11 - Supplemental commercial bus requirements (*if any*) must be stated, otherwise none will be provided. Show street address of pick-up point and delivery point.

ITEM 12 - Include any special requirements such as:

a. Supplemental bus transportation in connection with Government airlifts giving ETA and/or ETD of aircraft and airports to be used.

b. Baggage cars and spotting arrangements, etc.

c. Small arms to be hand carried.

ITEMS 13, 14 - Include area code with commercial telephone number.

ITEMS 15, 16 - Self-explanatory.

ITEM 17 - To be used by Command Headquarters for further recommendations as to mode of transportation, consolidation of units or any other comments deemed necessary.

(*If more space is needed, attach additional sheets.*)

DISTRIBUTION:

MILITARY TRAFFIC MANAGEMENT COMMAND

Original and two copies to:

Commander
MTMC
Washington, D.C. 20315

MARINE CORPS

In addition to the original and two copies forwarded to the Commander, MTMC, non-Reserve Marine Corps units will forward one copy to the Commandant of the Marine Corps (Code LFT-2), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Marine Corps Reserve units will forward a copy to the Commanding General (Code 4TMO), 4th Marine Division, 4400 Dauphine Street, New Orleans, Louisiana 70146.

Figure 1-15.--Sample of Completed Request for Commercial Transportation (con.).

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MARINE CORPS TRANSPORTATION MANUAL

b. The requirement for transportation of equipment and baggage to accompany the unit must not be exaggerated. Only equipment needed at the ATD site and authorized to be moved from the Reserve center or other assembly point to the ATD training activity shall be included on the DD Form 1287. In addition, block 12 (remarks) should be completed to include information that will assist in clarifying movement requirements. The request must be submitted at least 60 days prior to the planned departure date for the unit. Personal baggage to be checked will not exceed 66 pounds. Any personal baggage in excess of 66 pounds and equipment which cannot be accommodated on the same aircraft with the passengers will be shipped by freight or motor truck. Airfreight will not be used, except in an emergency. If charter service is used, personal baggage, without regard to weight allowance and equipment, will be transported up to the payload of the aircraft not utilized by the passengers.

2. Notification to Training Activity. When transportation arrangements have been completed, the 4thMAW active duty support personnel or inspector-instructor, as appropriate, shall ensure that the training site/activity (Attn: Reserve Support Officer) is advised of arrangements and revisions thereto.

3. Meals Included in Travel Arrangements. Where travel arrangements by the MTMC include prearranged meals in a dining car or restaurant, the prearranged service shall be used. Failure to use prearranged meal service does not relieve the Marine Corps of the obligation for payment therefor, if not canceled in advance.

4. For Travel to Overseas ATD Training Sites. Reserve units requiring transportation to overseas ATD training locations, or units located outside CONUS requiring transportation to CONUS ATD training sites, shall submit their requirements for airlift support to the 4thDWT transportation officer on the 4thMarDiv staff (Code 4TMO). The request may be submitted by use of DD Form 1249 (see figure 1-16), letter, or message. The forms may be requisitioned from the Naval Supply Centers at Norfolk, Virginia, and Oakland, California. If the request is submitted by letter or message, movement data shall be submitted in the same format (numerical sequence) as appears on DD Form 1249. Instructions for preparing DD Form 1249 are contained in MCO 4630.6 and on the reverse of the form. Supplemental CONUS transportation requirements incident to overseas ATD may be arranged through the MTMC or procured locally in accordance with the provisions of paragraphs 1024 and 1242, preceding, and MCO P4600.14.

5. Change in Transportation Requirements. When transportation requirements change subsequent to submission of a request for transportation, submit new data by telephone (commercial 504-948-5467/504-948-5468; AUTOVON 363-5467/363-5468) or by priority message to the CG (Code 4TMO), 4thMarDiv, furnishing complete details of the revised movement requirements, including the exact number of persons to be transported and the total weight of baggage and equipment to be transported. the 4thDWT transportation officer will validate the requested change and contact the MTMC to effect the necessary changes to travel arrangements. In the event of an emergency during other than normal business hours, the 4thMarDiv duty officer (commercial telephone number 504-948-1547/504-948-1548; AUTOVON 363-1546/363-1547/363-1549) shall relay messages to the 4thDWT transportation officer

for action. When submitting a request to change a confirmed travel arrangement, identify movement symbols, if assigned, such as GF-CAN, CAM, MRO number, or other movement symbol, as appropriate. Unless otherwise authorized by the 4thDWT transportation officer, units do not have direct liaison with the MTMC or the carriers' representatives when identifying changes to requirements. All modifications will be passed through the 4thDWT transportation office.

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SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) REQUIREMENT			REPORT CONTROL SYMBOL
DEPARTMENT Marine Corps		MONTH AND YEAR August 1980	FOR MAC USE ONLY
1. OVERALL SCTY CLASH OF SAAM(S) Unclas	2. DEPARTMENTAL MISSION NO. To be assigned by 4thDWT	3. SAAM PRIORITY 2B	4. UNIT PROJ NAME OR NICKNAME 2dBn, 23dMar, 4thMarDiv
5. ROUTE			
A. ON LOAD San Francisco Intl Airport	B. EN ROUTE STOPS Los Angeles Intl Airport	C. OFF LOAD Howard AFB, CZ	
6. DATES			
A. AVAILABILITY 30 Aug 1980	B. DESIRED PICK-UP 30 Aug 1980	C. REQUIRED DELIVERY 1700Z 31 Aug 1980	
7. PASSENGERS			
A. TOTAL NUMBER 580		B. TOTAL WEIGHT OF EXCESS BAGGAGE 22,760 pounds	
8. CARGO			
A. TOTAL TONS 6 ST	B. CUBIC FEET 1638	9. SCTY CLASH OF CARGO Unclas	10. COMMODITY Weapons, Comm Equip
11. LARGEST SINGLE ITEM			
A. WEIGHT 300/62	B. DIMENSIONS IN INCHES (Length, Width, Height) 47"X13"X27"		
12. NET EXPLOSIVE WEIGHT N/A	13. IDENTIFY APPROPRIATE PARAGRAPH OF AFM 71-4 N/A		
14. CONTACTS (Include Full Name, Office and Home Phone)			
A. ON LOAD MSgt Tom Smith, Off: AV 972-3333; home 213-881-5555			
B. EN ROUTE Capt Mark Times, Off: AV 993-6333; home 714-725-6666			
C. DESTINATION LtCol Mike Sones, Off: 937-1550; home 313-281-1110, ext. 41111			
15. BILLING INSTRUCTIONS (Include CIC, YAC, or Appropriation) To be assigned by 4thDWT.			
REMARKS (Include other pertinent information) Weapons in boxes. Onload 227 passengers at San Francisco Intl Airport and 353 passengers at Los Angeles Intl Airport.			

DD, FORM 1249 1 Jan 80 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

GPO 871-790

Figure 1-16.--Form Used for Submitting SAAM Request.

Alternate Format and Instructions for Submitting Requests for a SAAM

NOTE: If the request for a SAAM is not submitted on a DD Form 1249, use the following format. List the item number before giving the information; e.g., 1. Unclas. 2. 4700. 3. 4b.1.

1. Overall Security Classification of SAAM. Special weapons movement will carry a minimum classification of restricted data to identify the movement.
2. Mission Number. Assigned by the 4thMarDiv (4TMO).
3. Priority. Assigned by the 4thMarDiv (4TMO).
4. Unit and Project flame (or Nickname). Self-explanatory.
5. Route. All of the following are to be identified by airfield; e.g., Andersen AFB, Guam, vice Guam:
 - a. Onload.
 - b. En route stops.
 - c. Offload.
6. Dates. Do not request specific times unless absolutely necessary. If specific times are requested, use "Z" or "GMT" time, not local time. If there is more than one onload/offload, give the availability, desired pickup, and delivery of each.
 - a. Availability.
 - b. Date pickup is desired.
 - c. Date delivery is required.
7. Passengers
 - a. Total number of passengers. If cargo SAAM, indicate those passengers who may be couriers, technical escorts, or foreign nationals.
 - b. Total weight of excess baggage. Do not include normal baggage weight.
8. Cargo
 - a. Short tons of cargo, to the nearest ton. Do not include baggage weight.
 - b. Total cube (cubic feet).

9. Security Classification of Cargo. This should never be marked NA if there is any cargo. If cargo is unclassified, so indicate.

10. Commodity Description and Any Other Pertinent Information. Use the complete service nomenclature and Department of Transportation shipping name and class, if appropriate.

11. Bulk

a. Weight of the largest single item in pounds followed by cube; e.g., 780/95.

Figure 1-16.--Form Used for Submitting SAAM Request (con.).

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b. Dimension of the largest single item in inches; specify length, width, and height. See descriptions of outsize and oversize cargo. Indicate in the "remarks" section all wheeled or skid-mounted cargo exceeding 104 inches in length, 60 inches in width, or 48 inches in height.

12. Net Exposure Weight. Indicate in the "remarks" section the net explosive weight by class and quantity-distance class of each item containing Class A or B explosives. For special weapons, provide the number and type units, type container, unit weight, net explosive weight, and total weight in the onload/offload order. Data must be derived from TO 11N-45-51 and TO 11N-45-51A(A).

13. Identify Appropriate Paragraphs of AFR 71-4 (MCO P4030.19). Identify each hazardous item, and cite all applicable lowest subparagraphs in compliance thereto for each item. (Use the "remarks" section, if necessary.) Hazardous materials are not airlifted unless all of the provisions of MCO P4030.19 have been complied with.

14. Onload Contact

a. Give the full name, office, and home telephone number, to include commercial or AUTOVON, as applicable.

b. En route stop contact. Include the full name, office, and home telephone number, to include commercial or AUTOVON, as applicable.

c. Destination contact. Give the full name, office, and home telephone number, to include commercial or AUTOVON, as applicable.

15. Billing Instructions. Assigned by the 4thMarDiv (4TMO).

16. Remarks. As appropriate.

Figure 1-16.--Form Used for Submitting SAAM Request (con.).

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1263. ACTION BY THE MILITARY TRAFFIC MANAGEMENT COMMAND

1. Procedures. Upon receipt of DD Form 1287, steps will be taken by the MTMC to complete all detailed matters relative to routings, formulation of schedules, and necessary subsistence en route. Upon completion of all arrangements, the 4thMAW active duty support personnel or inspector-instructors will be advised of all particulars relative to the transportation arranged and subsistence for the unit. This information will be furnished as soon as possible.

2. Special Fare Transportation. where special fares (GF-CAM. excursion, etc.) are involved, the MTMC will provide instructions on annotations to be entered on TR's or time limitations for obtaining tickets.

1264. TRANSPORTATION REQUESTS AND MEAL TICKETS

1. Issue. The 4thMAW active duty support personnel or the inspector-instructor of the Reserve unit, as appropriate, shall issue necessary TR's and meal tickets when satisfactory arrangements have been made. See parts E and F of this chapter for assistance in preparation of these documents.

2. TR's for Group Movements. See paragraph 1023, preceding, for descriptions and guidance concerning various types of group transportation arrangements and symbol identification numbers. See paragraph 1123, preceding, for instructions on issuing TR's for these types of group transportation arrangements. It is essential that TR's are issued in a timely and proper manner for presentation to the carrier as the transportation procurement documents.

3. Meal Tickets for charter Air and Charter Bus. For charter air and charter bus movements, separate meal tickets shall be issued to cover each aircraft and each bus, if required.

4. Appropriation Data. Appropriation data shall be provided by the CG, 4thMarDiv or 4thMAW, as appropriate. It is the responsibility of the 4thMAW active duty support personnel or inspector-instructor to request data as needed.

5. Appropriations Chargeable for Transportation of Inspector-Instructor Staffs and 4thMAW Active Duty Support Personnel

a. Costs of Transportation. The costs for transportation of 4thMAW active support personnel and inspector-instructor staffs (including medical corpsmen) shall be charged as follows:

(1) To the appropriate 4thMarDiv or 4thMAW allotment, under the appropriation Operation and Maintenance, Marine Corps Reserve (O&MMCR) when

traveling under TAD orders or regular scheduled transportation.

(2) To the appropriation Reserve Personnel, Marine Corps (RPMC) when traveling with the unit by chartered commercial transportation (air or bus).

b. Costs of Per Diem and Meal Tickets. The costs of per diem and meal tickets incident to transportation of 4thMAW active duty support personnel and inspector-instructor staffs (including corpsmen) shall always be charged to the appropriate 4thMarDiv or 4thMAW appropriation O&MMCR.

6. Appropriations chargeable for Transportation of Navy Reservists. The costs of transportation, meal tickets, and per diem for Navy reservists traveling to and from ATD under orders issued by the commandants of the various naval districts shall be charged to the appropriate naval district allotment cited in the travel orders under the appropriation Military Personnel, Navy in every case.

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1265 ENDORSEMENT OF ORDERS

1. 4thMAW Active Duty Support Personnel, Inspector Instructor Staffs, and Navy Reservists. After receipt of routing instructions, all travel orders, including the those of the 4thMAW active duty support personnel, inspector-instructor staffs, the Navy reservists, less those members who have been authorized to perform travel by other means, shall be endorsed to show that TR's and meal tickets (where applicable) have been furnished.

2. Submit Endorsed Orders of Navy Reserve personnel. The commanding officer of the Reserve unit shall forward one copy of each set of orders bearing an endorsement, showing the names of the Navy reserve personnel participating in the movement and the serial numbers of the TR's and meal tickets issued to cover the movement, including the number of meals covered by the meal tickets (such as 2-Noon, 1-Eve), to the commandant of the appropriate naval district. The endorsement shall include the estimated charge to Navy funds.

1266. USE OF MEAL TICKETS. Meal tickets shall be used in accordance with the instructions contained in part F of this chapter. Meal tickets should be issued for meals to include both officers and enlisted personnel. Meal tickets shall be utilized only for the procurement of meals while in a travel status. For example, a unit ordered to assemble at 0800 and scheduled to depart at 1630 shall not use meal tickets for the procurement of noon and evening meals. Procurement of meals other than while in a travel status shall be made in accordance with the current edition of MCO 10110R.1.

1267. REPORT OF TRANSPORTATION FURNISHED

1. Requirement. Group movement reports shall be prepared on [DD Form 1341](#) (see figure 1-17) as prescribed by MCO P4600.14A, chapter 306 (also, see the reverse side of [DD Form 1341](#) for instructions), for group travel performed by commercial transportation. These reports shall be submitted as soon as practicable upon arrival at the training activity and upon arrival at the home center after the mission has been completed. The original and two copies shall

be submitted to the MTMC with a copy to the Commanding General (Code 4TMO) 4th Marine Division, 4400 Dauphine Street, New Orleans, Louisiana 70146, if Reserve personnel are involved. If the report involves a non-Reserve move, the copy shall be submitted to the Commandant of the Marine Corps (Code LFT-2) in lieu of the CG, 4thMarDiv. (Report Symbol MC-4650-02 has been assigned to this report.) All irregularities, deficiencies, unsatisfactory conditions of equipment, unsatisfactory service, and exceptionally good service shall be included in the report.

2. Reconciliation of Tickets and personnel. The commanding officer or the person in charge of the group should arrange with the train conductor, airline representative, or bus driver to have a physical count made to ascertain the actual number of personnel traveling. Sufficient tickets should be surrendered to cover only the personnel actually performing travel. When a party ticket is involved and the number traveling is less than that shown, the train conductor, bus driver, or airline agent shall be requested to endorse the actual number of travelers on the ticket and furnish a statement or form to reconcile unused tickets. When the movement is by rail and is not covered by the section 22 quotation, the information, together with any unused tickets, shall be forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. Unused tickets shall be processed in accordance with part H of this chapter.

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REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE						REPORT CONTROL SYMBOLS	
GENERAL							
Information provided on this form will assist in ensuring that Department of Defense passengers traveling by commercial carriers receive efficient and effective transportation service. Information will also be used to compare and verify transportation charges with data appearing on transportation vouchers submitted by commercial carriers.							
INSTRUCTIONS FOR SECTION 2							
ITEM 1 - Complete this item to show actual departure and arrival times and dates for each part of your schedule. ITEM 2 - Complete this item to show the actual number of passengers traveling in your group. ITEM 3 THROUGH 13 - Check in either "YES" or "NO" column for each question. When the "NO" column is checked, explain in item 14, REMARKS, and include identification of aircraft, bus, or train by carrier name and vehicle number.				REMARKS - Explanatory comments and information concerning items 1 through 13 will be entered in space provided. If you had any unused commercial carrier tickets, carrier refund certificates, Government Transportation Request, or Government Meal Tickets, indicate what you did with them. IMMEDIATELY ON ARRIVAL AT DESTINATION, SIGN, FOLD, AND MAIL THE COMPLETED FORM IN ACCORDANCE WITH INSTRUCTIONS ON THE REVERSE. NO POSTAGE STAMPS OR ENVELOPES ARE REQUIRED.			
SECTION 1 (To be completed by Origin Transportation Officer or Commander, AFERS.)				SECTION 2 (To be completed by Group Leader or Individual Traveler.)			
ENTER MRN NUMBER (When applicable)				902826			
ENTER PARC NUMBER (When applicable)							
FROM (Origin Activity)		TO (Destination Activity)		SCHEDULED		I. ACTUAL ARR./DEP.	
NAS, South Weymouth, MA		MCAS, Yuma, AZ		LOCAL TIME	DATE	LOCAL TIME	DATE
SUPPL MRD NO.	CARRIER	TR NUMBER	NO PERS	(Departure)		(Departure)	
NBS 370	NAS Sovey Continental Trailways	T4,816,611	94	1030	23Aug80	1035	23Aug80
FROM	TO	CARRIER (Initial only MAIN)		(Arrival)		(Arrival)	
Boston MA	Boston MA	TWA Flt 265		1100	23Aug80	1105	23Aug80
CAL/MAIN OR MRD NO.	FROM	TO	CARRIER	TR NUMBER	NO PERS	(Departure)	
ATGP 538	Boston MA	Phoenix AZ	TWA Flt 265	T4,816,612	94	1215	23Aug80
SUPPL MRD NO.	FROM	TO	CARRIER	TR NUMBER	NO PERS	(Departure)	
NBS 371	Phoenix AZ	Yuma AZ	Grayhound Bus Lines	T4,816,613	94	1655	23Aug80
						(Arrival)	
						1755	23Aug80
						2100	23Aug80
2. ENTER NUMBER PERSONS, INCLUDING YOURSELF, THAT TRAVELED							
(Check the "YES" or "NO" column for items 3 through 13.)							
3. DID ALL TRAVELERS COMPLETE THE ENTIRE TRIP? (If not, indicate in item 14, Remarks, the number of passengers, plus when and where they left the group.)						YES	NO
4. WAS THE TRIP COMPLETED WITHOUT DELAYS? (If not, indicate in item 14, Remarks, the date, time, place and cause of delay(s) when known.)						✓	✓
5. W/S FOOD SATISFACTORY AND MEALS SERVED DURING NORMAL MEAL TIMES?						✓	✓
6. WAS DRINKING WATER SATISFACTORY AND AMPLE?						✓	✓
7. WAS PASSENGER AREA OF EQUIPMENT WELL MAINTAINED?						✓	✓
8. WERE REST ROOM FACILITIES CLEAN?						✓	✓
9. DID REST ROOM FACILITIES CONTAIN AMPLE SUPPLY OF WATER, SOAP, TOWELS, AND TISSUE?						✓	✓
10. WERE CARRIER EMPLOYEES COURTEOUS AND HELPFUL?						✓	✓
11. WERE BLANKETS, PILLOWS, AND MOTION SICKNESS CONTAINERS AVAILABLE?						✓	✓
12. AIR TRAVEL WAS THE GROUP PROVIDED OPPORTUNITY TO PURCHASE FLIGHT INSURANCE?						✓	✓
13. ONLY WERE EMERGENCY PROCEDURES EXPLAINED?						✓	✓
14. REMARKS							
DESTINATION TRANSPORTATION OFFICER'S TELEPHONE NUMBER				HQ MTRTS STAFF DUTY OFFICER'S TELEPHONE NUMBER			
AV 933-9011				AV 289-1160, Com1 202-756-1160			
NAME, GRADE/RANK, (Group Leader or Immediate Superior)				ORGANIZATION AND MAILING ADDRESS (Include ZIP Code)			
JONES, I. M., MSgt, USMCR				VMA-322, MARTD, MARTC, NAS, South Weymouth, MA 02190			

Figure 1-17.--Sample of Completed Report of Commercial Carrier Passenger Service.

1268. MEMBERS NOT RETURNING WITH UNIT MOVEMENT. In cases when individual tickets are held and a member is unable to return from the training activity with the unit movement, a ticket may be furnished to the member for the member's return travel, instead of issuing a new TR. However, the member should be instructed to contact the activity's transportation officer for assistance in making reservations.

1269. UNUSED TRANSPORTATION. Unused transportation must be accounted for, handled, and disposed of in accordance with part H of this chapter.

1270. INDIVIDUAL WEAPONS

1. Handling Instructions. The following instructions apply to the movement of individual weapons:

a. Scheduled Service. Carry containerized assembled weapons (unloaded) in baggage compartment.

b. Chartered or MAC Contract Airlift Service

(1) Carry containerized assembled weapons (unloaded) in the baggage compartment.

(2) Carry weapons (unloaded) in the passenger compartment with the bolt placed in the plastic bag/wrap or other suitable protective cover and stored in the individual's field pack prior to boarding the aircraft.

(3) Carry assembled weapons (unloaded) in the passenger compartment.

c. Method Required. The method determined by the responsible commander as essential to mission accomplishment will be included with other transportation requirements furnished to the Commander, MTMC, and/or the Commander, MAC, as appropriate, who will notify the carriers.

d. Security of Weapons. Unit commanders or their designated agents will be responsible, in coordination with the carriers' station managers or charter representatives, for maintaining observation of weapons' containers through baggage handling stages during loading/unloading at origin/destination or transfer points.

e. Handling and Storage of Weapons in Passenger Compartments. Unit commanders or their designated agents will be responsible for ensuring that.

(1) All weapons contain no ammunition and that all assembled weapons are locked in the open position prior to boarding the aircraft.

(2) All weapons are carefully handled and stowed in a manner that will preclude damage to any component of the passenger compartment.

2. Ammunition. When concurrent shipment of small arms (Class C) ammunition in the baggage compartment of civil aircraft transporting troops is determined mission essential by the responsible commander, the requirement will be

furnished to the appropriate transportation operating agency along with all other movement requirements. Ammunition will be packaged as prescribed in MCO P4030.19D, paragraph 5-53.

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1271. PACKING AND MARKING SHIPMENTS. Information and guidance regarding packing and marking of shipments may be found in the current editions of MCO P4030. 21, MCO P4030.30, MCO P4030.31, and MIL-STD-129 (Military Standard Marking of Shipments).

1272. COMPLAINTS CONCERNING TRANSPORTATION OR MEAL SERVICE EN ROUTE. If there is any complaint concerning transportation or meal service arranged by the MTMC or furnished by a commercial carrier, the commanding officer shall include the complaint in the report prescribed by paragraph 1267, preceding.

1273. RAIL TRANSPORTATION

1. Policy. The least costly sleeping accommodations shall be provided when the travel involves an overnight trip; coaches shall be provided for day travel; and dining cars, when available, shall be provided by the railroads when meals are necessary during the trip. If dining cars are not available, the carrier shall provide either a box meal or meal stops. The MTMC routing instructions should contain information on meal arrangements.

2. Special Trains. Generally, 150 first-class fares or more are required before a carrier will operate a special train. If coach-class tickets (good only in coaches) are used, there must be enough fares to equal in value the number of first-class passenger tickets required for the movement of a special train. Units not meeting these requirements shall travel on regularly scheduled train, when the rail mode is selected.

3. Variations in Accommodations or Services. The current TR will procure both the rail tickets and sleeping accommodations. When tickets are issued for services or accommodations which vary from those specified on the TR, travelers or persons in charge of groups shall ensure that ticket agents execute a signed and dated endorsement on the reverse of the TR, specifying the actual services or accommodations furnished and the reasons for the variations. The traveler or person in charge will sign the TR below the signature of the ticket agent.

4. Party Tickets. When the number of the group traveling by rail is from 15 to 50, the person in charge should request the agent to issue a party ticket for 90 percent of the number shown on the TR and individual rail tickets for the remainder. When the number of the group traveling by rail is 51 or more, the person in charge should request the agent to issue a party ticket for 90 percent of the number shown on the TR and individual rail tickets for the remainder. There are frequent cases when personnel are removed from the detail prior to departure. There are other instances when, due to illness, misconduct, or other justifiable cause, personnel interrupt the trip at points en route. In order to provide transportation from the intermediate point where the trip is interrupted en route to destination, the person in charge shall leave an individual ticket with the traveler concerned. When sleeping accommodations

are involved, request the conductor to issue a transfer check so the individual may continue the trip to the destination. If, for any reason, a person is removed from a train while en route, this fact should be included in the report to the MTMC, as prescribed in paragraph 1267, preceding, stating the point where the person left the train and whether a rail ticket and a sleeping accommodation check were left with the person to resume travel

5. Meal Tickets. Meal tickets, when required, shall be used to obtain necessary meal en route. In cases where special arrangements are made, the arrangements shall be contained in the routing instructions furnished the person in charge of the group. Meal tickets should not be used to obtain meal service exceeding the number of meals and the maximum value of the meals authorized

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thereon. The certificate at the bottom of the meal ticket should be completed in its entirety by the person in charge of the group.

6. Transportation of Baggage and Equipment. The following instructions shall apply to the transportation of baggage and equipment by rail:

a. Definitions:

(1) Special Baggage Car. A baggage car assigned to a special group in which baggage of that group only is loaded. Such baggage is not under baggage check, but the car is put under seal. Such cars are operated on both regularly scheduled trains and special troop trains.

(2) Regular Baggage Car. A baggage car operated in a regular train service for the accommodation of all passengers. Baggage transported in such a car is placed under baggage check at the railroad depot baggage room.

b. The following items shall be placed in the baggage car (special baggage car operated in a troop train or in regular train service and also in the regular baggage car operated in regular train service) and included in the free baggage allowance, as provided in the applicable baggage tariffs of the carriers:

(1) Complete typewriter chests (field office supply sets).

(2) Necessary field medical supplies and equipment.

(3) Athletic and recreation gear.

c. The following items, when placed in a special baggage car in regular train service or in a troop train, will be included as a free baggage allowance; however, when placed in a regular baggage car operated in regular train service, the items must be covered by a GBL:

(1) Book chests (required publications).

(2) Blank form chests (printed form sets).

- (3) Stationery chests (field office supply sets).
- (4) Filing chests.
- (5) Record chests.
- (6) Metal folding chairs.

d. The following items may be placed in the baggage car (special car operated in a troop train or in regular train service and also in the regular baggage car operated in regular train service), but must be covered by a GBL:

- (1) Infantry crew-served weapons, listed as follows:
 - (a) 81mm mortars.
 - (b) Machineguns.
 - (c) Portable flamethrowers.
 - (d) Rocket launchers.

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(2) Such communication equipment, including vehicular-mounted equipment, as is required by training schedules and cannot be provided by the training activity.

(3) Photographic equipment and supplies.

(4) Fire control instruments as required for training purposes, as follows:

- (a) Aiming circles.
- (b) B. C. telescopes.
- (c) Binoculars.
- (d) Fire direction equipment.

e. For those items shipped on a GBL, care should be exercised to ensure that all articles are properly packed for shipping.

f. Units using regular train service should check baggage at least 24 hours in advance of departure, as there is no assurance on the part of the carrier that the baggage will accompany the unit in regular train service.

g. For units not possessing the necessary forms, GBL's for shipment from the Reserve center to the training activity shall be provided by the same activity furnishing the TR's and meal tickets. In such cases, the weight of those items to be shipped by GBL shall be furnished to the appropriate trans-

portation officer in sufficient time for preparation of bills of lading. The bills of lading to cover shipments from the training activity to the Reserve center shall be furnished by the shipping officer at the training activity.

1274. COMMERCIAL BUS TRANSPORTATION

1. Policy. Commercial buses normally shall be used only for daytime travel, when an entire journey can be completed between the hours of 0600 and 2400 of the same day. However, the travel time should not normally exceed 6 hours.
2. Charter Bus. Factors to be considered in justifying the use of charter-type bus service versus other means of transportation are the total number of persons and equipment to be transported, the availability and cost of alternate modes of transportation to meet the movement requirement, and travel time duration affects on training goals.
3. Meal Tickets and TR's. In connection with charter bus movements involving more than one bus, separate meal tickets shall be issued for each bus; however, only one TR shall be issued to cover the entire bus movement each way. Meal tickets should not be used to obtain meal service exceeding the number of meals and the maximum value of the meals authorized thereon. The certificate at the bottom of the meal ticket should be completed in its entirety by the person in charge of the group.
4. Transportation of Baggage and Equipment. The following instructions shall apply to the transportation of baggage and equipment by bus:
 - a. The items listed in paragraphs 1273.6b and c, preceding, shall be placed in the baggage compartment of the bus (and, in the case of charter service, also to the extent of unused passenger seats) and included in the free baggage allowance as provided in the Joint Bus Military Agreement, subject to the size and weight limitations in current baggage tariffs of the bus carriers.

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- b. Any equipment in excess of the baggage compartment capacity or exceeding the weight and size requirements shall be handled under special arrangements, either by use of an oversized bus, special truck, or shipped on a bill of lading.
 - c. Any of the items listed in paragraph 1273.6, preceding, which cannot be accommodated in the baggage compartment shall be handled under special arrangements, either by use of an oversized bus, special truck, or shipped on a bill of lading.

1275. COMMERCIAL AIR TRANSPORTATION

1. Policy. Scheduled or chartered commercial air transportation may be used when determines that such mode is cost favorable or that air must be used because of time constraints or other considerations. In some cases, the carriers do not maintain a local representative at the point of origin; therefore, coordination of movement by the unit shall be with the pilot of the aircraft after arrival of the aircraft at the point of origin. Generally, due to

previous airlift commitments, the aircraft will not be spotted at the point of origin more than 12 hours prior to the scheduled departure time.

2. Justification of Chartered Aircraft. Generally, chartered air transportation will not be used unless such transportation is more cost effective than scheduled air.

3. Transportation of Baggage and Equipment. The following instructions apply to the transportation of baggage and equipment by commercial air:

a. If regularly scheduled flights are used, personal baggage and equipment to accompany the flight shall be limited to that amount cleared by the MTMC through the Air Transportation Association (ATA).

b. If charter flights are used, baggage and equipment may be transported up to the payload of the aircraft not utilized by passengers. Personal baggage and impedimenta in excess of the payload capacity of the aircraft shall be shipped by freight, rail, or motor truck (not airfreight, except in an emergency).

4. Financial Responsibility of Carriers. The Joint Military Passenger Agreements between the military services and the commercial air carriers contain the following provision, the implementation of which and determination of compliance with insurance requirements is at departmental level:

a. The military agencies reserve the right to refuse to route military traffic via any carrier, unless and until such carrier has established, to the satisfaction of the military agencies, its ability to satisfy its obligations for passenger bodily injury liability, public bodily injury liability, and public property damage liability in the following amounts:

(1) Passenger Bodily Injury Liability. A limit for one passenger of at least \$100,000 and a limit for each accident, in any one aircraft of at least an amount equal to the total produced by multiplying the \$100,000 for each passenger by 75 percent of the total number of seats in the aircraft.

(2) Public Bodily Injury Liability. A limit of at least \$100,000 for any one person in any one accident and, subject to that limit for each person, of \$1,000,000 in any one accident.

(3) Property Damage Liability. A limit of at least \$1,000,000 for each accident.

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b. A carrier may establish ability to satisfy obligations for the foregoing types of liability in the amounts stated by means of policies of insurance, surety bonds, other securities or agreements, or proof of qualification as a self-insurer.

c. Carriers availing themselves of means other than policies of insurance to fulfill the foregoing requirements will submit an actual copy of the surety

bond or other original document or other means of proof to the Headquarters, MTMC.

d. Insurance shall be placed with an insurance company duly authorized by law of one of the States of the United States or the law of the District of Columbia to issue insurance as is required herein. Surety bonds shall be obtained from a surety company that is approved by the U.S. Treasury Department under the laws of the United States and the applicable rules and regulations governing bonding companies. The insurance or surety bond shall apply with full force and effect within the continental limits of the United States.

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PART K: ARRANGEMENT AND PROCUREMENT OF, WITH GENERAL INSTRUCTIONS PERTAINING TO, TRANSPORTATION IN SUPPORT OF THE PLATOON LEADERS CLASS PROGRAM

1280. GENERAL INFORMATION

1. Purpose. To prescribe procedures for transportation support required in the administration of the Platoon Leaders Class (PLC) Program which convenes annually at the Marine Corps Development and Education Command (MCDEC), Quantico, Virginia.

2. Responsibilities. Responsibilities in connection with PLC transportation support are assigned as follows:

a. Officer Selection Officers (OSO's). In accordance with the guidance and instructions contained in paragraph 1281, following, arrange and furnish the required commercial transportation, both on a group and an individual basis, for the incoming travel of PLC candidates to MCDEC, Quantico, Virginia.

b. The Commanding General, Marine Corps Development and Education Command, Quantico, Virginia. In accordance with the transportation/coordination instructions contained in paragraph 1282, following, provide necessary transportation support and furnish personnel to coordinate PLC movement/transfer.

1261. TRANSPORTATION INSTRUCTIONS FOR OFFICER SELECTION OFFICERS

1. Consolidation/Grouping of PLC Orders. Upon receipt of PLC orders from Headquarters Marine Corps, establish an area from which group transportation arrangements would be economically feasible (i.e., Chicago to Washington, D.C., etc.); and consolidate orders of the candidates susceptible for inclusion in a group transportation arrangement. In determining which candidates to include in the group arrangement, only those should be considered whose travel between their point of origin and the point of commencement of group travel would be practicable based on travel time, availability of connecting service, and distance.

2. Effecting Transportation Through MTMC. In accordance with the provisions of MCO P4600.14A, chapter 306, when 10 or more passengers are grouped for transportation purposes, transportation arrangements shall be effected through the MTMC headquarters (commercial telephone number 202-756-1180) at the earliest practi-

cable time, but not later than 72 hours prior to the proposed departure date, with the following information:

- a. Identification of group.
- b. Number of passengers in group.
- c. Origin and destination of group transportation arrangement.
- d. Date and time of availability for movement.
- e. Deadline for arrival at destination.

In addition to the preceding information, recommendation as to a specific mode of transportation may be made, if desired. While travel of the candidates will be predominately by air transportation, the use of charter air-conditioned buses for travel direct to MCDEC, Quantico, Virginia, may be considered; however, the travel time should not exceed 8 hours, and should be scheduled to arrive at 1600 hours at MCDEC.

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3. Coordination With Local Carrier. Upon receipt of transportation arrangements from the MTMC, coordinate with the local carriers agent concerning exchange of the TR for ticketing, furnishing of the passenger manifest and other related actions.
4. Issuance of TR's for Group Transportation. Issue TR's for group transportation arrangement (one-way).
5. Candidate in Charge. Select one candidate as the individual in charge of the group transportation on arrangement. This candidate may be instructed to sign and present the TR for the group transportation arrangement to the carriers agent, if appropriate. In all cases, the O50 will furnish the candidate three copies of the Report of Commercial Carrier Service ([DD Form 1341](#)) for completion and disposition in accordance with the instructions contained thereon. This report is prescribed by MCO P4600.14A, chapter 304. Upon arrival of the group at MCDEC, the original of the report shall be mailed to the MTMC; one copy to the appropriate Marine Corps district director; and one copy to the Commandant of the Marine Corps (Code LFT-2). (Report Symbol MC-4650-02 has been assigned to this report.) A facsimile of a properly completed [DD Form 1341](#) is shown in figure 1-17.
6. Supplemental Transportation. Furnish candidates included in the group arrangement supplemental transportation, as required, for travel from their point(s) of origin to the point of origin of the group transportation arrangement.
7. Individual Transportation Arrangements. Candidates not included in the group transportation arrangement shall be furnished TR's for individual travel. Unless orders of such candidates indicate that they will be commissioned and ordered to extended active duty upon completion of the PLC course, such candidates will be furnished TR's for round-trip transportation.

8. Transportation Scheduling. All candidates, whether moving in groups or as individuals, should be scheduled to commence travel as early in the day as possible. When air transportation is the mode selected, candidates should be scheduled to arrive at Washington metropolitan area airports (Dulles, National, and Baltimore) not later than 1600 hours.

9. Local Transportation. Commercial charter bus service will be provided from the Washington metropolitan area airports (National, Dulles, and Baltimore) to MCDEC for all candidates arriving at those airports both on a group or individual basis. In addition, Marines in uniform will be stationed at those airports for coordination and assistance to the candidates in effecting transfer from their flights to the charter buses. MCDEC will arrange/provide this bus service, coordination, and assistance.

10. Endorsement of Orders. Travel orders of the candidates shall be endorsed by the 050 to reflect transportation arranged. The endorsement shall include the following (an example of the endorsement is shown in figure 1-16):

- a. Serial number(s) and description of TR's furnished.
- b. Itinerary of travel.
- c. Special instructions and reporting requirements in connection with group transportation arrangements, if applicable.
- d. If applicable, a statement concerning charter bus service from the Washington metropolitan area airports to Quantico, Virginia, as described in paragraph 1281.9, preceding. (Individual TR's are not required for this bus transportation.)

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Transportation Endorsement on CMC ltr DPD (Standard PLC ActDuTrng Order)
From: Officer Selection Officer
To:
Encl: (1) T/R L-0,000,000 for air transportation Waterloo, Iowa, to Chicago, Illinois, and return via Ozark Airline jet coach
1. Immediately upon receipt, present the enclosure to the carrier's agent for tickets and schedules to arrive at O'Hare International Airport, Chicago, Illinois, in time to report for the group transportation arrangement to MCDEC, Quantico, Virginia, as outlined below.
2. Upon arrival at O'Hare International Airport, proceed and report to the American Airlines ticket counter by 10 a.m. central daylight time 9 June 1980. Reservation has been made for you as one of a group of PLC candidates en route to MCDEC, Quantico, Virginia, on American Airlines, Flight No. 328, Chicago, Illinois, to Washington, D.C. For identification

purposes, this movement has been assigned GF-CAM 2599. The flight schedule is as follows:

Depart: Chicago, IL (O'Hare) 11:15 a.m. central daylight time 9 June 1980
American Airlines Flt 328 (Y)

Arrive: Washington, D.C. (National Airport), 1:54 p.m. eastern daylight
time 9 June 1980 (GF-CAM 2599)

The noon meal will be furnished aboard this flight without cost. The necessary transportation request for the airline ticket for this portion of travel will be in the possession of the Marine in charge, stationed at the flight departure terminal. Necessary arrangements with the carrier will be coordinated by the Marine in charge.

3. Upon arrival at Washington, D.C. National Airport, Marines in uniform will be on hand for assistance and information regarding onward charter bus service to MCDEC. Tickets are not required for charter bus service.

4. If additional information is desired or, in the event this flight will not be used, inform:

Officer Selection Office - Telephone area code 312-353-6692,
536 S. Clark St., Chicago, Illinois 60605

5. Baggage for checking must not exceed two normal pieces or one seabag. One additional piece may be carried aboard the aircraft, provided it is small enough to be placed under the seat.

6. Present these orders to the TMO at MCDEC for return transportation arrangements, as required.

Figure 1-18.--Example of a Transportation Endorsement.

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11. Advance Report. As soon as practicable, after completing transportation arrangements for candidates, furnish the TMO at MCDEC with a report on the number of PLC's arriving in the Washington Quantico area, including the carrier, flight numbers, place, and time of arrival. Furnish this report at least 7 days prior to arrival of the candidates.

12. Additional Guidance. This chapter also contains additional detailed instructions and guidance for arranging and furnishing transportation, including issuance of TR's.

13. Problem Areas. Problems encountered affecting transportation arrangements for this program may be referred to the Commandant of the Marine Corps (Code LFT-2), commercial telephone number 202-694-1781/202-694-1782/202-694-1783; AUTOVON 224-1781/224-1782/224-1783.

1292. TRANSPORTATION/COORDINATION INSTRUCTIONS FOR MARINE CORPS DEVELOPMENT AND EDUCATION COMMAND, QUANTICO, VIRGINIA

1. Local Transportation. Arrange commercial charter bus transportation for the necessary transfer of PLC candidates between the local Washington metropolitan area airports (National, Friendship, and Dulles) and MCDEC. Issue necessary TR's for the procurement of this service, and execute the necessary charter contracts/agreements with the commercial bus carrier.
2. Effecting Return Transportation. Arrange and furnish the necessary commercial transportation, on a group and individual basis, as appropriate, for return travel of PLC candidates upon release from training duty.
3. Supplemental Transportation. Provide the necessary Government vehicle support for transfer of incoming and outgoing PLC candidates between MCDEC and outlying camp areas, if required. Furnish supplemental Government vehicle support required to augment charter commercial bus arranged for the transfer of candidates between the Washington metropolitan area airports and MCDEC.
4. Liaison/Support Personnel. Furnish officer and enlisted Marines to coordinate transfer of incoming and outgoing PLC candidates and their baggage at the three Washington metropolitan area airports (National, Baltimore, and Dulles).

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MARINE CORPS TRANSPORTATION MANUAL

PART L: PROCEDURES FOR SUBMISSION OF MARINE CORPS-SPONSORED PASSENGER TRANSPORTATION REQUIREMENTS VIA MAC

1300. GENERAL INFORMATION

1. Basis for Requirements Submission. The DOD assigned MAC the responsibility for operating a worldwide passenger reservation system for international air travel of DOD-sponsored travel. In carrying out this responsibility, MAC requires the services to identify long-range (fiscal year) and short-range (monthly) airlift requirements for use in planning airlift capability.
2. Marine Corps Submission. The Commandant of the Marine Corps (Code LFT-2) collects and reviews Marine corps-sponsored passenger airlift requirements submitted by the activities identified in paragraph 1302, following, and, in accordance with MCO 4630.6, provides a consolidated submission to MAC.

1301. REQUIREMENTS SUBMISSION

1. Monthly MAC Channel Requirements (Report Symbol MC-4630-10)
 - a. Due Date. The reporting activities identified in paragraph 1302, following, shall submit a monthly forecast of transportation requirements for their areas of responsibility for the movement of personnel by MAC channels. The forecast will be forwarded to the Commandant of the Marine Corps (Code LFT-2) via airmail or message to reach Headquarters Marine Corps not later than the 10th day of the fourth month preceding the month of operation (120 days prior

to the month of operation). For example, the report for the month of September is due by 10 May.

b. Report by Channel/Code. Requirements for the month of operation will be reported by channel, using three-letter airport codes (e.g., LAX-DNA (Los Angeles International Airport/Kadena Air Base)) as shown in the MAC sequence listing for channel traffic. The format for the monthly report is shown in figure 1-19. The report may also be submitted by message.

c. Changes to Forecast. After the submission of the monthly forecast, changes that occur will be reported to the Commandant of the Marine Corps (Code LFT-2) by message under the same procedure as stated herein, but not earlier than 60 days prior to the operating month. The subject of the message will be identified as "MAC Passenger Requirement Change for (month)," will cite the increase or decrease by channel and category of passenger, and will identify the new total for the channel. If an increase requires a performance time, the desired date(s) of operation should be indicated.

d. When Report of Changes Not Required. Do not submit passenger changes of less than 25 persons unless the month's requirement for the channel is less than 200 passengers. Also, do not submit passenger changes of less than 5 persons.

e. Forecast During National Emergency. The foregoing procedures for submission of monthly forecast of MAC channel requirements for transportation of Marine Corps passengers will apply during peacetime operations. However, during a national emergency, monthly requirements will be submitted in sufficient time to reach Headquarters Marine Corps not later than 65 days prior to the operating month.

REPORT SYMBOL NO-450-10		LEADER		NAME		GRADE		SERIAL		COMPONENT		UNIT		DATE	
ORIGIN	DESTINATION	ORIGIN	DESTINATION	ORIGIN	DESTINATION	ORIGIN	DESTINATION	ORIGIN	DESTINATION	ORIGIN	DESTINATION	ORIGIN	DESTINATION	ORIGIN	DESTINATION
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30

Figure 1-19.--MAC Passenger Airlift Requirements Code Sheet.

2. Annual (Fiscal Year) MAC Channel Requirements (Report Symbol MC-4630-09)

a. Due Date. The reporting activities listed in paragraph 1302, following, will submit to the Commandant of the Marine Corps (Code LFT-2) an annual forecast of the MAC channel requirements for Marine corps-sponsored passenger transportation. The annual forecast will be forwarded by airmail or message to reach Headquarters Marine Corps not later than 15 October of each year, unless otherwise directed by Headquarters Marine Corps, and will cover an update of the requirements for the succeeding year and a forecast of requirements for the second succeeding year; e.g., on 15 October 1980, update fiscal year 1982 requirements and forecast fiscal year 1983 requirements. The 8-month update is no longer required. The format for submitting the annual report is shown in figure 1-20. Messages may also be used for submitting the forecast.

b. Procedure. The 12-month (fiscal year) requirement total for a channel will be obtained estimating the passenger transportation requirements for the average month for each quarter of the year, adding the four averages, and multiplying by three.

c. Forecast During national Emergency. The foregoing procedures for submission of the annual fiscal year forecast for MAC channel requirements for the movement of passengers will apply during national emergencies as well as during peacetime operations.

1302. REPORTING ACTIVITIES AND AREAS OF RESPONSIBILITY

1. Commanding General, Fleet Marine Force, Pacific. The CG, FMFPac, shall submit MAC channel requirements for the following areas:

- a. From Pacific overseas areas to CONUS.
- b. Within and between Pacific overseas areas.

2. Marine Corps Movement Coordination Center. The Marine Corps Movement Coordination Center (MCMCC) shall submit MAC channel requirements from:

- a. CONUS to all overseas areas.
- b. Transatlantic and Transcaribbean areas to CONUS

REPORT SYMBOL MC-4600-23		DISCOUNT FARE (AIR) UTILIZATION REPORT					No. Passengers Not Moved at Discount by Nonuse Codes
No. Passengers PCS	TAD	Total No. Passengers	No. Moved at Discount Fare	Percentage Moved at Discount Fare	Total Cost	Total Savings	
1							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
18							18
28							28
38							38
48							48
58							58
68							68
78							78
88							88
98							98

Remarks: Action taken/planned to reduce incidences of nonuse of discount fares, etc.

Figure 1-21.--Format of Discount (Air) Utilization Report.

CHAPTER 2: TRANSPORTATION OF PERSONAL PROPERTY

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CHAPTER 2

TRANSPORTATION OF PERSONAL PROPERTY

PART A: GENERAL INFORMATION

2000. PURPOSE AND SCOPE. This chapter contains regulations, instructions, and guidance which supplement and are to be used in conjunction with the JFTR, volume 1. The provisions of this chapter are applicable only in those situations which involve Marine Corps personnel or their designated agents. When personal property transportation arrangements are made for members of the other uniformed service components, strict compliance with the following applicable directives is mandatory:

1. Department of Army personnel. AR 55-71, Transportation of Personal Property and Related Services.
2. Department of Navy personnel. (Less Marine corps). NavSup Pub. 490, Transportation of personal Property.

3. Department of Air Force Personnel. Air Force Regulation 75-25, Movement and storage of personal Property.

2001. AUTHORITY OF THE COMMANDANT OF THE MARINE CORPS

>1. The Secretary of the Navy has designated the Commandant of the Marine Corps to act in matters related to the transportation and storage of personal property for Marine corps personnel which, under the JFTR, require authorization/approval of the secretary of the service concerned. Except for those situations identified in the following, requests of this nature shall be submitted to the Commandant of the Marine Corps (Code LFT-4), Headquarters, U.S. Marine Corps, Washington, D.C. 20380-0001, stating the reason/justification for the request:

Situation (JFTR paragraph Referrals)	Submit To Commandant of the Marine Corps
U5350-D	Code MM
U5350-E	Code MM
U5370-A	Code MM
U5370-B2	Code MM
U5370-D5	Code MM
U5370-E3	Code MM
U5370-E4	Code MM
U5372-B3	Code MH
U5372-C2b	Code MH
U5545-C	Code MH
U5545-A3	Code MH
U5410-B	Code MH
U5455-E3b	Code MH

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2. Paragraph 2021, following, prescribes those conditions whereby the authority for air shipment of personal property is required by the Commandant of the Marine Corps (Code LFT-4) and in what manner requests of this nature must be submitted.

3. Requests for nontemporary storage as an alternative to shipment shall be submitted to the Commandant of the Marine Corps (Code LFT-4) in the manner prescribed in paragraph 2024, following.

2002. AUTHORITY OF THE TRAFFIC MANAGEMENT OFFICER OF EACH ACTIVITY PROVIDING PERSONAL PROPERTY SHIPPING SERVICES. The TMO has the authority to grant authorization or approval in the following situations:

>1. The shipment of household goods and unaccompanied baggage by air. The JFTR, paragraphs U5320-A and U5320-B, and paragraph 2021 of this Manual apply.

>2. Conversion of household goods from temporary storage to nontemporary storage. The JFTR, paragraph U5375-D, applies.

>3. Conversion of household goods from nontemporary storage to temporary storage for shipment. The JFTR, paragraph U5380-D, applies.

>4. Temporary storage in connection with a shipment from nontemporary storage the home selected by the member under the conditions specified in the JFTR, paragraph U5365-C4.

>5. Forwarding household goods to the proper destination, at Government expense, when such household goods have been improperly shipped or otherwise unavoidably separated from the member through no fault of the member. The JFTR, paragraphs U4625-C and U5330-D apply.

2003. PERSONAL PROPERTY TRAFFIC MANAGEMENT PROCEDURES. Traffic management procedures for the movement and storage of household goods, unaccompanied baggage, mobile home, and privately-owned vehicles are as prescribed for in DoD 4500.34-R (Personal Property Traffic Management Regulation).

2004. CLARIFICATION OF ENTITLEMENT. Questions concerning entitlement may be submitted in writing or by telephone to the Commandant of the Marine Corps (Code LFT-4), Headquarters, U.S. Marine Corps, Washington, D.C. 20360-0001 (commercial telephone number 202-694-8376/202-694-1067; AUTOVON 224-8376/224-1067).

2005. DEFINITIONS

1. Personal Property. Personal property, as used in this Manual, includes household goods, privately-owned motor vehicles, and housetrailer/mobile homes.

2. Unaccompanied Baggage. Unaccompanied baggage will include only items in the following categories:

a. Clothing.

b. Linens, dishes, cooking utensils, and other light housekeeping items.

c. Cribs, playpens, baby carriages, and articles necessary for the immediate care and comfort of the infant dependent.

d. Small radios, portable televisions, portable sewing machines, portable phonographs, small tape recorders, and like items.

e. Other articles essential to the health and comfort of the member and dependents thereof.

f. Professional books, papers, and equipment urgently needed in the performance of official duties.

3. Articles of Extraordinary value Including Easily Pilferable Articles of Substantial value (Hi-value). Hi-value articles are those having a considerable worth at the time of loss or damage (substantiate with documentary evidence) far beyond the value of similar household goods. Articles within the definition of hi-value are those which (in the member's opinion) meet the criteria stated herein and the member is prepared to produce evidence of ownership and value should it become necessary to file a claim against the U.S. Government for loss and damage. See paragraph 2022, following, for instructions concerning the shipment and storage of hi-value articles.

4. Date Household Goods are Acquired. The term "acquired" as used on the reverse of the DD Form 1299 is the date "title" to the property passes to the member. Title passes when physical delivery of the household goods is accomplished unless there is explicit agreement to the contrary specifying some other date. In cases where the member orders or contracts for the purchase of household goods to be manufactured, and in the absence of other explicit agreement or conclusive evidence, such articles will be considered as acquired for entitlement purposes when manufacture has been completed and the articles are physically available for shipment (52 comptroller General 765).

>5. Household Goods. The term household goods is defined in appendix A, part 1, of the JFTR. Household goods may include ultra-light vehicles (hang gliders), both powered and unpowered. To be considered an ultra-light vehicle, a hang glider must weigh less than 155 pounds; while a powered vehicle must weigh less than 500 pounds, be limited to 5 U.S gallons of fuel, and must have a maximum speed of not more than 55 knots. Both powered and unpowered ultra-light vehicles are limited to a single occupant. Vehicles exceeding these limitations may not be shipped as household goods since they are considered aircraft (airplanes) for purposes of airworthiness, certification and registration, and their operators are subject to the same certification requirements as are aircraft (airplane) operators.

>1. General Information. The entitlement to transportation of household goods under TDY and TAD orders is prescribed in the JFTR, chapter 4, part G. Within the Marine Corps, TDY means duty at one or more locations, other than the permanent station, at which the Marine performs TDY under orders which provide for further assignment, or pending further assignment, to a new permanent station. TAD, which is a form of TDY peculiar to the Department of the Navy, involves one journey away from the member's duty station in the performance of prescribed duties at one or more places and direct return to the starting point upon completion of such duties. Personnel on TAD remain assigned to the station from which they proceeded on TAD.

>2. TAD. For personnel under orders contemplating return to the current permanent station upon completion of TAD, the shipment of household goods to and from the TAD station(s) is subject to the conditions specified in the JFTR, paragraphs U4600, U4605, and U4610. That is:

a. The member must furnish a written statement that the household goods are for that member's own personal use, comfort, and well being while performing the TAD.

b. The shipment must be authorized or approved by the member's commanding officer.

c. The shipment may not exceed the temporary change of station weight allowance specified in the JFTR, paragraphs U4610-A and U5310-B.

>2011. SHIPMENTS UNDER PERMANENT CHANGE OF STATION ORDERS

1. General Information. The JFTR, paragraphs U5300 through U5365, contains the basic entitlement for the transportation of household goods incident to PCS. Each shipment effected will be supported by a PCSO or other written instrument which authorizes the shipment in accordance with the JFTR. Examples of written instruments of authority which may be used in lieu of PCSO's for the purpose of shipping household goods are as follows:

a. Dependent Travel Certificate/Separation without Orders. This certificate is for use by Marines being separated from the service without orders and who request shipment of their household goods under the authority of the JFTR, paragraph U5360. Certificates of this nature will be in the format shown in MCO P1900.16C, figure 7-1.

b. Official Notification of Pending Orders. A notification or certificate of intent to issue orders is for use by Marines requesting shipment of their household goods prior to receipt of PCSO's. The JFTR, paragraph U5330-G, applies.

c. Report of Casualty (DD Form 1300). This form may be used by the dependent, next of kin, or legal heir to support a request for shipment of household goods under the conditions specified in the JFTR, paragraph U5372-A.

2. Ordered to and From Duty outside the United States (JFTR, paragraphs U5315 and U5350)

a. Administrative Weight Restriction (AWR). The AWR is defined as the household goods weight limitation (2,000 pounds or 25 percent of PCS weight

allowance) imposed by the JFTR, paragraph U5315. Okinawa, Japan, has been designated by the Marine Corps as a place where family housing is furnished with Government-owned furnishings and where the AWR is applicable.

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(1) The AWR will be determined in advance by the Commanding General, Marine Corps Base, Camp Butler, Okinawa, Japan, and will be shown in the household goods paragraph of the member's area clearance instructions. From the data furnished by each member in accordance with MCO P1000.6E, figure 4-16 (request for area clearance), the AWR will be computed on the basis of 2,000 pounds or 25 percent of the maximum PCS weight allowance, whichever is greater, plus the weight of those items of Government-owned furnishings listed in the area clearance instructions as nonavailable.

(2) The AWR does not include the weight of unaccompanied baggage or professional books, papers, and equipment (PBPSE) shipped to or from Okinawa, Japan, by the member.

(3) The member will be responsible for ensuring that:

(a) A copy of the area clearance instructions is furnished to the origin TMO.

(b) An estimated weight of any PBP&E is entered in block 7a(2) of the DD Form 1299 (Application for Shipment of personal Property).

(c) All PBP&E items are packed and weighed separately, and are identified as PBP&E on the household goods descriptive inventory prepared by the carrier.

(d) The weight of the PBP&E is shown on the face of the personal property government bill of lading (PPGBL), or other applicable shipping document. If the weight is not shown, the member will be advised to contact the TMO as soon as possible so that a correction notice may be issued.

(4) The origin TMO will ensure that the M4R, as shown in the member's area clearance instructions, is entered in the remarks section (block 25) of the PPGBL or on the face of any other applicable transportation document used which will be provided to the origin carrier/contractor for submission to the Commanding General (code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, for payment. For example, "HHG Administrative Weight Restriction - 2,750 pounds net weight."

(5) Upon completion of the accompanied by dependents tour, the AWR from 23 Okinawa, Japan, will, as a minimum, be the same weight the member was authorized to ship to Okinawa, Japan. The manner in which the weight will be entered on the transportation documents will be the same as shown in paragraph 2011.2a(4) preceding.

b. Accompanied Baggage. At the time of interview, members will be instructed to utilize their accompanied baggage allowance to transport items which they will

require immediately upon their arrival at destination, such as uniforms. For accompanied baggage allowances, see chapter 1, part I of this Manual.

c. For Marines Assigned to a 12-Month unaccompanied Overseas Tour of Duty in the Western Pacific (WestPac) and Married Personnel Who Elect an All Others Tour. Shipment of household goods to and from the overseas duty station is limited as follows:

Grade	Allowance to Overseas Station
E-4's (with 2 years' service or less) and members serving in a lower grade	500 pounds net weight (see notes 1 and 3)
E-4's (with over 2 years' service) and members serving in a higher grade	10 percent of the member's PCS weight allowance (see notes 2 and 3)

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- > NOTES: 1. Upon completion of the unaccompanied overseas tour, an E-4 (with 2 years' service or less) and a member serving in a lower grade may ship household goods from the overseas duty station subject to the tour lengths and amounts shown below:

Tour Length	Allowance From Overseas Station
12 months	1,000 pounds
18 months or more	1,500 pounds

2. Upon completion of the unaccompanied overseas tour, an E-4 (with over 2 years service) and a member serving in a higher grade may ship household goods from the overseas duty station subject to the category, tour length, and amounts shown below:

Category A--Member acquiring dependents who serves:

Tour Length	Allowance From Overseas station
12 months	10 percent of JFTR PCS weight allowance allowance plus 500 pounds
18 months	25 percent of JFTR PCS weight allowance
24 months	50 percent of JFTR PCS weight allowance
30 months	75 percent of JFTR PCS weight allowance
36 months	Full JTR PCS weight allowance

Category B--Member of joint household who serves:

Tour Length	Allowance From Overseas Station
12 months	10 percent of combined JFTR PCS weight allowance plus 1,000 pounds
18 months	25 percent of combined JFTR PCS weight allowance
24 months	50 percent of combined JFTR PCS weight allowance
30 months	75 percent of combined JFTR PCS weight allowance
36 months	Combined JFTR PCS weight allowance

Category C--others (including member with individually- sponsored dependent) who serves:

Tour Length	Allowance From Overseas Station
12 months	10 percent of JFTR PCS weight allowance plus 500 pounds
18 months	25 percent of JFTR PCS weight allowance
24 months	50 percent of JFTR PCS weight allowance
30 months	75 percent of JFTR PCS weight allowance
36 month	Full JFTR PCS weight allowance

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3. Upon completion of the overseas tour, the authorized allowance from the overseas station will be shown on the face of the PPGBL or on the face of any other applicable transportation document used which will be provided to the origin carrier for submission to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001. For example, "Auth HHG Allowance - 750 pounds Net weight." It is important that all members be reminded that the combined weight of all household goods shipped and/or stored under the PCSO returning them to CONUS may not exceed the total shown in the JFTR table of weight allowances.

3. Local Moves of Personal Property. Local movements of household goods under the authority of the JFTR, paragraphs U5345-D and U5355-D, must be supported by a written statement from the member's new commanding officer certifying that the local move is necessary as a direct result of the PCS or reassignment order, whichever is applicable.

>2012. SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY

1. General Information. The JFTR, paragraph U5360, provides the basic entitlement for shipment of household goods for members who are separated from the service or who are relieved from active duty. Shipment of household goods, within prescribed weight allowances, may be made between any point, subject to the following limitations in cost as applicable:

From	To
The members last or any previous permanent duty station.	The member's home of record or the place from which the member was ordered to active duty, whichever
A designated place to which the member's household good were transported at Government expense	points the member elects for the purpose of receiving travel allowance.
A place of authorized storage.	

NOTE: Shipment from the home of record or place of entry of any household goods not brought into the service for use in the member's household at any time during the individual's current tour of active duty is not authorized.

2. Time Limit. Entitlement to shipment will terminate on the 181st day following separation from the service or relief from active duty unless a written application for shipment has been turned in to a TMO prior to the expiration of the 180th day. When an application for shipment has been turned in within 130 days, household goods must then be turned over to a TMO, or a carrier, for shipment, as soon as possible after such application has been submitted. The term "as soon as possible" is intended to represent the time necessary for the TMO to exercise normal traffic management responsibilities, process documentation, and obtain the required services. In cases where turning over household goods as soon as possible will impose a hardship on a separated member, a request for additional time may be submitted to the Commandant of the Marine Corps (Code LFT-4), Washington, DC 20380-0001. Such requests will include, as a minimum, the following:

- a. Copy of applicable discharge/separation order. In the absence of orders (enlisted personnel), a copy of the Certificate in Lieu of Orders, NAVMC 11062.
- b. Copy of DD Form 1299.

c. Reason(s) why the household goods cannot be turned over for shipment.

d. The anticipated date on which the household goods will be released for shipment.

3. Ordered From Overseas to CONUS to Await Separation (JFTR, Paragraphs U5345-H2 and U5360). The shipment of household goods from overseas to a location in CONUS other than the place the member is ordered to report is authorized provided:

a. The orders returning the member to CONUS to await separation identify the member's home of record and the place from which ordered to active duty, as required by MCO P1000.6E, paragraph 4400.2m.

b. The member agrees to pay any excess cost in advance of shipment. Transportation costs payable by the Government may not exceed what it would have cost the Government to ship the household goods from overseas duty station to the CONUS separation processing station and reshipment to the place elected by the member for travel allowances. Members will be advised that any advance collection of excess costs is only an estimate and is subject to the audit and final determination by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001.

>2013. RETIREMENT, PLACEMENT ON THE TEMPORARY DISABILITY RETIRED LIST, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE TO INACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

1. General Information

a. The JFTR, paragraph U5365, provides the basic entitlement for shipment and/or nontemporary storage of household goods for members:

(1) Retired for physical disability or placed on the Temporary Disability Retired List (without regard to length of service).

(2) Retired with pay for any other reason (including transfer to the Fleet Marine Corps Reserve) immediately following at least 6 years of continuous active duty with no single break therein of more than 90 days.

(3) Discharged with severance or separation pay immediately following at least 9 years of continuous active duty with no single break therein of more than 90 days.

(4) Involuntarily released to inactive duty with readjustment or separation pay immediately following at least 6 years of continuous active duty with no single break therein of more than 90 days.

b. Shipment of household goods within prescribed weight allowances may be shipped between any points subject to the following limitations as applicable:

From

To

The members last or any previous permanent duty station.

The home selected by the member for the purpose of receiving travel

A designated place to which the member's household goods were transported at Government expense.

A place of authorized storage.

Any combination of the above.

allowances. (For specific entitlements and limitations, see the JFTR, paragraph U5130-A1.

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2. Shipment to a Foreign Country. Eligibility of personal property of retired personnel for entry into foreign countries (home of selection) free of import duties and taxes is dependent upon the laws of the foreign country concerned. The GBL is a transportation document only; therefore, import duties or taxes assessed by foreign governments are not included in the charges for air, ocean, or land transportation provided at the expense of the U.S. Government. Members contemplating shipment of their personal property will be advised to contact the U.S. Consulate or Embassy located in the foreign country concerned for information on customs requirements, allowable and restricted items, documentation required by customs authorities, and other assistance as may be required.

3. Time Limit/Supporting Documents. The time limits for shipment and nontemporary storage of household goods are specifically prescribed for in the JFTR, paragraph U5365, subparagraphs A, C, D, E, and F. When household goods are turned over for shipment to a home of selection within 1 year following retirement, the only document necessary to support the shipping application (DD Form 1299) is the member's retirement/discharge/release orders. Required documentation in other cases is dependent on the type of situation as follows:

a. JFTR U5365-D1. Entitlement for shipment and nontemporary storage of household goods accrues until 1 year after the date of discharge from the hospital or termination of medical treatment. (Authorized by the JFTR.) Supporting documentation required includes a retirement/discharge/release order and a signed statement from the attending physician containing the following data:

(1) Member was undergoing hospitalization or medical treatment on the last day of active duty, or during the 1-year period subsequent to termination of active duty.

(2) Hospitalization or treatment was continuous. Statement will cite inclusive dates.

(3) A brief description of the member's illness.

(4) Date or projected date of member's discharge from hospital or release from medical treatment

(5) Travel before a specified date would be detrimental to the member's health and welfare.

(6) Medical treatment required was of a specialized nature and was not readily available in the area of the home of selection.

Shipment and nontemporary storage after the 1-year following hospitalization/treatment will require authorization or approval from the Commandant of the Marine Corps (code LF). In addition to the documents cited in this subparagraph, the member will be required to justify the need for more time.

b. JFTR U5365-D2. Entitlement to ship household goods accrues until 1 year after date of termination of active duty, plus a period equal to the period of the member's hospitalization or treatment. (Authorized by the JFTR.) Supporting documentation required is the same as that shown in subparagraph 2013.3a, preceding. Entitlement to nontemporary storage accrues until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment accruing within that year. (Authorized by the JFTR.) A longer time limit for shipment of household goods may be authorized by the Commandant of the Marine Corps (Code LF); however, further extension of the time limit for nontemporary storage may not be authorized.

c. JFTR U5365-E. Entitlement to ship household goods accrues until 1 year after completion of education/training or 2 years after termination of active duty, whichever is earlier. (Requires authorization or approval by the Commandant of the Marine Corps (Code LF)). Supporting documentation required includes a

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retirement/discharge/release order, Commandant of the Marine Corps letter extension authority, and a signed statement from the registrar of the educational or training institution containing the following information:

- (1) Complete designation of the education or training institution.
- (2) Nature of education or training.
- (3) Commencement date of education/training and contemplated date of completion.

A longer time limit for shipment of household goods, not to exceed 1 year after completion of education/training, may be authorized by the Commandant of the Marine Corps (Code LF) subject to a member's request justifying the additional time. Nontemporary storage is limited to a period of 1 year following the date of termination of active duty, and a further extension of the time limit for nontemporary storage may not be authorized.

d. JFTR U5365-F. Other deserving cases. (Requires authorization or approval by the Commandant of the Marine Corps (Code LF).) Examples of other deserving cases include, but are not limited to:

- (1) Death or serious illness in the immediate family near the time of the planned move.

(2) A retired member's spouse is undergoing medical treatment (not considered a terminal illness). For personal reasons, the member and spouse elect to continue treatment with the original doctor to enhance a speedy recovery.

(3) Construction of a retirement home delayed by labor strikes.

(4) Delay in selling a home because of inflationary market conditions.

Supporting documentation required includes a retirement/discharge/release order, Commandant of the Marine Corps letter extension authority, and a written statement by the member briefly describing the circumstances causing the delay in moving to a selected home. The written statement will be supported, where applicable, by a certificate from a doctor, realtor, or other person familiar with the member's situation. Nontemporary storage, at Government expense, under these conditions is limited to a period not to exceed 1 year from termination of active duty, and an extension of the nontemporary storage entitlement may not be authorized or approved.

>2014. TRANSPORTATION OF HOUSEHOLD GOODS PRIOR TO ISSUANCE OF ORDERS. Shipment of household goods prior to the issuance of orders is authorized provided that all of the conditions specified in the JFTR, paragraph U5330-G, are met. Insofar as Marine Corps members are concerned, the statement referred to in the JFTR, paragraph U5330-G, item 1, will not be issued without the authority of the Commandant of the Marine Corps (Code MM).

>2015. DRAYAGE AND STORAGE INCIDENT TO OCCUPANCY OF GOVERNMENT OR GOVERNMENT-CONTROLLED QUARTERS

1. General Information. When members are assigned to Government quarters, within or outside CONUS, the handling necessary to move their household goods from off-tation housing to the assigned quarters is authorized at Government expense. Nontemporary storage of the household goods which cannot be accommodated in the assigned quarters is also authorized. The JFTR, paragraphs U5380 and U5355-C, applies.

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2. Members Required to Vacate Government Quarters in CONUS. Members required to vacate Government quarters in CONUS because their dependents no longer reside with them, due to separation, divorce, or dependents returning home to care for an ailing parent, will be authorized drayage and/or storage of their household goods at Government expense. This authorization also applies to members whose assignment to Government quarters is terminated at the direction of the activity commander for just cause. In the case of separation or divorce, the entitlement to drayage or storage applies only to those items for which the member retains ownership. (See also MCO P11000.15A, paragraph 1503.)

3. Members Required to Vacate Government Quarters Overseas. Members required to vacate Government quarters at an overseas activity for the reasons cited in paragraph 2015.2, preceding, will be authorized drayage and/or storage of their

household goods at Government expense. Any shipment required to move the household goods to an authorized nontemporary storage facility is also proper.

4. Voluntary Termination of Government Quarters. When a member requests termination of quarters for personal reasons, such as a desire to occupy a civilian residence in the vicinity of the duty station, the necessary drayage/storage of the household goods under such conditions will be at the member's expense.

5. Funding. Responsibility for funding and procedures for payment are prescribed paragraphs 2025 and 2026, following.

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PART C: SPECIAL INSTRUCTIONS

> 2020. AGENTS ACTING IN BEHALF OF MEMBERS

1. General Information. An agent acting for member with regard to the shipment of household goods will be required to furnish, in addition to copies of the member's orders, a current power of attorney or other written authority signed by the member, stating that such agent has permission to act in the member's behalf concerning these matters.

2. Certificate in Lieu of Signature. When the signature of the member or designated agent thereof is not available, block 21 of the DD Form 1299 may be completed by either the member's commanding officer or the responsible TMO under conditions deemed appropriate. An example of an appropriate condition would involve the return of household goods to their proper destination under the authority of the JFTR, paragraphs U4625-C and U5330-D.

> 2021. SHIPMENT OF PERSONAL PROPERTY BY AIR

1. General Information. The ultimate responsibility for authorizing shipments of personal property by air rests with the TMO responsible for determining the requirements of the member and establishing the required delivery date. Air clearance from Headquarters Marine Corps is not required.

2. Hardlift Areas. The term hardlift area will be shown on all applicable transportation documents when personal property is shipped to those areas identified in the Personal Property Consignment Guide, Volume II (Overseas), as lacking adequate surface transportation.

3. Justification Records. TMO's will maintain a record justifying the use of commercial air in the following instances:

a. JFTR, Paragraph U5335. When household goods are shipped by commercial air in preference to other modes which would produce a lower overall cost to the Government, on the basis that such other modes cannot provide the required service satisfactorily.

b. JFTR, Paragraph U5320-B. When shipments of unaccompanied baggage exceeding 1,000 pounds net weight are shipped via commercial air.

4. Shipments Via MAC Air. For personal property shipments made via MAC air, this paragraph will be referred to when requesting clearance through the appropriate air clearance authority and will be cited on all applicable transportation documents.

> 2022. SHIPMENT/STORAGE OF HI-VALUE ARTICLES

1. Counseling. Members should be urged to hand-carry or make other provisions for small and easily pilferable items, such as hi-value jewelry, negotiable instruments, and coin collections. Members will be advised as to the limits of liability on the part of the carrier/storage contractor/Government in the event of loss or damage and of their option to obtain supplemental protection and insurance. Information of this nature may be found in the following publications:

- a. DoD 4500.34-R, paragraph 7A28e and appendix H.
- b. JAG Manual, chapter XXI.
- c. NAVMC 2668. It's Your Move.
- d. NAVMC 2760. It's Your Claim.

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2. Proof of Ownership. At the time of application for shipment/storage of personal property, the member shall prepare an inventory of household goods to be shipped/stored having a value of \$200 or more. The inventory shall be descriptive and in detail and shall list those items of personal property of \$200 or more which will not otherwise appear on the carrier's/storage contractor's prepared inventory. For example, an antique chair valued at \$350 would not be packed in a carton but would normally be separately listed on the carrier's/storage contractor's prepared inventory; but a \$250 movie camera would normally be packed in a carton with other items vice being listed separately on the carrier's/storage contractor's prepared inventory. (NOTE: Firearms, regardless of their value, will be listed by the member on the hi-value inventory.) The inventory prepared by the member shall be countersigned by an appropriate individual at the office where the application (DD Form 1299) for shipment/storage is made. The original of the inventory shall be retained by the member and submitted as part of any claim against the Government in the event of loss or damage to any item listed thereon. A copy of the inventory shall be retained by the office where the application for shipment/storage (DD Form 1299) is made. Nothing contained in this paragraph shall relieve the claimant from also supplying evidence to support the value of the loss. Failure to prepare the inventory described herein may be considered grounds for disallowing compensation for a claimed item. Nonetheless, if a member fails to prepare and submit a hi-value inventory, for whatever reason, or inadvertently omits an item or items from the inventory, the member may still be compensated for the loss or damage to items which should have been listed if the claim is accompanied by other proof

of ownership. Such proof may be in the form of purchase receipts, canceled checks, photographs, or statements of disinterested persons who observed such items in the member's home.

3. Shipment. Hi-value items may be included with household goods shipments or, in these cases when the member requests additional valuation, may be prepared for separate shipment. However, regardless of the method(s) of transportation used, it is necessary for the member to prepare a hi-value inventory in the manner prescribed in paragraph 2022.2, preceding. If the member does not request additional valuation for his/her shipment, the hi-value articles will be included with the household goods; and only one DD Form 1299 and GBL is required. If additional valuation is requested, the member may find the cost of such service lower if the hi-value articles are shipped separately, in which case two DD Form 1299's and two GBL's are required. Under these circumstances, the costs for shipping the personal property in more than one lot will be borne by the Government. The costs for the additional valuation will be at the member's expense. Shipment of hi-value items, when made separately, will be made direct from and to the owner or designated agent or as indicated in the Personal Property Consignment Instruction Guide for the particular destination installation.

4. Nontemporary Storage. When hi-value articles are included with the household goods nontemporary storage lot, the member may anticipate shipping the hi-value articles separately from the other personal property at a later date and upon receipt of new PCSO's. To facilitate a separate shipment under these circumstances, members will be advised of their responsibility to be able to identify the hi-value articles by inventory number.

5. Accessorial Services. The services provided for the shipment or storage of hi-value articles are limited to those provided under the carriers' tariffs or contractual provisions for the shipment/storage of like items of utilitarian nature. Members desiring additional or exceptional packing and crating or exceptional storage services will be advised that the exceptional services will be provided subject to their payment of the excess costs involved.

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>2023. TEMPORARY STORAGE

1. General Information. The basic authority for temporary storage in connection with a shipment of household goods is as prescribed for in the JFTR, paragraph U5375.

2. Time Limit. Prior to the expiration of the temporary storage period(s) authorized by the JFTR, paragraph U5375-B, if a Marine Corps member does not provide disposition instructions concerning his household goods or if all efforts by the TMO to contact the member are unsuccessful, the Government storage account will terminate on midnight of the 90th/180th day, as the case may be; and the household goods will be converted to the member's personal account.

3. Additional Temporary Storage in Connection With Temporary Duty or Deployment in Excess of 90 Days or for an Indefinite Period (JFTR, Paragraph U5375-B3). By letter of authority (LOA) issued by the member's commanding officer or order-issuing authority, extended temporary storage may be authorized for a period of up to 90 days after the member's return from temporary duty or deployment. The commanding officer in this regard is further defined as one who has special court-martial authority; i.e., commanding officers at the battalion/squadron level. The LOA will contain, as a minimum, a reference to the temporary duty/deployment order and appropriation data. The cost of extended temporary storage is chargeable to the appropriation shown in the permanent change of station orders at transferred the member to the new permanent duty station involved. The LOA will be used together with a DD Form 1299 and a copy of the Government bill of lading, to support the storage agent's billing for payment. Procedures for payment may be found in paragraph 2026.2a, following. The TMO may sign the DD Form 1299 in the member's absence.

> 2024. NONTEMPORARY STORAGE

1. General Information. The basic authority for nontemporary storage of household goods is as prescribed for in the JFTR, paragraph U5380.

2. Time Limit (JFTR, Paragraphs U4670-C and U5380-L). On 1 April and 1 October of each year, the TMO will review the service orders for household goods storage lots which have remained in commercial nontemporary storage over 3 years. Procedures for notification of members pending expiration of entitlement, and conversion of storage lots to members expense, are contained in DoD 4500.34-R, paragraph 2.I.4.n. When necessary, assistance in locating an active duty or retired Marine may be obtained as follows:

a. Active Duty Marines. Write to the Commandant of the Marine Corps (Code MMRB), Headquarters Marine Corps, Washington, D.C. 20380-0001, or call the following numbers:

AUTOVON No.	Commercial	Member Whose Last Name Begins with the Letter
224-1624	202-694-1624	A through E
224-1861	202-694-1861	F through L
224-1610	202-694-1610	M through R
224-1913	202-694-1913	S through Z

b. Retired Marines. Write to the Marine Corps Finance Center (Retired Pay Branch), Kansas City, Missouri 64197-0001, or call AUTOVON 465-7130/commercial 816-926-7130.

When it has been determined that entitlement for nontemporary storage, at

Government expense, for an active duty or retired Marine has expired, the TMO will notify the member; the storage contractor; and the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, of the date on which payment by the Government has terminated. All questions concerning continued nontemporary storage for heirs, in the case of deceased Marine Corps members, must be addressed to the Commandant of the Marine Corps (Code MPH-80), Headquarters Marine Corps, Washington, D.C. 20310-0001 (AUTOVON 224-1787/commercial 202-694-1787).

3. Special Storage. Entitlement to nontemporary storage under the JFTR, paragraph U4670-B, is intended for members who must vacate Government quarters or civilian housing incident to temporary duty or deployment for a period in excess of 90 days or for an indefinite period. Except for those individuals who continue to receive basic allowance for quarters at the "without dependent rate" for the entire period of temporary duty or deployment in excess of 90 days, special storage is authorized for members who:

a. Do not have dependents.

b. Do have dependents but whose dependents do not reside at or near the member's permanent duty station.

c. Are a single parent. For example, a single parent with legal custody of a 4-year old child. The member is residing with dependent and drawing basic allowance for quarters at the "with dependent rate." The member receives a temporary duty assignment in excess of 90 days. The member arranges to relocate the dependent child with relatives. The member is entitled to special storage of household goods.

By LOA issued by the member's commanding officer or order-issuing authority, special storage may be authorized for a period of up to 90 days after the member returns from temporary duty or deployment. The LOA will contain, as a minimum, a reference to the temporary duty/deployment order and appropriation data. The cost of special storage is chargeable to Operations and Maintenance, Marine Corps appropriation, local funds. The LOA will be used to support the member's request (DD Form 1299) for special storage. Payment for special storage will be made in the manner prescribed in paragraph 2026.2b, following.

4. Nontemporary Storage as an Alternative to Shipment (JFTR 05380-C). TMO's may authorize requests for nontemporary storage in lieu of shipment when the overall cost for transportation to the authorized destination is more costly than the overall cost for nontemporary storage, and shipment of the PCS weight allowance is authorized but nontemporary storage is not specifically authorized in the JTR. TMO's will calculate the cost for nontemporary storage, using the average length of the tour to which the member is being assigned. Copies of all calculations made will be included in the member's file at the origin activity. Requests for nontemporary storage in lieu of shipment which appear to be in the best interest of the Government, but which are not cost advantageous, will be forwarded to the Commandant of the Marine Corps (Code LFT-4), Headquarters Marine Corps, Washington, D.C. 20380-0001, for determination.

2025. FUNDING FOR TRANSPORTATION AND HANDLING OF PERSONAL PROPERTY FOR MARINE CORPS PERSONNEL

1. Appropriation Chargeable--Permanent Change of Station Order Involved. The

appropriation Military Personnel, Marine Corps (MPMC) is chargeable. With rare exception, such appropriation data will appear in the PCSO or other written authority furnished by the member to support the request for shipment, such as a dependent travel certificate/separation without orders or a statement/certificate of intent to issue orders. For shipment and/or storage of personal property of deceased Marines, the [DD Form 1300](#) (Report of Casualty) which is used by the dependent, next of kin, or legal heir to support their request will

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not normally show appropriation data. In all such cases, the appropriation data (MPMC) to be cited will be the same as that used for Marines upon separation. When required and in connection with a PCSO, appropriation data (MPMC) may be extracted from any of the following directives:

a. DoD 4500.32-R, volume II, section B.

b. Current Marine Corps bulletin in the 4610 series concerning cargo and personal property transportation accounting data for the appropriate fiscal year.

2. Appropriation Chargeable--Permanent Change of Station Not Involved

a. Temporary Duty and Temporary Additional Duty. Appropriation Operations and Maintenance, Marine Corps (O&MMC) is chargeable. Such appropriation data will be furnished by the organizational component which budgets for and funds the member's TDY or TAD travel.

b. Drayage and Storage Incident to Involuntary Extension of Tour of Duty Overseas. (The JFTR, paragraphs U5355-D2 and U5380-G2b, refers.) Under these conditions, the appropriation (MPMC) chargeable will be the same as that cited in the PCSO which initially transferred the member overseas.

c. Drayage and Storage Incident to Vacation Local Economy Housing. (The JFTR, paragraphs U5355-D1 and U5380-G2a, refers.) When a member is ordered by competent authority to vacate non-Government quarters (local economy housing) as a result of a declaration by medical officials that such quarters no longer meet established health/sanitation standards, the appropriation (O&MMC) chargeable will be furnished by the member's parent organization.

3. Drayage and Storage Incident to Occupancy of Government or Government-controlled Quarters. (The JFTR, paragraph U5355-C, refers.) All costs associated with local moves, including the nontemporary storage of household goods, will be charged to the operating funds of the organization making the quarters assignment, regardless of the member's military service. (This determination was made by the Assistant Secretary of Defense in a memorandum dated 16 April 1984.)

NOTE: Detailed instructions regarding funding responsibility for the costs of transportation and handling of personal property for Marine Corps personnel are contained in the following

directives:

MCO P7300.8D, paragraph 10010.

NavCompt Manual, paragraphs 022082-5 and 07144.

>2026. PAYMENT OF TRANSPORTATION AND ACCESSORIAL CHARGES

1. Personal Property Services Procured under a Government Bill of Lading. Transportation and accessorial charges performed under this arrangement are paid for by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001. Billing instructions are set forth in paragraph 2.H.6 and figure 2-19 of DoD 4500.34-R.

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2. Personal Property Services Procured Under Contractual Arrangement (Contract, Basic Agreement, or Purchase Order)

a. PCSC Involved

(1) Services Procured in CONUS. Dealers bills covering packing, crating, unpacking, local drayage, and storage will be forwarded to the activity (TMO) which procured the services. The TMO will forward the original and one copy of the dealer's bill (certified that services have been rendered), a copy of the DD Form 1299, and one copy of the member's orders and endorsements with the date of detachment indicated or other appropriate authorization to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, for preparation of a public voucher ([SF 1034](#)) and subsequent payment by the disbursing officer thereat. For nontemporary storage, the contractor's (warehouseman's) invoice (certified that services have been performed), a copy of the DD Form 1299, and one copy of the member's orders or other written authorization will be forwarded with the initial bill. Subsequent nontemporary storage invoices for the same lot do not require the DD Form 1299 or copy of the orders. The final billing for nontemporary storage lots will be annotated "FINAL BILLING." Upon submission to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, for payment, the final bill will be accompanied by the supporting documents causing termination of storage such as:

(a) A [DD Form 1164](#) when delivery out is incident to the same orders used for placing the household goods in storage.

(b) A copy of the new orders and applicable DD Form 1299 when termination occurs under a new entitlement.

(2) Services Procured Outside CONUS. Dealers' bills covering packing, crating, unpacking, local drayage, and any other service purchased outside CONUS will be paid by the disbursing officer serving the activity which made the procurement and charged against the appropriation (MPMC) shown in the member's orders. A copy of the paid voucher, together with a copy of the

member's orders and DD Form 1299, will be forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, GA 31704-5001.

b. PCSO Not Involved. Dealer's bills for contractual services (packing, crating, unpacking, drayage, and storage) not related to a PCS (i.e., TDY, TAD, and Government quarters assignment/reassignment/termination) will be forwarded to the activity (TMO) which procured the services. The TMO will forward the original and one copy of the dealer's bill (certified that services have been rendered) to the activity having funding responsibility for preparation of a public voucher (SF 1034) and subsequent payment by the disbursing officer thereat. When forwarding the dealer's bill to the activity responsible for payment, it will be accompanied by a copy of the member's DD Form 1299 and one copy of the document which supports the services rendered (i.e., TDY/TAD orders or Government quarters assignment/reassignment/termination). For funding responsibility, see paragraph 2025, preceding, and the NavCompt Manual, paragraph 022082-5.

3. Prompt Payment. To preclude any unnecessary delays and to ensure payments can be made in a timely manner, TMO's will take the following actions:

- a. Stamp each invoice showing "ORIGINAL" and the date it was received.
- b. Ensure that the rates, charges, and appropriation data shown on each invoice are correct.
- c. Certify each invoice with the name and title of the certifying officer and the activity address.
- d. Ensure that each invoice, together with supporting documents (PCS orders, DD Form 1299, etc.), is forwarded to the appropriate paying office within 10 working days from the date the invoice was received.

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e. Where applicable, ensure that those invoices offering a discount are appropriately marked "DISCOUNT OFFERED."

2027. CONSIGNMENT INSTRUCTIONS. Consignment instructions for the movement of personal property on a worldwide basis are contained in the Personal Property Consignment Instruction Guide (PPCIG) which is sponsored by the Commander, MTMC, Washington, D.C. The consignment instructions contained therein are to be used in conjunction with DoD 4500.34-R, appendix C and chapter 1. In the event a personal property shipment is destined for an overseas area not listed in the PPCIG, the TMO will request consignment instructions by message from the MTMC, Washington, D.C., and/or the military activity overseas nearest the point to which the shipment is destined.

2028. PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (JFTR, PARAGRAPH U5310-C). The TMO is responsible for ensuring that each member is properly counseled and advised of his/her entitlement to ship PBP&E which is not chargeable against his/her prescribed weight allowance. Either the estimated weight in

NUMERICAL FIGURES or the word NONE must be inserted on the Application for shipment and/or Storage of Personal Property (DD Form 1299) in block 8 under "Lbs. of Professional Books and Equipment." In addition, the certification concerning PBP&E in block 18 of the DD Form 1299 must be checked by the member. If the member fails to declare PBP&E on the DD Form 1299, he/she may not be credited with the weight even though he/she exceeds the prescribed weight allowance. When the member declares the PBP&E items on the DD Form 1299 and the carrier neglects to weigh them in accordance with its tender of service, the TMO will estimate the weight on the basis of 40 pounds per cubic foot for PBP&E and ensure such information is reflected on the GBL and DD Form 619.

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PART D: EXCESS COSTS

>2030. CIRCUMSTANCES. Among the circumstances in which excess costs may be incurred by members for whom shipments are made are as follows:

1. When the cost of the method of transportation used, at the request of the applicant, exceeds the cost of the method designated by the personal property transportation officer.
2. When special services, specific routing, or specific loading, not provided under ordinary rates, are furnished at the request of the applicant.
3. When shipments are made in separate lots between the same points.
4. When shipments are made from and to points other than those authorized in the JFTR, volume 1.
5. When, at the request of the applicant, shipments are released at a valuation which exceeds that prescribed for the lowest applicable transportation rate in a carrier's tariff.
6. When personal property in excess of the prescribed weight allowance is packed, unpacked, drayed, stored, or shipped.
7. When unauthorized articles are shipped.
8. When more than one partial withdrawal is made from temporary storage.

>2031. DETERMINATION OF EXCESS COSTS

1. General Information. The Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, is responsible for the final determination of excess costs for packing, crating, hauling, storing, unpacking, uncrating, and transporting of household goods and for the collection of excess costs. Collection by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, is normally accomplished through the issuance of a Pay Adjustment Authorization (DD Form 139). Personal property transportation officers will estimate the excess costs and collect these costs in

advance only from those members in a nonpay status and from those persons authorized to receive the property in accordance with the JFTR, paragraph U5372-C1 (dependents, next of kin). Such persons must be advised that any advance collection of excess costs is only an estimate and is subject to the audit and final determination by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001. Collection of excess costs in advance will be by cash, certified check, cashier's check, or postal money order from the owner inscribed payable to the order of the billing activity. In no event will these instruments be made payable to individual officers or employees of the Government by name. Evidence of such collection must be attached to the appropriate documents which are forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001.

2. Nontemporary Storage of Household Goods Exceeding Authorized Weight Allowance

a. Pay Status (Active Duty or Retired Pay)

(1) The Government will pay all contractual costs related to initial preparation, drayage, handling-in, and storage. When the household goods entering nontemporary storage exceed the member's weight allowance, the TMO will advise the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, by letter, enclosing a copy of the initial billing. The Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, will calculate and administer collection of excess costs after

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such notification and advise the member and TMO by letter of the amount and effective date of commencement of the member's payment of excess storage charges directly to the contractor. The TMO will so advise the contractor.

(2) Household goods entering nontemporary storage within the prescribed weight allowance but later found to be in excess of the member's weight entitlement as a result of an audit conducted by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, of all the member's shipments will be handled as follows:

(a) The Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, will provide written notification to the member and TMO advising the weight by which the member's household goods weight entitlement has been exceeded and the date on which the member must commence payment direct to the contractor.

(b) The TMO will then notify the contractor, advising the weight that the contractor will bill directly to the member and stating the authorized weight to be stored at Government expense.

(3) The TMO will issue a supplemental service order ([DD Form 1164](#)) reflecting the member's authorized weight as that which is being stored at Government expenses.

(4) The Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, will issue a [DD Form 139](#) (Pay Adjustment Authorization) to collect from the member the amount the Government paid the contractor for initial preparation, drayage, handling-in, and storage for the weight in excess of the member's authorized allowance.

b. Nonpay Status (Separated, Home of selection Authorized (JFTR Paragraph U5365-A) and Deceased Members (JFTR, Paragraph U5372-D)). The TMO will determine, to the best of his/her ability, the approximate excess cost that will be incurred; collect the money in advance; and advise the member that the actual total excess cost will be determined by the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, after completion of the move. If additional costs above that collected by the TMO are incurred, the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, will initiate the necessary action to collect this amount from the member. There are certain expenses which can occur that cannot be determined in advance by the original TMO.

>2032. COMPUTATION

1. Multiple shipments. When two or more shipments are made on the same change of station orders, excess costs will be computed on the shipment which results in the least cost to the member. The term shipment within the context of this paragraph includes an application (DD Form 1299) for nontemporary storage.

2. Unauthorized Points. Excess costs for shipments made to or from unauthorized points will be based on the actual costs of the shipment as made, less the costs of shipping a like weight of property within the prescribed weight allowance between authorized points.

3. Excess weight

a. When excess weight is involved, excess costs will be computed on the general premise that the member and the Government will share, on a prorated basis, the costs of transporting the shipment. When the actual net weight

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of the shipment is not known, the net weight will be determined by reducing the gross weight by the computed tare weights allowed in accordance with the JFTR, paragraph M8002, as follows:

(1) Packed and crated shipment, 50 percent of the gross weight.

(2) Uncrated net weight shipments, 10 percent of the net weight.

(3) Especially designed (DPM) containers, 20 percent of the gross weight: DPM overflow containers, 50 percent of the gross weight.

(4) Uncrated shipments containing crated articles, 10 percent of the net weight of uncrated portions of shipment and 50 percent of the gross weight

of crated portions of shipment.

b. When personal property in excess of the authorized net weight is shipped, the net weight of the excess portion will be adjusted to the gross weight according to the mode of transportation utilized in the shipment on which the excess weight occurred. The factors for adjusting net weight to gross weight are as follows:

(1) Packed and crated shipment, net weight will be increased by 100 percent.

(2) Uncrated shipment, net weight will be increased by 11.11 percent.

(3) Specially designed containers, net weight will be increased by 25 percent.

4. Examples. Computation of excess costs under certain circumstances are provided in examples A through F, following:

EXAMPLE A--Domestic Van-Container (Code 1, 2, or 9), International Van-Air or Sea container-Van or International Door-to-Door Air Container (Code 3 or 6) Freight Forwarder/ITGBL Through Door-to-Door Container (Code 4, 5, or T)

An uncrated shipment was made for a member having an authorized weight allowance of 7,000 pounds. The total weight shipped was 9,000 pounds (the net weight shown on the GBL and upon which transportation charges to the Government are based), of which 100 pounds were PEP&E (total packing cost \$180)

Total weight shipped.....	9,000
Less weight of PEP&E.....	100
Total weight chargeable to member.....	8,900
Less computed tare of 10 percent.....	890
Balance.....	8,010
Less authorized weight allowance.....	7,000
Net excess weight.....	1,010

Gross excess weight chargeable to member (1,010 net weight increased by computed tare 11.11 percent of net excess weight).....1,122

Excess cost computation:

1,122 = 0.1246 X \$180.00 = \$22.439.....\$ 22.44
packing 9,000

Transportation \$16.00 cwt X 1,122.....	179.52
Warehouse handling \$1.50 cwt X 1,122.....	16.83
Storage \$1.00 cwt X 1,122 X 4 months.....	44.88
Delivery out \$2.55 cwt X 1,122.....	28.61

Total excess cost.....\$292.28

EXAMPLE B--Packed and Crated Direct Procurement Method (DPM) and ITGBL Codes 7 and 8

A packed and crated shipment was made for a member having an authorized weight allowance of 7,000 pounds. The gross weight of the Shipment, including 1,000 pounds of professional books, was 16,500 pounds.

Gross weight of shipment.....	16,500
Less weight of PBP&E.....	1,000
Balance.....	15,500
Less computed tare of 50 percent.....	7,750
Shipments chargeable weight.....	7,750
Less members authorized weight allowances.....	7,000
Net excess weight chargeable.....	750

Gross excess weight chargeable to member (750 pounds net weight increased by computed tare 100 percent of net excess weight)...	1,500
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Excess cost computation:

Packing and crating (\$8.00 cwt X 1,500).....	\$120.00
Transportation (\$2.60 cwt X 1,500).....	39.00
Delivery and unpacking (\$1.00 cwt X 1,500).....	15.00

Total excess cost chargeable to member.....	\$174.00
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EXAMPLE C--Shipment Packed in Especially Designed Containers, CONEX Boxes, or Type II Household Goods Boxes Normally Utilize a When Shipment is by Direct Procurement Method

A shipment was made in 10 especially designed containers for a member having an authorized net weight allowance of 7,000 pounds. The gross weight of the shipment is 14,925 pounds, which includes 880 pounds of professional books. The total of the tare weights stenciled on the containers was 4,500 pounds. (Utilize Example B for computing all overflow containers.)

Gross weight of shipment.....	14,925
Less tare of containers.....	4,500
Balance.....	10,425
Less weight of PBP&E.....	880
Total weight chargeable.....	9,545
Less computed tare of 20 percent.....	1,909
Total weight chargeable to member.....	7,636
Less authorized weight allowance.....	7,000
Net excess weight chargeable.....	636

Gross excess weight chargeable to member (636 pounds net excess weight increased by 25 percent for interior packing).....	795
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Excess cost computation:

Packing (\$5.00 cwt X 795).....	\$39.75
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Transportation (\$2.50 cwt X 795).....	19.88
Delivery and unpacking (\$1.00 cwt X 795).....	7.95
Total excess cost chargeable to member.....	\$67.58

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EXAMPLE D--Separate Shipments Made

Three shipments were made under the same PCSO's for a member having net weight allowance of 8,500 pounds. Applications were submitted in the following order:

Shipment No. 1--packed and crated for movement by an expedited mode--gross weight 750 pounds less computed tare (50 percent gross weight).....	375
Shipment No. 2--packed and crated for movement by freight--gross weight 5,000 pounds less computed tare (50 percent gross weight).....	2,500
Shipment No. 3--commercial van (total packing cost \$140)--gross weight 7,000 pounds less computed tare (10 percent gross weight).....	6,300
Computations--Authorized net weight allowance.....	8,500
Less net weights of shipment Nos. 1 and 2 chargeable to members weight allowance.....	2,875
Balance allowable net weight authorized on shipment No. 3.....	5,625
Total net excess weight chargeable to member (6,300 - 5,625).....	675
Gross excess weight chargeable to member (675 pounds net excess weight increased by computed tare 11.11 percent of net excess weight).....	750

Excess cost computation:

Transportation of 750 pounds gross excess weight at \$6.25 cwt..	\$46.88
750 X \$140	15.00
Packing 7000	
Total excess cost chargeable to member.....	61.88

EXAMPLE E--Expedited Mode Requested by Member

In connection with PCSO's the member requested shipment of 3,200 pounds gross weight of household goods via expedited mode. The mode selected by the personal property transportation officer was via motor freight. Cost of shipment if made via an expedited mode--3,200 pounds

gross weight at \$14.50 cwt.....	\$464.00
Cost of shipment if made by motor freight--3,200 pounds	
gross weight \$9.75 cwt.....	312.00
Excess cost chargeable to member.....	\$152.00

EXAMPLE F--When Shipment is Made From or to Other Than Authorized Points

Shipment was made from St. Paul, Minnesota to Goldsboro, North Carolina, based on PCSO'S from Patuxent River, Maryland, to Lakehurst, New Jersey. The transportation charges were:

Personal property shipped--857 pounds gross weight at \$5.56 cwt from St. Paul, Minnesota, to Goldsboro, North Carolina....	\$47.65
Maximum amount authorized at Government expense based on cost if shipped from the last permanent duty station to the new duty station--857 pounds gross weight at \$2.17 cwt.....	18.60
Excess cost chargeable to member.....	\$29.05

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2033. ADMINISTRATIVE INFORMATION FOR MEMBERS SEEKING RELIEF FROM PAYMENT OF EXCESS COSTS INCIDENT TO TRANSPORTATION OF PERSONAL PROPERTY

1. General Information. Members seeking information/clarification concerning excess cost will be advised to submit their initial request to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001. Requests of this nature must contain specific evidence and/or justification as to why the member considers the collection/checkage action to be incorrect or unjustified. If the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001, is unable to reduce or rescind the checkage on the basis of the evidence submitted, the member may further appeal as follows:

a. Marine Corps active duty enlisted members (and officers having a permanent enlisted status) are eligible to apply for a waiver of indebtedness resulting from excess costs involving transportation allowances in accordance with the authority and format prescribed in the current edition of SECNAVINST 7220.38.

> b. Members may seek relief from excess costs indebtedness in connection with transportation allowances by application to the Board for Correction of Naval Records. This administrative relief is available to all, especially those members excluded by law from remission/waiver of indebtedness involving transportation allowances and those members whose request for remission/waiver of the indebtedness has been denied. Applications may be submitted on a DD Form 149 under the authority of Title 10, U.S. Code 1552.

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PART E: CLAIM PROCEDURES

2040. GENERAL INFORMATION

1. The applicable regulations concerning the loss of or damage to personal property incident to transportation/storage are contained in the current edition of JAGINST 5800.7 (JAG Manual). The term "personal property" includes household goods, mobile homes, personal effects, and privately-owned vehicles.

>2. A claims section will be established within the personal property shipping office of each installation designated in DoD 4500.34-R, appendix C, as responsible for the procurement of transportation, storage, and related services incident to the movement and storage of personal property. The claims section will assist individuals in submitting their claims against the carrier, the insurance company, and the Commandant of the Marine Corps (Code MPH-40), Washington, DC 20380-0001. All necessary advice and assistance in the processing of the individual's claim should be provided, including insofar as limitations permit, typing the demand and claim forms, assistance in securing estimates of cost of repair or replacement of goods, and assembling the necessary substantiating documents.

3. To the extent practicable, similar claims assistance will be provided by the Marine Corps personal property processing office at those installations not identified in DoD 4500.34-R, appendix C.

2041. RESPONSIBILITIES

1. Members' Responsibilities

a. Act promptly. Identify all lost or damaged property as soon as possible.

b. List the items which are missing, and describe the damaged items on the shipping documents that the carrier presents for signature. If damage or loss is discovered after the carrier departs the residence, telephone the carrier immediately; and followup with written notification.

c. Determine the dollar value of your loss or damage. Obtain a written estimate of repair for damage but reparable items; or, if repairs are made, the receipted bills are the best evidence. (NOTE: Regardless of the total amount of the claim, the requirement for a written estimate of the cost of repairs on any item for which the amount claimed is less than \$100 normally will be waived, provided the claims investigating officer has personally inspected the property or the evidence otherwise available is sufficient to support the claim.)

d. Submit a written demand against the carrier as soon as possible. Claim forms are normally obtainable from the carrier; however, if unavailable, the format shown in JAGINST 5800.7, appendix A-21-b, may be used.

e. Submit a written claim against the insurance company if private additional insurance was either purchased or in force at the time the household goods were moved.

f. Upon submission of a claim against the Government, keep the claims investigating officer informed concerning any correspondence or settlement

received from the carrier or insurance company.

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2. Carriers' Responsibilities

a. At the time of unloading or unpacking, record the damage/loss on either of the following and provide a copy of the same to the member or member's authorized agent:

- (1) Delivering document.
- (2) Inventory form.
- (3) GEL.
- (4) DD Form 619.

b. Acknowledge receipt of the "letter of demand on carrier" within 10 days after its receipt.

c. Pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after receipt of the claim. For those claims not processed or disposed of within 120 days after receipt, notify the member immediately and at the expiration of each succeeding 30-day period while the claim remains pending and advise the claimant, in writing, of the status of the claim and the reasons for the delay.

d. Report to the origin installation officer the final action taken, including the date and total amount of the settlement.

2042. CLAIMS FOR LOSS AND DAMAGE

>1. The Government claim will be submitted by the member by presenting a detailed statement in triplicate signed by or on behalf of the member on a [DD Form 1842](#) with an attached DD Form 1844.

2. One copy of the following supporting documents, where applicable, will be submitted with a claim against the Government:

- a. PCSO's which authorized shipment.
- b. Claim against carrier, storage contractor, or insurance company and replies received therefrom.
- c. GEL and inventory of personal property shipped or stored. (NOTE: For a privately-owned vehicle claim, submit a copy of the TCMD and DD Form 788.)
- d. Power of attorney or other written authorization when a claim is filed by other than the service member.

e. Receipted bills for repair/replacement or written estimates, as the case may be.

f. Evidence that the carrier, storage contractor, or insurance company has been directed to address all correspondence concerning the claim to the member, in care of that member's commanding officer, Attention: Claims Investigation Officer.

g. Original copy of the hi-value inventory prepared by member at origin. (If applicable. see paragraph 2022.2, preceding.)

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>2043. REIMBURSEMENT FOR SHIPMENTS MADE AT PERSONAL EXPENSE OTHER THAN THOSE MADE UNDER PARAGRAPH U5320-E OF THE JFTR, VOLUME I

1. Basis of Reimbursement. When a member arranges for the shipment of his/her household goods because a TMO was not available or because the member was instructed by the TMO to make a shipment at personal expense, the member may be reimbursed for the actual cost, exclusive of the special routing and service referred to in the JFTR, paragraph U5340-E. In all other cases, when a member arranges for the shipment of his/her household goods at personal expense, reimbursement may not exceed the cost which would have been incurred by the Government had the shipment been made by a TMO. When a TMO instructs a member to make shipment at personal expense, such instructions will be confirmed in writing.

2. Preparation and Submission. Claims for reimbursement will be prepared on [DD Form 1351-2](#). The claim, together with required supporting documents, will be submitted to the Commanding General (Code 470), Marine Corps logistics Base, Albany, Georgia 31704-5001. Charges for all services, such as packing, crating, draying, storing, transporting, and unpacking, in connection with one shipment of household goods may be included in one claim for reimbursement. Supporting documents required are as indicated in paragraphs 2043.3 through 5, following.

3. Shipments by Motor Freight. Each claim for reimbursement in connection with shipments by motor freight, including packing, crating, storing, draying, unpacking, and uncrating, will be supported by the following documents:

a. Copy of PCSO's or other written authority for shipment.

b. Original bills for any packing, crating, storing, draying, unpacking, and uncrating. (Such documents will be receipted as paid in full, in the original handwriting of the contractor, or an authorized agent of such contractor, who performed the services.)

c. Original of the carrier's bill for transportation showing the date shipment was made, point of origin, point of destination, weight of PBP&E, weight of other articles, total weight shipped, amount of charges paid, and receipted as paid in full.

d. Statement of the reason(s) why transportation could not have been arranged through a TMO. (Where applicable, include the statement from the TMO which instructed the member to move at personal expense.)

e. Copy of the time limit extension authorization, when applicable.

f. Copy of the power of attorney or written authorization when a claim is submitted by a person other than the member.

4. Shipments by Commercial Van. On shipments by commercial van carrier, an attested scale weight ticket will be furnished in addition to the applicable documents prescribed in paragraph 2043.3, preceding.

5. Shipments by Direct Hire or Conveyance With or Without Operator of Conveyance. In addition to the applicable documents prescribed in paragraph 2043.3, preceding, the following documents are required:

a. A copy of the rental agreement and paid receipts for expenses, such as:

(1) Packing Materials. Cartons, tape, rope, etc.

(2) Equipment. Hand trucks, pads, rental hitch, etc.

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(3) Labor Charges. Paid for assistance in loading or unloading household goods. (Labor performed by the member or the member's immediate family is not reimbursable.)

(4) Road Tolls/Ferry Fees. For rental trucks or rental trailers only. (When a trailer is utilized, ensure that the receipt obtained is separate from the towing vehicle or the specific cost for the trailer is identified.)

(5) Gasoline

(a) In connection with a rental truck, the receipt must cite the rental vehicle number; date purchased; place of purchase; number of gallons; cost per gallon; total cost; and member's name, rank, and social security number

(b) When a rental trailer is utilized, reimbursement will be 10 percent of the total amount of gasoline utilized by the towing vehicle (receipts required) to compensate for the number of miles per gallon lost due to towing the trailer.

>6. Do-It-Yourself (DITY) Moves. For instructions concerning movement under the DITY Program (JFTR, volume I, U5320-E), see the current edition of MCO 4050.41.

2044. CLAIMS FOR ADDITIONAL EXPENSES DUE TO SHIPMENT DELAYS

1. This paragraph deals with claims which are submitted by the member against the carrier for bona fide expenses caused by the late delivery of the household goods. Although there is no legal requirement for the carrier to honor these claims, experience has shown that many carriers show a willingness to consider and pay reasonable claims.

2. Where submitting a claim of this nature, the member shall be advised of the following recommendations:

a. Submit the claim separate from any claim initiated against the carrier for loss/damage.

b. Submit the claim to the home office of the carrier.

c. Claim reimbursement for only those expenses which would not have occurred had the household goods arrived on time.

d. Support the claim with appropriate documents, such as a copy of the GBL and receipts for lodging, food, laundry, and rental expenses. When it is extremely difficult or impossible to obtain receipts, a sworn statement by the member should accompany the claim, certifying the claim to be correct and that it is understood that the submission of a false claim is a violation of Federal law.

3. Claims considered justified, either in whole or in part, which are denied by the carrier may be forwarded to the Commandant of the Marine Corps (LFT-4) Washington, DC 20380-0001, for further coordination with the Commander, MTMC. When forwarding the claim to the Commandant of the Marine Corps, the TMO will include a statement as to the reasonableness of the claim.

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> PART F: MOBILE HOME ALLOWANCES

2050. GENERAL INFORMATION

1. The conditions governing payment of mobile home allowances are contained in the JFTR, volume I, chapter 5. Such conditions include, but are not limited to, eligibility, entitlement(s) and allowable/nonallowable costs.

2. Procedures and guidance for the movement of mobile homes within CONUS, between CONUS and Alaska, and within Alaska are contained in DoD 4500.34-R, chapter 3.

3. A guide for preparation of mobile homes for movement is available in the current edition of MCO 4600.35 which is a joint service publication.

4. For household goods cases which involve mobile home allowances, see the JFTR, paragraph U5330-F.

5. Except as provided in the JFTR, paragraph U5505-B, mobile home allowances

are in lieu of the transportation of baggage and household goods.

2051. RESPONSIBILITIES

1. Member. At the time of interview, particular emphasis will be given to the member's responsibility to ensure that the mobile home is roadworthy and ready prior to the pickup date. The body and chassis of the mobile home, including tires and tubes, must be placed in fit condition at the expense of the member and to the satisfaction of the Government, to withstand the rigors of being transported. In addition to the remove instructions listed in DoD 4500.34-F, figure 3-2, each member will be furnished a copy of the Guide for preparation of Mobile Homes for Movement (MCO 4600.35).

2052. GOVERNMENT-PROCURED TRANSPORTATION

1. General Information. The Government will arrange for transportation of a member's mobile home by commercial or Government means between authorized points and pay all costs related to pickup, transportation, and delivery of the mobile home at destination. The cost of such transportation may not exceed what it would have cost the Government to ship the member's maximum authorized weight allowance of household goods from the old permanent station to the new permanent station or between points otherwise authorized in the JFTR.

2. Cost Comparison. For each mobile home moved via Government-procured transportation, the origin TMO will prepare a cost comparison sheet (figure 2-1) in duplicate for distribution as follows:

- a. The original copy will be given to the member.
- b. One copy will be retained in the member's transportation file.

COST COMPARISON SHEET FOR MOBILE HOME SHIPMENT

A. GENERAL INFORMATION:

- Member's Name/Rank/SSAN: _____
- Type of Orders: _____
- Authorized Shipment From: _____ To: _____
- Authorized Mileage (HHC Carriers' Mileage Guide): _____

B. ESTIMATE OF MOBILE HOME SHIPMENT COST:

- Size Length _____ Width _____
- From _____
- To _____
- Miles _____ +10 percent _____ = _____ Miles
- Transportation charge. \$ _____
- Ferry/bridge/tolls/taxes _____
- Escort services. _____
- Temporary storage. _____
- Parking fees enroute _____
- Expando charges. _____
- Anti-sway devices _____
- Rental and transportation of extra axles w/wheels/tires when required _____
- Over dimension charges/permits _____
- Installation/removal of temporary lights _____
- Blocking/unblocking/anchoring/unanchoring _____
- Labor for repair/replacement of tubes/tires _____
- Wrecker service when authorized. _____
- Circuitous routing when required _____
- Packing/unpacking HHC. _____
- Connect/disconnect utilities _____
- Removal/installation of skirting _____
- Separating/repairing/sealing each section for movement and reassembling the two halves of double-wide homes _____
- Fuel and oil when mobile home is transported by member. _____
- Other costs and special services determined by the TMO as necessary and which are not prohibited in JFTR US505-E _____
- Total estimated cost \$ _____

C. ESTIMATE OF COST FOR SHIPPING FULL JFTR WEIGHT ALLOWANCE VIA GEL USING SINGLE FACTOR (CODE 2) HHC RATE:

- _____ lbs at \$ _____ CWT = _____

D. COMPARISON:

- Estimated cost of mobile home shipment from B . . . \$ _____
- Estimated cost of HHC shipment via GEL from C . . . _____
- Excess cost to member based on known facts. _____

Member's signature attests to fact that he is aware of excess costs: 1/

 (Member or Agent)

 (TX for TWO)

1/ The following costs are not allowed by the Government:

- Replacement parts, structural repairs, brake repairs, tire purchases, and for any repairs or maintenance performed enroute (except labor costs for repair and replacement of tubes and tires.)
- Insurance and excess valuation over the carrier's maximum liability as stated in tariff.
- Special handling by member.

Figure 2-1.--Cost Comparison Sheet for Mobile Home Shipment.

2053. REIMBURSEMENT FOR PERSONALLY PROCURED TRANSPORTATION

1. Commercial Haul. To the extent practicable, the movement of mobile homes by a commercial transporter will be arranged by a TMO who will issue a GEL. Eligible personnel may arrange or contract personally with a commercial transporter for mobile home transportation and may be reimbursed for the cost of such transportation, subject to the following conditions:

a. Authority in writing is provided by the TMO.

b. The mobile home transporter utilized is operating pursuant to the Interstate Commerce Act in interstate commerce or under appropriate state statutes in intrastate commerce.

> c. Reimbursement will be limited to a cost not to exceed what it would have cost the Government to ship (including packing, pickup, linehaul or drayage, delivery, and unpacking) the members maximum prescribed weight allowance of household goods from the old permanent station to the new permanent station or between points otherwise authorized in the JFTR.

>2. Self Haul

a. Towed by Member. Reimbursement will be for actual transportation costs subject to the limitations shown in the JFTR, paragraphs U5505 and U5505-E. Reimbursement may not exceed that provided for in paragraph 2053.1c, preceding.

b. Self-Propelled Mobile Home. Reimbursement will be on a monetary allowance basis at the rate of \$0.30 per mile for the official distance between the points authorized in the JFTR. Reimbursement may not exceed that provided for in paragraph 2053.1c, preceding.

>3. Reimbursement Claims. Claims for reimbursement under the authority of the JFTR, paragraph U5510-E, will be prepared on a [DD Form 1351-2](#) and submitted with supporting documents to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001. Documents normally required to support a claim are:

a. Three copies of PCSO's or other written authority which establishes the claimant's right to mobile home allowances.

b. Certification by the claimant in the following form:

"I certify that the mobile home belongs to me and is intended for use as a residence by myself and/or my dependents. The following additional shipments were made at Government expense under identical orders supporting this claim." (Indicate the GEL number, weight, date, and point of origin and destination of such shipments. If no shipments were made, so indicate.)

c. TMO's authority in writing in those instances when the claimant has personally arranged for the movement of the mobile home with a commercial transporter.

d. The original commercial bill of lading and legible copy of all itemized receipts and permits for transportation or accessorial services for which reimbursement is claimed.

e. Receipts for fuel, oil, and parking fees in those instances when the mobile home is self-propelled or hauled by the member.

f. A certified copy of a power of attorney or other written authority in those instances when the claim is submitted by a person other than the military member.

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>2054. MOBILE HOME TRANSPORTATION COSTS. When a mobile home is transported by Government-procured transportation, or transported at personal expense by the member, allowance costs will be limited to those prescribed in the JFTR, paragraph U5505-D. For mobile home transportation costs which are not allowed, see the JFTR, paragraph U5505-E. TMO's will ensure that each member transporting a mobile home is aware of the allowable and nonallowable costs by the Government.

> 2055. ENTITLEMENT. For specific entitlements concerning mobile home allowances, see the JFTR, paragraph U5505.

> 2056. TRANSPORTATION OF MOBILE HOMES OF SEPARATED MEMBERS' DECEASED MEMBERS, AND HEIRS OF DECEASED MEMBERS

1. General Information. Upon discharge, resignation, or separation of members from active duty who will no longer be in the pay status of the Uniformed Service concerned (and deceased personnel), transportation of mobile homes which will involve excess costs may be made. However, the GBL will be issued to obligate the Government only for the total cost authorized and will be annotated to show that excess cost is the responsibility of the consignee for direct settlement with the carrier.

2. Deceased Members. When preparing a cost comparison sheet (figure 2-1) for mobile home shipments involving deceased members, the maximum authorized weight allowance of household goods will be based on 13,500 pounds (net) weight, regardless of pay grade.

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PART G: CUSTOMS PROCEDURES

>2060. GENERAL INFORMATION

1. DoD 5030.49-R, chapter 9, outlines U.S. Customs requirements and related laws which authorize the duty-free entry into the Customs Territory of the

United States (CTUS) of personal property shipments of DoD personnel.

2. DoD 5030.49-R, chapter 10, prescribes procedures, assigns responsibilities, and outlines eligibility requirements for the importation into the U.S. of privately-owned firearms (less war trophy firearms) and ammunition by DoD personnel.

3. The current edition of MCO 5900.6 establishes policy, defines responsibilities, and prescribes minimal procedures and requirements for the introduction of war trophy firearms into the U.S.

4. The personal Property Consignment Instruction Guide (PPCIG) (Overseas), volume II, contains customs/importation requirements of certain foreign countries which are applicable to all military services.

2061. SHIPMENT OF ALCOHOLIC BEVERAGES/TOBACCO PRODUCTS/MOTORCYCLES/MOPEDS AS HOUSEHOLD GOODS

1. Alcoholic Beverages and Tobacco Products

a. Shipments within CONUS. Shipment of alcoholic beverages and tobacco products within household goods is subject to the rules and regulations established or approved by appropriate Federal or state regulatory authorities.

b. Shipments Entering CTUS. Alcoholic beverages and tobacco products must accompany the member when being imported into the CTUS. They must be handcarried in accompanied baggage and may not be included in unaccompanied baggage or household goods shipments.

c. Shipments within and Between Overseas Countries and Shipments From CTUS to Overseas Countries. Alcoholic beverages and tobacco products may be shipped subject to the host country requirements/restrictions. Consult the PPCIG (Overseas), Volume II. When in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.

2. Motorcycles/Mopeds

a. The inclusion of motorcycles and mopeds in household goods shipments does not change Federal emission control or safety requirements in effect for that model year vehicle. For shipment of motorcycles/mopeds from overseas which will be entering the CTUS, if the vehicle does not conform to U.S. EPA/DOT standards (as evidenced by the certification label affixed to the frame), it will not be included with the member's household goods shipment. The member may elect to ship it as a separate household good shipment subject to payment of excess costs for split shipments. This is required to preclude the member's entire household goods shipment from being delayed/opened at the CONUS port of entry for customs purposes. Members are responsible for providing evidence of conformance with U.S. EPA/DOT standards.

b. The motorcycle/moped will be prepared for shipment by the member to meet carrier requirements. Specifically, at origin, the vehicle will be drained of fuel and then operated until all fuel is exhausted. Batteries will have cables disconnected. Batteries will be secured in the vehicle's

battery boxes to prevent leakage.

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c. If the member shipping a motorcycle/moped in his/her household goods shipment also ships a POV to a foreign country that requires motorcycles/mopeds to be licensed as a POV, the member should be advised of the destination country's vehicle importation licensing and registration requirements. For example, if a member can only import one POV into a foreign country and that country requires a motorcycle or moped to be licensed as a POV, the member would probably not want to ship a motorcycle or moped in his/her household goods shipment if he/she is also shipping a POV to that country. Consult the PPCIG (Overseas), Volume II, for host country requirement/restrictions. When in doubt, the origin TMO will request clarification, by message, from the responsible transportation authority at destination.

d. For surface shipments, documents are to identify the location of the vehicle in the shipment so that it can be located with minimal effort. This is necessary because any surface shipment destined to or from overseas has the potential of having to be diverted to an air shipment. If the shipment must be diverted to MAC, a DD Form 1367-2 must be prepared for air shipment by the TMO at MAC; and MAC TMO personnel must be able to readily find the vehicle in the shipment. For household goods shipments to hardlift areas (by air), the DD Form 1367-2 must be prepared and affixed at origin by the TMO.

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PART H: TRANSPORTATION OF PRIVATELY-OWNED VEHICLES

>2070. ENTITLEMENT. The basic entitlement for the transportation of a privately-owned vehicle is as prescribed for in the JFTR, paragraph U5410.

>2071. RESTRICTIONS ON SHIPMENT

1. Shipment to Foreign Countries. Members ordered overseas to foreign countries will be advised that privately-owned vehicle entry requirements and restrictions in effect in certain countries may preclude the shipment of their privately-owned vehicle or may require specific action on their part before shipment can be made. The requirements/restrictions referred to are dependent upon the foreign government concerned and are subject to change and cover, but are not limited to such matters as liability insurance, age and condition of the privately-owned vehicle, special and mandatory equipment, and the necessity in certain cases to obtain authority in advance of shipment. Marine Corps members contemplating shipment of their privately-owned vehicle to a foreign country shall be advised to contact the overseas command involved concerning the entry requirements/restrictions applicable to that overseas area. Such inquiries may be made by the member through direct correspondence with the overseas command or if the time factor so dictates, by

message through the auspices of the member's parent command from which the member is departing. If the inquiry (request for information) is initiated by message, the format will be similar to that shown in figure 2-2.

2. Foreign-Made Privately-Owned Vehicles

a. General Information. The transportation of a privately-owned vehicle of foreign manufacture, at Government expense, is prohibited unless authorized under the specific conditions set forth in the JFTR, paragraph U5415.

b. Shipment on a Cost-Sharing Basis. Members entitled to ship a privately-owned vehicle at Government expense are authorized to ship one foreign-made privately-owned vehicle, not otherwise eligible for shipment under the JFTR, paragraph U5415, on a space-available basis aboard MSC-controlled vessels. In these instances, the member bears the cost of port handling and 25 percent of the applicable MSC ocean tariff. Shipment of a foreign made privately-owned vehicle under this arrangement does not extend to members who ship an otherwise eligible privately-owned vehicle at Government expense incident to the same PCSO's. Except for those members returning to CONUS for separation (and who will no longer be in a pay status), the members may pay in advance for the port handling costs and 25 percent of the applicable MSC ocean tariff or consent to a pay adjustment authorization (FAA) for such costs. The PAA (DD Form 139 will be initiated by the Commanding General (Code 470). Marine Corps Logistics Base, Albany, Georgia 31704-5001. Members returning to CONUS for separation and who will no longer be in a pay status are required to pay the costs in advance. The following documents are required and will be forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704-5001:

- (1) Copy of PCSO's
- (2) Copy of DD Form 828.
- (3) Copy of TCMD.

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FROM: (ORIGINATING ACTIVITY)

TO: (OVERSEAS COMMAND)

UNCLAS //N00000//

POV ENTRY REQUIREMENTS/RESTRICITONS: CASE OF (NAME, GRADE, SSN), USMC

A. (CITE PCSO AUTHORITY)

B. JFTR, PAR. U5410

1. PURSUANT TO REF A AND UNDER THE AUTH OF REF B, SNM CONTEMPLATES

SHIPMENT OF SNM'S POV TO THE DESIGNATED PORT SERVING YOUR COMMAND. POV IS AS DESCRIBED BELOW:

A. (MAKE AND MODEL) EXAMPLE: BUICK 4 DR HARDTOP

B. (YEAR) EXAMPLE: 1970

C. (COLOR) EXAMPLE: DARK BLUE

D. (CYLINDER CAPACITY) ESAMPLE: 8

2. REQUEST INFORMATION CONCERNING RESTRICITON/LIMITATION/REQUIREMENTS CURRENTLY IMPOSED BY FOREIGN COUNTRY TO WHICH MEMBER IS BEING ASSIGNED WHICH WOULD PRECLUDE SHIPMENT, OR REQUIRE SPECIFIC ACTION ON THE PART OF THE MEMBER BEFORE POV ENTRY IS AUTH. INFORMATION REQUESTED SHOULD INCLUDE BUT IS NOT LIMITED TO MATTERS RELATED TO MANDATORY EQUIPMENT AND INSURANCE COVERAGE REQUIRED.

3. IN THE EVENT AUTH IN ADVANCE OF SHIPMENT TO THE AREA CONCERNED IS REQUIRED AND MAY BE GRANTED, FURTHER REQUEST FOR REPLY INCLUDE SUCH AUTH.

> Figure 2-2.--Request for privately-Owned Vehicle Entry/Restrictions.

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(4) Certified check or money order made payable to the Treasurer of the United States in those instances when payment in advance is made by the member.

>3. For Marines Assigned to a 12-Month Unaccompanied Overseas Tour of Duty in WestPac

a. Shipment to the WestPac Area. The shipment of a privately-owned vehicle overseas at Government expense is prohibited.

b. Shipment From the WestPac Area. Marines assigned the 12-month tour and whose overseas tour length is extended to 24-months or more are authorized shipment of a POV at Government expense. When applicable, each member's PCSO, or endorsement thereto, will indicate that a privately-owned vehicle shipment is authorized.

>2072. PROCEDURES

1. General Information. Procedures and guidance governing the transoceanic shipment (by surface means) of privately-owned vehicles to, from, and between overseas terminals are contained in Don 4500.34-R, chapter 4.

2. Ports Used. Designated ports to be used for loading and unloading privately-owned vehicles shipped in accordance with the provisions of the JFTR and this chapter are identified in DoD 4500.34-Pt, appendix I.

2073. TIME LIMITATION. For those members authorized shipment of their privately-owned vehicles to the place elected for the purposes of receiving travel allowances incident to separation from the service (the JFTR, paragraph U5360/U5365, refers), the time limit for such shipments is the same as that for shipment of their household goods. See paragraphs 2011.3 and 4, preceding.

>2074. CASUALTY SITUATIONS. The JFTR, paragraph U5455-E, provides the basic entitlement for the shipment of one privately-owned vehicle (including overland transportation) at Government expense for those members who are officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status. For specific entitlement provisions, see the JFTR, paragraph U5372. For storage entitlement, see JFTR, paragraph U5372-D.

>2075. CLAMS FOR DAMAGE AND LOSS. When damage to or loss of a privately-owned vehicle occurs as a result of transportation arranged for by the Government, the member (or the member's heirs in the case of deceased personnel) may submit a claim for reimbursement. Procedures and requirements governing the submission of such claims against the Government are prescribed for in detail in JAGINST 5800.7B, chapter XXI. The TMO will provide each member with whatever administrative assistance is necessary for the prompt submission of such claims which, upon completion of the required investigation, may be submitted to the Commandant of the Marine Corps (Code MHP-40), Headquarters, U.S. Marine Corps, Washington, D.C. 20380-0001, for adjudication.

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CHAPTER 3: FREIGHT TRANSPORTATION

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CHAPTER 3

FREIGHT TRANSPORTATION

PART A: GENERAL INFORMATION

3000. PURPOSE. The instructions provided herein are designed to standardize procedures and to facilitate the execution of transportation and traffic management functions for which the Marine Corps is responsible.

3001. SCOPE. The policy and procedural instructions contained herein are supplemental to and shall be used in conjunction with DOD 4500.32-R and MCO P4600.14 by all commands responsible for shipping and receiving materiel moving for the account of the Marine Corps via all modes of transportation, commercial and military.

3002. SYSTEMS MAINTENANCE

1. Commandant of the Marine Corps. The Commandant of the Marine Corps (Code LFT) is responsible for implementing, coordinating, and monitoring the Military Standard Transportation and Movement procedures (MILSTAMP) System and for the application of MCO P4600.14 within the Marine Corps pursuant to the responsibility for the overall management and control of the Marine Corps Freight Transportation Program.

2. MILSTAMP. The Director, Defense Logistics Agency (DLA), has been designated as the systems administrator for MILSTAMP to function as the agent for the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)) in all matters pertinent to the implementation and systems monitorship of MILSTAMP.

3. Military Traffic Management Command. The Secretary of the Army, designated by DOD direction as the single manager for military traffic, land transportation, and common user ocean terminals, established the MTMC as the single manager operating agency responsible for the performance of traffic management functions within CONUS.

4. Military Airlift Command. The MAC has been designated by DOD directives as the single manager operating agency for airlift between points in CONUS and overseas areas, between and within overseas areas, and within CONUS when necessary for reasons of national security.

5. Military Sealift Command. The MSC has been designated by DOD directives as the single manager for sealift between points in CONUS and overseas areas, between and within overseas areas, and in intercoastal and coastwise service within CONUS.

6. Failure by Single Manager to Respond to Marine Corps Requirements. Any failure or undue delay in response to Marine Corps transportation requirements by any segment of the transportation resources under the control of a single manager shall be promptly reported to the Commandant of the Marine Corps (Code LFT) by the communications means consistent with degree of urgency involved.

3003. FREIGHT TRANSPORTATION REFERENCE LIBRARY

1. General Information. Pursuant to the provisions of paragraph 3012, following, and consistent with the provisions of MCO P4600.14A, chapter 107,

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the maintenance of commercial tariffs and related publications, considered essential to the accomplishment of mission functions, in a responsibility of the local command.

2. Library Maintenance

a. Maintenance of the commercial publications enumerated in MCO P4600.14A chapters 107, 213, and 216, are considered a minimum requirement for most Marine Corps activities, subject to a determination of local requirements consistent with operational efficiency.

b. A review of the publications file to assure an update of requirements and the availability of current editions should be conducted periodically.

c. A continuing liaison should be established with the cognizant MTMC area office for assistance and guidance in the establishment and maintenance of a

publications library.

3. Funding. Commercially issued publications shall be locally funded by procurement direct from the cognizant publishers identified by name and address in MCO P4600.14A, chapters 107, 213, and 216.

4. Government-Issued Publications. Maintenance of current editions of the directives cited in appendix A, recommended as a minimum requirement by most Marine Corps activities, shall be accomplished; and revisions can be procured through normal supply channels.

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PART B: TRAFFIC MANAGEMENT

3010. SHIPMENT AUTHORITY

1. Prior to the release to the carrier, all materiel accepted by the TMO or authorized agent thereof shall be authorized and documented by appropriate authority, including but not limited to:

a. Shipment orders issued by commands, offices, and the Marine Corps Logistics Base, Albany.

b. Free on board (f.o.b.) origin contracts.

c. Approved requisitions.

d. Letters and messages issued by competent authority.

3011. RESPONSIBILITIES OF THE TRAFFIC MANAGEMENT OFFICER

1. General Information. consistent with the provisions of MCO P4600.14A, chapter 104, published to define the duties and responsibilities of the transportation officer in connection with the movement of cargo, only the Marine Corps TMO or designated representative thereof is authorized to select the mode of carriage or a carrier within a mode for the shipment of Marine Corps cargo. As used herein, the term "traffic management officer" applies to any individual designated to perform traffic management functions, regardless of organizational title. Regardless of local organizational structure, the TMO, in executing the TMO's responsibilities, is required to comply with international, Federal, State, and local regulatory procedures and safety rules governing the preparation, marking, labeling, and loading of all materiel tendered for shipment via commercial carrier and/or the Defense Transportation System (DTS).

2. Emergency Routing by the TMO. In instances of emergency, disaster, or catastrophe having an impact upon the Marine Corps, shipment may be made by any mode of transportation without prior approval of the cognizant routing authority, regardless of weight or other factors, when in the judgment of the TMO such action is considered necessary. This procedure will apply only if time does not permit contact with the appropriate routing authority and does not waive the requirement for shipment by the most economical mode consistent with delivery

requirements. "Emergency routing authority" is further defined and procedures related thereto are published in MCO P4600.14A, chapter 202.

3. Emergency Traffic coordinating Officer

a. Current Secretary of the Navy instructions reiterate the requirement that the MTMC be furnished representatives who will be available on call to act in a liaison capacity at MTMC headquarters and MTMC area offices in the event of a national transportation emergency.

b. Personnel designated for this purpose will be known as emergency traffic coordinating officers (ETCO's).

c. Predesignated personnel are required for MTMC augmentation during periods of transportation emergencies in order to ensure expeditious movement of essential traffic. A transportation "emergency" as defined in the MTMC Basic Emergency plan is actual or implied threats against the national security of the United States under the following broad categories:

(1) International tension.

(2) Limited war.

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(3) General war.

(4) Domestic emergencies and other emergency situations which impact or the MTMC and the transportation requirements of the DOD.

d. The following Marine Corps billets are designated as ETCO's. The personnel occupying these billets will serve in an on-call liaison capacity during periods of transportation emergency declared under the provisions of the MTMC Basic Emergency Plan:

Billet Title	ETCO Duty Station	Normal Duty Station and Telephone Number
Traffic Management Officer	HQWAMTMC	Marine Corps Freight Office San Francisco, CA AUTOVON: 869-5606 Commercial: 415-765-5606
Supply Chief	HQEAMTMC	Marine Barracks Naval weapons Station Coltsneck, NJ AUTOVON: 449-1481/449-1244 Commercial: 201-462-9500 ext. 481/244
Traffic Management Specialist (Plans Section)	HQMTMC	Headquarters, U.S. Marine Corps

AUTOVON: 224-1807
Commercial: 202-694-1807/
202-694-2358

Traffic Management Specialist
(Plans Section)
(Alternate)

HQMTMC

Headquarters, U.S. Marine
Corps

AUTOVON: 224-2585
Commercial: 202-694-1807/
202-694-2358

e. Marine Corps ETCO's shall physically locate themselves at the specified MTMC area office (if required) when notified by the MTMC headquarters or cognizant area office.

f. Marine Corps ETCO's shall represent the Marine Corps and shall act for the Marine Corps, as appropriate.

g. Marine Corps ETCO's shall serve as liaison between the appropriate MTMC office and Marine Corps activities, as necessary, in order to:

(1) Expedite the movement of Marine Corps traffic during transportation emergencies.

(2) Assist the MTMC in obtaining disposition instructions for frustrated Marine Corps traffic; and, in the event the instructions cannot be obtained from authoritative sources within permissible time limits, advise the MTMC as to disposition and delivery of such traffic.

(3) Advise the MTMC as to the relative importance of the Marine Corps traffic within a movement priority for the issuance of permits. If the circumstances do not permit coordination with Marine Corps shippers within allowable time limits, the ETCO's shall advise the MTMC of the action to be taken.

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(4) During a transportation emergency, coordinate in the issuance of the MTMC special instructions to ensure their responsiveness to Marine Corps needs.

h. Marine Corps ETCO's are authorized direct communication with Marine Corps activities, as required, in the performance of their duty.

i. Marine Corps ETCO's in consonance with representatives of the other services shall act as a joint body to make temporary adjustments in the prorate use of available transport capability.

j. Marine Corps ETCO's will visit appropriate MTMC offices and become familiar with their operation. Marine Corps ETCO's Will be cognizant of the MTMC Basic Emergency plan obtained from the MTMC area offices.

k. Any problems which may arise during the execution of paragraphs 3011.3e through j, preceding, and cannot be resolved by the Marine Corps ETCO's will be referred to the Commandant of the Marine Corps (Code LFT).

3012. ROUTING AND MOVEMENT CONTROL

1. Policy. By direction of the ASD(MRA&L) and the office of the Joint Chiefs of staff (JCS) (Logistics), the administrative responsibility for the routing and movement control of military-sponsored cargo is assigned to the MTMC, the overseas unified or component commanders, the MAC and the MSC.

2. Authority

a. MTMC. Functional procedures and documentation requirements governing the routing and movement control of military cargo transported, domestic and international, via all modes of transportation are provided in MCO P4600.14A, chapter 202.

b. TMO. Subject to the provisions of paragraphs 3011.2 and 3019, selection of the mode of transportation by the TMO shall be accomplished pursuant to the delegation of routing authority provisions of MCO P4600.14A, chapter 202, and in accordance with the provisions of DOD 4500.32-R, volume I, chapter 3, as appropriate.

3013. TRANSPORTATION COST ANALYSIS

1. General Information. The exercise of good traffic management includes the that Marine Corps cargo is shipped in the most economical manner consistent with delivery requirements.

2. Procedures. The establishment of an effective cost evaluation procedure is essential to realize maximum transportation cost savings in connection with traffic rotated by the TMO in accordance with the provisions of MCO P4600.14A, chapter 202, and pursuant to the provisions of paragraph 3011.2, preceding.

3. Tariff Requirements. Such additional tariff and related publications as are necessary to accomplish a technically proficient cost analysis (i.e., a cost comparison between transportation modes) shall be acquired and maintained as a prerequisite supplemental to the minimum publication requirements recommended in MCO P4600.14A, chapters 107, 213, and 216.

3014. TRANSPORTATION PRIORITIES. The application of a transportation priority is determined in accordance with the uniform Materiel Movement and Issue Priority System (UMMIPS) established by DOD direction and implemented in the current edition of MCO 4400.16 and by the provisions of DOD 4500.32-R, volume I, chapter 3.

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3015. MECHANIZATION OF WAREHOUSING AND SHIPMENT PROCESSING PROCEDURES. The functional procedures and documentation requirements published in the current edition of MCO P4400.75 provide direction, designed to standardize the processing of cargo by the transportation element from the time of receipt of the cargo to the time of release to the carrier.

3016. PROCEDURES FOR ACTIVITIES WITHOUT MECHANIZATION OF WAREHOUSING AND SHIPMENT PROCESSING PROCEDURES CAPABILITY

1. Based on local capability and to assure maximum utilization of personnel and transportation resources, activities not possessing mechanization of warehousing and shipment processing capability are required to establish procedures designed to accomplish the preshipment planning requirements of DOD 4500.32-R, volume I, chapter 3. To the extent of applicability, the preshipment planning provisions of DOD 4500.32-R, volume I, chapter 3, will also be accomplished in connection with the shipment of domestic cargo.

2. Maximum use of ADP/electronic data processing (EDP) capability is encouraged, using the guidance provided in MCO P4400.75.

3. In accordance with the provisions of MCO P4400.75, the Marine Corps Logistics Base, Albany, has been designated as the central repository to collect, store, and distribute technical freight data for the Marine Corps. This data may be requested in machine or manual format to support ADP/EDP/ manual systems developed in accordance with paragraphs 3016.1 and 2, preceding, and to assist in the preshipment planning, documentation preparation, document distribution, shipment, and receipt of cargo as considered necessary.

4. Functional procedures and documentation requirements for the processing and shipment of cargo are provided in MCO P4600.14 and DOD 4500.32-R for domestic shipment and for transportation by the DTS, respectively.

3017. SHIPMENT ACCOMPLISHED FOR THE ACCOUNT OF OTHER GOVERNMENT DEPARTMENTS/AGENCIES

1. When cargo, including household goods, new procurement, and interservice materiel, is shipped for other Government departments/agencies and transportation is properly chargeable to other than Marine Corps funds, the cognizant finance center and pertinent accounting data applicable to the owning activity will be identified by the transportation account code (TAC) on the TCMD and by entry in the proper spaces on the GBL.

2. In the absence of adequate accounting data provided by the shipment authority and if the required data is not readily available from other sources (DOD 4500.32-R, volume II, and/or separately published directives), the accounting data and the billing office will be obtained from the requesting source prior to the preparation of the shipment documentation.

3018. MILITARY ASSISTANCE PROGRAM (GRANT AID)

1. General Information. Guidance furnished in the following paragraphs applies to shipment of materiel and equipment procured from Marine Corps stocks for delivery to foreign countries participating in the grant aid portion of the Military Assistance Program (MAP). These instructions are intended solely to meet the requirements of this special program and will supplement the normal procedures applicable to the shipment of troop support specified elsewhere in this Manual and in DOD 4500.32-R.

2. Transportation Funding for Grant Aid. Transportation costs for Marine Corps-sponsored grant aid (Service Codes P and K assigned in accordance with DOD 4140.17-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP)) are funded by the Navy Management Fund Crow). Transportation documents will be prepared to reflect the following accounting data:

a. CONUS. The appropriate row will be applied in accordance with the format provided in the current Marine Corps bulletin which is issued annually in the 4610 series concerning cargo and personal property transportation accounting data and also published as DOD 4500.32-R, volume II.

b. Transportation of Grant Aid Materiel Via DTS. The NMF transportation account codes, assigned in accordance with the area of destination country, are provided in DOD 4500.32-R, volume II.

3. Parcel Post. Subject to postal size and weight restrictions and to customs regulations, transmittal of grant aid materiel via the U.S. Postal Service (USPS) addressed in accordance with the provisions of DOD 4140.17-M is authorized. Policy and criteria concerning the use of parcel post are set forth in the current edition of MCO 2740.1.

4. Shipment Procedures. The movement of grant aid cargo is subject to the shipment procedures and documentation requirements prescribed in MCO P4600.14 and DOD 4500.32-R.

5. Premium Transportation. Grant aid materiel and equipment normally will be shipped by the most economical (nonpremium) mode of transportation.

6. Air Transportation. Concurrent with a request for airlift, a detailed justification for the use of airlift will be furnished to the clearance authority (Navy Material Transportation Office (NAVMTO)), addressed in accordance with the provisions of DOD 4500.32-R, volume I, appendix D.

7. Documentation. In addition to the documentation distribution requirements of MCO P4600.14 and DOD 4500.32-R, one copy of the GBL or TCMD issued for the export movement will be transmitted to the Navy International Logistics Control Office, Philadelphia, Pennsylvania 19111.

8. Customs Clearance. Neither export licenses nor shippers export declarations are required for MAP grant aid shipments. U.S. GBL's or other transportation documents issued to cover the movement of grant aid shipments to points in foreign countries will be annotated as follows:

MAP Grant Aid Shipment

No Export Declaration or License Required

3019. MILITARY ASSISTANCE PROGRAM (FOREIGN MILITARY SALES)

1. Policy. Except as provided in paragraph 3019.3, following, Government funds are not authorized for the transportation of materiel sold to foreign governments under the foreign military sales (FMS)/MAP (Security Assistance Program (SAP)).

2. Procedures

a. Transportation for FMS will be accomplished by CBL's with transportation charges paid by the purchasing foreign government.

b. The POE will be determined by the purchasing foreign country or designated agent.

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3. Use of GBL's

a. When specifically directed by terms of sale, the use of GBL's is authorized for the shipment of ammunition, explosives, firearms, and classified and other similar material moving for the account of FMS.

b. The following notation shall be included within all requests for routing and export clearances and shall be prominently annotated within the "description of articles" space on the GBL: "FMS/MAP (as appropriate)--REIMBURSABLE."

c. The transportation accounting data and documentation requirements, respectively, will be prepared in a manner identical to that provided in paragraph 3018, preceding.

3020. SHIPMENT OF FRAGILE, DELICATE, AND/OR HIGH-VALUE ITEMS. Transportation costs shall not be an overriding factor. The transportation mode and/or carrier's equipment compatible with the safe movement at minimum risk shall be designated by the TMC responsible for the shipment. The evaluation of the potential repair/replacement cost factor shall be the primary consideration in preshipment planning by maximum use of specialized equipment (e.g., padded electronic or air ride van, damage-free cars, exclusive use of vehicle, etc.) and by loading to protect system integrity in lieu of loading normally accomplished to realize maximum utilization of the vehicle.

3021. TRANSIT PRIVILEGES AND PROCEDURES

1. Definition. A transit privilege is a service granted by carriers to authorize, by terms of tariff or special quotation, a stopoff for shipments at a specific intermediate stopoff point for storage, processing, or for other purposes, and the subsequent reshipment of such materiel or its equivalent to a final destination. For carrier revenue and accounting purposes, such shipments are considered as a continuous through movement in lieu of two or more separate movements.

2. Procedures. MCO P4600.14A, chapter 210, prescribes uniform procedures for processing freight for which carriers have granted the transit privilege and establishes procedures governing the determination of the availability of such privileges.

3. Distribution of Reports. One copy of DD Form 1090 (Transit Utilization by Transit Operators), transmitted to the MTMC in accordance with MCO P4600.14A,

chapter 210, will be furnished concurrently to the Commandant of the Marine Corps (Code LFT-1).

3022. PREPARATION AND PROTECTION OF CARGO FOR STORAGE AND/OR SHIPMENT

1. Policy and guidelines concerning the protection of Marine Corps materiel against corrosion and physical damage during shipment and storage are contained in the current edition of MCO P4030.14 and other directives, situational in nature, in the 4030 series. Standard and special marking requirements applicable to materiel identification, handling precautions, and shipment are contained in the current edition of MIL-STD-129

2. Reports of packaging and handling deficiencies will be prepared and distributed in accordance with the current edition of MCO 4430.3.

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3023. SHIPMENT RECEIPT

1. Procedures governing the routine receipt of materiel and the accomplishment of the related shipping documents are provided in MCO P4600.14A, chapter 214.

2. Receipt procedures and the related documentation requirements to be observed in connection with loss and/or damage incident to shipment shall be in accordance with the provisions of MCO P4600.14A, chapter 221: the current edition of MOO P4610.19; and as further supplemented in part G of this chapter.

3024. CARRIERS' EQUIPMENT. Prior to the release of carriers' equipment, the TMO shall inspect the carriers' equipment to assure removal of all lading, blocking or bracing material, strapping, debris, or any material not an integral part of the equipment.

3025. STOPOFF IN TRANSIT TO COMPLETE LOADING OR TO PARTIALLY UNLOAD. The regulations governing the processing of materiel stopped in transit for either partial loading or unloading are published in MCO P4600.14A, chapter 214, section XII, and shall be observed without exception.

3026. RAILROAD CAR RECORDS. In accordance with the procedures prescribed in MCO P4600.14A, chapter 219, a car record book will be maintained in a current status at each Marine Corps activity.

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PART C: INTRA-CONUS (DOMESTIC TRANSPORTATION)

3030. ROUTING AND MOVEMENT CONTROL. Except as provided in paragraphs 3011.2 and 3019, preceding, functional procedures and documentation requirements governing the routing and movement control of military cargo transported within and between all points in CONUS via all modes of transportation are prescribed in

MCO P4600.14A, chapter 202.

3031. CONSIGNMENT. Shipment of materiel forwarded to domestic destinations shall be consigned as indicated:

1. Marine Corps and Navy Activities. Materiel shall be consigned in accordance with MCO P4600.9.
2. Contractors and Subcontractors. Government property furnished to contractors shall be forwarded to the appropriate contractor's plant, consigned to the cognizant Defense Contract Administration Service (DCAS) contract administrator, determined in accordance with DoD 4105.59-H.
3. Other Government Departments or Agencies. Materiel shipped for the account of other Government departments or agencies shall be consigned as provided in MCO P4600.14A, chapter 214, or as indicated in the procurement document or shipment authority. Activities authorizing the shipment will be requested to furnish additional or supplementary consignment data, as required.

3032. GOVERNMENT BILLS OF LADING AND COMMERCIAL BILLS or LADING TO BE CONVERTED TO A GOVERNMENT BILL OF LADING

1. General Information. Criteria and instructions governing the use, preparation, and distribution of GBL's, including commercial shipping documents converted to GBL's are published in MCO P4600.14A, chapter 214. TMO's are responsible for notification to consignees prior to arrival of materiel. The Bill of Lading Transmittal Envelope (form NAVMC 10528) may be used for mailing copies of the GBL. Realignment of the window of the envelope will be accomplished with the next printing in order for the name of the consignee and complete address to show through with a minimum of effort. TMO's may obtain the GBL transmittal envelope through normal supply channels.
2. Issue Authorization. Normally, GBL's are issued by the TMO responsible for initiating shipment subject to the proper authorization, documented in accordance with the provisions of paragraph 3010, preceding.
3. Accountability. In addition to the accountability provisions of MCO P4600.14A chapter 214, the following requirements will apply. Upon receipt of a supply of GBL's, the responsible official will:
 - a. At the time the package is opened, verify the first through the last bill number to assure the consecutive sequence of numbers.
 - b. Verify the quantity received against the invoice.
 - c. Record the series of numbers received.
 - d. Report any discrepancies to the distribution point from which the supply was received.

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4. Disposition Record. Blank bills of lading will be filed and issued in sequence. The storage space for blank bills of lading will be locked or otherwise secured. A Bill of lading Accountability Record (SF 1121) or a locally procured equivalent thereof will be used to indicate a record of disposition (issues to carriers or contractors, spoiled, canceled, lost, etc.). A block of GBL's placed in subcustody will be indicated by a temporary record at the central control accountability point. Upon exhaustion of any one sequence, by issue or other disposition, the control records will be updated to reflect the use or disposition of each bill of lading.

5. Use of Commercial Forms and Procedures for Small Domestic Shipments

a. General Information. The alternative use of commercial forms vice GBL's for the movement of small domestic shipments meeting the criteria established in MCO P4600.14A, chapter 214, section XVII, is authorized in order to reduce administrative costs by taking advantage of the commercial carrier's documentation and procedures. The required shipping documents, labels, and tags will be supplied by the carriers participating in agreements with the MTMC as listed in MCO P4600.14A, paragraph 214123.

b. Documentation

(1) Addressees desiring to use the subject forms and procedures shall obtain the necessary shipping documents from the appropriate carrier's party to agreements with the MTMC.

(2) The use of commercial forms and procedures shall only be considered for those shipments meeting the requirements set forth in MCO P4600.14.

(3) As a minimum, three copies of the appropriate shipping document shall be prepared by the shipping activity. The carrier's pickup driver will acknowledge receipt of the shipment by signing these documents. The original shall be retained by the shipping activity for its records. The shipping order shall be given to the pickup driver, and the memorandum copy shall be forwarded to the receiving activity.

(4) Only two copies of the United Parcel Service daily pickup record shall be prepared; the pickup driver shall be given the original, and the copy shall be retained by the shipping activity for its records.

(5) All shipments shall be "prepaid." The shipping activity shall request the involved carriers to bill the activity once a month at the end of the month and shall process the carrier's billings as follows:

(a) The bills will be verified by checking them against the shipping activity's copies of the shipping documents.

(b) When the bills are found to be correct, the shipping activity shall certify that the service has been performed and shall forward the bills along with SF 1034 (Public voucher for Purchases and Services Other Than Personal) to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, for payment within 5 working days. The appropriate appropriation data can be found in a Marine Corps bulletin in the 4610 series pertaining to transportation accounting data.

(c) Errors detected in carriers' bills shall be resolved prior to submitting the bills for payment.

(6) The Commanding General (Code 470), Marine Corps Logistics Base, Albany, shall process the bills in a prompt and efficient manner consistent with existing policies and procedures.

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>3033. SUBMISSION OF OBLIGATION DATA FOR MARINE CORPS-FUNDED TRANSPORTATION COST. Marine Corps activities shall reduce the TCMD and GBL financial data to EAM cards or code sheets and forward this information to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, in accordance with part I of this chapter.

3034. PACKING, CRATING, AND HANDLING COSTS

1. Except as provided in MECO P7300.8, funding by the O&MMC open allotment for transportation is prohibited for costs incurred for the packing, crating, and handling of materiel incident to shipment.
2. Packing, crating, and handling costs for newly procured materiel are normally included within the purchase price of the materiel.
3. All other packing, crating, and handling costs incident to shipment are funded by local station allotment.

3035. DRAYAGE, DEMMURAGE, STORAGE, AND VEHICLE RENTAL

1. Guidance for the arrangement and certification for the payment of drayage, demmuration, and storage is furnished in MCO P4600.14A, chapters 218 and 219.
2. Costs incident to the storage of Government property at commercial storage facilities or for movement by rental vehicle are not funded by the open allotment for transportation.
3. Except as provided in MCO P4600.14A, chapter 214, drayage shall be arranged by local contract service subject to reimbursement by station allotment.

3036. LOADING, BLOCKING, BRACING, AND SEALING. Procedures governing the ordering, loading, unloading, and sealing of carriers' equipment shall be accomplished in accordance with commercial-type publications identified and implemented in MCO P4600.14A, chapters 107, 213, and 216.

3037. DEPARTMENT OF DEFENSE INTERCHANGE FLEET (DAMAGE-FREE CARS). MCO P4600.14A, chapter 208, prescribes responsibilities and procedures for the control, distribution, utilization, maintenance, and accountability for railway freight and tank cars owned, leased, or loaned to the MTMC and assigned to the Defense Freight Railway Interchange Fleet.

3038. MOVEMENT OF MILITARY IMPEDIMENT BY COMMERCIAL CARRIER. Marine Corps policy and procedures for the movement of military impediment via commercial carrier are published in the current edition of MCO P4600.24.

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PART D: OCEAN TRANSPORTATION

3040. GENERAL INFORMATION. Ocean movement of Marine Corps-owned or -sponsored materiel is accomplished by vessels provided by the MSC as the single manager for ocean transportation via the DTS. Movement by Navy fleet vessel may be available.

3041. NAVY OPPORTUNE SHIPPING

>1. Policy. The availability of opportune shipping from and to Hawaii and Westpac provides the opportunity to conserve funds that would otherwise be expended for commercial transportation. Capitalizing on this opportunity must be weighed against delays in movement of valuable equipment and the impact of such delays on force readiness on the one hand, and preservation of the equipment and timely repair/rebuild on the other. Opportune shipping should be used whenever the delays inherent in such use will not:

- a. Degrade the readiness of the requiring unit and/or force the requiring unit to expend excessive maintenance effort in order to maintain the required readiness posture.
- b. Preclude the timely retrograde of materiel necessary to maintain orderly execution of the depot maintenance program.
- c. Cause deterioration of materiel because of nonavailability of adequate storage facilities.

2. Procedures

- a. Cargo tendered for movement by Navy fleet vessels shall be processed in accordance with the procedures established by the cognizant fleet or type commander or their authorized representative.
- b. The shipping activity shall determine the needs and requirements of the receiving activity and coordinate with the force commander to ensure that any delay which may occur in effecting delivery will not adversely affect the mission and/or readiness posture of the receiving activity. As a general rule; opportune shipping should be used if departing within 30 days of the date that materiel is available for shipment. Exceptions are permissible when concurred in by the Marine Corps Logistics Base, Albany, in the case of retrograde materiel and by the requiring organization in the case of outgoing shipments.
- c. Coordination of the staging area and handling equipment at the port will be as designated by the CG, FMFPac/FMFLant.

d. It is recognized that, in some instances, commercially- and/or industrially-funded resources may be required to accomplish the loading/unloading of Navy fleet vessels. In that event, the appropriate TAC will be cited in accordance with the provisions of the current Marine Corps bulletin in the 4610 series or volume II of DoD 4500.32-R.

3. Documentation. Cargo documentation will be identical to that required by DoD 4500.32-R, except that TCMD data will be annotated in the clear vice use of the MILSTAMP codes.

4. Distribution of the TCMD. Distribution of the TCMD will be as follows:

- a. One copy to the appropriate fleet service force commander.
- b. One copy to the discharge activity.

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> c. One copy to the ultimate consignee.

> d. One copy to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. (Estimated obligation data is not required for ocean transportation; however, obligation data for port/handling accessorial charges shall be furnished.)

> e. Retain file copies, as appropriate.

5. Reporting Instructions. Reports on the utilization of Navy opportune shipping will be submitted to the Commandant of the Marine Corps (Code LFT) by the CG, FMFPac/FMFLant, on a quarterly basis by the 10th day of the month following the reporting fiscal quarter and shall be in the following format. (Report Symbol MC-4610-07 has been assigned to this report.)

Report Symbol MC-4610-07, Utilization of Navy Opportune Shipping

Reporting Activity _____ Date _____

M/T's Shipped Via Navy Opportune Shipping for ____ Quarter of FY ____

From/To 1st Month - 2d Month - 3d Month Total M/T's _____

3042. DEFENSE TRANSPORTATION SYSTEM

1. General Information. DOD policy governing the movement procedures and documentation requirements for the shipment of military cargo into or through the DTS is published in DoD 4500.32-R. The Transportation Officer, Marine Corps Freight Office, Treasure Island, San Francisco, California, is the central liaison officer to the Western Area, MTMC, Oakland, California. Functions of the liaison officer include tracing and expediting Marine Corps cargo, preparation of late or missing documentation, correction of erroneous or incomplete documentation, and monitoring Marine Corps cargo moving via the DTS (outbound

and inbound), when required, for the west coast ports. Communication addresses are:

Mail: Marine Corps Freight Office
Building 450
Treasure Island
San Francisco, California 94130

Telephone: AUTOVON 869-5606
Commercial 415-765-5606

AUTODIN: RUWMEKE

TWX: RUWMEKE/MARCORFREIGHTOFF, TREASURE ISLAND, CA

2. Offering Acceptance and Release Cycle. Procedural requirements for the clearance and release of surface export shipments are provided in MCO P4600.14A, chapter 202, pursuant to single manager responsibilities for military traffic land transportation and common user terminals administered by the MTMC in accordance with the provisions of MCO P4600.14A, chapter 102.

3. Consignment. Except as provided hereafter, shipment or consignment instructions included within the terms of the shipment authority shall be disregarded. Consignment and movement direction received from the cognizant water terminal control authority (WTCA) pursuant to the offering, acceptance, and release procedures of MCO P4600.14A, chapter 202, will apply.

a. Ammunition and Explosives. Instructions included within the terms of the shipment authority will be observed.

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b. Military Necessity. Under circumstances requiring the use of a predetermined transshipment port to comply with the specific program (directed and justified by the shipment authority), the designated port will be so identified and indicated as a shipper service requirement in the request for inland routing.

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4. Distribution of the TCMD. In addition to the distribution requirements of DOD 4500.32-R, volume I, chapter 3, legible copies will be prepared for distribution as indicated:

a. Two copies shall be securely attached to to the exterior of the lead container contained in a waterproof envelope marked "MILSTAMP DOCUMENTS."

b. One copy shall be furnished to the ultimate consignees

c. File copies retained, as appropriate.

d. For DPM personal property shipments, one copy shall be furnished to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

5. Submission of Obligation Data for Marine Corps-Funded Transportation Costs. One copy of each transportation document issued for the movement of materiel chargeable to a Marine Corps transportation appropriation shall be furnished to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, in accordance with part I of this chapter.

6. Retrograde Materiel. Categories of materiel, such as scrap or salvage, empty containers, dunnage, or other cargo-handling gear, returned from overseas areas to the United States, except Alaska and Hawaii, may be sponsored on a space-available basis at reduced rates to the shipper service. This cargo is shipped in MSC-controlled vessels in space which remains unused after all priority assignments to suitable cargo of a requirement nature have been made and which would otherwise be unused.

3043. SPONSORSHIP OF CARGO FOR COMMERCIAL CONCERNS AND PRIVATE PARTIES

1. Policy. The Marine Corps may sponsor privately-owned cargo in fleet or MSC vessels only under the following conditions:

a. Nonavailability of commercial service.

b. Solely on a space-available basis.

c. That no responsibility for return transportation is implied or incurred.

2. Funding for Transportation Costs and Accessorial Charges. Prior to acceptance of privately-owned cargo, requests by commercial concerns for transportation via the DTS shall be referred to the Commandant of the Marine Corps (Code LFT) for authorization subject to mutually satisfactory funding arrangements.

3. Nonliability of the Marine Corps

a. The Marine Corps will assume no liability whatever for loss and/or damage to commercial cargo in transit.

b. Acquisition of adequate insurance by the owner/shipper against loss, damage, delay, or failure of delivery is mandatory.

4. Clearance Into the Water Port of Embarkation (WPOE)

a. Defense Transportation System (MSC). The offering, acceptance, and release procedures published in MCO P4600.14A, chapter 202, will apply.

b. Fleet Shipping. Cargo will be tendered to the cognizant fleet or type commander or authorized representative thereof in accordance with established procedures.

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5. Documentation

a. Carriage Agreement. Prior to the acceptance of privately-owned cargo for shipment, serially numbered document, in the format of figure 3-1, will be prepared in duplicate by the activity normally responsible for the initial preparation of the TCMD.

<p>In consideration of the carriage of the property described as follows: (Insert description and maximum quantity to be shipped--the latter to be stated in both weight and measurement tons.)</p>	
<p>I, _____ (acting both individually and as the duly authorized agent of _____ the owner of said property, hereby agree that neither the carrying vessel(s), nor the United States, nor any agent or agency (incorporated or unincorporated) thereof, will be liable for loss of or any damage of any nature whatsoever to said property or for any failure to deliver above said property in the same quantity and in the same order and condition as when received by the initial carrying vessel, or for any delay in such delivery, whether said loss, damage, or failure of or delay in delivery is occasioned by the negligence of the carrying vessel, the United States, or any employee or agency thereof, or by any cause whatsoever. The owner of said property and/or _____ hereby further agrees to hold harmless and indemnify the United States for any loss or damage arising out of the carriage of the aforesaid property and also agree(s) to pay for freight and terminal charges as may be determined by the Government loading and discharging terminals. Receipt of material for transportation by the Defense Transportation System will be effected by DD Form 1348 issued by (insert the name of the activity which normally issues the TCMD) from _____ to _____.</p>	
<p>A copy of this nonnegotiable document will be furnished promptly to the cargo owner or agency thereof.</p>	
<p>_____ (Signature)</p>	<p>_____ (Signature)</p>

Figure 3-1. --Agreement for Shipment of Privately-Owned Cargo.

b. Accomplishment and Distribution of Agreement

(1) Each copy of the agreement will be countersigned by both the issuing officer and the owner of the cargo or by duly authorized agents.

(2) One copy will be retained in the files of the issuing officer.

(3) One copy will be delivered to the owner or agent thereof.

c. TCMD. A DD Form 1384, issued for the receipt and transportation of privately-owned cargo in accordance with the agreement set forth in figure 3-1, will be plainly marked "NONNEGOTIABLE." The agreement shown in figure 3-1 and the following annotation will be included on each applicable TCMD:

"A signed copy of the foregoing agreement, serial number _____, is on file in the office which issued this document and is made a part of the contract of carriage."

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3044. SPONSORSHIP OF CARGO FOR CHARITABLE ORGANIZATIONS

1. Request for Transportation by Fleet Vessel

a. Except for materiel consigned to Korea, requests by charitable organizations for transportation in fleet vessels shall be referred direct to the commander in chief of the fleet concerned.

b. For materiel consigned to Korea, requesters shall be referred direct to the Department of the Army for an appropriate determination of acceptability and distribution.

2. Request for Transportation by MSC

a. Requests by charitable organizations for transportation via the MSC shall be referred to the Commandant of the Marine Corps (Code LFT) for authorization, subject to mutually satisfactory funding arrangements.

b. Cognizant activities shall assure that the clearance and movement control procedures prescribed in MCO P4600.14 and DOD 4500.32-R are observed.

3045. MARINE CORPS EXCHANGES. COMMISSARY STORES. CLUBS. MESSSES, AND WELFARE AND RECREATIONAL MATERIAL. Cargo shipped for the account of these organizations is of official concern to the DOD and is not defined as nonmilitary cargo. Ocean transportation to overseas destinations is authorized pursuant to the provisions of the NaVCompt Manual, volume 3, chapter 5, and is subject to the procedural and documentation requirements of DOD 4500.32-R. The Marine Corps implementation of the MILSTAMP application to nonappropriated fund instrumentalities is published in the current edition of MCO 4610.13.

3046. CUSTOMS CLEARANCE AT FOREIGN PORTS. Shipments received at foreign ports will be cleared through the local customs by the consignee. If necessary, the consignee may apply to the local consular representatives of the United States for assistance. Normally, shipment of DOD cargo is not subject to duty.

3047. SHIPMENT CLEARANCE INTO WATER TERMINALS OTHER THAN CONUS

1. Policy. Subject to documentation requirements, challenge procedures, and

timeframes for shipment clearance into a CONUS WPOE and between points overseas, clearance and movement control procedures for surface shipment will be accomplished in accordance with directives developed and published by the cognizant activity responsible for water movement control.

2. Procedures

a. Offer will be made to the WTCA by means of an advance TCMD.

b. The WTCA will furnish port consignment instructions and the ADD at the port consistent with shipping capability.

c. Shipment may then be released as offered with no additional transmission of the TCMD required.

3. Distribution of the TCMD. Marine Corps distribution requirements provided in paragraph 3041.4, preceding, will apply.

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3048. PRESHIPMENT PREPARATION TO SAFEGUARD RETROGRADE CARGO

1. POLICY. It is mandatory that continuing surveillance and maintenance of safeguards be exercised by cognizant shipping activities responsible for the preparation and shipment of retrograde cargo at the point of foreign origin to preclude the inadvertent introduction of dangerous or contaminated materiel into the United States or U.S. territories, trusts, and possessions.

2. Hazardous/Dangerous Articles and Contaminants Defined. Any materiel identified by the Interstate Commerce Commission, U.S. Public Health Service, Department of Agriculture, and/or Federal or military documents which, under conditions incident to transportation and related handling, is liable to cause fire, create damage by chemical action, or present a real or potential hazard to life or property. Such materiel includes but is not limited to:

a. Hazardous/Dangerous Articles. Explosives, flammables, corrosives, combustibles, compressed gases, radiologicals, biologicals, sources of ionizing radiation or radiant energy, and materiel which is unduly magnetic or oxidizing.

b. Contaminants. Arthropods, aquatic organisms, fungi, bacteria, termites, snails, birds, and rodents, and any plant, animal, reptile, or insect considered destructive or obnoxious, including soil capable of harboring plant or animal disease organisms.

3. Consignor Responsibilities. Safeguards can be most effectively applied at the point of foreign origin. To assure the early and efficient processing of retrograde cargo, Marine Corps shippers will:

a. Conduct intensive, continuous, and aggressive public health and agricultural quarantine programs wherever U.S. Armed Forces operations involve retrograde cargo throughout the world.

b. Take every precaution to assure that dangerous or hazardous articles are not included in shipments of general cargo, vehicles, cargo vans, or other types of containers.

c. Coordinate with the cognizant U.S. port authorities located within the area, the U.S. Department of Agriculture - Port Quarantine (USDA-PQ), and the U.S. Public Health Service (USPHS) to request their participation to the extent considered by those agencies to be necessary and appropriate at specific points of foreign origin of retrograde cargo.

4. Consignee Responsibilities. Immediately upon detection of any exception to prescribed and acceptable retrograde cargo processing procedures, the consignee will promptly advise the Commandant of the Marine Corps (Code LFT) by priority message (prepared in the format illustrated by figure 3-2) with information copies, as appropriate, addressed to cognizant authorities. This reporting requirement is in addition to the report of shipment discrepancy prepared in the format prescribed by the provisions of MCO P4610.19.

3049. USE OF CARGO CONTAINERS

1. General Information. With the increased availability of containers and containerships, and in the advantages which accrue from use of this mode of transportation, it is anticipated that greater amounts of container susceptible cargo, including retrograde materiel, will move throughout the Marine Corps Distribution System. The security, expeditious handling, and cost effectiveness inherent in this mode of transportation provide responsive logistical support to overseas Marine Corps activities.

PRIORITY	
FROM: DEFICIENCY IDENTIFYING ACTIVITY	
TO: CMC WASHINGTON DC	
INFO: ARMED SERVICES EXPLOSIVE SAFETY BOARD] AS APPROPRIATE
ARMED FORCES PEST CONTROL BOARD	
USPRS	
USDA-PQ	
CDR MTMC	
CLASSIFICATION //N04500//	
DECLARATION OF (HAZARDOUS) (CONTAMINATED) (INFESTED) RETROGRADE CARGO	
A. MCO P4600.7C	
1. POSSIBLE CAUSE OF SUBJECT SITUATION (IF NOT KNOWN, SO STATE--NOT KNOWN).	
2. TYPE OF RETROGRADE CARGO AFFECTED.	
3. NAME OF FLIGHT NUMBER OF CARRIER.	
A. MANIFEST NUMBER.	
B. NUMBERS OF PIECES OF CARGO AFFECTED (SUBSTITUTE TONNAGE WHERE APPLICABLE).	
C. PORT OF EMBARKATION WITH ESTIMATED TIME OF DELIVERY.	
D. EN ROUTE STOPS (IF NONE, SO STATE--NONE).	
E. PORT OF DISEMBARKATION WITH ESTIMATED TIME OF ARRIVAL.	
4. IMMEDIATE CORRECTIVE ACTION TAKEN.	
5. ADDITIONAL INFORMATION (IF NONE, SO STATE--NONE).	

Figure 3-2.--Hazardous/Contaminated/Infested Retrograde Cargo Message Format.

Hazardous/contaminated/Infested Retrograde Cargo Message Format.

2. Container Service. Through contracts and certain agreements entered into between the MSC and ocean carriers (including the SEAVAN-type mode), worldwide container service is available.

3. Definition. The container as addressed herein is defined by the DOD as follows:

"An article of transport equipment designed to be transported by various modes of transportation: having an interior volume of 400 cubic feet or more: designed to facilitate and optimize the carriage of goods by

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one or more modes of transportation without intermediate handling of the contents and equipment with features permitting its ready handling and transfer from one mode to another. Containers may be fully enclosed with one or more doors, open top, tank, refrigerated, open rack, gondola, and other designs. Included in this definition are modules or clusters that are so configured that they can be coupled to form an integral unit with an internal capacity of 400 or more cubic feet regardless of intention to move singly or in multiplex configuration."

NOTE: Currently available containers range in sizes from 8 by 8 by 20 feet to 8 by 40 feet.

4. Policy. The Marine Corps actively supports and seeks to expand the use of containers for ocean cargo. When feasible, economically advantageous, and in the best interest of the Marine Corps, this mode of transportation should be employed in support of Marine Corps-deployed forces worldwide.

5. Preshipment Planning

a. Maximum use of containerization is encouraged for the ocean shipment of classified materiel and shipment of high-value, low-volume commodities normally subject to a high incidence of damage or are unusually susceptible to theft or pilferage.

b. The advantages inherent in the containerization of cargo should be considered in the transportation cost evaluation of the container mode versus that of the breakbulk method.

6. Efficient utilization of Container Volume

a. The effective utilization of container volume is a key factor in economies to be realized by this mode of transportation.

b. A high level of performance may be achieved by the use of a preloading template, developed by the Marine Corps logistics Base, Barstow, to simulate the interior of a container. Use of the template in prepositioning unit loads prior to actual loading of containers has resulted in savings to the Marine Corps in terms of efficient utilization of available container shipping cube, increased net shipping weight, and reduced time and labor required for actual loading operations.

c. The staging area deck is marked to coincide with container interior dimensions. Cargo is positioned to permit passage of the template over the shipment units, thereby simulating in an open area the container interior as it will appear when loaded. While it is realized that containers obtained from

ocean carriers vary in size, identical methods may be employed to achieve loading proficiency, irrespective of the available container configurations published in the current edition of MTMC Pamphlet 55-2, "Management and Stuffing of Containers."

d. A family of wooden interior containers, developed and constructed in four sizes for use with the template, conforms to the interior dimensions of the carrier's container and may be used in a variety of loading combinations.

e. The family of four wooden interior containers constructed for this purpose is illustrated in figure 3-3.

f. Figure 3-4 illustrates the use of the template and the marked-off staging area.

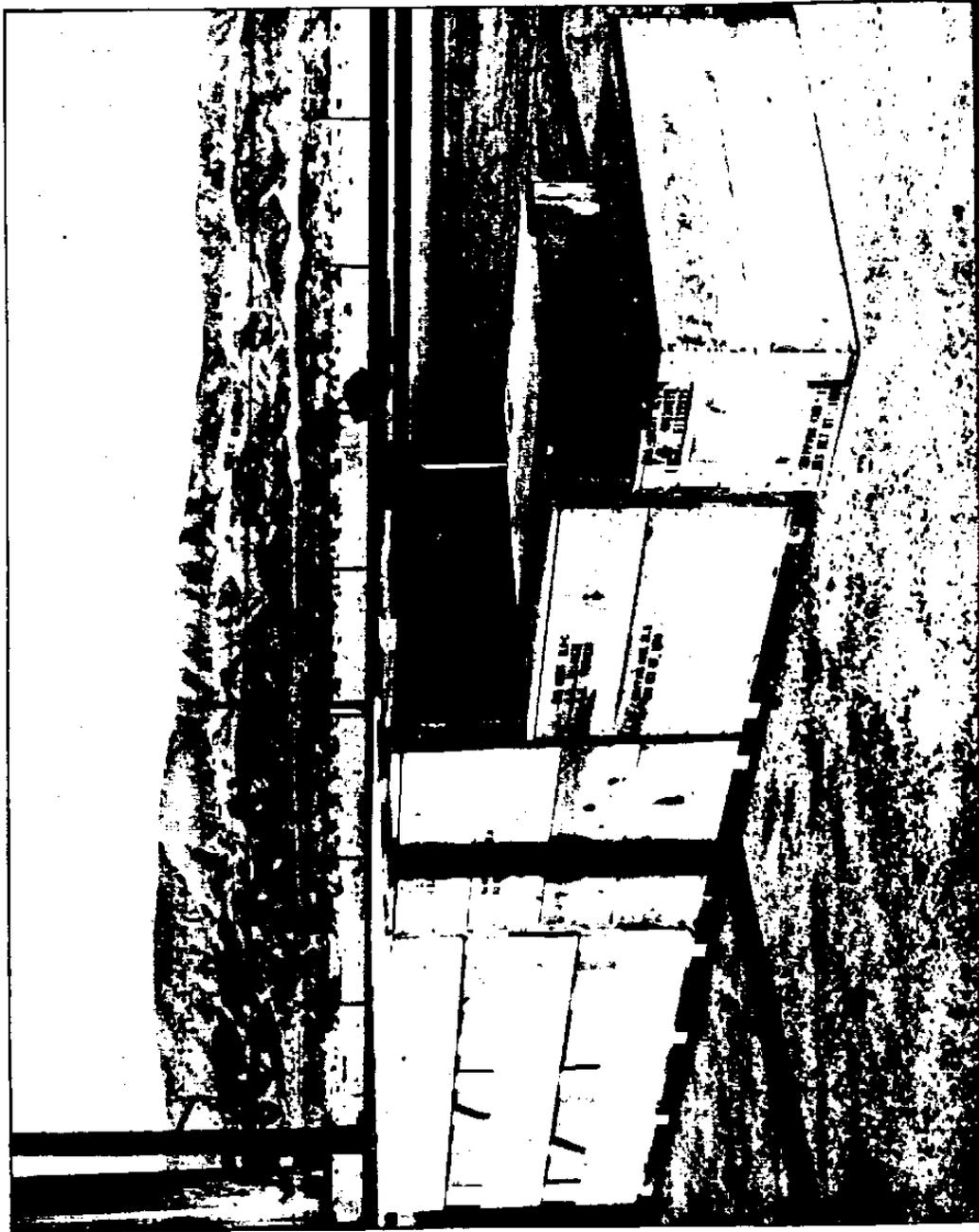


Figure 3-3.--Family of Constructed Wooden Interior Containers.

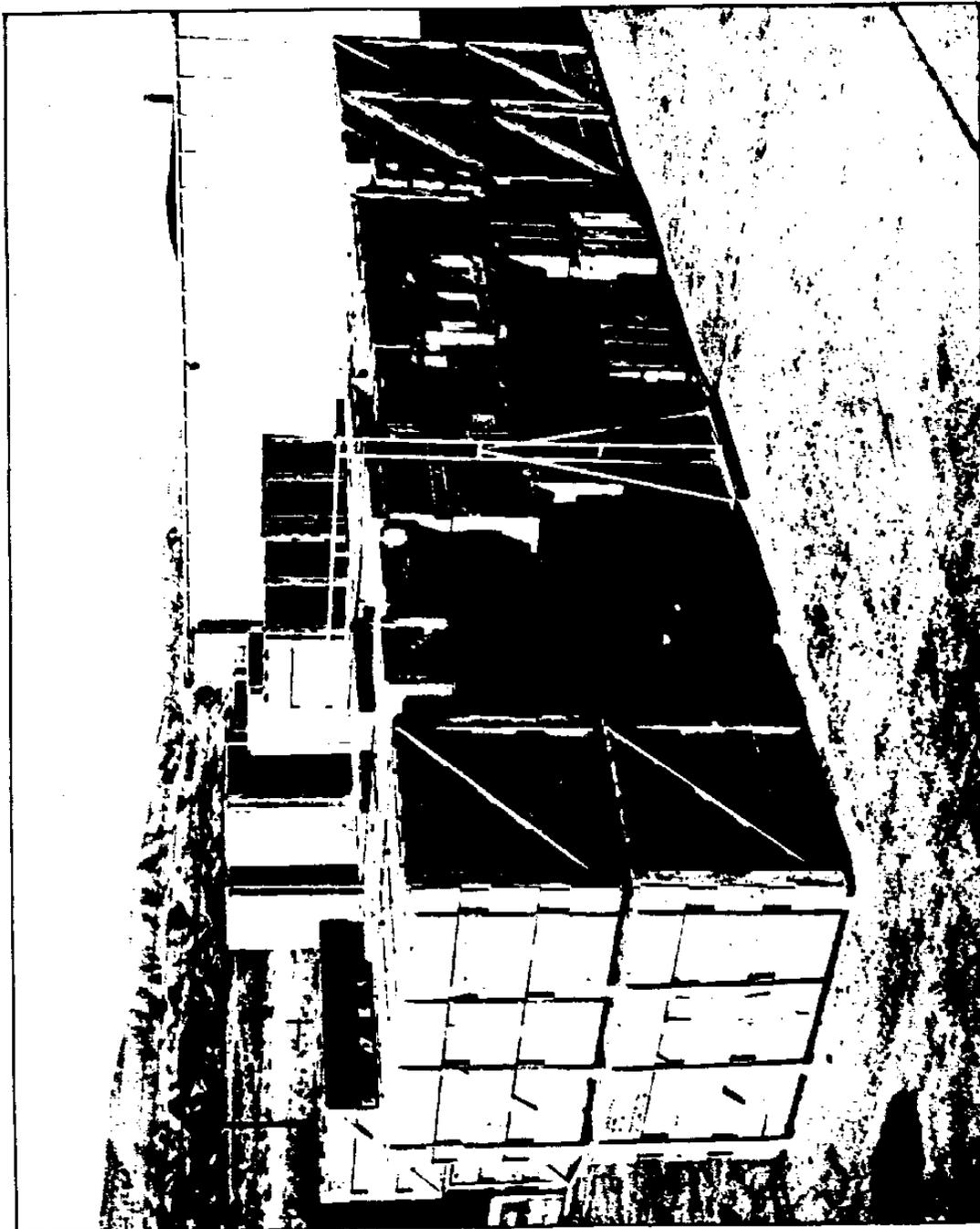


Figure 3-4.--Staging Area and Template.

7. Container Stuffing

a. MTMC Pamphlet 55-2 is published as guidance to stuffing procedures designed to realize potential economies and the efficient utilization of containers.

b. The current multiconsignee stuffing practice results in cargo delay through double handling and further onward movement to the consignee. The double handling and additional movement negate advantages of container use, that of reducing or eliminating breakage and pilferage, and the increased expenditure of dollars and hours.

8. Prohibited Stuffing Methods. The current criteria for van utilization, based on a percentage of use factor regardless of commodities involved, results in difficult and time-consuming problems encountered by the consignee, discharge ports, and breakbulk points in connection with the unstuffing. Under no circumstances may the following methods be utilized:

b. Breaking Down Palletized Cargo to Fill All Available Space in the Van. The effort to break down the palletized cargo in an effort to fill all of the cracks and services in the van materially affects the effort to unload and repalletize the cargo. The high rate of breakage and damage to cargo more than offsets the fact that a high utilization factor was achieved.

b. Tipping or Turning Palletized Cargo During the Loading Process. In the interest of achieving maximum van utilization, it has become the practice for some stuffing activities to tip pallets on the side or end, or to turn them so that pallet access openings are inaccessible. Of necessity, all manners of the ingenious devices have been invented to snake these pallets out of the vans. CONEX's and household goods packing crates loaded into SEAVAN's also present unstuffing problems, particularly when they are jammed into the van or when the pallet access openings are not accessible. It was reported that, in some instances, the protective crate had to be peeled away to facilitate unstuffing the van. The resultant delay in unstuffing, the hours expended in excess of that normally required, the breakage and damage to the cargo, and the SEAVAN's offset any benefits derived from achieving maximum SEAVAN utilization.

c. Pushing Cargo Into the Van. Instances have been noted in which cargo was pushed into the van in such a manner as to make unstuffing extremely difficult and time-consuming. Based on the origin of the van, it was determined that use of a van loader or ram could have been responsible for the difficulty.

9. Shipment Procedures. Routing, export clearance, and the documentation of container shipment shall be accomplished in accordance with the provisions of MCO P4600.14A, chapter 202, and DoD 4500.32-R, volume I, chapter 6 and appendix F.

10. Shipment Documentation. Documentation requirements prescribed in DoD 4500.32-R, volume I, appendix F, for the shipment of SEAVAN shall be observed, without exception. Particular care will be exercised in the following areas:

a. Ensure that MILSTAMP documentation related to the contents of the

container is placed inside the van.

b. Place inside each container the TCMD and the supply document used by the shipping activity. Documentation may consist of one or more of the following:

(1) MILSTRIP document, DD Form 1348-1.

(2) Mechanization of warehousing and shipment processing (MOWASP) shipment planning control listing.

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(3) Shipment unit consist/packing list.

c. In every instance, documentation placed within a container shall accurately reflect the actual contents of the container.

d. The MILSTAMP documentation (including all related supply documents) shall be placed within a waterproof envelope and securely attached to the inside of the loading door. Exceptions noted by consignees to the container stuffing procedures and/or documentation requirements prescribed in DOD 4500.32-R and as implemented herein shall be reported to the Commandant of the Marine Corps (Code LFT) fully documented in writing.

11. Container Movement and Container Stuffing at West Coast Port Area

a. It is recognized that it may not always be feasible to containerize shipments at a Marine Corps shipping point. In view of this, the MTMC has agreed to perform consolidation of Marine Corps shipment at the MTMC, Wilmington, California, outport. Under the agreement, Marine Corps less than release unit (LRU) traffic (general cargo and unaccompanied baggage (DPM)) will free flow into the MTMC, Wilmington, outport where shipments will be consolidated and stuffed into containers by the MTMC. Further, the MTMC will make every effort to achieve maximum cube utilization of the container capacity, and, only in unusual circumstances, will Marine Corps containerizable cargo be shipped by the breakbulk mode.

b. Under peacetime conditions, and along trade routes indicated, the MTMC assures that either containerization or containerizable nonlabel export cargo will be provided the shipper services; or cargo will be overpacked if containers are not available. The expense of overpacking cargo will be billed to the shipper through normal billing practices. In the case of Marine Corps shipments, the MTMC will perform overpacking only after notification and concurrence with the Commandant of the Marine Corp (Code LFT).

c. Unless storage or other conditions dictate a higher level of packing of cargo contemplated to be moved along the following trade routes, items shall be packaged in anticipation of movement by the container mode or commercial level packaging only:

Container Trade Routes

East/Gulf Coasts to: Northern Europe
United Kingdom
West Mediterranean
Caribbean

West Coast to: Okinawa
Japan
Philippines
Korea
Guam
Hawaii
Republic of Vietnam
Thailand
Alaska

d. Marine Corps shipping activities shall consolidate shipments to assure that container stuffing will be accomplished at Marine Corps origin stuffing points to the maximum extent possible.

e. Marine Corps LRU traffic (general cargo and unaccompanied baggage (DPM)) destined to overseas Pacific areas via the MSC surface transportation shall, to

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the maximum extent feasible, free flow to the MTMC, Wilmington, outport for container stuffing consistent with DoD 4500.32-R.

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PART E: AIR TRANSPORTATION

3060. POLICY. Pursuant to the DOD policy requirement that, normally, military cargo shall move by the most economical mode consistent with military priorities, the use of air transportation is authorized within budgetary limitations for;

1. Items wherein military necessity overrides cost considerations.
2. Items wherein airlift can be justified on the basis of reduced overall cost to the Government.
3. Shipment of materiel when other modes of transport are unsuitable or unavailable.

3061. OBJECTIVES. The use of air transportation for cargo is intended to:

1. Provide fast and effective emergency and technical support to deployed forces to maintain a high condition of readiness at the most economical cost.

2. Provide urgent support for high priority research and development programs where other modes of transportation are not satisfactory.
3. Establish airlift as an integral part of the transportation system in providing logistic support to deployed operational forces in time of emergency.
4. Conserve critical stocks and provide for economical operations through reduction of pipeline and storage requirements to ensure better utilization of such items.

3062. TRANSPORTATION PRIORITY SYSTEM

1. Marine Corps implementation of UMMIPS is published in MCO 4400.16. The policy and procedures governing the application of the transportation priority is provided in DoD 4500.32-R, volume I, chapter 3.
2. To achieve the objectives identified in the preceding paragraph, the use of air transportation is authorized, subject to the procedural requirements prescribed by:
 - a. MCO 4400.16.
 - b. DoD 4500.32-R, volume I, chapter 3.
 - c. Direction received from higher headquarters.

3063. COMMERCIAL AIR SHIPMENT

1. Domestic (Intra-CONUS)
 - a. Air Shipment of Marine Corps-Owned or -Sponsored Materiel
 - (1) Prior to the use of commercial air for the movement of Marine Corps materiel, shipment of QUICKTRANS shall be considered pursuant to the provisions of paragraph 3068, following.
 - (2) The routing and movement control procedures for the shipment by commercial air carrier are subject to the provisions of MCO P4600.14 and shall be documented by a GBL or a CBL converted at destination to a GBL. (See paragraph 3033, preceding.)

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- b. Air Shipment of Navy-Owned or -Sponsored Materiel. The routing and movement control procedures for the shipment by commercial air carrier are subject to the following conditions:
 - (1) 1 through 500 pounds--routed by local TMO.
 - (2) 501 pounds or over--submit a request for air clearance to the NAVMTO.
 - (3) QUICKTRANS will always be considered before cargo is routed into

commercial air channels. Commercial airlift will not be used when the RDD of the cargo at destination can be satisfied by QUICKTRANS or by surface modes.

c. Charter Airlift. The requirement for charter airlift will be validated by the Commandant of the Marine Corps (Code LFT-1) prior to the submission of a request to the cognizant area commander, MTMC, together with detailed justification.

2. Export

a. Policy. Normally, commercial air transportation is authorized only in the absence of a Government air capability; or the existing operational system is limited to the extent that delivery within the established timeframe cannot be assured.

b. Procedures. Authorization and routing for the movement of materiel moving for the account of the Marine Corps via international air carrier shall be obtained from the commandant of the Marine Corps (Code LFT-1) prior to shipment.

c. Documentation. Normally, shipment will be documented by a GBL. However, a foreign flag carrier, authorized for use only in the absence of American Flag capability, may elect not to accept a GBL as a contract of carriage. A CBL may then be authorized, issued, and accomplished in accordance with the provisions of MCO P4600.14A, chapter 214.

3. Submission of Obligation Data for Marine Corps-Funded Transportation Costs. One copy of each transportation document issued for the movement of materiel chargeable to a Marine Corps transportation appropriation shall be furnished to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. Transportation costs incurred by the use of a GBL or CBL shall be reported in accordance with part I of this chapter.

3064. AIR SHIPMENT VIA THE DEFENSE TRANSPORTATION SYSTEM

1. Offering, Acceptance, and Release. Subject to the UMMIPS criteria published in DoD 4500.32-R and implemented by MCO 4400.16, all air eligible cargo (except SAAM) requiring shipment from a point in CONUS (other than Alaska and Hawaii) to a point off shore shall be tendered to the airlift clearance authority (ACA) as delineated herein and in accordance with the procedures implemented and defined in MCO P4600.14A, chapter 202.

2. Documentation. All cargo moving into the DTS shall be documented by a TCMD and related documentation prescribed by the provisions of DOD 4500.32-R.

3. Information

a. The Marine Corps ACA was established on 1 July 1973 and is physically located at the Marine Corps Freight Office, Treasure Island, San Francisco, California 94130.

b. To realign functions and avoid duplication of efforts, a DoD memorandum directed disestablishment of the Military Airlift Clearance Authority Agency (administered by the MTMC). As a result thereof, the ACA's assumed responsibility for control of CONUS export air cargo entering the MAC air system. For all shipments requiring movement from CONUS to points outside CONUS by MAC, except those shipments requiring special mission airlift and material airmailed by the Military Postal System, the clearance authority and point of contact between the shipper service (Marine Corps) and the MAC is the ACA. The military air traffic coordinating offices (MATCO's), administered by the MTMC, have been retained at the aerial ports to provide interface between the MAC terminal operators and the ACA. The MATCO's will assist the ACA's in tracing, expediting, and diverting cargo, etc., at the aerial port.

c. The MAC Aerial Port Documentation and Management System (ADAM II) is a computerized cargo documentation system which is designed to facilitate the movement and provide visibility of all cargo transiting the MAC system (CONUS APOE's). Each ACA has direct communication with the MAC ADAM II computer at Scott Air Force Base, Illinois, through the use of input/output devices located at the ACA's. The ADAM II system is predicated on receipt of advance TCMD data in MILSTAMP format prior to cargo arrival at the aerial port.

4. Scope. The functions of the ACA include the following:

a. Control. Determine the eligibility of Marine Corps-sponsored cargo for airlift and control the flow of Marine Corps export cargo into the MAC airlift system.

b. Acceptance. Accept offerings of Marine Corps-sponsored shipments from contractors, vendors, GSA, DLA components, and other military services, as well as Marine Corps activities. (See paragraph 3064.6a, following.)

c. Submission. Provide advance TCMD information to the MAC.

d. Documentation. Provide movement documentation information as required by DoD 4500.32-R and maintain records and statistical data, as appropriate. Monitor the movement of Marine Corps cargo from all activities through receipt and lift data furnished by the MAC. Advise activities of errors in airlift movement documentation/submission/shipment.

e. Challenge. Perform necessary challenge to the requisitioner/consignee to determine validity of the offered shipment, as further described herein.

f. Validation. Provide validation, for air shipments, to the MAC. (See paragraph 3064.5e, following.)

g. Diversion. Provide data to the offering activity to effect proper diversion for those shipments not validated for airlift.

h. Clearance. Provide necessary clearance to the offering activity for those shipments validated for air shipment.

i. Tracing/Expediting. Respond to requests for tracing, expediting, special handling, shipment status, etc.; and coordinate with MATCO's, as necessary, at appropriate aerial ports.

j. Obligations Data. Provide necessary information to the offering activity to ensure transmission of TCMD financial data to the Marine Corps Logistics Base (Code 470) (Voucher Certification Section), Albany, Georgia, as required by part I of this chapter.

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5. Procedures for Offering Export Airlift Shipments

a. Marine Corps export airlift cargo shipments will be offered to the ACA. (See paragraph 3064.6, following.)

AUTOVON: 869-5606

Commercial: 415-765-5606

NOTE: ACA normal duty hours are from 0700 to 1530 Pacific standard time daily, except Saturday and Sunday. Offerings received after normal duty hours are automatically recorded. In case of an emergency after normal duty hours, the duty officer may be contacted as follows:

AUTOVON: 686-2836

Commercial: 415-869-2836

Communications Addresses:

Mail: Marine Corps Freight Office
Building 450
Treasure Island
San Francisco, California 94130

AUTODIN: RUWMEKE

TWX: RUWMEKE MARCORFREIGHTOFF
TREASURE ISLAND CA

b. All Marine Corps export airlift shipments originating from Marine Corps activities or originating from other military services, contractors, vendors, DLA (including DCAS officer), and GSA and tendered for movement by QUICKTRANS for transfer to an acrid port of embarkation (APOE) for shipment by MAC shall be offered to the ACA. The ACA will provide advance TCMD information to the MAC and ensure clearance with NAVMTO for those categories of materiel requiring NAVMTO booking.

c. All Marine Corps shipments tendered for movement entirely within CONUS by QUICKTRANS shall be offered and cleared in accordance with paragraph 3068, following.

d. Personal property shipments shall be governed by and documented in accordance with chapter 2, preceding, and DOD 4500.34-R. The AMCN shall be cited by the originating TMO when offering shipment to the ACA.

e. Airlift challenge will be performed by the Marine Corps logistics Base, Albany; RSA's; other Marine Corps shipping activities; and the ACA, as appropriate.

6. Instructions

a. All export airlift cargo shipments will be offered to and cleared by the ACA for airlift; i.e., those shipments originating from all Marine Corps activities, other military services, contractors, vendor., OLA (including DCAS offices), and GSA.

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b. Challenge and validation of freight shipments (excluding personal property) shall be in accordance with the following:

(1) General Information. All Transportation priority 1 shipments weighing 71 pounds or more which are scheduled for airlift shall be challenged. Transportation priority 2 materiel shall be shipped by surface transportation only, except medical items or GSA-managed sealants/adhesives which shall continue to be offered for air shipment, parcels appropriate for shipment by air parcel post shall continue to be shipped by that mode when cost favorable. The appropriate challenging activity will challenge the requisitioner/consignee for validation prior to offering the shipment. The requisitioner's/consignee's response to the challenging activity, as well as the ACA's response to the offering activity, shall be accomplished in a timely manner. The challenge shall include transit time estimates for alternative modes of transportation and cost comparisons to facilitate the consignees assessment of challenge action. When the air transportation cost is less than the surface transportation cost, the shipment will not be challenged. In determining transportation costs, MAC, MSC, and MTMC billing rates will be utilized. The ACA shall receive an information copy of each challenge message issued by a Marine Corps shipping activity.

(2) Marine Corps Shipping Activities

(a) Challenge action, in accordance with paragraph 3064.6b(1), preceding, shall be taken by the Marine Corps TMO's prior to offering to the ACA for airlift. Unless justification is furnished by the Marine Corps Logistics Base, Albany, all export air shipments originating at Marine Corps activities other than by receipt of materiel release orders from the Marine Corps Logistics Base, Albany, will be challenged in accordance with paragraph 3064.6b(1), preceding, prior to offering for airlift.

(b) The materiel release orders which have been challenged by the Marine Corps Logistics Base, Albany, with the requisitioner/consignee shall be forwarded to the RSA/shipping activity in the form of an exception materiel release order and contain justification for airlift, precluding any further challenging action by the RSA/shipping activity. Reference to all telephone

conversations and message traffic by date time group (DTG) which transpired during the challenge action shall be furnished the shipping activity.

(3) ACA. All other export air shipments originating for the account of the Marine Corps, including other military service, contractor, vendor, DLA and DLA components, and GSA shipments. will be challenged by the ACA in accordance with paragraph 3064.6b(1), preceding, prior to submission to the MAC.

c. Expedited handling and special type shipments. The following categories of shipments shall require the ACA to notify the Marine Corps liaison Officer/noncommissioned officer/MATCO at the appropriate APOE prior to shipment arrival for airlift:

(1) Expediting action (Code 999) in the "required delivery date" block of the TCMD.

(2) Expediting action (green sheet).

(3) Requiring environmental control (report of shipment (REPSHIP), hand-to-hand receipt).

(4) Accompanied by couriers, guards, or technicians.

d. Commercial air export shipments will be offered and cleared in accordance with paragraph 3063, preceding.

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e. In those instances when the requisitioning activity is other than the consignee, the shipment may, when appropriate, be validated for airlift by the requisitioner.

f. Overseas activities shall ensure that screening is accomplished in accordance with local procedures for those shipments originating within their assigned areas.

g. Air validation requirements may necessitate a delay in shipment while such action is being taken. Therefore, it is mandatory that all possible efforts be taken to accomplish screening as expeditiously as possible during the shipment planning cycle.

h. The instructions contained herein are not intended as authority to furnish validation with the requisition. The requisitioner may request authorization from the Commandant of the Marine Corps (Code LFT-1) by message. The only exception is FMF-deployed forces assigned a UMMIPS Force/Activity Designator (F/AD) II (a). These forces, if necessary, may furnish message validation with a not operationally ready for supply (NORS) requisition to obviate challenge action procedures contained herein. The message will be sent to the supply source and its TMO with an information copy to the ACA. The requisitioner will indicate the following in the MILSTRIP DOD Single Line Item Release/Receipt Document (DD Form 1348-1) in the "remarks" column:

"F/AD II (a) NORS.

DTG of validating message."

i. All Marine Corps shipping activities and the ACA will furnish, by speedletter, resumes providing the data shown in paragraphs 3064.6i(1) through (8), following, to the Commandant of the Marine Corps (Code LFT-1) no later than the 10th of the month for the preceding quarter. (Report Symbol MC-4610-04 has been assigned to this report.) Data relating to the Marine Corps Automatic Readiness Evaluation System shipments (excluding parcel post) will be reported and shown separately. Negative reports are not required.

(1) Total number of shipments screened.

(2) Total number of shipments diverted from airlift.

(3) Short tons of cargo screened.

(4) Short tons of cargo diverted from airlift.

(5) Cost avoided.

(6) Total work-hours consumed in performing challenge.

(7) Narrative summary of system efficiencies/deficiencies (data errors, delays., and corrective action deemed appropriate).

(8) Total number of F/AD II (a) NORS shipments airlifted without challenge.

3065. THEATER AIRLIFT CLEARANCE. Clearance and movement control procedures for overseas theater airlift systems will be in accordance with directives developed and published by the activity responsible for airlift clearance control within the area of operations, subject to MILSTAMP documentation, challenge procedures, and movement priorities.

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3066. SPONSORSHIP OF CARGO FOR COMMERCIAL CONCERNS AND PRIVATE PARTIES. Marine Corps sponsorship of privately-owned cargo via MAC is subject to the policy, procedures, and documentation requirements prescribed in paragraph 3043, preceding.

3067. SPECIAL ASSIGNMENT AIRLIFT MISSION

1. Definition. Airlift requirements, including JCS-directed/-coordinated exercises, which demand special considerations because of size or weight restrictions, the urgency or sensitivity of the cargo, or for other valid factors and are subject to:

a. Traffic originating for airlift at other than a MAC APOE and terminating at any location.

b. Traffic originating for airlift at a MAC APOE and terminating at a destination in the proximity of a channel stop (channel extension of a flag stop).

2. Policy and Procedures

a. Marine Corps policy, priority criteria, authorization echelons, prescribed procedures, and documentation requirements governing the movement of materiel shipped for the account of the Marine Corps via SAAM are published in MCO 4630.6.

b. Guidance concerning the movement of cargo and passengers in combination via SAAM is furnished in paragraph 1042, preceding.

c. The shipment of dangerous or hazardous articles shall be prepared and documented in accordance with provisions of MCO P4030.19.

> d. Occasionally, Marine Corps CONUS activities may have a SAAM requirement not addressed in the SAAM reporting procedures identified herein. CONUS SAAM requirements shall be submitted to the Commandant of the Marine Corps (Code LFT-1) in accordance with the criteria and format shown in MCO 4630.6.

3. SAAM Requirement for Cargo Manifest (DD Form 1385)

a. General Information. Except for the modified use of DD Form 1385, cargo airlifted by SAAM is not subject to the provisions of DOD 4500.32-R. Cargo unloaded at a port facility other than a MAC APOE shall be documented by sponsoring service in a Cargo Manifest (no Form 1385) prior to release of the materiel to MAC. A copy of DD Form 1385 is shown in figure 3-5. In the event that copies of DD Form 1385 are not available, local reproduction is authorized.

b. Responsibility. Commands responsible for administrative control of the physical delivery of the cargo to the air terminal (other than a MAC terminal) shall initiate procedures to assure the preparation and proper distribution of the cargo manifest as provided hereafter.

c. Preparation. To the extent of data availability, column entries as indicate an asterisk are mandatory as the minimum information required. Sufficient data to complete the mandatory items may be obtained from either the loadmaster or the aircraft commander. A separate manifest will be prepared for each stop in transit for additional pickups and for each stop for partial offloading.

* (1) Carrier. Contract carrier if commercial capability is used.

* (2) A/C Model. Type aircraft; e.g., C141, DC-8, etc.

* (3) Destination Code. DoD activity address directory (DODAAD) code.

* (4) Destination. DODAAD code if classified; in the clear if unclassified.

* (5) Mission Data. SAAM trip (mission) identified. A seven-character alpha-numeric designator normally included within the message of authorization, followed by the date of the mission stated as the Julian day of the year.

(6) ALW WT. Total weight.

(7) ALW CU. Total cube.

* (8) Manifest ID. Consignor with city and State of origin (e.g., IBM, Rochester, Minnesota; MCLB, Albany, Georgia; etc.).

(9) DOC ID. Document identifier, if available.

(10) COM Code. Commodity code, if available.

(11) Cargo EXC. Air cargo commodity and exception code, if available.

(12) Transportation Control Number. If assigned.

(13) Consignee. In the clear if unclassified.

(14) Priority. As assigned.

(15) RDD. As assigned.

(16) TRANS ACCT. The SAAM trip identification number vice the TAC.

(17) Pieces. Total pieces for line entry.

(18) Weight. Total weight for line entry.

NOTE: Enter the grand total of the number of pieces, weight, and cube at the foot of the appropriate columns.

d. Distribution

(1) The original and five copies shall be tendered to the loadmaster or other crewmember in addition to such additional copies as may be specified by the loadmaster or the aircraft commander as may be necessary to satisfy border clearance requirements.

(2) One legible copy, annotated in reference "RCS:HAF-XDD-JIL (SAAM)" shall be mailed, as appropriate, to:

(a) For SAAM's originating east of the Mississippi:
Headquarters 21AF (OTRP), McGuire Air Force Base, New Jersey 08641.

(b) For SAAM's originating west of the Mississippi:
Headquarters 22AF (OTRP), Travis Air Force Base, California 94535.

Airmail one copy to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

4. Procedures for Submission of Marine Corps-Sponsored SAAM Requirements via MAC, Excluding Joint Airborne/Air Transportability Training SAAM's

a. Basis for Marine Corps Requirements Submission. In agreement with the reporting procedures established by the JCS, MAC publishes procedures for reporting SAAM requirements and requires the Marine Corps to identify updated/long-range (annual) SAAM requirements for use in planning worldwide airlift. The commandant of the Marine Corps (Code LFT-1) receives and reviews Marine Corps-sponsored SAAM requirements submitted by commanders authorized

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procurement of SAAM's from MAC and, in accordance with the current edition of MCO 4630.6, provides a consolidated submission to MAC.

b. Annual SAAM Requirements Submission. Commanders authorized procurement of SAAM's (identified in paragraph 3067.4c, following) shall submit to the Commandant of the Marine Corps (Code LFT-1) an annual forecast for Marine Corps-sponsored SAAM requirements, excluding SAAM's for joint airborne/air transportability training exercises, (Report Symbol MC-4600-22 has been assigned to this report.) The annual forecast will be forwarded by message to reach Headquarters Marine Corps not later than 1 October of each year, unless otherwise directed by Headquarters Marine Corps, and will provide an update of SAAM requirements for the succeeding fiscal year and a forecast of SAAM requirements for the second succeeding fiscal year (i.e., the updated annual forecast due 1 October 1980 will reflect fiscal year 1982 requirements, 12 months in advance; the long-range annual forecast due 1 October 1980 will reflect fiscal year 1983 requirements, 24 months in advance of the fiscal year being reported). Forecasts will be stated in dollars by aircraft, by theater of origin (except C-5's), on a quarterly basis. AFR 76-11 should be used in compiling dollar estimates, unless otherwise directed by the Commandant of the Marine Corps or MAC. Forecast in dollars pure passenger SAAM requirements which are compatible for movement by commercial airlift. The C-141 flying hour rate should be used in compiling commercial compatible airlift. A sample message format for the updated/long-range annual forecast is contained in figure 3-6.

> c. Reporting Commands. Marine Corps-sponsored annual updated long-range SAAM requirements forecast shall be submitted by the:

- (1) Commanding General, Fleet Marine Force, Pacific.
- (2) Commanding General, Fleet Marine Force, Atlantic.
- (3) Commanding General, 4th Marine Division.

Additionally, the reporting commands shall maintain a current list of SAAM validators on file with MAC (Code TRRR) and the Commandant of the Marine Corps

(Code LFT-1) for procurement of SAAM's. Identify validators by name, office code, and office and home telephone numbers. Appropriation data and identification of SAAM numbers are contained in the current edition of a Marine Corps Bulletin in the 4610 series,

3066. QUICKTRANS

1. General Information

a. The QUICKTRANS contract all-cargo system is a scheduled air service under the operational control of the NAVMTO.

b. Marine Corps participation in the QUICKTRANS service is encouraged to the maximum extent consistent with geographical limitations and economic consideration.

c. The current edition of NAVSUPINST 4610.37 contains policy, procedures, documentation instructions, and current QUICKTRANS routes and flight schedules.

2. Eligibility. Selection of the QUICKTRANS mode is subject to the airlift eligibility requirements of non 4500.32-R, volume I, chapter 6, pursuant to the transportation priority and the RDD.

>3. Submission of Obligation Data for Marine Corps-Funded Transportation Costs. Effective 1 October 1991, one copy of each transportation document issued for the movement of materiel chargeable to a Marine Corps transportation appropriation shall be furnished to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, in accordance with part I of this chapter.

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FROM:

TO: CMC WASHINGTON DC

UNCLAS //N04630//

SUBJ: PY SAAM FORECAST/UPDATE (RCS MC-4600-22)

1. SAAM REQUIREMENTS (ALL FIGURES ARE IN THOUSANDS ROUNDED TO THE NEAREST THOUSAND).

TYPE AIRCRAFT	1ST QTR	2D QTR	3D QTR	4TH QTR	TOTAL
C-130	800	1200	750	45	2795
C-141	1240	1000	945	2100	5285
C-5	55	800	1400	840	3095
TOTALS	2095	3000	3095	2985	11175

2. C-130 SAAM REQUIREMENTS IDENTIFIED BY THEATER OF ORIGINATION:

THEATER	1ST QTR	2D QTR	3D QTR	4TH QTR	TOTAL
CONUS	400	600	500	15	1515
PACOM					
EUCOM	250	350		20	620
ALCOM	90	250	50	10	400
SOCOM	60		200		260
TOTAL	800	1200	750	45	2795

NOTE: DOLLAR FIGURES IN PAR 2 MUST EQUAL TOTAL C-130 DOLLAR FIGURES IN PAR 1.

3. C-141 SAAM REQUIREMENTS IDENTIFIED BY THEATER OF ORIGINATION:

THEATER	1ST QTR	2D QTR	3D QTR	4TH QTR	TOTAL
CONUS	400	400	500	750	2050
PACOM	440			400	840
EUCOM	250	350	195	500	1295
ALCOM	90	250	50		390
SOCOM	60		200	450	710
TOTALS	1240	1000	945	2100	5285

NOTE: DOLLAR FIGURES IN PAR 3 MUST EQUAL TOTAL C-141 DOLLAR FIGURES IN PAR 1.

4. PURE PASSENGER SAAM REQUIREMENTS COMPATIBLE FOR MOVEMENT BY COMMERCIAL AIR (000) - \$3,872.

Figure 3-6.--Format for Submitting SAAM Airlift Requirements.

3069. LOGAIR

1. General Information. LOGAIR is the Air Force's contract air service, equivalent to the Navy's QUICKTRANS service, operated between air terminals. In the absence of QUICKTRANS capability, Marine Corps shippers may wish to consider air shipment by LOGAIR, subject to a space-available basis. Allowance must be made for a potential delay en route, occasioned by the first priority handling of Air Force materiel.

2. Procedures. Marine Corps materiel tendered for clearance by the LOGAIR ACA, defined in DoD 4500.32-R, volume I, appendix D, will be processed and documented in accordance with DoD 4500.32-R, volume I, chapter 6.

3. LOGAIR Flight Schedules and Route Structure. The Air Force Logistics Command (AFLC) publishes an annually updated edition of the "U.S. Air Force Logistics Airlift Flight Schedule and Routing Guide." Commands anticipating the airlift of a substantial volume of tonnage by LOGAIR may wish to be placed on distribution for current and amended issues. Requests for copies may be addressed, in writing, direct to:

Air Force Logistics Command (MCGS)
Wright-Patterson Air Force Base
Ohio 45433

> 4. Submission of obligation Data for Marine Corps-Funded Transportation Costs. One copy of each transportation document issued for the movement of materiel chargeable to a Marine Corps transportation appropriation shall be furnished to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, in accordance with part I of this chapter.

3070. PROCEDURES FOR SUBMISSION OF MARINE CORPS-SPONSORED CARGO TRANSPORTATION REQUIREMENTS VIA MAC

1. Basis for Requirement Submission. The DOD has assigned MAC the responsibility of providing airlift service to support the DOD components, as required. This support includes movement of cargo over established worldwide routes, serviced by either scheduled military aircraft or commercial aircraft under contract to and scheduled by DOD. In carrying out this responsibility, MAC requires the services to identify long-range (fiscal year) and short-range (monthly) cargo requirements for use in planning airlift capability.

2. Marine Corps Submission. The Commandant of the Marine Corps (Code LFT-1) collects and reviews requirements submitted by the activity identified in paragraph 3070.3, following, and, in accordance with the current edition of MCO 4630.6, provides a total Marine Corps-sponsored cargo submission to MAC.

> NOTE: CONUS outbound cargo requirements shall be determined by the Commandant of the Marine Corps (Code LFT-1), based on prior year history, except when the CG's, FMFPac and/or FMFLant are cognizant

of a substantial increase/decrease in cargo lift requirements via MAC.

>3. Reporting Activity and Area of Responsibility. The CG, FMFPac, shall submit MAC channel cargo requirements for the following areas: (MAC SAAM requirements shall be submitted in accordance with paragraph 3067.)

a. From Pacific overseas areas to CONUS.

b. Within pacific overseas areas. Include only those intratheater and intertheater movement requirements for cargo when incapable of being met from theater-assigned transportation resources.

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>4. Monthly MAC channel Requirements for Movement of Cargo (Report Symbol MC-4630-11)

a. Due Date. The CG, FMFPaC, will submit a monthly forecast of MAC channel requirements for Marine corps-sponsored cargo transportation within the area of responsibility. The monthly forecast will be forwarded to the Commandant of the Marine Corps (Code LFT-1) via message to reach Headquarters Marine Corps not later than the 10th day of the fourth month prior to the month of operation (120 days prior to the month of operation). For example, the report for the month of September is due by 10 May.

b. Reporting Procedures. Requirements will be reported in short tons by channel, using three-letter airport codes (e.g., SBD-DNA which is Norton Air Base/Kadena Air Base) as shown in the MAC sequence listing for channel traffic. Less than 1 ton on a given channel will not be reported. Tonnages should be rounded to the nearest short ton. The monthly forecast should include the requirements for oversize, outsize, dangerous, and general cargo; household goods; and unaccompanied baggage. Revisions of tonnage estimates for a given operating month should be submitted, as necessary, but not earlier than 60 days prior to the operating month. See figure 3-7 for format

FROM:	CG FMFPAC			
TO:	CMC WASHINGTON DC			
	UNCLAS //N04630//			
SUBJ:	MAC CARGO FORECAST FOR (MONTH) FY _____			
	(RCS MC-4630-11)			
		HOUSEHOLD		
CHANNEL	CARGO	GOODS	BAGGAGE	TOTAL
_____	_____	_____	_____	_____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Figure 3-7.--Format for Monthly MAC Channel Requirements--Cargo Report.

c. Forecast During National Emergency. The foregoing procedures for submission of monthly forecast of MAC channel requirements for the movement of cargo will apply during peacetime operations. However, during a national emergency, monthly requirements will be submitted so as to reach Headquarters Marine Corps not later than 65 days prior to the operating month.

5. Annual (Fiscal Year) MAC Channel Requirements for Movement of Cargo (Report Symbol MC-4630-12)

a. Due Date. The CG, FMFPac, will submit an annual forecast of Marine corps-sponsored MAC channel cargo requirements. The annual forecast will be forwarded to the Commandant of the Marine Corps (Code LFT-1) via message to reach Headquarters Marine Corps not later than 15 October of each year, unless otherwise directed. The forecast will include an update of the requirements for the first succeeding year and an initial forecast of requirements for the second succeeding year (e.g., on 15 October 1980, update the fiscal year 1982 requirements; and forecast the fiscal year 1983 requirements).

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> b. Reporting Procedures. The annual requirements will be submitted showing the average monthly short tons for each quarter. The total annual requirements will be obtained by adding the four quarter averages and multiplying by three. General cargo, household goods, and unaccompanied baggage will be separately identified in the format shown in figure 3-8.

FROM: CG FMFPAC					
TO: CMC WASHINGTON DC					
UNCLAS //N04630//					
SUBJ: MAC ANNUAL CARGO FORECAST FOR FY_____ (INITIAL/UPDATE/ REVISION) (RCS MC-4630-12)					
	1ST QTR	2D QTR	3D QTR	4TH QTR	ANNUAL
CHANNEL	CARGO	CARGO	CARGO	CARGO	TOTAL

CHANNEL	HHG	HHG	HHG	HHG	TOTAL

CHANNEL	UB	UB	UB	UB	TOTAL

Figure 3-8.--Format for MAC Annual Channel Requirements--Cargo Report.

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PART F: SPECIAL TYPES OF SHIPMENT

3080. SHIPMENT OF CLASSIFIED AND SENSITIVE MATERIEL

1. Policy

a. The regulations published in the current edition of OPNAVINST 5510.1, issued to govern the security classification, custody, control, and transmission of classified materiel, will be observed without exception.

b. OPNAVINST 5510.1F, chapter 12, includes, but is not limited to, prescribed procedures for:

(1) Selection of the mode of transportation according to the degree of classification, including restrictions applicable thereto.

(2) Consignor/consignee responsibilities for the shipment of bulky materiel.

(3) Shipment to DOD contractors, subject to restrictions specified therein.

c. OPNAVINST 5510.1F, chapter 8, provides guidance for the packing and marking of materiel and the maintenance of a receipt system.

d. OPNAVINST 5510.1F, chapter 4, defines policy and establishes procedures to be observed for reporting and investigation of compromise or subjection to compromise of classified materiel, including reports of findings and the related disciplinary actions.

e. Guidance concerning the CONUS shipment of secret, confidential, and sensitive materiel requiring signature security service, signature protective service, or special protective equipment and service is provided in MCO P4600.14, referred to throughout OPNAVINST 5510.1 as NavSup Pub. 444.

2. Sensitive Materiel. In addition to the definition of "sensitive" materiel provided in MCO P4600.14A, chapter 226, a further definition is furnished in DoD 4500.32-R.

>3. Shipment of Conventional Arms, Ammunition, and Explosives. Shipment of conventional arms shall be in accordance with OPNAVINST 5530.13. Shipment of ammunition and explosives shall be in accordance with NAVSEA OP 2165, Navy Transportation Handbook.

4. Reports Requirements. In addition to the reports requirements prescribed by the provisions of OPNAVINST 5510.1F, chapter 4, and by MCO P4600.14A, chapter 226, the following additional reports requirements will be observed:

a. Mishap En Route. Reports of classified or sensitive materiel involved in a mishap during transit received by a Marine Corps activity, whatever the source, shall be telephonically transmitted (subject to a subsequent confirmation) to the Commandant of the Marine Corps (Code LFT-1).

b. Destination TMO

(1) Regardless of the cognizant finance center identified on the GBL, a copy of SF 361 (Discrepancy in Shipment Report (DISREP)), prepared to document a discrepancy noted in connection with classified or sensitive materiel moving for the account of the Marine Corps, shall be furnished to the Commandant of the Marine Corps (Code LFT-1).

(2) In accordance with the provisions of the current edition of MCO P4400.19 and pursuant to the maintenance of a master record of lost, stolen, and recovered materiel defined within the provisions of chapter 4 thereof, documented reports will be furnished to the Commandant of the Marine Corps (Code MPS).

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5. Escorts

a. General Information. Guidance concerning deportment and the procedures to be observed by escort personnel is provided in MCO P4600.14A, chapter 226.

b. Responsibility for Providing Escort Service. Escorts will be provided,

when required, by the command originating the shipment of classified materiel. When practicable, requests for escort service will be submitted to the appropriate command at least 120 hours prior to the requirement.

c. Arming reports. The arming of escorts shall be accomplished at the discretion of the command originating the shipment.

d. Annotation of GBL. In addition to the GBL notation requirements of MCO P4600.14A, chapter 226, the following information will be included within the "description of articles" space:

- (1) Name of the person in charge of the military guards.
- (2) Name and grade of each guard.
- (3) Points between which the guards will accompany the shipment.
- (4) Complete accounting data covering the transportation of the property.

e. Motor. Pursuant to Federal regulations, a written authorization for escorts to ride in the vehicle must be issued by the carrier, subject to a requirement by some carriers for the execution by the escorts of a waiver of personal liability. The written authorization must include the name of the individual designated to ride in the vehicle, the points of origin, and destination and the commencement date of shipment.

f. Air

(1) Military aircraft officers holding security clearance to the level of the classified cargo to be transported may serve in lieu of other escorts.

(2) Marine Corps shippers should establish liaison with the air carrier to assure adequate escort accommodation on commercial or on all-cargo military flights.

3081. SHIPMENT OF VALUABLES

1. Definition. The term "shipment of valuables" refers to the shipment of the following articles:

a. Money of the United States and foreign countries: currency, including mutilated and canceled currency, coins, uncurrent coins, and specie.

b. Diamonds and other precious stones, gold, silver, and any other precious or rare metal, including articles composed thereof.

c. Securities and other instruments or documents, private and public:

- (1) Abstracts of title.
- (2) Assignments.
- (3) Bills.

- (4) Bonds.
- (5) Certificates of deposit.
- (6) Certificates of indebtedness.
- (7) Checks, drafts, and money orders.
- (8) Coupons.
- (9) Debentures.
- (10) Deeds.
- (11) Equipment trust certificates.
- (12) Mortgages.
- (13) Notes.
- (14) Stamps, including postage, revenue, license, food order, and public debt.
- (15) Stamped envelopes and postal cards.
- (16) Stock certificates.
- (17) Trust certificates.
- (18) Voting trust certificates.
- (19) Warehouse receipts.
- (20) Warrants and other instruments or documents similar to the foregoing, whether complete, incomplete, mutilated, canceled, in definitive form, or represented by interim documents.

d. All other valuables, including works and collections of artistic, historical, scientific, or educational value, which are the property of the United States, which may be loaned to the United States by request, or may be shipped on authority of the United States for examination or acceptance as a gift.

2. Procedures

a. Preparation for Shipment. Each container of valuables to be shipped will be inspected by two responsible employees before final sealing or locking for delivery to the carrier, and such shipment must be sealed or locked in the

presence of these two employees before leaving their immediate control. The requirements will apply irrespective of the carrier or the mode of transportation employed in making the shipment.

b. Record of Shipment. The consignor will maintain a permanent record of each shipment of valuables containing the following data:

(1) The name and address of the consignee.

(2) A complete description of the contents. If the shipment consists of securities, the issue, series, denomination, serial number, and a description of the coupons, if any, will be attached to such securities at the time of shipment.

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(3) Face or par value of the shipment in the case of securities, currency, and the like or the replacement value in the case of other valuables.

(4) The registry number or the lock and rotary numbers, if any, under which shipped.

(5) The number of the registry receipt or other receipt received from the carrier.

(6) The date and hour of delivery to the carrier.

(7) The signature of each employee who inspected the contents of the container and witnessed the sealing or locking.

(8) The signature of each employee who after the final sealing or locking had custody thereof until delivered at the post office for registration or deposited with the post office, or other carrier, for shipment.

(9) The name of the carrier.

c. Advice of Shipment--Action by Consignor. The consignor will forward a notice to the consignee immediately subsequent to shipment when the value of a single shipment of articles listed in paragraph 3081, preceding, equals or exceeds \$10,000, except in the case of intracity shipments. The notice will include the following data:

(1) A complete record of the contents of the shipment.

(2) The mode of transportation employed and the name of the carrier.

(3) The date of delivery to the carrier.

d. Action by Consignee. Upon receipt of the shipment of valuables, the consignee responsible for the following procedures:

(1) The shipment will be opened, checked, and inspected by one or more

responsible employees of the consignee.

(2) The consignee will notify the consignor immediately of any variance in quantity or condition noted upon receipt.

(3) If the shipment fails to arrive within a reasonable time, the consignee will notify the consignor and the post office or other carrier, as appropriate.

(4) The consignor will be advised immediately concerning any damage noted upon receipt of the shipment.

(5) All findings by the consignee of any irregularities will be made a matter of record which may be subject to the call or inspection of the Secretary of the Treasury or other duly authorized Government office in connection with any investigation which may be necessary in connection therewith.

3062. SHIPMENT OF NARCOTICS

1. General Information. Because of the susceptibility of narcotic drugs to pilferage and theft, such materiel will be shipped as prescribed hereafter.

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a. Registered Mail. When permissible under the restrictions set forth in paragraph 3085.6a, following, narcotic drugs will be forwarded by registered mail with a return receipt requested.

b. Motor Carriers. When registered mail service cannot be utilized, narcotic drugs will be forwarded domestically by motor carriers providing hand-to-hand signature receipt. The hand-to-hand signature receipt procedures are provided in MCO P4600.14A, chapter 226.

c. Ocean Carriers. Narcotics forwarded via ocean carriers will be delivered to the master of the vessel or authorized representative under hand-to-hand signature receipt. The hand-to-hand signature receipt procedures are provided in MCO P4600.14A, chapter 226, and the special handling provisions of DOD 4500.32-R, volume I, appendix B, for CONUS and ocean shipment, respectively. A copy of the TCMD will be forwarded to the consignee, under separate cover, with advice relative to the impending arrival of the shipment. The advice will include the name of the vessel and the estimated time of arrival. When possible, such shipments will be transported in vessels controlled by the MSC. Narcotic shipments to overseas U.S. military installations do not require recipient Government narcotics import certificates, so long as title or ownership remains with the U.S. military services. Shippers export declaration is not required on such shipments. Any difficulties encountered in clearance through customs will be referred to the Commandant of the Marine Corps (Code LFT) for resolution with the Bureau of Narcotics.

d. Government-Owned Equipment. Narcotics may be moved between Marine Corps activities on Government-owned equipment, subject to the following restrictions:

(1) The delivery copy of the invoice, a TCMD, or other accountable document may be used as movement documents, provided such documentation will ensure proper accountability, protect security, and effect the necessary receipt procedures.

(2) The shipments will be labeled "POISON" and will be consigned to the "medical custodial officer" at the destination activity.

(3) The movement document will be marked "SPECIAL HANDLING" and will move on a hand-to-hand signature basis. The final receipt at the destination activity must be signed by the medical custodial officer.

2. REPSHIP. Regardless of signature records maintained, a REPSHIP will be prepared by the consignor for prompt transmission to the consignee; and the consignee shall immediately furnish an acknowledgement of receipt to the consignor.

3093 TACTICAL UNIT MOVES

1. Policy

a. Marine Corps tactical units shall be deployed through fleet support terminals whenever and wherever possible.

b. In the absence of fleet support capability or when necessary to augment terminal services, certain Marine Corps tactical units deployed through an industrially-funded ocean terminal are exempt from MILSTAMP documentation requirements.

2. Application. In accordance with DOD 4500.32-R, volume I, chapter 1, and pursuant to Interservice support Agreement W28GPR-80183-021 (DD Form 1144), negotiated between representatives of the Marine Corps, MTMC, and the

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MILSTAMP Systems Administrator, this exclusion shall apply solely to Marine Corps tactical units deployed via exclusive use surface transportation through a common-user ocean terminal/or transshipment point. This agreement (see figure 3-9) is applicable to the Marine Corps Reserve upon mobilization or in those cases of equipment requiring surface transoceanic shipment as part of a tactical move.

3084 PERMITS FOR OVERSIZE, OVERWEIGHT, OR OTHER SPECIAL MILITARY MOVEMENTS ON PUBLIC HIGHWAYS

1. Policy. When it is determined that essential national defense requirements cannot be met except by exceeding weight or dimensional limitations of the States through which the shipment must pass, it is the policy of the DOD to conform to State and local laws, regulations, and ordinances relating to size and weight limitations of motor vehicles. No vehicular movement which exceeds such legal size and/or weight limitations or any other special military movement

requiring highway permits will be made over public highways unless prior permission is obtained from appropriate State or local authorities.

2. Shipment by Common Carrier. Regulations governing the movement of materiel exceeding State size or weight restrictions accomplished by cannon carrier by use of a GBL are provided in MCO P4600.14A, chapter 203.

3. Movement of Self-Propelled Military-Owned and -Operated Vehicles. The provisions of the current edition of MCO 4643.5 relative to the routing and movement control of oversize/overweight military-owned and -operated vehicles over the public highways shall be observed without exception.

4. Convoys. The movement of Marine Corps convoys over the public highways shall be accomplished in accordance with the provisions of MCO 4643.5 and as implemented in the current edition of MCO 11240.46.

3085. PARCEL POST

1. General Information. The USPS provides a reliable, economical, and expeditious method of moving small shipments within CONUS and to overseas destinations. Use of the postal service permits direct movement from the source of supply to the user without intermediate handling in the logistics system. Overall economy can be achieved by use of the postal service through reduction in packaging, handling, and documentation costs. Generally, the postal system should be used for moving supply parcels which are not susceptible to consolidation for shipment as freight and which qualify in accordance with the following criteria:

a. Shipment by other more economical modes of transportation cannot meet the RDD.

b. Cost via parcel post is less than other modes of transportation.

c. Package conforms to the Domestic mail Manual requirements with respect to size, weight, packaging standards, and acceptability of content.

2. Weight Limitations

a. Surface Parcel Post. Fourth-class matter forwarded via surface parcel post must weigh 16 ounces or more but must not exceed 70 pounds, except parcels addressed to certain post offices of the Army and Air Force (Army Post Office (APO)) or Navy (Fleet Post Office (FPO)). Identification of and information concerning these restrictions may be obtained direct from local postmasters or by reference to the Domestic Mail Manual.

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9. GENERAL PROVISIONS (Complete blank spaces): The following general provisions, as set forth in Chapter III, DOD 4000.19-M, apply to this agreement unless otherwise specified in "Remarks" block below:

- The Receiving Activity will provide the Supplying Activity projections of support required to accomplish its mission. Significant changes in the Receiving Activity function, mission or support requirements will be submitted by the Receiving Activity in a manner that will permit timely modification of resource requirements.
- It is the responsibility of each agency providing support under this agreement to bring any required or requested change in support to the attention of MTMC, MT-CMA prior to providing/reducing unilaterally such additional/reduced support.
- Activities providing reimbursable support in this agreement will submit a monthly statement of costs to MTMC, MT-CMF for preparation of billing document, SF 1080.
- Manpower required in support of this agreement which is subject to return to the lending activity upon termination of the agreement: NONE (Enter number or if no manpower is required, enter "None").
- All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as Congressional legislation, DOD directives, commercial utility rate increases, etc. The receiver will be notified immediately of such rate changes.
- This agreement will be reviewed biennially at least 120 days prior to the anniversary date. It may be revised at any time upon the mutual consent in writing of the parties concerned.
- This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- In case of mobilization or other emergency, this agreement will remain in force within supplier's capabilities, subject to normal cancellation provisions and will be subject to review at that time. This agreement will not be terminated if such action impairs the combat mission of the receiving activity as determined by higher headquarters.

10. REMARKS

11. CONTRACTOR CONCURRENCE (Supplier Signature & Date)
[Signature] 7/1/80

12. CONTROLLER CONCURRENCE (Receiver Signature & Date)

13. TYPED NAME AND ORGANIZATION OF SUPPLIER APPROVING AUTHORITY FRANK S. VIRDEN Captain, SC, USN Deputy Commander	13a. SIGNATURE <i>[Signature]</i>	13b. DATE 20 Aug 80
14. TYPED NAME AND ORGANIZATION OF RECEIVER APPROVING AUTHORITY J.J. Oravits, LtCol., USMC HD., Transp. Branch, I&L Dept.	14a. SIGNATURE <i>[Signature]</i>	14b. DATE 3 Sep 80

Figure 3-9.--Interservice Support Agreement W28GPR-80183-021 (con.).

Specific Provisions	
TERMINAL OPERATIONS:	
SUPPLIER WILL	RECEIVER WILL
<p>1. Provide terminal services for USMC tactical unit moves excluded from MILSTAMP by para 1-4g and Sec II, Chap 3. vol I DOD regulation 4500.32R (MILSTAMP) through MTMC terminals on a reimbursable basis.</p>	<p>1. Order services on DD Form 448. Military Interdepartmental Purchase Request, at least 15 days prior to movement date. When time does not permit, request for services will made electronically to include all information required by DD Form 448. Cross disbursement is authorized.</p>
<p>2. Bill USMC/Navy as appropriate on Sf 1080 for direct and overhead costs including, but not limited to the following:</p> <ul style="list-style-type: none"> a. Stevedore and related services b. Civil Service labor costs. c. Materials and suppliers. d. Equipment utilization. e. Overhead surcharge applicable to <p>Back up to billing will consist of USMC/NAVY embarkation documents and cost accounting documents used under the Army Industrial Fund.</p>	<p>2. USMC Embarkation Officers will provide any or all of the following documents as may be required:</p> <ul style="list-style-type: none"> a. Loading plan cover page. b. Consolidated unit personnel and sonnage table. c. Personnel, supplies and d. Stowage diagrams. <p>The listed documents will serve as a ship manifest, MILSTAMP manifest will not be provided by MTMC.</p>
<p>GENERAL</p>	
<p>1. This agreement will be implemented upon an impending USMC tactical movement by the applicable MTMC terminal and USMC representative.</p>	
<p>2. Review of this agreement will be initiated by both parties on or about 1 May each year. It may not be cancelled or modified without prior approval of both HQ, MTMC and HQ, USMC.</p>	
<p>3. This agreement will continue in force upon declaration of a national emergency will be reviewed at the earliest convenience to provide necessary modifications to meet the exigencies of the time.</p>	

Figure 3-9.--Interservice Support Agreement W28GPR-80163-021 (con.).

b. Priority Mail (Air Parcel Post)

(1) Minimum Weight Restriction. Parcels forwarded by priority mail must not exceed 70 pounds, except to certain APO's and FPO's. Identification of military post offices subject to this restriction may be obtained from local postmasters or by reference to the Domestic Mail Manual.

(2) Maximum Weight Restriction. A total weight allowance in excess of 250 pounds, accomplished in connection with any one shipment order, contract, purchase order, etc., is prohibited, subject only to a positive determination that priority mail is the sole available transportation mode adequate to accomplish final delivery consistent with assigned priority and RDD.

3. Size Limitations

a. Surface Parcel Post

(1) Parcels mailed at a post office with 950 or more revenue units in the United States for delivery via surface parcel post to the same office or another such office within the United States must not exceed 84 inches in length and girth combined and a maximum weight of 40 pounds.

(2) Parcels mailed or delivered to post offices with 949 revenue units, Alaska, Hawaii, Puerto Rico, territories and possessions of the United States, and APO/FPO post offices are limited to 100 inches in length and girth combined and 70 pounds weight. APO/FPO restrictions and weight limitations are available at local post offices or in the Domestic Mail Manual.

b. Priority Mail (Air Parcel Post). Parcels forwarded via priority mail are limited to 100 inches in length and girth combined. (See paragraph 3065.3c, following.)

c. Exceptions. Parcels forwarded to certain APO or FPO post office addresses are restricted to the following dimensions:

42 inches long - 72 inches in length and girth combined

Over 42 to 44 inches long - 24 inches girth

Over 42 to 44 inches long - 24 inches girth

Over 44 to 46 inches long - 20 inches girth

Over 46 to 48 inches long - 16 inches girth

Maximum length 48 inches long

Information relative to military post offices subject to these restrictions may be obtained from local postmasters or part 126 of the Domestic Mail Manual. Mail forwarded to an international geographical address must conform to the restrictions and regulations contained in the USPS Pub. 42.

4. Method of Computation for Size. The following formula will be used to compute the size of a parcel:

- a. Measure the longest side to get the length.
- b. Measure the distance around the parcel at its thickest part to get the girth.
- c. Add the length and girth.

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5. Exclusions (Unmailable Articles). Unmailable matter includes all material which by statute, regulation, or treaty stipulation is prohibited from transit by the USPS. Such unmailable matter includes harmful materials (i.e., materials which may kill or injure another or injure other mail or property), intoxicating liquors, and several other categories of materials. The following are examples of unmailable matter:

- a. All kinds of poison; e.g., caustic poisons (acids and alkalies).
- b. Oxidizing materials or flammable liquids and solids.
- c. Materials which are likely, under conditions incident to transportation, to cause fires through friction, absorption of moisture, spontaneous chemical changes, or as a result of heat retained from manufacturing or processing.
- d. Ammunition and explosives.
- e. Containers previously used for shipping high explosives having a liquid ingredient (such as dynamite)
- f. Narcotics and firearms, except as indicated in paragraph 3085.6, following.
- g. Intoxicating liquors.
- h. Items subject to damage from freezing (these are not mailable by air shipment). Further, permanently magnetic materials with unconfined fields are excluded from air shipment.
- i. Radioactive, combustible, gaseous, liquid, and perishable materials and items subject to plant quarantines. These are either unmailable or subject to special mailing conditions. Further information may be obtained from local postal authorities.

6. Exceptions

a. Narcotics. The USPS, subject to the restrictions set forth herein, will accept shipments of narcotic drugs for forwarding by registered mail at Government expense. Each such shipment must be labeled "POISON" and must be consigned to the "medical custodial officer." The actual value of the shipment will be declared at the time shipment is tendered to the USPS. In no instance will narcotic parcels be so marked as to disclose their contents or their value.

Narcotics, within the size and weight limitations prescribed by the USPS, may be shipped by registered mail within, among, and between points in the United States, its territories and possessions, and to overseas activities assigned Army and Air Force (APO) and Navy (FPO) post office addresses as follows:

- (1) From manufacturers thereof or dealers therein to military distribution and stocking points.
- (2) Between military distribution and stocking points.
- (3) From military distribution and stocking points to military hospitals, infirmaries, dispensaries, and dental clinics.
- (4) When returned to military distribution or stocking points by military hospitals, infirmaries, dispensaries, and dental clinics.

Narcotics may be forwarded by registered mail from manufacturers or dealers to military hospitals, infirmaries, dispensaries, or dental clinics only when consigned to a licensed physician, surgeon, or dentist addressed by name, grade, and service branch.

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b. Firearms

(1) Parcels containing unloaded firearms capable of being concealed on the person and for use in an official capacity are mailable under conditions as specified by postal regulation. Such parcels, properly prepared for mailing, addressed for delivery to military activities or to individuals for use in connection with official duty, are acceptable for mailing when offered by an authorized agent of the Federal Government. If mailed to a licensed manufacturer of firearms or dealer therein, registered mail should be utilized with a return receipt (PS Form 3811) requested. If mailed to a military activity or other Federal agency, registered mail should be utilized with a record of receipt enclosed (OPNAV Form 5511-10 (Classified Material Control)). Full information must be obtained from the local postal authorities.

(2) Advance notice of small arms shipped by mail shall be furnished to the consignee. Advance notice shall include the serial number of each weapon. Records shall be maintained by the consignor, pending acknowledgment of receipt by the consignee to assure that any loss may be properly reported, by serial number, to the Commandant of the Marine Corps (Code LMM) in accordance with the procedures prescribed in MCO P4400.19B, paragraph 4025.2.

7. Special Mail Services

a. General Information. In compliance with OPNAVINST 5510.1, security of classified matter, regardless of value, warrants registered or certified mail service to provide adequate protection. However, the widespread use of special mail services stems from a general misconception concerning the characteristics of the services. To preclude expenditure of monies for which little or no corresponding benefit is derived, the following general information and policy

concerning the use of special mail service are provided.

b. Registered Mail

(1) Registered mail has the following characteristics:

- (a) Provides proof of mailing and delivery.
- (b) Provides a chain of receipts from the time of acceptance until delivery.
- (c) Provides claim indemnity for shipments of up to \$15,000,000.
- (d) Is handled separately from ordinary mail from the time of presentation and while in transit, until delivered.

(2) The policy for use of registered mail is as follows:

- (a) Authorized for use for the transmission of secret and confidential material mailed to an APO/FPO mailing address, to a facility cleared for access to classified information under the DOD Industrial Security Program, and confidential material of the North Atlantic Treaty Organization (NATO), Southeast Asia Treaty Organization (SEATO), and Central Treaty Organization (CENTO).
- (b) Authorized for use when required by law or as authorized by the Chief of Naval Operations/Commandant of the Marine Corps.
- (c) May be used for the transmission of high-value items; i.e., currency and narcotics.

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c. Certified Mail

(1) Certified mail has the following characteristics;

- (a) Provides proof at the point of mailing and delivery only of first-class mail of no intrinsic value.
- (b) Does not provide a "chain of receipts" while in transit.
- (c) Is handled as ordinary mail from the time of presentation and while in transit, until delivered. No special protection is provided mail which is certified.
- (d) Is restricted for use within the domestic postal system.

(2) The policy for use of certified mail is as follows:

- (a) Authorized for use for the transmission of confidential material to facilities cleared for access to classified information under the DOD Industrial security Program within CONUS.

(b) Authorized for use when required by law or as authorized by the Chief of Naval Operations/Commandant of the Marine Corps.

(c) Will not be used merely to obtain proof of mailing or receipt. If proof of mailing is required, a Certificate of mailing (PS Form 3817) may be obtained from the accepting post office. If a receipt is required, use an internal receipt form (e.g., OPNAV Form 5511-10 or similar form) with instructions to the addressee to acknowledge receipt by completing the form and returning it immediately.

d. Special Handling. Special handling is applicable only to third- and fourth-class mail, provides ides preferential handling to the "extent practicable," and is delivered as parcel post on regular trips. The policy for use of special handling shall be that, since delivery time is not appreciably enhanced through the use of the special handling service, the cost is unjustifiable. Therefore, this service is not authorized for use by the Marine Corps.

e. Special Delivery

(1) Special delivery has the following characteristics:

(a) Is given preferential handling to the extent practicable in dispatch and transportation.

(b) Is of limited use to the Marine Corps.

1 Special delivery service is not available at military post offices.

2 At military bases where the USPS has the responsibility for delivery, special delivery is only made to addresses when definitely known that delivery can be made.

(2) The payment of a special delivery fee does not ensure safety of delivery or provide for the payment of indemnity.

(3) The policy for use of special delivery shall be that, in view of the limitations associated with the special delivery service, its continued use is impractical. Therefore, this service is not authorized for use by the Marine Corps.

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f. Insured Mailing. A review of insured mailing cost vice recoupment does not support a valid requirement for use of postal insurance. Therefore, it is in the best economic interest of the Marine Corps that this service be discontinued. Accordingly, this service is no longer authorized for use by the Marine Corps. Further, in no instances should registration or certification be used in lieu of postal insurance.

g. First-Class, Air, Priority, and Military Official Mail

(1) First-Class Mail. First-class mail may be used for all official Department of the Navy post cards, letters, flats, and parcels weighing 12 ounces or less.

(2) Priority Mail. Priority mail combines the mailing rates for first-class exceeding 12 ounces and 70 pounds or less. Consequently, the phrase "air parcel post" is a misnomer. Use of priority mail is restricted to high-priority shipments, such as the Joint Uniform Military Pay System (JUMPS), NORS, anticipated NORS, 999, or material critical to flying or Marine safety. Other priority material having an overseas RDD may be endorsed military official mail (MOM). (See paragraph 3065.7g(3) (b), following.) All other shipments will be sent as third- or fourth-class mail, or held for consolidation as freight, whichever is less costly.

(3) Military Official Mail. MOM is a procedure, approved by the USPS, whereby official Mail endorsed "MOM" and addressed to or from a military post office overseas (APO/FPO) is handled as third- or fourth-class mail, as appropriate, within CONUS. Air transportation, on a space-required basis (first-in/first-out basis with other airfreight), is furnished outside CONUS including the Priority 1 category if consigned MAC. Transportation charges on scheduled U.S. air carriers for MOM mailings are approximately one-half of the cost for priority mail. Commercial suppliers furnishing material to activities under the "fast pay" procedures authorized by the ordering activities to mark parcels "MOM" will ensure that rapid transit is provided at minimum expense to the Government.

(a) Weight and Size Limitations. Priority and MOM parcels may weigh not more than 70 pounds or exceed 100 united inches in length and girth combined. (See paragraph 3085.3c, preceding, for exceptions.)

(b) Restrictions on Use. MOM will be the normal means of mailing official parcels which require airlift to overseas destinations not included in the domestic postal system and official parcels not meeting the criteria for priority or first-class mail. Material for which the RDD does not allow for surface transportation (i.e., rail, truck, water, etc.) within the domestic postal system will be endorsed "first class." Material for which the RDD allows for surface transportation within the domestic postal system, but is of such urgency that airlift outside the domestic postal system is required, will be endorsed "MOM." Under no circumstances will both "MOM" and "first class" be endorsed on the same parcel.

h. Periodicals and Directives

(1) All periodicals and directives published by the Marine Corps which are entered into USPS channels will be mailed under the following mail classifications:

(a) Third class if single copies and weighs less than 16 ounces.

(b) "Special fourth-class rate book" if a single copy or package weighs 16 ounces or more.

(2) In addition to the special rate markings outlined in the preceding, which must appear on the mailing label or wrapper, the abbreviation "MOM" will be boldly stamped or printed thereon for such mailings that have an RDD and are addressed to an overseas activity. This procedure will allow for airlift service to the overseas destination as described in paragraph 3085.7g(3)(b), preceding. The "MOM" marking will not be used for mailings of periodicals which by their contents are strictly informative in nature.

(3) Each commander or representative thereof will contact the local postmaster (customer service representative) and explore the feasibility of using "third-class bulk-rate" and/or "controlled circulation rate" classifications. Each of these classifications requires premailing preparations. Any publication or directive which does not meet local premailing requirements for third-class bulk-rate or controlled circulation rate will be forwarded, with details of the local premailing requirements which cannot be met, to the Commandant of the Marine Corps (Code MSPO).

8. Procedures

a. General Information. The affixing of postage to official mailable matter is not required, unless use of metered postage has been approved for the activity concerned. Reimbursement, less metered postage, will be made to the USPs at the Headquarters Marine Corps level. Transportation charges for official mail outside CONUS are borne by the Department of the Navy.

b. Marking. Envelopes, cards, labels, tags, and wrappers used to transmit all classes of official mailable matter, including mail requiring special services as described herein, will be annotated "Postage and fees Paid, Navy Department DOD-317" in the upper corner of the address side. All mailing covers will also include the statement "Official Business" in the upper left-hand corner, beneath the return address. When indicia items are printed or procured locally, they must be prepared by an offset printing process (e.g., multilith) to ensure that the inscriptions are clear and sharp. Mailable matter requiring special services will be marked as appropriate.

c. Consignment Address

(1) Marine Corps Activities. Except for omission of titles, such as "Commanding General," "Officer in Charge," etc., parcel post shall be consigned to the ultimate consignee at the address provided in the current edition of MCO P5400.6, subject to the provisions of paragraph 3085.8c(3), following.

(2) Other Than Marine Corps Activities. Subject to the provisions of paragraph 3065.8c(3), following, consignment of parcel post shall be addressed in accordance with the type I address provisions of the current edition of DoD 4000.25-D.

(3) Exception. Under no circumstances shall materiel consigned to an offshore activity be released for delivery by surface carrier consigned or addressed to an APO or FPO as the CONUS transshipment point for further delivery overseas, nor may materiel be consigned to a CONUS transshipment terminal marked

for further shipment to an APO or FPO. The use of the APO or FPO mailing privilege is confined solely to materiel tendered at a CONUS post office for mailing direct to the APO or FPO mailing address of that applicable to the final consignee.

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PART G: LOSS AND/OR DAMAGE

3100. GENERAL INFORMATION. Guidance pertinent to the DOD Loss and Damage Prevention Program is published in MCO P4600.14A, chapter 221, in addition to the procedures to be accomplished in connection with loss and/or damage noted incident to receipt of cargo by military activities.

3101. CLAIM DEVELOPMENT. Uniform policies and procedures incident to the preparation and processing of claims for 1055 or damage are provided in the current edition of MCO P4610.16.

3102. REPORTING REQUIREMENTS FOR CLAIMS INCIDENT TO SHIPMENT. Functional procedures and related documentation requirements for reporting transportation-type discrepancies in shipment are prescribed in MCO P4610.19.

3103. RESPONSIBILITY FOR ADJUDICATION

1. The Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, is solely responsible for the adjudication of claims arising from loss and/or damage sustained in transit of materiel for which transportation costs are funded by a Marine Corps transportation allotment.

2. Fully documented freight claims will be transmitted to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, for appropriate action pursuant to the provisions of MCO P4610.19.

3104. CLASSIFIED MATERIEL. Under no circumstances will materiel classified confidential or higher be placed in the custody of the carrier or contractor for repair or other disposition. Instructions for the repair or disposition will be coordinated with the Marine Corps Logistics Base, Albany, prior to execution.

3105. EXPLOSIVES AND OTHER DANGEROUS ARTICLES

1. MCO P4610.16 provides guidance in connection with the authentication of supporting documentation for damaged explosives.

2. The cost for the disposal of damaged explosives (including the transportation cost for delivery to a disposal site) shall be included within the itemized repair cost computation.

3. In the event the carrier's written agreement for disposition has been negotiated, the carrier should, for reasons of safety, be encouraged to forego inspection of the damaged materiel.

3106. RELEASE OF TECHNICAL OR REGULATED MATERIEL TO CARRIER FOR SALVAGE

1. Definition. Regulated materiel is materiel over which proper authority exercises close supervision of distribution, issue, and use because of scarcity, high value, or of a highly technical or hazardous nature. Included within this category are such items as narcotics, small arms, machineguns, rifles, ammunition, and other ordnance materiel.

2. Procedures

a. Except for classified materiel, the carrier should be afforded every opportunity to inspect the materiel prior to disposition to preclude a subsequent counterclaim by the carrier as to the necessity for total destruction.

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b. A written waiver of inspection or an agreement to the destruction of the materiel should be obtained, signed by a responsible representative of the carrier.

c. The value of the salvage should be itemized on the SF 361 (Discrepancy in Shipment (DISREP)) to assure that a proper notation to that effect is included within the itemized computation furnished to the carrier to substantiate the Government claim against the carrier.

d. In the event costs incurred by the demilitarization or disposition of the damaged materiel outweigh the salvage value, the added costs, if any, shall be separately identified on the SF 361.

e. Disposition of technical, sensitive, or regulated materiel shall be accomplished in accordance with the provisions of DoD 4160.21-M-1.

3107. EXCEPTION NOTED INCIDENT TO TRANSIT BY GOVERNMENT CARRIER

1. No recovery action may be initiated for loss and/or damage sustained in transit via Government carrier (Government vehicle, aircraft, MAC, or Government-operated terminals, etc.)

2. The processing of a financial loss occasioned by transit of materiel by Government carrier shall be accomplished in accordance with MCO P4400.73C, chapter 8.

3. All materiel, the value of which exceeds \$1,000, which is lost and/or damaged while in transit by MAC or through a Government-operated terminal shall be reported to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, by SF 361 or by an official letter identifying the extent of the loss and/or damage, the circumstances, and the contributing factors.

3108. EXCEPTION NOTED INCIDENT TO PARCEL-POST SHIPMENT

1. No recovery action may be initiated for loss and/or damage sustained while in the possession of the USPS.

2. Procedures for the initiation of tracer action and for final accounting adjustments are furnished in MCO P4400.73C, chapter 8.

3109. EXCEPTION NOTED INCIDENT TO TRANSIT BY MSC. Claims for loss or damage in transit by ocean carrier shall be documented and distributed in accordance with the provisions of DoD 4500.32-R, volume I, appendix E.

3110. COMMERCIAL PREPAID SHIPMENTS

1. Advice concerning loss, damage, or unsatisfactory condition of the lading will be furnished to the contractor promptly upon detection to permit claim action against the carrier, if appropriate. Information furnished shall include quantity and value of the discrepancy with a request for disposition instructions with a copy to the cognizant Defense contract administration services region (DCASR), if any.

2. Repair of contractor-controlled property may be accomplished by the receiving activity at the expense of the contractor, only upon receipt of written authorization received subsequent to submission of an itemized estimate or repair

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cost, including material and replacement parts, labor, overhead, plus the surcharge, when applicable. The return of materiel by request of the contractor may be accomplished only upon receipt of a "COLLECT" CDL properly completed and authenticated by the contractor.

3. Discrepancies shall be documented in accordance with MCO P4610.19. Internal forms, such as the Packaging Improvement Report (DD Form 6), the DISREP (SF 361), and classified information or documents will not be furnished to a commercial concern.

3111. FACTORS GOVERNING THE INITIATION OF FREIGHT CLAIMS. The documentation of a freight claim includes the conduct of a complete investigation of the transportation exception or discrepancy to determine the cause of the discrepancy, the identification of responsibility, and the preparation and distribution of documentary evidence to substantiate liability. Because these functions are of a technical nature, they will be performed by the transportation officer, freight claims analyst, or any other designated technically qualified personnel. An investigation of a potential freight claim shall include, but is not limited to, consideration of the following factors;

1. Whether any basis for a freight claim does or may exist.

2. Responsibility for a determination of the action that resulted in the shortage or damaged condition of the freight.

3. Responsibility for the development of data to support and document claim action against the carrier.

3112. REPAIR OF DAMAGED ARTICLES

1. By the Receiving Activity

a. Upon completion of the inspection by the carrier, unless waived in writing, minor repair may be accomplished by the receiving activity, if practicable. Major repair should be accomplished subject to the carrier's concurrence. Repair cost computation shall be in accordance with the provisions of MCO P4610.16.

b. Normally, the cost of such repair shall be charged to station funds. In the event such an expenditure is impractical, requests for an appropriation chargeable will be submitted to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704. Copies of all expenditures shall be attached to the SF 361 as evidence to substantiate the claim against the carrier.

2. By Commercial Concern at Carrier Expense. Receiving activities will endeavor to arrange with the carrier to have the necessary repairs made by commercial concerns with payment for the repair made directly by the carrier. Upon completion of such arrangements, the receiving documents will be annotated to indicate the extent of the repair. A notation will also be included to indicate "Repairs will be made at carrier expense and at no cost to the Government." Upon completion of satisfactory repair, the transportation officer will advise the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, by letter, that the repair has been satisfactorily completed. A copy of the letter shall be furnished to the carrier.

3. By Commercial Concern at Marine Corps Expense. In the absence of prior authorization by the carrier, necessary repair bids will be requested from reputable commercial concerns. Settlement will be made to the commercial

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concern performing the repair on Public voucher for Purchases and Services Other Than Personal (SF 1034). prepared by the receiving officer and forwarded to the disbursing officer normally responsible for the payment of bills for the activity concerned. The provisions of paragraph 3112.1b, preceding, apply.

3113. ACCOMPLISHMENT OF SF 361. Except as provided hereafter, completion of SF 361 shall be accomplished in accordance with the provisions of MCO P4610.19:

1. Item 31, Subitems a, b, and c. Unless otherwise directed on an individual basis or for internal use, as appropriate, no entry for these items is required.
2. Item 31, subitem d. Completion of this item is mandatory. Identification of the appropriate entry for this item shall be determined in accordance with the provisions of MCO P4400.73C, chapter 8.
3. Item 31, Subitem e. The signature of an official at the command level, authorized to release official correspondence, is required in this space.

3114. DOCUMENTATION OF FREIGHT CLAIMS

1. General Information. All documents and records in support of a freight claim

must be generated under the direction of the TMO by one with a personal knowledge of the facts at the time the loss or damage is discovered.

2. Concealed Loss or Damage. Loss or damage subsequently noted in connection with a shipment delivered in apparent good order will not be noted as an exception on the reverse of the GBL. Documentation will be accomplished in accordance with the provisions of MCO P4600.14A, chapter 221.

3115. ASSEMBLY OF CLAIM FILE. Cognizant transportation personnel responsible for the development of a freight claim shall assure that the originals, or certified legible copies, of all pertinent supporting documentation are attached to the [SF 361](#) prior to submission to the cognizant finance center. Supporting documentation, identified in the following, is considered as the minimum requirement to properly validate a claim against the carrier; and each shall be furnished to the maximum extent of availability:

1. The original or a photostat of the carrier's delivery order or freight bill, annotated to indicate the loss or damage and, when possible, a signed acknowledgment of the discrepancies by carrier's representative.

2. A signed affidavit stating the cause and circumstances of the loss or damage.

3. A memorandum copy of the GBL.

4. A Discrepancy in Shipment Confirmation (SF 363) in accordance with the provisions of MCO P4610.19.

5. A copy of the inspection report issued by the carrier or carrier's agent.

6. A copy of all applicable DD Forms 1348-1, applicable invoice, or a copy of the Materiel Inspection and Receiving Report ([DD Form 250](#)).

7. An itemized statement of the cost of repair.

8. The depreciated or obsolescence value, including the basis for determination, computed in accordance with MCO P4610.16.

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9. Photographs. The submission of photographs is encouraged to the maximum extent. Because of cost considerations, the use of the polaroid-type photographs is recommended whenever and wherever possible in lieu of the more expensive 8- by 10-inch glossy prints currently in use.

10. A copy of the carrier's receipt for materiel release for the salvage carrier.

11. A statement of disposition of damaged materiel not released to the carrier.

12. Copies of all pertinent correspondence generated or received during the course of investigation of the alleged loss or damage.

3116. DISPOSITION OF CLAIM FILE. Except as provided in the following, the distribution of the SF 361, prepared to document discrepancies in shipment of materiel for which transportation costs are funded by a Marine Corps transportation allotment, shall be accomplished as prescribed in MCO P4610.19:

1. Carrier Liability

a. Commercial Prepaid Shipment

(1) Contract Administration by DCASR. Furnish the original and one copy to the contract administrator and one copy to the contracting officer at the purchasing activity.

(2) Contract Administration Retained. Furnish the original and one copy to the contracting officer at the issuing activity.

b. MAC. Furnish one copy of each SF 361, prepared as a survey document in accordance with the provisions of MCO P4610.19, to the Commanding General (code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

c. MSC. The preparation and distribution of claims for discrepancies noted in connection with transit by MSC shall be accomplished as prescribed in DOD 4500.32-R, volume I, appendix E, with an information copy to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

d. QUICKTRANS

(1) Two copies to the Commander (Code 051), Naval Supply Systems Command, Washington, D.C. 20390.

(2) One copy to the Navy Materiel Transportation Office, Norfolk, Virginia 23511.

(3) One copy to the Commanding General (Code 470), Marine Corps Logistics Base, Georgia 31704.

e. Transportation by Common Carrier (All Modes). Furnish the original and one copy to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, as the cognizant finance center for adjudication and appropriate action.

2. Other Transportation-Type Discrepancies. Furnish one copy of each SF 361, prepared to document discrepancies other than carriers' liability as defined in MCO P4610.19, to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704.

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3. Distribution of Exhibits. The transmittal of exhibits, developed as supporting documentation to the claim file, shall be confined as attachments to the original SF 361 furnished to the action addressee.

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PART H: TRAFFIC RESPONSIBILITIES
IN RELATION TO PROCUREMENT OF MATERIEL

3120. GENERAL INFORMATION

1. Transportation and traffic management are significant factors for consideration in the award and administration of contracts to assure that procurement is made on the basis most advantageous to the Government, all factors considered, and that supplies shall arrive on time, at the required place, in good condition.

2. The Defense Acquisition Regulation (DAR), section XIX, prescribes policies and procedures for the application of transportation and traffic management principles to the procurement function. A resume of responsibilities defined therein is briefly described in this part.

3121. PREAWARD RESPONSIBILITIES

1. Contracting Officer. The contracting officer shall obtain traffic management advice, assistance, and the transportation factors required for the processing of solicitations and awards and the administration, modification, and termination of contracts, including the movement of Government-owned property to, from, and between the contractor's/vendor's plants. A transportation analysis is particularly important prior to the initial procurement of unusually large, heavy, high, wide, or long items, or those with sensitive or dangerous characteristics. Additional costs arising from such factors as the use of special equipment, excess blocking and bracing materiel, circuitous routing, etc., incident to shipment shall also be considered, in conjunction with the freight rate, in the determinations of total transportation costs.

2. Traffic Management officer. Unless traffic management responsibilities have been delegated to another military activity, upon request, the traffic manager of the contracting activity will, upon request, provide advice, assistance, and all of the necessary transportation factors, such as freight rates, transportation costs, transit arrangements, time in transit, port capabilities, and any other transportation-related data required in connection with the solicitation and award of contract.

3122. MILSTAMP RESPONSIBILITIES

1. General Information. The accomplishment of procedures established by MILSTAMP is mandatory for all agencies shipping materiel or arranging for the procurement and shipment of supplies by Government contractors through the use of military-controlled transport or through the military transshipment facilities as defined therein.

2. Contracting Officer. The cognizant contracting officer is responsible for the assurance that the contractor-related responsibilities under the provisions of MILSTAMP are specified within the terms of contract and for the enforcement of all applicable provisions relating to documentation, marking, advance notification

of shipment, terminal clearances, etc. Contract terms shall specify that shipment by the contractor direct to a military air or water port is prohibited prior to the receipt of authorization by the designated contract administrator.

3. DCASR. The cognizant DCASR activity, assigned contract administration in accordance with the provisions of DoD 4105.59-H will assign responsibility for the movement control and documentation requirements prescribed by DOD 4500.32-R, volume I, chapter 4, for shipment by contractors.

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4. TMO. When, in the absence of DCASR capability or by military necessity contract administration is retained by a Marine Corps activity, the ma acting for the contracting activity will assume responsibility for the accomplishment of the functional procedures and documentation requirements prescribed in DoD 4500.32-R, volume I, chapter 4.

5. Delegation of Documentation Responsibility to the Contractor/Vendor. Except as provided in paragraph 3123, following, Marine Corps policy does not permit the delegation of authority to the contractor for the accomplishment of MILSTAMP responsibilities published in DOD 4500.32-R, volume I, chapter 4.

3123. MILSTAMP PROCEDURES

1. Definition. For purposes of applying the procedures in this paragraph, a "shipping activity" is defined as the cognizant contract administration office or the contracting office when contract administration has been retained.

2. Responsibilities. Responsibilities of the TMO of the shipping activity, as defined herein, are as follows:

a. Arrange for air and/or surface clearance based on the data received from the contractor/vendor.

b. Prepare the initial distribution of shipment documentation.

c. Disseminate to the contractor/vendor:

(1) Instructions and data pertaining to address marking.

(2) Sufficient copies of the shipment documentation to permit final distribution by the vendor, together with adequate instructions, including firm direction pertaining to the timeframes specified for advance receipt of the TCMD by the appropriate clearance authority.

d. It may be desirable, subject to the following restrictions, to request that the vendor complete certain data elements of the TCMD prior to final distribution:

(1) Release Unit Materiel. In order to facilitate movement of a high-priority surface shipment, the shipping activity may initiate clearance action and furnish documentation to the vendor, based on an approximate release date,

subject to a reasonable latitude of no more than 2 or 3 days. Directions issued to the vendor relative to the completion of block 15 (date shipped) will include instructions that "notice of failure to ship within the specified timeframe must be coordinated with the shipping activity." The shipping activity will then become responsible for further coordination with the clearance authority relative to any reported delay in arrival of materiel at the POE.

(2) Less Than Release Unit Materiel. A wider latitude in the delegation of authority to the vendor for the final completion and distribution of the TCMD is permitted for the shipment of materiel not subject to the assignment of an export traffic release (ETR) prior to arrival at the POE. The vendor may be furnished a TCMD complete with the following exceptions:

- (a) Block 15. Date shipped.
- (b) Block 22. Pieces.
- (c) Block 23. Weight.
- (d) Block 24. Cube.

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In addition to the instructions necessary to complete the TCMD, a close coordination between the shipping activity and the vendor must be maintained in order to assert a positive control over the orderly movement of LRU materiel into the POE. Extreme care must be exercised to assure that MILSTAMP requirements, pertaining to the timeframes prescribed for the receipt of documentation by the appropriate clearance authority prior to the arrival of the materiel, are observed without exception.

e. In order to assure that the contractor/vendor complies with specific instructions and schedules for the movement of materiel into the DTS, the TMO will request that the contractor/vendor issue a REPSHIP within 36 hours subsequent to the release of the shipment. Necessary followup action to assure compliance with the shipping instructions, documentation requirements, etc., will be performed by the TMO.

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PART I: SUBMISSION OF OBLIGATION DATA FOR MARINE CORPS-FUNDED
TRANSPORTATION CHARGES

3130. INFORMATION. Marine Corps activities are required to reduce TCMD and GBL financial data to EAM cards or code sheets. Activities external to the Marine Corps are requested to submit copies of all TCMD's and GBL's with appropriate charges annotated thereon. It is necessary for all activities to be responsive and timely in the completion and forwarding of required documents, citing accurate financial data, so that anticipated expenditures for transportation of

items are identifiable for the proper management of transportation funds. The actions specified herein are required to assist in this data collection effort.

3131. RESPONSIBILITIES FOR DATA SUBMISSION

1. Activity commander shall:

a. Furnish the data appearing on the TCMD and GBL to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, on an EAM card or code sheet. In the case of EAM cards, each submission shall be accompanied by a machine listing (individual line item printout identifying data in each BAN card). The EAM cards and machine-listing entries shall be in the same sequence. It is essential that the data be reviewed prior to submission, to assure accuracy and compliance with prescribed formats.

(1) Included therein shall be estimated transportation and accessorial charges incurred against O&MMC, Marine Corps Stock Fund (MCSF), and O&MMCR.

(2) Included in this requirement are those shipments involving the use of transportation resources, the cost of which is chargeable to only those allotments (except MPMC), cited in the current Marine Corps bulletins in the 4610 series.

b. Ensure that the applicable EAM card illustrated in figure 3-10 is used for submitting water or air TCMD data, that the EAM card illustrated in figure 3-11 is used for submitting GBL data, and that the machine-listed format illustrated in figure 3-12 is used as a guideline to accomplish the printout of a machine listing to accompany each submission of EAM cards. Activities lacking machine capability shall submit the required data on the 80-column general-purpose code sheet in the applicable format prescribed in figure 3-10 for submitting water or air TCMD data and in the format prescribed in figure 3-11 for submitting GBL data.

c. Ensure that transportation and accessorial charges are estimated utilizing the current edition of COMSCINST 7600.3 for ocean charges, AFR 76-11 for air charges, and MTMC Pamphlet 53-3 for port handling cost. Inland transportation charges shall also be estimated by utilizing the applicable tariff or by acquiring the charges at the time routing is obtained.

d. Ensure that those Marine Corps activities responsible for the issuance of military interdepartmental purchase requests (MIPR's), purchase orders, contracts, and other requisitioning documents to activities external to the Marine Corps place the requirement on the contractor, vendor, or contract administration office to provide the obligation data identified in paragraphs 3131.1a(1) through (3), preceding, to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, in accordance with the following procedures. Since the requirement for the use of EAM card

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or code sheet cited in figure 3-10 and 3-11 cannot be adhered to by activities external to the Marine Corps, copies of all TCMD's and GBL's with appropriate

charges annotated thereon shall be furnished within 24 hours of issuance (excluding weekends and holidays).

e. Ensure that retained copies of TCMD's and GBL's used to produce EAM cards or code sheets are maintained on file at applicable Marine Corps activities for the period required by the current edition of MCO 5210.11.

f. Ensure that each TCMD and GBL which is reduced to an EAM card or code sheet contains the applicable information specified in figures 3-10 and 3-11. The EAM cards must be interpreted, wherever possible, and a machine printout provided as indicated in figure 3-12. The machine listing, accumulated card decks/code sheets, and/or TCMD's, as appropriate, shall be expeditiously forwarded to the Commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia 31704, within 24 hours of issuance (excluding weekends and holidays).

2. The Marine Corps Logistics Base (Code 470), Albany, Georgia, shall utilize the obligation data provided by activity commanders to develop and furnish reports/listings to Headquarters Marine Corps and major Marine Corps activities. The reports/listings, major Marine Corps activities, and Headquarters Marine Corps staff elements are identified in the current edition of MCO 4610.26.

Cc's	Data Element	Information
1-6	Consignor Activity Address Code	See DOD 4000.25-D. If the code is unknown, zero fill.
7-9	POE/APOE	See DOD 4500.32-R, volume I, appendix B.
10-12	POD/APOD	See DoD 4500.32-R, volume I, appendix B.
13	Mode Code	See DOD 4500.32-R, volume I, appendix B.
14-30	TCN	See DOD 4500.32-R, volume I, appendix K.
31-36	Consignee Activity Address Code	See DOD 4000.25-D. If the code is unknown, zero fill.
37	Transportation Priority	See DOD 4500.32-R, volume I, appendix L. The correct priority codes are 1, 2, and 3. If the code is unknown, use Priority code 2 for air and Priority Code 4 for all others.
38-42	Julian Date	<p>Punch/code as specified:</p> <ul style="list-style-type: none"> a. CC 38. Leave blank or punch/code a zero. b. CC 39. Use to punch/code the last digit of the calendar year. c. CC's 40-42. Use to punch/code the Julian date.
43-46 3/	TAC	See DOD 4500.32-R, volume II.
47-53 3/	Weight (Pounds or Measurement Ton)	For MAC and inland movements, show the weight in pounds; for ocean movements, show the weight in measurement ton. Right justify and punch/code preceding zeros as needed.
54-59 3/4/	Transportation Charges	Refer to COMSCINST 7600.3 or

AFR 76-11; as appropriate. Punch/code only whole dollar amounts, right justify, and punch/code preceding zeros as needed. If no charges are involved, zero fill.

Figure 3-10.--TCMD EAM card/code Sheet Formats and Instructions (con.).

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CC's	Data Element	Information								
60-65 4/	Port Handling Charges	Cite the port handling charges in accordance with MTMC Pamphlet 55-3, using CC 60 only for punching/coding the applicable alpha designator prefix and CC's 61-65 to punch/code port handling dollar charges. Right justify, and punch/code preceding zeros as needed. If no charges are involved, zero fill.								
		<table border="0"> <thead> <tr> <th>Alpha Prefix</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>For origin charges only.</td> </tr> <tr> <td>B</td> <td>For destination charges only.</td> </tr> <tr> <td>C</td> <td>For origin/destination total.</td> </tr> </tbody> </table>	Alpha Prefix	Description	A	For origin charges only.	B	For destination charges only.	C	For origin/destination total.
Alpha Prefix	Description									
A	For origin charges only.									
B	For destination charges only.									
C	For origin/destination total.									
66-71	Total Charges	This is the total of CC's 54-59 and 61-65. Right justify, and punch/code preceding zeros as needed. If no charges are involved, zero fill.								
72-74 5/	999	Punch/code "999" when applicable; otherwise, leave blank.								
75-79	Leave Blank	Always leave blank until further notified.								
80	TCMD Card Identifier	Punch/code the letter "T."								
1/ In those instances when there are no port handling charges associated with water movements, zero fill CC's 60-65.										

2/ In each instance when there is a combination of either QUICKTRANS and MAC or LOGAIR and MAC, it is requested that two TCMD's be cut:

a. A TCMD for the QUICKTRANS or LOGAIR portion of movement from the origin station to the origin MAC terminal. Punch/code the applicable documents, and zero fill CC's 54-71.

b. A second TCMD for the MAC portion of movement from the MAC terminal to the MAC destination terminal. Punch/code the applicable documents, citing the appropriate charges as indicated in CC's 54-59 and 66-71 (zero fill CC's 60-65).

3/ It is recognized that, in many instances of multiple commodity TCMD shipments, more than one TAC will appear on the TCMD. For the purpose of this submission, show the data elements from the lead transportation contract number and the weight and charges for the entire shipment.

Figure 3-10.-- TCMD EAM Card/Code Sheet Formats and Instructions (con.).

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4/ Round off the applicable charges to the nearest dollar, and punch/code only whole dollar amounts.

5/ Applies only to special air shipments of the highest priority by MAC which indicate "999."

NOTE: In punching/coding MAC air terminal identifier codes for POE/APOE and/or POD/APOD, all characters must be alpha

Figure 3-10.--TCMD EAM Card/Code Sheet Formats and Instructions (con.).

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CC's	Data Element	Information
1-11	GBL Number	<p>Punch/code the GBL number in accordance with the following instructions:</p> <p>a. For the GBL alpha prefix, always use CC's 1-3; right justify; and punch/code preceding zeros as needed (CC 3 must always be alpha)</p> <p>b. For GBL numerals, always use CC's 4-11; right justify; and punch/code preceding zeros as needed (CC's 4-11 must always be numeric)</p>
12-16	Origin Zip Code	See USPS Pub. 65. If unable to punch/code complete the origin zip code, punch/code the first three digits in CC's 12-14 which indicate the origin State/city; and punch/code zeros in CC's 15-16 (this includes the origin FPO's and APO's).
17-22	Consignor Activity Address Code	See DOD 4000.25-D. If the code is unknown, zero fill.
23-22	Consignee Activity Address Code	See DOD 4000.25-D. If the code is unknown, zero fill.
29-33	Destination Zip Code	See USPS Pub. 65. If unable to punch/code the complete destination zip code, punch/code the first three digits in CC's 29-31 which indicate the destination State/city; and punch/code zeros in CC's 32-33 (this includes the destination FPO's and APO's)
34-37 1/	TAC	See DOD 4500.32-R, volume II.
32-44 1/	Weight (pounds)	For air and inland movements, show the weight in pounds. Right justify, and punch/code preceding zeros as needed.

45-49	Julian Date	Punch/code as specified:
		a. CC 45. Leave blank, or punch/code a zero.
		b. CC 46. Punch/code the last digit of the calendar year.
		c. CC's 47-49. Punch/code the Julian.

Figure 3-11.--GBL EAM Card/Code Sheet Format and Instructions (con.).

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CC's	Data Element	Information
50	Transportation Priority	See DOD 4500.32-R, volume I, appendix L. The correct priority codes are 1, 2, and 3. If the code is unknown, use Priority Code 2 for air and Priority Code 4 for all others.
51	Mode Code	See DOD 4500.32-R, appendix B6.
52-57	1/2/ Transportation Charges	Obtain the transportation charges by utilizing the appropriate tariff. After rounding off charges to the nearest dollar, punch/code only whole dollar amounts. Right justify, and punch/code preceding zeros as needed.
58-74	Reserved	Always leave blank until further notified.
75-79	Leave Blank	Always leave blank until further notified.
80	GBL Card Identifier	Punch/code the letter "G."
1/	It is recognized that, in many instances of multiple commodity GBL shipments, more than one TAC will appear on the GBL. For the purposes of this submission, show the data elements from the commodity comprising the bulk of the shipment and the weight and charges for the entire shipment.	
2/	Round off the transportation charges to nearest dollar, and	

punch/code only whole dollar amounts.

Figure 3-11.--GBL EAM Card/Code Sheet Format and Instructions (con.).

<u>GEL EAM Card Listing</u> ✓													
<u>GEL</u> <u>Alpha</u> <u>Prefix</u>	<u>GEL</u> <u>Numerals</u>	<u>Origin</u> <u>Zip</u>	<u>Consignor</u>	<u>Commodity</u>	<u>Dest.</u> <u>Zip</u>	<u>TAC</u>	<u>Weight</u>	<u>Julian</u> <u>Date</u>	<u>Trans.</u> <u>Prs.</u>	<u>Mode</u> <u>Code</u>	<u>Trans.</u> <u>Charges</u>	<u>GEL</u> <u>Card</u> <u>Ident.</u>	
620	00721059	92311	M62204	M64285	77590	M532	0000021	00072	3	J	000007	G	
642	00721134	92311	M62204	M61V62	29905	M222	0000180	00078	2	B	000011	G	
620	00721043	92311	M62204	M61310	38115	M222	0000913	00072	2	B	000086	G	
64T	00258821	92311	M62204	M33000	92055	M214	0013800	00073	2	K	000034	G	
64D	01247091	92311	M62204	M6WU10	28533	M222	0001173	00076	2	B	000117	G	
64C	01247112	92311	M62204	0003HS	90802	M222	0016948	00072	2	V	000175	G	
620	00721094	92311	M62204	M67274	92402	M532	0000013	00076	3	5	000001	G	
64T	00258810	92311	M62204	M6SA01	31704	M222	0052864	00071	3	K	002838	G	

<u>TCMD EAM Card Listing</u> ✓													
<u>Con-</u> <u>signor</u>	<u>FOE</u>	<u>FOD</u>	<u>Mode</u> <u>Code</u>	<u>TAC</u>	<u>Con-</u> <u>signee</u>	<u>Trans.</u> <u>Prs.</u>	<u>Julian</u> <u>Date</u>	<u>TAC</u>	<u>Weight</u>	<u>Trans.</u> <u>Charges</u>	<u>Fort</u> <u>Hqg-</u> <u>Prefix</u> <u>and</u> <u>Charges</u>	<u>Total</u> <u>Charges</u>	<u>TCMD</u> <u>Card</u> <u>Ident.</u>
M62204	3HL	R32	Z	M622049019X00A1XX	M6E100	1	00076	M214	0000031	001067	000236	001305	T
M62204	1M	LJ2	Z	M526008329031XX	M52600	3	00072	M222	0000001	000008	A00004	000012	T
M62204	SHD	DAD	F	M6E10082790132XX	M6E100	1	00079	M222	0041266	014526	000000	014526	999
M62204	3HS	UHL	V	M622041316A012XX2	M6E100	2	00077	M222	0000045	001378	000000	001378	T
M62204	SHD	DAD	F	M6E13090250023XX	M6E130	1	00070	M222	0000032	000011	000000	000011	T
M62204	3HL	SA2	Z	M5209090130273XX	M52090	3	00076	M222	0000001	000001	000001	000002	T

1/ Applicable EAM cards must be interpreted and a machine listing printed as indicated above, identifying data in each card. It is requested that appropriate action be taken by your activity to check the machine listing and/or EAM cards for the purpose of detecting and correcting erroneous data prior to forwarding applicable documents to the Marine Corps Logistics Base, Albany, Georgia. It is requested that machine listing entries and EAM cards be in the same sequence.

2/ For the GEL alpha prefix, always use CC's 1-3; right justify; and punch/code preceding zeros as needed. (CC 3 must always be alpha.)

3/ For GEL numerals, always use CC's 4-11; right justify; and punch/code preceding zeros as needed. (CC's 4-11 must always be numeric.)

NOTES: In printout of machine listings, totals and/or grand totals at the end of the applicable listings are not required. Furnishing of totals is optional, at your discretion.

Figure 3-12.--GEL and TCMD EAM Card Listings.

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PART J: BUDGET POLICY FOR TRANSPORTATION FUNDING FOR FLEET MARINE
FORCE UNITS

3140. INFORMATION

1. Fleet Marine Force (FMF) Units. Effective beginning fiscal year 1978, responsibility for funding the cost of transportation (personnel and equipment) related to FMF ground and air unit deployments and redeployments is assigned in accordance with the principle of command line funding. The tasking by the Fleet commanders and the Commandant of the Marine Corps to the FMF commander will be used as the basis for budgeting and management control of transportation for FMF unit movements, as follows:

a. Funding for transportation of Fleet commanders and JCS specifically directed deployment/redeployment of Marine Corps air and ground units of the FMF for contingency operations and training/readiness via all modes is the responsibility of the Fleet commander.

b. Funding for transportation of Commandant of the Marine Corps directed deployments/redeployments for training/readiness of Marine Corps air units of the FMF is the responsibility of the Fleet commander.

c. Funding for transportation of Commandant of the Marine Corps directed rotational movements/relocations of Marine Corps air and ground units and deployments/redeployments for training/readiness of Marine Corps ground units is the responsibility of the Commandant of the Marine Corps.

d. Funding for transportation required to support/resupply Marine Corps air units is the responsibility of the Navy except for ground equipments whose procurement is budgeted by the Marine Corps.

e. Funding for transportation required to support/resupply FMF ground units is the responsibility of the Marine Corps.

2. Marine Corps Reserve Units. Effective beginning fiscal year 1978, responsibility for funding the cost of transportation (personnel and equipment) related to Marine Corps Reserve unit rotational movements and relocations is assigned in accordance with the principle of command line funding, as follows:

a. Funding for transportation of Marine Corps Reserve ground units for rotational movements and unit relocations is the responsibility of the Commandant of the Marine Corps.

b. Funding for transportation of Marine Corps Reserve air units for deployments/redeployments for training/readiness of Marine Corps air units is the responsibility of the Chief of Naval Reserve. Transportation of aviation unit equipment to and from annual training duty is included in the responsibility of the Chief of Naval Reserve. The movement of personnel under authority of orders citing Reserve Personnel, Marine Corps appropriations in connection with annual training duty is the responsibility of the Commandant of the Marine Corps.

c. Funding for transportation of Commandant of the Marine Corps directed

relocations of Marine Corps Reserve air units is the responsibility of the Commandant of the Marine Corps.

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> CHAPTER 4: PAYMENT OF TRANSPORTATION VOUCHERS

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PAYMENT of TRANSPORTATION VOUCHERS

PART A: GENERAL INFORMATION

4000. INTRODUCTION. The MCLB, Albany, is responsible for certification and payment of all public vouchers and vouchers for transfer between appropriations and/or funds and DoD billings for the worldwide movement of Marine Corps personnel and things, including freight, household goods, personal effects, baggage, mobile homes, and privately owned vehicles. Additionally, the MCLB, Albany, is responsible for the settlement of all Marine Corps freight loss and damage claims and recovery of amounts due the Marine Corps through established checkage procedures for transportation procurements exceeding entire entitlements.

4001. SCOPE. The Administrator of GSA is responsible for policy and procedures governing the documentation and audit of payments for domestic and foreign freight and passenger transportation services furnished for the account of the United States. The MCLB, Albany, is responsible for certifying for payment transportation services rendered the Marine Corps and will maintain a complete audit trail by computer record including microfilm/microfiche of all payments made for transportation services and accrued entitlement for Marines.

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PART B: PAYMENT FOR FREIGHT TRANSPORTATION SERVICES PROVIDED BY CARRIERS

4020. BILLING DOCUMENTATION. Freight or express transportation services shall be billed on:

1. Public Voucher for Transportation Charges (Original) (SF 1113).
2. Public Voucher for Transportation Charges (Memorandum Copy) (SF 1113-A).
3. American National Standards Institute Standard Transaction Set 810, Freight Details and Invoice for Installations and Carriers with Electronic Data Interchange (EDI) capability.

4021. EXAMINATION AND CERTIFICATION or BILLS FOR PAYMENT

1. The voucher examiner shall make an administrative review of the SF 1113 or its electronic equivalent to determine that the transportation services for which payment is claimed were authorized and that the carrier's bill is complete, supporting documentation attached, and extensions/computations of charges are correct. Furthermore, a prepayment audit, as authorized by Congress to the GSA in Public Law 99-627, delegated to the DoD on

26 September 1966, shall be performed on all invoices prior to approval for payment.

2. When a certificate in lieu (CIL) of the original GBL is received as the supporting document for payment of charges, the freight rate assistant will research current payment records on file to ensure that payment van not made previously, to preclude duplicate payment. If no prior payment record is on file, the billing under the CIL will be processed for payment and the SF 1113-A annotated accordingly.

3. The Transportation Voucher Certification Branch (TVCB) shall initiate action to match/merge GBL/CIL payments once each year and shall include payments made for 3 years.

4. Bills submitted for payment of transportation charges shall be paid not later than 30 days after receipt from the carrier provided the carrier has properly executed the "Certificate of Carrier Bill for Charges" on the GBL. The provisions of the Prompt Payment Act require the payment of interest penalties after expiration of applicable 30-day payment period. Interest penalties are also required on discounts improperly taken. Federal Acquisition Regulation (FAR) provides instructions for processing payments applicable to the Prompt Payment Act.

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5. Joint standards for advance payment of charges apply for freight transportation services procured through the use of commercial forms and procedures in accordance with paragraph 3032.5, herein, provided the carrier or forwarder has issued the usual receipt, bill of lading, or equivalent document covering the service involved. The joint standards place responsibility upon each agency that adopts procedures for payment of charges for transportation services prior to government confirmation of the satisfactory completion of such service, to ensure that advance payments are not made to those payees identified in Federal Property Management Regulation (FPMR), paragraph 101-41.402-1, subparagraphs A through H.

4022. CLAIMS RELATING TO TRANSPORTATION SERVICES

1. A 3-year limitation applies on deductions of overcharges from amounts subsequently found due any carrier or forwarder. A 3-year limitation generally applies on actions at law and on complaints filed with the Interstate Commerce Commission for the recovery of overcharges from carriers subject to the Interstate Commerce Act. A 2-year limitation applies on the filing of actions before the Federal Maritime Commission to recover overcharges by ocean carriers.

2. Regulations defining agency (TVCB) responsibilities for collecting amounts determined to be due the U.S., prescribing procedures for agency collection and reporting uncollectible debts to the General Accounting Office (GAO) or Justice Department are found in 4 CFR, parts 101 through 105, and Title 4, Claims--eneral, of the GAO Policy and Procedures Manual for Guidance of Federal Agencies.

3. The TVCB shall refer all administratively determined transportation debts involving loss and/or damage to property, to: Claims Division, U.S. General Accounting Office, Washington, DC 20546.

4. The TVCB shall pay any properly documented supplemental bill (claim), for freight transportation charges that is not barred by a statute of limitations, does not involve a doubtful question, or is not excepted in paragraph 4022.5, following, subject to the following provisions:

a. The TVCB shall pay any supplemental bill (claim), regardless of amount, that involves accessorial freight services, such as switching, demurrage, etc., mathematical errors in items and/or totals on prior bills. The TVCB shall annotate each paid supplemental bill with the payment record on the related procuring GBL, including disbursing office (D.O.) voucher number, date of payment, and D.O. symbol number.

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b. If the TVCB has a record of paid original transportation documents on microfilm, microfiche, archived electronic records, etc., payment shall be made on any supplemental bill involving changes in rates, weights, classification, nomenclature of commodities, etc., provided the bill is received within 2 years of original payment date, does not exceed \$200 per GBL, and does not involve a GBL on which a previous supplemental bill has been paid or forwarded to GSA for settlement.

c. The TVCB shall make an administrative review of each supplemental bill to ensure it is not a duplicate billing, is properly supported, and is in agreement with records concerning the amount previously paid.

d. Claims paid in accordance with paragraphs 4022.4a and b, preceding, shall be transmitted to GSA separately from other paid transportation documents submitted for audit.

5. The TVCB shall not pay the following types of transportation claims:

a. Any claim that is "time barred" by a statute of

limitations.

b. Any claim that refers to a GSA file number or a previously paid amount which is not in agreement with the TVCB record of prior payment.

c. Any claim involving inbound rail transit bills not certified to the effect that the tonnage is still on hand at the transit station.

6. Additional information/procedures concerning claims relating to transportation services may be found in subparagraph 101-41.6 of the FPMR. Please consult with Counsel for the Commandant (CL) concerning legal issues related to such claims.

4023. PAYMENT FOR FREIGHT TRANSPORTATION SERVICES FURNISHED BY
MAC, MSC, AND MTMC (PORT HANDLING)

1. Billing Documentation. Billings are submitted on the Voucher for Transfer Between Appropriations and/or Funds (SF 1080) and are supported by magnetic tape containing information from the Transportation Control and Movement Document (TCMD) (DD Form 1364). The TVCB shall maintain a suspense file containing memorandum copies of TCMD's received from field activities and/or other automated sources. NavCompt Manual, volume 4, contains instructions concerning use of SF 1080's for payment of charges.

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2. Validation and Certification of Bills for Payment. The freight rate assistants shall verify that all charges on billing represent Marine Corps obligations. If the TAC data is incorrect, the examiner shall make the appropriate correction, coordinating with the TCMD issuing office, if necessary. If the bill contains charges applicable to another service, the charges shall be deleted. The billing office shall be apprised of deletion of charges or other corrections to the bill. The SF 1080 shall be signed by the authorized certifying officer prior to submission to the disbursing

3. Procedures to Prevent Duplicate Payments. All TCN's are automatically screened by the computer for duplication and duplicates are rejected. Duplicate TCN's are reviewed and researched to determine if payment was made. Action shall be taken to screen all TCN's for the current and preceding fiscal year.

4024. REPORTS. Reports are prepared and forwarded in accordance with the instructions contained in MCO 4610.26, Procedures for Submission of Transportation Reports.

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PART C: CLAIMS FOR REIMBURSEMENT DUE TO EXPENDITURE
OF PERSONAL FUNDS TO PROCURE PASSENGER TRAVEL

4040. TYPES OF CLAIMS

1. Reimbursement for Travel at personal Expense-Lost GTR/Tickets. Claim for reimbursement when transportation is procured from personal funds due to loss of previously issued GTR or tickets obtained with a GTR.

2. Reimbursement for Transportation Furnished on a Checkage Basis-Prior Orders. Claim for reimbursement when a Pay Adjustment Authorization (DD Form 139) is issued and accomplished against a member whose GTR or ticket was lost or stolen.

4041. DOCUMENTS REQUIRED. Claims for reimbursement shall be supported by the following documents as applicable:

1. Letter of transmittal from the TMO at the issuing activity.
2. Request for reimbursement from the member stating the facts and circumstances of the loss, theft, or destruction.
3. Copy of travel orders, with transportation endorsement, and a copy of the GTR, cash or credit card receipt, if available.
4. Redemption of Unused Ticket (SF 1170), completed by the TMO.
5. Copy of "Passenger Coupon" for ticket purchased from personal funds. If the passenger coupon was lost and a credit card was used, a copy of the applicable charge slip or monthly bill (with amount of charge circled) may be submitted in lieu of the coupon.
6. Copy of accomplished/completed DD Form 139, if second GTR/ticket is issued on a checkage basis.

4042. SETTLEMENT OF CLAIM. Upon recovery of the value of the lost ticket(s) from the carrier, or when it is determined that the GTR was destroyed prior to obtaining a ticket for transportation and another GTR was furnished on a checkage basis, DD Form 139 will be issued to credit the member's pay account.

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PART D: PAYMENT FOR PASSENGER TRANSPORTATION SERVICES
PROVIDED BY MAC

4060. BILLING DOCUMENTATION

1. SF 1090 and Magnetic Tape. The MAC bill is submitted by SF 1080, which is supported by magnetic tape containing details applicable to the MAC Transportation Authorization (MTA) (DD Form 1482) cited on the bill.
2. Suspense File Documentation. The TVCB shall maintain a suspense file containing memorandum copies of MTA's and related travel orders provided by field activities. These documents shall be used to check or verify that charges are applicable to the Marine Corps.

4061. EXAMINATION. VALIDATION. AND CERTIFICATION OF BILLS FOR PAYMENT

1. Review of MAC Bills. Using documents from the suspense file, the transportation specialist shall verify that all charges on the MAC bill represent Marine Corps obligations. If the appropriation and/or CIC data is incorrect, the transportation specialist shall make the appropriate correction, coordinating with the MTA issuing office where necessary. If the bill contains charges applicable to another service, the charges shall be deleted. The reason for deletion of charges or other corrections shall be identified to MAC. The SF 1080 shall be signed by the authorized certifying officer prior to submission to the disbursing office for payment.
2. Payment of MAC Bills. Generally, bills submitted by MAC shall be paid not later than 30 days after receipt.

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PART E: PAYMENT FOR PASSENGER TRANSPORTATION SERVICES PROVIDED BY CARRIERS

4090. BILLING DOCUMENTATION

1. Standard Forms. Carriers shall use the following forms when submitting bills for transportation services furnished in connection with passenger travel as applicable:
 - a. Public Voucher for Transportation Charges (Original) (SF 1113).
 - b. Public Voucher for Transportation Charges (Memorandum Copy) (SF 1113-A).
 - c. U.S. Government Transportation Request (Original) (SF 1169).

d. Other documentary evidence not on the GTR, as applicable (e.g., charter certificate).

e. Applicable Electronic Data Interchange billing transaction as stated in paragraph 4020.3.

2. Billing for Lost GTR or Excess Baggage Coupon

a. Lost GTR

(1) When a carrier loses or misplaces a GTR, charges shall be billed by SF 1113, annotated with the following signed certification: "I certify that all U.S. GTR's honored by the above-named carrier pass into my office; that ticket(s) (form and ticket number(s)), value of ticket(s), accommodations (number and points of travel from and to) annotated below was (were) furnished in exchange for the specified GTR; that the stated value(s) is (are) true and correct; that the GTR is lost or misplaced and cannot be located; that the honoring carrier has not received payment for services rendered thereunder; and that if the GTR is later found, it will be marked "canceled-certification in lieu issued" and transmitted to the GSA, Washington, DC 20405, and no claim made thereon. The carrier shall attach copy/copies of ticket coupon(s), with GTR number visible, to the SF 1113. A statement of any other facts and circumstances should be included. Charges supported in this manner shall be billed separately from charges applicable to other GTR's.

(2) Passenger rate assistants shall certify on the SF 1113 that payment has not been made, and that the record has been annotated to prevent duplicate payment.

b. Excess Baggage Coupons

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(1) When a carrier has lost or misplaced a flight coupon of the Government Excess Baggage Authorization Ticket (GEBAT), charges shall be billed by SF 1113, annotated with the following: "I certify that all GEBAT honored by the above-named carrier pass into my office; that authorizing GTR (s) number(s), applicable ticket(s) (number(s)), name of traveler(s), weight or number of pieces of excess baggage authorized and rendered and all other information pertinent to the transportation annotated below was (were) furnished in exchange for the specific GEBAT; that the stated value(s) is (are) true and correct; that the said GEBAT is lost or misplaced and cannot be located; that the honoring carrier has not received payment for services thereunder; and that, if the said GEBAT is later found, it will be marked "canceled-certification in lieu issued" and transmitted to the GSA, Washington, DC 20405, and no claim made thereon." The carrier shall attach copy/copies of

ticket coupon(s), with GTR number visible, to the SF 1113. A statement of any other facts and circumstance should be included. Charges supported in this manner shall be billed separately from charges to other GTR's.

(2) Passenger rate assistants shall certify, on the SF 1113, that payment has not been made to any claimant and that the record has been annotated to prevent duplicate payment.

3. Bill for Transportation Procured With the Wrong Transportation Document. Carrier invoices supported by the wrong transportation procurement document (MTA instead of GTR) shall be paid by use of Voucher for Disbursement and/or Collection ([NavCompt Form 2277](#)). Refer to Comptroller General Decision B-196194 of 28 July 1980 for applicable instruction when the carrier was negligent in accepting the wrong document. These procedures may be used to pay noncontract travel agencies who accept GTR's in error.

4081. EXAMINATION. VALIDATION. AND CERTIFICATION OF BILLS FOR PAYMENT

1. Review of SF 1113. During the administrative examination of the carrier's bill, the passenger rate assistant shall ensure the standard carrier alpha code (SCAC) identifier is entered on each SF 1113 and SF 1113-A. If the code is omitted, the forms and all supporting papers shall be returned to the carrier unpaid with a request that the SCAC be added to the forms. In addition, the passenger rate assistant shall check the bill to ensure the GTR's listed on the SF 1113 and other required supporting documentation, such as charter certificates, are attached to the bill.

2. Review of Documentation/GTR's. Priority will be given to the carrier bill with acceptable discounts. When reviewing GTR's prior to certification of the SF 1113 for payment, ensure the appropriation data is correct. The passenger rate assistant shall ensure proper annotations, when required, have been entered in the "Special Accommodations and Requirements" block of the GTR.

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Prior to certifying the carrier's bill for payment, the passenger rate assistant shall ensure all charges on the GTR are correct. If the appropriation data represents another service's funds, the GTR shall be deleted from the bill and returned to the carrier with appropriate instructions for rebilling. When the charge on a GTR appears to be excessive, the GTR shall be deleted from the bill and returned to the carrier for verification of the charge. Prior to validation of carrier invoices supported with an MTA instead of a GTR, the passenger rate assistant shall verify that the document represents a valid transportation requirement, coordinating with the issuing activity as necessary.

3. Validation of Bill Submitted for Lost GTR or Excess Baggage Coupon. The passenger rate assistant shall review payment records to ensure the GTR/GEBAT has not been paid. If there is no record of payment, the passenger rate assistant shall annotate the SF 1113 with certification required by paragraphs 4060.2a(2) and 4090.2b(2), preceding, as applicable.

4. Disposition of GTR previously Reported Lost. An original GTR located and forwarded by the carrier after issuance/bill by SF 1113, shall be marked "CANCELED" and forwarded promptly, together with a reference to the carrier's bill on which charges for the lost GTR were paid, to the GSA, Washington, DC 20405. The carrier should be notified of action taken by providing them a copy of the letter to GSA.

5. Payment of Carrier Bills. Carrier bills acceptable for payment shall be paid upon presentation and before confirmation of service satisfactorily performed, provided the proper document covering the travel service is furnished with the GTR. Further, the Amended Transportation Act of 1944, as implemented by the FPMR, requires payment of the charges prior to audit by the Administrator of GSA or designee. Bills submitted for payment of transportation properly chargeable to Marine Corps funds shall be paid not later than 30 days after receipt from the carrier. The appropriate certification authority shall sign or initial the SF 1113 in the "VERIFIED By" block prior to forwarding the bill to the disbursing officer. The provisions of the Prompt Payment Act require the payment of interest penalties after expiration of the applicable 30-day payment period. Interest penalties are also required on discounts improperly taken. FPMR Temporary Regulation 66 provides instructions for processing payments under the Prompt Payment Act. Interest penalties will not be paid in those instances in which a billing from a carrier is not accompanied by the original GTR.

6. Standards for Advance Payment of Charges. Standards issued jointly by the Comptroller General of the United States and the Secretary of the Treasury under the provisions of U.S.C. 244, prescribe the payment of carrier charges for transportation service

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in advance of completion of service, subject to the limitations prescribed by the Administrator of GSA, or designee, provided the carrier has issued the usual ticket or equivalent document covering the service procedures for the payment of charges for transportation services prior to government confirmation of the satisfactory completion of such services to ensure advance payments are not made to:

- a. An assignee bank or financial institution under the

authority of 31 U.S.C. 3727 and 41 U.S.C. 15.

b. Payees who are in bankruptcy proceedings or are subject to the control of a receiver, trustee, or other similar representative.

c. Payees who consistently fail to refund overcharges without assertion of substantial defense or other valid reasons when notified by GSA or any other interested government agency.

d. Payees who without good cause fail to make timely disposition or settlement of loss or damage or other claims asserted by agencies of the United States.

e. Payees owing substantial sums of money to the United States for which no adequate arrangements for settlement have been made.

f. Payees in such bad financial condition as to justify a determination that the Government's best interests require consideration of special payment rules for their account.

g. Payees who do business infrequently with the United States and who previously have not been administratively approved for payment upon presentation of bills.

h. Any other person or business organization determined administratively for valid reasons to be ineligible for payment, unless, after review of the facts and in the absence of objection of GAO, which is determined, administratively, that the best interest of the United States will not be jeopardized by such payment.

7. Liability for Overpayment. Provisions of Public Law 77-560 relieve certifying and disbursing officers of liability for overpayments made for the account of the United States on GTR's when such overpayments are due to the use of improper transportation rates. However, such officers are not relieved of the responsibility for:

a. Making an administrative determination that the transportation services for which payment is claimed were duly authorized and such services represent a legal obligation under the appropriation or fund involved.

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b. Assuring the carrier's bill is complete and supported with required documentation, and all extensions and computation of charges are correct.

c. Establishing procedures and controls to prevent duplicate payments, to recover any duplicate payments that may be made, and to perform an annual review of the effectiveness of those procedures. Such procedures shall include a review of GTR payment records before certifying a carrier bill supported by a statement required by paragraph 4080.2a, preceding. Action shall be taken to match/merge all GTR payments with the carrier's bill. This action shall be performed not less than once each fiscal year and shall include all GTR and lost GTR payments for 3 years.

8. Recovery of Previous Overpayments or Collection on Indebtedness Directed by GSA. When deduction is made to recover previous overpayments or to collect amounts otherwise due from the carrier, the public voucher will be approved and the applicable appropriation charged/credited for the total amount being settled, including such deductions. On the face of the voucher, the amount to be withheld as a credit to an appropriation will be shown prominently to ensure payment of only the net amount due the payee and a notation will be included citing the reason for the deduction. The net amount due will be paid and the deductions will be shown as a credit to the applicable appropriation.

9. Time Limitations/Offsets Authorized by GSA. A 3-year limitation applies on deductions of overcharges from amounts subsequently found due to any carrier. The term "overcharges" means charges for transportation services in excess of those applicable under tariffs lawfully on file with Federal or State transportation regulatory agencies or under rates, fares, and charges established under Section 10721 of the Revised Interstate Commerce Act, or other equivalent contract, arrangement, or exemption from the regulation.

10. Appropriation and Expenditure Data. Retrievable data will be recorded for each GTR processed by the TVCB, showing both the cost and appropriation chargeable. Such data shall be captured for expenditure reports required by Headquarters Marine Corps and field activities.

11. Quality Surveillance. The Commanding General, MCLB (Code 472), Albany, Georgia, shall conduct GTR issuance quality surveillance for the purpose of identifying errors and requesting corrective action.

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PART F: PAYMENT FOR MEALS PROVIDED IN EXCHANGE FOR MEAL TICKETS

4110. BILLING DOCUMENTATION

1. Uniformed services Meal Ticket (DD Form 652). Vendor's

invoices, submitted for meal service provided and chargeable to Marine Corps funds, shall be supported either by:

a. Original meal ticket (DD Form 652), or

b. A statement certifying that meals were issued in exchange for a meal ticket if the original meal ticket was lost or destroyed.

2. Voucher for Disbursement and/or Collection ([Navcompt Form 2277](#)). Upon receipt of the vendor's invoice/bill, the TVCB will prepare [Navcompt Form 2277](#).

4111. EXAMINATION. VALIDATION. AND CERTIFICATION OF BILLS FOR PAYMENT

1. Review of Supporting Documentation. The administrative review shall be performed as follows:

a. Appropriation Data. The passenger rate assistant shall review all meal tickets to ensure appropriation data and charges are correct. If the appropriation data is incorrect, the examiner shall make the necessary correction, coordinating with the issuing activity, when necessary.

b. Charges Applicable to Another Service. Meal tickets reflecting appropriations applicable to another service shall be deleted from the vendor's bill and returned with instructions for rebilling. Refer to paragraph 1149, preceding, for the correct address of agency.

c. Issuing Officer Authorized Dollar Amount in Excess of That Authorized By the JFTR. Pay vendor the amount indicated on the meal ticket and collect excess from the issuing officer/transportation agent.

d. Unsigned Meal Ticket and Other Errors. In all cases, verify the validity of meal ticket with issuing activity and apply one of the following:

(1) Correct amount for meal identified--pay vendor.

(2) Issuing officer/transportation agent exceeds the amount authorized by the JFTR--collect excess from issuing Officer/transportation agent.

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(3) Cost billed exceeds authorized amount shown on meal ticket--pay vendor amount authorized on meal ticket and explain reason payment could not be made for full amount billed. The vendor must absorb any excess cost above the limit specified on the

meal ticket.

(4) If the meal ticket is invalid due to negligence by the issuing activity (theft or loss)--pay vendor. The issuing officer/ transportation agent may be held responsible for costs charged to the Government.

2. Quality Surveillance. When discrepancies caused by the issuing office are discovered during processing of meal invoices for payment, quality surveillance action shall be initiated to identify errors and direct corrective action.

3. Payment of Vendor Bill. Bills for meal service submitted by vendors shall be paid not later than 30 days after receipt. The provisions of the Prompt Payment Act require the payment of interest penalties after expiration of the applicable 30-day period. Interest penalties are also required on discounts improperly taken. FPMR Temporary Regulation 66 provides instructions for processing payments applicable to the Prompt Payment Act.

4. Controls for Payment on Certification for Lost Meal Tickets. The TVCB shall establish procedures and controls to prevent duplicate payments, recovery of duplicate payments, and perform an annual review of the effectiveness of those procedures. Such procedures shall include a review of payment records before certifying invoices on lost meal tickets for payment.

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PART G: UNUSED TRANSPORTATION REFUND PROCEDURES

4120. REDEMPTION OF UNUSED TICKETS

1. Use of SF 1170. SF 1170 shall be used to recover from carriers the value of unused unfurnished transportation accommodations or lost tickets. A separate SF 1170 shall be used for each GTR, even though more than one ticket may be procured with a GTR. Automation of certain phases of the ticket redemption procedures should be considered where automation would offer potential savings.

2. Timely processing of Unused Tickets. Unused tickets with SF 1170 shall be forwarded to the Commander (Code 472), MCLB, Albany, GA 31704-5000, within 15 working days after receipt from field activities. Timely processing of SF 1170's is essential to meet the time limitations on refunds provided as indicated in the tariffs of certain carriers. When processing SF 1170's for refund, ensure that:

a. All blocks on SF 1170 (except "Amount of Refund") are completed.

b. A notice is annotated on SF 1170 to encourage and remind carrier to provide a prompt refund. The notice will read:

"This debt is now due. Payment should be made promptly. Interest on this debt accrues from the date of this notice. Such interest becomes payable and this debt becomes subject to administrative costs and penalty charges if not paid within 30 days of the date of this notice. To avoid such interest, administrative costs and penalty charges must be paid within 30 days of this notice. If necessary, the MCLB, Albany, Georgia will collect this claim by administrative setoff. You may inspect and copy records pertinent to this debt, obtain a review of the decision related to the debt, and propose a written agreement with us for payment of the debt."

NOTE: Because of the length of this notice, it may be used as an addendum and attached to the SF 1170.

c. Unused tickets are attached to SF 1170's when forwarded to carriers.

d. All copies of the SF 1170 clearly show the required data items.

e. Claims based on other unused tickets or portions thereof, such as lost tickets, include sufficient information to enable refund.

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f. The original and duplicate copy of the SF 1170 are submitted with the tickets to the carrier.

g. A copy is retained for record purposes.

3. Tickets Received Without SF 1170. When unused tickets are received from field activities without the required SF 1170, payment records shall be reviewed to obtain data for preparing the form. If there is no record of GTR payment, information required to prepare the SF 1170 shall be obtained from the activity issuing the GTR as cited on the unused ticket. In cases where the GTR number is not shown on the unused ticket and it is not possible to obtain data necessary to positively identify the account to be credited, the SF 1170 will be prepared citing appropriation and forwarded to the carrier for refund and, if possible, identification of the GTR number under which the ticket was issued.

4. Ticket Exchange. Refund applications result from carriers or commercial travel offices issuing tickets of lesser value in

exchange for original tickets. These application forms (original and one copy) shall be submitted to carriers by letter instead of by SF 1170. Applications for refund shall be forwarded to the carrier within 15 working days after receipt from field activities. The carrier shall be requested to return the copy of the letter with the refund check to the TVCB.

5. Processing of Refunds. Upon receipt of the original SF 1170 and remittance for unused tickets, or remittance for refund applications (SF 1170 not required), the refund and date received shall be recorded on the memorandum copy of the SF 1170 or refund application documents. After this administrative procedure is completed, refunds shall be deposited in conformance with disbursing procedures.

6. Followup Action. The FPMR requires payment of refunds within 30 days of application for refunds whether or not the related GTR has been submitted or paid. The carrier is responsible for annotating the original SF 1170 or copy of refund application to indicate the amount credited to each ticket, as well as the total amount refunded before forwarding the original SF 1170 or copy of refund application, and refund check, to TVCB. As required by the FPMR, a refund that is inconsistent with the information on the SF 1170 shall be explained or computed on the SF 1170 or in an attached letter. If a refund has not been received from the carrier 60 days after the unused tickets were submitted for refund, followup actions will be taken. If, within 90 days from the time the SF 1170 was submitted for refund, the carrier has failed to issue payment for the unused tickets/accommodations or refund applications or furnish a satisfactory explanation as to why a refund is not due, or has refused to make an adjustment, the triplicate copy of the SF 1170 or a copy of refund applications and all related documents shall be forwarded to the GSA,

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Washington, DC 20405, for appropriate action. The transmittal letter shall request GSA to return a copy of the SF 1170/refund application with remittance for the unused ticket. Followup action shall be initiated if a remittance has not been received from GSA within 90 days of submission of documents.

7. Refund Procedures Covering Unused Transportation Services Involving Foreign-Flag Carriers. The following procedures apply for unused transportation services procured from foreign-flag carriers:

a. The procedures for obtaining refunds as addressed in paragraph 4120.5, preceding, apply only for:

(1) Canadian or Mexican carriers; or

(2) Those foreign-flag carriers maintaining billing offices in the United States.

b. The following procedures apply for refunds of unused transportation services from all other foreign-flag carriers:

(1) Recovery of the value of the unused tickets and refund credits shall be made by deduction or offset from the carrier's unpaid bills.

(2) Adjustments for unused transportation services made by deduction or offset shall be noted on the voucher with a full description of each unused ticket. Reference shall also be made to the GTR number and the disbursing office voucher (DOV) number, the disbursing office symbol, and the date of the voucher on which the GTR was paid if other than the voucher was used to deduct the value of the unused ticket. The unused ticket shall be marked "CANCELED-RETURNED UNUSED" and forwarded to the carrier by transmittal letter. A copy of the letter shall be attached to the voucher involved.

8. Unused Tickets Issued by Contract Scheduled Airline Traffic Office (CTO) or Travel Agency Using Single GTR Procedures. Unused tickets, refund application forms, and refund checks resulting from GTR's issued at commands with contract SATO's/travel agency operating under single GTR procedures shall be forwarded to the transportation officer at the issuing command.

9. Collection of Refunds Sent to GSA. In some instances, carriers will forward refunds on unused tickets to GSA. To recover such refunds, promptly forward either a voucher for Transfer Between Appropriations and/or Funds (SF 1080), voucher and Schedule of Withdrawals and Credits (SF 1181), or voucher for Disbursement and/or Collection (NAVMC 2277) to the GSA, Washington, DC 20405. Cite the appropriation data to be credited. Refunds that are not identified and claimed within 160 days after receipt by GSA will be forwarded to the U.S. Treasury.

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10. Quality Surveillance. If field activities fail to submit unused tickets in a timely manner or when other deficiencies involving unused transportation services are detected, correspondence shall be initiated directing corrective action.

4121. REPORTS. Reports are prepared and forwarded to the Commandant of the Marine Corps (LPT-2) when requested.

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PART H: PAYMENT FOR HOUSEHOLD GOODS (PERSONAL PROPERTY)
SHIPMENTS PROVIDED BY CARRIERS

4140. BILLING DOCUMENTATION

1. GBL Shipments

a. The carrier shall submit SF 1113 or its electronic equivalent and SF 1113-A, original scale weight tickets prepared by a certified weighmaster, original DD Form 619/619-1, copy of commercial ocean/air freight bill for shipments between points in CONUS and points outside CONUS, justification certificate for use of a foreign-flag vessel or aircraft, original document authenticating diversions or reconsignment, original or legible copy of the Application for Shipment of Household Goods (DD Form 1299), one copy of competent travel orders or other authority for shipment, certification of ocean freight charges, and a copy of the "one-time only" rate tender, if applicable.

b. The freight rate assistant shall review SF 1113 or its electronic equivalent, the GBL, member's orders, and other supporting documents for entitlements, fund citations, extension of charges, etc.

2. Bills for Personal Property Services

a. Services Procured in CONUS. Bills covering packing, crating, unpacking, local drayage, storage, and any other contractual services (contract, basic agreement, or purchase order) procured in connection with the shipment of personal property incident to competent orders will be forwarded by the commercial concern to the activity TMO who procured the services for review and required certifications. The TMO will verify services and charges billed and certify the bill within a 10-day processing timeframe. The bills and other supporting documents will be forwarded to the TCVB in order to be received by that office within 5 calendar days following certification of services. The freight rate assistant shall administratively review the bill, member's orders and supporting documents, and prepare the necessary voucher ([Navcompt Form 2277](#)) for subsequent payment by the disbursing officer.

b. Services procured Outside CONUS. Bills covering packing, crating, unpacking, uncrating, local hauling, and any other services purchased outside CONUS will be paid by the disbursing officer serving the activity which made the procurement. A copy of the paid voucher, together with a copy of the member's orders and DD Form 1299, will be forwarded to the TCVB.

4141. COLLECTION ACTION TO RECOUP EXCESS COST FROM MEMBERS DUE TO EXCEEDING ENTITLEMENTS/ALLOWANCES ON PERSONAL PROPERTY SHIPMENTS

1. Excess costs for members in a Pay status will be collected by issuance of a [DD Form 139](#) or by direct remittance (money order or certified check) when approved by the TVCB upon determination of actual cost involved. The appropriation accounting data originally charged for the expenditure will be credited accordingly.

2. Excess costs for members in a no pay status will be collected in advance of making shipment whenever possible. Collection will be by cash, certified check, cashier's check, or postal money order from the owner made payable to the billing activity. Evidence of collection must be attached to the appropriate documents and forwarded to the TVCB, Albany, Georgia. When money is collected from a member in advance and forwarded to the TVCB, Albany, the computation sheet will be forwarded with the evidence of collection. When it is impossible for the TMO to collect the excess cost prior to the shipment being moved or if the excess cost collected is not the total cost incurred, the TVCB will take appropriate action to notify the Defense Finance and Accounting Service, Kansas City, Missouri, by issuance of a [DD Form 139](#) in the amount to be collected.

3. When either excess cost and/or overpayment is identified, the TVCB will take required action to ensure that necessary collection or reimbursement is made.

4142. REIMBURSEMENT FOR SHIPMENTS MADE AT PERSONAL EXPENSE

1. The TVCB receives and processes claims for reimbursement under the authority of the JFTR, paragraph U5320-D, on [DD Form 1351-2](#), with the following supporting documents and required information:

a. Commercial Motor Freight Shipments

(1) Copy of orders or other authority for shipment.

(2) Original bills for packing, crating, draying, storing, and unpacking; dated and receipted as paid in full as well as verification of weight shipped.

(3) Original carrier's bill for transportation, showing charges paid, etc., and receipted as paid in full.

(4) Copy of power of attorney or written authorization when submitted by other than the member.

(5) A list of all shipments made on the same set of orders.

b. Shipments by commercial Van. Certified weight ticket or certificate from the carrier, in addition to documents required by paragraph 4142.1a, preceding.

c. Shipments by Direct Hire or Conveyance With or Without Operator of Conveyance

(1) Copy of orders or other authority for shipment.

(2) Copy of the power of attorney or written authorization when submitted by a person other than the member.

(3) A copy of the Rental Agreement and paid receipts for expenses such as:

(a) Packing materials. Cartons, tapes, ropes, etc.

(b) Equipment. Handtrucks, pads, rental hitch, etc.

(c) Labor charges. Paid for assistance in loading or unloading personal property (labor performed by member or member's immediate family are not reimbursable).

(d) Road tolls/ferry fees. For rental truck or rental trailers only. (When a trailer is utilized, ensure that the receipt obtained is separate from towing vehicle or specific cost for the trailer is identified.)

(e) Gasoline

1 In connection with a rental truck (receipt must cite the rental vehicle number, date gasoline purchased, place of purchase, number of gallons, cost per gallon, total cost, member's name, grade, and SSN.)

2 In connection with a rental trailer, reimbursement will be based on 10 percent of total miles and gallons accumulated by the towing vehicle and a flat 10 percent allowance will be provided when gasoline receipts are in compliance with the instructions in 4142.1c(3) (e)1, preceding.

2. The TCVB will process claims for reimbursement for actual expenses incurred in accordance with the provisions of the JFTR, paragraph U5320-D.

3. The TCVB shall take action to review annually, payment records by SSN, for the current and preceding fiscal year for claims submitted for shipments made at member's personal expense.

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4143. CLAIMS FOR REIMBURSEMENT FOR MOBILE HOME SHIPMENTS. The TVCB receives and processes claims on DD Form 1351-2 from members who personally arrange for shipment of their mobile homes. Supporting documents required are:

1. One copy of orders or special authorization for shipment with all endorsements thereto.
2. Original GBL, if mobile home is moved by commercial mover, and copies of all paid receipts and permits for transportation to include accessorial services.
3. A statement from the member concerning circumstances necessitating shipment at personal expense, and certification as to ownership of the mobile home.
4. A certified copy of the power of attorney or official written authority if other than the member submits the claim.

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> CHAPTER 5: MOBILIZATION TRANSPORTATION

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CHAPTER 5

MOBILIZATION TRANSPORTATION

PART A: GENERAL INFORMATION

5000. INTRODUCTION

1. Purpose and Scope. The primary purpose of this chapter is to provide policy, guidance, management instructions, and procedures for the orderly and expeditious movement of Marine Corps Reserve units (equipment and personnel) from their home training centers (HTC) to their designated Station of Initial Assignment (SIA), Individual Mobilization Augmentees (IMA), and Pretrained Individual Manpower (PIM) from their residences to SIA'S via mobilization stations when mobilization is directed. This chapter amplifies and supplements the provisions of the Marine Corps Mobilization Management Plan (MPLAN) and MCO P4600.14.

2. Applicability. The provisions of this chapter are applicable to both the Regular Marine Corps establishment and the Marine Corps Reserve. Transportation officers, the inspector/instructor/active duty support staff of Reserve units and other persons responsible for planning, arranging and furnishing transportation for mobilization must have access to this publication.

5001. GENERAL MOBILIZATION TRANSPORTATION POLICIES

1. Individual Reservists. While discouraged, travel of individual Selected Marine Corps reservists to the SIA by privately owned conveyance or other means, subject to reimbursement on a mileage basis, may be authorized subject to approval of their respective Commanding General, Marine Corps Reserve Forces (MARRESFOR). This does not apply to untrained reservists reporting to a recruit depot for recruit training.

2. When activated, units that lend themselves to road march located within 800 miles of the SIA will, at the discretion of the Commanding General, MARRESFOR, use organic transportation to the maximum extent possible in transporting personnel and equipment to the SIA.

3. The policy for materiel management is contained in the MPLAN, volume II.

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a. All Selected Marine Corps Reserve (SMCR) units will bring their training allowance (T/A) equipment with them to the SIA's, unless otherwise directed.

b. Refer to the MPLAN, volume III to determine the augmenting units.

c. SMCR units will ship special allowances (S/A) held at home stations to owning units when either the holding or owning SMCR unit mobilizes. When a holding unit mobilizes, it will contact the owning unit(s) to verify shipping destination(s). When an owning unit receives activation instructions, it will direct all units holding its equipment as S/A to ship such equipment to the owning unit's SIA.

4. During mobilization, the timely and efficient movement of SMCR units (equipment and personnel) to their designated SIA's is crucial. To ensure timely and efficient movement, the accurate identification of transportation requirements must be accomplished and placed on file with the nearest military transportation office for each SMCR unit.

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PART B: RESERVE MOBILIZATION TRANSPORTATION
PACKAGES FOR SMCR UNITS

5010. REGULATIONS AND PUBLICATIONS. In addition to the instructions contained herein, provisions of the following regulations and publications are applicable:

1. MCO P4600.14; Defense Traffic Management Regulation (DTMR).

2. MCO 4600.19; DoD Use of Domestic Civil Transportation Under Emergency Conditions.

3. Marine Corps Capabilities Plan (MCP) (S) (NOTAL).
4. Marine Corps Mobilization Management Plan (MPLAN) (S) (NOTAL).
5. JCS Pub 4-05; Mobilization.
6. MCO P4600.14 and MCO 4600.19 establish the Military Traffic Management Command (MTMC) as the U.S. Transportation Command (USTRANSCOM) Transportation Component Command responsible for managing the movement of traffic within CONUS to meet military needs during a national emergency.
7. Per JCS Pub 4-05, the military services are responsible for developing and submitting their requirement for civil transportation to the Commander, MTMC.
8. The MPLAN tasks the Deputy Chief of Staff for Installations and Logistics, Headquarters Marine Corps, with the responsibility for developing procedures for identifying mobilization transportation requirements, and initiating and monitoring actions required to move equipment, supplies and personnel of mobilized SMCR units to the SIA's.
9. The MPLAN, volume III identifies specific SMCR units with their designated SIA's and gaining commands for each of the major OPLAN's upon mobilization.

5011. RESERVE MOBILIZATION TRANSPORTATION PACKAGES (RMTP)

1. General. To facilitate the identification of mobilization transportation requirements and to develop prearranged movement plans for each SMCR unit, the Marine Corps developed the RMTP concept. An RMTP will be prepared and maintained current for each SMCR unit/detachment listed in the MPLAN, volume III. The contents of the RMTP will be tailored to meet the specific transportation needs of each SMCR unit to ensure timely, effective, and efficient movement from the HTC to the designated SIA for each OPLAN detailed in the MPLAN, volume III.

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2. Definition. The RMTP is defined as a met of "prepared documents" to assist SMCR units to rapidly and efficiently arrange for the transportation of personnel and equipment to SIA's when mobilization is directed.

3. Policy

a. An RMTP will be prepared for each SMCR unit to support the movement from its HTC to a designated SIA. The MPLAN, volume III, lists SMCR units and their designated SIA's depending on the

particular OPLAN.

b. A specific SMCR unit may be assigned to different SIA's in the various OPLAN's. In this instance, multiple RMTP's will be prepared to support the movements to the different SIA's.

c. The following activities will hold and maintain the RMTP:

(1) The Embarkation Officer, MARRESFOR, will hold a complete set of RMTP's for each SMCR unit/detachment listed in the MPLAN, volume III.

(2) The commanding officer/officer in charge of, and/or the inspector-instructor will hold and maintain a complete set of the RMTP for the SMCR unit/detachment.

5012. PREPARATION OF THE RMTP

1. General. The focal point for the development and preparation of the RMTP is the MARRESFOR Strategic Mobility Office (Code 4SMO). The development of RMTP's requires close coordination among the following staff agencies: Headquarters Marine Corps, Headquarters MARRESFOR, the SMCR units and MTMC.

2. Identification of Requirements. Within 30 days of the publication of revision to the MPLAN, each SMCR unit/detachment listed in the MPLAN, volume III, will revise and submit to the CG ARRESFOR (4SMO), as appropriate, a current Personnel, Supply and Equipment Report (PS&ER), a current Unit Personnel and Tonnage Table (UP&TT), and a current Unit Audit Listing (UAL) for the particular OPLAN. An updated PS&ER and UAL will be resubmitted during the course of the calendar year upon any of the following occasions:

- a. Annually by 1 October.
- b. Redesignation of the SMCR unit.

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c. A 10 percent or greater change in the equipment allowance (T/A)

d. A 10 percent or greater change in personnel strength.

3. Content of the RMTP

a. The key documents which make up the RMTP as a minimum are:

(1) Current PS&ER.

(2) Current UP&TT.

(3) completed DD Form 1297, Request for Commercial Transportation (for MARRESFOR aviation SMCR units only).

(4) Current UAL set.

(5) The REPSHIP from Commanding Officer, SMCR unit, to Commander, SIA. Figure 5-1 contains guidance for submitting REPSHIP.

(6) A report of scheduled arrival from Commanding Officer, SMCR unit, to Commanders, SIA. (see figure 5-2 for format).

(7) Copies of Interservice Support Agreements (ISA) (CD 1144).

(8) Copies of open end contracts, if any.

(9) Movement Plans (rail, convoy, bus (personnel only))

(10) Strip maps for rail head, airport, loading ramps, motor march route, and staging areas.

(11) Names and telephone numbers (including home phones) of key personnel involved in the movement of the unit.

(12) Packing List.

(13) Load diagrams for mobile loads, commercial trucks, and rail.

(14) Load plan summary sheet.

b. Other documents may be incorporated into the RMTP such as prepared GTR's, meal tickets, etc. The specific content of each RMTP will vary by type of unit/detachment and by activities at which corresponding RMTP's are held.

c. All holders will ensure that their RMTP's contain all the necessary documents and instructions to ensure rapid and orderly movement.

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5013. PREARRANGING TRANSPORTATION FOR FREIGHT

1. The commanding officer/officer in charge, and/or the inspector-instructor of SMCR units will develop ISA's with their nearest military traffic management office (TMO)/installation transportation office (ITO) servicing their area for transportation

support upon mobilization. ISA's will be reviewed annually with TMO's/ITO's to establish points of contact, freight pickup/loading points, staging area (if required), and to identify any special handling requirements. ISA's should also have provisions for reimbursements to TMO's/ITO's for blocking and bracing materials that may be required.

2. The commanding officer/officer in charge, the inspector-instructor, and/ or the active duty support staff of SMCR units will prepare detailed load plans to determine the quantity and type of commercial trucks or railcars necessary to move their equipment to the SIA.

3. Load plans are developed to facilitate expeditious loading of freight onto carrier equipment, and therefore, should be carefully coordinated with TMO's/ITO's in determining correct type and quantity of commercial equipment required.

4. Copies of all contracts and ISA's will become part of the SMCR unit's RMTP.

5. A copy of all contracts and ISA's will be forwarded to CC MARRESFOR (4SMO), as appropriate.

6. The commanding officer/officer in charge, the inspector-instructor, and/or the active duty support staff will ensure that the required materiel handling equipment (MHE) is available. If necessary, an open-end contract or ISA will be arranged to ensure the availability of the MHE. (NOTE: The procedures for establishing contracts and ISA's are beyond the scope of this Manual and are adequately covered in various Marine Corps and DoD supply and procurement manuals). Assistance for establishing contracts and ISA's should be addressed to CC MARRESFOR (4SMO).

7. The commanding officer/officer in charge, the inspector-instructor, and/or the active duty support staff will ensure that blocking and bracing materiel and services are available.

a. If storage space is available, blocking and bracing materiel will be acquired through purchase or salvage and stored until required.

b. If storage space is not available, an open end contract or ISA will be arranged for the necessary materiel to be purchased and provided when required.

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8. Immediately upon notification of mobilization, units using local TMO's/ITO's should contact them to obtain carriers. TMO's/ITO'S requesting carriers from MTMC area commands should submit requests per procedures set forth in MCO P4600.14, via

telephone/telefax as follows:

MTMC Eastern Area: Telephone: DSN: 247-5702/03/41/42
Comm: 201-823- same as above
Telefax: DSN: 247-5813/5061/5062
Comm: 201-823- same as above

MTMC Western Area: Telephone: DSN: 859-2172/2173/3177/2536
Comm: 415-466- same as above
Telefax: DSN: 959-2040/2117/2691/2912
Comm: 415-466- same as above

5014. PREARRANGING TRANSPORTATION FOR PASSENGERS

1. Currently, MTMC does not predetermine routings for the movement of SMCR unit personnel. For passenger movement routing, the procedures described below will apply.

2. Under the provisions of paragraph 47-15, MCO P4600.14B, designated TMO's are delegated the authority to make local arrangements with commercial carriers for the movement of passengers, other than recruits, enlistees, and inductees when the following criteria exist:

One-Way Distance (Highway Mileage)	Mode	Number of Passengers
450 miles or less	bus, rail	any number
450 miles or less	air (scheduled service)	20 or less
over 450 miles	air, bus, rail	20 or less

Based on this delegation of authority, prudent management dictates that rail and bus transportation shall be prearranged for all SMCR units located within 450 miles from their designated SIA's. SMCR units located over 450 miles from their designated SIA shall be prepared to move by air, bus, or rail.

3. For prearranging bus and rail transportation services for units within 450 miles from their SIA's, the following guidance and procedures apply:

a. The commanding officer/officer in charge, the inspector-instructor, and/or the active duty support staff, through the host installation TMO/ITO, shall contact the local bus or rail carrier office and prearrange transportation services.

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b. The prearranged agreement shall be concluded to the maximum extent possible.

c. Where feasible, establish contract agreements with the local carrier using locally available contract forms. (NOTE: The procedures for establishing contracts and ISA's are beyond the scope of this Manual and are adequately covered in various Marine Corps and DoD supply and procurement manuals.) Assistance for establishing contracts and ISA's should be addressed to the CG MARRESFOR (4SMO).

(1) Copies of contractual agreements will become part of the SMCR unit's RMTTP.

(2) A copy of the transportation service contract for passenger transportation will be forwarded to the MARRESFOR (4SMO).

(3) In instances where local bus and rail carriers are unwilling to conclude contractual agreements and TMO's/ITO's are unable to make local arrangements under their delegated authority, the guidance and procedures listed under paragraph 5104.4., following, shall apply.

4. To arrange commercial transportation for units located over 450 miles from their designated SIA, the following guidance and procedures apply:

a. The commanding officer/officer in charge, the inspector-instructor, and/or active duty support staff will process their passenger transportation requirement through the MARRESFOR Transportation of Passenger (TOP)" automation program. Units may request commercial transportation for air, bus, or rail through the TOP program.

b. Within 24 hours of notification of mobilization, the commanding officer/officer in charge, the inspector-instructor, and/or the active duty support staff will process their group MARRESFOR (4SMO). The MARRESFOR (4SMO) will process the movement requirements using the TOP's automation program to the requirement to MTMC. MTMC will provide the name of the carrier and routing instructions directly to the MARRESFOR (4SMO) for subsequent transmittal to the requesting unit via the TOP program. In the event of automation failure, the DD Form 1287 will be completed and faxed to the MARRESFOR for processing.

c. SMCR units should contact the MARRESFOR (4SMO) for assistance if unusual transportation problems are encountered during mobilization. The MARRESFOR (4SMO) telephone numbers are:

DSN: 363-5146/46

Comm: 504-948-5146/48

Telefax: DSN or Commercial extension "1515"

During mobilization, the number and volume of freight shipments will dramatically increase. Installation freight receiving activities must be prepared to receive the increased volume of freight and properly distribute it to owning units. To ensure that installation freight receiving activities can prepare for the reception of inbound freight, all shipping activities (including commanding officer/officer in charge, and/or inspector-instructor who affect shipment of SMCR unit equipment from home training centers to SIA's) must furnish consignees (receiving activities) with a REPSHIP message on the same day shipment is made. The REPSHIP message will include the following unclassified data:

- a. Subject of message.
- b. Domestic release number.
- c. Carrier and routing.
- d. Car or vehicle numbers(s) and seal numbers including the net class A or B explosives weight in each car or vehicle. 1/
- e. Bill of lading numbers(s).
- f. Date of shipment.
- g. Estimated date/time of arrival.
- h. Date applicable to each shipment as follows 1/.
 - (1) DoD Identification Code (DoDIC) for ammunition/explosives; NSN for sensitive weapons).
 - (2) Quantity (round or item count) for ammunition; item count for other shipments.
 - (3) Ammunition lot number; sensitive item category for weapons or ammunition.
 - (4) Number and type of containers.
 - (5) Weight and cube.
 - (6) Complete or partial shipment.

Figure 5-1.--Guidance For Report of Shipment (REPSHIP).

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(7) Project code, if appropriate.

(8) Registration number for parcel post shipments of sensitive weapons if appropriate.

(9) Transportation control number (TCN) for export shipments; requisition document number reflected on DD Form 1346-1 and/or other documentation for domestic shipments.

- i. Security classification of shipment.
 - 1/ For shipments other than ammunition/explosives requiring REPSHIP, omit information not applicable in paragraphs d and h, preceding.
 - 2/ Shippers located within 24-hour transit time (and those activities which do not have message transmission capability such as SMCR unit home training centers) should telephone the REPSHIP data on the day of shipment.
-

Figure 5-1.--Guidance For Report of Shipment (REPSHIP)--Continued.

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As soon as passenger transportation arrangements have been completed, the SMCR unit commanding officer/officer in charge, and/or inspector-instructor must submit a Report of Scheduled Arrival message to the SIA Mobilization Processing Center (MPC); include an information copy to the TMO. This report is essential for the MPC to coordinate the reception of the arriving unit, and if necessary, arrange for subsequent transportation from commercial passenger terminals to the SIA. Telephonic report is acceptable if time is limited. The message/telephonic report will include the following data:

- a. Subject of message.
- b. Unit identification and home training center.
- c. Numbers of passengers.
- d. Name of carrier (include flight number for air.)

- e. Commercial arrival terminal, if outside of SIA
 - f. Estimated date and time of arrival.
 - g. Arriving unit's gaining command.
 - h. Requirement for subsequent transportation.
 - i. Baggage pieces per person with estimated total weight and cube.
 - j. Impedimenta (total weight, cube, number of pieces and general description (footlockers, tool boxes, etc.)).
-

Figure 5-2.-- Report of Scheduled Arrival.

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PART C: TRANSPORTATION FOR PRETRAINED INDIVIDUAL MANPOWER (PIM) AND INDIVIDUAL MOBILIZATION AUGMENTEES (IMA)

5020. GENERAL INFORMATION

1. General. This part prescribes procedures for the arrangement and procurement of transportation services for IMA and PIM personnel during mobilization.

2. Definitions

a. Mobilization Designees (MOBDES). MOBDES are personnel (reservists or retirees) who have orders preassigning them to critical mobilization billets prior to mobilization being directed. MOBDES includes IMA and PIM personnel.

b. IMA. IMA'S are members of the SMCR preassigned to critical mobilization billets, and are trained and issued orders for a specific billet prior to mobilization.

c. PIM. PIM includes personnel from the IRR, standby Reserves, FMCR, and retired populations. Upon mobilization, these personnel will be ordered to active duty to fill and sustain Marine Corps structure. A portion of the PIN population are MOBDES (preassigned PIM).

5021. TRANSPORTATION PROCEDURES FOR MOBILIZATION DESIGNEES (MOBDES) UPON MOBILIZATION

1. IMA's. Upon notification to report for extended active duty by the IMA's operational sponsor, IMA's will arrange and pay for

transportation from place of residence to their preassigned duty station and will be reimbursed accordingly. The operational sponsor may advise the IMA to arrange for transportation as specified in paragraph 2, following.

2. Preassigned PIM. The commercial travel office (CTO) will be provided a list of authorized travelers by the mobilization station. Preassigned PIM will be notified by Marine Corps mobilization orders. The orders will advise the traveler to contact the CTO via a toll-free phone number to arrange transportation. Once the CTO has confirmed the traveler's identity, a ticket will be mailed to the traveler or a prepaid ticket will be arranged for airport pickup.

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5022. TRANSPORTATION FOR PIM NOT PREASSIGNED

1. Individual Travelers

a. The PIM's who are not preassigned will be ordered to active duty by the Manpower Department, Headquarters, U.S. Marine Corps, Washington, DC. Upon receipt of mailgram order, the individual Marine will proceed to a designated mobilization station. Commercial transportation from the place of residence to the mobilization station is arranged and paid for by the individual, subject to reimbursement. Privately owned vehicles will not be used except in instances where someone other than the mobilized individual is available to take the vehicle back.

b. Travel from the mobilization station to the SIA's will be arranged by the mobilization station staff and accomplished by military assets when available or by commercial means. The mobilization staff, upon receiving the due-in report from the Marine Corps Reserve Support Command (MCRSC), will arrange for group travel when possible. The reservation will be made with the local carrier(s) in advance, using a name from the due-in report. On the departure date, a GTR will accompany the group reflecting those actually using the carrier. Coordination with the carriers several hours in advance of the group movement as to additions or deletions to the advance reservation will prevent undue problems upon departure. A GTR is issued to individual travelers as required.

2. Group Travel/Chartered Service. In the event that more than twenty passengers are required to move between a specific mobilization station and the SIA, group travel arrangements will be made unless otherwise specified by the CMC (LFT). Group travel is arranged by HQ, MTMC using the following procedures:

a. The mobilization station will identify the passenger

requirements to the Director, MCRSC, Overland Park, Kansas.

b. The MCRSC will prepare and submit the DD Form 1267 to the Commander, MTMC, Washington, DC (MT-PTO-M). Requests should be submitted as early as possible but at least 72 hours prior to the required departure dates. Requests may be submitted either telephonically or via message and must contain the following information:

(1) Identify request as pertaining to mobilization (operation or exercise code name, if applicable).

(2) Unit designation (the mobilization station, point of contact, and telephone number at the mobilization station).

(3) Origin installation/point of origin.

(4) Requestor's DSN/commercial telephone number (at MCRSC).

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(5) Military service making request.

(6) Date and hour available to move.

(7) Destination; required arrival date.

(8) Supplemental bus requirements at origin and destination.

(9) Number of passengers.

(10) Baggage pieces per person with average weight and cube for each piece.

(11) Impedimenta (total weight, cube, and number of pieces).

(12) Largest piece of impedimenta (length, width, and height in inches).

(13) Largest piece of impedimenta (in pounds).

(14) Description of impedimenta (footlockers, tool boxes, etc.).

(15) Priority of move, if known.

The MTMC message address is CDR MTMC FALLS CHURCH VA//MT-PTO-M//.
The MTMC telephone numbers are:

DSN: 269-1160/1180

Commercial: 703-756-1160/1180

3. Problem Resolution

a. Any problems encountered by the mobilization stations in procuring individual passenger or group passenger service will be immediately brought to the attention of MCRSC for resolution, telephone toll free 1-800-255-5082, extensions 7982/83/84, and telefax commercial 913-491-7981. Transportation problems that cannot be resolved by MCRSC will be immediately referred to the Commandant of the Marine Corps (LFT-2), DSN 226-0855, Commercial 703-696-0855.

b. If the matter is urgent due to time constraints, MCRSC is authorized direct liaison with HQ, MTMC, for assistance; keep the CMC (LFT-2) informed.

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APPLICABLE PUBLICATIONS

Marine Corps Directives

MCO P1000.6	Assignment, Classification and Travel System Manual
MCO P1001R.43	Marine Corps Reserve Standing Operating Procedures
MCO P1050.3	Regulations for Leave, Liberty, Administrative Absence and Proceed Time
MCO 1300.8	Overseas Tours of Duty and Overseas Movements of Dependents
MCO P1900.16	Marine Corps Separation and Retirement Manual
MCO 2740.1	Packaging of Supplies for Parcel Post Shipment
MCO P3000.1	Standard Policy for Overseas Movement of Marines
MCO P4030.14	Marine Corps Packaging Manual
MCO P4030.19	Packaging and Handling of Dangerous Materials for Transportation by Military Aircraft
MCO P4030.21	Packaging of Materiel - Packaging
MCO P4030.30	Preparation of Freight for Air Shipment

MCO P4030.31	Packaging of Material - Preservation
MCO 4050.41	Do-It-Yourself Method of Moving Personal Property
MCO 4400.16	Uniform Materiel Movement and Issue Priority System
MCO P4400.19	Marine Corps Supply Manual, Volume I
MCO P4400.73	Stores Accounting Manual
MCO P4400.75	Mechanization of warehousing and Shipment Processing Manual
MCO 4430.3	Reporting of Item and Packaging Discrepancies

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Marine Corps Directives (con.)

MCO P4600.9	Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard
MCO P4600.10	Terminal Facilities Guide, United States Army
MCO P4600.11	Terminal Facilities Guide, United States Air Force
MCO P4600.14	Defense Traffic Management Regulation
>MCO 4600.19	DOD Use of Domestic Civil Transportation Under Emergency Conditions
MCO P4600.24	Movement of Military Impedimenta by Commercial Carriers
MCO 4600.34	Land Transportation Within Areas Outside the Continental United States
MCO 4600.35	Guide for Preparation of Mobile Homes for Movement
MCBul 4610	Current Edition of the Marine Corps bulletin issued annually in the 4610 series, subject: Cargo and Personal Property Transportation Accounting Data for Fiscal Year __
MCO P4610.10	Freight Descriptions and Suffixes
MCO 4610.13	Traffic Management Responsibilities for Offshore-Procured, Vendor-Shipped Items

Entering the Defense Transportation System

- MCO P4610.16 Uniform Settlement of Military Freight Loss and Damage Claims
- MCO P4610.19 Reporting of Transportation Discrepancies in Shipments
- MCO P4610.23 Terminal Facilities Guide for Commercial Contractors
- MCO 4610.26 Procedure for Submission of Reports and Machine Listings for Monitoring of Transportation Funds, Requirements Validation, and Traffic Management in the Movement of Marine Corps Personnel and Things
- MCO 4630.6 Military Airlift Command--Requirement Submissions, Space Assignments and Allocations, Priorities

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Marine Corps Directives (con.)

- MCO P4630.9 Worldwide Aeromedical Evacuation
- MCO P4630.10 MAC Transportation Authorization (MTA), DD Form 1482
- MCO P4630.11 Policies and Procedures for Obtaining Passenger Reservations for DOD International Air Travel (Single Passenger Reservation System for Air Movement)
- MCO 4630.12 Single Management Assignment for Airlift Service
- MCO 4630.15 Administrative Support Air Transportation
- MCO 4630.16 Air Transportation Eligibility
- MCO 4631.2 Transoceanic Transportation for Next of Kin and Designated Family Members to Visit Very Seriously Ill or Injured Marines/Civilian Employees of the Marine Corps
- MCO 4631.9 Construction and Use of Customer Identification Codes Applicable to Marine Corps-Funded Passenger Travel Via Military Airlift Command Airlift Service

MCO 4632.11 Eligibility for Reduced Cost Commercial Air Fares for Unofficial Travel

MCO 4643.5 Transportation and Travel Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States

MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine corps-Sponsored Passenger Traffic Between Corals and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas

MCO 5210.11 Records Management Program for the Marine Corps

MCO P5400.6 List of Marine Corps Activities

MCO 5512.4 Passports

MCO 5800.6 Control and Registration of War Trophies and War Trophy Firearms

MCO P7220.31 Joint Uniform Military Pay System Field Procedures Manual

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Marine Corps Directives (con.)

MCO P7300.8 Marine Corps Financial Accounting Manual

MCO 7301.93 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"

MCO 7303.17 Fiscal Accounting for Transportation Procured on Government Transportation Requests and Military Airlift Command Transportation Authorization

MCO 10110R.1 Issue and Sale of Meals to Organized Marine Corps Reserve Unit Personnel

MCO P10110.14 Food Service and Subsistence Management Manual

MCO 11210.2 Highways for National Defense

MCO 11240.46 Management, Acquisition, and Use of Administrative Motor Vehicles

NAVMC 2668 Commanders Guide for Facilities Management

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Other Services/Agencies Directives

APR 75-25	Movement and Storage of personal Property
APR 76-11	U.S. Government Rate Tariffs
AR 55-71	Transportation of Personal Property and Related Services
BUMEDINST 5360.1	Decedent Affairs Manual
CG-108	Rules and Regulations for Military Explosives
COMSCINST 7600.3	MSC Billing Rates
>DA Pamphlet 55-90	MTMC Port Handling Billing Rates
DAR	Defense Acquisition Regulation
DOD 4000.19-R	Defense Regional Interservice Support Regulation
DOD 4000.25-D	Department of Defense Activity Address Directory
DoD 4105.59-H	DOD Directory of Contract Administrative Services Components
DoD 4140.17-M	MILSTRIP Manual
DoD 4160.21-M-1	Defense Demilitarization Manual
DoD 4500.32-R	Military Standard Transportation and Movement Procedures, Volume I and II
DoD 4500.34-R	Personnel Property Traffic Management Regulation
DoD 4515.13-R	DOD Air Transportation Eligibility Regulation
DoD 5030.49-R	Customs Inspection
JAGINST 5800.7	Manual of the Judge Advocate General
>JCS Pub 4-05	Mobilization
JTR	Joint Travel Regulation, Volume 2

MIL-STD-129 Military Standard Marking for Shipment and Storage

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Other Services/Agencies Directives (con.)

MTMC Pub.	DPM Personal Property Consignment Instruction Guide Worldwide
Navcompt Manual	Navy Comptroller Manual
NAVSEA OP 2165	Navy Transportation Handbook
NAVSO P-1459	U.S. Navy Travel Instructions
NAVSUPINST 4610.37	Shippers Guide for Utilizing the QUICKTRANS Airfreight System
NAVSUP PUB. 448	Terminal Facilities Guide for DOD Activities Other Than Activities of a Specific Military Service
OPNAVINST 5510.1	Department of the Navy Information Security Program Regulations
RA-6	Official Air Transport Restricted Articles Tariff No. 6
USAF Pub.	U.S. Air Force Logistics Airlift Flight Schedule and Routing Guide
USPS Pub.	U.S. Postal Manual
USPS Pub. 42	International Mail
USPS Pub. 65	National Zip Code & Post Office Directory

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> APPENDIX B

ABBREVIATIONS/ACRONYMS

AAA	Authorization Accounting Activity
ALAN	Authorization Accounting Activity Number
ACA	Airlift Clearance Authority

ADAM II	Aerial Port Documentation and Management System
ADP	Automated Data Processing
AFLC	Air Force Logistics Command
ALCOM	Alaskan Command
AMCN	Air Movement Control Number
AMD	Air Movement Designator
APO	Army and Air Force Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APPN	Appropriation
ASD(A&L)	Assistant Secretary of Defense (Production and (Logistics)
ATA	Air Transportation Agreement
ATC	Air Traffic Conference
ATD	Annual Training Duty
AWR	Administrative Weight Restriction
BCN	Bureau Control Number
CAM	Commercial Air Movement
CBL	Commercial Bill of Lading
CENTO	Central Treaty Organization
CG	Commanding General
CIC	Customer Identification Code

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CIL	Certificate in Lieu
CONEX	Container Express
CONUS	Continental United States

DAR	Defense Acquisition Regulation
DCAS	Defense Contract Administration Service
DCASR	Defense Contract Administration Service Region
DISREP	Discrepancy in Shipment Report
DLA	Defense Logistics Agency
D.O.	Disbursing Office
DoD	Department of Defense
DODAAD	Depart of Defense Activity Address Directory
DOV	Disbursing Office Voucher
DPM	Direct Procurement Method
DSN	Digital System Network
DTG	Date Time Group
DTMR	Defense Traffic Management Regulation
DTS	Defense Transportation System
DWT	Division/Wing Team
EAM	Electronic Accounting Machine
EAS	Expiration of Active Service
EDI	Electronic Data Interchange
EDP	Electronic Data Processing
ETCO	Emergency Traffic Coordinating Office
ETR	Export Traffic Release
EUCOM	European Command
F/AD	Force/Activity Designator
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FMCR	Fleet Marine Corps Reserve
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FMFLant	Fleet Marine Force, Atlantic
FMFPac	Fleet Marine Force, Pacific
FMS	Foreign Military Sales
f.o.b.	Free on Board
FPO	Fleet Post Office
FPR	Federal Procurement Regulation
FPMR	Federal Property Management Regulation
FY	Fiscal Year
GAO	General Accounting Office
GBL	Government Bill of Lading
GF-CAM	Group Fare Commercial Air Movement
GSA	General Services Administration
GTR	Government Transportation Request
HHG	Household Goods
HTC	Home Training Centers
IMA	Individual Mobilization Augmentee
IRR	Individual Ready Reserve
ISA	Interservice Support Agreement
ITO	Installation Transportation Office
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulation
JUMPS	Joint Uniform Military Pay System
LOA	Letter of Authority
LRU	Less Than Release Unit
AMC	Air Mobility Command

MAIN	Military Authorization Identification Number
MAP	Military Assistance Program
MARCORSYSCOM	Marine Corps System Command
MARRESFOR	Marine Corps Reserve Forces
MATCO	Military Air Traffic Coordinating Office
MAW	Marine Aircraft Wing
MCAGCC	Marine Corps Air-Ground Combat Center
MCCDC	Marine Corps Combat Development Command
MCFC	Marine Corps Finance Center
MCLB	Marine Corps Logistics Base
MCMCC	Marine Corps Movement Coordination Center
MCRSC	Marine Corps Reserve Support Center
MCSF	Marine Corps Stock Fund
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOBDES	Mobilization Designee
MOM	Military Official Mail
MOS	Military Occupational Specialty
MOWASP	Mechanization of Warehousing and Shipment Processing
MPLAN	Marine Corps Mobilization Management Plan
MPMC	Military Personnel, Marine Corps
MPC	Mobilization Processing Center
MRO	Material Release Order
MSC	Military Sealift Command

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M/T	Measurement Ton
MTA	MAC Transportation Authorization
MTMC	Military Traffic Management Command
NATO	North Atlantic Treaty Organization
NAVMTO	Navy Material Transportation Office
NMF	Navy Management Fund
NORS	Not Operationally Ready for Supply
O&MMC	Operations and Maintenance, Marine Corps
O&MMCR	Operations and Maintenance, Marine Corps Reserve
OB	Operating Budget
OC	Object Class
OPLAN	Operation Plan
OSO	Officer Selection Officer
PAA	Pay Adjustment Authorization
PAAN	Pay Adjustment Authorization Number
PAIL/TON	Property Accounting Activity/Travel Order Number
PACOM	Pacific Command
PBP&E	Professional Books, Papers, and Equipment
PCP	Passenger Control Point
PCS	Permanent Change of Station
PCSO	Permanent Change of Station Order
PEBD	Pay Entry Base Date
PIM	Pretrained Individual Manpower
PLC	Platoon Leaders Class
POD	Port of Debarkation
POE	Port of Embarkation

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POV	Privately-owned Vehicle
PCIG	Personal Property Consignment Instruction Guide
PPGGBL	Personal Property Government Bill of Lading
PRC	Passenger Reservation Center
PS&ER	Personnel, Supply and Equipment Report
R-CAM	Regular Fare Commercial Air Movement
RDD	Required Delivery Date
RDT&E, N	Research, Development, Test, and Evaluation, Navy
REPSHIP	Report of Shipment
RMTTP	Reserve Mobilization Transportation Packages
RPMC	Reserve Personnel, Marine Corps
S/A	Special Allowances
SAAM	Special Assignment Airlift Mission
SAP	Security Assistance Program
SATO	Scheduled Airline Traffic Office
SCAC	Standard Carrier Alpha Code
SEATO	Southeast Asia Treaty Organization
SF	Standard Form
SH	Subhead
SIA	Station of Initial Assignment
SMCR	Selected Marine Corps Reserve
SOCOM	Southern Command
SPRS	Single Passenger Reservation System
SSN	Social Security Number

TAC Transportation Account Code
TAD Temporary Additional Duty

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TCN Transportation Control Number
TCMD Transportation Control Movement Document
TDR Transportation Discrepancy Report
TDY Temporary Duty
TGBL Through Government Bill of Lading
TMO Traffic Management Office
TON Travel Order Number
TOP Transportation of Passenger
TR Transportation Request
TTC Transportation Type Code
UAL Unit Audit Listing
UB Unaccompanied Baggage
UEL Unit Equipment List
UMMIPS Uniform Materiel Movement and Issue Priority System
UP&TT United Personnel and Tonnage Table
U.S. United States
USDA-PQ U.S. Department of Agriculture-Port Quarantine
USPHS U.S. Public Health Service
USPS U.S. Postal Service
WESTPAC Western Pacific Water Terminal Clearance Authority
USTRANSCOM U.S. Transportation Command

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