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**NAVAL SUPPLY SYSTEMS COMMAND MANUAL
VOLUME V
BASIC ISSUANCE THRU CHANGE 79**

The instructions herein are issued for the information and guidance of all persons in the naval establishment and are effective upon receipt unless otherwise indicated.

(signed - May 1988)
E. K. Walker, JR
Rear Admiral, SC, USN
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INTRODUCTION

to

TRANSPORTATION OF PROPERTY

PURPOSE

TRANSPORTATION OF PROPERTY is Volume V of the Naval Supply Systems Command Manual. It is designed to standardize the procedures for the transportation and traffic management of Navy property. It is also intended as a training manual for officers and enlisted personnel and as a guide in handling transportation problems.

The procedures in this volume are the minimum essential to good transportation and traffic management and are mandatory unless specifically stated as being optional.

AUTHORIZATION

The manual is issued for the information and guidance of all persons in the Naval Establishment under the authority of Art. 1202, Nav. Regs. The Commander of the Naval Supply Systems Command may authorize in writing deviations from the instructions contained in the manual, provided the matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

ORGANIZATION AND RELATIONSHIP TO OTHER VOLUMES

The Naval Supply Systems Command Manual is comprised of the following volumes.

VOLUME II SUPPLY ASHORE
VOLUME V TRANSPORTATION OF PROPERTY

Volume V contains policy and procedural instructions for all ashore activities shipping and receiving Navy property, via commercial and military transportation media. It contains instructions relative to the directing of shipments of Navy material by bureaus, commands, offices, and inventory control points of the Navy. It also implements certain provisions of the Military Traffic Management Regulation with respect to traffic moving within the United States except Alaska and Hawaii.

Volume II contains basic supply principles and procedures for Naval Supply Systems Command managed shore activities. These procedures include requisitioning and local procurement, material receipt, stock management at field supply points, material expenditure, supply system management, and storage and materials handling.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of Volume V is coordinated with

that of the other volumes of the manual. Thus, the five digit paragraph number and its subparagraph designators may be broken down as follows:

Paragraph	5	7	073	2a(2)(a)
Volume V	—			
Chapter	—			
Paragraph 073	—			
Subparagraphs	—			

Reference to the Naval Supply Systems Command Manual in correspondence, messages, etc., will be shown in the following manner:

NavSup Manual, paragraph 57073
NavSup Manual, paragraph 57073-2a (2) (a)
NavSup Manual, paragraph 57070-57073

Paragraphs and subparagraphs may contain itemizations in which case reference to a specific item may be made as follows:

NavSup Manual, paragraph 57073-2a(2) (a) item 1
The lowest unit of paragraph or subparagraph breakdown applicable will be used.

TABLE OF CONTENTS

The organization of this volume makes it possible to locate desired information easily by referring to the table of contents in the front of the volume or at the beginning of each chapter to determine general location and to the amplified table of contents in the front of the volume for more specific information.

It is suggested that the reader follow the organization of the amplified table of contents in the front of the volume in locating desired information.

ILLUSTRATIONS

The purpose of the illustrations in this volume is to show by means of charts or filled in forms the principles and procedures explained in the text. The illustrations do not necessarily show current names, dates, and figures. These details are included so that the principles outlines in the written instructions may be delineated.

An arrow placed in the space between the last line of an organization unit (paragraph, subparagraph, or item) and the first line of the following unit indicates deletion of a unit with renumbering or relettering of other organizational units involved. Reference or nonprocedural revisions of such insignificance as not to require a summary on the cover sheet of the change are not identified by arrows.

RECOMMENDATIONS FOR IMPROVEMENT

All users of the Naval Supply Systems Command Manual are encouraged to submit recommended changes for improving the manual to the Commander, Naval Supply Systems Command, via the appropriate chain of command. The following format, modified as necessary, may be used in submitting recommendations:

From: (Command or person originating recommendation)
To: Commander, Naval Supply Systems Command

Via: (Appropriate chain of command)

Subj: Improvement of NavSup Manual; recommendation for

1. The following recommendation for improvement of the NavSup Manual pertaining to paragraph(s) is submitted.

(Signature)

Copy to:

(Recommendations originated afloat, send copies to the appropriate service force commander) (Recommendations submitted concerning procedures of inventory managers, submit copy to the cognizant inventory control point, which will forward comment, if appropriate, to the Naval Supply Systems Command within 15 days)

FIRST ENDORSEMENT on

From: (Appropriate via addressee)

To: Commander, Naval Supply Systems Command

1. Forwarded for consideration.
2. (Comment or recommendation, as desired)

(Signature)

Copy to:

(As appropriate)

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CHAPTER 1: RESPONSIBILITY FOR NAVY FREIGHT TRANSPORTATION

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CHAPTER 1: RESPONSIBILITY FOR NAVY FREIGHT TRANSPORTATION

PART A: SCOPE

51000 GENERAL

This volume contains instructions to the Naval Establishment for the performance of those transportation and traffic management functions for which the Navy is responsible in connection with the movement of Navy property and the household goods of Navy military and civilian personnel. Certain traffic management functions which were formerly the responsibility of the Naval Supply Systems Command have been delegated by the Secretary of Defense to the Secretary of the Army as single manager for military traffic, land transportation, and common-user ocean terminals within the continental United States excluding Alaska and Hawaii except for specific functions assigned by the Secretary of Defense requiring operations outside the continental United States. As used in this chapter, the term "continental United States" means United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico. Those specifically delegated functions will be performed by the Military Traffic Management and Terminal Service. Instructions for the performance of the traffic management functions performed by the Military Traffic Management and Terminal Service are published in Transportation and Travel, Military Traffic Management Regulation. That regulation will be used in conjunction with the instructions in this volume.

51001 ORGANIZATION

To correlate the responsibilities for the functions performed in the transportation of property, the various components of the Navy transportation organization are outlined in paragraph 51051-51058.

PART B: NAVY FREIGHT TRANSPORTATION ORGANIZATION

51051 NAVAL SUPPLY SYSTEMS COMMAND

1. RESPONSIBILITY FOR TRANSPORTATION UNDER NAVY REGULATIONS. United States Navy Regulations, with implementing regulatory publications, provide that the Naval Supply Systems Command is responsible for authorizing and controlling the transportation of Navy property and of household goods which are the property of military and civilian personnel of the Navy. These regulations charge the Naval Supply Systems Command with the responsibility for loading and unloading cargo ships and tankers and for procuring, operating, and administering cargo terminal facilities, including the procuring and assigning of stevedores. The administration of the functions relating to the disposition of personal effects is also a responsibility of the Naval Supply Systems Command. Additionally, the Naval Supply Systems Command exercises technical control of the organization and operational procedures of stevedore, longshore, and trucking units. However, the transportation of human remains is administered by the Bureau

of Medicine and Surgery (see paragraph 52170).

2. SINGLE MANAGER, COMMON-USER OCEAN TERMINALS. The Navy will operate ocean terminals with common-user terminal capability at designated tidewater installations for manifested Department of Defense cargo in accordance with interservice support agreements with the Military Traffic Management and Terminal Service, including the responsibility for all Department of Defense manifested cargo moving through the entire port complex.

3. ASSIGNMENT OF RESPONSIBILITY. The Commander, Naval Supply Systems Command, has assigned to the Deputy Commander, Transportation and Warehousing, and other subordinates the duties and responsibilities for freight transportation prescribed by Navy Regulations and appropriate Department of Defense directives.

4. DEPUTY COMMANDER, TRANSPORTATION AND WAREHOUSING. The Deputy Commander, Transportation and Warehousing, is responsible for the planning and the fulfillment of the mission of the Naval Supply Systems Command with respect to the transportation of material.

5. TRANSPORTATION WITHIN OVERSEAS AREAS. Transportation within overseas areas is secured in accordance with joint Army, Navy, and Air Force regulations, as implemented by theater commanders (see paragraph 52371).

51052 NAVY MATERIAL TRANSPORTATION OFFICE

1. GENERAL. The mission of the Navy Material Transportation Office, Norfolk, Va., is to perform transportation management functions of an operational and administrative nature as assigned; administer the Navy Contract Cargo Airlift System (QUICKTRANS).

2. FUNCTIONS. The Navy Material Transportation Office, in consonance with policy direction provided by the Commander, Naval Supply Systems Command, is responsible for the following functions:

1. providing technical direction, guidance, and assistance in material transportation matters to Navy commands, bureaus, offices, project managers, and shipping activities worldwide;

2. conducting reviews and program management analyses of procurement practices and distribution patterns, and initiating or recommending corrective action to assure that appropriate consideration is given to transportation factors;

3. implementing policies and operating procedures for the QUICKTRANS program and serving as the QUICKTRANS system manager/contract administrator; providing or arranging for terminal support for QUICKTRANS aircraft and for other aircraft transporting Navy cargo that are not otherwise provided for;

4. providing technical assistance to the Naval Supply Systems Command in the administrative maintenance of Navy Management Fund budgetary and accounting controls; performing liaison functions as specifically approved by the Naval Supply Systems Command to Navy Management Fund participating commands, bureaus, and offices;

5. receiving, pricing, and coding transportation movement source documents and processing billing data submitted by Department of Defense single manager agencies to the Navy; integrating, collating, analyzing, and summarizing this data to produce Navy-wide transportation accounting and management information, reports, and statistics;

6. authorizing the movement of Navy material by air, including arrangement for special assigned airlift missions; challenging the validity of shipper determined airlift requirements in

accordance with Naval Supply Systems Command directives; arranging for the collection of and delivery to and from aerial ports of embarkation and debarkation; diverting material between modes as necessary to best meet the needs of the Navy at the lowest overall cost; providing or arranging for reconditioning, repacking, redocumentation, and relabeling or remarking as necessary to protect and expedite the movement of Navy material in transit;

7. developing and conducting training programs (lectures, seminars, and workshops) for appropriate civilian and military personnel in the application of transportation and traffic management techniques;

8. initiating recommendations for, coordinating the development of, and reviewing movement plans, instructions, and procedures originated by commands, bureaus, offices, inventory control points, and purchasing activities when material movement practices and costs are significantly affected;

9. performing collection, review, and analysis of short range Navy material movement requirements for airlift, sealift, and special van and container requirements forecasts and correlation with fund resources, as required by higher authority;

10. designating Navy material shipping activities and maintaining an up-to-date model of the Navy material transportation system;

11. evaluating effectiveness of existing traffic management and documentation applicable to movement of Navy sponsored material; making recommendations for corrective action and taking appropriate action as directed; reviewing transportation billings to identify over-payments, erroneous payments, and inefficient use of transportation resources; reporting findings to cognizant management offices as appropriate;

12. providing program guidance on the technical aspects of shipment planning, transportation and movement documentation, Navy transportation account code application, and carrier and contractor quality of service analysis and control;

13. providing technical assistance to Navy material shipping activities and terminals, including Navy tidewater transshipping activities, and developing staffing criteria for the use of appropriate resource managers;

14. providing field assistance to Navy shipping activities and maintaining operational control over resident representatives assigned to commands, bureaus, and offices;

15. developing and maintaining a library of tariffs, quotations, schedules, and routes, and a library of functional publications in the transportation and distribution management field;

16. maintaining in a state of immediate readiness, a contingent of assigned military personnel to operate as a mobile Navy overseas air cargo terminal with fleet units in any remote location, as directed;

17. maintaining fleet locator information and providing appropriate information to shippers of material for Navy ships and mobile units; arranging for the receipt, inspection, acceptance, marking, consolidation, and documentation of vendor supplied material delivered direct to air and ocean terminals for transshipment when not otherwise provided for; providing tracing service for shipments moving within the Defense Transportation Service on an exception basis in response to urgent operational requirements;

18. serving on joint and Navy working panels, committees, boards, review teams, and inspection parties, as directed by the Naval Supply Systems Command;

19. serving as Navy shipper service representative and liaison point for the area or field commands of Military Traffic Management and Terminal Service, Military Sealift Command, and Military Airlift Command; providing direction to the Naval Supply Systems Command assigned liaison officers or representatives serving at those activities; and providing interface with other

Navy material expediting offices and representatives;

20. performing such other duties as may be assigned by the Commander, Naval Supply Systems Command.

51053 NAVY OVERSEAS AIR CARGO TERMINALS

1. MISSION. Navy overseas air cargo terminals conduct terminal operations, exercise traffic management and administer all airlift space available for the movement of Navy air cargo from and within assigned geographical areas of responsibility.

2. LOCATION. Navy overseas air cargo terminals are in operation at the following locations:

Navy Overseas Air Cargo Terminal Clark Air Force Base Luzon, Republic of the Phillipines

Navy Overseas Air Cargo Terminal Naples, Italy

Navy Overseas Air Cargo Terminal Hickam Air Force Base Hawaii

Navy Overseas Air Cargo Terminal Rota, Spain

Navy Overseas Air Cargo Terminal Yokota Air Base, Yokota, Japan

3. RESPONSIBILITIES. In carrying out assigned responsibilities the Navy overseas air cargo terminals will perform the following functional tasks:

1. coordinate all air cargo movement matters within assigned geographical areas, and expedite the movement of air cargo to destination;

2. operate subordinate branches, as required, in assigned geographical areas;

3. monitor cargo between Military Airlift Command aerial ports and receiving or shipping Navy units;

4. provide movement information and expediting services when required;

5. authorize the movement of Navy cargo by air transportation;

6. furnish over the road trucking operations, as available, incident to delivery and pickup of air cargo;

7. divert material from airlift to surface land or ocean transportation, and arrange transshipment between such media when necessary;

8. provide or arrange for a recooling, repacking, and consolidation service when necessary to protect cargo in transit;

9. furnish assistance as needed to establish and provide "mobile NOACT" services in operating areas in connection with fleet exercises, and in emergency mobilization situations;

10. maintain route and schedule information concerning airlift service to, from, and within assigned geographical areas;

11. resolve movement problems between airfields and vessels at assigned ports;

12. maintain fleet locator information to assure accurate and timely delivery of cargo to naval vessels;

13. provide or arrange for air cargo terminal support for all aircraft moving Navy cargo to, from, and within assigned geographical areas;

14. prepare shipping documents such as the Transportation Control and Movement Document (DD Form 1384), government bills of lading, etc., when appropriate;

15. maintain records and prepare reports, as required.

51054 MILITARY AIR TRAFFIC COORDINATING OFFICES

Military air traffic coordinating offices have been assigned to provide liaison and to control the flow of shipper service cargo

and mail traffic. Military air traffic coordinating offices are under the Military Air Clearance Authority and replace Navy air traffic coordinating officers formerly assigned to various Military Airlift Command terminals in the United States except Alaska and Hawaii.

51055 NAVY OVERSEAS AIR ROUTING ACTIVITIES

The activities listed herein have been designated to authorize and issue route orders on shipments originating in their respective areas which meet the criteria in paragraph 55000.

District or area	Designated activity
Argentina	Naval Station, Argentina
Spain, Portugal, North Africa west of Egypt, and those islands in the Medi- terranean west of longitude 60 East, Sixth Fleet units, Greece, Italy, Turkey, Southern France, Mediterra- nean islands east of longitude 60 East, Jordan, and African and Middle East nations bordering on the Mediterranean east of Libya	Navy Overseas Air Cargo Terminal, Rota, Spain
United Kingdom and Northwestern Europe (that area not under the routing cogni- zance of Navy Over- seas Air Cargo Terminals, Naples and Rota)	Navy Overseas Air Cargo Terminal, Naval Air Facility, Naples, Italy
African and Middle East nations in the Red Sea, Persian Gulf, and Arabian Sea areas other than those assigned to Navy Overseas Air Cargo Terminal, Naples	U.S. Naval Activities United Kingdom, London, England
Guantanamo Bay	Commander Middle Eastern Forces
Bermuda	Naval Supply Depot, Guantanamo Bay, Cuba
Puerto Rico	Naval Station, Bermuda
Panama	Naval Station, Roosevelt Roads, Puerto Rico
Adak	Naval Support Activity, Canal Zone
Kodiak	Naval Station, Adak, Alaska
Hawaiian Islands	Naval Station, Kodiak, Alaska
Johnston Island	Navy Overseas Air Cargo Terminal, Hickam Air Force Base, Hawaii
Midway Island	Air Force Base, Johnston Island
Guam	Naval Station, Midway Island
	Naval Supply Depot, Guam, M.I.

Japan

Naval Supply Depot, Yokosuka,
Japan (Navy Overseas Air
Cargo Terminal, Yokota Air
Base)

Republic of the
Philippines

Naval Station, Sangley Point,
R.P. Naval Supply Depot,
Subic Bay, R.P.

Except as provided in paragraph 55001-2f, routing for shipments originating outside the districts or areas listed herein will be obtained from the nearest routing activity designated herein.

51056 NAVY SEA CARGO COORDINATORS

1. GENERAL. The mission and the responsibilities of the Navy sea cargo coordinator as delineated in this volume apply to specifically assigned areas overseas. Responsibilities formerly administered by the Navy sea cargo coordinator in the United States except Alaska and Hawaii have been assumed by the Military Traffic Management and Terminal Service.

2. MISSION. The mission of the Navy sea cargo coordinator is to obtain ocean transport capability for all Navy cargo except bulk petroleum designated for shipment via ports within his area; to arrange for further shipments of cargo discharged at ports within the geographical area assigned; to arrange for necessary documentation of Navy cargo moving via non-Navy terminals; and to report monthly the volume of cargo tonnage moved over non-military terminals located at ports not covered in the report submitted by a Navy command.

3. RESPONSIBILITIES. Within the geographical area assigned, the Navy sea cargo coordinator will:

a. act as principal representative of the Navy as a shipper service to insure proper processing of all Navy import and export ocean shipments;

b. obtain information on all Navy cargo to be offered for ocean shipment from his area and offer such cargo to the appropriate fleet command or Military Sealift Command;

c. consistent with military requirements, be responsible for selection of the most advantageous port and military or commercial terminal in his area for transshipment of cargo which will provide the required delivery to the ultimate consignee at the lowest overall cost to the Government;

d. as the shipper service representative, accept or reject shipping space allocated by fleet commands or Military Sealift Command in response to cargo offerings;

e. in the case of cargo originating at other than a Navy tidewater terminal, or in the case of cargo to be moved from a Navy tidewater terminal to a non-Navy terminal, provide the shipper with consignment instructions for proper delivery of the cargo to the carrier;

f. insure that proper arrangements are made for the receipt, loading, and documentation of the shipment;

g. for shipments inbound to his area, consigned to other than Navy terminals, arrange for unloading services as required and insure that the shipments are promptly forwarded to the ultimate consignees;

h. under certain conditions, either because of specialized categories of material or where the geographical remoteness of a command makes it more feasible, delegate any of the above responsibilities to other Navy commands in his area. The Navy sea cargo coordinator will retain responsibility for assuring proper performance of functions so delegated;

i. monitor and report cargo stowage pattern compromises of ships operated by Military Sealift Command contractors;

j. carry out the Naval Supply Systems Command Navy Sea Cargo Coordinator program.

4. GEOGRAPHICAL AREAS SERVED. A Navy sea cargo coordinator has been established within the command structure of each of the following activities to serve areas indicated:

Activity	Area served
Naval Supply, Center Pearl Harbor, Hawaii	All central Pacific Islands except Marianas and Bonin Islands
Naval Supply Depot Guam, Marianas Island	Marianas and Bonin Islands
Naval Supply Depot Yokosuka, Japan	All ports in Japan and Korea
Headquarters Support Activity, Taipei, Re- public of China	All ports in Taiwan
Naval Supply Depot Subic Bay, Republic of the Philippines	All ports in the Republic of the Philippines
Naval Support Activity Naples, Italy	All mainland ports of Italy and Sicily
Naval Activities United Kingdom London, England	All ports in the United Kingdom
Morocco-U.S. Naval Training Command Kenitra, Morocco	All ports in Morocco
U.S. Naval Station Rota, Spain	All ports in Spain
U.S. Naval Communi- cation Station Harold E. Holt, Exmouth, Western Australia	Northwest Cape only

In addition, Navy commands overseas exercising responsibility for ocean traffic, whether over Navy or commercial facilities, will exercise such functions of the Navy sea cargo coordinator as are appropriate to the local situation. Detailed functions of the Navy sea cargo coordinator will be found in paragraph 57150-57164.

51057 TRANSPORTATION OFFICERS

1. GENERAL. Transportation officers act as agents for the Government in the execution of contracts of carriage between carriers and the Government. They initiate and receive shipments of property on which the Government pays the transportation

charges on in which the Government has an interest.

2. DESIGNATION OF TRANSPORTATION OFFICERS

a. General. Only transportation officers, are permitted, within the authority in paragraph 52100 with respect to traffic in the United States except Alaska and Hawaii, to select the mode of carriage to be employed in transporting Navy property or to select a particular carrier within a transportation medium to whom a Navy shipment will be tendered for transportation. As used herein, the term "transportation officer" applies to any individual performing traffic management functions at military activities 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 of "transportation officer". The officers assigned as described in subparagraph b through e are designated as transportation officers.

b. Naval Activities Having Supply Organizations. At naval activities having supply organizations, the transportation officer will be the senior supply officer or his designated assistant. At larger naval activities, the personal property transportation officer may be other than the one designated the transportation officer.

c. Naval Activities Having No Supply Officer. At naval activities having no supply officer, the commanding officer will designate an officer to perform the duties of the transportation officer.

d. Naval Plant Representatives. The following representatives of the Naval Material Command, and their official assistants are designated as transportation officers with respect to material procured or transported through contracts under their administration:

1. naval plant representatives;
2. naval plant technical representatives;
3. supervisors of shipbuilding, United States Navy;
4. Naval Facilities Engineering Command officer in charge of construction;
5. Coast Guard inspectors of construction, when the Coast Guard is operating as part of the Naval Establishment.

e. Naval Ship Systems Command Industrial Managers, Assistant Industrial Managers, and Resident Industrial Managers. Industrial managers, assistant industrial managers, and resident industrial managers of the Naval Ship Systems Command are designated as transportation officers with respect to materials procured or transported through contracts under their administration.

3. RESPONSIBILITIES OF TRANSPORTATION OFFICERS

a. General. Transportation officers within the Navy are responsible for the following functions:

1. preparing and issuing government bills of lading as provided in Military Traffic Management Regulation, Chapter 214, or paragraph 57420 - 57431, as applicable;
2. preparing and issuing Transportation Control and Movement Document (DD Form 1384) in accordance with MILSTAMP (DoD Regulation 4500.32-R) and commercial bills of lading in accordance with paragraph 52400 and paragraph 52402;
3. exercising sound traffic management procedures and forwarding all shipments at the most economical over-all cost to the Government consistent with delivery requirements;
4. full compliance with and enforcement of policies and procedures in this volume, and other directives as may be issued by or for bureaus, commands, or offices of the Navy Department;

5. furnishing guidance on transportation and attendant problems to authorized contractor personnel.

b. Shipments Originated by Contractors.

When necessary, authorized contractor personnel may complete government bills of lading upon receipt of instructions from the transportation officer. When it is necessary to forward a government bill of lading to a contractor or other commercial shipper for completion and receipt by the carrier's agent, the transportation officer will attach an instruction sheet (for the use and disposition of government bills of lading) to the bill of lading for guidance of contractor personnel. Transportation officers will be responsible for the accuracy of all information shown on the bills of lading and the proper distribution of the memorandum copies.

51058 TRANSPORTATION MANAGEMENT SPECIALISTS

1. GENERAL. Transportation management specialists are organizationally part of and located in the various systems commands, inventory control points, and regional contracting offices to provide program direction, guidance, and assistance in worldwide transportation matters as related to their commands.

2. RESPONSIBILITIES. Although the assigned duties will vary to some extent depending on the mission of the systems command, ICP, or regional contracting office, the transportation management specialist is responsible for:

1. furnishing transportation assistance to design and engineering personnel with the objective of improving transportability of new equipment;

2. developing and conducting training programs for appropriate civilian and military personnel in the application of traffic management techniques as they relate to their performance in writing procedures, planning, contracting, and inventory control functions;

3. conducting special studies and analysis in support of activity transportation responsibilities;

4. initiating recommendations for coordinating the development and reviewing of instructions and procedures originated within the activity when such instructions or procedures significantly affect or influence material movement practices and/or transportation costs;

5. conducting reviews and analysis of distribution and redistribution patterns to assure that consideration is given to appropriate transportation factors in order that transportation cost control is effected without impairing operational requirements;

6. evaluating the effectiveness of existing traffic management performance and procedures in contracting and inventory control, and recommending corrective action when appropriate;

7. collecting, reviewing, analyzing, and monitoring transportation program requirements (for all modes) for the purpose of correlating those projections with requested and allocated fund resources; conducting continuing program and progress analysis against the approved transportation plan;

8. providing assistance in technical transportation matters such as costs, operations, terms, rules, regulations, and delivery transit time; assisting in development of proposed contract clauses affecting transportation; assisting contract review boards when transportation problems are encountered; assisting in contract negotiations when transportation matters are factors in the award of contracts;

9. furnishing transportation guidance on FOB terms and advice to contracting and inventory control personnel based on a selective review and analysis of the following: bids, quotations, or proposals with the schedule and abstract when

transportation costs will be a factor in making awards;

10. estimating transportation costs for the following purposes and obtaining quotations of freight rates when necessary: (1) evaluation of bids, quotations, or proposals; (2) acquisition versus redistribution determinations; (3) selection of the most economical alternative sources of supply; (4) positioning of material (by automated data processing or manual methods); (5) determination of probable transportation costs generated by proposed contract modifications; and (6) analysis of price increases proposed by contractors; in response to requests;

11. recommending corrective action for suspected abuses of the Uniform Material Issue and Uniform Material Movement Priority Systems.

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CHAPTER 2

SHIPMENT OF MATERIAL

PART A: GENERAL INSTRUCTIONS

52000 SHIPMENT AUTHORITY

1. GENERAL. Documents which are used to authorize the release of Navy material for shipment are:

1. shipment orders issued by bureaus, commands, offices, and inventory control points;
2. f.o.b. origin contracts;
3. approved requisitions;
4. allowance lists;
5. allocation orders;
6. shipment and manufacturing requests;
7. letters and messages of authorization.

The release of all Navy material for shipment must be authorized by appropriate authority. In cases involving emergencies, disasters, or catastrophies within the Navy, shipments may be made by any mode of transportation without the prior approval of the cognizant routing office when, in the judgment of the transportation officer, such action is considered necessary. This procedure applies only when time will not permit contacting the appropriate authority for routing instructions and does not waive the requirement that shipment be made by the most economical means consistent with timely delivery. The reverse of the memorandum bills of lading will indicate the circumstances justifying the action taken. The original and all copies of the bills of lading will be marked "Emergency shipment".

2. HOUSEHOLD GOOD AND PERSONAL EFFECTS. Instructions for the shipment of household goods and personal effects are in Transportation of Personal Property (NAVSUP Publication 490).

52001 SHIPPING INSTRUCTIONS INCLUDED IN SHIPMENT AUTHORITIES

1. GENERAL. Except as prescribed in paragraph 52361-2b, c, and d, shipment authorities will not include reference to ports at which ocean cargoes are to be loaded or offloaded. Additionally, the mode of transportation to be employed will not be specified in the shipment authorities. This does not mean that the shipment authority must refrain from including characteristics of special handling which the material may require, or the degree of coordination required between shipper, consignee, and ordering activity. The characteristics of the material, the assigned priority designator and delivery date with an appropriate justification therefor, as prescribed in paragraph 22001, will guide the transportation or routing officer in selecting the appropriate mode of transportation.

2. SHORE ACTIVITIES AND SHOREBASE MOBILE UNITS. Authorities directing shipment to activities in the United States except Alaska and Hawaii will show only the name and mailing address of the consignee, unless the consignee is not listed in the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard. When a consignee in the United States except Alaska and Hawaii is not listed in the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard, the instructions in

paragraph 52360-3 will be followed. Authorities directing shipment to activities in Alaska and Hawaii and outside the United States will indicate only the official title and the geographic address of the consignee.

3. FLEET VESSELS AND EMBARKED UNITS. When shipments are to be made to fleet vessels or embarked units, only the name, type, and number assigned to the consignee activity will be indicated on the shipment authority unless the ship's requisition indicates that the material should be delivered to a specific Navy activity and marked "Hold for pick-up by consignee". The required location information and consignment instructions will be obtained by the transportation officer at the time the material becomes available for shipment. (See paragraph 52352.)

52002 PRESERVATION PACKAGING, PACKING AND MARKING INSTRUCTIONS

Instructions for the preservation, packaging, packing, and marking of shipments are prescribed in paragraph 57055 - 27057. In addition to these instructions, the requirements of the tariff publishing the applicable freight rate also must be observed.

52003 TECHNICAL ASSISTANCE VISITS BY MILITARY TRAFFIC MANAGEMENT AND TERMINAL SERVICE REPRESENTATIVES

Representatives of the Military Traffic Management and Terminal Service are authorized to visit Navy activities to determine the effectiveness of compliance with Transportation and Travel, Military Traffic Management Regulation and to determine the effectiveness of such publication on local traffic operations. Instructions pertaining to such visits are prescribed in Transportation and Travel, Military Traffic Management Regulation, Chapter 110. Additionally, activities may request assistance visits by representatives of the Military Traffic Management and Terminal Service. When requesting such visits, a copy of the request will be forwarded to the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing), and the bureau, command, or office assigned primary support responsibility of the activity to be visited.

52004 SPACE AVAILABLE BASIS

Certain material such as scrap or salvage material, empty containers, dunnage, or other cargo handling gear being returned from overseas areas to the United States except Alaska and Hawaii may be sponsored on a space available basis. This cargo is shipped in Military Sealift Command controlled vessels in space which remains unused after all priority assignments to suitable cargo of a requirement nature have been made and which otherwise be unused. Such cargo is transported by the Military Sealift Command at reduced rates to the shipper service.

PART B: ROUTING OF SHIPMENTS

52100 RESPONSIBILITY FOR ROUTING SHIPMENTS

1. POLICY. The policy for routing and movement control of military sponsored shipments is formulated by the Office of the Assistant Secretary of Defense (Installations and Logistics) and the Office of the Joint Chiefs of Staff (Logistics); and for administration, assigned to the Military Traffic Management and

Terminal Services, overseas unified or component commanders, Military Airlift Command, and the Military Sealift Command.

2. MILITARY TRAFFIC MANAGEMENT AND TERMINAL SERVICE. The Military Traffic Management and Terminal Service is responsible for selecting the mode of transportation for shipments by the military services via commercial transportation media between points in the United States except Alaska and Hawaii. The Military Traffic Management and Terminal Service also is responsible for the selection of the commercial carrier to be utilized in transporting shipments between points in the United States except Alaska and Hawaii. Certain of these responsibilities have been delegated to transportation officers (see subparagraph 3). The mode of transportation selected will be in consonance with the degree of urgency stated in the request for routing instructions. However, nominations for commercial or military air transportation from points in the United States except Alaska and Hawaii to destinations in Alaska and Hawaii and outside the United States, and between points within normal pickup or delivery distance of the Navy commercial air cargo charter terminals will be referred to the appropriate Navy routing authority in accordance with paragraph 55001-1b and 2d.

3. TRANSPORTATION OFFICERS

a. General. Transportation officers will follow the instructions in Transportation and Travel, Military Traffic Management Regulation and in this volume in connection with the following in the routing of shipments:

1. policy,
2. the exercise of authority in designated geographical areas,
3. the methods of requesting routing instructions and route orders,
4. accountability of records.

Transportation and Travel, Military Traffic Management Regulation, Chapter 202, delegates authority to transportation officers to route certain shipments via commercial transportation carriers. Transportation officers may request routing instructions and route orders on shipments even when the routing of such shipments is within their delegated routing authority.

b. Selection of Mode of Transportation

(1) Basic Policy. Selection of the mode of transportation will be in accordance with MILSTAMP (DoD Regulation 4500.32-R) paragraph 3-3.

(2) Consolidation of Shipments. Shipments will be consolidated in accordance with guidelines provided in MILSTAMP (DoD Regulation 4500.32-R) paragraph 3-5.

c. Selection of Carrier

(1) Factors Involved. After the mode of transportation has been determined for shipments within the routing authority of transportation officers, the appropriate carrier or carriers within that particular mode will be selected. Transportation officers will be guided by the factors in subparagraph (2), (3), (4), and (5) in the selection of individual carriers.

(2) Ability of Carrier to Perform the Service Required. Transportation officers will select carriers capable in all respects of performing the services. Information pertaining to the capability of individual carriers may be obtained from appropriate Military Traffic Management and Terminal Service representatives or from the local agents of the carriers.

(3) Over-all Cost of Transportation. Freight rates assessed

vary with the mode of carriage employed. Frequently, rates vary among carriers providing the same type of transportation because of the following:

1. limited participation by connecting carriers;
2. minimum rate restrictions published in applicable tariffs, commonly known as "rate stops";
3. tariffs of individual carriers which publish rates lower than those of their competitors.

Therefore, an evaluation should be made of the over-all cost via each transportation medium under consideration provided each is qualified to participate in the traffic. If appropriate, a further evaluation should be made with respect to each of the carriers under consideration. However, on shipments routed by transportation officers, only the name of the initial line-haul carrier will be shown on the bill of lading unless it is advantageous to the Navy to do otherwise. Freight rate information may be obtained from appropriate office of the Military Traffic Management and Terminal Service. If time does not permit obtaining freight rate information for priority shipments from official sources, such information should be requested from local carrier representatives. Rates furnished by carriers are for informational purposes only and do not bind a carrier to assess freight charges based on the rate furnished. The only legal basis for assessment of freight charges are the rates published in tariffs or special tenders of rates.

(4) Selection of Freight Forwarders. Selection of freight forwarders will be in accordance with Transportation and Travel, Military Traffic Management Regulation, par. 207003.

(5) Performance of Carriers. Any service failures which have been charged against an individual carrier in accordance with subparagraph d will be considered in the distribution of tonnage. However, except as provided in Transportation and Travel, Personal Property Traffic Management Regulation, the use of carrier will not be discontinued unless authorization for such action is obtained from the cognizant regional commander of the Military Traffic Management and Terminal Service.

d. Record of Freight Distribution and Carrier Service

(1) Record of Freight Distribution. Each transportation officer whose delegated authority includes the routing of shipments will keep a record of all freight shipments routed. Shipments for which routing instructions are prescribed by the Military Traffic Management and Terminal Service or other routing authority will not be included in this record. Separate records will be maintained, alphabetically, by name of carrier, for each mode of transportation, that is, rail carriers, motor carriers, freight forwarders, air carriers, and inland water carriers. The weight of each shipment will be posted on the record against the carrier utilized. Records will be maintained on a current basis for inspection and the rendition of reports on the distribution of traffic. A record of freight distribution and carrier service for shipments of uncrated household goods will be maintained in accordance with Transportation and Travel, Personal Property Traffic Management Regulation.

(2) Equitable Distribution of Tonnage. If the cost and the service rendered are on a comparable basis, an equitable distribution of tonnage will be made to carriers within each mode of transportation. The record of shipment weight distribution required to be maintained will assist in the equitable distribution of tonnage between or among competing carriers.

(3) Carrier Service

(a) Report Required. One of the determining factors in the

distribution of tonnage between the various carriers is the adequacy of the service rendered by such carriers. If a carrier fails to provide satisfactory service on any shipment within the area of responsibility of the Military Traffic Management and Terminal Service including those routed by transportation officers, the transportation officer will notify the cognizant regional director of that agency. A report of unsatisfactory service will be entered on the record of freight distribution and will be a factor for consideration in the distribution of freight. If conditions and circumstances warrant, the Military Traffic Management and Terminal Service may determine that the use of the carrier should be discontinued and will notify all concerned accordingly.

(b) Types of Unsatisfactory Service. The following types of unsatisfactory service by carriers should be brought to the attention of the cognizant regional commander of the Military Traffic Management and Terminal Service.

1. failure to furnish equipment ordered;
2. undue delay in furnishing equipment;
3. furnishing inadequate amount of equipment;
4. furnishing unclean equipment when cleanliness is a prerequisite in effecting shipment;
5. furnishing equipment which is in poor mechanical condition and therefore a safety hazard or equipment which will not afford adequate protection for the freight;
6. failure to observe state, federal, Interstate Commerce Commission, or station regulations;
7. furnishing equipment leased by one motor carrier to another for a period of less than 30 days for transportation of explosives and other dangerous articles, as defined in Transportation and Travel, Military Traffic Management Regulation, Chapter 216;
8. unwarranted refusal of freight;
9. uncooperative attitude;
10. any other type of unsatisfactory service.

4. RESPONSIBILITIES FOR SHIPMENTS MOVING IN THE DEFENSE TRANSPORTATION SYSTEM. The Military Traffic Management and Terminal Service is responsible for the following functions:

1. establishment of water terminal clearance authorities and airlift clearance authorities within the United States except Alaska and Hawaii for all shipments moving to overseas destinations;
2. establishment of communication routing indicators to identify specifically clearance authorities, ocean terminals, and related activities under the cognizance of the Military Traffic Management and Terminal Service;
3. development and maintenance of data applicable to activities under their cognizance in MILSTAMP (DoD Regulation 4500.32-R), directory of water terminal clearance authorities and airlift clearance authorities, which includes the following:
 - The title of the organization or office,
 - Geographic and port area(s) of responsibility within the United States except Alaska and Hawaii and when possible, overseas destination areas for shipments originating within the United States except Alaska and Hawaii,
 - Mailing address,
 - AUTOVON and telephone number(s),
 - AUTODIN routing indicator code(s),
 - TWX routing indicator code(s);
- (4) development of operating instructions for the water terminal clearance authorities and airlift clearance authorities in the United States except Alaska and Hawaii based on the data input and output criteria of MILSTAMP (DoD Regulation 4500.32-R), Chapter 2;
- (5) maintenance of an export water terminal selection guide for use by shipping activities in the United States except Alaska

and Hawaii in selecting water ports of embarkation in the United States except Alaska and Hawaii on shipments from the United States except Alaska and Hawaii which are not subject to export traffic release requirements of the Military Traffic Management Regulation, Chapter 202. (The export water terminal selection guide is incorporated in MILSTAMP (DoD Regulation 4500.32-R) Appendix G;

6. providing shipment receipt and lift data to an activity designated by a service, if required.

5. SURFACE EXPORT CLEARANCE PROCEDURES

a. Shipment Clearance. Each shipment unit to be moved in the defense transportation system must be cleared for movement by the appropriate clearance authority prior to release from the shipping activity. Although less than release unit shipments are cleared based on the management by exception principle, the requirement for accurate shipment unit data is necessary for the accumulation and maintenance of current terminal, booking, and traffic management data to permit timely coordination of traffic flow. Optimum use of available mechanized equipment for document transmission is desired in consonance with time requirements. Documentation which contains classified information or which indicates that shipments are classified will bear the appropriate security classification and will be safeguarded in accordance with security regulations.

b. Release Unit (RU) Shipments. Shipment units requiring positive release instructions (e.g., export traffic releases) in accordance with the Military Traffic Management Regulation, Chapter 202, or overseas theater directives will be processed for clearance in accordance with the procedures outlined therein. After receipt of an export traffic release or similar authorization from the appropriate releasing authority, complete transportation control and movement document data for each shipment unit will be prepared and transmitted to the appropriate water terminal clearance authority via communications media which will insure receipt by the water terminal clearance authority at least 24 hours in advance of the shipment arrival at the port of embarkation. If the time between receipt of the traffic release and the estimated arrival of the shipment at the port of embarkation is less than 24 hours, the transportation control and movement document data will be furnished to the water terminal clearance authority via telephone.

c. Less Than Release Shipment Unit (LRU). Shipment units which do not require positive release instructions prior to shipment will be cleared for movement by submission of advance transportation control and movement document data and trailer card or line entry data, as appropriate, to the water terminal clearance authority having cognizance over the proposed port of embarkation indicated in transportation control and movements documents.

d. Shipment Clearance of Priority 3 and 4 Surface Cargo. The advance transportation control and movement document data will be transmitted to the water terminal clearance authority as soon as possible, but not less than two working days prior to the estimated date of release to the carrier. When punch card capability does not exist, the TWX format, manual Transportation Control and Movement Document (DD Form 1384), or telephone transmission will be used. However, when the DD Form 1384 is used, it must be forwarded in sufficient time to insure receipt two working days prior to the stated date of release to the carrier.

e. Shipment Acceptance. If the shipper has not received a challenge to the advance transportation control and movement

document prior to 1600 hours local time on the day preceding the date specified in the date shipped field, the shipment will be forwarded as indicated in the advance transportation control and movement document.

f. Shipment Challenge. If the water terminal clearance authority challenges the shipment as outlined in MILSTAMP (DoD Regulation 4500.32-R), paragraph 2-9, the shipping activity will take the necessary action specified in the challenge. If the shipping activity cannot comply with the instructions specified therein, the water terminal clearance authority will be advised immediately by telephone.

PART C: SPECIAL TYPES OF SHIPMENTS

Section I: SHIPMENT OF VALUABLES

52160 VALUABLES

The term "shipments of valuables" refers to shipment of the following articles:

1. money of the United States and foreign countries: currency, including mutilated currency and canceled currency, coins, uncurrent coins, and specie;
2. securities and other instruments or documents, private and public;

- abstracts of title
- assignments
- bills:
- bonds;
- certificates of deposit:
- certificates of indebtedness;
- checks, drafts, and money orders;
- coupons;
- debentures;
- deeds;
- equipment trust certificates;
- mortgages;
- notes;
- stamps, including postage, revenue, license, food order, and public debt;
- stock certificates;
- trust receipts;
- voting trust certificates;
- warehouse receipts;
- warrants;
- other instruments or documents similar to the foregoing, whether complete, incomplete, mutilated, canceled, in definitive form, or represented by interim documents;

3. diamonds and other precious stones, gold, silver and any other precious or rare metal, including articles composed thereof:

4. all other valuables, including works and collections of artistic, historical, scientific, or educational value which are, the property of the United States or which may be loaned to the United States at its request or which may be shipped on authority of the United States for its examination or acceptance as a gift.

52161 PROCEDURES FOR SHIPMENT

1. GENERAL. Regulations governing the shipment of valuables pursuant to the Government Losses in Shipment Act of July 8, 1937 (50 Stat. 479) as amended (5 U.S. Code 134-134h) are contained in

the Code of Federal Regulations, Title 31, Parts 260-262.

2. 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. These requirements will apply irrespective of the carrier or the mode of transportation employed in making the shipments.

3. RECORD OF SHIPMENT. The consignor will maintain a permanent record of each shipment of valuables containing the following:

1. the name and address of the consignee;
2. a complete description of the contents; if the shipment comprises securities, the issue, series, denomination, and serial number, and a description of the coupons, if any, attached to such securities at the time of shipment;
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 of 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 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.

In addition, the consignor will keep all registry receipts or receipts of other carriers for a reasonable time and such other documents incidental to the shipment.

4. ADVICE OF SHIPMENT

a. Action by Consignor. The consignor will forward a notice to the consignee immediately after shipment when the value of a single shipment of articles listed in paragraph 52160 equals or exceeds \$10,000 except in the case of intracity shipments. The notice will include the following:

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.

b. Action by Consignee. On receipt of the shipment of valuables, the consignee will be responsible for the following:

1. shipment will be opened, checked, and inspected by one or more responsible employees of the consignee;
2. consignee will notify the consignor immediately of any difference between the quantities indicated in the notice to the consignee and in the shipment when opened, checked, and inspected;
3. consignee will promptly notify the consignor and the post office or other carrier through which delivery would be made if the shipment fails to arrive in due course;
4. the consignor will be advised immediately concerning any damage to the shipment;
5. all findings of the consignee or 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 officer in connection with any investigation which may be necessary in connection therewith.

5. LOSS OR DAMAGE. The following action is required when loss or damage occurs in connection with shipment of valuables:

1. report of loss, destruction, or damage;
2. claim for replacement;
3. proof of claim.

Instructions for the preparation and submission of the report, claim, and proof of claim are provided in paragraph 57056.

Section II: TRANSPORTATION OF HUMAN REMAINS

52170 RESPONSIBILITY FOR TRANSPORTATION

The Decedent Affairs Program administered by the Chief, Bureau of Medicine and Surgery, in conjunction with the Commandant of the Marine Corps as to matters pertaining to Marine Corps personnel provides for the preparation and transportation of remains. Instructions concerning remains which may be transported by the Navy, the modes of transportation required to be employed, and the extent of the transportation that may be provided are contained in current Decedent Affairs Program directives. Shipping documents will be prepared and distributed in accordance with the provisions of this volume. (See Transportation of Personal Property, Chapter 9, for shipment of effects of deceased personnel.)

Section III: PROTECTION OF SHIPMENTS AGAINST HEAT OR COLD WHILE IN TRANSIT

52180 PROTECTIVE SERVICES OFFERED BY CARRIERS

1. GENERAL. Extreme changes in temperature may be encountered by a shipment while in transit from one part of the country to another. Such changes may occur within a relatively short distance. Protective services against heat or cold are available, if required for shipments while in transit. The carriers providing such services require that the specific type and degree of protective services to be furnished must be ordered specifically prior to shipment. Therefore, the transportation officer will consider the need for such services, as appropriate (see subparagraph 2c). Appropriate instructions generally are placed on the face of the bill of lading.

2. RESPONSIBILITY FOR PROTECTION OF SHIPMENTS AGAINST HEAT OR COLD WHILE IN TRANSIT

a. General. The responsibility for the protection of shipments, which require refrigeration or heater services while in transit, is assigned in accordance with subparagraph b, c, and d.

b. Inventory Managers. Inventory managers are responsible for apprising purchasing and transportation officers concerning factors involved in connection with items over which they have been assigned cognizance. The inventory manager must indicate the items which are susceptible to damage from exposure to temperature extremes and the maximum and minimum temperature to which such items may be exposed. This responsibility will be waived only if the bureau exercising technical control of the items has promulgated to all concerned instructions for the handling of such items.

c. Transportation Officers. Transportation officers will be responsible for the following:

1. ordering the proper type of equipment required to transport the items involved,
2. inspecting the condition of the equipment when tendered by carriers (Food should be shipped only in clean equipment which is free from odors.),
3. the proper loading of carrier's equipment,
4. including complete instructions on the face of the bill of lading relative to the specific degree of protective service required while shipment is in transit.

If instructions covering the protective requirements for the shipments are furnished by the appropriate authority, they will be placed on the bill of lading in the space provided for "Description of articles". The following statement is an example of the type of instructions required by carriers:

"Initially ice car to capacity with crushed ice with 10% salt. Re-ice to capacity with crushed ice with 10% salt at Lincoln, Blue Island, and Wayneport; oftener if delayed en route." Such instructions covered a carload shipment of fresh meats, loaded in a refrigerator car, shipped in the early part of September from Denver to New York. Only in exceptional circumstances will such instructions be placed on a continuation sheet of the bill of lading. If circumstances warrant such action, a specific reference to the placement of such instructions will be made on the face of the bill of lading. When requesting routing instructions or other assistance from the appropriate authority, the following information will be included in the request:

1. the type of packaging or packing being used, as liquids or

semiliquids are more susceptible to breakage from freezing when packaged in glass than when packaged in metal cans;

2. if material is under refrigeration before shipment, the degree of temperature under which the material is being maintained;

3. the degree of temperature control required while the shipment is in transit also will be furnished.

Normally, material required protection against heat or cold while in transit will not be shipped on the same bill of lading with material not requiring such protection. However, when the transportation officer determines that a saving can be effected in the cost of transportation by consolidating such shipments, regardless of the total weight, he will furnish the appropriate routing authority with complete information as to the material to be included in the proposed consolidation shipment and he will be governed by the instructions furnished by the routing authority.

d. Receiving Activities. Activities receiving a shipment which has been under protection by carriers against heat or cold will:

1. assure continued protection until loading,

2. arrange to unload the shipment promptly,

3. store the material immediately in space which will provide the required degree of protection.

Activities receiving a shipment of drugs or biologicals will provide special handling because of the high value and difficulty of replacement of such materials.

3. SOURCES OF ASSISTANCE AND INFORMATION. Assistance and information relative to protective services offered by the various modes of transportation and instructions to be placed on bills of lading in order to obtain such protective services will be furnished by the sources from which routing instructions normally are obtained.

52181 PARCEL POST SHIPMENTS

The postal system does not provide protective service against exposure to heat or cold. Therefore, the postal system will not be utilized for the shipment of perishable material, including perishable drugs and biologicals, to fleet vessels, embarked units, or overseas shore activities. Such material will not be forwarded to domestic destinations unless the person who is responsible for the initiation of such shipment is satisfied that the dry ice or other required preservative packed in the shipping container is sufficient for the protection of the material until the shipment is delivered to the consignee.

Section IV: NARCOTICS

52190 NARCOTIC SHIPMENTS

1. GENERAL. Because of the susceptibility of narcotic drugs to pilferage and theft, such material will be shipped in accordance with the instructions in subparagraph 2 through 5.

2. REGISTERED MAIL. When permissible under the restrictions in paragraph 52530-2a, narcotic drugs will be forwarded by registered mail.

3. RAILWAY EXPRESS. When registered mail service cannot be utilized, narcotic drugs will be forwarded domestically by railway express. U.S. Government bills of lading used to effect such shipments will be annotated "MONEY DEPT. SHIPMENT" in the "Description of articles" space. A value of \$151, but not less than \$0.50 per pound, will be declared for each such shipment regardless of the actual value of the material shipped. The bill

of lading will be annotated so as to reflect the declared valuation. The exterior of each package included in the shipment will be marked "MUST BE HANDLED ON MONEY DELIVERY SHEET" and each package will be sealed with wax or other sealing method acceptable to the express company. Approval of the Naval Supply Systems Command (Deputy Commander, Transportation) for shipment at released valuation of \$151 is not required. Narcotic shipments forwarded via international express, whether air surface, are subject to customs requirements of the countries involved. Consequently, air express shipments will be referred to appropriate air routing offices while surface shipments in international express service will not be initiated prior to consulting with local representatives of the express company.

4. OCEAN CARRIERS. Narcotics forwarded via ocean carriers will be delivered to master of the vessel or his authorized representative under hand to hand signature receipt. A copy of the receipt 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 its estimated time of arrival. When possible, such shipments will be transported in vessels controlled by the Military Sealift Command (see paragraph 56003-2). Narcotic shipments to overseas United States Military installations, including vessels deployed to foreign waters, do not require recipient government narcotics import certificates as long as title or ownership remains with the United States military services. Shipper's Export Declaration (Department of Commerce Form 7525-V) is not required on such shipments (see paragraph 56204-2). Any difficulties encountered in clearance through customs will be referred by the transshipping port activity to the Naval Supply Systems Command (Deputy Commander, Transportation) for resolution with the Bureau of Narcotics.

5. GOVERNMENT TRUCKS BETWEEN NAVAL ACTIVITIES. Narcotics may be moved between Navy activities on government owned trucks subject to the restrictions in paragraph 52250. The delivery copy of the invoice, other accountable documents, or a Transportation Control and Movement Document (DD Form 134-84) may be used as movement documents, provided such documentation will insure proper accountability, protect security, and effect necessary receipt procedures. The shipments will be labeled "Poison" and will be consigned to the "Medical custodial officer" at the destination activity. The movement document will be marked "Special handling", will be handled on a hand-to-hand signature basis, and the receipt at the destination activity will be signed by the medical custodial officer.

Section V: EXCESS VALUATION

52195 EXCESS VALUATION OF SHIPMENTS

1. GENERAL. This section provides guidance for Navy shippers (CONUS and overseas) to request approval in declaring excess valuation on shipments of Navy material. Many carrier rates depend on the valuation of the shipment declared on the government bill of lading. These rates fall into two categories; those based on the released, declared, or agreed value of the shipment and those based on the actual value. In the former case, the Government, being a self-insurer, normally ships subject to released rates of the highest valuation which produces the lowest rate. In addition, the "Government Losses in Shipment Act" (see paragraph 52161) specifically forbids the purchasing of insurance for the shipment of "valuables" as defined in the Act. Excess valuation is not the same as insurance. When excess valuation is claimed and the transportation rate is higher, it is understood that the degree of responsibility accepted by the carrier for the protection of the shipment is correspondingly higher and commensurate with the actual value of the article shipped. Although the Military Traffic Management Regulation (NAVSUPINST 4600.70) paragraph 214049d requires that specific authority be obtained from the chief transportation officer of each shipper service when it appears necessary to declare excess valuation for CONUS shipments only, authorization will be obtained for excess valuation applied to Navy shipments world-wide. The Navy approval authority for excess valuation is the Naval Supply Systems Command, Deputy Commander, Transportation. Request for declaration of excess valuation on shipping documents for shipments originating overseas and in the CONUS will only be approved if the carrier provides a rate (usually based on a sliding scale) wherein the shipper pays a higher charge commensurate with the value in recognition of added protection/security/special handling.

2. PROCEDURES FOR SECURING EXCESS VALUATION AUTHORIZATION. When it is determined that excess valuation is required, shippers will submit a request at least a week in advance of shipment to the Naval Supply Systems Command (Transportation Systems Division) by letter or message, with all the following information:

1. shipper;
2. consignee;
3. government bill of lading number;
4. shipment date;
5. transportation account code;
6. transportation priority;
7. route order number;
8. tariff information; carrier, tariff, tender or schedule applicable; item number; rate cut w/o excess valuation; cost; rate with excess valuation; cost;
9. pieces; weight; and cube;
10. excess valuation requested (amount to be declared on government bill of lading);
11. replacement cost of the item being shipped (cost of item);
12. justification for declaring excess valuation.

In emergency situations, telephone contact is authorized, but should be initiated at least 24 hours prior to shipment. Such telephone requests will be confirmed by letter. When authorization is provided by the Naval Supply Systems Command, the shipper will annotate the government bill of lading in the "Description of Articles" block as follows:

"Excess Valuation Authorized by the Naval Supply Systems

Command"

3. REVIEW BY THE NAVY MATERIAL TRANSPORTATION OFFICE. The Navy Material Transportation Office, Norfolk, Va., will review the accounting copy of government bill of lading to insure compliance with the provisions of this procedure.

Section VI: HAZARDOUS MATERIAL

52198 SHIPMENT OF HAZARDOUS MATERIAL (HM)

1. GENERAL. It is the policy of the Department of Defense that shipments of hazardous material (HM) within CONUS or Overseas will conform to applicable requirements established by statute or by regulatory bodies having responsibility over such traffic. Shipments of HM will not be tendered for transportation in a manner, form, or under conditions which will result in a carrier violation of these requirements (Code of Federal Regulations (CFR), Title 32, Part 178, Transportation and Traffic Management). Shipments of HM transported on organic equipment over the public highways will also conform to these requirement.

2. STATUTORY REQUIREMENT. For surface carriers in the United States, the regulations of the Department of Transportation (DOT) governing hazardous material (HM) are binding upon all shippers and all common, contract, and private land carriers. Air carriers of HM are governed by packaging requirements of 49 CFR and safety requirements of the Civil Aeronautics Board and Federal Aviation Administration regulations, whereas, water carriers must comply with regulations of the DOT (primarily 49 CFR) and the U.S. Coast Guard. Specific precautions may be required by local, city, country, or state regulatory bodies in connection with intrastate shipments, water terminal handling, local hauls, etc.

3. CODE OF FEDERAL REGULATIONS. The following is a list of pertinent parts of the Code of Federal Regulations dealing with HM:

1. 10 CFR, Part 71 (Radioactive Material),
2. 29 CFR, Part 1918 OSHA (Stevedoring),
3. 33 CFR, Subchapter L (Waterfront Facilities),
4. 42 CFR, Part 72.25 (Etiologic Agents),
5. 46 CFR, Pats 146-148 (Dangerous Cargoes),
6. 49 CFR, Parts 100 to 199 (Hazardous Material-Regulations of the U.S. Department of Transportation),
7. CFR publications are available from superintendent of public documents.

4. SERVICE REGULATIONS. The following service regulations govern the shipment of HM:

1. NAVSEA OP-2164 (current series). (Navy Transportation Safety Handbook for Hazardous Materials. Prepared specically for Navy and USMC traffic managers responsible for handling and transporatation of HM, especially ordnance items.
2. NAVSUP PUB 505/AFR 71-4/TM-38-250/MCO P4030.19/DSAM 4145.3 (Preparation of Hazardous Material for Military Air Shipment). Instructions on preparation of HM for air shipment.0
3. Navy SWOP 45-51 with supplements (Transportation of Nuclear Weapons Material). Provides specific guidance and loading information on the transport of nuclear weapons.
4. MILSTAMP, DOD 4500.32-R, Volume I, Chapter 4, Section II (Military Standard Transportation and Movement Procedures.) Preparation of shipment documentation for HM in the DTS.
5. NAVSUPINST 4621.1 (Transportability Guidance for Safe Transport of Radioactive Material Aboard USN Ships and Craft). Provides information on preparation of radioactive shipments, shipping papers, handling for transport aboard USN ships.

6. NAVSUPINST 4600.70/AR-55-355/AFM75-2/MCOP4600.14A/DSAR 4500.3 (Military Traffic Management Regulation, Chapter 216). Provides information on shipment of HM by commercial carriers.

7. NAVSUP Pub. 437 (MILSTRIP/MILSTRIP, paragraph 06014d). Provides information on the issue, packing, and preparation of hazardous commodities for transportation.

5. TARIFFS AND REGULATIONS. The following tariffs and regulations provide guidance on the shipments of HM:

1. IMCO (Inter-Governmental Maritime Consultative Organization - International Maritime Dangerous Goods Code). Provides detailed provisions to assist in compliance with legal requirements of the International Convention for the Safety of Life at Sea. This publication is available in the United States through packaging, labeling, and maritime instrument suppliers (see trade publications). Activities located outside the United States should requisition copies from the appropriate Navy regional contracting office in accordance with paragraph 52460-4b.

2. IATA (International Air Transport Association - Restricted Articles Regulations). Provides requirements for entering hazardous material into International Air Flights.

IATA

1000 Shetbrooke West

P.O. Box 550

Montreal, Que Canada H3A2R4

3. Official Air Transport, Restricted Articles Tariff #6-D, CTC (A) CAB #82 (current series)

Airline Tariff Publishing Co.

Dulles International Airport

P.O. Box 17415

Washington, DC 20041

4. R. M. Graziano "Tariff #32 (Hazardous Materials Regulation of the Department of Transportation)"

R. M. Graziano

1920 "L" Street N.W.

Washington, DC 20036

5. Acceptance of Hazardous or Restricted Articles, United States Postal Service-Publication 52 and, Radioactive Matter, United States Postal Service-Publication 6. Both available from:

U.S.P.S. Eastern Area Supply Center,

Somerville, NJ 08877

6. ATA Hazardous Materials Traffic, ICC ATA-111 (concurrent series)-American Trucking Association, Inc.

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PART D: SEALS AND CAR OR VEHICLE DOOR NOTICES

52200 SEALS

1. USE OF SEALS TO PROVIDE SECURITY AND PREVENT LOSS

a. General. Transporting cars, vehicles, and appropriate containers are shipped with seals applied to provide security and to prevent loss or pilferage. Transportation and Travel, Military Traffic Management Regulation, par. 213012 requires that carrier equipment of a closed type containing freight shipments will be sealed under certain conditions. By proper application of seals, the transporting carrier will be denied access to the car or vehicle. Normally, both rail and motor carriers may break shipper seals applied to transporting equipment to:

1. transfer lading,
2. load other shippers' material on the vehicle, or
3. inspect lading while en rout for safety or other purpose.

b. Inspection. The regulations of the Department of Transportation require that methods of manufacture, packing, and storage, insofar as they effect safety in transportation, must be open for inspection by the initial carrier or the Bureau of Explosives; also that railway cars may be opened by the carrier at interchange points to insure against load shifting or other unsafe transportation conditions.

c. Navy Ammunition and Explosives. For safety purposes, specific types of Navy ammunition and explosives moved by commercial carriers will not be transferred from one vehicle to another without military ordance supervision. The Department of Transportation Special Permit No. 868 waives the requirement that methods of manufacture, packing, and storage must be open for inspection by commercial carriers or the Bureau of Explosives, and also waives interior inspection of rail cars at interchange points unless the nearest military installation has been contacted and a representative of the military service is present. Comparable procedures are used for motor carrier shipment, except that the shipper requests the cooperation of the carriers to communicate with the nearest military installation, when it is considered necessary to break seals to inspect lading for safety or other emergency reason. When ammunition and explosive shipments should not be transferred without military supervision, the shipper will ensure that the motor carriers agree to advise the nearest military installation of the need to transfer the lading and assure that a military representative will be present. When a carrier cannot comply with such an agreement, alternate routings will be obtained from the appropriate Military Traffic Management and Terminal Service area command.

2. EQUIPMENT OR CONTAINERS TO WHICH CARRIER IS DENIED ACCESS. Navy numbered seals, steel strap, ball type only will be used for the following types of equipment to which carrier is denied access:

- a. all rail shipment of material classified confidential or higher;
- b. all truckload shipments or material classifief secret or top secret;
- c. all truckload shipments of confidential material when individual packages weigh less the 200 pounds gross each and are not palletized or unitized to exceed 200 pounds;
- d. all metal containers used to transport classified material, engineered to provide for strap seal application when such application will reveal attempts to gain access thereto;

e. all closed compartments of transportating vehicles used in the transportation of classified material;

f. all carload and less than carload shipments of ammunition and explosives when shipped under carload rates and service and covered by Department of Transportation Special Permit No. 868;

g. truckload and less than truckload shipments of ammunition and explosives when the appropriate directing office or command has determined that the additional protection and cost is justified and has a advised the shipping activity accordingly;

h. all ammunition and explosives loaded to maintain lot integrity when the carrier cannot assure that lot integrity will be maintained during an en route transfer and alternate routings are not available;

i. all carload and less than carload shipments of extremely sensitive or highly pilferable material when the directing office or command has determined that the additional protection and cost is justified and has advised the shipping activity accordingly.

3. EQUIPMENT TO WHICH CARRIER WILL BE ALLOWED ACCESS. In all instances not covered by subparagraph 2, carrier seals will be used to comply with the provisions of Transportation and Travel, Military Traffic Management Regulation, par. 213012 a and b, and the carrier will be allowed access thereto.

4. TRANSPORTATIN EQUIPMENT SEALED TO MEET INTERNAL SECURITY OR SAFEGUARDING REQUIREMENTS. Seals may be used for shipments moving within a naval activity to meet local internal security or safeguarding requirements, as determined by local authority.

5. NAVY NUMBERED SEALS APPLIED TO COMMERCIAL MOTOR VEHICLES. When Navy numbered seals are applied to commercial motor vehicles, the appropriate routing authority must authorize exclusive use of vehicle or special military service and the provisions of Transportation and Travel Military Traffic Management Regulation, par. 213012 ld apply. The shipping activity must provide the cognizant Military Traffic Management and Terminal Servie routing authority with justification when requesting routing instructions. In doubtful cases the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing) may be contacted for assistance.

6. SOURCE OF SUPPLY. The seals authorized for use, as prescribed in subparagraph 2 may be obtained from the following sources:

- a. Navy number seals (FSN 9ZF- 5340-054-1093) from normal supply channels,
- b. carrier seals from the originating carrier.

7. ENTRIES ON BILLS OF LADING. The numbers of Navy seals or carrier' seals will be shown on bills or lading in accordance with instructions in Transportation and Travel, Military Traffic Management Regulation, par. 214044, or paragraph 57431-24, as appropriate.

52201 CAR OR VEHICLE DOOR NOTICES

A Notice (Freight-Cars or Vehicles) (NavSup Form 407) will be prepared for shipments transported in equipment sealed with Navy numbered seals only. NavSup Form 407, specifying the activity to be notified in case of broken seals and any other pertinent data, will be placed on each door of the freight car or motor vehicle sealed with Navy numbered seals. The NavSup Form Form 407 will be prepared using lead pencil, typewriter, or a non-fading pigmented ink. This form will then be secured to a section of 1/8 inch plywood or solid fiberboard measuring 6 inches by 7 inches using material conforming to Military Specification MIL-A-3941 or MIL-A-4833 as both an adhesive and overcoating. Spray type laminated plastic conforming to MIL-C-1705 also may be used as an adhesive and overcoating. The NavSup Form 407, thus prepared and reinforced, will be attached to the car or vehicle door.

PART E: OWNED AND OPERATED MOTOR VEHICLES SHIPMENT BY GOVERNMENT WITHIN CONUS

52250 GENERAL POLICY

Commercial carriers will be used for the transportation of material. However, government owned and operated vehicles may be used to transport material for any distance up to 75 miles provided it is authorized by the local naval authority having cognizance over the vehicles. For activities located in or near a city, the metropolitan area, vice a strict 75 miles limit, may be used as the material hauling limit for government owned motor vehicles. Except as indicated in paragraph 52251 and paragraph 52252, freight will not be transported in government owned and operated vehicles in excess of 75 miles.

52251 MILITARY NECESSITY

When the Commander or Commanding Officer having custody of the vehicle determines an emergency exists or the circumstances surrounding the vehicle use are of an operational necessity, government owned and operated vehicles may be used to transport material regardless of the distance involved, provided that state permits are not required because of excessive dimensions or weight. (See paragraph 52475-52480 for instructions pertaining to oversize and overweight movements by motor vehicles over public highways in the United States.) The DD Form 1970, Motor Equipment Utilization Record, will include a justification statement describing the emergency or operational necessity and the Commander's/Commanding Officer's signature as the vehicle releasing authority. However, if it is determined that repeated use of government owned and operated motor vehicles for scheduled trips exceeding 75 miles is required, the following information will be forwarded to NAVSUP, Deputy Commander, Transportation, Code 05, for review and approval at the time such determination is made:

1. the points between which the scheduled trips will be made,
2. the approximate amount of tonnage involved,
3. the nature of the material to be transported,
4. the frequency of movement,
5. a detailed explanation of why commercial carriers cannot be used.

52252 TRANSFER AND RETURN OF GOVERNMENT OWNED VEHICLES

When government owned and operated motor vehicles are transferred from or returned to the activity to which assigned, they may be load with Navy material, regardless of the distance involved.

52253 DOCUMENTATION OF SHIPMENTS

When government owned or operated vehicles are used for the shipment of material between Navy activities, copies of the basic issue document should be used to control the movement, provided proper accountability, security, and necessary receipt procedures are maintained. See NAVSUP Manual, Volume II, paragraph 25132 and paragraph 25135, for a discussion on the use of issue documents for local delivery and distribution requirements.

PART F: USE AND CONTROL OF PRIVATELY OWNED RAILWAY CARS

52300 PRIVATELY OWNED RAILWAY CARS

1. GENERAL. Privately owned railway cars are cars not owned by the railroads. The categories of privately owned railway cars used by the Navy are described in subparagraph 2, 3, and 4. The provisions of these subparagraphs apply to privately owned railway cars presently in use. Railway cars held in storage for any purpose, including mobilization requirements, are excluded from the provisions of subparagraph 2, 3, and 4.

2. RAILWAY CARS OWNED BY MTMTS AND BY THE NAVY

a. USNX Railway Cars. The USNX railway cars are no longer Navy owned. Ownership has been transferred to the DOD Military Traffic Management and Terminal Service (MTMTS). Any USNX cars which are still listed in the Official Railway Equipment Register for interchange service should be restenciled DODX as directed by Eastern Area, Military Traffic Management and Terminal Service (EAMTMTS). Any USNX cars which are no longer listed for interchange service should be restenciled as USN cars in accordance with Management of Transportation Equipment (NAVFAC P-300).

b. USN Railway Cars. The USN railway cars are Navy-owned cars which are not registered for interchange service and are not listed in the Office Railway Equipment Register. The USN railway cars are used exclusively in intraplant service. USN identification marks are assigned by the Naval Facilities Engineering Command, and these cars are included in the technical record control system prescribed in Management of Transportation Equipment. Ownership control of USN railway cars assigned to naval activities is administered by the cognizant support bureau or command. Operational control, maintenance responsibility, and property accountability are the responsibility of the activity to which they are assigned. Maintenance standards and criteria are the responsibility of the Naval Facilities Engineering Command.

3. RAILWAY CARS OWNED BY OTHER GOVERNMENT AGENCIES. Railway cars owned by other government agencies refers to all cars of government ownership other than USN railway cars. The identification of the ownership of such cars is determined by the marks shown on the cars and listed in the Official Railway Equipment Register. When such cars are used by the Navy, they are on a loan basis and will be handled in accordance with instructions furnished by the Military Traffic Management and

Terminal Service.

4. RAILWAY CARS OWNED BY PRIVATE INDUSTRY. Railway cars owned by privated industry refers to those railway cars owned by industrial concerns or the rail carries registered for interchange service, and leased to the Department of Defense or Navy Department. In the case of cars owned by industrial concerns the lease can be for interchange on a trip basis, for a period of time, or for use at an activity in intraplant service. In the case of cars owned by the railroads the leased can be for use in intraplant or interplant service, for a period of time.

52301 LEASING

1. RAILWAY CARS OWNED BY INDUSTRIAL CONCERNS

a. For Interchange Purposes. When an activity determines the necessity to lease railcars from industrial concerns for interchange movement on a trip basis or for a period of time, such requirements will be placed on the Commander Eastern Area, Military Traffic Management and Terminal Service (EAMTMTS). EAMTMTS will execute the lease, establish maintenance and repair procedures, and provide appropriate usage instructions to the activity. Such cars will be stenciled, painted, and placarded to indicate "Leased to the Department of Defense, Military Traffic Management and Terminal Service."

b. For Intraplant Purposes. When an activity determines the necessity to lease rail cars from industrial concerns for intraplant use the initial requirement will be placed on the Commander, Naval Facilities Engineering Command (Transportation Division) for such USN cars as may be available. If USN cars are not available the activity will make leasing arrangements unilaterally with the industry concerned under normal procurement procedures with assistance provided by the Naval Supply System Command (Deputy Commander, Transportation and Warehousing) as required.

2. RAILWAY CARS OWNED BY THE RAILROADS. When an activity determines the necessity to lease rail care from the railroads, the requirement will be placed on EAMTMTS. EAMTMTS will make all arrangements for such leasing, and establish maintenance, repair, and funding procedures. The activity will execute the lease arrangements and pay for such equipment with station funds.

52302 REPAIRS AND MAINTENANCE

1. USN RAILWAY CARS

a. General. Costs for repairs made to intraplant (USN) railway cars are chargeable to the cognizant primary support bureau or commad or upon determination of the primary support bureau or command to the station maintenance fund of the activity to which the cars are assigned and carried on the plant property accounting records. Such charges may include repairs to cars as follows:

1. at the activity to which assigned,
2. sent to railroad shops,
3. in railroad or other privately owned shops incident to reassignment or transfer of such cars to another activity,
4. by railroads while enroute to another activity due to reassignment or transfer. The term "reassignment" as used herein means reassigning a car from one activity to another, both of which are under the primary support of the same bureau or command. The term "transfer" as used herein means the transfer of a car from an activity under the primary support of one bureau command to an activity under the primary support of another

bureau or command.

b. Reassignment or Transfer on Own Wheels. When intraplant (USN) railway cars are reassigned or transferred from one activity to another under instructions of the cognizant bureau or command, and such cars are to be moved on their own wheels, the cars will be inspected by a representative of the rail carrier to which they will be tendered. This inspection is necessary to comply with the safety regulations of the Association of American Railroads. After inspection of the cars, the activity will furnish a statement of the estimated repair costs to the primary support bureau or command. The primary support bureau or command support bureau or command will furnish the activity an assignment of specific fund allocation to effect repairs and to place the cars in safe over-the-road operating condition. Even though the cars are initially acceptable for over-the-road movement, running repairs may be required while enroute. These repairs are made by the handling railroad and vouchers for payment may be presented to the shipping activity, the primary support bureau or the Military Traffic Management and Terminal Service, running repairs will be treated as accessorial charges related to the transportation of Navy property and paid from the Navy Management Fund citing the transportation account code (see paragraph 54054) applicable to the movement of the cars.

c. Assignment or Transfer Upon Other Railway Cars. When intraplant (USN) cars are assigned or transferred from one activity to another and the cars are transported upon other railway cars, the shipping activity will be responsible for determining necessary repairs and cost thereof. Such information will be furnished to the primary support bureau or command. The primary support bureau or command will arrange to furnish to the activity designated to receive the cars a specific fund allocation or advice or advice to repair the cars upon receipt and the costs thereof will be the responsibility of the receiving activity. Ordinarily, cars are not transported in this manner because of extra handling and transportation costs.

2. RAILWAY CARS OWNED BY OTHER GOVERNMENT AGENCIES. Costs of repairs made to railway cars registered for interchange service, which are owned by elements of the Department of Defense other than the Navy, are the responsibility of Eastern Area, Military Traffic Management and Terminal Service, and repairs will not be made without repairs effected on railway cars registered for interchange service and owned by other government agencies are billed to the car owners in accordance with the provisions contained in the Official Railway Equipment Register.

3. RAILWAY CARS OWNED BY INDUSTRIAL CONCERNS

a. In Interchange Service. Cost of repairs to industrial railway cars under lease to the Department of Defense, Military Traffic Management and Terminal Service will be paid by the Military Traffic Management and Terminal Service in accordance with the leasing agreement.

b. In Intraplant Service. Cost of repairs to industrial railroad cars under lease to a naval activity will be paid by the naval activity executing the lease in accordance with the leasing arrangement.

4. RAILWAY CARS OWNED BY THE RAILROADS. Cost of repairs to railroad cars leased to a naval activity for intraplant use will be paid by the using activity in accordance with the leasing arrangement.

5. DAMAGE OCCURRING ON NAVY PREMISES. When there is damage to other than Navy-owned equipment, and such damage is the result or

mishandling by Navy personnel while such equipment is located on Navy premises, a detailed report will be prepared immediately and retained on file at the activity responsible for the mishandling incident. Constant with instructions promulgated by the Manual of the Judge Advocate General, Chapter 20, resultant claims are to be directed to the liable activity. If filed for less than \$10,000 they are payable by the naval command headquarters having jurisdiction over the responsible facility. However, should claim by a non-Navy party equal or exceed \$10,000, the claim with pertinent reports and other papers from files of the responsible activity, will be forwarded to the Office of Judge Advocate General, Navy, Washington, D.C., for adjudication. The amount of the claim which is then determined to be payable by the Navy will be paid by the Navy Regional Finance Center, Washington, D.C.

52303 DEMURRAGE

1. NOT SUBJECT TO DEMURRAGE

a. Cars Owned by the Government. Railway cars owned by the Government, including those owned by other government agencies, are not subject to demurrage while such cars are held on tracks owned by or leased to the Government.

b. Cars Owned by Industrial Concerns

(1) Interchange Service. In interchange service, railway cars owned by private industry and leased by the Military Traffic Management and Terminal Service for use by the Navy are not subject to demurrage while such cars are held on tracks owned by or leased to the Government, provided such cars are painted, stenciled, or placarded to indicate that the cars are on lease to the Department of Defense, Military Traffic Management and Terminal Service. Prior to making a shipment in a leased railway car, the transportation officer will make certain that the car is painted, stenciled, or placarded accordingly. If the leased car is placarded, the bill of lading covering the loaded movement will be annotated "Leased to the Department of Defense, Military Traffic Management and Terminal Service" before the car is permitted to leave the point of shipment.

(2) Intraplant Service. In intraplant service, railway cars owned by private industry and leased to the using naval activity are not subject to demurrage while such cars are used at the activity in accordance with the terms of the lease, provide such cars are painted, stenciled, or placarded to indicate that the care are on lease to the Department of the Navy (activity name). Cars leased for used at an activity will not be used in interchange service.

2. SPECIAL ARRANGEMENTS

a. Cars Owned by the Government. When government owned railway cars are requested for moving material from private industry on a repetitive basis, the request for interchange car assignment will be handled in accordance with Transportaton and Travel, Military Traffic Management Regulation NAVSUP Instruction 4600.70, par. 208010; in addition, the provisions of par. 201004 and par. 201005 will be followed.

b. Cars Owned by Industrial Concerns. When railroad owned cars are leased by a naval activity in accordance with paragraph 52301-2, the cars are not subject to demurrage, provide such cars are painted, stenciled, or placarded to indicate that the cars are on lease to the Department of Navy (name of activity). Such cars will not be used in interchange service.

3. SUBJECT TO DEMURRAGE. Except as provided in subparagraph 1, or negotiated in accordance with subparagraph 2, all railway cars are subject to demurrage charges.

52304 ROUTING

1. GENERAL. When railway cars which are described in paragraph 52300 are transported over the rails of common carriers, routing instruction will be obtained in accordance with Transportation and Travel, Military Traffic Management Regulation (NAVSUP Instruction 4600.70), Chapters 202 and 208.

2. UTILIZATION OF GOVERNMENT OWNED RAILWAY CARS

a. General. The Military Traffic Management and Terminal Service controls the utilization of all railway cars registered for interchange service and owned by the Department of Defense. Navy activities desiring to establish a local pool of government owned interchange railway cars for movement of material over the lines of common rail carriers will furnish their requirement and justification thereof to the Commander Eastern Area, Military Traffic Management and Terminal Service. Empty cars held at an activity after 48 hours will be identified as part of the information furnished to Eastern Area, Military Traffic Management and Terminal Service on Movement of Military Interchange Railroad Cars (DD Form 1089), in accordance with Transportation and Travel, Military Traffic Management Regulation (NAVSUP Instruction 4600.70), paragraph 208018. An appropriate explanation will also be provided Eastern Area, Military Traffic Management and Terminal Service as to the reason for the unloading delay.

b. USN Railway Cars. USN railway cars are placed by the primary support bureau or command at specific activities for intraplant use. Reassignment or transfer of USN railway cars from one activity to another is accomplished only under instructions from the cognizant primary support bureau or command, Disposal of USN intraplant railway cars is handled under the Navy regulations covering the disposal of Class III property. When USN railway cars are disposed of to private industry or transferred to another government agency, all markings identifying the cars as Navy property will be deleted. Issuance of shipping instructions for cars transferred to another government agency is the responsibility of the acquiring agency.

c. Railway Cars Owned by Other Government Agencies. Instructions covering the disposition to be made of railway cars owned by government agencies, other than the military service, is the responsibility of the car owners. When such cars are received at naval activities without disposition instructions, the cars will be promptly unloaded and returned by the reverse of the loaded route unless shipping instructions are received from the shipper or car owner.

52305 BILLS OF LADING

1. LOADED RAILWAY CARS. Freight moving in privately owned railway cars will be transported under U.S. Government Bills of Lading (Standard Form 1103-1106) unless otherwise provided in contractual documents.

2. EMPTY RAILWAY CARS

a. Interchange Railway Cars Owned by the Military Services. Empty railway cars owned by the military services and registered for interchange will be forwarded in accordance with Transportation and Travel, Military Traffic Management Regulation

(NAVSUP Instruction 4600.70), paragraph 208011 or 208016, as appropriate.

b. Intraplant (USN) Railway Cars. Empty USN railway cars, when reassigned or transferred from one activity to another, will move on U.S. Government Bills of Lading.

c. Other Railway Cars. Other empty privately owned railway cars may be forwarded under specific instructions or such documents as may be furnished by the car owners.

52306 INFORMATION PERTAINING TO CAR MOVEMENTS

1. INTERCHANGE CARS. All naval activities which receive or forward military owned railway cars registered for interchange service or privately owned railway cars leased by the Military Traffic Management and Terminal Service will follow the reporting instructions in Transportation and Travel, Military Traffic Management Regulation, part, 208018. The movement of other privately owned railway cars registered for interchange service will be furnished on forms supplied by the car owners. Distribution of such information will be in accordance with the car owners' instructions.

2. USN INTRAPLANT RAILWAY CARS. Reports on the movement of USN intraplant railway cars within a naval activity are not required unless specifically requested by the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing). Information on the movement of USN intraplant railway cars while moving on rail lines because of transfer or reassignment, will be made available through copies of requisitions and U.S. Government Bill of Lading (Standard Form 1103a) as provided in paragraph 52302-1b.

PART G: CONSIGNMENT OF SHIPMENTS

Section I: CONSIGNMENT OF SHIPMENTS INITIATED BY NAVY TRANSPORTATION OFFICERS

52350 GENERAL

Shipments of Navy material must be consigned properly assure timely delivery of the supplies and to avoid the unnecessary expenditure of transportation funds. Improper consignment may result in delayed deliveries, combinations of freight rates being applied, or the assessment of additional switching, demurrage, or storage charges. Except as provided in paragraph 52351-52353, material shipped by Navy transportation officers will be consigned in accordance with paragraph 52360-52371. Activities issuing documents which direct the shipment of material to Navy activities will observe the provisions of paragraph 52000 and paragraph 52001.

52351 MAILABLE MATERIAL

1. PARCEL POST

a. Categories

(1) General. Mailable material forwarded by parcel post is divided into categories as indicated in subparagraph (2) and (3).

(2) Official Correspondence. Official correspondence, as defined in Art. 1601, Nav. Regs., consists of material which may be forwarded by parcel post and which must be processed through the administrative office of the command to which addressed.

(3) Supplies. Supplies consist of all material forwarded to an activity which does not require processing through the office of the command.

b. Addressing

(1) Official Correspondence. Official correspondence forwarded via parcel post will be addressed in accordance with Standard Navy Distribution List, Part 1 or 2.

(2) Supplies. Supplies forwarded via parcel post will be addressed to the final consignee activity as shown in Standard Navy Distribution List, Part 1 or 2, except that titles such as "Commanding Office", "Officer in Charge", and similar designations will be omitted from the address. Except as provided in paragraph 57253, supplies intended for shipment to overseas activities or vessel via parcel post will not be forwarded to port activities for transshipment. Supplies will not be addressed to department heads within a command or component of a command; however, supplies intended for a specific component of a command other than ships will be identified by marking the material for the attention of that component immediately following the official address, such as:

1. Attn: General Supply Depot
2. Attn: Navy Exchange
3. Attn: Commissioned Officers' Mess

2. SPECIAL INSTRUCTIONS. Special instructions are provided for certain types of articles as follows:

1. Military Assistance Program, see paragraph 52530;
2. narcotics, see paragraph 52530-2a;
3. firearms, see paragraph 52530-2b;
4. unmailable material, see paragraph 52530.

52352 MATERIAL TO BE FORWARDED TO FLEET VESSELS OR EMBARKED UNITS

For shipments moving in other than postal service, the onsignment instructions provided in the ship's requisition will be followed, provided that the transportation officer is reasonably assured that the instructions are still valid at the time of shipment. When vessels or embarked units are known to be in United States ports except in Alaska and Hawaii or are known to be operating in waters adjacent to such port, shipments will be consigned to the Navy facility serving the port (where such facilities exist) marked for the vessel or unit concerned. Where such facilities do not exist, shipments should be consigned to the appropriate pier location at which the vessel is moored. When shipment authorities do not contain consignment instructions or when the instructions are considered invalid because of such factors as inability to meet the assigned date material required, vessel schedule changes, or the transportation officer is in doubt relative to the precise location of vessel of embarked units, cargo routing information will be obtained from NAVMTO Norfolk. However, transportation officers having access to official information with respect to the location of Navy fleet and mobile units, such as the cargo routing information contained in the Navy Freight Forwarding Guide, may use such information. When requesting cargo routing information, the priority designator and delivery date (paragraph 22001); weight and cubic measurement of the supplies and special handling requirements, if any; and the date on which the material will become available for shipment will be furnished. If after cargo routing information has been provided, the supplies are to be forwarded a considerable time before the date that they were to be ready for shipment, or considerable later than that date, the transportation officer will request confirmation of the cargo routing information previously furnished. For additional instructions pertaining to shipments to be transhipped to fleet of mobile units in overseas areas or to be handled in airlift to domestic destinations, see paragraph 52360-4 and 52362, respectively.

52353 SHIPMENTS FOR OTHER GOVERNMENT DEPARTMENTS OR AGENCIES

When material is to be shipped for the account of other government departments or agencies, it will be consigned as indicated in the procurement document or shipping instructions. In the absence or incompleteness of this information, the activity issuing the shipping directive will be requested to request to furnish proper consignment instruction

Section II: SHIPMENTS ORIGINATING IN THE UNITED STATES EXCEPT ALASKA AND HAWAII

52360 DOMESTIC DESTINATIONS

1. GENERAL. Shipments of material forwarded to domestic destinations will be consigned as indicated in subparagraph 2, 3, 4, and 5.

2. ACTIVITIES LISTED IN THE TERMINAL FACILITIES GUIDE, UNITED STATES NAVY, MARINE CORPS AND COAST GUARD. Material consigned to naval activities listed in the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard will be consigned as indicated in that publication. When material to be forwarded to such activities is to be consigned to a point other than shown in the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard, the transportation officer who will initiate the shipment should be advised of the reasons for the deviation from the instructions in the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard. When appropriate, this information will be relayed to the proper routing authority coincident with the request for routing instructions.

3. ACTIVITIES NOT LISTED IN THE TERMINAL FACILITIES GUIDED, UNITED STATES NAVY, MARINE CORPS, AND COAST GUARD. Material forwarded to shore activities in the United States except Alaska and Hawaii not listed in the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard, will be consigned as indicated in the document authorizing the shipment of the material (see paragraph 52000). It is important that consignment information included in such shipment documents cover all available transportation media which may be used to affect delivery of the material to be shipped. Government property furnished to contractors or subcontractors will be consigned to the plants of the contractor or subcontractor for the appropriate office of the Defense Contract Administration Services, or the Navy representative assigned to the contractor's plant, as shown in the Directory of Contract Administration Services Components (DOD 4105.59). Government property furnished to contractors of subcontractors will be consigned to the contract administrator at the plant wherein it is to be used, for example:

Contract administrator

B. Z. Company
Gem City, Pa.

4. MATERIAL TO BE FORWARDED BY AIR TO FLEET VESSELS OR EMBARKED UNITS. When shipments to fleet vessels or embarked units are to be airlifted and consignee activities are known to be in ports in the United State except Alaska and Hawaii or are known to be operating in waters adjacent to such ports, cargo routing information, when required, will be obtained from the Navy Material Transportation Office, Norfolk, regardless of the weight of the shipment. This will be done prior to requesting routing instructions from the Military Traffic Management and terminal Service or the Navy air routing authority, as appropriate (see paragraph 55001).

5. COASTWISE OR INTERCOASTAL WATER SHIPMENT

a. Shipments Exceeding 10,000 Pounds. Shipments exceeding 10,000 pounds including those which originate within the local switching, trucking, or draying limits of ports serviced by

coastwise or intercoastal ships operating under published coastal or intercoastal traiffs will be referred to the Military Traffic Management and Terminal Service area commander assigned cognizance over the port of origin, who will determine whether movement via coastwise or intercoastal ship supplemented only by local switching, trucking, or draying is advantageous. When such shipments are offered for movement via coastal or intercoastal means, the Military Traffic Management Command will determine whether timely fleet or Military Sealift Command controlled ship capability is available to provide direct service from port of origin to port of destination.

b. Shipments Routed by Ttransportation Officers (Less than 10,000 Pounds). When a choice of domestic shipment by land or water carriage available, the transportation officer, based on considerations of service, economy, request priority, and date material required, will determine which method of carriage is to be used. When ocean carrige is to be employed and prior to the initiation of shipments, port and terminal consignment instructions will be requested from the Military Traffic Management Command area commandedr assigned cognizance over the loading port.

52361 SHIPMENTS TO OVERSEAS COMMANDS, BASES, AND SHORE BASED FLEET UNITS

1. SURFACE SHIPMENTS NOT FORWARDED VIA POSTAL SERVICE

a. General. Surface shipments other than those forwarded via the postal service will be consigned to appropriate ports of transshipment as prescribed in subparagraph b and c.

b. Release Unit Shipments. The origin shipping activity may nominate the port of embarkation for release unit cargo in the export release request submitted to the Military Traffic Management Command area command, in accordance with the Military Traffic Management Regulations, Chapter 202. When an activity fails to nominate a port of embarkation or the port of embarkation selected is challenged by the Military Traffic Management Command, the port of embarkation to which the release unit is to be shipped will indicated in the export release authorization returned to the shipping activity.

c. Less Than Release Unit Shipments. The port of embarkation for less than release unit shipment will be selected from the port of embarkation guide contained in MILSTAMP (DOD Regulation 4500.32-R), Appendix G.

2. PREDETERMINATION OF POINT OF TRANSHIPMENT

a. General. Regardless of instructions in the shipment authority (see paragraph 52000), transportation officers will not forward shipments destined to points in Alaska and Hawaii and outside the United States via an indicated port of transshipment except under the circumstances listed in subparagraph b, c, or d. When shipments are to be airlifted, the point of transshipment will be determined by the Western Operations Department, Navy Material Transportation Office, Oakland (see paragraph 55001-2d).

b. Ammunition and Explosives. Ammunition and explosives will be forwarded as directed in shipment authorities. In the absence of specific instruction in these documents, cargoes will be forwarded to the Naval Ammunition Depot, Concord, Calif., for transshipment to the Pacific Ocean areas; and to the Naval Ammunition Depot, Earle, N.J., for transshipment to Atlantic, Caribbean, and Mediterranean areas, unless direct ocean service is known to be available from a port closer to the point at which

the shipment will originate.

c. Special Program Material. When it is necessary that material move through a particular port of transshipment to comply with a specific program, that transshipment port will be included in the shipment authority together with a justification therefor.

In these instances, the transshipment port will be included in the request for inland routing. Special instructions for Military Assistance Program shipments will be found in paragraph 57250-57261.

d. Newly Procured Material. Generally, vendor shipments will be consigned as indicated in the procurement documents. However, procurement documents relating to export shipments which indicate acceptance or inspection at destination (i.e., Navy tidewater terminals, or military ocean terminals) should be referred to the contracting office for verification and amendment. Procurement documents will not be forwarded to ocean transshipment terminals since it is not within the mission of military ocean terminals, or Navy tidewater terminals to action service, receive, accept, perform inspection service, receive, accomplish, or update procurement documents

3. SPECIFIC INSTRUCTIONS FOR CERTAIN DESTINATION

a. Application. This subparagraph applies specifically to material consigned to the following United States naval activities:

1. Eleuthera, Bahamas
2. San Salvador, Bahamas
3. Turks Island, The West Indies
4. Antigua, The West Indies
5. Barbados, The West Indies
6. Andros Island, Bahamas

Specific instructions are contained in this subparagraph for shipments to the naval activities shown in items 1-6.

b. For Naval Activities San Salvador, Turks Island, Andros Island, and Eleuthera

(1) General Freight. Surface freight for Naval Facilities, San Salvador and Turks Island and activities at Andros Island, and Eleuthera will be forwarded to the U.S. Army Cape Kennedy Outport, Cape Canaveral, Fla. Air freight will be forwarded to Patrick Air Force Base via QUICKTRANS when available, otherwise via commercial carriers. Air freight routings will continue to be required in accordance with Chapter 5. In cases of shipments with priority designator 01 through 08 freight carrying a short required delivery date, an advance notice of air shipment will be forwarded by the origin shipper Naval Ordnance Test Unit, Patrick Air Force Base to assure priority handling at the air terminal. Parcel post, including air parcel post when warranted, will be used when possible.

(2) Household goods and Personal Effects. Packed and crated household goods will be shipped only to Andros Island and Eleuthera, since dependents are not authorized on San Salvador and Turks Island. Packed and crated household goods, including those packed in Navy-owned demountable containers, for naval activities Andros Island and Eleuthera, and personal effects for Naval Facilities, San Salvador, and Turks Island will be consigned direct to the U.S. Army Cape Kennedy Outport, Cape Canaveral, Fla., from any point in the United States except Alaska and Hawaii.

(3) Privately Owned Vehicles. Application for shipment of privately owned vehicles will be made in accordance with Transportation of Personal Property (NAVSUP Publication 490), paragraph 11004. However, actual shipment must be made from the U.S. Army Cape Kennedy Outport, Cape Canaveral, Fla.

c. For Naval Facilities, Barbados and Antigua

(1) General Surface Freight. Surface freight of general commodities for which parcel post is inappropriate will be forwarded to the U.S. Army Cape Kennedy Outport, Cape Canaveral, Fla., except that shipments originating in the northeastern United States can be forwarded to the Military Ocean Terminal, Bayonne, for further transshipment.

(2) Air Freight. Air freight for Naval Facility, Antigua, will be forwarded to Patrick Air Force Base, via QUICKTRANS when available, otherwise via commercial air carrier. In cases of shipment with priority designators 01 through 08 freight carrying a short required delivery date, and advance notice of air shipment will be forwarded by the origin shipper to the Naval Ordnance Test Unit, Patrick Air Force Base, to assure priority handling at the air terminal. For the Naval Facility, Barbados, shipments of air freight will be forwarded by the origin shipper as directed by the Western Operations Department, Navy Material Transportation Office, Oakland. In either case air freight routings will continue to be required in accordance with Chapter 5.

(3) Parcel Post. Maximum use of parcel post will be made in shipping to both Antigua and

Barbados, including air parcel post when warranted. In the case of Barbados, experience has indicated transit time for surface parcel post from the United States excluding Alaska and Hawaii to be about three weeks, thus extreme care must be taken in determining between air and surface parcel post.

(4) Household Goods and Personal Effects. Packed and crated household goods and personal effects including those household goods packed in Navy-owned demountable containers, can be consigned from any point in the United States excluding Alaska and Hawaii to the Commanding Officer, Army Terminal Unit, Canaveral, Port Canaveral, Fla., for further transportation. However, those shipments originating in northeast United States can be handled through the port of New York and will be referred to the Military Traffic Management Command area commander assigned cognizance over the origin port for shipping instructions.

(5) Privately Owned Vehicles. Application for shipment of privately owned vehicles will be made in accordance with Transportation of Personal Property (NAVSUP Publication 490), paragraph 11004.

d. Surface Shipments of 10,000 Pounds (Release Units) or More. Shipment of 10,000 pounds or more to all naval activities specified in subparagraph a will be made in accordance with MILSTAMP (DOD Regulation 3500.32-R), and Transportation and Travel, Military Traffic Management Regulation, Chapter 202.

52362 SHIPMENTS TO FLEET VESSELS OR EMBARKED UNITS DEPLOYED IN OVERSEAS AREAS

1. SURFACE CARRIAGE. Shipments consigned to fleet vessels or units embarked in vessels are termed "fleet freight". Provided that the shipment will reach the port by the date specified on the requisition, fleet freight will be consigned to the port

(domestic or foreign) indicated in the ship's requisition when the requisition indicates that the material is to be held by a Navy activity at the specified port for pickup by the ship. In all other cases, location information not available from a closer authorized source will be obtained in accordance with paragraph 52352 prior to the initiation of shipments of fleet freight. Normally, surface freight not originating at a Navy port will be consigned to the Naval Supply Center, Norfolk or Oakland, for transshipment. Fleet freight for those consignees deployed in the Central and Western Pacific Ocean areas will be consigned to Oakland; while that for vessels or units deployed in the Atlantic, Caribbean, Mediterranean, and Middle East areas will be consigned to Norfolk. The use of these ports for fleet freight is desirable due to the availability of service force vessels loading for direct delivery to the consignee unit. Up to date locator information at these points permits last minute control and, when necessary, diversion of the shipments. However, fleet freight originating adjacent to other ports may be shipped direct from those ports when such freight must be considered for discharge for discharge at a port in the overseas area in order to effect delivery to the vessel. On shipments consigned to Norfolk or Oakland as indicated herein, which are within the delegated authority of the origin transportation officer to route to tidewater, consignment instructions need not be requested from the Military Traffic Management and Terminal Service area commander. When an inland routing to Norfolk or Oakland by the Military Traffic Management and Terminal Service is required, routing requests will be forwarded to the appropriate Military Traffic Management and Terminal Service area command and will be prepared in accordance with Transportation and Travel, Military Traffic Management Regulation, par. 202024-202030, except that the port of transshipment will be specified in the request for routing, noting thereon that the ultimate consignee is a vessel or embarked unit.

2. AIR CARRIAGE. Shipments via commercial or military air carries to fleet vessels or embarked units require the issuance of a route order regardless of the weight of the shipment. Consignment instructions will be included in the route order furnished by the Navy overseas air cargo terminal (see paragraph 51053).

Section III: SHIPMENTS ORIGINATING OUTSIDE CONTINENTAL UNITED STATES

52370 TO DESTINATIONS WITHIN CONTINENTAL UNITED STATES

1. SHORE ACTIVITIES

a. General. Shipments originating shore activities outside continental United States to points within continental United States will be consigned in accordance with subparagraph b, c, and d.

b. Air Shipments. Air shipments will be consigned in accordance with routing instructions furnished by Navy overseas air routing activities (see paragraph 55001-2e).

c. Overland Shipments Originating in Canada or Mexico. Overland shipments which originate in Canada or Mexico for destinations within continental United States will be consigned in the same manner as shipments originating within continental United States as outlined in paragraph 52360.

d. All Other Shipments. Consistent with ocean shipping capability, shipments ultimately destined to points in the United States except Alaska and Hawaii will be offered for direct movement to the United States port located nearest the ultimate consignee.

2. MATERIAL TO BE FORWARDED TO FLEET VESSELS OF EMBARKED UNITS. Material forwarded to fleet vessels or embarked units will be forwarded in the same manner as specified in paragraph 52352, except that required location information will be obtained from local sources or from the Navy area commander. Shipments need not be consigned to Naval Supply Center, Norfolk or Oakland, for transshipment to the port where the vessel is located unless shipment to either of these points is determined to be the most expeditious.

52371 DESTINATIONS OUTSIDE THE UNITED STATES

Shipments originating in overseas inland areas will be forwarded and consigned as directed by area commander. When ocean carriage is involved, the selection of loading and discharging ports will be made by the Navy sea cargo coordinator having cognizance over the nearest ocean port (see paragraph 51056). When there is no Navy sea cargo coordinator in the immediate area, this information will be obtained from the principal Navy shipping activity. If this shipping activity is the only transshipping terminal in the area, the shipment will be forwarded to that terminal automatically. If the transportation officer originating the shipment so desires, he may ascertain the availability of a vessel before forwarding the shipment. In small remote commands such as naval missions and military assistance advisory groups, ocean cargo offerings will be submitted directly to the area or subarea command of the Military Sealift Command. Discharge ports will be selected on the basis of their proximity to the ultimate consignee taking into consideration vessel schedules and available transportation facilities from the port of discharge to the ultimate consignee. When cargo is to be discharged at other than Navy terminal and the ultimate consignee is located within the local drayage area of the discharge terminal, the shipment will be consigned directly to the ultimate consignee. When the ultimate consignee is located outside the local drayage area of the discharge terminal, the shipment will be consigned to a local Navy transshipping activity. If no such activity exists, shipments will be consigned to the Navy sea cargo coordinator assigned cognizance over the port of discharge (paragraph 51056) or to

other appropriate commands. A copy of the ocean manifest and/or bill of lading will be forwarded to the Navy sea cargo coordinator to facilitate his handling with respect to customs clearance and disposition of the shipment. In all other cases, port terminal consignment information will be obtained from the ultimate consignee.

PART H: USE, PREPARATION, AND DISTRIBUTION OF GOVERNMENT BILLS OF LADING, AIRBILLS, AND COMMERCIAL SHIPPING DOCUMENTS

52400 USE AND PREPARATION OF GOVERNMENT BILLS OF LADING AND COMMERCIAL SHIPPING DOCUMENTS

1. GENERAL. The term "government bill of lading" includes the U.S. Government Bill of Lading (Standard Form 1103) with associated copies, and the U.S. Government Transit Bill of Lading (Standard Form 1131) with associated copies. Criteria and instructions relative to the use and preparation of government bills of lading and commercial shipping documents in connection with shipments under the cognizance of the Military Traffic Management and Terminal Service are contained in Transportation and Travel, Military Traffic Management Regulation, Chapter 214. Also included in that publication are instructions relative to the use of commercial shipping documents to be converted to government bills of lading. Instructions relative to the use, preparation, and distribution of government bills of lading covering shipments beyond the cognizance of the Military Traffic Management and Terminal Service are provided in Chapters 6 and 7, and Transportation of Personal Property (NAVSUP Publication 490).

2. PERSONS AUTHORIZED TO ISSUE

a. General. Normally, government bills of lading are issued by the transportation officer (see paragraph 51057) initiating the shipment and then only when there are shipment authorities (see paragraph 52000) which authorize the shipment of property. Authorized exceptions to the normal procedure are contained in subparagraph b.

b. Army and Air Force Contracts. Certain Navy supplies are purchased by the Army or Air Force under single department procurement assignment in accordance with instructions of the Department of Defense. In these instances the procuring department will generally issue government bills of lading, when required, in accordance with DAR 5-1117.

3. "CHARGES TO BE BILLED TO" SPACE

a. General. The official designation and address of the disbursing officer to whom carriers should submit their bills for payment of transportation charges will be entered in the "Charges to be billed to" space. Transportation officers will observe the instructions provided in subparagraph b and c and will insert the proper disbursing office in the "Charges to be billed to" space. The appropriation and accounting data contained in procurement and shipment documents determines the office responsible for payment of the transportation charges.

b. Ocean Carriers. When government bills of lading are used to effect shipments via ocean carriers (see paragraph 56004), regardless of the shipper or consignee, the appropriate disbursing office of the Military Sealift Command will be entered. When required, this information will be supplied by the Military Traffic Management and Terminal Service area commander assigned cognizance over the port from which the shipment will

originate. However, when combined inland and ocean shipments are made under a single government bill of lading the instructions in subparagraph c will apply.

c. Other Transportation Media. When government bills of lading are used to effect transportation of property via other than ocean carriers, including coastal and intercoastal water shipments in the United States excluding Alaska and Hawaii, transportation officers will make appropriate entries in the "Charges to be billed to" space in accordance with subparagraph d and e as applicable.

d. Navy Consignees. Unless otherwise specifically directed by the shipment authority except as provided herein and in subparagraph e, when shipments are consigned to Navy activities, transportation officers will enter the following:

"U.S. Navy Regional Finance Center, Washington, D.C.". In overseas areas the proper disbursing office will be entered in accordance with instructions of the area commander.

e. Consignees Outside the Navy. In the absence of specific instructions to the contrary, when material (excess and surplus included) is consigned to or purchased for a government agency or office other than the Navy, government bills of lading will indicate the appropriate disbursing office in accordance with the following instructions:

When consigned to or procured for:	Entry
Army or Air Force	Finance Center, U.S. Army, Transportation Division Indianapolis, IN.
Marine Corps	Commandant of the Marine Corps, Headquarters U.S. Marine Corps, Washington, DC.
Coast Guard	See paragraph 54053-2b.
Other government agencies or departments	Name and address of appropriate office furnished by the cognizant department or agency.

4. "DESCRIPTION OF ARTICLES" SPACE

a. General. The information contained in subparagraph b will be entered on the government bill of lading in the "Description of articles" space in addition to the data required by Transportation and Travel, Military Traffic Management Regulation, par. 214036a.

b. Export and Domestic Shipments. On export and domestic shipments the same priority number and date material required which appears on prior documents will be entered in such space.

5. AMPLIFICATION OF TRANSPORTATION AND TRAVEL, MILITARY TRAFFIC MANAGEMENT REGULATION. Additional instructions pertaining to government bills of lading are as follows:

1. Transportation account codes will be entered in accordance with paragraph 54054.
2. Forms will be obtained in accordance with paragraph 57402.
3. Accountability will be maintained as provided in paragraph 57403.
4. Record of use and nonuse will be maintained as prescribed in paragraph 57404.
5. Government bills of lading will not be used under conditions in paragraph 57411.

6. ADDITIONAL USE OF COLLECT COMMERCIAL DOCUMENTS

a. Shipments to Government Activities. In addition to the authorization outlined in subparagraph 1, shipments may be made also on commercial documents to be converted to government bills of lading when the furnishing of a government bill of lading would unduly retard the initiation of shipment of urgently needed material. The use of a commercial document to be converted to a government bill of lading does not exempt the shipment from any instructions or regulations pertaining to the shipment of property on a government bill of lading. Routing instructions, regardless of the weight of the shipment, must be obtained from the proper authority. This will be the responsibility of the activity authorizing the use of a commercial bill of lading. The provisions of paragraph 52003 and paragraph 52100 will be observed.

b. Shipments to Commercial Concerns and Private Parties. When property of the federal government has been sold on an f.o.b. origin basis, the purchaser will be requested to prepare, and furnish commercial bills of lading to cover shipment of the property. However, when this is impractical, the purchaser may request the transportation officer to prepare the required commercial bills of lading. Such requests may be honored provided that complete written instructions pertaining to shipment of the material are supplied by the purchaser. The following information will be furnished by the purchaser:

1. consignee;
2. destination;
3. name of carrier to whom shipment should be tendered (if complete routing instructions are not supplied by the purchaser, no entry will be made in spaces provided on bill of lading for "Routing" and "Delivering carrier");
4. size and type of equipment to be ordered from carrier;
5. desired date of shipment.

When preparing commercial bills of lading for the purchaser, the transportation officer will indicate the purchaser as the shipper and will sign the bill of lading for the purchaser; for example: "M.T. Saddle Co., by E. Z. DUZZIT, CDR, SC, USN." In addition, the notation "Material described above is not the property of the U.S. Government." will be placed on the bill of lading below the description of the articles shipped. For instructions pertaining to foreign excess property see the Defense Disposal Manual.

7. PREPAID COMMERCIAL BILLS OF LADING OR EXPRESS RECEIPTS. Prepaid commercial shipping documents will not be used except under the following circumstances:

a. when contractual documents provide for delivery of materials with all transportation charges paid by the contractor or, in the case of contracts requiring delivery f.o.b. origin, the contract provides that the contractor will ship the material under prepaid commercial bills of lading (or express receipts) with or without reimbursement of the transportation costs;

b. when a representative of the Defense Contract Administration Service, or the Navy representatives assigned to the contractor's plant, authorizes the contractor to ship material under prepaid commercial shipping documents subject to reimbursement for the transportation costs in accordance with the Navy Comptroller Manual, par. 046357-5.

8. FREIGHT RATE INFORMATION FOR ACCOUNTING PURPOSES. The freight rates furnished on Military Traffic Management Command route authorization and other applicable rates which are readily available will be transcribed to the memorandum copy of the government bill of lading furnished to the Navy Material Transportation Office for accounting purposes in accordance with paragraph 52401.

9. FREIGHT CLASSIFICATION ITEM NUMBER FOR STATISTICAL PURPOSES ON DOMESTIC SHIPMENTS. Navy shipping activities will enter the freight classification item number in the "Description of articles" space on the Navy Material Transportation Office accounting copy of the government bill of lading as prescribed in Transportation and Travel, Military Traffic Management Regulation (NavSup Instruction 4600.70), paragraph 214062d(2) (a), for the Military Traffic Management Command copy.

10. ANNOTATION OF GOVERNMENT BILLS OF LADING COVERING TRUCKLOAD SHIPMENTS. When route orders issued by the Military Traffic Management Command for truckload shipments include the statement "Shipper to load and/or consignee to unload the shipment", the following actions will be taken:

- a. shipping officers will annotate the original and all copies of the government bill of lading for truckload shipments "Shipper to load and/or consignee to unload the shipment";
- b. shipping officers will indicate on the original and all copies of bills of lading so annotated whether the Government did or did not perform the loading to the truck;
- c. receiving officers will annotate the original of such bills of lading at time of accomplishment whether or not the Government performed the unloading from the truck.

52401 DISTRIBUTION OF GOVERNMENT BILLS OF LADING

1. HOUSEHOLD GOODS AND PERSONAL EFFECTS. U.S. Government Bills of Lading (Standard Forms 1103-1106) covering shipments of household goods and personal effects of military and civilian personnel of the Navy will be distributed in accordance with Transportation of Personal Property NAVSUP Publication 490, paragraph 8001.

2. SHIPMENTS UNDER COGNIZANCE OF MILITARY TRAFFIC MANAGEMENT COMMAND

a. General. Government bills of lading covering shipments between points in the United States except Alaska and Hawaii will be distributed in accordance with Transportation and Travel, Military Traffic Management Regulation, par. 214060-214064. Memorandum copies of the government bills of lading will be forwarded on a daily basis to the Navy Material Transportation Office in accordance with subparagraph b or d and paragraph 57471-2. Freight rate information will be transcribed to the memorandum copies in accordance with paragraph 52400-8.

b. Shipments at Army and Air Force Expense. When shipments are made by naval activities for Army and/or Air Force personnel citing allotments other than the respective open allotments (S99-999 or S503725), one memorandum copy for each government bill of lading will be forwarded to the Navy Material Transportation Office. One additional memorandum copy for each different allotment except the open allotments shown herein also will be forwarded to Navy Material Transportation Office. On shipments made at Air Force expense, the activity address code and the federal supply classification class will be entered in the "Description of articles" space on the memorandum copies of the government bills of lading.

c. Shipments at Maritime Corps Expense. When shipments are made by naval activities citing a Marine Corps appropriation, a memorandum copy of the government bill of lading showing estimated transportation charges will be forwarded to the Commanding General, Marine Corps Logistics Base, ATTN: Code 470, Albany, GA 31704. One memorandum copy will also be forwarded to the appropriate Military Traffic Management Area Command.

d. Shipments at Defense Supply Agency Expense. One memorandum copy of each government bill of lading which cites Defense Logistics Agency accounting data will be forwarded to the Navy Material Transportation Office. If the accounting data of more than one Defense Logistics Agency center are cited on a single government bill of lading, only one copy is required by the Navy Material Transportation Office.

3. VIA OCEAN CARRIERS. Instructions pertaining to the distribution of government bills of lading used in making shipments booked by the Military Sealift Command are contained in MILSTAMP (DOD Regulation 4500.32-R), Appendix F.

4. MOVEMENTS NOT UNDER THE COGNIZANCE OF EITHER THE MILITARY TRAFFIC MANAGEMENT COMMAND OR THE MILITARY SEALIFT COMMAND. Government bills of lading used in the transportation of supplies to, from, or between points in Alaska and Hawaii and outside the United States (including those movements via two or more methods of transportation on a single government bill of lading) will be distributed in accordance with paragraph 57470 and 57471.

5. SHIPMENTS AT EXPENSE OF CIVIL DEPARTMENTS OR AGENCIES. When material is shipped by the Navy for civil departments or agencies of the Government, including the Coast Guard, and the carrier's transportation charges are to be paid by disbursing officers of such departments or agencies, government bills of lading will be distributed in accordance with instructions provided by the department or agency requesting the shipment. One unpriced memorandum copy will be mailed to the office cited in the "Charges to be billed to" space provided on the Government bill of lading. This memorandum copy will be forwarded within 24 hours after bills of lading have been receipted by carriers. Memorandum copies of these government bills of lading will not be forwarded to the Navy Material Transportation Office.

6. ADDITIONAL COPIES OF MEMORANDUM BILLS OF LADING ON CERTAIN OTHER SHIPMENTS. On certain other shipments, an additional copy of the memorandum bill of lading will be forwarded as follows:

a. to the Defense Contract Administration representative or the Navy representative assigned to the contractor's plant (These representatives are listed in the Directory of Contract Administration Services Components (DLAR 4105.4).);

b. to the ultimate consignee on shipments consigned to transshipping activities for further shipment overseas;

c. to the consignee when the property received copy of the government bill of lading is surrendered to the carrier (or his agent) for delivery to the consignee;

d. when otherwise specifically directed in this publication or other directives;

e. one memorandum copy of the government bill of lading will be forwarded to the cognizant Military Traffic Management and Terminal Service area command when the shipments are consigned for transshipment through nonmilitary terminals at South Atlantic and Gulf Coast ports.

52402 DISTRIBUTION OF COMMERCIAL SHIPPING DOCUMENTS

When shipments are made on commercial shipping documents, they will be distributed as follows:

1. when converted to a U.S. Government Bill of Lading (Standard Form 1103), the original and memorandum copies will be distributed as outlined in paragraph 52401. (The commercial documents will be securely attached to the government bill of lading and both the government bill of lading and the commercial document

will be cross referenced.);

2. when not converted to a government bill of lading for reasons such as, but not limited to, reject or nonconforming supplies returned to suppliers, material sold by the Government on an f.o.b. origin basis, or material which is not the property of the U.S. Government, or movements of privately owned railroad cars when empty, the original commercial bill of lading will be forwarded to the consignee; the memorandum copy will be retained by the transportation officer; and the shipping order copy will be delivered to the agent of the initial carrier.

52403 TRANSPORTATION CONTROL AND MOVEMENT DOCUMENTS

Instructions relative to the use, preparation, and distribution of the Transportation Control and Movement Document (DD Form 1384) are provided in MILSTAMP (DOD Regulation 4500.32-R and NavSup Instruction 4610.32).

PART I: SPECIAL PROCEDURES

Section I: PREIDENTIFICATION

52450 PRE-IDENTIFICATION OF SHIPMENTS

1. GENERAL. To provide advance workload planning and storage preparation, prevent accrual of demurrage charges, and to permit reconsignment or diversion, when required, shipping activities will transmit to receiving activities advance notice of certain carload and truckload shipments made to Navy activities located in continental United States, Alaska, Canada, and Mexico.

2. INTRA-NAVY SHIPMENTS. When intra-Navy shipments of one or more carloads or truckloads are made, the shipping activity will furnish the consignee the following information:

1. bill of lading number;
2. complete routing, including car numbers if by rail or number of vehicles used if by truck;
3. route order number;
4. number of pieces;
5. type of pack (barrels, boxes, cartons, etc.);
6. freight classification description of the material;
7. total weight and cubic measurement;
8. requisition or other shipment authority number;
9. date of shipment;
10. ultimate destination if to be transshipped;
11. the weight and dimensions of individual items weighing in excess of 4,999 pounds or exceeding 20 feet in length, 6 feet in height, or 5 feet in width;
12. weight of classified material, if any. When all or some of this information is not needed, and shipping activities and receiving activities make suitable arrangements, the requirements of this paragraph are waived to the extent that only necessary information will be transmitted. The method by which the consignee will be notified is prescribed in the following table:

When the distance between origin and destination is:

100 air miles or less	Telephone
Over 100 but not over 1,000 air miles	Message
Over 1,000 air miles	Shipping document (airmailed)

3. MATERIAL PROCURED FROM CONTRACTORS. Contracts for the

purchase of material which requires shipment in carload or truckload lots generally require contractors to notify the consignees of pertinent data concerning shipments in the event the Material Inspection and Receiving Report (DD Form 250) will not be received by the consignee in time to provide advance notice. However, representatives of the Defense Contract Administration Services, or the Navy representative assigned to the contractor's plant, as shown in the Directory of Contract Administration Services Components (DLAR 4105.4), will obtain consignment instructions from the supply centers concerned when such material is shipped at government expense to the Naval Supply Center, Norfolk or Oakland, or to an annex of either center. This is required only in connection with shipments of one or more carloads or truckloads and when the contract contains such a provision. Under such circumstances, specific consignment instructions will be obtained prior to the submission of a request for routing instructions.

4. EXCEPTIONS. Special procedures are prescribed in conjunction with shipment of ammunition, explosives, and other dangerous articles. Articles listed in Agent R.M. Graziano's Tariff No. 25 (publishing regulations of the Interstate Commerce Commission for the transportation of explosives and other dangerous articles), which are under the material cognizance symbol J of the Naval Sea Systems Command, require the issuance of a report of shipment (repship) in accordance with Navy Ordnance Shipping Handbook (OP 2165), art. 0217. However, no advance notice of shipment is required on shipments of petroleum products under the material cognizance symbol W of the Navy Fuel Supply Office.

Section II: LOCAL TRANSPORTATION SERVICES

52460 PICKUP AND DELIVERY

Military Traffic Management Regulation, Chapter 218, contains instructions relative to the use of pickup and delivery services offered by commercial carriers. These services are available within certain areas in conjunction with most less than carload and air freight shipments. Sometimes the charge for this service is included in the freight rate assessed for the intercity transportation of the shipment, and in other cases an additional charge is made for this service. When these services are identified in the applicable freight rate and such services are performed by the Government or its agent, an allowance is made to the Government. Instructions are provided in the Military Traffic Management Regulation, par. 218004, for the recovery of the allowance made by such carriers. Tariffs issued by carriers or their agents publish these charges or allowances and define the areas in which such services are performed. Transportation officers will utilize these services offered by carriers when in the best interests of the Government. No government bill of lading will be issued for the sole purpose of providing either pickup or delivery services. The government bill of lading covering the intercity movement will be marked in accordance with Military Traffic Management Regulation, Chapter 214, to indicate that pickup or delivery was incident to line haul movement and was performed by the carrier. The carrier will obtain reimbursement for these charges, when applicable, under that document.

52461 DRAYAGE

The terms cartage, freight cartage, drayage, and trucking are usually treated synonymously by the various regulations and instructions; the difference being in the method of payment. For clarification, cartage, freight cartage, and drayage will be considered drayage. The MTMR, Chapter 218, defines drayage as local transportation service obtained by contract, the rate or charges for which are not subject to tariffs on file with state or Federal regulatory bodies and for which a government bill of lading is not used. Drayage services may be obtained by purchase requisition. However, long-term or annual requirements may be obtained by contract in accordance with NAVSUP Manual, Vol. II, paragraph 22479 when drayage services are required on a repetitive basis. If GSA has drayage contracts in effect in the local area, and services are considered satisfactory, the activity may utilize this service rather than initiate contracts for exclusive use by the Navy. Government bills of lading will not be used for drayage service. Invoices prepared by draymen may be submitted to cover certain periods such as weekly or semimonthly, but in no case should the period exceed a month.

52462 LOCAL DELIVERY

Local delivery, as used herein, is defined as local transportation service within the boundaries of the delivering activity, between the delivering activity and contiguous or adjacent activities, including fleet units, mobile units and tenants located at or adjacent to these activities. Government bills of lading will not be used for local delivery services. Charges for local delivery will be made against the operating funds available to the delivering activity. Charges for local delivery to fleet units will be paid by the supporting activity unless chargeable to SDT under the provisions of paragraph 52460.

52463 LOCAL TRUCKING

Local trucking, as used herein, is defined as local transportation service between points within a commercial zone, a metropolitan area, or from a point within a city, or town, or village to a point adjacent thereto, for which rates and charges are published in tariffs on file with state or federal regulatory bodies, in tariffs on file with the municipality concerned, or in special tenders or rates on file with the U.S. Government. Government bills of lading will be issued for local trucking service. Local trucking service obtained under contract will be construed as drayage (see paragraph 52461). Routing instructions are not required for local trucking services as defined herein. Carriers will be instructed to submit invoices for local trucking service covered by government bills of lading to the Navy Finance Center, Washington, D.C. The government bills of lading will be attached to a Public Voucher for Transportation Charges (Standard Form 1113) prepared by the carrier.

52464 GOVERNMENT OWNED EQUIPMENT

Navy activities obtaining services at non-Navy terminals for the loading or unloading of Navy owned trucks or barges will be responsible for payment of all costs incurred from local operating funds.

52465 TRUCK RENTAL FROM NAVAL ACTIVITIES

Movement of materials in trucks obtained from naval activities operating under the Navy Industrial Fund is chargeable to funds available to the activity ordering the service.

Section III: OVERSIZE OR OVERWEIGHT MOVEMENTS OVER PUBLIC HIGHWAYS OF THE UNITED STATES

52475 WEIGHT AND DIMENSION LIMITATIONS

Laws of various states provide that no vehicle which exceeds legal limitations of weight and dimension may use public highways unless prior permission is granted by the State or States concerned. Limitations on the weight and dimensions of vehicles using public highways are determined independently and may vary considerably for interstate movements. These limitations are necessary to assure safe passage over and to prevent damage to highway facilities.

52476 PERMITS

Shipments which exceed any legal size or weight limitations will not be forwarded over public roads by or for the Navy without prior permission granted by the State or States concerned in accordance with procedures set forth herein except in instances of overriding and urgent military necessity. Permits will be requested for shipments which exceed any legal size or weight limitation only after determination has been made that military necessity requires movement by motor vehicle. Permits for oversize or overweight movement issued by State regulatory authorities, upon direct application of commercial carriers without regard to the military character of the cargo, will be accepted as evidence that such movements are within the provisions of the laws of such States governing civilian cargo movements. However, under no condition will a carrier be authorized to initiate communication with state officials for permits if it is essential to national defense that an oversize or overweight movement be made over public roads by commercial

carriers.

52477 PRELIMINARY SHIPMENT PROCEDURES

1. GENERAL. When military necessity requires the movement of oversize and/or overweight articles via public highways of the United States, the appropriate routing authority (see subparagraph 2 and 3) will be furnished the information required by Military Traffic Management Regulation, par. 202014, plus the following:

1. type of vehicular equipment (with manufacturer's name if available) and pertinent accessories; gross weight; axle loads and spacing; height, width, and length of vehicle and load;
2. proposed date and time of movement;
3. nature of cargo (within security limitation);
4. reasons that the oversize or overweight characteristics of the vehicle and/or load cannot be reduced;
5. certification that movement by highway is essential to National Defense (This certification will be made by the activity directing the shipment.).

The office to which this information is submitted will obtain the required permits from each State through which the shipment must travel.

2. VIA COMMERCIAL CARRIERS. Requests for permits and routing instructions will be forwarded to the appropriate source within the Military Traffic Management Command.

3. VIA GOVERNMENT OWNED AND GOVERNMENT OPERATED VEHICLES. Requests for permits will be submitted to the proper official (see paragraph 52478) having cognizance over the area in which the shipment will originate.

52478 NAVY REPRESENTATIVES AUTHORIZED TO OBTAIN PERMITS

The following Navy representatives are authorized to maintain liaison and communicate directly with the proper officials to obtain State permits, when required, for oversize and overweight material moving in Navy owned and operated vehicles.

1. Naval Supply Systems Command (Transportation Division);
2. Transportation and Equipment Directors of the following Naval Facilities Engineering Command divisions; Atlantic, Caribbean, Chesapeake, East Central, Eastern, Gulf, Midwest, Northeast, Northwest, Pacific, Southeast, Southwest, and Western.

52479 RECORDS AND REPORTS

1. RECORDS OF NEGOTIATIONS. Records of all negotiations with State representatives in connection with permits will be maintained by each authorized Navy representative. When satisfactory arrangements cannot be made for any movement, the matter with supporting information will be referred to the Naval Supply Systems Command (Transportation Division) for appropriate action.

2. REPORT (DD-S&L(EX)5(46101). In any instance when overriding and urgent military necessity precludes the obtaining of a permit prior to making an oversize and/or overweight movement, a report containing a full statement of the circumstances and justification will be made to the Naval Supply Systems Command (Transportation Division).

52480 OFFICIALS AUTHORIZED TO ISSUE PERMITS

A directory of military and State officials authorized to request and issue permits for oversize, overweight, or any other special military movements is issued by the Department of

Defense. This publication is maintained by the Chief of Transportation, Department of the Army, who will furnish current copies of such directory to the States and to Department of Defense agencies. In accordance with an agreement between the services, the Chief of Transportation, Department of the Army, also will maintain liaison and coordinate related highway matters with the Bureau of Public Roads, the American Association of State Highway Officials, and other civilian highway interests.

52502 Not Available

PART J: MAIL AND PARCEL POST

52525 POLICY

1. GENERAL. This part pertains to official mail. Shipments of all mailable matter entered into the postal system are governed by the United States Postal Service Regulations. Operation of Navy post offices and the handling of mail and parcel post within the naval establishment are governed by United States Navy Postal Regulations (OPNAV Instruction 5112.1 series). "Postage and Fees Paid, Department of the Navy" indicia may be used in lieu of actual payment of postage and fees for special mail services for mailing matter or material which relates exclusively to the business of the U.S. Government. Official mail bearing the Postage and Fees Paid indicia, which may not be handwritten or typewritten, is subject to the weight and size limits of its class, and will be given the postal service indicated on its cover.

2. USE LIMITATIONS. Administrative procedures will be established to insure that surface and air parcel post shipments are evaluated with respect to costs and responsiveness with other modes of transportation (e.g., truck, rail, air freight), consistent with good business practices and the needs of the customer. Special postal services such as registration and certification should be used in accordance with procedures contained in paragraph 52529 and United States Navy Postal Regulations (OPNAV Instruction 5112.1 series). For specific decision rules for mailing supply parcels see the following chart:

Decision Rules for Mailing Supply Parcels

0 to 12 ounces	All mailable material	Use first class mail.
Over 12 ounces	NORS, ANORS, CASREP, SEEREP MICAP, 999, and material critical to flying or marine safety.	Use priority mail.
	Shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) e.g., activities served by FPOs.	
	Issue Group I or II (TP-1 or 2)	Use priority mail.
	Issue Group III (TP-3)	Use third or fourth class mail or hold for consolidation as freight, whichever is less costly and

will meet UMMIPS
time frames.

Shipments consigned to
activities within CONUS.

Consignees located within 300
miles of shipper:

Issue Group I or II (TP-1 or 2)	Use third or fourth class mail.
Issue Group III (TP-3)	Use third or fourth class mail or hold for consolidation as freight, whichever is less costly.

Consignees located
beyond 300 miles of
the shipper:

Issue Group I or II (TP-1 or 2)	Use priority mail.*
Issue Group III (TP-3)	Use third or fourth class mail or hold for consolidation as freight, whichever is less costly and will meet UMMIPS time frames.

(If analyses identify
specific locations to
which surface USPS
movement can be effected
in accordance with
UMMIPS transit times,
surface movement should
be used to conserve
indicia funds.)

Foreign Military Sales (FMS) program	Air mail is authorized for use in the material. FMS program since the cost of mailings under this program has no impact on Navy postal costs and in some cases air mail is required in order to comply with FMS shipment instructions.
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3. OFFICIAL MAIL. Official mail is that mail originated by the U.S. Government departments, agencies and persons listed in the Postal Service Manual, part 137. Normally official mail is mailed under the franking privilege, penalty indicia, or Postage and Fees Paid indicia; however, it may have postage prepaid under some circumstances.

4. CLASSIFIED MATTER. Instructions regarding the transmittal of classified mailable matter are provided in the Department of Navy Supplement to the DOD Information Security Program Regulation

(OPNAVINST 5510.1 series).

52526 DOMESTIC MAIL SERVICE

Domestic mail service is that postal service provided within, among, and between the United States, its territories and possessions; Army and Air Force (APO) and Navy (FPO) post offices; also mail for delivery to the United Nations, N.Y. The term "territories and possessions" includes Baker Island, Canal Zone, Canton Island, Caroline Islands, Enderbury Island, Guam, Howland, Jarvis Island, Johnston Island, Kingman Reef, Manua Island, Mariana Islands, Marshall Islands, Midway Island, Navassa Island, Commonwealth of Puerto Rico, Saint Croix Island, Sanit John Island, Saint Thomas Island, Samoa (American), Sand Island, Swain's Island, Swan Islands, Trust Territory of the Pacific, Virgin Islands (U.S.) and Wake Island.

52527 INTERNATIONAL MAIL AND PARCEL POST

Local postmasters will be consulted for information on current regulations and procedures on mail transmissions to foreign destinations not assigned to APO or FPO address.

52528 CLASSES AND TYPES OF MAIL

1. GENERAL. The same mail classification standards that apply to mail forwarded by private individuals apply to official (public) mail. All mailable matter in the United States domestic postal system (as opposed to international mail) is classified into one of four mail classes:

1. first-class mail,
2. second-class mail,
3. third-class mail, or
4. fourth-class mail.

2. FIRST-CLASS MAIL

a. General. First-class mail by classification standards consists of mailable post cards, matter wholly or partially in writing or typewriting (except authorized additions to second, third, and fourth-class mail), matter sealed against postal inspection, and bills and statements of accounts. The weight limit at the first-class rate is 12 ounces. Beyond that limit, first-class rates merge into those of priority mail.

b. Priority Mail. This type of mail (priority) is given expeditious handling in dispatch and travels by the most expeditious transportation available, including the fastest connecting surface carriers, at all times. Airline space is guaranteed.

c. Weight, Size, and Hazard Limitations. First-class mail may weigh not more than 70 pounds nor exceed 100 inches in length and girth combined. (See subparagraph 6 for exceptions.) In addition to regular restrictions the following may not be shipped via priority or air mail:

1. anything susceptible to damage or which may be rendered harmful by changes in temperature or atmospheric conditions and not protected against such changes.

2. permanent magnetic materials with unconfirmed field.

3. matter specifically excluded by appropriate Federal or International (such as LATA) agencies from air shipment.

- d. Restrictions on Use. First-class mail may be used for all

official Navy post cards, letters, flats, and parcels weighing 12 ounces or less. Air mail is authorized only for official post cards, letters, flats, and parcels addressed to an individual with a foreign geographical address overseas. (FOP/APO addresses do not qualify.) Air mail is authorized for use in the Foreign Military Sales (FMS) program, since the cost of mailings under the FMS program has no impact on Navy postal costs and in some cases air mail is required in order to comply with FMS shipment instructions. Priority mail may be used for issue group I and II (TP-1 and 2) supply parcels (material provided for Navy supply support), weighing over 12 ounces which are consigned to mobile units and oversea activities (including Alaska and Hawaii). Additionally, parcels destined to consignee located beyond a 300 mile radius of shippers in CONUS may be routed by priority mail. The word "priority" should be prominently placed on the address side of flat mail and on the top, bottom, and sides of parcels. If local analyses and consultation with fleet mail personnel identify specific locations in CONUS to which surface movement can be effected in accordance with the Uniform Matieral Movement and Issue Priority System (OPNAVINST 4614.1) transit times, surface movement will be used.

3. SECOND-CLASS MAIL

a. General. Second-class mail includes newspapers and other mailable periodicals issued at regular intervals of at least four times a year and which have been granted second-class mail privileges. Second-class is the most complex of all mail classes and while it is doubtful that most Navy newspapers, magazines, and other periodicals will be able to qualify for second-class mailing privileges under the regular rates for second-class mail, the possibility should be explored with a view to taking advantage of the economical rates applicable to such matter. A special category known as "controlled circulation" may be used for publications which contain at least 24 pages containing at least 25 percent nonadvertising, are issued at regular intervals of four or more times a year, and are circulated free or mainly free. Local United States Postal Service representatives should be contacted with a view to taking advantage of the economical rates applicable to controlled circulation publications. An application for a mailing permit must be filed before matter may be mailed at second-class rates (see subparagraph c).

b. Preparation for Mailing. Second-class mail preparation and mailing procedures are found in the U.S. Postal Service Manual, Part 125, Publications should be folded to a size not larger than 9 by 12 inches when practicable. Newspapers and light magazines should be folded to a size not to exceed 5 to 12 inches.

c. Restrictions on Use. Second-class indicia mail may be used for periodicals and newspapers only after formal application has been made to the United States Postal Service and the Postal Service has authorized such use. Requests for these mailing permits should be addressed to the Manager, Mail Classification Division, Office of Rates and Classification, Finance Department, U.S. Postal Service, Washington, D.C. 20260.

4. THIRD-CLASS MAIL

a. General. Third-class mail consists of mailable matter which is not mailed or required to be mailed as first-class mail, not entered as second-class mail, and is less than 16 ounces in weight. Third-class mail consists of circulars, books, catalogs, other printed matter, and merchandise weighing less than 16 ounces. Third-class mail may be mailed at the single piece rate or the bulk rate. Third-class is a deferred class of mail that is moved by surface transportation. However, timeliness of delivery for such material usually is not a factor.

b. Weight and Size Limitations. Third-class mail may weight up to, but not exceed, 16 ounces. The total weight placed in one sack must not exceed 70 pounds.

c. Restrictions on Use. Matter which must be considered first or second-class mail may not move as third-class mail.

d. Third-Class Single Piece Rate. The single piece rate is applied to each individual piece according to weight. In most cases, the third-class piece rate is less expensive than fourth-class mail and should be used in lieu of fourth-class when applicable. When the postage rate computed at the single piece, third-class rate is higher than the rate prescribed in the corresponding fourth-class category for which the piece qualifies, the applicable lower fourth-class rate is charged.

e. Third-Class Bulk Rate. The third-class bulk rate can be used when printed matter to be mailed consists of identical pieces, separately addressed to different addresses, in quantities of not less than 50 pounds, or of not less than 200 pieces. All pieces in a bulk mailing must be identical as to size, weight, and number of enclosures, but the printed textual matter need not be identical. Postage is computed at pound rates on the entire bulk mailed at one time, except that in no case does less than the minimum charge per piece apply. Third-class bulk rate mailing requires a permit from the United States Postal Service as outlined in subparagraph 3c. Printed matter for the purpose of mail classification, is paper on which words, letters, characters, figures, or images, or any combination thereof, has been reproduced by any process other than handwriting or typewriting. Printed matter does not have the character of actual or personal correspondence.

5. FOURTH-CLASS

a. General

(1) Definition. Fourth-class mail, commonly referred to as parcel post, includes merchandise, printed matter, and all other matter not included in first, second, or third-class mail.

(2) Application. The special fourth-class rate applies to the following specifically described articles:

1. Books-books, including books issued to supplement other books, of 24 pages or more, at least 22 of which are printed, consisting wholly of reading matter, or reading matter with incidental blank spaces for notation and containing no advertising other than incidental announcements of books. The identification statement "Special Fourth-Class Rate-Books" must be placed conspicuously on the address side of the package.

2. Educational Reference Charts-printed educational reference charts, permanently processed for preservation. The identification statement "Special Fourth-Class Rate-Educational Reference Charts" must be placed conspicuously on the address side of the package.

b. Weight and Size Limitations. Fourth-class parcels and parcels endorsed and mailed "Special Fourth-Class Rate" must weigh 16 ounces or more but must not exceed the limitations indicated in subpars, 1b and 2b. Official parcels mailed at or to any second, third, or fourth-class post office; at or to any rural or star route at any class of post office; any Army, Air Force, or Navy post office (see subparagraph 6); at or to Alaska or Hawaii, the Commonwealth of Puerto Rico, Territory or Possession of the United States (see paragraph 52526), including the Canal Zone

and Trust Territory of the Pacific; must not exceed 70 pounds nor 100 united inches in length and girth combined.

c. Restrictions on Use. Fourth-class mail will be used for mailable official matter moving within the domestic postal system whenever such matter does not criteria for priority of first-class mail. Fourth-class mail also will be used for mailable official matter addressed to FPO and APO addresses whenever the priority or required delivery date does not require expedited transportation. Unless dictated by priority or required delivery dates which cannot be met by surface mail, articles specifically described as acceptable (see subparagraph a(2)) will be endorsed and mailed "Special Fourth-Class Rate".

6. EXCEPTIONS. Parcels addressed to certain Army and Air Force (APO) and Navy (FPO) post office addresses are limited by weight and size or both. Information relative to military post offices subject to these restrictions may be obtained from local postmasters or the U.S. Postal Service Manual, Part 126.

7. MILITARY OFFICIAL MAIL (MOM)

a. General. MOM is a procedure, approved by the United States Postal Service, whereby official mail endorsed "MOM" and addressed to or from a military post office may be handled as third or fourth-class mail, as appropriate, within the United States except Alaska and Hawaii. Upon reaching the gateway for overseas dispatch, MOM destined for points outside the domestic postal system (see paragraph 52526) will be transported by air. MOM destined to overseas points in the domestic postal system ordinarily will be transported by surface means. When no timely surface transport is available, air transport will be used. MOM is moved by United States commercial air carriers on overseas routes where the Civil Aeronautics Board has established a special rate considerably cheaper than the priority mail rate. MOM is moved by surface means between CONUS locations and gateway terminals (New York, San Francisco, Seattle), and then by airlift beyond. The advantage of MOM service is that it provides a cheaper mode of airlift, yet insures delivery within a timeframe approximating that of priority mail.

b. Weight and Size Limitations. MOM parcels may weigh not more than 70 pounds in weight nor exceed 100 united inches in length and girth combined. (See subpar, 6 for exceptions.)

c. 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 (see paragraph 52526) and official parcels not meeting the criteria for priority or first-class mail (see subparagraph 2d). Mailings (other than issue group III, TP-3 supply parcels) having a critical date of delivery may be sent as MOM on a piece by piece basis. Under no circumstances will both MOM and First-Class be endorsed on the same parcel; however, endorsements such as "Third-Class-MOM", and "Third-Class Bulk Rate-MOM" are acceptable if such mailings have a required delivery date and are addressed to an overseas activity. This procedure will allow for airlift overseas, if required, but will conserve indicia funds.

d. MOM Marking. The MOM marking will be placed conspicuously on parcels requiring this service. This marking will not be placed on mail originating in CONUS for delivery in CONUS. The following categories of official mail will be accorded MOM service.

1. letter size mail (no marking required);
2. post cards (no marking required);
3. envelopes larger than letter size (flats) bearing the MOM

marking;

4. parcels, and commercial insulated bags under the generic term "Jiffy Bag" bearing the MOM marking in addition to the markings for second-class, third-class, fourth-class or the special fourth-class categories;

5. all service school correspondence course material mailed to FPO/APO addresses, marked Third-Class-MOM, Fourth-Class-MOM, or Special Fourth-Class-Rate-(Book) MOM, as appropriate.

8. EXPRESS MAIL SERVICE (EMS)

a. General. Express mail service is an overnight delivery service developed by USPS which is available between designated post offices in CONUS and also available to some points served by international mail. Any mailable matter which is tendered to the U.S. postal service, properly prepared, can be moved by EMS. At the time of this printing of this paragraph EMS is not available to APO/FPO addresses, but can be utilized to expedite material to APO/FPOs in CONUS with normal service beyond. Three basic service offerings are available, (1) same day airport service, (2) custom designed service, and (3) next day service.

b. Same Day Airport Service. Same day airport service is available between designated airport mail facilities. Mail tendered will be dispatched on the next available transportation to the destination airport mail facility. Upon arrival at the destination airport mail facility the mail will be made available for claim. The USPS will refund postage for any item that is not available for claim by the time specified.

c. Custom Designed Service (CDS). Custom designed service is available only on a scheduled basis between postal facilities or other designated locations for mailable matter tendered in accordance with a service agreement. CDS is provided between any combination of the following:

1. designated airport facilities,
2. designated post offices, and
3. all other addresses within designated three-digit ZIP

areas.

d. Next Day Service. Next day service is available at designated retail postal facilities for overnight service to designated destination facilities or locations for items tendered by 5:00 p.m. Both post office to post office and post office to addressee services are available.

e. Weight and Size Limitations. A piece of express mail may not weigh more than 70 pounds nor measure more than 100 inches in length and girth combined. Express mail pieces that are not required to be tendered in a pouch must be large enough to hold the required labels and indicia on a single optical plane.

f. Restriction on Use. EMS is a premium means of moving mail. Specific authorization for the utilization of EMS is required from the Chief of Naval Operations (Postal Affairs Branch OP-09B18) for each instance of use.

52529 SPECIAL MAIL SERVICES

1. GENERAL. Special mail services that are available within the United States Postal System may be used to obtain protective custody, proof of shipment, proof of delivery, and to facilitate tracing of material transported as mail. The decision to use a special mail service must be based on consideration of the needs of the matter in terms of security and the value of the material. Selection of the type of special service must be based on its

cost, its availability at origin and destination, and the peculiar requirements of the transaction at hand. Normally, at least proof of delivery will be procured for mailable material contained in the List of Items Requiring Special Handling (LIRSH) (NavSup P-4105). Special mail services are in addition to regular mail services (see paragraph 52528), and must be requested at the time of mailing. Subparagraphs 2-6 provide general guidance concerning the use of special mail services. To become more knowledgeable in postal matters, Navy shipping activities will have personnel consult the Postal Service Manual, Chapter one, or if the manual is not available, contact the nearest United States post office for more detailed information. The use of the services offered by insured mail, special delivery, and special handling is not authorized for the transmission of official mail by the Department of the Navy except when the costs for such services are borne by a foreign government, such as on Foreign Military Sales shipments.

2. PROOF OF MAILING AND RECORD OF DELIVERY

a. General. Proof of mailing and record of delivery can be obtained as outlined in subparagraph b and c.

b. Proof of Mailing. A Certificate of Mailing (PS Form 3817) provides evidence of mailing only for any class of mail.

c. Record of Delivery. A record of delivery may be obtained by the use of the Transit Time Data (DD Form 1087) or the Record of Receipt (OpNav Form 5511-10) which is signed and returned by the consignee. When registered or certified services are used, a Return Receipt (PS Form 3811) can be requested at the time of mailing. It should be noted that the PS Form 3811 is signed by the addressee but returned by the Postal Service. Use of the DD Form 1087 or the OpNav Form 5511-10, which is signed and returned by the consignee, is recommended for material destined to military activities because of economy and efficiency of direct communication between the consignor and consignee. Registered or certified mail can not be used merely to obtain proof of mailing or record of delivery. Guidance on the use of registered and certified mail is outlined in subparagraph 3 and 4.

3. REGISTERED MAIL

a. General. Registered mail is a special service which provides added protection for valuable and important mail plus proof of mailing and delivery, and indemnity in case of loss or damage. Registered mail moves under hand-to-hand signature and is under continuous protection while in the United States Postal System. Only mailable matter moving at first-class or air mail rates may be registered. Mail placed in street letter boxes or mail drops in post offices may not be registered. When material is shipped by registered mail, the full market value or cost must be declared to the postal clerk. If invoices must accompany the material, they will be packed inside the parcel and will not be attached to the outer wrapping. Charges for registration, return receipt, or subsequent proof of delivery are in addition to the regular first-class or air mail postage rates and should be considered in determining the service yielding the lowest total cost.

b. Restrictions on Use. Registered mail service is applicable only to matter mailed at first-class or air mail rates and is limited to:

1. classified matter requiring transmission by registered mail in accordance with security directives;

2. matter required by statute or regulation to be transmitted

by registered mail such as, narcotics, drug abuse control items, currency, and some international mail;

3. matter of such nature that its duplication in case of loss would be impossible or would entail extraordinary expense, such as rare objects of art, antiques, curios, and material under research and development;

4. matter of intrinsic value requiring special safeguards or of such importance that individual responsibility must be determined in case of loss or damage (such as concealable firearms).

Actual value will be declared and the address side of the label or envelope will be endorsed "Registered", in addition to other required postal markings.

4. CERTIFIED MAIL

a. General. Certified mail service which is applicable to any mailable matter of no intrinsic value mailed as first-class matter, provides a receipt to the addressor when mailing and a record of delivery which is held at the destination post office for two years. Certified mail may be deposited at the post office, street letter boxes, or any other receptacle for first-class mail. The return receipt service is comparable to that provided for insured mail. Certified mail is handled as ordinary mail and no insurance coverage is provided. No record of mailing is maintained at the origin post office and proof of delivery will be provided by the destination post office only upon demand unless a return receipt is requested at the time of mailing.

b. Restrictions on Use. Certified mail is authorized for mailing of matter of no intrinsic value and when required by law, or when deemed absolutely essential. Certified mail will not be used for proof of shipment. See subparagraph 2 for obtaining proof of mailing and record of receipt.

5. INSURED MAIL. Insured mail may only be used when mailing costs are borne by a foreign government for Foreign Military Sales shipments, whenever proof of shipment is required.

6. CERTIFICATES OF MAILING

a. General. A certificate of mailing, available for all classes of mail, furnishes evidence of mailing only and does not provide proof of delivery to the addressor. Certificate of mailing charges are in addition to regular postage rates and should be considered in determining the service yielding the lowest total cost. Matter is not insured against loss or damage.

b. Restrictions on Use. Certificates of mailing are authorized whenever it is necessary to provide evidence of mailing only.

52530 UNMAILABLE MATERIAL

1. GENERAL. Unmailable matter includes matter which is by statute, regulation, or treaty stipulation prohibited from being sent in the mail. Such unmailable material includes harmful matter (i.e., material which may kill or injure another or injure mail or other property). The following are examples of unmailable matter:

1. all kinds of poison, e.g., caustic poisons (acids and alkalies);

2. oxidizing materials or flammable liquids and solids;
3. materials which are likely under conditions encountered during transportation to cause fires through friction, absorption of moisture, spontaneous chemical changes, or as a result of heat retained from manufacturing or processing;
4. ammunition and explosives;
5. containers previously used for shipping high explosives having a liquid ingredient (such as dynamite);
6. narcotics and firearms except as indicated in subparagraph 2;
7. intoxicating liquors;
8. items subject to damage from freezing are not mailable by air shipment; further, permanently magnetic materials with unconfined fields are excluded from air shipment.

Radioactive, combustible, gaseous liquid, perishable material, and items subject to plant quarantines are either unmailable or subject to special mailing conditions. Further information may be obtained from local postal authorities. Additionally, USPS publication 52, Acceptance of Hazardous or Perishable Articles, and Publication 6, Radioactive Matter, provides more specific information or mailability requirements and may be obtained from: U.S.P.S., Eastern Area Supply Center, Somerville, NJ 08877.

2. EXCEPTIONS

a. Narcotics and Drug Abuse Control Items. The United States Postal Service, subject to restrictions set forth herein, will accept shipments of narcotics and drug abuse control items for forwarding by registered mail under "Postage and Fees Paid" indicia. Each shipment must be labeled "POISON" and must be endorsed "Registered" and consigned to the "Medical Custodial Officer". The actual value of the shipment will be declared at the time shipment is tendered to the Postal Service. In no instance will narcotic or drug abuse control items parcels be so marked as to disclose their contents or their value. Narcotics and drug abuse control items, within size and weight limitations prescribed by the United States Postal Service, may be shipped by registered mail within, among, and between the United States, its territories and possessions, and to overseas activities assigned Army-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;
5. from military distribution and stocking points to the Drugs Disposal Committee, U.S. Drug Enforcement Administration, Washington, D.C. 20530.

Narcotics and drug abuse control items may be forwarded from manufacturers or dealers to military hospitals, infirmaries, dispensaries, or dental clinics only when consigned to a licensed physician, surgeon, or dentist by name, rank, and service branch.

b. Firearms. 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 regulations. Additionally, such firearms must be taken apart and packaged in such a manner that no possibility will exist which would allow inadvertent transmission of ammunition. Such parcels, properly prepared for mailing, addressed for delivery to military activities or individuals for use in connection with their official duty, are acceptable for mailing when offered by an authorized agent of the Federal Government. Such parcels will be endorsed and mailed "First-Class Registered, Return Receipt Requested". Full information may be obtained from local postal authorities.

3. MATERIAL LIMITATIONS. Special instructions pertaining to the use of the postal system for shipment of specific commodities are contained in the following:

1. for shipment of perishable material including perishable drugs and biologicals, see paragraph 52181;

2. for shipment of Military Assistance Program and Foreign Military Sales material, see OPNAVINST 4940.1 series.

52531 TRANSPORTATION OF MAILABLE MATTER

1. General. Mail and parcel post matter are transported by United States Postal Service equipment and personnel, and by commercial land, sea, and air carriers. Consequently, depending on the class of mail service requested by the mailer, the Postal Service depends in a large part on the availability and dependability of commercial transportation to provide movement between post offices. Installation transportation officers will consult with the local Postal Service Logistic Division to determine modes of transportation utilized for the various classes of mail and expected transit times to destinations receiving mail or parcel post repetitively. Although the use of mail service reduces shipping documentation costs, material cannot be expedited while within the postal system. Additionally, only matter which is registered can be traced within the postal system; however, such traceability generally requires considerable time.

2. PRECEDENCE

a. Domestic Service Priority. In the domestic postal system, matter is handled in the following priority:

1. air mail-letter mail, air parcel post, or priority mail parcels 9 ounces and up,
2. first-class-letter mail and priority mail parcels 12 ounces and up;
3. second-class-newspapers and periodicals;
4. fourth-class-parcel post;
5. ordinary papers and third-class;
6. circulars.

b. APO and FPO Priority. APO and FPO mail is handled in the following priority:

Service/class	Marking	Handling	Transportation precedence
Air Mail	Air mail Priority mail	First	(1)Domestic-airlift Overseas-airlift

First-class	First-class First	(2)Domestic-airlift Overseas-airlift
	Official letters, flats, parcels	
Military Official Mail	MOM Second	(3)Domestic- rail/truck Overseas-airlift
Second-class	Second-class Third	Domestic-rail/truck Overseas-surface
Third-class	Third-class Fourth	Domestic-railtruck Overseas-surface
Fourth-class	Parcel post Fifth	Domestic-rail/truck Overseas-surface

Notes:

1Letters and parcels marked "Air Mail" are chargeable at air mail rates but may move surface within the United States except Alaska and Hawaii whenever service is equal to or better than air.

2Parcels marked "First Class" may be transported by air within the United States except Alaska and Hawaii but will be airlifted as "MOM" from the FPO or APO.

3Military Official Mail (MOM) is transported by surface means within the United States except Alaska and Hawaii and between the United States including Alaska and Hawaii and the trust territories. MOM is normally transported by surface means to and from territories and possessions of the United States (see paragraph 52528-7c).

c. Delivery. Within the domestic postal system, air mail and first-class mail are provided absolute secrecy while in the custody of the Postal Service, and are dispatched on the first delivery schedule in vehicles must be locked while in transit between postal units. At destination post offices second-class newspapers are generally distributed on the same priority as first-class mail. Other second-class matter and third-class mail is distributed to allow for delivery within 24 hours of receipt by the destination post office. Fourth-class parcels are distributed as soon as practicable.

52532 INDEMNIFICATION

1. GENERAL. Matter mailed under "Postage and Fees Paid" indicia is indemnified by the United States Postal Service against loss and damage to a maximum of \$100 for registered mail. Use of registry is not authorized for the express purpose of insurance recovery (see paragraph 52529-3 for use of registered mail). However, since Postal Service Regulations provide for indemnification of official mailings, recovery of such indemnification is authorized, except when loss or damage is less than \$10 (see paragraph 25156-4).

2. FORMS. Claims for indemnification recovery for loss and/or damage to registered mail are initiated on Application for Indemnity for Registered Mail (PS Form 565), and for insured mail on Request for Payment of Domestic Postal Insurance (PS Form 3812). These forms can be obtained from the local post office on an as required basis.

3. DISPOSITION OF RECOVERY FUNDS. Indemnification recovery from the United States Postal Service can be credited only to Naval

Industrial Fund (NIF) and Navy Stock Account (NSA) funded material. All other funded material losses recovered through indemnification must be credited to the Navy General Fund Receipt Account Recoveries for Government Property Lost or Damaged, 173019.

4. PROCEDURE

a. General. The United States Postal Service Manual, Part 164 outlines specific procedures to be followed when filing indemnification claims for loss and/or damage with the United States Postal Service. Subparagraphs b, c, and d briefly outline these procedures and provide specific information required for processing within the Navy. These procedures apply only when the loss or damage exceeds \$10.

b. Registered Matter--Loss. A claim for loss of registered matter can be filed only by the mailer. Upon notification that registered matter has not been received by the addressee, the mailer will file an Inquiry for the Loss and Rifling of Mail Matter (PS Form 1510) with the post office of origin. At least 30 days should be allowed for processing the PS Form 1510 for matter mailed within the United States except Alaska and Hawaii and 75 days for matter mailed to FPO and APO addressees. After expiration of the allotted time the PS Form 565 will be prepared and filed with the post office of origin. Evidence required to support the claim includes:

1. the original registered mail receipt issued at the time of mailing,
2. evidence of value such as an invoice or sales receipt,
3. notification from the post office of origin that the PS Form 1510 tracer action has not resulted in locating the lost matter.

c. Registered Matter--Damaged. A claim for damage to registered matter can be filed immediately by either the mailer or the addressee. The PS Form 565 will be prepared and filed with the local post office. Evidence required to support the claim includes:

1. the article with the packaging presented by either the claimant or the second post office;
2. the wrapper or package must have the names and addresses of both the mailer and addressee and the appropriate registered endorsement;
3. evidence of value such as an invoice, sales receipt, paid repair bill, estimates of repair or appraisal.

d. PS Form 565 Data. Part 7 of PS Form 565 will show Navy Department followed by the mailing address of the activity filing the claim. Section B of the "Registry claim identification" section will reflect the name and address of the activity filing the claim and the block marked "Other identification" will show NIF, NSA, or Misc, as appropriate. Indemnification checks received from the Postal Service will be credited to the appropriate account under normal accounting practice subject to the restriction indicated in subparagraph 3.

5. DAMAGED MATTER--NOT REPAIRABLE. Predicated upon the result of survey action (paragraph 25155-25166) material deemed not repairable will be surveyed and disposed of as agreed between the Navy activity and the local post office.

6. DAMAGED MATTER--REPAIRABLE. Predicated upon the result of survey action (paragraph 25155-25166) matter which can be repaired will be retained and processed in accordance with repair procedures.

52533 REDUCING MAIL TRANSIT TIMES

1. GENERAL. There are many methods which can be utilized by shippers which will provide better postal service without the payment of higher postage. A few are listed in subparagraph 2, 3, and 4. Further information or other ideas may be obtained from local postal customer service representatives.

2. PLANT LOADING. When a very large mailing is prepared for one or a few destination points, the postmaster may send a vehicle to the shippers loading dock to pick it up. The mail is loaded under post office supervision and then taken directly to destination, bypassing all handling at the post office of mailing and thereby reducing transit times.

3. PRESORTING. For each advance in degree of presorting by the shipper, more handlings are bypassed at the postal facilities, saving time in processing. Presorted mail can be bundled, labeled, palletized or sacked depending on shippers' preference and postal authority recommendation.

4. "FLAG POLE" PROGRAM. The "flag pole" program can substantially reduce the processing requirements at bulk mail centers, through improved labeling instructions and decreased handling of individual pieces of mail. A military mailers' guide has been prepared describing this program and can be obtained from:

Commander
New York Military Mail Terminal
182-22 150th Avenue
Jamaica, NY 11413

PART K: USE OF COMMERCIAL FORMS AND PROCEDURES

52555 POLICY

1. GENERAL

a. Scope. The use of commercial forms and procedures (CF&P) eliminates the need for Government bills of lading (GBLs) and simplifies shipping procedures, therefore, Navy shippers shall use CF&P as prescribed in this paragraph. These instructions amplify the procedures in the Military Traffic Management Regulation (MTMR) (NAVSUPINST 4600.70), Chapter 214, Section XVII.

b. Navy Programs. The use of CF&P is divided into two distinct programs: shipments funded by the Navy Management Fund (NMF) and those not funded by the NMF. NMF funded shipments are defined as logistics shipments; paragraph 52556 contains procedures for these shipments, except shipments tendered to United Parcel Service (UPS). Procedures for UPS shipments are in paragraph 52557. Non NMF funded shipments are administrative material/correspondence shipments such as personnel records, payroll records, laboratory samples (except whole blood and urine specimens), computer tapes, X-rays, publications/technical manuals not requisitioned through the supply system, contracts, financial documents (invoices, receipts, payment records), blueprints and similar documents. Paragraph 52558 contains shipment procedures for administrative shipments.

2. APPLICATION. These procedures apply to commercial truck, bus, air carrier, freight forwarder and commercial barge.

3. LIMITATIONS. CF&P are mandatory for Navy Shipments under the

following conditions:

1. Transportation cost of each shipment is chargeable to the Navy.
2. Transportation cost for each shipment does not exceed \$100.00, except in the following two (2) instances:
 - a. There is no cost limit on single-parcel shipments via express, courier, small package, or similar carriers, that weigh 70 pounds or less and do not exceed 108 inches in length and girth combined.
 - b. There is a \$250.00 cost limit on multi-parcel shipments via express, courier, small package, or similar carriers.
3. Origin and destination is within or between CONUS, Hawaii, Alaska, or Canada.
4. Carrier has signed an agreement with the Government to use CF&P as identified in NAVSUPINST 4600.70, Chapter 214, Section XVII.

4. EXCLUSIONS. CF&P are not authorized for:

1. ammunition or explosives, class A or B;
2. household goods;
3. unaccompanied baggage;
4. classified or sensitive material;
5. valuable material that should be shipped under controls of a GBL (includes material highly susceptible to theft or pilferage);
6. signature security service; or
7. foreign military sales shipments except via UPS.

52556 PROCEDURES FOR SHIPMENTS FUNDED BY THE NAVY MANAGEMENT FUND

1. SHIPPING ACTIVITY PROCEDURES

a. Initial request

(1) The term, commercial bill of lading, as used in this procedure applies to forms provided by commercial carriers. It should not be confused with GSA Form 1642 (June 1969), which is also commonly referred to as a CBL.

(2) Shipping activities will send NAVMTO the following data to justify using CBLs: approximate number of shipments of stock items, requisitioned supply items, repairables, and other material shipments made per year. If NAVMTO approves the request, they will assign each shipper a unique two digit alpha code.

b. Using Commercial Bills of Lading

(1) Each activity shall use a nine digit Navy Shipper Control Number (NSCN) on each Commercial Bill of Lading (CBL) prepared. The unique activity two alpha digits will always be used in the first two positions of the NSCN. The two alpha digits will be followed by a zero, one digit representing the fiscal year, and a five digit serial number to be assigned in sequence by the shipping activity, e.g. AP0300001.

(2) The NSCN will be used when tracing a shipment or inquiring about the status of payment.

(3) Shipping activities will maintain a record of shipments through use of a separate outbound bill of lading register similar to the GBL register.

(4) In addition to the NSCN, activities will enter data that fulfills all contractual requirements for commercial carriage, such as number and descriptions of articles, weight, special tariff conditions. Two copies of the CBL bearing the driver's signature will be retained or duplicated for distribution as indicated in subparagraph c.

c. Distribution of Commercial Bills of Lading

(1) Original: In all cases, the carrier's representative will sign and acknowledge receipt at the time of pick-up. Carriers may use this copy for payment purposes: (In some cases, such as with airlines, the original is not the top copy). Original will be distributed according to carrier procedures.

(2) Copy: Truck carriers will also retain a shipping order copy. Depending on the type of form used, bus, air carriers, and air freight forwarders, they may or may not retain additional copies as required by the individual carriers. Note: Additional copies may be duplicated if required by the shipper or carrier.

(3) Copy: Shipper copy for retained records. The shipper will retain a signed copy memorandum for a three year period for tracing, research, and auditing. Shipping activities will assure that there is an ability to cross reference the carrier bill by the assigned Navy Shipper Control Number.

(4) Copy: Shipper copy for consignee. One copy will be designated as the advanced shipping copy and will be mailed to the consignee on the day of shipment by the shipper.

2. REQUIRED ENTRIES ON COMMERCIAL BILLS OF LADING

a. Information Shown on All Copies of CBLs. In addition to the information normally required (TCN, piece, weight, cube, consignee, etc.), the following additional information must be shown on all copies of CBLs: NSCN _____ BCN _____ TAC _____ "U.S. Navy prepaid shipment. Submit bill to the Navy Material Transportation Office, Bldg. Z-133-5, Naval Station, Norfolk, VA 23511, Attn: Code 021."

b. Carrier Identification Code. The shipper will enter the appropriate carrier identification code as assigned by the Standard Carrier Alpha Code (SCAC) Directory by the name of the commercial carrier.

c. Bureau Control Number. The appropriate Bureau Control Number (BCN) as indicated below will be included in the required information provided on the CBL:

BCN 71001 & TAC N200 - This will be charged for all small parcel shipments diverted from the United States Postal Service. TAC N200 must be shown for these shipments.

BCN 72001 & TACs - This BCN will be used to identify shipments that are to be billed by the NMF for reimbursement by the benefiting customer. Included are shipments that are usually shipped on a GBL and charged to First Destination Transportation (FDT) or Navy Industrial Fund (NIF) accounts. The appropriate TAC is required.

BCN 73001 & TAC N100 - This BCN will be charged for all shipments that would usually be charged to second Destination Transportation (SDT) or Navy Stock Fund (NSF) Transportation Accounts. TAC N100 must be shown for these shipments.

3. INFORMATION FOR CARRIERS. The following information applies to billing arrangements between the Navy and carriers. Commercial carriers must submit a legible signed copy of each freight bill or invoice to Navy Material Transportation Office, Bldg. Z-133-5, Naval Station, Norfolk, VA 23511, Attn: Code 021, for payment. Bills may be submitted for payment as soon as practical after a shipment has been picked up from the shipping activity. Although it is not essential that each NSCN and associated transportation charges be itemized on the Standard Form 1113, it will expedite reimbursement. Carriers may submit up to 20 CBLs with a Standard Form 1113. The illustration on page 2-64 describes a sample of Standard Form 1113 for batched submission of several CBLs with a covering invoice. It is not necessary to itemize each NSCN and the associated dollar value on the Standard Form 1113; the total dollar value should be shown. The payee certification must be signed.

4. DISCREPANCIES IN SHIPMENT/CONSIGNEE PROCEDURE. Reporting of discrepancies in shipment will follow the same guidelines as those established for GBLs in NAVSUPINST 4610.33. Consignees will maintain an undelivered file of CBLs and match up CBLs and delivery receipts when material is delivered.

5. ADDITIONAL INFORMATION. Additional information can be obtained by calling the Navy Material Transportation Office, Norfolk, VA, telephone: Autovon 553-7387, Commercial (804) 444-7387.

PUBLIC VOUCHER FOR TRANSPORTATION CHARGES (STANDARD FORM 1113)

PAYEE'S CERTIFICATE

I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to section 22 of the Interstate Commerce Act, as amended, or other equivalent contract, arrangement, or exemption from regulation.

DATE _____

PAYEE * _____

PER _____
(Signature)

(Capacity)

* When a voucher is signed in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.

Figure K-1

PUBLIC VOUCHER FOR TRANSPORTATION CHARGES (STANDARD FORM 1113)

**52557 OPERATING PROCEDURES FOR UNITED PARCEL SERVICE (UPS)
SHIPMENTS FUNDED BY THE NAVY MANAGEMENT FUND**

1. ELIGIBLE SHIPMENTS. Shipments within the following categories are eligible for shipment via UPS:

1. Interstate packages weighing not more than 70 pounds each and not exceeding 108 inches combined length and girth;
2. Navy payable shipments only (except shipments diverted from Parcel Post which are sent from stock points normally paid for by indicia funds still qualify for UPS movement even if they are directed to other than Navy requisitioners).

2. EXCLUSIONS: The following shipments are not authorized for movement by UPS:

1. FBM shipments (authorized only as indicated in NAVSUPINST 4600.69);
2. shipments to APOs/FPOs;
3. class A and B explosives;
4. radioactive, irritants, and poisonous materials, unless approved for shipment by the carriers;
5. material requiring protective service;
6. household goods; (allowed only when in lieu of mailing).
7. unaccompanied baggage; (allowed only when in lieu of mailing.)
8. grant aid;
9. nonappropriated funds; or
10. administrative material/correspondence.

3. SHIPPING ACTIVITY PROCEDURES.
Shipping activities will:

1. establish account number and local pickup schedules with area UPS offices.
2. establish appropriate records (manifests, pickup sheets, local computer lists, shipping documents, 1348-1, etc.) to ensure capability to verify the UPS billing when received, and to provide normal shipping data as requested. The documentation retained by the shipper will be annotated with the Bureau Control Number (BCN) and TAC, if applicable, assigned to the shipment as defined below:

BCN 71001 & TAC N200 - This Bureau Control Number (BCN) will be charged for all shipments diverted from the United States Postal Service (USPS) to UPS. TAC N200 must be shown for these shipments.

BCN 72001 & TACs - This BCN will be used to identify shipments to be billed by the NMF for reimbursement by the benefiting customer. Shipments which are usually shipped on a GBL and charged to First Destination Transportation (FDT) or Navy Industrial Fund (NIF) Accounts - TACs must be summarized accordingly.

BCN 73001 & TAC N100 - This BCN will be charged for all shipments which would usually be charged to Second Destination Transportation (SDT) or Navy Stock Fund (NSF) Accounts. (Shipments that would usually be shipped on a GBL and diverted to UPS - hazardous material, etc.) "TAC N100" must be shown for these shipments.

BCN 76001 & TAC N300 - This BCN will be used within the Navy Management Fund (NMF) to separately identify and control the

shipment by UPS of FMS material. NAVMTO will accumulate all charges associated with this BCN and bill them to the Navy International Logistics Control Office (NAVILCO), who has funds set aside to pay for the shipments. TAC N300 must be shown for these shipments.

3. upon receipt of the weekly billing, verify the number of shipments and total weight and cost of the bill. Certify the bill as, "services received, inspected, and accepted," with a signature. Attach a BCN/TAC summary and copies of applicable pickup records for each bill. Forward the bill to the appropriate Financial Information Processing Center or Financial Processing Center.

4. DISCREPANCIES IN SHIPMENT. Reporting of discrepancies in shipment will follow the same guidelines as those established for GBLs in NAVSUPINST 4610.33c. However, contact your local UPS representative on specific UPS procedures regarding claims adjudication which differ from normal commercial carrier procedures.

5. ADDITIONAL INFORMATION. Additional information can be obtained by calling the Navy Material Transportation Office, Norfolk, VA, telephone: Autovon 553-7387 or Commercial (804) 444-7387.

6. EQUIPMENT PARCEL SCALES, METERS, AND LABELS. Some small parcel carriers require accurate small scales be employed for the preparation of shipments (UPS requires a scale accurate to 50 pounds, whereas many express carriers require a scale accurate up to 70 pounds). The use of parcel metering equipment is authorized. All imprint tapes used in connection with metering equipment must be affixed to the address side of the article and be completely visible. If indicia address labels are used, activities will assure that "Official Business," "Penalty for Private Use \$300," "DOD-316," and the postal emblem are obliterated from the label.

52558 ADMINISTRATIVE SHIPMENTS

1. GENERAL. Administrative items should be shipped by U.S. Postal Service (USPS) whenever possible. Should a commercial carrier be utilized, (including United Parcel Service (UPS)) the shipping activity will make arrangements to have bills of this type paid locally. The sponsoring activity shall cite their own funds and under no circumstances cite the Navy Management Fund.

2. SHIPPING ACTIVITY PROCEDURES

a. Requesting Activity Procedures. For each shipment, the activity requesting the shipment will prepare a requisition and invoice/shipping document (DD Form 1149). The DD Form 1149 must cite a Procurement Instrument Identification Number (PIIN) vice requisition number. The PIIN should be prepared in accordance with the Defense Acquisition Regulation, paragraph 20-203 except that the letter "W" should be inserted in ninth position.

(1) Multiple shipments can be included on a DD Form 1149 provided the shipments are completed by the same carrier.

(2) A separate DD Form 1149 is required for each carrier.

b. Shipping Procedures. The office/activity tendering the shipment to the carrier (shipping activity) will prepare the commercial bill of lading (CBL). The shipper's copy of the CBL and the DD Form 1149 will be maintained in a pending file. An advance copy of the CBL will be forwarded to the consignee except

for UPS shipments.

c. Certifying CBLs for Payment. The shipping activity will instruct the carrier to submit all invoices/CBLs to them for certification. The incoming invoice/CBL will be matched to the file copies and will then be certified proper for payment. Invoices may be consolidated but must be certified promptly due to the bill payment requirements of the Prompt Payment Act.

d. Forwarding Certified CBLs. The certifying office/agency will forward the certified carrier invoice, and the DD Form 1149 to the local Financial Information Processing Center (FIPC) or Financial Processing Center (FPC). The shippers copy of the CBL will be retained in the shipment completed file.

3. PAYMENT PROCEDURES. The shipping activities appropriate FIPC or FPC shall pay all properly certified carrier invoices/CBLs. The DD Form 1149 will be maintained as backup to support payment of the carriers invoice/CBL.

VOLUME V: TRANSPORTATION OF PROPERTY

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CHAPTER 3

TRANSPORTATION CONTROL

PART A: TRANSPORTATION CONTROL FUNCTIONS

Section I: INTRODUCTION

53000 GENERAL

Transportation control involves all aspects of transportation functions from the planning state, through development and completion of the manufacture of an item or part thereof, to its being placed in use by the ultimate consumer. Each step, such as consideration of transportability factors, packaging, marking, handling, loading, transporting, tracing, and expediting, is an integral part of the overall system for the transportation control of Navy property. Each function serves a purpose as a vital link in the chain of control exercised over material from planning through its procurement or redistribution until it is finally delivered to the user at destination.

53001 PURPOSE

The purpose of transportation control is to insure that material will be delivered at final destination on or before the required time at the lowest over-all cost to the Government, consistent with the service needed. The term "lowest over-all cost" as used herein includes related costs, such as preparation for shipping, unpacking, and reassembling, which may differ depending upon the method of transportation selected, as well as the direct costs for transportation of the material.

53002 SCOPE

The scope of transportation control covers all movement of Navy material. The term "continental United States" as used in this chapter is defined as "United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico."

Section II: NAVAL SUPPLY SYSTEMS COMMAND RESPONSIBILITIES

53025 INTRODUCTION

U.S. Navy Regulations, Chapter 4, assigns specific responsibilities among the various bureaus, commands, and offices of the Navy. One of the responsibilities of the Naval Supply Systems Command is authorizing and controlling the transportation of Navy property and household goods of Navy personnel (see Art. 0450, Nav. Regs.). The Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing) is responsible for exercising movement control over Navy material, for determining Navy-wide transportation requirements, and for insuring that appropriate transportation service is provided for all Navy shipments. In the discharge of these responsibilities certain functions are performed; these functions include but are not limited to the following:

1. coordination of the application of management and technical

control over Naval Supply Systems Command field activities engaged in material movement control functions;

2. development, coordination, submission, and support of Navy-wide current, anticipated, and mobilization requirements;

3. evaluation of transportation service made available to the Navy and determination of more adaptable and responsive transport means;

4. planning, programming, and coordinating the movement of Navy material from source to destination, as required;

5. exercising operational material movement control at the departmental level, as required;

6. providing or arranging for appropriate technical transportation planning assistance to the Department of the Navy in connection with movement control matters;

7. establishment and operation of the airlift clearance authority function by the Navy Material Transportation Office for control of all cargo moving into the QUICKTRANS system;

8. requesting Naval Communications Command to establish communications routing indicators to identify specifically the Navy Material Transportation Officer airlift clearance authority function;

9. development and maintenance of data applicable to the Navy Material Transportation Office in MILSTAMP (DOD Regulation 4500.32-R), Directory of Water Terminal Clearance Authorities and Airlift Clearance Authorities;

10. development of airlift clearance authority operating instructions based on the input and output criteria prescribed by MILSTAMP (DOD Regulation 4500.32-R).

53026 DUTIES

The Naval Supply Systems Command performs the following duties:

1. serves as the point of contact between the single managers for traffic management (Military Traffic Management and Terminal Service, Military Sealift Command, and Military Airlift Command) and the bureaus, commands, and offices of the Navy Department;
2. furnishes guidance to field transportation units;
3. assist the bureaus, commands, and offices of the Navy Department during development and research in determining the transportability (see paragraph 53500-53502) of Navy material and the capabilities of commercial and military transportation services with respect to the movement of extraordinary weight, size, shape, or research material;
4. develops and maintains, in conjunction with the other services, code markings for overseas shipments for peacetime use and insures the adaptability of such markings for mobilization;
5. conducts and supervises transportation studies to provide transportation flexibility to support the fleet;
6. furnishes assistance to Navy shipping activities relative to the various aspects of transportation, by correspondence and field assistance visits;
7. coordinates procedures to effectively handle material for transshipment, resupply, and issue.

53027 ALLOCATION OF SHIPPING SPACE

The Joint Transportation Board of the Joint Chiefs of Staff receives estimates of transportation requirements from the military services. This board also receives estimates of air and ocean lift capabilities from the Military Airlift Command and the Military Sealift Command. Based upon strategic consideration, the Joint Transportation Board allocates a portion of the available space to each of the military services (during peacetime, only air transportation is allocated). Navy allocations are administered by the Navy Material Transportations Office and as directed by the Navy overseas air cargo terminals.

53028 NAVY AMMUNITION TRANSPORTATION PLANNING AND CONTROL

Under the Joint Conventional Ammunition Policies and Procedures for Handling Transportation, and Traffic Management, Ships Parts Control Center (SPCC) is the Navy focal point for execution of transportation planning and control procedures in the areas of production and logistics support in coordination with the single manager for Conventional Ammunition, Transportation and Traffic Management Directorate or other responsible service's traffic management element. SPCC (Code 7335) serves as the single transportation management office responsible for planning, coordinating, and monitoring shipments of Navy, Coast Guard, and Marine Corp (out of Navy activities only) conventional ammunition to overseas destinations for OT, 2E, 2T, 4E, 4T, 6T, 8E, 8S, 8T, and 8U cognizance material. Other functions include:

1. validation of air shipments with NAVMTO;
 2. preparation of tonnage projections for NAVMTO, MAC, and MSC requirements forecasting;
 3. intransit status reports;
 4. collecting movement data incident to export of ammunition items;
 5. conducting estimated transportation cost comparison to effect most economical means of transport in conjunction with RDD (airlift, commercial surface lift, Navy organic lift).
- SPCCINST P8010.12C, Chapter X sets forth transportation policies and procedures for this coordination effort. Additional transportation guidelines for the shipment of ammunition are found in MILSTAMP (DOD Regulation 4500.32-R) and NAVSUPINST 4600.70 (MTMR).

Section III: TRACING AND EXPEDITING

53050 PURPOSE AND SCOPE

The difference between the terms "tracing" and "expediting" is explained in this section which provides guidance in the use of these services. This section also outlines the procedure for requesting tracing and expediting services for freight shipments.

53051 TRACING

Tracing is the procedure for locating shipments. It is a service which carriers perform for shippers or consignees when it is necessary to locate a shipment en route or when shipment is undelivered. If freight is not delivered within a reasonable time after it is tendered for transportation, the shipper or the consignee will request the carrier to furnish information as to the location of the shipment. Failure to prove delivery will constitute a basis for freight claim action against the carrier. A tracer will not be requested until the carrier has had enough time, after receipt of the shipment, to make delivery at destination. Tracing procedures outlined in this paragraph are applicable to shipments moving outside the Defense Transportation System, as defined in Appendix A of MILSTAMP (DOD Regulation 4500.32-R). Tracing procedures for shipments moving within the Defense Transportation System are outlined in MILSTAMP (DOD Regulation 4500.32-R), Chapter 2.

53052 EXPEDITING

Expediting is an action taken before the receipt of a specific shipment by the carrier, to provide movement from origin to destination in the shortest time possible. This service may be used when a shipment is needed urgently at destination or when congestion is likely to occur on the lines of the carriers over which the shipment is to move. Expediting will not be requested unless it is believed that the shipment may not arrive at destination on time without the service of expediting.

53053 CONTROLS WITHIN THE SHIPPING ACTIVITY

To trace and expedite shipments effectively, it is necessary that a system of movement record control and coordination be maintained from the point of issue through the storage and packing functions into the traffic department. This control is necessary for quick determination of the following:

1. when requests for shipments were received,
2. when material was procured or moved from storage,
3. when and how material was packed,
4. when material was placed in the hands of the traffic function for eventual shipment.

Once determination has been made that the material has been shipped, certain additional procedures must be followed to effectively trace the material or expedite the material en route to destination.

53054 PROCEDURE FOR TRACING

1. INFORMATION REQUIRED. Sufficient information must be furnished to the carrier for tracing and locating a shipment. This information varies within the major geographical areas and also with the type of transportation service utilized. These

variables are described in subparagraph 2,3, and 4.

2. WITHIN THE UNITED STATES EXCEPT ALASKA AND HAWAII

a. General. Within the United States except Alaska and Hawaii, there are alternate procedures. When shipments have been routed in accordance with instructions furnished by appropriate military routing offices, the requester will furnish the information listed in subparagraph b, c, or d, as applicable, to the originating carrier or to the military routing officer which issued the routing instructions.

b. Rail or Motor Shipments Routed by the Military Traffic Management and Terminal Service. Requests for tracing of rail or motor shipments routed by the Military Traffic Management and Terminal Service will include the following information:

1. date of shipment,
2. shipper,
3. origin,
4. consignee,
5. destination,
6. description of commodity shipped,
7. car or truck initials and number,
8. complete routing and route order number,
9. government bill of lading number.

c. Shipments Routed by Transportation Officers. Requests for tracing of less than load shipments routed by transportation officers via rail freight, motor freight, freight forwarder, railway express, or domestic air carriers or via coastwise or intercoastal vessels will be submitted to the origin carrier and will include the following information:

1. date of shipment;
2. shipper;
3. origin;
4. consignee;
5. destination;
6. description of commodity shipped;
7. initial carrier;
8. carrier's waybill or freight bill number, if known;
9. government bill of lading number;
10. number and type of packages in shipment;
11. weight of shipment.

d. Shipments Routed by Navy Overseas Air Cargo Terminals. When shipments have been routed by a Navy overseas air cargo terminal, the information listed in subparagraph c will be furnished to the routing office with the route order number.

3. SHIPMENTS TO ALASKA AND HAWAII AND OUTSIDE THE UNITED STATES OR FROM POINTS IN THE UNITED STATES EXCEPT ALASKA AND HAWAII TO OVERSEAS DESTINATIONS

a. General. Requests for the tracing of shipments to Alaska and Hawaii and outside the United States or from the United States except Alaska and Hawaii to destinations overseas will be handled in accordance with subparagraph b, c, or d, as appropriate.

b. Ocean Shipments. When tracing action is required in connection with shipments via ocean carriers, the procedures outlined in MILSTAMP (DOD Regulation 4500.32-R) Chapter 2, Section IV, will be observed.

c. Air Shipments. When tracing action is required in connection with air shipments to or between overseas areas, the information listed in subparagraph 2c with the air movement designator

will be submitted to the appropriate Navy routing activity (see paragraph 51052-2 item 17,51053, and 51055).

d. Other Shipments. When tracing action is required in connection with shipments forwarded via other than air or ocean carriers, the information listed in subpar, 2b or c, as appropriate, will be supplied the carrier to whom the shipment was tendered.

4. PARCEL POST SHIPMENTS

a. Tracers for Parcel Post Mailed in the United States Except Alaska and Hawaii. Tracers for parcel post mailed in, and sent to an address in the United States except Alaska and Hawaii will be filed by the shipper when he learns that the addressee did not receive the material after a reasonable time, or if the shipper is unable to obtain information. Tracers will be made on Inquiry for the Loss or Rifling of Mail Matter (Post Office Department Form 1510).

b. Tracers for Parcel Post Mailed to or from Post Offices in Alaska and Hawaii and Outside the United States. Tracers for parcel post mailed to or from post offices in Alaska and Hawaii and outside the United States, including mail to or from fleet ships, will be filed by the shipper after one month has elapsed from the date of shipment made via air parcel post, except tracers concerning official registered mail may be filed without regard to the time limits specified if sufficient time has elapsed for the article to have been delivered. Tracers will be made on Application of Indemnity for Registered Mail (Post Office Department Form 565) for registered shipments, and on Request for Payment of Postal Insurance (Domestic) (Post Office Department Form 3812), for insured shipments.

53055 PROCEDURE FOR EXPEDITING

Generally, the procedure for expediting a shipment is to communicate with the military routing office normally authorized to route similar shipments of such size and quantity as to require the issuance of routing instructions. However, when shipments require contact between two or more military routing authorities, the request for expediting action, with the information required in paragraph 53054-2 and 3, will be submitted to the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing).

53056 PROCEDURES FOR CONTROL OF REPAIRABLES IN THE DEFENSE TRANSPORTATION SYSTEM

1. GENERAL. This paragraph permits construction of a nonduplicate transportation control number (TCN) for the return of not ready for issue (NRFI) repairable material for those transactions internal to the Navy supply distribution system.
2. CONTROL. In order to maintain a tight control on the movement of high-value repairables, MILSTRIP/MILSTRAP (NAVSUP Publication 437) requires that repairables moving in the DTS under MILSTRIP turn-in documents have the same MILSTRIP documents number on the turn-in document as on the replacement requisition. However, the use of requisition number for both shipments results in a duplicate TCN. This, in turn, causes rejection of the documentation and/or mishandling of repairable shipments.
3. PROCEDURES. Shippers turning in repairable material will continue to ship the NRFI repairable items perpetuating the requisition document number to construct the TCN. To prevent the use of duplicate TCNs, shippers will place an "R" vice an "X" in the 15th position when constructing the TCN for shipment of an NRFI repairable item. This will permit shippers to use the original document number and still have separately identifiable TCNs for turning in the NRFI repairable item.

Section IV: SHIPMENTS TO OR FROM OVERSEAS BASES

53065 PORTS OF TRANSSHIPMENT

1. GENERAL. Shipment authorities, as defined in paragraph 52000, will not specify the ports of transshipment except as indicated in paragraph 52361-2. The inclusion of shipping instructions in shipment authorities will be limited to those instructions permitted under paragraph 52001. The general policy with respect to shipments involving ocean carrier transportation is to forward them via the port or ports having acceptable ocean schedules and which are advantageous costwise for both inland and ocean transportation. Procedures for determining appropriate ports of transshipment are in paragraph 52361 for shipments exported from the United States and in paragraph 52370 and 52371 for shipments originating in Alaska and Hawaii and outside the United States.
2. USE OF NAVY OR COMMERCIAL TERMINALS. The mere fact that a Navy terminal exists can never be the sole reason for consigning shipments to the terminal for transshipment, nor will shipments be automatically consigned to a Navy activity for transshipment except as specified in paragraph 52361. Generally shipments will be made from point of origin to the ultimate consignee at the lowest cost, consistent with the urgency of movement. Consequently, when the combined cost of inland and ocean transportation is less via a port where no Navy transshipping activity exists or if direct consignment to a commercial terminal can be utilized to eliminate and additional handling within a port area, the commercial terminal will be utilized.

53066 AERIAL PORTS OF EMBARKATION

Selection of aerial ports of embarkation will be determined by the Navy air routing activity which authorizes the entry of the shipment into airlift channels.

Section V: SHIPMENTS TO FLEET VESSELS OR EMBARKED UNITS

53075 SELECTION OF THE METHOD OF TRANSPORTATION

1. GENERAL. The precise location of vessels or embarked units at the time the material becomes available for shipment invariably creates problems. In making such shipments, the transportation officer will exercise very important control functions in deciding which of the available transportation methods best meets the needs of the Navy. When freight shipments are forwarded overseas, a secondary control is exercised at the transshipping activity. Both the originator of the shipment and the transshipping activity must exercise extreme caution to the end that material is forwarded on the basis of the best available current information. Shipments should be consigned to vessels or embarked units at a destination where the consignee will be located at the time the shipment arrives (or where the consignee will arrive shortly) rather than to a point where the vessel or unit is located at time of shipment. To this end, the time in transit of fleet freight must be taken into consideration. Location information and consignment instructions, when required, will be obtained in accordance with paragraph 52352.

2. SURFACE PARCEL POST SHIPMENTS. The use of the parcel post system offers a very satisfactory method of shipment to fleet vessels or embarked units for mailable material which falls within size and weight limitations prescribed by the Post Office Department. This service provides an automatic forwarding and delivery service. Generally, it provides better service than individual freight shipments at a decrease in administrative costs. However, it is effected by facilities available at both point of origin and destination. The expressed wishes of consignee activities should be considered carefully since they alone are aware of the adequacy of facilities available at destination. Where surface parcel post, freight, or express shipment will not provide timely delivery for material otherwise eligible for mailing, the provisions of subparagraph 3, 4, and 5 will apply. Postal shipments will not be addressed to shore activities, fleet post offices excepted, for delivery to a vessel or embarked unit. However, fleet post offices have no facilities for performing inspection, acceptance, processing of invoices, or similar services in connection with newly procured material. Consequently, provisions of procurement documents which provide for these services at point of transshipment must be observed and the shipments addressed accordingly.

3. AIR PARCEL POST. Air parcel post may be utilized or shipments to fleet vessels and embarked units for mailable material within the authorized weight limitations when the urgency or the inherent nature of the commodity warrants.

4. AIR FREIGHT. Air freight (including air express and air freight forwarder) may be used when the urgency or inherent nature of the commodity warrants this expedited service. The use of these methods of transportation provides control of the shipment throughout its movement. Nominations of cargo for airlift will be submitted to the Western Operations Department, Navy Material Transportation Office, Oakland, and to Navy overseas air cargo terminals or other cognizant authorized air cargo routing offices overseas.

5. FREIGHT OR EXPRESS. When the use of surface or air parcel is not possible because of the physical characteristics of the shipment or when the postal service will not meet the requirements of the service, shipments will be forwarded via commercial or government transportation media. Location and consignment instructions, when required, will be obtained in accordance with paragraph 52352.

Section VI: NAVY SEA CARGO COORDINATOR RELATIONSHIP WITH OTHER MILITARY ROUTING AND TRANSPORTATION AGENCIES

53085 GENERAL

1. NAVY SEA CARGO COORDINATOR POLICY. When shipments are moved through Navy overseas terminals, the terminal operator is responsible for the physical movement of the cargo through the terminal, for loading it aboard the vessel, and for the necessary documentation. It is the responsibility of the Navy sea cargo coordinator to direct retrograde or intratheater cargo into commercial or military terminals, arrange for ocean lift for all Navy activities having cargo to move through his assigned area, and to request space from fleet commanders or the Military Sealift Command area command for the cargo movement. The Navy sea cargo coordinator is responsible for the monitoring of Navy sponsored shipments delivered to or shipped from nonmilitary operated terminals in overseas ports. This responsibility includes the arranging for loading or discharge and the accomplishment or preparation of required MILSTAMP (DOD Regulation 4500.32-R) documentation. The Navy sea cargo coordinator will inform the managers of the loading or discharging terminal of his responsibility to the ocean carrier pursuant to the terms of affreightment under which the cargo is booked by the Military Sealift Command.

2. DETAILED RESPONSIBILITIES. The detailed responsibilities of the Navy sea cargo coordinators are defined in paragraph 51056-3.

53086 RELATIONSHIP WITH MILITARY SEALIFT COMMAND

1. SCOPE. The Navy sea cargo coordinator will act as the overseas Navy representative to the Military Sealift Command on the local port level and, as such, he will be the primary Navy agent dealing with Military Sealift Command overseas port offices. He may delegate this responsibility to other commands, either for special types of cargo or when the geographic relation of the transshipping activity to the cognizant Military Sealift Command officer makes such delegation desirable.

2. GENERAL DUTIES. Except as specified in subparagraph 1, Navy sea cargo coordinator will offer all sea cargo except that moving in fleet vessels to Military Sealift Command for booking, will receive space allocations and vessel schedules from that source, and, in conjunction with the military loading terminal, will accept or reject the space allocated. The Navy sea cargo coordinator will maintain close liaison with Military Sealift Command port offices in all local matters pertaining to ocean movement of Navy cargo.

3. SPECIFIC DUTIES AND RESPONSIBILITIES. Specific duties and responsibilities of the Navy sea cargo coordinator in relationship with the Military Sealift Command port offices are prescribed in paragraph 57150-57179.

53087 RELATIONSHIP WITH NAVY SHIPPING ACTIVITIES

1. NAVY TERMINALS FUNCTIONING AS MAJOR TRANSSHIPPING ACTIVITIES. The following Navy tidewater supply activities are considered major ocean transshipping offices:

Naval Supply Center, Pearl Harbor, Hawaii Naval Supply Depot, Guam, Mariana Islands Naval Supply Depot, Yokosuka, Japan Naval Supply Depot, Subic Bay, R.P. Naval Support Activity, Naples,

Italy Naval Activities United Kingdom, London, England Naval
Communication Station, Harold E. Holt, Exmouth, Western Australia
Naval Station, Rota, Spain

For ammunition only:

Naval Ammunition Depot, Earle, New Jersey Naval Weapons Station,
Concord, California

2. OVERSEAS SHIPPING ACTIVITIES. When cargo is to enter the United States except Alaska and Hawaii through other than Navy terminals, the overseas shipping activities will observe the provisions of paragraph 52370-1d to facilitate port handling and disposition of the shipments including customs clearance when required.

PART B: TRANSPORTABILITY

53500 DEFINITION AND SCOPE

Transportability, as used in this volume, is directed primarily to research, development, and modification programs. It pertains to the capability of moving an item of military equipment or supply over railways, highways, waterways, oceans, and airways; by common, contract, or private carrier; by self-propulsion; or by organic means to any point where it may be needed. Items which present the greatest difficulty in determining the capability of a transportation media to effect movement are items which are either over-size, overweight, or both. However, other types of material also have features which pose a problem, such as those extremely susceptible to damage in transit, as well as material which because of new scientific advances does not lend itself to transportation by ordinary methods. When material or items do not exceed the limitations set forth in paragraph 52502, transportability usually becomes a minor problem and the material can be transported with little difficulty. Conversely, when the limitations in paragraph 53502 are exceeded, problems arise as to transportability which can well upset the entire procurement and logistic processes. It is in this latter area that the Naval Supply Systems Command (Deputy Commander, Transportation) should be requested to furnish advice and assistance. Material manufactured for a specific purpose which cannot be transported with a degree of flexibility is of little use under ordinary circumstances and presents an additional cumbersome supply problem during mobilization.

53501 TRANSPORTABILITY POLICY

1. GENERAL. During the research, design, development, procurement, or modification phases of military items, full consideration will be given to transportation characteristics in order that the items, whenever possible, will permit ready handling and movement by available transportation facilities without resort to special or unique arrangements. Size and weight limitations for normal unrestricted movement of material in traffic lane are set out in paragraph 53502. This does not mean that articles which exceed these limitations cannot be transported, nor does it indicate that more restrictive patterns of movement do not exist. However, such limitations are furnished as guidelines within which articles can ordinarily move without disrupting normal transportation movements. When these criteria are exceeded, the procedures in subparagraph 2 and 3, as appropriate, will be observed.

2. TRANSPORTABILITY CRITERIA MET. If the item is to be procured and installed at activity with no further transportation anticipated during the life of the item and it meets the transportability criteria for a single mode of transportation which is available between the point of origin and the firm destination, a requirement for that type of transportation service should be incorporated in the contract. In this connection, the provisions of NPD 1-1312 will be observed.

3. TRANSPORTABILITY CRITERIA EXCEEDED. When new items have been planned and designed which exceed the transportability criteria (see paragraph 53502), full consideration will be given, when possible, to "knock down" or disassembly possibilities for transportation purposes and on-site assembly of the item. Transportation by self-propulsion also will be considered when appropriate. When appropriate, the contract should include such provisions. In all other instances when transportability criteria cannot be met, the Naval Supply Systems Command (Deputy Commander, Transportation) will be requested to furnish advice relative to the transportability of the material. When making such requests, the following information will be furnished:

1. exterior profiles (both sides and ends) showing all dimensions;
2. description, including peculiar characteristics, of the item;
3. weight;
4. axle loads (wheeled vehicles only);
5. position of center of gravity, if known;
6. points from which material will be shipped;
7. consignee, including precise location at the destination;
8. mode or modes contemplated to perform movement and reasons for such selection.

The foregoing information also will be furnished if disassembled portions of a new article exceed these criteria and, additionally, when repositioning of items already within the naval system exceeds these criteria. Upon receipt of this information, the Naval Supply Systems Command will develop the availability of transport media to insure that material can be moved.

4. NEW ARTICLES OR LIQUIDS. When new articles or liquids are being developed for which it is known that no transportation equipment has been designed, assistance in the development of the required transportation equipment will be furnished by the Naval Supply Systems Command (Deputy Commander, Transportation).

53502 TRANSPORTABILITY CRITERIA

1. GENERAL. Certain factors must be considered before attempting to move an item of excessive size or weight by any mode of transportation. This includes exterior design of article, transportation path of movement, and design and capacity of carrying equipment. Consideration must be given to the following factors:

1. relationship between the size and weight of an item designed, engineered, constructed, or procured for military use and the size and weight capabilities of transportation systems to insure timely and efficient delivery;

2. the weight of the article in relation to the loading capacity of the carrying equipment;

3. the combined weight of the carrying equipment and the article to be transported in relation to the capacity of the path of movement;

4. the limiting dimensions of the article in relation to the type and size of the carrying equipment, if it is to be loaded;

5. the limiting dimensions of the article as loaded on the carrying equipment in relation to the freeway or clearance along the path of movement and physical barriers such as the following:

Rail: station platforms and sheds, third rails, intertrack fences, rock cuts, retaining walls and building, overhead and under grade bridges, tunnels, telephone poles, trolley wires, and other overhead wire crossings;

Highway: curbs, buildings, bridges, poles, guard rails, signs, rock cuts, tunnels, trees, overhead wire crossings, and overhead signal lights;

Waterways: locks, cliffs, bridges, tunnels, depth of water, and position of channel in relation to shore line;

Air: length of runways, buildings, power lines, trees, and poles adjacent to landing fields and runway;

6. the type and size of carrying equipment in relationship to the freeway or clearance along path of movement;

7. the relationship between the article to be transported and the path of movement spacing, for the various modes of transportation as:

Rail: intertrack distance;

Highway: traffic lane;

Water: channel width and water depth;

Air: pattern of approach to landing fields and runways;

8. the size of the article in relation to ocean vessel deck, hold, and hatch loading spaces and the weight of the article in relation to the deck load limitations and lifting capacities of the ship's gear;

9. the type and capacity of loading, unloading, or disassembly facilities at origin, destination, and, if necessary, at intermediate points.

2. ADDITIONAL FACTORS. Other factors also affect the transportability of materials as described herein. Little uniformity exists among the states as to when and under what conditions heavy, bulky, extraordinary, or dangerous material may be transported within a given state. See paragraph 52475-52480 for additional information with respect to movement of oversize and/or overweight items via highways. Motor carrier may not possess authority to travel the specific highways over which the material can move. Therefore, the regulatory bodies (federal, state, or local) must be contacted for such specific additional temporary authority. Rail carriers may be able to handle material exceeding the criteria in subparagraph 6. However, such movements may not coincide with the schedule of trains. Clearance then must be issued by each railroad in order to control the

movement of this type material without disruption of schedules. Normal time in transit data is unrealistic since this type of material may of necessity be moved over excessively circuitous routes in order to be transported. Also, certain types of material can be moved only for short periods during the day or night. At all other times, the vehicles transporting the material must be side-tracked or parked.

3. AIR TRANSPORTABILITY. Items procured by the Navy can be required at any point in the world on short notice. Consequently, during the design period, consideration should be given to the size and weight of material in order to insure air shipment capability when an emergency situation arises. Airframe capacity varies between carriers and points. The same is true of the military air transport carrier system. Furthermore, air shipments frequently require movement by more than one type of aircraft to effect delivery. The size and weight of an item determine whether it can be shipped by air. Airlift capacity varies so much that when air transportation may be required for material, specific information is required as to the actual weights, sizes, and movements involved before the suitability of airlift can be determined. This is necessary because maximum permissible weights range from 200 lbs, to 10,000 lb., and present size limitations vary from 18 by 44 by 48 inches to 132 by 132 by 180 inches.

4. HIGHWAY TRANSPORTABILITY

a. General. Generally, pneumatic-tired vehicles capable of highway operation within continental United States can accommodate articles not in excess of the following limitations:

1. height - 132 inches;
2. width - 96 inches, including overhang and other permanently mounted fixtures and equipment attached or placed permanently thereon, cannot protrude more than 9 inches beyond the outside face of the tires on either side of the vehicles;
3. length:
 - single vehicle--35 feet;
 - truck tractor with semitrailer--50 feet (see subparagraph b(2));
 - other combination--65 feet (see subparagraph b(2));
4. weight limitations--see subparagraph b(1).

b. Weight Limitations and Special Requirements

(1) Weight Limitations. Weight limitations are prescribed in two ways, that is gross weight and axle loads. When the distance from the extreme rear axle to the next nearest axle is 10 feet or less, the gross weight limit is 36,000 pounds. An increase of 850 pounds per foot is allowed for each additional foot between axles measured as indicated in subparagraph a. (See subparagraph (2).) When the distance between the nearest adjacent axles is from 3 1/2 feet to 7 1/2 feet, the permissible axle load is 10,000 pounds. When the distance between the nearest adjacent axles is greater 7 1/2 feet, the permissible axle load is 18,000 pounds. An axle load is defined as the total load transmitted to the road by all wheels whose centers are included between two parallel transverse vertical planes forty inches apart extending the full width of the vehicle.

(2) Special Requirements. When dimensions or weights or both exceed the normal limits prescribed by the various states comprising the United States, special permits are required to be obtained from each such state through which the shipment must travel in accordance with paragraph 52475-52480.

5. OCEAN TRANSPORTABILITY. Typical of the ships available for the carriage of Navy general cargo are Liberty, Victory, and C3

type ships of World War II. Items not exceeding 20 feet in length, 19 feet 10 inches in width, 7 feet 9 inches in height, and 5 long tons in weight may be considered as the largest that can be shipped by ocean carriers without special arrangements. Hatch dimensions, maximum and minimum height measurements between deck heights, and boom capacity serving the various hatches are shown in the following table (actual ship structural dimensions are given as of June 1957).

LIBERTY SHIPS

Hatches	Hatch opening dimensions		Between deck height		Boom capacity	
	Length	Width	Maximum	Minimum	Long	Tons
No. 1.....	33'-9"	20'	13'-8"	11'	2-5	Ton
No. 2.....	35'-0"	20'	22'-0"	10'-0"	2-5	Ton
No. 3.....	20'-0"	20'	22'-0"	7'-10"	1-50	Ton
No. 4.....	33'-0"	20'	23'-6"	8'	2-5	Ton
No. 5.....	35'-0"	20'	23'-6"	7'-10"	1-15	Ton
					2-5	Ton

VICTORY SHIPS

Hatches	Hatch opening dimensions		Between deck height		Boom capacity	
	Length	Width	Maximum	Minimum	Long	tons
No. 1....	25'-0"	22'-6"	15'	6'-9"	2-5	Ton
No. 2.....	24'-0"	22'-0"	11'-4"	7'-0"	2-5	Ton
No. 3.....	36'-0"	22'-0"	11'-3"	7'-5"	4-5	Ton
No. 4....	36'-0"	22'-0"	10'-3"	8'-0"	1-50	Ton
No. 5.....	24'-0"	22'-0"	11'-0"	10'-2"	4-5	Ton
					1-30	Ton
					2-5	Ton

C-3 SHIPS

Hatches	Hatch opening dimensions		Between deck height		Boom capacity	
	Length	Width	Maximum	Minimum	Long	tons
No. 1.....	36'-0"	20'-0"	17'-0"	7'-3"	4-5	Ton
No. 2.....	30'-0"	24'-0"	17'-0"	7'-4"	4-5	Ton
No. 3.....	37'-6"	24'-0"	17'-0"	6'-9"	2-5	Ton
No. 4.....	30'-0"	24'-0"	12'-0"	7'-6"	1-30	Ton
No. 5.....	40'-0"	24'-0"	17'-0"	6'-4"	4-5	Ton

The information shown in these tables is based on basic vessel designs and is considered suitable for general planning purposes. However, since many of these ships have been modified, specific vessel capability must be ascertained prior to arranging lifts for items of odd or unusual size or excessive weight. The size of hatch opening should be understood to indicate the limitations for placing items under the ship decks. However, these criteria do not apply to material which may be shipped as deck cargo.

6. RAIL TRANSPORTABILITY. The clearance restrictions of standard gauge railroads in the continental United States and Canada are generally less restricted than in over-seas areas. Articles not exceeding the dimensions listed herein can be transported in open top equipment provided that the article does not exceed 49'0" in length.

7'0" wide at 15'1" above top of rail
 10'0" wide at 14'3" above top of rail
 10'0" wide at 13'8" above top of rail
 10'8" wide at 3'4" above top of rail
 9'4" wide at 1'3" above top of rail
 9'0" wide at 0'9" above top of rail
 7'4" wide at 0'2 1/2" above top of rail

Rail car platform heights available run from 3'5" to 4'5" above top of rail. The dimensions shown above are indicated as maximum widths in relation to height of the article above the top of the rail when loaded in open top equipment. As an example, for planning purposes an article rectangular in shape that is 9 feet wide, 9 feet high, and 49 feet long, weighing 70,000 pounds can be transported by class 1 railroads in the United States.

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CHAPTER 4

TRANSPORTATION, FISCAL, AND SUPPLY MANAGEMENT DATA

PART A: GENERAL

54000 PURPOSE

The instructions in this chapter cover the functions to be performed in controlling and accounting for transportation funds. This chapter outlines also the procedures to be followed in accumulating fiscal and management data incident to the transportation of property. The basis for this procedure is the Navy Management Fund Charter (see paragraph 54051).

PART B: CONTROLLING TRANSPORTATION FUNDS

54051 MANAGEMENT FUND CHARTER

The Navy Management Fund Charter, No. 19, "Transportation of Things," was issued to provide for financing and accounting for all charges incurred in the transportation of material and property for the account of the Navy. Charges for services performed by the Military Sealift Command, costs of military air transportation, and other contractual or accessorial charges incident to transportation are also covered by the Navy Management Fund Charter excludes any transportation costs which are included in the contract price of material procured commercially (f.o.b. destination or all transportation charges paid by the vendor without reimbursement therefor) and transportation costs properly chargeable to Marine Corps funds.

54052 SHIPMENT AUTHORIZATION FOR EXPENDITURE OF TRANSPORTATION FUNDS IN EXCESS OF \$7500

1. GENERAL. All shipments that will obligate \$7,500 or more must be cleared by the Navy Material Transportation Office (NAVMTO), Norfolk, VA before release to the carrier. For purposes of this paragraph, either a single requisition being split into several shipments, or multiple requisitions being accumulated for shipment to one consignee, which in their aggregate would obligate \$7,500 or more should be considered a single shipment.

2. PROCEDURES. Submit requests for clearance by letter, message or telephone to NAVMTO Code 031. Telephone requests must be confirmed by message. All requests must include:

1. requisition(s) shipment directive number(s) and date;
2. estimated shipment date;
3. complete description of material to be shipped (including PC/WT/CU);
4. estimated transportation costs and applicable TAC;
5. special handling/movement requirements;
6. origin(s), destination(s), and consignee;
7. RDD of material and priority;
8. justification/need for the shipment, the mode requested,

and disability costs if appropriate;

9. project code.

NAVMTO will assist in estimating transportation costs.

3. RETROGRADE SHIPMENT. Major retrograde action (i.e., return of excess ammunition assets in need of renovation) will be by organic lift unless a waiver is approved by OPNAV as a charge to Servicewide Transportation Funds by other means, e.g., Military Sealift Command or commercial bottoms.

54053 APPROPRIATION CHARGEABLE

1. NAVY PROPERTY

a. General. Transportation costs are financed through the Navy Management Fund, subhead for transportation, either initially or secondarily, for shipments of the following:

1. Navy Supply System material shipped between naval activities;
2. household goods of naval personnel under official transfer orders; also household goods of civilian personnel under official transfer orders when shipments are made to or from overseas under government bills of lading or ocean manifests;
3. remains of Navy or Marine Corps deceased personnel and dependents;
4. material from contractor's plants to first destination for use or storage by the Navy;
5. material from other government departments and agencies transportation for which is properly chargeable to the Navy Management Fund (excludes transportation which is the responsibility of Defense Logistics Agency and General Services Administration);
6. Military Assistance Program material whether directed by the Navy or the Marine Corps;
7. material shipped via Navy QUICK-TRANS service including Defense Logistics Agency stock, and material for other defense services and government agencies; Navy Management Fund reimbursed by these components.

b. Inland Transportation. Inland transportation covers shipments by commercial carriers via rail, motor, air, freight forwarder, railway express, inland waterways, combined land-air or land-ocean shipments moving under through bills of lading at through rates, and all other water traffic not controlled by the Military Sealift Command. The accounting data for the current fiscal year, which includes the Navy Management Fund symbol, the subhead for transportation, object class, bureau control, authorizing accounting activity, type and functional account numbers, will be shown in the appropriate space on bills of lading covering inland transportation. In addition, bills of lading will cite the appropriate transportation account code as prescribed in paragraph 54054.

c. Ocean Transportation. Navy responsible transportation costs of ocean shipments controlled by the Military Sealift Command, excluding coastwise and intercoastal shipments within the United States, are chargeable initially to the Navy Industrial Fund, subhead .3302 and reimbursed from the Navy Management Fund by the Naval Supply Systems Command. Generally, Military Sealift Command shipments are covered by Transportation Control and Movement Document (DD Forms 1384) as prescribed in MILSTAMP (DOD Regulation 4500.32-R). When a government bill of lading is used to cover an ocean movement, the Military Sealift Command Navy Industrial Fund accounting data will be indicated in

the appropriation space. In addition, ocean shipping documents will cite the appropriate transportation account code prescribed in paragraph 54054. However, instructions provided in subparagraph b will be observed in connection with coastwise and intercoastal shipments between points in the United States,

d. Military Airlift Command and QUICK-TRANS. When shipments are transported by Military Airlift Command or QUICKTRANS, the DD Form 1384 will indicate the appropriate transportation account code in paragraph 54054 (also published in MILSTAMP (DOD Regulation 4500.32-R)).

e. Household Goods. For accounting purposes, bills of lading and DD Forms 1384 covering household goods, personal effects, and privately owned vehicles will indicate the name and rating of each person for whom the shipment was made. The abbreviation "(Civ)" will be used after the name in the case of shipments made for civilian employees. Instructions for applying transportation account codes to shipping documents covering household goods are including in paragraph 54054.

2. OTHER GOVERNMENT DEPARTMENTS AND AGENCIES

a. General. When material, including household goods, new procurement, and interservice, is shipped by Navy activities for other government departments or agencies, and transportation is properly chargeable to other than Navy funds, the applicable disbursing office (see paragraph 52400-3) and transportation accounting data of the department or agency will be cited on government bills of lading covering inland transportation and the appropriate transportation account code for the respective department or agency will be cited on Transportation Control and Movement Document (DD Form 1384) in accordance with MILSTAMP (DOD Regulation 4500.32-R), for Military Airlift Command and Military Sealift Command shipments. When the shipping authority does not provide transportation accounting data for these types of shipments or transportation account codes cannot be determined from MILSTAMP publications, such information will be obtained from the requesting source prior to preparation of the shipping document. Additional accounting data for U.S. Coast Guard shipments and Defense Logistics Agency centers are provided in subparagraph b and c.

b. U.S. Coast Guard

(1) General. Government bills of lading issued for the account of the Coast Guard for domestic transportation, including coastal and intercoastal water shipments, and overseas air transportation must contain the Coast Guard disbursing office and appropriation chargeable. Government bills of lading issued for ocean transportation, furnished by the Military Sealift Command, for movement of Coast Guard cargo will cite the Navy Industrial Fund which is initially chargeable and the appropriate Military Sealift Command disbursing office.

(2) Household Goods. Government bills of lading issued for shipments of household goods, except for ocean transportation furnished by the Military Sealift Command, will cite the appropriation 69X0201, Operating Expenses, Coast Guard, and office to be billed as Commandant, U.S. Coast Guard Headquarters, Washington, DC.

(3) Requisitioned Material. In the absence of specific instructions on Coast Guard requisitions, Navy shipping activities will determine the proper disbursing office and appropriation to be shown on government bills of lading from the following guidelines:

1. The Coast Guard disbursing office to be billed for transportation charges is identical with the office to be billed for the material.

2. The first character of the fund code contained in block 17 of the DOD Single Line Item Requisition System Document (DD Form 1348) and columns 52 and 53 of the DOD Single Line Release/Receipt Document (DD Form 1348-1) will identify the appropriation to be cited on government bills of lading.

First character of fund code	Appropriation
V	69X0242, Reserve Training, Coast Guard
W	69X0240, Acquisition, Construction and Improvements, Coast Guard
Y	69X4743, Coast Guard Yard Fund
All other	69X0201, Operating Expenses, Coast Guard
Consolidated shipments involving several appropriations	69X0201, Operating Expenses, Coast Guard

c. Defense Logistics Agency. Inland government bills of lading issued by Navy activities for Defense Logistics Agency owned material will include the following Defense Logistics Agency fund citations and fiscal accounting station as applicable to the commodities listed:

Commodity	Appropriation and subhead	Allotment	Object Class	Fiscal accounting station
Defense clothing and textile supplies	97X4961.5101	01	22.2	S036-030
Defense medical supplies	97X4961.5102	01	22.2	S036-030
Defense subsistence supplies				
Shipped from:				
Defense Depot, Mechanicsburg	97X4961.5103	80	22.2	S036-030
Naval Supply Center, Norfolk	97X4961.5103	80	22.2	S036-030
Naval Supply Center, Oakland	97X4961.5103	80	22.2	S036-030
Defense general supplies	97X4961.5104	01	22.2	44073
Defense industrial supplies	97X4961.5105	01	22.2	S36054
Defense construction supplies	97X4961.5107	01	22.2	33181
Defense electronic supplies	97X4961.5109	01	22.2	S33184

Shipments of the listed commodities via QUICKTRANS will be financed initially through the Navy Management Fund with DD Forms 1384 citing Defense Logistics Agency transportation account codes in accordance with MILSTAMP (DOD Regulation 4500.32-R), Appendix B12B.

54054 TRANSPORTATION ACCOUNT CODES (TAC) FOR CHARGES TO NAVY

1. GENERAL DATA ON NAVY TRANSPORTATION ACCOUNT CODE SYSTEM

a. Use of Transportation Account Codes. The Navy transportation account codes (TACs) listed and defined herein

identify essential management information and costs initially financed through the Navy Management Fund (NMF) "Transportation of Things" subhead. Transportation account codes are used within the accounting appropriation data to identify the appropriation or user ultimately responsible for paying the transportation costs incurred.

b. Navy Management Fund Accounting and Transportation Account Code Citation. The complete Navy Management Fund appropriation and cost data citation applicable for shipment of Navy material is as follows:

17X3980.2379/022/74001/0/063408/
2D/000_ _ _ _ 98003.

The subhead should remain constant for all fiscal years. The four blanks preceding the functional account code (98003) will be completed with the applicable transportation account code (TAC) constructed or extracted from the sections which follow. (For example, transportation account code N696 would be reflected as 000N69698003.)

c. Abbreviated Accounting and Transportation Account Code Citation. In preparation of shipping documents (government bills of lading) the following abbreviated chargeable accounting (block) citation is authorized:

NMF-__-____
 ____ four digit TAC
 ____ last digit of fiscal
 year of shipment

FOR EXAMPLE: NMF-5-N696

NOTE: In preparation of shipping documents which reflect shipments for more than one (1) transportation account code, leave the "TAC" space blank, insert "See below" and cite the appropriate transportation account codes opposite individual items in the "Description of articles" block of the government bill of lading or other shipping document.

d. Responsibilities

(1) Maintenance of the Transportation Account Code System. The Navy transportation account code systems is maintained and controlled by the Naval Supply Systems Command Headquarters (Navy Management Fund Operations Branch). The Navy Material Transportation Office (NAVMTO), Norfolk, VA., provides direct support in the maintenance of the Navy transportation account code library.

(2) Material Movement Decisions. The applicable Navy inventory manager (inventory control point, stocking point, systems command, or other major Navy budget claimant) is responsible for respective policy of redistribution, retrograde, or other material movement decisions. For material not of a stores account nature, the movement decision rests with the respective "owning or furnishing" major claimants such as in the case of Government Furnished Material or Rquipment (GFM/GFE).

(3) Funding of Material Movements. The responsibility for funding of second destination transportation movement is in accordance with OPNAV Instruction 4600.24 series. First destination transportation funding responsibility rests with the respective claimant/allottee of the procurement appropriation cited on the respective authorizing requisition or contract.

(4) Assignment of Transportation Account Code. The assignment of Navy transportation account codes is the ultimate

responsibility of the transportation officer/agent initiating respective movement documentation. The Navy transportation account codes listed herein and as available from source documentation will be used in all instances. (NOTE: Navy transportation account codes in the numeric series N001-N099 while unpublished herein, may be used by applicable Navy claimants but must be specifically annotated on source documentation for extraction by transportation officers/agents. Similarly, for the movement of household goods, privately owned vehicles, and personal effects of Navy personnel when funded by other than the appropriation Military Personnel, Navy (17_1453) use of transportation account codes within assigned series but other than the specific subhead assigned transportation account code, will be specifically annotated on source documentation (transfer/travel orders). (Example: The claimant responsible for appropriation 17_1804.60000 may use other N11H, such as N88H, but must stipulate the specific transportation account code desired in the respective transfer/travel orders. In all cases under this series the second and third digit must be numeric and the final digit will be as listed for the respective subhead series.)

2. TRANSPORTATION ACCOUNT CODES FOR NAVY STORES ACCOUNT MATERIAL

a. Construction of Transportation Account Codes for Stores Account Material. Second destination shipments of Navy stores account material will reflect transportation account codes listed as follows in the series N101-N599. In the case of these transportation account codes, the third and fourth digits are fixed to represent the respective material (as differentiated by material cognizance codes) and the second digit must be selected as "1", "2", "3", "4", or "5" to represent the purpose of the shipment as a result of requisition action, redistribution, or return/retrograde/disposal. For example:

Four digit TAC (in N101-N599)
N X X X
specifically assigned in
the following chart
assign purpose code 1,
2, 3, 4, or 5 as
appropriate

The second digit illustrated in the preceding example represents a shipment purpose code assignment and is defined as follows:

Use Numeral:

1-for shipments made in response to a requisition for material if service code is "N" (for example, service code is reflected in CC 30 of DOD single Line Item Requisition System Document (DD Form 1348) immediately preceding unit identification code (UIC) of the requisitioner).

2-for shipments made in response to a requisition for material if service code is "V" (for example, service code is reflected in CC 30 of DD Form 1348 immediately preceding unit identification code (UIC) of the requisitioner).

3-for shipments made in response to a requisition for material if service code is "R" (for example, service code is reflected in CC 30 of DD Form 1348 immediately preceding unit identification code (UIC) of the requisitioner).

4-for shipments made in response to redistribution orders of stores account material as directed by an inventory control point, systems command headquarters, retail stocking point, or other inventory stocking point (normally reflected by document

identifier codes series A2) (NOTE: does not include returns/retrograde).

5-for shipments made in response to various actions or directions or directives to return material to inventory managers, retrograde of repairable carcasses to designated overhaul points (DOP), other retrograde actions, and disposal movements not directed by Defense Logistics Agency.

For example: Shipments in response to requisition action:

Requisition number is: V03367 4182 6617

Cognizance symbol of material is: 2R

Correct TAC is: N202

NOTE: For service codes other than "N", "V", or "R", see subparagraph 5 item 2.

b. Transportation Account Codes for Navy Cognizance Symbol Material. The following stores account material list is provided in sequence of material cognizance symbols and specifies the fixed digits (first, third, and fourth) positions of the respective transportation account code for shipments of these commodities:

Material cognizance symbol	Description	Purpose Code
0A	AEC war reserve quality nuclear ordnance in Navy custody	N_50
0I	Publications	N_51
0K	Library books	N_52
0P	Specialized fleet ballistic missile technical publications	N_48
0X	Military Sealift Command special material	N_30
1A	Ordnance equipment consumable or expense type material	N_20
1B	Materials handling and dehumidifying equipment	N_53
1H	Shipboard and base consumable or expense type equipment	N_20
1I	Forms	N_55
1N	Electronic consumable or expense type materials	N_20
1Q	Ship's store and commissary materials	N_54
1R	Aeronautical, photographic, and meteorological consumable or expense type material	N_01
2B	Materials handling and dehumidifying repairables and equipment	N_56

2C	Major construction and civil engineering equipment	N_57
2E	Conventional air ammunition	N_11
2F	Major ship electronic equipment	N_28
2G	Electronic repairable or investment type material - NAVAIR	N_05
2H	Shipboard and base equipment, assemblies, components and repair parts	N_21
2J	Major ordnance equipment	N_26
2M	Ground vehicles and cryogenics facilities	N_08
2N	Electronic repairable or investment type - NAVSEA	N_22
2O	Training equipment	N_52
2P	Principal FBM fire control and guidance equipment, components, and selected repair parts	N_48
2R	Repairable or investment type aeronautical, photographic, and meteorological material	N_02
2S	Major hull, mechanical, and electrical material	N_27
2T	Expendable surface launched ordnance	N_31
2U	Missile repair parts - NAVSEA	N_24
2V	Aeronautical support equipment and sonobuoys	N_10
2W	Major photographic equipment	N_07
2X	Principal FBM missile handling end items	N_48
2Z	Major ship/shore electronic material	N_28
4A	Ordnance repairable - NAVAIR	N_05
4G	Electronic repairables - NAVALEX	N_22
4H	Deep submergence vehicle spares	N_40
4J	Metrological calibration equipment	N_26
4M	Principal meteorological equipment	N_07
4N	Electronics material to support NAVSEA	N_22

40	Repairable or investment type electronic material to support naval oceanographic programs	N_22
4P	Principal FBM launch and launcher support equipment	N_48
4R	Catapult and arresting gear repairables	N_02
4T	Torpedoes and components	N_42
4U	ASW weapons repairables	N_24
4V	Aircraft engines	N_10
4Z	Aeronautical bomb racks and drop tanks	N_03
5B	Army/AF managed/Navy owned consumable chemicals, radiological, and bacteriological material	N_81
5C	Army/AF managed/Navy owned conventional ammo accessories	N_81
5D	Army/AF managed/Navy owned nuclear ammunition accessories	N_81
5L	Army/AF managed/Navy owned consumable communications material	N_81
5M	Army/AF managed/Navy owned consumable security agency material	N_81
5N	Army/AF managed/Navy owned consumable cryptologic material	N_81
5P	Army/AF managed/Navy owned consumable special weapons related material	N_81
5R	Catapult/arresting gear consumables and expense type material	N_01
6A	Ordnance repair parts - SSPO	N_43
6E	Air missile spares and repairables	N_05
6G	General purpose electronic test equipment	N_22
6H	Navigation equipment repair parts - SSPO	N_43
6M	Principal air support ground vehicles	N_08

6O	Oceanographic shipboard equipment	N_21
6P	Principal FBM missile handling components, subassemblies, and selected repair parts	N_48
6R	Aviation ground support equipment	N_03
6T	Mines and components	N_32
6U	Surface weapons support items - NAVSEA	N_24
6V	Technical directive change kits	N_09
6X	POSEIDON unique FBM weapon items - SSPO	N_43
8A	Inert nuclear weapons material	N_50
8E	Air launched missile material	N_12
8H	Submarine SSN and SSBN sound navigation and ranging repair parts	N_48
8L	DIPEC PWRS	N_56
8M	Principal launch and recovery vehicle equipment	N_07
8N	Electronic material to support training devices	N_56
8P	Principal FBM navigation equipment, components, and selected repair parts	N_48
8R	Major aeronautical systems and equipments	N_07
8T	Surface launch guided missiles and components	N_32
8U	Torpedo and depth charge material	N_24
8X	Principal FBM inertial navigation equipment, components, and selected repair parts	N_48
8Z	Naval Air Systems Command equipment	N_05
9A	Navy owned stocks of parts to combat and tactical vehicles of Army design	N_86
9C	Navy owned stocks of defense construction material	N_87
9D	Navy owned stocks of clothing, textiles, and related items managed by the Defense Personnel Support Center	N_82
9E	Navy owned stocks of material	

	managed within the Army by the Army Mobility Equipment Command	N_86
9F	Navy owned stocks of material managed within the Air Force by the Warner Robins Air Material Area	N_86
9G	Navy owned stocks of defense general material	N_87
9H	Navy owned stocks of consumable material managed within the Army by the Army Weapons Command	N_86
9I	Navy owned stocks of consumable material managed within the air Force by the Ogden Air Material Area	N_86
9J	Navy owned stocks of material managed within the Air Force by the Oklahoma City Air Material Area	N_86
9K	Navy owned stocks of material managed within the Air Force by the Sacramento Air Material Area	N_86
9L	Navy owned stocks of defense medical material	N_87
9M	Navy owned stocks of defense subsistence material	N_83
9N	Navy owned stocks of defense electronic material managed within the Army by the Army Missile Command	N_87
9O	Navy owned stocks of consumable material managed within the Marine Corps by the Marine Corps Supply Activity	N_86
9Q	Navy owned stocks of items accepted by the GSA for support of Navy requirements	N_84
9S	Navy owned stocks of consumable material	N_86
9V	Navy owned stocks of material managed within the Air Force by of San Antonio Air Material Area	N_86
9W	Navy owned stocks of material managed within the Army by the Army Aviation Material Command	N_86
9X	Navy owned stocks of defense fuel material	N_85

9Y	Navy owned stocks of consumable material managed within the Army by the Army Electronics Command	N_86
9Z	Navy owned stocks of Defense Industrial material	N_86

3. TRANSPORTATION ACCOUNT CODES FOR SPECIFIED MATERIAL OF MISSIONS. The following material commodities shipments or missions will cite the respective transportation account code listed with applicable purpose code. When the specific purpose code listed in subparagraph 2a does not apply, use purpose code digit "1" such as N158.

Material or Mission	Director/Requestor or Description	Restrictions	TAC
Complete aircraft	NAVAIR, NAVAIR commanded or supported activities		N_14
Small boats and craft	NAVSEA or, when appropriate, CNO	Must be cleared with NAVSEA before use	N_35
Naples/La Maddelena schuttle	NAVSUP directed		N_45
FBM mission shipments	SSPO directed specified mission		N_46
Mail	Navy mail and parcel post to, from, and within overseas areas	Excludes movements via MAC, or Post Office Department sponsored mail	N_58
Armed Forces Courier Service	Material escorted by ARFCOS under government bill of lading when not transportable under courier travel regulation by authority of ARFCOS only	Excludes MAC ARFCOS mail	N_59
Military Construction Battalion support	Material ultimately destined to Navy construction battalions. Fund coded "B" or "N" in column 52 on MILSTRIP requisitions	Excludes ammo and explosives - use cognizance symbol TACs	N_60
General Services Administration shipments	All shipments of GSA procured material consigned to Navy activities overseas	Excludes consignments to Navy exchanges, Navy military clubs and dining facilities, and MAP, USMC, and USCG financed shipments	N_89
Urine samples	Urine samples for drug abuse program. BUMED or BUMED supported activities		N_95

Decreased remains of Navy and Marine Corps military and civilian personnel and dependents	BUMED or BUMED supported activities		N_96
Navy exchange merchandise	All shipments for Navy exchanges in overseas areas from CONUS	MAC and MSC shipments only	N_97
Clubs/dining facilities/welfare/recreation	All shipments for Navy dining facilities and clubs, recreation and welfare	MAC and MSC shipments only	N_98
Demountable household goods boxes	Repositioning or procurement of demountable boxes directed by NAVMTO and funded by appropriation and subhead: 17_1453.2200 series		N_99

4. TRANSPORTATION ACCOUNT CODES FOR GOVERNMENT FURNISHED PROPERTY (MATERIAL AND EQUIPMENT) AND OTHER SUPPLY MATERIAL, Government furnished material/equipment (GFM/GFE) and Navy owned material which is not stores account material (no cognizance symbol applicable) and is not listed as "Specified Material" in subparagraph 3 is listed in the following chart:

Directing or Requesting Activity	TAC
NAVTELCOM, NAVTELCOM commanded or supported activities - - -	N_65
NAVSECGRUCOM, NAVSECGRUCOM commanded or supported activities - - - - -	N_66
BUPERS, BUPERS commanded or supported activities - - - - -	N_67
BUMED, BUMED commanded or supported activities - - - - -	N_68
CNET, CNET commanded or supported activities - - - - -	N_69
ONR, ONR commanded or supported activities - - - - -	N_70
CHNAVRES, CHNAVRES commanded or supported activities - - - -	N_71
CNO, CNO commanded or supported offices and activities reporting directly to CNO and not otherwise identified herein - - - -	N_73
CNM, CNM commanded or supported activities reporting directly to CNM and not otherwise identified herein - - - - -	N_74
NAVSUP, NAVSUP commanded or supported activities - - - - -	N_75
NAVAIR, NAVAIR commanded or supported activities (excludes shipments of complete aircraft listed elsewhere) - - - - -	N_76
NAVSEA, NAVSEA commanded or supported activities (excludes small boats and craft listed elsewhere) - - - - -	N_77

NAVFAC, NAVFAC commanded or supported activities (excludes Military Construction Battalion support which is listed elsewhere) - - - - - N_79

5. OTHER CATEGORY. Transportation account codes for Navy sponsored shipments of other government agencies and other services; security and special projects; and the Military Assistance Program and Foreign Military Sales are listed in the following chart:

- 1. Other Government Agencies TAC
 - U.S. Postal Service Domestic System - - - - - N601
 - State Department shipments to Bridgetown, Barbados - - - - N603
 - Department of Interior household goods shipments to Guam, M.I. - - - - - -N605
 - National Aeronautic and Space Administration material shipments from Norfolk to Bermuda - - - - - N607
 - U.S. Navy/Marine Corps Exhibit Center shipments - - - - - N609
 - Navy exchange foreign procurements to Keflavik, Iceland - - - - - N611
 - GSA shipments - QUICKTRANS only - - - - - N617
 - Navy sponsored shipments of household goods, privately owned vehicles and other material for private parties, other government agencies, and contractors for which advance deposits are collected (see NAVCOMPT Manual, par. 043104) - - - - - N619
- 2. Other Services Air Force (service code "F" in MILSTRIP requisition column 30) - - - - - N620
- Army (service code "A" in MILSTRIP requisition column 30) - - - N621
- Marine Corps (service code "M" in MISTRIP requisition column 30) N622
- Marine Corps aviation rotational moves - - - - - N623
- Coast Guard (service code "Z" in MILSTRIP requisition column 30) - - - - - -N624
- 3. Projects
 - DEEPPFREEZE - - - - - . N630
 - Pacific Missile Range - - - - - N640
 - Polaris United Kingdom Support - - - - - N645
 - ZZ1 through ZZ7 and ZZ9 (MILSTRIP columns 57-59) - - - -N650
 - ZZ8 (MILSTRIP columns 57-59) - - - - - -N680
- 4. MAP - Grant Aid (service code "P" or "K" in MILSTRIP requisition column 30)
 - Cambodia; equipment, administrative material, and household goods - - - - - N701
 - China, equipment, administrative material, and household goods - - - - - N702
 - India; equipment, administrative material, and household

goods	- - - - -	-N703
Indonesia, equipment, administrative material, and household goods	- - - - -	N704
Japan; equipment, administrative material, and household goods	- - - - -	N705
Korea; equipment, administrative material, and household goods	- - - - -	N706
Philippines; equipment, administrative material, and household goods	- - - - -	N707
Pakistan; equipment, administrative material, and household goods	- - - - -	N708
Thailand; equipment, administrative material, and household goods	- - - - -	N709
Europe (except Greece and Turkey)	- - - - -	N712
Near East (including Greece and Turkey)	- - - - -	-N713
Far East and Pacific	- - - - -	-N714
Western Hemisphere	- - - - -	-N715
Africa	- - - - -	N716
New procurement of administrative vehicles	- - - - -	N717
Excess baggage of foreign trainees	- - - - -	N719

5. Foreign Military Sales

Greece	- - - - -	-N745
All other areas	- - - - -	N747

6. FIRST DESTINATION TRANSPORTATION

a. Definition. First destination transportation is that transportation required to effect the delivery of material from a procurement source to the first point of use or storage for subsequent distribution within the supply system. The procurement source, as used above, is any supplier outside the Department of Defense Supply System, any agency offering excess material, and any Navy industrial activity which fabricates new material. This does not apply to components reworked by an industrial activity. All first destination transportation will be funded by the appropriation or fund procuring the material transported.

b. Instructions. Transportation personnel will extract from the procurement document of determine and assign to shipment documents the transportation account code listed in subparagraph b which corresponds to the appropriation and subhead cited on the procurement document. Unless otherwise specified or excepted, the subheads listed will be considered as covering a series. For example, subhead .2300 includes all subheads beginning with "23" up to and including .2399. In the current year appropriation, Other Procurement, Navy, the second character (a digit) determines the transportation account code unless otherwise specified. Transportation account codes applicable to transportation for new procurement are listed in the following chart in numerical order by appropriations and by subhead within appropriations:

NEW PROCUREMENT (APPROPRIATION AND SUBHEADS) PRIOR YEAR

Procurement of Aircraft and Missiles, Navy (Prior Year TAC

1731505. (subhead)
1721505. (subhead)
17X1505. (subhead)
Subheads
.1000 through .1900 except .1914 and .1924 and
.2000 except .2034 and
.2100 through .2900 except .2480 and
.2488 through .2490 and
.2492, .2588 through .2590 and
.2580, .2592, .2688 through .2692, .2695 - - - - - N770

.1914, .1924, .2034, .2480, and
.2488 through .2490, .2492, 2588 through .2590, and
.2580, .2592, .2688 through .2692, .2695, .7000 - - - - - N771

.3000 (POSEIDON) - - - - - N830

Shipbuilding and Conversion, Navy (Prior Year)

1731611. (subhead)
1721611. (subhead)
17X1611. (subhead)
Subheads
.1700, .1900, .2100, .2400, .7400, .8400 - - - - - N772
.3000 (POLARIS) - - - - - N773
.3000 (POSEIDON) - - - - - N830

Other Procurement, Navy (Prior Year)

1731810. (subhead)
1721810. (subhead)
17X1810. (subhead)
Subheads
.1100 except .1115 - - - - - N775

.1115 (other than CRYPTOLOGIC) - - - - - N776

.1115 (CRYPTOLOGIC) - - - - - N777

.1213, .1019 - - - - - N778

.1513 - - - - - N893

.1700, .1962 through .1965, 1982 through .1985, and
.1992 through .1995, .9400 - - - - - N780

.1800 - - - - - N890

.1900 except .1962 through .1965, .1982 through .1985, and
.1992 through .1995 - - - - - N782

.2200, .9800 - - - - - N894

.2300, .9700 - - - - - N784

.2400, .7400, .8400, .9000, .9100 - - - - - N785

.2500, .9600 - - - - - N786

.3000 (POLARIS) - - - - - N773

.3000 (PROJECT 90-99)- - - - - N787

.3000 (POSEIDON) - - - - - N830

.3900, .9200 - - - - - N789
.6000 - - - - - N790
.6100 - - - - - N791
.6200 - - - - - N895
.6300 - - - - - N793
.6400 - - - - - -N794
.6500 - - - - - N891
.6700 - - - - - N796
.6800 - - - - - N797
.6900 - - - - - N798
.7000 - - - - - N799

NEW PROCUREMENT (APPROPRIATION AND SUBHEADS) CURRENT YEAR

Military Construction, Navy (Current Year)

17_1205. (subhead)
Subhead
.2500 - - - - - N801

Military Construction, Naval Reserve (Current Year)

17_1235. (subhead)
Subhead
.2500 - - - - - N804

Research, Development, Test and Evaluation, Navy (Current Year)

17_1319. (subhead)
17X1319 (subhead)
Subheads
.1400 - - - - - N808
.1700 - - - - - N810
1800 - - - - - N812
.1900 - - - - - N813
.2200 - - - - - N815
.2300 - - - - - N816
.2400 - - - - - N818
.2500 - - - - - N819
.3650 (TRIDENT STRATEGIC WEAPONS SYSTEMS) - - - - - N829
.2700 - - - - - N821
.3900 - - - - - N823

Aircraft Procurement, Navy (Current Year)

17_1506. (subhead)
Subhead
All Subheads - - - - - N826

Weapons Procurement, Navy (Current Year)

17_1507. (subhead)
Subheads

.31 DA (TRIDENT STRATEGIC WEAPONS SYSTEM)	- - - - -	N829
.31DC (POSEIDON)	- - - - -	N830
All Other Subheads	- - - - -	N832
Shipbuilding and Conversion, Navy (Current Year)		
17_1611. (subhead)		
Subheads		
.2445	- - - - -	N835
.82R4	- - - - -	N840
All Other Subheads	- - - - -	N841
Operation and Maintenance, Navy (Current Year)		
17_1804. (subhead)		
Subheads		
.1100	- - - - -	N842
.1200	- - - - -	N843
.1500	- - - - -	N845
.1600	- - - - -	N846
.1700	- - - - -	N847
.1800	- - - - -	N848
.1900	- - - - -	N849
.2200	- - - - -	N851
.2300	- - - - -	N852
.2400	- - - - -	N853
.2500	- - - - -	N854
.3700	- - - - -	N856
.3800	- - - - -	N859
.3900	- - - - -	N861
.6000	- - - - -	N862
.6100	- - - - -	N864
.6200	-----	N865
.6300	-----	N866
.6400	-----	N867
.6500	-----	N868
.6600	-----	N869
.6900	-----	N870
.7000	-----	N872
.7200	-----	N873
Operation and Maintenance, Naval Reserve (Current Year)		
17_1806. (subhead)		

	Subheads	
.2230	-----	N875
.7230	-----	N876
Other Procurement, Navy (Current Year)		
17_1810.	(subhead)	
	Subheads	
._1_	-----	N879
._2_	-----	N880
._3_	-----	N881
._4_	-----	N883
._5_	-----	N884
._6_ except .6600	-----	N887
.6600	-----	N888
.B7YA	-----	N890
.L7YF	-----	N891
.N7YG	-----	N893
.P7YH and .G7R_	-----	N894
.T7_	-----	N895
.G7YD & .G7YE	-----	N896
Family Housing Management Account (Current Year)		
17-97_0700.	(subhead)	
	Subhead	
.2500	-----	N899

NEW PROCEDUREMENT SUPPORT - FUNDS

Navy Stock Fund		TAC
17X4911.2310	(Budget Project/Category of Material)	
Budget Project	Category of Material	
14	1A, 1H, 1N	N901
15	1I	N902
18	9D, 9M	N903
21 (Except Hawaii and Alaska)	1Q	N904
21 (Hawaii)	1Q	N905
21 (Alaska)	1Q	N906
25	1B/9B	N907
28	9A, 9C, 9G, 9I, 9L, 9N, 9Q, 9Z	N908
34	1R, 5R	N909
38	9X	N910
91	Various 9 cogs	N911
96	3A, 3B, 3C	N912

Navy Industrial Fund

17X4912. (subhead)

Subheads

.1403	-----	N915
.1731	-----	N917
.1732	-----	N918
.1737	-----	N919
.1738	-----	N920
.1739	-----	N921
.1760	-----	N922
.1761	-----	N923
.1762	-----	N924
.1763	-----	N925
.1764	-----	N926
.1765	-----	N927
.1766	-----	N928
.1767	-----	N929
.1768	-----	N930
.1772	-----	N931
.1773	-----	N932
.1935	-----	N934
.1951	-----	N935
.1952	-----	N936
.1953	-----	N937
.1954	-----	N938
.1955	-----	N939
.1956	-----	N940
.1957	-----	N941
.1958	-----	N942
.1959	-----	N943
.1960	-----	N944
.1961	-----	N945
.2301	-----	N947
.2304 (NPPPO, 1st Naval District Boston)	-----	N948

.2304 (NPPPO, 3rd Naval District Brooklyn) ----- N949
.2304 (NPPPO, 4th Naval District Philadelphia) ----- N950
.2304 (NPPPO, 5th Naval District Norfolk) ----- N951
.2304 (NPPPO, 6th Naval District Charleston) ----- N952
.2304 (NPPPO, 8th Naval District New Orleans) ----- N953
.2304 (NPPPO, 9th Naval District Great Lakes) ----- N954
.2304 (NPPPO, 10th Naval District San Juan) ----- N955
.2304 (NPPPO, 11th Naval District San Diego) ----- N956
.2304 (NPPPO, 12th Naval District San Francisco) ----- N957
.2304 (NPPPO, 13th Naval District Seattle) ----- N958
.2304 (NPPPO, 14th Naval District Pearl Harbor) ----- N959
.2304 (NPPPO, NATC, NAS Pensacola) ----- N960
.2304 (NPPPO, Naples, Italy) ----- N961
.2410 ----- N963
.2411 ----- N964
.2412 ----- N965
.2414 ----- N966
.2415 ----- N967
.2416 ----- N968
.2417 ----- N969
.2418 ----- N970
.2419 ----- N971
.2420 ----- N972
.2540 ----- N974
.2542 ----- N975
.2543 ----- N976
.2544 ----- N977
.2545 ----- N978
.2546 ----- N979
.2547 ----- N980
.2548 ----- N981
.2549 ----- N982
.3070 ----- N983
.3071 ----- N984
.3072 ----- N985

.3302	-----	N986
.3722	-----	N987
.3723	-----	N988
.3733	-----	N989
.3781	-----	N990
.3782	-----	N991
.3785	-----	N993
.3786	-----	N994
.3787	-----	N995
.3789	-----	N996
.3790	-----	N997

7. TRANSPORTATION ACCOUNT CODES FOR SHIPMENTS OF HOUSEHOLD GOODS, PERSONAL EFFECTS, AND PRIVATELY OWNED VEHICLES CITING NAVY APPROPRIATED FUNDS OTHER THAN MILITARY PERSONNEL, NAVY (17_1453) APPROPRIATIONS. The following transportation account codes, listed by appropriation and subhead sequence, will be used for household goods and privately owned vehicle movements for military personnel and overseas movement of civilian personnel where travel orders cite the appropriations and subheads indicated. For these four character transportation account codes, the first and last character will always be an alpha, and the second and third characters will always be numeric.

HOUSEHOLD GOODS, PERSONAL EFFECTS, AND PRIVATELY OWNED VEHICLES

Operation and Maintenance, Navy (O&MN) TAC
 17_1804. (subhead)

NOTE: For transportation account codes assigned for this appropriation, major claimants have the discretion to vary the numeric assignment of the second and third digit within a range of 99 numbers. If this is done, the transportation account code listed on the transfer orders will be used. If no transportation account code is listed on the transfer orders, the specific transportation account code listed in the following chart for the applicable subhead series will be applied.

Subheads	
.1100 series	----- N11A
.1200 series	----- N11B
.1500 series	----- N11C
.1700 series	----- N21F
.1800 series	----- N11D
.1900 series	----- N31F
.2200 series	----- N11E
.2300 series	----- N41F
.2400 series	----- N51F
.2500 series	----- N81F

.3000 series -----	N61F
.3700 series -----	N11F
.3800 series -----	N11G
.3900 series -----	N71F
.6000 series -----	N11H
.6100 series -----	N11J
.6200 series -----	N11K
.6300 series -----	N11M
.6400 series -----	N11N
.6500 series -----	N11P
.6600 series -----	N11Q
.6900 series -----	N11R
.7000 series -----	N11S
Operation and Maintenance, Naval Reserve (O&MNR)	
17_1806. (subhead)	
Subhead	
.7200 series -----	N88T
Research, Development, Test and Evaluation, Navy (RDT&EN)	
17_1319. (subhead)	
17X1319. (subhead)	
Subheads	
.1400 series -----	N99V
.1700 series -----	N29F
.1800 series -----	N99D
.1900 series -----	N39F
.2200 series -----	N99E
.2300 series -----	N49F
.2500 series -----	N89F
.3700 series -----	N19F
.3900 series -----	N79F
Military Construction, Navy (MCN)	
17X1205. (subhead)	
Subhead	
All Subheads -----	N88F
Reserve Personnel, Navy (RPN)	
17_1405. (subhead)	
17X1405. (subhead)	
Subhead	
.2200 series -----	N98E
Aircraft Procurement, Navy (APN)	
17_1506. (subhead)	
Subhead	
All Subheads -----	N38F

Weapons Procurement, Navy (WPN)

17_1507. (subhead)

Subhead

All subheads ----- N28F

Family Housing Management Account, Defense (FHMAD)

17-97_0700.(subhead)

Subhead

.2500 series ----- N87F

8. TRANSPORTATION ACCOUNT CODES FOR SHIPMENTS OF HOUSEHOLD GOODS, PERSONAL EFFECTS, AND PRIVATELY OWNED VEHICLES OF NAVY MILITARY PERSONNEL CITING THE NAVY APPROPRIATION, MILITARY PERSONNEL, NAVY (17_1453)

a. General. BUPERSINST 7040.5 series, subject, Financial Management Guide for Permanent Change of Station (PCS) Travel requires data on shipping documents in addition to the Navy Management Fund citation an applicable transportation account code. Subparagraphs b-h define and explain the accounting data pertinent to household goods shipments resulting from permanent change of station orders.

b. Accounting Data Shown in Member's Orders. Pertinent accounting data shown in member's orders will include appropriation symbol, subhead, bureau and activity control numbers, allotment and transportation account code as applicable; on permanent change of station orders the transportation account code, customer identification code and other data will be included. Example of accounting data as it will appear in orders is included in subparagraph c. It will be the responsibility of the household goods offices arranging for land, ocean, and air shipments to apply the proper transportation account code and other accounting data to shipping documents, or furnish such data to the local shipping offices.

c. Transportation Account Code Data for Shipments When Navy Management Fund Transportation Costs are Properly Chargeable Ultimately to the Appropriation, Military Personnel, Navy. Example of accounting data cited in member's order covering permanent change of station is as follows:

NDH9 1791453,2252 G 000022 A2 DH 9/1/1/1 DH9987654321

TAC_____

Appropriation symbol_____

Rank/rate code_____

Accounting activity_____

Customer identification code (CIC)_____

Cost code (purpose code and social security number)_____

Government bills of lading will cite the transportation account code shown in the member's orders in the Navy Management Fund citation. In addition, the grade or rank code and the full customer identification code in the member's orders will be shown elsewhere on the bill of lading. Transportation Control and Movement Documents (DD Form 1384) will include the transportation account code transcribed from the member's orders or from incoming shipping documents. Subparagraph e explains elements of the Navy transportation account code and subparagraph f explains the purpose identification code used as one element of the transportation account code.

d. Rank or Rate Code. A one-digit alpha code is used to designate the rank or rank or rate of the member involved in permanent change of station move. The rank or rate codes are indicated in the following chart:

Classification	Pay grade	Rank or rate code
----------------	-----------	-------------------

Enlisted:

Recruit	E-1	A
Apprentice	E-2	B
Seaman	E-3	C

Petty Officer:

3rd Class	E-4	D (less than 2 years service)
3rd Class	E-4	E (2 or more years service)
2nd Class	E-5	F
1st class	E-6	G
Chief	E-7	H
Senior chief	E-8	J
Master Chief	E-9	K

Warrant Officers:

WO	W-1	L
CWO	W-2	M
CWO	W-3	N
CWO	W-4	O
Officer Candidates (aviation cadets)		P

Commissioned Officers:

Ensign (ENS)	O-1	R
Lieutenant (LTJG)	O-2	S
Lieutenant (LT)	O-3	T
LT Commander (LCDR)	O-4	U
Commander (CDR)	O-5	V
Captain (CAPT)	O-6	W
Commodore/Rear Admiral (COMO/RADM)	O-7	X
Rear Admiral (RADM)	O-8	X
Vice Admiral (VADM)	O-9	X
Admiral (ADM)	O-10	X

e. Explanation of the Transportation Account Code Structure. The transportation account code is explained by the following example and pertinent data:

Example: Household goods shipment for an officer to his duty station in the United States (land travel) for the purpose of training, detached July 1972.

	Position
	1 2 3 4
Transportation account code, applicable.....	N 3 G 2
First position: Navy transportation account	
	code always prefixed by "N"_____
Second position: Purpose identification code	
	(see subparagraph f.)_____
Third position: Month of detachment code and, in some instances, the month of shipment	
	(see subparagraph g.)_____
Fourth position: Last digit of the fiscal year of detachment or fiscal year of shipment	_____

f. Purpose Identification Code. One-character codes (alpha or

numeric) in the second position of the transportation account code are used to identify the purpose of permanent change of station, whether the move is land or to and from overseas, and whether the member is an officer or an enlisted personnel. These codes are as follows:

Classification TAC)	Description	Purpose identification code (second position of	
Officers	Accession, land travel	2	
	Accession, to and from overseas	S	
	Training, land travel	3	
	Rotational (training, to and from overseas)	T	
	Operational, (general) land travel	4	
	Rotational, (general) to and from overseas	U	
	Separation, land travel	5	
	Separation, to and from overseas	V	
	Organized units, land travel	6	
	Organized units, to and from overseas	W	
	Operational, (miscellaneous travel) land	X	
	Rotational, (miscellaneous travel) to and from overseas	Q	
	Rotational, (evacuation) to and from overseas	7	
	Reimbursable, land travel	H	
	Reimbursable, to and from overseas	H	
	Enlisted	Accession, recruits, land travel	A
		Accession, recruits, to and from overseas	J
		Accession, other than recruits, land travel	B
		Accession, other than recruits, to and from overseas	K
Training, land travel		C	
Rotational (training, to and from overseas)		L	
Operational, (general) land travel		D	
Rotational, (general) to and from overseas		M	
Separation, land travel		E	
Separation, to and from overseas		N	
Organized units, land travel		F	
Organized units, to and from overseas		O	
Operational, (miscellaneous travel) land		R	
Rotational, (miscellaneous travel) to and from overseas		Y	
Rotational, (evacuation) to and from overseas		8	
Reimbursable, land travel		H	
Reimbursable, to and from overseas		H	

g. Month of Detachment Code. The month of detachment of a member and, when applicable, the month of shipment are designated by an alpha code in the third position of the transportation account code as follows:

Month	Third position of transportation account code
January	A
February	B
March	C
April	D
May	E
June	F
July	G
August	H
September	I
October	J
November	K
December	L

h. Shipments When Permanent Change of Station Orders Have Not Been Issued to the Member Concerned and Transportation Costs are Properly Chargeable to the Appropriation, Military Personnel, Navy. Shipments of household goods are sometimes shipped under special, unusual, and emergency circumstances. When the customer identification code or transportation account code is not available, the transportation account codes listed in the following charts will be used on the shipping documents with the blank spaces (third and fourth position of transportation account code) filled in with the codes applicable to month and fiscal year in which dependents traveled, or month and fiscal year of shipment as appropriate:

SHIPMENTS APPLICABLE TO ADVANCE RETURN OF PERSONNEL CHART

Classification	Description	TAC
Officers	Rotational (miscellaneous travel) to and from overseas	NO__
	Rotational (evacuation) to and from overseas	N7__
Enlisted	Rotational (miscellaneous travel) to and from overseas	NY__
	Rotational (evacuation) to and from overseas	N8__

MISCELLANEOUS TYPE OF SHIPMENTS CHART

Officer	Operational (miscellaneous travel) land	NX__
Enlisted	Operational (miscellaneous travel) land	NR__

OTHER TYPES OF SHIPMENTS CHART

Description	TAC
Effect of deserters and stragglers	NGM7
Effects of deceased personnel:	
Shipment originating in United States	
Officers	NX__
Enlisted	NR__
Shipment originating overseas	
Officers	NQ__
Enlisted	NY__
Effects (baggage) separated from owners when applicable identification code or transportation account code is not available:	
Officers	NQ__
Enlisted	NY__

9. TRANSPORTATION ACCOUNT CODES FOR DEFENSE LOGISTICS AGENCY MATERIAL VIA QUICKTRANS. The following transportation account codes are Defense Logistics Agency transportation account codes are displayed in MILSTAMP (DOD Regulation 4500.32-R), Appendix B12E as well as here. They are to be cited when Defense Stock Fund commodities are shipped via Navy QUICKTRANS. They are listed here for the convenience of shipping activities preparing transportation control and movement documents to ship Defense Logistics Agency material via QUICKTRANS.

Defense Logistics Agency Material	TAC
Medical and dental supplies-----	S1MP
General stores (including packaged petroleum, oil, lubricant products)-----	S1GG
Clothing and textiles-----	S1TP
Industrial supplies-----	S1KK
Construction supplies-----	S1CC
Electronic supplies-----	S1EE
Subsistence supplies-----	S1SP

PART C; FISCAL AND MANAGEMENT DATA

54100 FISCAL DATA

As outlined in paragraph 54051, all transportation costs are chargeable to the Navy Management Fund, subhead for transportation. This subhead was established to provide a single Navy-wide medium for financing transportation costs in order to simplify the task of shipping activities in applying transportation accounting data to government bills of lading. Reimbursements to the Navy Management Fund will be made on a monthly basis by the bureaus, commands, and officers for the transportation services received. Fiscal data must be noted in sufficient detail to insure the recording of obligations against appropriations or funds. The accumulated data will support the Voucher for Transfers Between Appropriations and and/or Funds (Standard Form 1080) in requesting reimbursement of transportation costs to Navy Management Funds, subhead for transportation. Additionally, these data are used to adjust obligations with actual expenditures.

54101 TRANSPORTATION STATISTICS

Transportation statistics are important to management controlling funds as well as the movement of material under the transportation program. Statistical data are used for purposes of rates negotiation, Interstate Commerce Commission hearings, traffic pattern studies, budget formulation, and other traffic analyses. The accumulation of accurate and timely data is required for centralized transportation management. Such data assist in the analyses of material moved, permit a more realistic prediction of transportation requirements, and provide a means of comparison of actual lift versus estimated requirements.

54102 COLLECTION OF DATA

1. SHIPPING ACTIVITIES. The task of collecting the required data actually begins when the inland, air, and ocean shipping documents are prepared by shipping activities. A coding system has been developed which indicates the appropriation ultimately chargeable for transportation cost. Paragraph 54054 outlines in detail the transportation account codes to be applied on shipping documents. The shipment authority will contain in order to determine the code from paragraph 54054. Based upon this coded information, fiscal and traffic management data are accumulated in detail. These data support the Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) and provide evidence to support traffic studies.

2. NAVY MATERIAL TRANSPORTATION OFFICE. Memorandum copies of government bills of lading covering inland movement are received from various shipping activities and offices by the Navy Material Transportation Officer for review and processing. Transportation Control and Movement Documents (DD Form 1384) are received from the QUICKTRANS contractor covering nonoverseas air shipments for review and processing by the Navy Material Transportation Office. Accumulation of data pertaining to inland transportation begins at this point. Coding, in addition to that applied by shipping activities, is performed by the Navy Material Transportation Office. The volume of source documents and variety of data required make it necessary for the Navy Material Transportation Office to have the coded documents processed by computer at the Naval Supply Center, Norfolk, to provide transportation reports.

3. NAVY REGIONAL FINANCE CENTER, WASHINGTON, D.C. The Navy Regional Finance Center, Washington, D.C., will furnish inland expenditure data to the Navy Material Transportation Office by means of magnetic tape for computer processing. This tape is used to compare and adjust government bill of lading obligational data developed from the Navy Material Transportation Office priced memorandum copies of government bills of lading to actual expenditure data developed from the original government bill of lading payments to transportation carriers. In addition, the unmatched expenditures are used to police missing documents and obligate miscellaneous expenditures not covered by a government bill of lading.

4. MILITARY SEALIFT COMMAND. Based on transportation account codes cited on ocean shipping documents as provided by MILSTAMP (DOD Regulation 4500.32-R), the Military Sealift Command provides monthly computer tape and supporting lists to the Navy Material Transportation Office for processing fiscal management reports.

5. MILITARY AIRLIFT COMMAND. Based on the transportation account codes cited on air documents as provided by MILSTAMP (DOD Regulation 4500.32-R) covering air movements to, from, and between overseas points, the Military Airlift Command provides monthly magnetic tape and lists covering such transportation to the Navy Material Transportation Office for processing transportation reports.

PART D: CODING

SECTION I: GENERAL

54150 DEFINITION

Coding, as used herein, means the application of codes to the source documents to denote the type of material shipped, the

bureau, command, or office responsible for the shipment, the origin and destination of the movement, the weight and cost of the shipment, and any other related information so that the documents may be processed by electronic computer to furnish fiscal and transportation management data. Coding data are separated into four categories, namely, inland government bill of lading shipments, shipments via QUICKTRANS, shipments via the Military Airlift Command, and shipments via the Military Sealift Command. Documents covering each of these categories of shipments are handled in a different manner.

54151 RESPONSIBILITY FOR THE APPLICATION OF CODES

1. SHIPPING ACTIVITIES. Shipping activities are responsible for the application of the transportation account codes listed and defined in paragraph 54054 to all shipping documents used in effecting inland, ocean, and air transportation. The transportation account codes will be transcribed from documents authorizing shipment, or determined from data contained in such documents; if material is being transhipped, shipping activities will utilize the incoming shipping document in determining the proper transportation account code for the onward movement.

2. NAVY MATERIAL TRANSPORTATION OFFICE. The Navy Material Transportation Office is responsible for the application of certain codes in addition to those applied by the shipping activities. General instructions pertaining to coding operations performed by the Navy Material Transportation Office are contained in paragraph 54170-54173. Specific instructions relative to the codes to be applied will be furnished to the Navy Material Transportation Office by the Naval Supply Systems Command.

3. NAVY REGIONAL FINANCE CENTER, WASHINGTON, D.C. The Navy Regional Finance Center, Washington, D.C., will code and furnish inland transportation expenditure data from original government bills of lading and other transportation documents, by means of magnetic tape for computer processing, to the Navy Material Transportation Office.

54152 SOURCE DOCUMENTS

The U.S. Government Bill of Lading (Standard Form 1103-1106), U.S. Government Bill of Lading--continuation sheet (Standard Form 1109), U.S. Government Transit Bill of Lading (Standard Form 1131-1134), Transportation Control and Movement Document (DD Form 1384), and Ocean Cargo Manifest Recapitulation or Summary (DD Form 1386) provide the major source documents for processing transportation data.

Section II: CODING PROCEDURES

Subsection 1: SHIPPING ACTIVITIES

54160 GOVERNMENT SHIPPING DOCUMENT

Shipping activities will apply transportation account codes to government bills of lading, transportation control and movement documents, and cargo manifest summaries as prescribed in paragraph 54054 or MILSTAMP (DOD Regulation 4500.32-R). Government bills of lading will always cite the grade or rate code and the full customer identification code for shipments of personal property.

Subsection 2: NAVY MATERAIL TRANSPORTATION OFFICE

54170 INLAND GOVERNMENT BILL OF LADING SHIPMENTS

The Navy Material Transportation Office will assemble, review pertinent data, and code in accordance with the Statistical Processing of U. S. Government Bill of Lading (NAVSUP Publication 469), all memorandum copies of bills of lading received from shipping activities as required by paragraph 52401, for key punching and computer processing. Coding operations will be closed out so that obligation reports will reach the Naval Supply Systems Command by the fifth calendar day following the reporting period.

54171 QUICKTRANS SHIPMENTS

The Navy Material Transportaton Office will receive from the contract carrier Transportation Control and Movement Documents (DD Forms 1384) to review and code pertinent data for key punching and computer processing. Coding will be similar to data furnished for the Military Airlift Command shipments (see paragraph 54173) but expanded to include required delivery date, date delivered, and other pertinent data. In general, pricing of the documents is accomplished by statistical rates based on the cost of operations.

54172 MILITARY SEALIFT COMMAND SHIPMENTS, OCEAN

Magnetic tape for computer processing, utilized by the Military Sealift Command in billing ocean transportation to the Naval Supply Systems Command, will be forwarded to the Navy Material Transportation Office. In general, the magnetic tape for computer processing will contain the following:

1. ship name,
2. sailing date,
3. origin port,
4. destination port,
5. commodity,
6. transportation account code,
7. measurement tons,
8. ton/miles,
9. transportation costs,
10. control data.

The magnetic tape for computer processing is utilized by the Navy Material Transportation Office in the preparation of fiscal and management reports.

54173 MILITARY AIRLIFT COMMAND SHIPMENTS

Magnetic tape for computer processing, utilized by the Military Airlift Command in billing air transportation to overseas areas to the Navy will be forwarded to the Navy Material Transportation Office. In general, the magnetic tape for computer processing will contain the following:

1. date of shipment,
2. transportation control number,
3. origin terminal,
4. destination terminal,
5. priority,
6. commodity,
7. transportation account code,
8. weight cube (pounds),
9. transportation costs.

The magnetic tape for computer processing is utilized by the Navy Material Transportation Office in the preparation of fiscal and management reports.

Subsection 3: NAVY REGIONAL FINANCE CENTER, WASHINGTON, D.C.

54180 INLAND TRANSPORTATION

1. GENERAL. The Navy Regional Finance Center, Washington, D.C., provides the Navy Material Transportation Office with Navy Management Fund expenditure data by magnetic tape covering government bill of lading, supplement government bill of lading, and miscellaneous charges to the Navy Management Fund; in addition, certain electrical accounting machine card data on Navy Management Fund cross disbursement voucher is forwarded to the Navy Material Transportation Office.

2. DATA. The data received for processing contains as a maximum, the following:

1. date paid;
2. bill of lading or payment (identification (type));
3. bill of lading number, if applicable;
4. transportation account code (limited to certain shipment);
5. voucher number;
6. weight on van shipments;
7. Navy Management Fund subhead identification;
8. money valuation.

PART E: REPORTS

54300 GENERAL

The Navy Material Transportation Office is responsible for submission of fiscal reports and, as required, management type reports, on a recurring and nonrecurring basis. The recurring reports will be forwarded to the Naval Supply Systems Command each month as prescribed in paragraph 54301-54304.

54301 INLAND GOVERNMENT BILL OF LADING TRANSPORTATION REPORT

1. GOVERNMENT BILL OF LADING OBLIGATION REPORT (NAVSUP REPORT 4610-2)

a. Purpose. The purpose of the government bill of lading obligation report is to provide detail support to monthly billings on Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) to bureaus, commands, and offices receiving services initially charged to the Navy Management Fund. It also provides statistical and accounting data for management and budgetary purposes.

b. Data Included. The government bill of lading obligation report includes individual bill of lading data coded in accordance with paragraph 54170. It also includes adjustments, supplemental and accessorial transactions from data provided by the Navy regional finance center. The primary controls on this report include total weight and costs by applicable bureau, command, or office, and transportation account code.

c. Distribution. Two copies of the government bill of lading obligation report will be forwarded to the Naval Supply Systems Command (Material Budget and Funds Management Division) each month; one of which will be segregated by the bureau, command, or office chargeable and attached to summarized billing data, to reach the Naval Supply Systems Command (Material Budget and Funds Management Division) by the fifth calendar day of each month. Additionally, data on magnetic tape covering shipments identified

to all transportation account codes applicable to the appropriation, Military Personnel, Navy, will be forwarded to the Bureau of Naval Personnel.

2. UNMATCHED BILL OF LADING REPORT (NAVSUP REPORT 4610-16)

a. Purpose. The purpose of the unmatched bill of lading report is to provide a check on receipt of memorandum bills of lading as required by paragraph 54170 and for use in analyzing Navy Management Fund expenditures.

b. Data Included. The unmatched bill of lading report will be a list of Government bills of lading paid by the Navy Regional Finance Center Washington, D.C., that did not match with the Navy Material Transportation Office priced memorandum copies. Data in each line item will consist of the following items as applicable:

3. voucher number;
4. bill of lading prefix;
5. bill of lading number;
6. van shipment (household goods) identification code;
7. paid money (dollars);
8. fiscal year of shipment code;
9. date paid (month, day, and year).

c. Distribution. One copy of the unmatched bill of lading report will be forwarded to reach the Naval Supply Systems Command (Material Budget and Funds Management Division), by the fifteenth of each month.

54302 MILITARY SEALIFT COMMAND REPORT

1. MILITARY SEALIFT COMMAND TRANSPORTATION OBLIGATION REPORT (NAVSUP REPORT 4610-35)

a. Purpose. The purpose of the Military Sealift Command transportation obligation report is to furnish monthly transportation obligations by bureaus, commands, and offices to obtain reimbursement to the Navy Management Fund, subhead for transportation.

b. Data Utilized. The Military Sealift Command transportation obligation report is prepared from tape data received each month from the Military Sealift Command in accordance with subpar, 54172. The data includes shipments on a point to point rate basis; it does not include cargo shipped on per diem or contract cost basis. Prior year shipments included in current month data will be shown separately in the report.

c. Control. Tape data will be processed to identify bureau, command, or office chargeable and data controlled as follows:

1. minor control- -port of destination,
2. intermediate control- -port of origin,
3. major control- -transportation account code.

d. Date to be Printed. The following data will be printed for the Military Sealift Command transportation obligation report:

1. report date;
2. ship name;
3. sailing date;
4. port of embarkation;
5. port of debarkation;
6. route code;
7. commodity;
8. transportation account code;
9. card count;
10. number of items, if shown;
11. measurement tons;

12. transportation cost (dollar).

2. DISTRIBUTION. Two copies of the Military Sealift Command transportation obligation report will be forwarded to the Naval Supply Systems Command (Material Budget and Funds Management Division), one of which will be segregated by applicable bureau, command, or office and attached to summarized billing data, to reach the Naval Supply Systems Command (Material Budget and Funds Management Division) by the fifth calendar day of each month. Additionally, data on magnetic tape covering shipments identified to all transportation account codes applicable to the appropriation Military Personnel, Navy, will be forwarded each month to the Bureau of Naval Personnel.

54303 MILITARY AIRLIFT COMMAND REPORT

1. MILITARY AIRLIFT COMMAND TRANSPORTATION OBLIGATION REPORT
(NAVSUP REPORT 4610-36)

a. Purpose. The purpose of the Military Airlift Command transportation obligation report is to furnish monthly supporting transportation financial obligations to bureaus, commands, and offices to obtain reimbursement to the Navy Management Fund, subhead for transportation.

b. Data Utilized. The Military Airlift Command transportation obligation report is prepared from tape data received each month from the Military Airlift Command in accordance with paragraph 54173. The data includes cargo shipped as channel traffic; it does not include mail via Military Airlift Command and special assignment airlift cargo. Any prior fiscal year shipments included in current data will be shown separately in this report by the fiscal year of shipment.

c. Control. The tape data will be processed to identify bureau, command, or office chargeable and data controlled as follows:

1. minor control- -transportation control number,
2. intermediate control- -transportation account code,
3. major control- -bureau, command, or office chargeable.

d. Data to be Printed. The following data will be printed for the Military Airlift Command transportation obligation report:

1. report date,
2. manifest data,
3. trip identification,
4. date of shipment,
5. transportation control number,
6. origin airport,
7. destination airport,
8. priority,
9. commodity,
10. transportation account code,
11. weight (pounds),
12. cube,
13. transportation cost (dollars and cents),
14. split shipment indicator.

2. DISTRIBUTION. Two copies of the Military Airlift Command transportation obligation report will be forwarded to the Naval Supply Systems Command each month; one of which will be segregated by applicable bureau, command, or office and attached to summarized billing data, to reach the Naval Supply Systems Command (Material Budget and Funds Management Division) by the fifth calendar day of each month. Additionally, data on magnetic tape covering shipments identified to all transportation account codes applicable to the appropriation, Military Personnel, Navy,

will be forwarded each month to the Bureau of Naval Personnel.

54304 QUICKTRANS REPORT

1. QUICKTRANS OBLIGATION REPORT (NAVSUP REPORT 4610-39)

a. Purpose. The purpose of the QUICKTRANS obligation report is to furnish monthly transportation obligations by bureau, command, and office to obtain reimbursement to the Navy Management Fund, subhead for transportation.

b. Control. Tape data covering shipments processed by the Navy Material Transportation Office in accordance with paragraph 54171 will be processed to identify bureau, command, or office chargeable and controlled as follows:

1. minor- -destination activity (consignor),
2. intermediate- -origin activity (consignee),
3. major control- -transportation account code.

c. Data to be Printed. The following information will be printed in the QUICKTRANS obligation report:

1. report date,
2. date shipped,
3. Military Airlift Command ports of embarkation and debarkation,
4. consignor,
5. consignee,
6. QUICKTRANS flight data,
7. transportation control number,
8. required delivery date,
9. lot number,
10. date received at origin QUICKTRANS TERMINAL,
11. date available at destination QUICKTRANS terminal,
12. QUICKTRANS origin airport,
13. QUICKTRANS destination airport,
14. transportation account code,
15. priority,
16. single or additional card identification,
17. project code,
18. number of pieces,
19. cube,
20. weight (pounds),
21. transportation costs (dollars).

2. DISTRIBUTION. Two copies of the QUICKTRANS obligation report will be forwarded to the Naval Supply Systems Command each month, one of which will be segregated by applicable bureau, command, or office and attached to summarized billing data, to reach the Naval Supply Systems Command (Material Budget and Funds Management Division) by the fifth calendar day of each month. Additionally, data on magnetic tape covering shipments identified to all transportation account codes applicable to the appropriation, Military Personnel, Navy, will be forwarded to the Bureau of Naval Personnel.

CHAPTER 5: AIR CARGO TRANSPORTATION

AIR CARGO TRANSPORTATION.....55000-55009

CHAPTER 5

AIR CARGO TRANSPORTATION

55000 POLICY

1. GENERAL. The use and development of air transportation will be directed toward the objective of having capacity commensurate with the requirements of applicable peacetime and mobilization plans. Separate and careful control of funds must be exercised in each appropriation that is effected. The use of air transportation is authorized within budgetary limitations for:

1. items wherein military necessity overrides other considerations,
2. items wherein airlift can be justified on the basis of reduced overall cost to the Government,
3. business in the national interest when other forms of transportation are unsuitable or unavailable.

2. OBJECTIVES. The objectives in the use of air transportation for cargo are as follows:

1. to provide fast and effective emergency and technical support to deployed operating forces to maintain a high condition of readiness at the most economical cost,
2. to provide urgent support for high priority research and development programs of the Navy when other modes of transportation are not satisfactory,
3. to establish airlift as an integral part of the transportation system in providing logistic support to deployed operating forces in times of emergency,
4. conserve critical stocks and provide for economical operation through reductions of pipeline and storage requirements to insure better utilization of such items.

3. GUIDELINES. To assist in meeting the objectives in this policy, appropriate air routing offices may authorize air transportation for cargo within the following classifications:

1. repair parts required for emergency repairs to insure operational readiness;
2. emergency material urgently required for nonstock replenishment purpose;
3. technical spares not available from the mobile logistic support forces or overseas bases;
4. items essential to health and items required in relief of catastrophes;
5. critical items procured on an airlift pipeline basis after approval by the Joint Chiefs of Staff;
6. items to fulfill requirements deemed necessary by the Joint Chiefs of Staff as mandatory air movements;
7. items assigned material condition code B, C, D, E, H, or K when determined to be critical supply by the cognizant inventory manager.

Transportation officers may authorize airlift for cargo described in items 1 through 7 under the conditions set forth in paragraph 55001-1b.

4. BASE SUPPORT CARGO. Cargo necessary for the support of outlying bases may be shipped by air when shipment by surface transportation is not available.

5. USE OF AIR FOR ECONOMIC REASONS. When the cost of shipment by air is less than the cost by other transportation methods, air

shipment may be employed when and where feasible.

6. TRANSPORTATION PRIORITY SYSTEM

a. Purpose. The transportation priority system is designed to control the movement of materials in accordance with the relative urgency of the material.

b. Classes of Priorities. The assignment of transportation priorities to Navy cargo will be, in general, as follows:

1. High speed transportation will be considered the normal means of transportation for materials assigned issue priority designator 1 through 8 (transportation priorities 1 and 2).

2. High speed transportation will be considered the normal means of transportation for material assigned issue priority designator 9 through 15 (transportation priority 3) when it is the only means available to achieve delivery on or before the required delivery date.

3. Material assigned issue priority designator 16 through 20 (transportation priority 4) will not normally be considered eligible for high speed transportation.

c. Priority Determination. A determination of the appropriate transportation priority, based upon the urgency of need as reflected by the issue priority designator, will be made as specified in MILSTAMP (DOD Regulation 4500.32-R).

7. COLOR MARKING FOR TRANSPORTATION PRIORITY 1 AND 2

a. Purpose. Color markings are applied for the identification of transportation priority 1 and 2 cargo under MILSTAMP.

b. Color Markings by Transportation Priority. All shipping containers of transportation priority 1 and 2 material will be address-marked with either the Military Shipment Label (DD Form 1387) or Military Shipping Tag (DD Form 1387-1), as appropriate. Both forms will be identified by the following color markings on the border (1/4 inch wide to provide ready identification:

1. red - transportation priority 1,
2. blue - transportation priority 2.

55001 COMMERCIAL AIR CARGO TRANSPORTATION

1. DOMESTIC SHIPMENTS

a. General. A domestic shipment is one which moves entirely within the United States except Alaska and Hawaii. Such shipments are subject to the traffic management rules and regulations of the Military Traffic Management and Terminal Service.

b. Delegation of Domestic Air Cargo Routing Authority. Transportation and Travel, Military Traffic Management Regulation, par. 202011c, delegates authority to transportation officers to route military air traffic between points within the United States except Alaska and Hawaii via commercial transportation in quantities less than 1,000 pounds. However, for such shipments of Navy material, additional restrictions have been imposed on the authority of transportation officers to use commercial air freight, air express, and air freight forwarders for the movement of Navy cargo within the United States except Alaska and Hawaii without obtaining routing instructions from the authorized routing officers. The following table sets forth applicable routing authorization:

Routing Authority

Between QUICKTRANS	Air express	Air freight forwarder	Commercial air freight
1 to 25 pounds	Transportation officer	Transportation officer	Transportation officer
26 pounds or over	Western Operations Department, Navy Material Transportation Office, Oakland	Western Operations Department, Navy Material Transportation Office, Oakland	Western Operations Department, Navy Material Trans-

For shipments weighing in excess of 1,000 pounds that cannot be airlifted via QUICKTRANS, the Western Operations Department, Navy Material Transportation Office, Oakland, will obtain commercial air routing from the Military Traffic Management and Terminal Service.

Prior to requesting the Navy Material Transportation Office authorization to enter oversize cargo in the QUICKTRANS system, shippers will validate the urgency of need with the consignee. Oversize cargo is cargo in excess of 108 inches long x 88 inches wide x 55 inches high in any one dimension.

Movement of explosives and other dangerous articles in QUICKTRANS is authorized under Federal Aviation Authority Exemption 172 only where the movement is in response to an emergency situation, and where movement via other modes is impracticable in terms of time, spoilage, damage, or forfeiture of the normal or intended use of the material at destination. Shippers requesting authority from the Navy Material Transportation Office to ship such material will understand that their request is certification that the shipment meets the requirements of Federal Aviation Authority Exemption 172.

Between points not served by QUICKTRANS

1 - 25.....	Transportation officer	Transportation officer	Transportation officer
26 - 999 pounds...	Western Operations Department, Navy Material Transportation Office, Oakland	Western Operations Department, Navy Material Transportation Office, Oakland	Transportation Officer

Between points not served by QUICKTRANS

1,000 pounds or over...	*Appropriate area office, Military Traffic Management and Terminal Service	*Appropriate area office, Military Traffic Management and Terminal Service	*Appropriate area office, Military Traffic Management and Terminal Service
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*Shipments moving between points within normal pickup and delivery distance of QUICKTRANS points will be referred to the Western Operations Department, Navy Material Transportation Office, Oakland.

The list of points currently served by QUICKTRANS is as follows:

Boston, Mass.
Quonset Point, R.I.
Wrightstown, N.J. (McGuire Air Force Base)
Philadelphia, Pa.
Dover, Del. (Dover Air Force Base)
Washington, D.C.
Patuxent River, Md.
Norfolk, VA.
Cherry Point, N.C.
Charleston, S.C. (Charleston Air Force Base)
Jacksonville, Fla.
Patrick Air Force Base, Fla.
Key West, Fla.
Pensacola, Fla.
Albany, Ga.
Indianapolis, Ind.
Corpus Christi, Tex.
Dallas, Tex.
San Diego, Calif.
Los Alamitos, Calif.
Lemoore, Calif.
Alameda, Calif.
Everett, Wash.
Tacoma, Wash. (McChord Air Force Base)
Bremerton, Wash.
Whidbey Island, Wash.

c. Observance of Military Traffic Management and Terminal Service Rules and Regulations. Navy shippers and other shippers of Navy material are required to observe the criteria in paragraph 55000 and Transportation and Travel, Military Traffic Management Regulation pertaining to the domestic movement of material by commercial air transportation. These requirements apply to all domestic Navy air cargo transportation movements regardless of weight, whether the material is to move at tariff rates under a government bill of lading, or pursuant to an agreed rate specified in a covering contract.

d. Procedures for Obtaining Chartered Commercial Cargo Airlift. All shippers of Navy material desiring to utilize chartered airlift service within the United States except Alaska and Hawaii will refer their request for such service to the Western Operations Department, Navy Material Transportation Office, Oakland. The Western Operations Department, Navy Material Transportation Office, Oakland, will take necessary action to establish the firm delivery requirement for the material and to determine the method of shipment necessary to meet the requirement. In the event chartered airlift service is necessary, the Western Operations Department, Navy Material Transportation Office, Oakland, will levy the substantiated requirement against Military Traffic Management and Terminal Service for such service.

2. OVERSEAS SHIPMENTS

a. General. An overseas shipment requires movement of goods between a point in the United States except Alaska and Hawaii and a point outside thereof, or between points in Alaska and Hawaii and outside the United States.

b. Shipments Via Fleet, Army, or Air Force Post Offices. Mailable material may be forwarded via Fleet, Army, or Air Force post offices by transportation officers without obtaining routing instructions. Such shipments are subject to all applicable Post Office Department rules and regulations including those pertaining to size and weight limitations. Mailing addresses for Navy overseas activities will be found in the current edition of

the Standard Navy Distribution List and the Catalog of Naval Shore Activities. Material moving under commercial or government of lading will not be accepted by these post offices for further transportation to or from an overseas address.

c. Shipments Via Commercial Flights. When Navy material must move between points where no government air transport system operates or where the existing system is so limited that timely receipt of material at destination cannot be assured, commercial air systems may be employed, if available. Such shipments are subject to Navy Department and overseas area command policies, rules, regulations, and routing control procedures. Where service schedules and rates are comparable, American flag carriers will be given preference over foreign flag carriers. Otherwise, traffic will be distributed as equitably as possible among competing air carriers.

d. Shipments Originating in the United States. Navy material meeting the criteria in paragraph 55000 requiring air movement from a point in the United States except Alaska and Hawaii to a point overseas, other than those which can be mailed via fleet, Army, or Air Force post offices, will be referred to the Western Operations Department, Navy Material Transportation Office, Oakland, for routing instructions.

e. Shipments Originating Outside United States. Except as provided in subparagraph f, Navy material meeting the criteria in paragraph 55000 requiring movement from points in Alaska and Hawaii and outside the United States except Canada and Mexico will be referred to the appropriate naval activity to which routing cognizance has been assigned. (See paragraph 51055.) Traffic originating in Canada and Mexico will be referred to the Western Operations Department, Navy Material Transportation Office, Oakland.

f. Authority Delegated to Transportation Officers in Overseas Areas. Shipments meeting the criteria in paragraph 55000 which originate in overseas areas except Canada and Mexico may be forwarded by transportation officers without prior referral to appropriate air routing offices (see paragraph 51055) under the following conditions:

1. when originating in areas not specified in paragraph 51055, via commercial air systems when the quantity shipped does not exceed 150 pounds or via government air systems, when available, without weight limitation;

2. when originating within areas specified in paragraph 51055 but which are beyond the zone in which pickup service is performed, via commercial or government air systems when the quantity shipped does not exceed 150 pounds. A copy of the Transportation Control and Movement Document (DD Form 1384) will be forwarded to the cognizant air routing office when shipments are made via government air systems under the provision of item 2.

3. INFORMATION REQUIRED BY NAVY ROUTING OFFICES. The following information, as appropriate, will be supplied when requesting routing instructions from Navy air routing offices:

1. transportation accounting code and the commodity, using the uniform freight classification description for domestic shipments; if the cargo is explosive, corrosive, flammable, or otherwise dangerous, reference to the paragraph of the Interstate Commerce Commission regulation according to which the shipment is packed and the flash point of flammable material; label cargo will not be combined with other cargo will not be combined with other cargo;

2. exact date of availability for shipment;
3. the number and date of authority for shipment, that is, contract, requisition, or shipment order number;
4. shipper and point of origin;
5. consignee and destination;
6. number of pieces, specifying whether boxes, crates, packages, and the like;
7. total gross weight of shipment;
8. total cube measurement;
9. three dimensions and weight of bulkiest piece (length by height by width);
10. three dimensions and weight of heaviest piece (length by height by width);
11. request priority, date material required, and concise but specific justification for urgency of shipment;
12. assigned bill of lading or DD Form 1384 number, as appropriate;
13. special circumstances, such as security classification (if classified), or other unusual conditions relative to size, handling, value, which are not apparent in items 1 through 12.

55002 MILITARY AIR CARGO TRANSPORTATION

1. DOMESTIC SHIPMENTS. Generally, domestic shipments will not be made by military aircraft. Such shipments will move by commercial common carrier systems and, when available, by commercial contract airlift systems. In certain circumstances, military aircraft may be used for Navy shipments when the material is unacceptable for movement by commercial common carrier systems because of size, hazardous nature, security requirements, timely delivery, or an emergency attending a calamitous situation. Requests for such routings will be made to the Western Operations Department, Navy Material Transportation Office, Oakland.

2. OVERSEAS SHIPMENTS. Navy material which meets the criteria in paragraph 55000 and which requires movement between a point in the United States except Alaska and Hawaii and any point outside thereof or between points solely in Alaska and Hawaii and outside the United States will be referred to the appropriate origin area Navy overseas air routing activity for routing instructions. However, exception is made to the following:

1. material forward via the postal system,
2. shipments made in accordance with paragraph 55001-2f. All overseas air shipments are subject to the Navy Department policies, rules, regulations, and routing control procedures in addition to the rules and regulations of the carriers employed.

55003 AIR CARGO TRAFFIC CONTROL NUMBERING SYSTEMS

1. GENERAL. Each air shipment which is subject to routing controls is assigned a control number by the proper air routing authority at the same time of routing. This number must be entered on the government bill of lading as specified in subparagraph 2 and 3.

2. UNITED STATES. Navy air shipments originating within the United States except Alaska and Hawaii and subject to air routing controls due to their weight, or movement on or off QUICKTRANS routes, etc., are identified in paragraph 55001-1 and 2d, and in Transportation and Travel, Military Traffic Management Regulation (NAVSUP Instruction 4600.70), paragraph 202012d. These regulations require the shipper to obtain routing instructions from either the Military Traffic Management and Terminal Service of the

Western Department, Navy Material Transportation Office, Oakland. The Military Traffic Management and Terminal Service assigns a traffic control number to each air shipment and the Western Department, Navy Material Transportation Office, Oakland, assigns a Navy air route order (NARO) number. The traffic control number of Navy air route order number assigned by the respective air routing authority must be entered in the "Description of Articles: block of the U.S. Government Bill of Lading (Standard Form 1103-1106).

3. OVERSEAS. Navy air shipments originating in Alaska and Hawaii and outside the United States subject to air routing controls are identified in paragraph 55001-2 and the Navy overseas air routing activities are identified in paragraph 51055. The Navy air route order number assigned by the respective Navy overseas air routing activity must be entered in the "Route order/Release No." block of the government bill of lading.

4. NAVY AIR ROUTE ORDER (NARO) NUMBER. Navy air routing authorities will assign the uniform Navy air route order number constructed as shown in the following chart:

FORMAT FOR UNIFORM
NAVY AIR ROUTE ORDER (NARO) NUMBER

1. The Navy air route order number consists of 6 digits arranged in the following format:

Digit	Explanation
1	Code of the air routing activity (see item 2)
2	Mode of air transportation (see item 3)
3, 4	Last two digits of the Julian date of issuance
5, 6	Sequence of issuance for date

2. Codes of air routing activities:

Navy Air Routing Activity	Code
U.S. Naval Station, Argentina Newfoundland	A
U.S. Naval Station, Keflavik, Iceland	B
U.S. Naval Air Facility, Lajes, Azores	D
U.S. Naval Station, Roosevelt Roads, Puerto Rico	E
U.S. Naval Support Activity, Cana Zone	F
U.S. Naval Activities, London United Kingdom	H
U.S. Overseas Air Cargo Terminal, Rota, Spain	J
U.S. Naval Air Facility, Naples, Italy	K
U.S. Commander Middle East Force, Bahrain	L
Naval Station, Adak, Alaska	N
Navy Overseas Air Cargo Terminal, Hickam Air Force Base, Hawaii	P
U.S. Naval Supply Depot, Guam, Marianas	Q
U.S. Navy Overseas Air Cargo Terminal, Yokota, Japan	R
U.S. Navy Overseas Air Cargo Terminal, Clark Air Force Base, Philippines	S
Navy Material Transportation Office, Norfolk, Va.	Y
Western Department, Navy Material Transportation Office, Oakland, Calif.	Z

3. Mode of Air Transportation Codes (Source: Transportation and Travel, Statistical Processing of U.S. Government Bill of Lading (NAVSUP Pub 469))

- Q - Air freight
- R - Air express
- T - Air freight forwarder
- U - Air vans

55004 AIR CARGO DOCUMENTATION

1. GENERAL. Shippers of Navy material will effect air shipments through the use of U.S. Government Bills of Lading (Standard Forms 1103-1106), Transportation Control and Movement Document (DD Forms 1384), and commercial bills of lading annotated "To be converted to government bill of lading" or a combination thereof, depending upon the carriers employed, the points between which the shipment is to move, and the conditions of movement.

2. DOMESTIC COMMERCIAL AIR SHIPMENTS. Generally, domestic commercial air shipments will move under government bill of lading. On occasion because of time limitations and the points between which the shipments must move, domestic commercial air shipments are effected through the use of commercial bills of lading which are annotated "To be converted to government bill of lading". In such instances, the instructions in Transportation and Travel, Military Traffic Management Regulation also will be followed.

3. DOMESTIC MILITARY AIR SHIPMENTS. When domestic Navy cargo is shipped by military aircraft, the DD Form 1384 will be utilized.

4. OVERSEAS COMMERCIAL AIR SHIPMENTS. Normally, overseas commercial air shipments will move under government bills of lading prepared in accordance with paragraph 57431. Commercial bills of lading annotated "To be converted to a government bill of lading" will not be used unless time limitations and the points between which the Navy material must move make such use mandatory. However, when American flag commercial air service is not available for the movement of urgently required material, shipments may be made by foreign air carriers. When foreign air carriers will not accept a U.S. Government Bill of Lading (Standard Form 1103) as a contract of carriage, shipments may be made under commercial bills of lading. Transportation charges assessed by foreign carriers for shipments made under commercial bills of lading will be paid by local disbursing officers or agents. (The use of open allotments for such payments is authorized in Navy Comptroller Manual, par. 023304.)

5. OVERSEAS MILITARY AIR SHIPMENTS. Overseas military air shipments of Navy material will be accompanied with a DD Form 1384. This is the only document that will be used by Navy shippers for shipments via military aircraft.

6. TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT. The DD Form 1384 and the procedures for its preparation, use, and distribution are described in detail in MILSTAMP (DOD Regulation 4500.32-R), paragraph 3-8.

7. COMBINATION COMMERCIAL AND MILITARY AIR CARRIER SHIPMENTS. When a shipment is routed by a commercial service in combination with a military air carrier service, domestically or internationally, two shipping documents are required. Standard Form 1103 will be issued to cover the commercial portion and DD Form 1384 will be issued to cover the portion to be handled by the military air carrier. Each shipping document will be handled and processed in accordance with the procedures prescribed for each document.

55005 MOVEMENT OF DANGEROUS HAZARDOUS, OR RESTRICTED MATERIAL

1. MILITARY AIR SHIPMENTS

a. General. Dangerous, hazardous, or restricted material will be offered for air transport only in cases of emergency and after certain procedures are followed. The joint publication Packaging and Handling of Dangerous Materials for Transportation by Military Aircraft (NAVAIR 15-03-500) provides instructions for the preparation of explosives and other dangerous articles for shipment by military aircraft. Failure to conform with established procedures will result in the refusal of the cargo by military airlift.

b. Certification Required. In addition to preparing a Transportation Control and Movement Document (DD Form 1384), a Special Handling Data/Certification (DD Form 1387-2) will be prepared. A responsible official will sign one copy of the DD Form 1387-2 certifying to the proper preparation of packages. Reference will be made to the appropriate page and paragraph number of Packaging and Handling of Dangerous Materials for Transportation by Military Aircraft (NAVAIR 15-03-500) describing the material. The loading and storage chart group number and special handling instruction will be shown also on the DD Form 1387-2 with the net weight of the explosive.

2. COMMERCIAL AIR SHIPMENTS. Hazardous or restricted articles requiring movement via commercial air systems are subject to Federal Aviation Regulations, Part 103 (Transportation of Dangerous Articles and Magnetized Materials (Title 14, Code of Federal Regulations, Part 103)), and the Official Air Transport Restricted Articles Tariff Number 6-D, CAB Number 82 or supplements thereto issued by C. C. Squire, General Manager, Airline Tariff Publishers, Inc., 1000 Connecticut Avenue, N.W., Washington, D.C.

55006 MARKING OF AIR SHIPMENTS

Navy material, whether routed by commercial or military aircraft, requires the same general markings. The provisions of paragraph 27057 will be observed when marking material for shipment by air.

55007 PACKAGING OF AIR SHIPMENTS

Material for shipment by air will be packaged in accordance with the provisions of paragraph 27056-10.

55008 VALUATION OF AIR SHIPMENTS

1. GENERAL. Shipments of Navy material tendered to commercial air carriers must have a valuation shown on the accompanying shipping documentation.

2. COMMERCIAL DOMESTIC AIR SHIPMENTS. Domestic air shipment documents will be annotated "Valuable not exceeding \$50" when the shipment weighs 100 pounds or less and "Valuation not exceeding 50 cents per pound" when the shipment weighs more than 100 pounds. When the shipper determines that it is in the best

interest of the Navy to declare the valuation in excess of that stated in this paragraph, permission to deviate from these provisions will be requested from the Naval Supply Systems Command (Transportation).

3. COMMERCIAL OVERSEAS AIR SHIPMENTS. Commercial overseas air shipping documents except those covering shipments on an ad valorem basis will be annotated "Assess highest valuation at which minimum or no valuation charge will apply". The full value will be declared on an ad valorem shipment. No insurance will be requested.

4. MILITARY AIR SHIPMENTS. No valuations are to be shown on documents accompanying shipments routed by military air transport systems, domestically or overseas.

55009 AIR SHIPMENTS OF CLASSIFIED MATERIAL

1. GENERAL. The Department of the Navy Security Manual for Classified Information sets forth the conditions under which Navy classified material may be shipped by air carriers. Classified material may be shipped via government aircraft when receipt at destination is of such urgency as to require transportation by air.

2. DOMESTIC COMMERCIAL AIR SHIPMENT. Classified shipments may be forwarded via commercial air carriers within the United States except Alaska and Hawaii when authorized under the provisions of Transportation and Travel, Military Traffic Management Regulation, Appropriate sources within the Military Traffic Management and Terminal Service may be requested to furnish information relative to the availability of signature service of the various commercial air carriers. The use of signature service has been approved for confidential shipments via the Navy Contract Cargo Airlift System (QUICKTRANS).

3. OVERSEAS COMMERCIAL AIR SHIPMENT. The shipment of Navy classified material overseas will be in accordance with the Department of the Navy Security Manual for Classified Information, paragraph 0702.

4. MILITARY AIR CARRIER SHIPMENTS.

All military air carrier systems provide a hand-to-hand receipt service for material classified "Confidential", "Confidential-Modified Handling Authorized", and "Secret". The use of military systems is considered satisfactory for all domestic and overseas air shipments of materials classified "Secret" or lower.

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CHAPTER 6

OCEAN TRANSPORTATION

PART A: OCEAN SHIPMENT OF MILITARY CARGO AND MAIL

56000 TYPES OF SERVICE AVAILABLE

Ocean movement of Navy owned or Navy sponsored cargoes is accomplished by Navy fleet vessels and vessels provided by the Military Sealift Command.

56001 NAVY FLEET VESSELS

Generally, cargo transported in Navy fleet vessels is limited to material moving in direct support of fleet operations. However, consistent with the assigned mission of the vessel, available space will be used to transport other supply materials. Cargo will be moved in Navy fleet vessels under established procedures of the appropriate fleet or type commander or his authorized representative. Cargo moving in fleet vessels will be transported under shipping documents prepared in accordance with paragraph 56004-1.

56002 MILITARY SEALIFT COMMAND

The Military Sealift Command is charged with the responsibility for providing ocean shipping to meet the requirements of the Department of Defense. All ocean shipping is provided by the Military Sealift Command except for that provided by Navy fleet vessels. The types of shipping space provided by the Military Sealift Command include space on vessels controlled and operated by the Military Sealift Command, space on vessels controlled but not operated by the Military Sealift Command, and space procured by the Military Sealift Command in commercial both line vessels (see paragraph 56003).

56003 VESSELS UTILIZED BY THE MILITARY SEALIFT COMMAND

1. GENERAL. Vessels utilized by the Military Sealift Command consist of two major categories:

1. vessels controlled by the Military Sealift Command,
2. commercial vessels in which Military Sealift Command has procured space. These two classes are further divided as described in subparagraph 2 and 3.

2. VESSELS CONTROLLED BY THE MILITARY SEALIFT COMMAND. Vessels controlled by the Military Sealift Command are divided into two groups. The first group, "the operated vessels", which comprises the basic fleet of the Military Sealift Command, consists of vessels owned by the Government and operated by military crews and civilian crews of the Military Sealift Command. The second group of controlled vessels includes the following:

1. time chartered vessels (privately owned, the services of which are contracted for a specified period);
2. voyage chartered vessels (privately owned, the services of which are contracted for specific voyages);

3. General agency agreement vessels (government owned but operated by commercial ocean shipping companies acting as general agents for the National Shipping Authority of the U.S. Maritime Administration, Department of Commerce, with whom the Military Sealift Command has entered into contractual agreements for the exclusive use of such vessels).

3. MILITARY SEALIFT COMMAND PROCURED SPACE. Space is procured by the Military Sealift Command to provide for the carriage of Department of Defense cargo in commercially controlled and operated vessels providing scheduled service on various trade routes.

56004 DOCUMENTATION OF OCEAN SHIPMENTS

1. WHEN SHIPPED IN VESSELS OPERATED OR CONTROLLED BY MILITARY SEALIFT COMAMND. Documentation of Navy owned or Navy sponsored cargo transported in Military Sealift Command operated or controlled vessels will be the responsibility o the activity offering the cargo to the Military Sealift Command. Additionally, the offering activity will be responsible for insuring that ocean shipping documents are issued and distributed in accordance with the instructions in MILSTRAMP (DOD Regulation 4500.32-R).

2. WHEN SHIPPED IN MILITARY SEALIFT COMMAND PROCURED SPACE

a. General. Documents covering shipments transported in commercial vessel space procured by the Military Sealift Command will be prepared and distributed in accordance with the instructions in MILSTAMP (DOD Regulation 4500.32-R).

b. Shipments Made Under Berth Term Tariff Rates or Berth Term Reduced Rates. In the case of shipments made under berth term tariff rates or berth term reduced rates, a government bill of lading will be prepared and distributed in accordance with procedures specified in MILSTAMP (DOD Regulation 4500.32-R), Appendix F. Copies of the bills of lading will be annotated to indicate that the costs of loading and discharging cargo are the responsibility of the carrier. When space has been obtained in foreign flag vessels which will not accept U.S. Government Bills of Lading (Standard Forms 1103-1106) documentation instructins will be obtained from the appropriate Military Sealift Command are or subarea commander.

c. Shipments Made Under Free In and/or Free Out Negotiated Rates. Unless otherwise specified by the Military Sealift Comamnd, a government bill of lading will be prepared to cover shipments transported at lump sum individually negotiated free in and out, free in, or free out rates. The government bill of lading will be annotated to indicate the applicable rates, terms, and conditions, including information as to the responsibility of the carrier and the shipper for loading and discharging costs under the terms of the negotiated agreement. It is the responsibility of the Military Sealift Command activity arranging for the ocean shipping space to provide this information on a timely basis in order that it is available when the government bill of lading is prepared. In overseas areas, the activity responsible for preparing the government bill of lading will obtain complete information from the Navy sea cargo coordinator, or other Navy command exercising the function of that office, concerning the responsibilities of the Navy and the carrier for the costs of loading and discharging the cargo. In the United States except Alaska and Hawaii, the appropriate Military Traffic Management and Terminal Service area commander will provide this information. The Navy sea cargo coordinator, other Navy commands, or the Military Traffic Management and Terminal Service

area commander, as appropriate, will require the Military Sealift Command to provide such information prior to accepting the space offered for movement of cargo under a government bill of lading at lump sum individually negotiated free in and out, free in, or free out rates.

d. Shipping Contracts. Shipments transported at shipping contract rates will be documented in the same manner as shipments made in vessels operated or controlled by the Military Sealift Command as described in subparagraph 1.

e. Military Assistance Program Cargo. Ocean shipping documents issued for Military Assistance Program cargo booked by the Military Sealift Command will be annotated, as appropriate, to indicate whether discharging costs are for the account of the recipient country, the United States Government, or the carrier (see paragraph 57250-57261).

f. Cargo Transhipped for Convenience of Military Sealift Command

(1) General. When Navy sponsored cargo is offered to the Military Sealift Command for direct lift to a specific port of discharge to which direct ocean transportation service is not available but the space offered for acceptance provides for transportation to an intermediate port requiring transshipment in a second ship to the port of discharge originally specified, the ocean shipping documents prepared by the origin activity and at transshipment ports will be annotated as pretransshipment ports will be annotated as prescribed in subparagraph (2) and (3).

(2) Documentation Prepared at Origin Port. Ocean documents prepared at origin ports will cite in the space provided for identifying the port of discharge the name of the port of discharge specified in the cargo offering. Manifest recapitulation sheets will include pertinent instructions for the transshipment port of discharge to issue a new manifest covering the movement in the second ship and to include the following information thereon:

1. The Military Sealift Command clearance and voyage number assigned for the transportation of the cargo in the first ship;
2. the original shipping activity in the space provided for the port of embarkation;
3. the name of the port of discharge serving the ultimate consignee in the space reserved for the identification of the port of discharge.

(3) Transshipment Terminal. The terminal performing the transshipment of the cargo will include on the ocean shipping documents issued for the second ship the data required in subparagraph (2) and will cross reference all data on both sets of shipping documents. One copy of each set of documents will be submitted direct to the local Military Sealift Command representative. The transshipping terminal will advise the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing) of the costs involved in the discharge, handling, and reloading of such shipments, including costs of any additional materials required for relashing and reshoring in connection therewith.

g. Annotations on Cargo Manifests Pertaining to Opening and Closing of Hatches. When less than 5,000 cubic feet of space in one hatch is accepted subject to the provisions of paragraph 57178-4b(2) item 24, the Ocean Cargo Manifest Recapitulation or Summary (DD Form 1386) issued for the cargo stowed in that hatch will be annotated as follows:

"Additional costs for opening and closing hatch number _____ and any minimum time guarantees payable to longshoremen

required to discharge the cargo therefrom, is for the account of the ship."

When less than 5,000 cubic feet of space in one hatch is accepted for the convenience of the shipping activity, the DD Form 1386 issued for the cargo stowed in that hatch will be annotated as follows:

"Additional costs for opening and closing hatch number _____ and any minimum time guarantees payable to longshoremen required to discharge cargo therefrom, is for the account of the cargo."

56005 OVER, SHORT, OR DAMAGED CARGO

When overage, shortage, or damage is discovered upon discharging a vessel, action will be taken in accordance with paragraph 57040-57042, paragraph 57050, and paragraph 57051.

56006 ROUTING AND BROOKING

In the United States except Alaska and Hawaii, the Commander, Military Traffic Management and Terminal Service is the agent designated to represent Navy shippers in procurement of vessel space and ocean routings. In Alaska and Hawaii and overseas, this is the responsibility of the Navy sea cargo coordinator or the command performing Navy sea cargo coordinator functions. The location of and geographical areas served by each Navy sea cargo coordinator are listed in paragraph 51056. When the Navy sea cargo coordinator service is not available, requests for ocean shipping will be made to the nearest Military Sealift Command Office listed in the Standard Navy Distribution List.

56007 OCEAN BOOKINGS AND TERMINAL CONSIGNMENT INSTRUCTIONS

Requests for ocean bookings or port and terminal consignment instructions for release unit shipments originating in the United States except Alaska and Hawaii are obtained by complying with the export release request procedures delineated in the Military Traffic Management Regulation, Chapter 202, Such requests will include the following information:

1. inland point at which shipment will originate;
2. description of commodity in sufficient detail to permit commercial bookings and negotiation of rates;
3. total weight (packed for shipment) of the material to be shipped;
4. total cubic measurement (packed for shipment) of the material to be shipped;
5. proposed port of discharge (see paragraph 52370 and 52371);
6. ultimate consignee and destination;
7. port at which it is contemplated that cargo will be loaded on ocean vessel with the estimated date of arrival of shipment at contemplated loading port;
8. number and type of individual pieces comprising the shipment;
9. assigned priority designator and delivery date (see paragraph 22001);
10. weight and dimension of individual pieces weighing more than 10,000 pounds or exceeding 35 feet in length, height, or width;
11. nature and label of hazardous cargo. These requests will be forwarded in accordance with paragraph 52100-2. Items 5 and 7 will be used only by the Navy sea cargo coordinator or those overseas commands outside the area of cognizance of a Navy sea cargo coordinator which exercise responsibility for ocean traffic, in submitting requests for booking to Military Sealift Command.

PART B: OCEAN SHIPMENT OF NON-DEPARTMENT OF DEFENSE CARGO AND MAIL

56100 POLICY

It is Navy policy to avoid any competition or semblance of competition with commercial carriers in the transportation of cargo or mail, not under control of, not owned by, or not of direct interest to the Department of the Navy.

56101 DEFINITIONS

1. GENERAL. For the purpose of this part, the terms which may be construed to have more than one meaning are explained in subparagraph 2-5.

2. NON-DOD CARGO. Non-Department of Defense cargo is cargo that is not owned or controlled by the Department of Defense and for which the transportation is not a responsibility of, or of official concern to the Department of Defense. There are two categories of non-Department of Defense cargo, i.e., U.S. Government (other than Department of Defense) and non-U.S. Government.

3. NON-DOD MAIL. Non-Department of Defense mail is mail of the United States Postal Service which neither bears a Department of Defense address nor a Department of Defense return address and is not intended for transmittal in Department of Defense postal channels.

4. DOD CONTROLLED OCEAN TRANSPORTATION. Department of Defense controlled ocean transportation is that which is provided by Military Sealift Command (MSC) owned or chartered ships, or in commercial shipping space arranged for by Military Sealift Command for cargo destined to isolated military bases.

5. COMMERCIAL SERVICE. Commercial service will be considered available when there are ships of berth line operators, including ships utilized in part by the Military Sealift Command under shipping contracts/agreements, which can provide direct or through service to commercial shippers between origin and destination.

56102 SPONSORSHIP OF NON-DOD CARGO BY DOD CONTROLLED OCEAN TRANSPORTATION

Department of Defense controlled ocean transportation may be authorized for the movement of non-Department of Defense cargo when:

1. United States commercial carriers cannot meet the official national interest requirements of other United States Government agencies, space is available on Department of Defense transportation resources, and use of such resources will not impair the defense mission;

2. the head of a federal executive department or agency certifies that United States commercial carriers are not available to meet the national interest requirement of non-U.S. Government traffic, or the service is justified by reason of statute, public health, or safety.

Requests received by Navy activities for the movement of non-Department of Defense cargo on Department of Defense controlled ocean transportation will be submitted to the Chief of Naval Operations (Transportation Policy and Management) via the chain of command, and must include a certification as to the need therefor and the nonavailability of commercial transportation. When the danger to public health or safety is of such imminent seriousness as to preclude obtaining such approval, the appropriate commander will take such action as the circumstances require, with notification through channels to the Chief of Naval Operations. The transportation will be furnished with the understanding that the Navy will be reimbursed unless reimbursement is subsequently waived by the Assistant Secretary of Defense (Comptroller).

56103 TRANSPORTATION CHARGES FOR NON-DOD CARGO

1. U.S. GOVERNMENT (OTHER THAN DOD) CARGO

a. General. Charges for movement of United States Government (other than Department of Defense) cargo will be at a rate computed to recover all costs except those related to military personnel and capital investments in accordance with Regulations Governing Industrial Fund Operations (DOD Directive 7410.4). Agreement will be obtained from the government department or agency requesting the service to pay all charges for ocean transportation, CONUS stevedoring and terminal services, and to identify its overseas representative for payment of overseas stevedoring, ocean terminal, and related charges. A transportation account code assigned by the Naval Supply Systems Command will serve as the vehicle for processing Military Sealift Command and Military Traffic Management Command charges and in turn billing the responsible government department or agency.

b. Ocean Transportation Charges. Transportation charges assessed by the Military Sealift Command will be recovered by the Naval Supply Systems Command. Activities preparing ocean manifests for Navy sponsored cargo will provide a copy to the Naval Supply Systems Command in accordance with Military Standard Transportation and Movement Procedures (MILSTRAP) (DOD Regulation 4500.32-R).

c. Stevedoring and Terminal Charges

(1) CONUS Stevedoring and Terminal Charges. Continental United States stevedoring and terminal charges billed by the Military Traffic Management Command for loading/discharging services will be recovered by the Naval Supply Systems Command from the respective government department or agency. On shipments being exported from CONUS, the command designated to

sponsor the cargo will take action to insure that ocean manifests are annotated to indicate that discharge costs overseas are for the account of the receiving agent of the U.S. government department or agency (other than Department of Defense).

(2) Overseas Stevedoring and Terminal Charges. Overseas stevedoring and terminal charges incurred by Navy activities for loading/discharging services will be collected by the local activity from the agent of the respective government department or agency (other than Department of Defense). On outbound cargo consigned to destinations outside the continental United States, ocean manifests will be annotated by the preparing activity to indicate discharging costs are for the account of the receiving agent of the appropriate U.S. government department or agency (other than Department of Defense). When cargo is consigned to a continental United States port, stevedoring/terminal charges are billed by the Military Traffic Management Command to the Naval Supply Systems Command who will take appropriate action to recover the charges.

2. NON-U.S. GOVERNMENT CARGO

a. General. Navy port activities loading non-U.S. Government cargo sponsored by the Navy will collect in advance all applicable ocean transportation, stevedoring, loading/discharging terminal and accessorial charges based on instructions contained in subparagraph b. The charges will be at a rate computed to cover full costs to Department of Defense including military personnel costs and/or depreciation allowances for capital investment, in accordance with Department of Defense Directive 7410.4, but will not be lower than charges that would have resulted from using the applicable commercial rates.

b. Determination of Charges

(1) When Commercial Tariff is Available. When a commercial ocean tariff is available, the total charges derived from the applicable tariff rate(s) plus terminal handling rates (if any) will be compared with the total charges derived from the Military Sealift Command tariff rate(s) (COMSC Instruction 7600.3 series) and the rates for stevedoring/terminal processing at loading/discharging ports (Department of the Army pamphlet No. 55-3 for continental United States and the Naval Supply Systems Command for overseas port handling billing rates). The Navy activity designated to sponsor the cargo will take appropriate action to collect the total charges based on the highest charge, which results from the comparison.

(2) When No Commercial Tariff Applies. When no commercial tariff exists, action will be taken to collect prior to shipment an amount equal to the ocean transportation charges based on the Military Sealift Command published tariff rate, plus stevedoring and terminal charges applicable at the loading and discharging terminals.

(3) When No Commercial or Military Sealift Command Tariff Applies. When no commercial or Military Sealift Command tariff applies, the charges to be assessed will be obtained from the Naval Supply Systems Command (Deputy Commander, Transportation) prior to shipment.

c. Disbursement of Funds Collected. Funds collected in advance for charges by the Navy port activity loading non-U.S. Government cargo will be taken up as a special deposit in the Naval Working Fund in accordance with Navy Comptroller Manual, par. 043122 and will be transferred as follows:

1. Funds for Military Sealift Command charges and continental United States inbound/outbound stevedoring and terminal charges

are to be transferred to the Navy Management Fund as these charges are billed to the Naval Supply Systems Command for payment; (The activity preparing the ocean manifest will provide a copy to the Naval Supply Systems Command (Financial Control Branch) in accordance with MILSTAMP.)

2. Funds for stevedoring, terminal, and accessorial charges at overseas loading/discharging terminals will be transferred to the account of the specific loading/discharging terminal for reimbursement of services performed.

3. NONLIABILITY OF NAVY. The Navy will not be responsible for any loss or damage in transporting or handling of non-U.S. Government cargo. The owner or shipper will be required to obtain adequate insurance against damage, loss, or failure of or delay in delivery, as appropriate, and will include the Government as a named insured. Prior to acceptance of non-U.S. Government cargo for shipment, a serially numbered document as indicated below will be prepared in duplicate by the office which would normally issue the Transportation Control and Movement Document (DD Form 1384). The two copies will be signed by the issuing officer and the owner of the cargo or his duly authorized agent; one copy will be retained on file in the issuing office and the other will be delivered to the owner or his agent.

"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)

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 agree(s) 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 service charges as may be determined by the Navy loading and discharging terminals. Receipt of material for transportation by the Navy _____

_____ from (Insert the name of the activity which normally issues ocean shipping documents)

_____ to _____. A copy of this non-negotiable document will be furnished promptly to the cargo owner or his agent.

_____." (Signature) (Signature)

DD Form 1384 issued for the receipt (and transportation) of non-U.S. Government cargo, in accordance with the agreement set forth above, will be plainly marked "non-negotiable". The preceding agreement and the following annotation will be included on each applicable DD Form 1384:

"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.".

56104 NAVY EXCHANGE, OFFICER AND ENLISTED CLUB, AND WELFARE AND RECREATION MATERIAL

Navy Exchange, officer and enlisted club, and welfare and recreational material is the property of organizations which are of official concern to the Department of Defense, and therefore, is categorized as Department of Defense cargo for purposes of this paragraph.

PART C: GENERAL AVERAGE

56150 DEFINITION

A general average act as defined in maritime law is any extraordinary sacrifice or expenditure intentionally and reasonably made or incurred for the common safety in order to preserve the common maritime venture. The several interests engaged in the maritime venture are required to make good the loss by contributing to the extraordinary sacrifices or expenditures in proportion to the share of each in the adventure. The obligation to contribute is now invariably imposed by a contractual provision which is incorporated in all commercial contracts for the water carriage of goods; however, such an obligation could arise under admiralty law as a matter of pure equity entirely independent of contract. Before there can be a valid claim for general average contribution, it is necessary that the ship and cargo should have been placed in a common imminent peril; that there should have been a voluntary expenditure or sacrifice of property to avert the peril and to accomplish the safe prosecution of the voyage; and that by that sacrifice or expenditure the safety of the contributing property should have been successfully attained. Contribution, if all the necessary conditions prevail, is based upon the principle that whatever is sacrificed for the common safety should be made good by all the interests which were exposed to the common peril and which were saved from that common danger by the sacrifice. The contributing interests are primarily the vessel, the cargo, and the freight, the latter meaning the sum of ship earnings as a result of the successful sacrifice. General average may be declared as the result of practically any type of marine casualty or misadventure, such as fire; jettison of cargo; voluntary and involuntary strandings; damage to hull, machinery, and boilers; heavy weather; salvage; foundering; collision; and any other extraordinary circumstances requiring detention in or deviation to a port of refuge.

56151 GENERAL AVERAGE CLAIMS

All general average claims against Navy sponsored cargo shipped in commercial space obtained by Military Sea Transportation Service will be processed by the Military Sea Transportation Service. Discharging commands receiving cargo in a damaged condition from ships declared subject to general average will determine the cause of the damage, such as, water fire, forced landing, or pilferage, and will show under separate headings the value of the cargo damaged which has been attributed to each cause. All information and supporting documents on cargo subject to general average will be forwarded to the Naval Supply Systems Command (Transportation Division) for submission to the Military Sea Transportation Service office requesting the

information. When a general average adjuster requests a naval activity to furnish information regarding a shipment involved in general average, the activity will forward the general average adjuster's request with the requested information to the Naval Supply Systems Command (Transportation Division) for forwarding to the Office of Counsel, Military Sea Transportation Service. Naval activities will not furnish information or shipping documents regarding any general average claim direct to a general average adjuster.

56152 GENERAL AVERAGE ON HOUSEHOLD GOODS, PERSONAL EFFECTS, AND PRIVATELY OWNED AUTOMOBILES

The Government assumes general average obligation for household goods, personal effects, and privately owned automobiles shipped on Military Sea Transportation Service bookings; therefore, no differentiation will be made between government owned cargo and privately owned personal effects, household goods, and vehicles shipped for military or civilian employees of the Department of Defense. Discharging commands receiving cargo in a damaged condition from ships declared subject to general average will determine the cause of the damage, such as, water, fire, forced landing, or pilferage, and will show under separate headings the value of the cargo damaged which has been attributed to each cause. This information will be forwarded to the Naval Supply Systems Command (Transportation Division) for submission to the Military Sea Transportation Service.

PART D: UNITED STATES CUSTOMS CLEARANCE

56200 DEFINITIONS

1. GENERAL. For the purpose of this part, the terms which may be construed to have more than one meaning are explained in subparagraph 2 through 6.

2. UNITED STATES CUSTOMS TERRITORY. United States Customs territory is comprised of the 50 states, the District of Columbia, and Puerto Rico. United States Customs territory does not include American Samoa, Guam, Johnston Island, Midway Islands, Virgin Islands, Wake Island, or the Panama Canal Zone. (A United States port is considered to be any point within United States Customs territory.)

3. DEPARTMENT OF DEFENSE CARGO. Department of Defense cargo will be construed to include the following:

1. military support cargo;
2. cargo controlled by the Department of Defense in the interest of national security;
3. cargo owned by other government agencies when shipped by the Department of Defense under inter-agency agreements or authority provided by statute;
4. military aid cargo shipped in United States flag vessels;
5. contractor's materials, supplies, and equipment in support of Department of Defense activities when transportation charges are paid by the Department of Defense in accordance with the terms of the contract;
6. authorized cargo sponsored by the Department of Defense for charitable organizations.

Department of Defense cargo does not include commercial trade cargo which, under certain conditions, may be sponsored by the Department of Defense.

4. IMPORTATIONS. The term "importations" refers to all

material originating at points outside United States Customs territory for shipment to points within United States Customs territory.

5. ENTERING ACTIVITY. The term "entering activity" applies to the activity which prepares customs entry documents and duty free certifications. For material of United States origin returning to the United States by water through a Navy terminal, that terminal will act as the entering activity. If entry is through a terminal other than a Navy terminal, the cognizant Navy sea cargo coordinator will act as the entering activity. For material of United States origin returning via air through a Military Airlift Command terminal, that terminal will act as the entering activity. For material of United States origin returning via rail, truck, or commercial air, the entering activity will be the consignee activity. For material purchased in foreign countries for import into the United States for military use, the entering activity will be designated by the contracting officer in accordance with ASPR 6-603.

6. POINT OF ENTRY. The term "point of entry" refers to the point at which import merchandise is entered into United States Customs, frequently called "port of entry".

56201 CUSTOMS CLEARANCE

In all clearances with United States Customs, two clearances are involved, that is, clearance of vessel of carriage and clearance of individual shipments. Except for Military Sea Transportation Service or fleet vessels as outlined in paragraph 56202, clearance of vessel is made by the owner or his authorized representative and is not a matter of concern to Navy shipping activities. In case of military vessels and aircraft, the fleet or force command operating the carrier is considered to be the owner. Clearance of cargo is a separate transaction and will be made in accordance with paragraph 56203.

56202 CLEARANCE OF VESSELS

1. SHORT FORM MANIFEST. Naval activities loading Department of Defense cargo in vessels employed by the Military Sea Transportation Service at naval activities or arranging for the loading of Department of Defense cargo in these vessels at nonmilitary facilities will insure that a short form manifest is furnished to the master of the vessel for clearance of that vessel with the customs office in the United States port. This special manifest will be prepared in the following format:

"SPECIAL SHORT FORM CARGO MANIFEST
(FOR U.S. CUSTOMS ONLY)
Waiver authority--Treasury Department Waiver Order No. TD 53449
Name of vessel--_____
Loading shipper service--_____
Place of loading--_____
Dates of loading--From_____To_____
Total weight tons of Department of Defense cargo loaded--Total
measurement tons of Department of Defense cargo loaded--

_____(Date)_____ (Signature)"._____

2. ARMY AND AIR FORCE CARGO. Naval activities loading Army or Air Force cargo in vessels employed by the Military Sea Transportation Service will include such cargo in the total tonnage listed on the special short form manifest as prescribed in subparagraph 1. Similar action will be taken by the Army and Air Force when Navy cargo is loaded in these vessels at Army and Air

Force installation.

3. REFERENCING TREASURY DEPARTMENT WAIVER ORDER ON OCEAN MANIFESTS. When Department of Defense cargo is loaded aboard berth line vessels in United States ports, carriers will not itemize or describe Department of Defense cargo on copies of their ocean manifests required by United States Customs; instead, they will place on such copies a statement referencing Treasury Department Waiver Order No. TD 53449 with the total weight and measurement tons of departmental cargo loaded for each port of destination.

4. TREASURY DEPARTMENT WAIVERS NOT APPLICABLE TO COMMERCIAL TRADE CARGO. Waivers under Treasury Department Waiver Order No. TD 53449 will not be requested for commercial trade cargo which may be sponsored by the Department of Defense in the absence of available commercial shipping. All naval activities performing the loading or arranging for the loading of such cargo in any vessel will insure that a regular manifest covering such cargo is given to the commanding officer or the master of the vessel. When shipment of commercial trade cargo is to be made in a vessel employed by the Military Sea Transportation Service, the commercial trade cargo must be reported to and coordinated with the Military Sea Transportation Service separately so that it will not be included in any request for waiver covering Department of Defense cargo.

56203 CLEARANCE OF INBOUND CARGO THROUGH UNITED STATES CUSTOMS

1. GENERAL. U.S. Customs Regulations provide that all United States Government imports are subject to customs entry requirements. To satisfy these requirements, it is mandatory that all Department of the Navy material or Department of the Navy sponsored material be declared to the collector of customs at the point of entry.

2. ENTRY PROCEDURE

a. General. The U.S. Customs Regulations specify the documents required and conditions under which they are to be used. Under most conditions, the Consumption Entry (Customs Form 7501) and Consumption Entry Permit (Customs Form 7501-A) will be used. Normally, sufficient information to permit the execution of Customs Forms 7501 and 7501-A by entering activities is contained in the shipping document or is included in the notification furnished to the government representative by the collector of customs at the port of entry. In most cases, the spaces provided on Customs Form 7501 titled "Location of goods--G. O. No.", "I. T. No. and date", "I. T. from (port)", "I. T. carrier (delivering)" need not be filled in for Navy imports. Additional information or assistance, if required, may be obtained from local collectors of customs. Individually owned household or personal effects or Navy contractor owned material shipped as Navy cargo must be accompanied with a certificate executed by the owner prior to shipment and therefore need not be entered by government representatives. Customs Forms 7501 and 7501-A may be used for the entire quantity carried by a vessel, aircraft, railroad car, or truck. In such case, the form should indicate "Returned Department of the Navy material for further use within the Department of Defense" and the total weight of the material. When it is definitely known that the returned Navy material is not intended for further use within the Department of Defense (when the ultimate consignee is not an agency of the Department of Defense), the statement "Returned Department of the Navy material--surplus" or "Military scrap", as appropriate, will be noted on the Customs Form 7501 or 7501-A.

b. Duty Free Certificates. When duty free entry (see paragraph 57431 -26a) is to be claimed, a certification must be printed, stamped, or typed on the face of Customs Form 7501 or attached thereto by the designated government representative. The required forms of certification for material procured from foreign sources are provided in ASPR 6-603. In all cases of returned Department of Navy material of United States origin, when appropriate, the following certificate will be executed on the face of Customs Form 7501.

"I certify that the articles covered by this entry for which free entry is claimed under the Tariff Act of 1930, as amended (19 U.S. Code 1201 paragraph 1615(a)), are the growth, produce, or manufacture of the United States, and have been returned to the United States without having advanced in value or improved in condition by any process of manufacture of other means, and that no drawback has been or will be claimed on such articles.

(Name)

(Title)

(Grade) (Organization)

3. REQUIREMENTS. All commands acting as entering activities for Navy owned or Navy sponsored material entering the United States (whether by rail, water, air, or truck) will ascertain that all imports are documented properly to the satisfaction of the Bureau of Customs. Repeated failure to document imports properly may result in additional workloads imposed on the Treasury Department to insure complete compliance with customs laws.

56204 OUTBOUND CUSTOMS CLEARANCE OF CARGO

1. GENERAL. Under existing Department of Commerce Regulations, certain shipments of government property for export to foreign countries and noncontiguous territories of the United States except Alaska and Hawaii must be accompanied with a Shipper's Export Declaration (Department of Commerce Form 7525-V). This paragraph defines shipments for which a shipper's export declaration will or will not be executed and outlines the procedures for the preparation and distribution of Department of Commerce Form 7525-V.

2. SHIPPER'S EXPORT DECLARATION NOT REQUIRED

a. Military Supplies and Equipment. A Department of Commerce Form 7525-V is not required for shipments of supplies and equipment, including shipments to armed services exchange systems, destined to foreign countries and noncontiguous territories for the exclusive use of military and naval forces of the United States. Shipping officers forwarding shipments in this category will annotate government bills of lading or ocean manifests as follows:

"Department of Defense shipment--No export declaration or license required".

b. Nonmilitary Supplies and Equipment. Shipments of the following types of material do not require the preparation of a Department of Commerce Form 7525-V:

1. shipments of office furniture, office equipment, and office supplies to and for the exclusive use of U.S. Government offices;

2. shipments of household goods and personal property for the exclusive and personal use of U.S. Government military personnel and employees;

3. shipments by U.S. Government offices of books, maps, charts, pamphlets, and similar articles to U.S. Government establishments;

4. shipments of food, medicines and related items, and other commissary supplies to U.S. Government offices or employees for the exclusive use of such employees.

c. Military Assistance Program Grant-Aid Material. A Department of Commerce Form 7525-V is not required for shipments of Military Assistance Program grant-aid material. Shipping officers forwarding Navy sponsored shipments in this category will annotate government bills of lading or ocean manifests as follows:

"MAP-grant-aid shipment--No export declaration or license required." The signature of the issuing officer on the government bill of lading will serve as certification. Signature certification by the shipping officer will be placed immediately below the annotation on the ocean manifest.

3. SHIPPER'S EXPORT DECLARATION REQUIRED. Except as provided in subparagraph 2, transportation officers will prepare a Department of Commerce Form 7525-V in accordance with the detailed instructions printed on the reverse of the form when material is shipped by military air carriers, naval vessels, commercial carriers, or via the United States Postal Service. The number of copies to be prepared, as specified on the reverse thereof, will vary according to the destination of the shipment and type of transport service. In addition to the number of copies required by the Department of Commerce, shipping officers will prepare two additional copies; one to be retained on file at the shipping activity and one to be forwarded to the ultimate consignee. Blank forms may be obtained from local collectors of customs, Department of Commerce field offices located in principal cities, or from the Superintendent of Documents, Government Printing Office, Washington, D.C.

4. CUSTOMS CLEARANCE AT FOREIGN PORTS. Shipments received at foreign ports will be cleared through the customs by the consignee. If necessary, the consignee will apply to the local consular representatives of the United States for assistance. Generally, shipments of Department of Defense cargo are not subject to duty.

PART E: SHIP AND TERMINAL
DEMURRAGE AND NONUTILIZATION OF ASSIGNED SHIPPING CAPABILITY

56251 SHIP AND TERMINAL DEMURRAGE AND NONUTILIZATION OF ASSIGNED SHIPPING CAPABILITY

1. PURPOSE. This paragraph delineates procedures for coordinated action by the Military Sea Transportation Service and the shipper services to avoid ship and terminal demurrage and nonutilization of assigned shipping capability.

2. SCOPE. The provisions of this paragraph apply on a world-wide basis to the following categories of dry cargo ships in the Military Sea Transportation Service controlled fleet:

1. commissioned ships (USS),
2. in service ships (USNS),
3. time chartered ships (TC),
4. voyage chartered ships (VC),
5. general agency agreement ships (GAA).

3. DEFINITIONS

a. Ship Demurrage. Ship demurrage is a detention of Military Sea Transportation Service controlled ships resulting from delays in stevedoring or terminal operations.

b. Terminal Demurrage. Terminal demurrage is a delay of terminal operations resulting from Military Sea Transportation Service controlled ships arriving on berth for loading or discharging later than scheduled, or resulting from fault or failure of the ship, its equipment or personnel, during the loading or discharging operations.

c. Nonutilization of Assigned Shipping Capability. Nonutilization of assigned shipping capability is the failure of a shipper service to use shipping capability provided by the Military Sea Transportation Service to satisfy the cargo requirements of that shipper service.

4. POLICY. Ship availability, terminal operations, and utilization of ship space will be planned so as to avoid ship and terminal demurrage and nonutilization of assigned shipping capability, thus reducing costs to the Government. There will be no reimbursement between the Military Sea Transportation Service and the shipper service concerned, of expenses incident to ship or terminal demurrage or nonutilization of assigned shipping capability. When delays occur as a result of negligence or lack of proper supervision, appropriate administrative action will be taken by the activity concerned.

5. PROCEDURES

a. General. Procedures for working Military Sea Transportation Service ships at military terminals are contained in paragraph 57181. Effective action to eliminate or minimize ship and terminal demurrage and nonutilization of shipping capability depends on cooperation and close coordination at the port level between terminal operators and Military Sea Transportation Service representatives. Good judgment, mutual understanding, and an appreciation of the needs of others are all required to eliminate conditions which lead to demurrage.

b. Ship Demurrage. Prior to commencing loading or discharge of each ship, the Military Sea Transportation Service and shipper service representatives will jointly agree to the time required for completion. In ports where the shipper service representative also acts as the Military Sea Transportation Service representative, the master of the ship will act as the Military Sea Transportation Service representative for the purpose of entering into this agreement. If it is not possible to reach an agreement locally, a joint statement stating the reason for disagreement will be forwarded to the shipper service headquarters and Commander Military Sea Transportation Service Through normal channels. If, after taking into consideration all factors beyond the control of the terminal operator, the ship is held in port beyond the agreed estimated time, a report of the circumstances will be submitted to Commander Military Sea Transportation Service in the following format:

STATEMENT OF SHIP DEMURRAGE (MSTS REPORT 4616-2)

1. The terminal and port in which delay occurred.
2. Name and hull number of ship.
3. Date and time of agreed availability.
4. Agreed time (number of 24 hours working days) for loading or discharging.
5. Estimated date and time of completion.
6. Number of days and hours credit. (Allowance will be made for time lost because of winch breakdown or other failures of the ship, acts of God, work stoppages caused by labor disputes and

other delays beyond the control of the terminal operator.)

- 7. Date and time actually completed.
- 8. Time (number of days and hours) designated as delay time.
- 9. Circumstances causing delay.

Terminal operator	MSTS representative
_____	_____
(Signature and date)	(Signature and date)

The statement of ship demurrage will be signed by both the local Military Sea Transportation Service representative and terminal operator. The original report and one copy will be forwarded to Commander Military Sea Transportation Service by the Military Sea Transportation Service area and sub-area commands with a copy to appropriate shipper service headquarters in Washington.

c. Terminal Demurrage. If a ship is not available and ready for loading or discharging at the time and place agreed upon between the local Military Sea Transportation Service and shipper service representatives, or if terminal operations are delayed as a result of fault or failure of the ship, its equipment or personnel, a report of the circumstance will be submitted to the shipper service in the following format:

STATEMENT OF TERMINAL DEMURRAGE (MSTS REPORT 4616-3)

- 1. The terminal and port in which delay occurred.
- 2. Shipper service operating terminal.
- 3. Name and hull number of ship.
- 4. Date and time ship was to have been available for loading or discharging.
- 5. Date and time ship actually made available for loading or discharging.
- 6. Date and time of delay in terminal operations resulting from fault or failure of the ship, its equipment, or personnel. (Fault or failure involved will be indicated.)
- 7. Description of delay and statement of costs of terminal operations. (Only direct items that can be clearly identified and supported such as standby time for longshoremen, rail car demurrage, truck detentions, and extra handling of cargo will be reported.)

Terminal operator	MSTS representative
_____	_____
(Signature and date)	(Signature and date)

The statement of terminal demurrage will include the costs incurred under item 7 and will be signed by both the local Military Sea Transportation Service representative and terminal operator. The original report and one copy will be forwarded to shipper service headquarters by the terminal operator. One copy will be forwarded to Commander Military Sea Transportation Service by the Military Sea Transportation Service representative.

d. Nonutilization of Assigned Shipping Capability. To preclude nonutilization of shipping capability provided by Military Sea Transportation Service to lift cargo offered by the shipper service, it is mandatory that the responsible shipper service notify the Military Sea Transportation Service at the earliest opportunity of any reduction in cargo requirements placed on the Military Sea Transportation Service. When such reductions occur, maximum effort will be made by the Military Sea Transportation Service and the shipper service to obtain substitute cargo. If shipping capability provided by the Military Sea Transportation Service in accordance with shipper service requirements is not utilized, Military Sea Transportation Service area and subarea commands will forward details to Commander Military Sea Transportation Service in all cases. The

shipper service will be notified by Commander Military Sea Transportation Service. When it is apparent there has been negligence or other fault, appropriate administrative action will be taken by the shipper service.

56252 STEVEDORE DETENTION AND STANDBY TIME

1. **APPLICABILITY.** The provisions of this paragraph apply to all Military Sea Transportation Service controlled vessels used in the transportation of cargo other than bulk liquids.

2. **GENERAL.** The detention of or interruption of work by stevedoring personnel ordered to work on Military Sea Transportation Service controlled vessels results in added operating expensed to the Military Sea Transportation Service and to the Navy as the shipper service controlling the terminal. Delays that 'may be the responsibility of Military Sea Transportation Service controlled vessels are nonarrival of vessels as scheduled, material failures of vessel equipment, and actions of vessel personnel which cause stevedore detention. Under certain conditions, work stoppages and delays are unavoidable, such as those caused by adverse weather conditions. On time and voyage chartered ships when the detention is the fault of the vessel, the cost of such detentions are additional expenses which are recoverable from the vessel operators. Instances of detentions on time or voyage chartered vessels will be reported to the Naval Supply Systems Command (Transportation Division) for collection action.

3. **RESPONSIBILITY OF THE MILITARY SEA TRANSPORTATION SERVICE.** The Military Sea Transportation Service area commanders have been directed to take the following steps to reduce vessel caused stevedore detention:

1. assure that on-berth time furnished to the Navy terminal operators represents the time the ship will be able to work cargo and not the arrival time of the first line on the pier;
2. maintain close coordination with the Navy terminal ordering stevedoring personnel to provide accurate and timely advice on changes to scheduled berthing of vessels;
3. maintain close supervision over vessels employed by the Military Sea Transportation Service to assure that they are, in all respects, ready for loading or discharge at times scheduled;
4. arrange timely logistic support of Military Sea Transportation Service ships to minimize detention time caused by delay in arrival of ships at the loading berth.

PART F: OCEAN CARGO REPORTS

56300 GENERAL

The requirements and procedures set forth in this part refer only to operating and administrative cargo reports and do not include shipping documents.

56301 CARGO OUTTURN REPORT

The Cargo Outturn Report (DD Form 470) is a report of the condition of ocean cargo as turned over to the receiving command or its agent by the carrier upon discharge of his contractual obligation as compared to the condition of that same cargo as shown on the manifest. Since this is essentially a report of loss of damage, complete procedures for preparation and distribution of this report are included in MILSTAMP (DOD Regulation 4500.32-R).

56302 CARGO TONNAGE REPORT (NAVSUP REPORT 4610-19)

1. GENERAL. The Cargo Tonnage Report (NAVSUP Form 1045) (Rev. 9/82) will be prepared by all Navy tidewater activities engaged in shipping, receiving, or transshipping ocean borne cargo. The report will cover all cargo loaded or discharged from vessels at local activity and commercial piers, including all services cargo handled over these facilities under cross-servicing agreements, as well as cargo sponsored for other government agencies or private parties. When a Navy sea cargo coordinator is located at a Navy terminal reporting activity, that terminal activity will submit an extended report, on a port by port basis, to include all Navy sponsored cargo shipped or received over all non-Navy terminals within the area over which the Navy sea cargo coordinator has been assigned cognizance (see paragraph 51056). In overseas areas not under the cognizance of a Navy sea cargo coordinator, each Navy command offering cargo sponsored by the Navy to either the Military Sealift Command or Fleet Commands will report all cargo loaded or discharged within the area for which the Navy command serves as sponsor for Navy responsible cargo.

CARGO TONNAGE REPORT (4610)

April 1983

NAVSUP FORM 1045 (REV. 9/82)

From: Commanding Officer, U.S. Naval Supply Depot, Guam, M. I.

SECTION I - TONNAGES

A	MEASUREMENT TONS	INBOUND		OUTBOUND		TOTAL	
		CONTAINERIZED	BREAKBULK	CONTAINERIZED	BREAKBULK	CONTAINERIZED	BREAKBULK
1	ARMY	1865	23	245	58	2110	81
2	NAVY	8882	1210	1170	1614	10052	2824
3	AIR FORCE	2686	19	1781	175	4467	194
4	COAST GUARD	22	5	57	69	79	74
5	MARINE CORPS	19	11	101	8	120	19
6	TOTAL	13474	1268	3354	1924	16828	3192
B	LONG TONS						
1	ARMY	321	4	32	6	353	10
2	NAVY	3868	361	150	457	4018	818
3	AIR FORCE	902	5	215	24	1117	29
4	COAST GUARD	3	1	5	6	9	7
5	MARINE CORPS	2	2	10	2	12	4
6	TOTAL	5096	373	413	495	5509	868
C	CONTAINERS (DRY)						
1	40 FOOT	247	---	163	---	410	---
2	24 FOOT	29	---	---	---	29	---
3	20 FOOT	145	---	10	1	155	1
D	CONTAINERS (REEFER)						
1	40 FOOT	32	---	---	---	32	---
2	35 FOOT	---	---	---	---	---	---
3	20 FOOT	---	---	---	---	---	---

SECTION II - SHIP TRAFFIC

A. NUMBER OF DAYS CARGO OPERATION

1. AT COMMERCIAL FACILITIES	13 days
2. AT NAVY FACILITIES	1 day

B.

	SHIPS LOADED	SHIPS DISCHARGED
1. MSC CONTROLLED	2	2
2. COMMERCIAL	7	9

J. B. Schadel
 J. B. SCHADEL, LIEUTENANT, U.S. NAVY
 DIRECTOR, FREIGHT TERMINAL DEPT.

Figure F-1

2. PREPARATION OF REPORT. NAVSUP Form 1045 is designed in two sections, tonnages and ship traffic. Inbound and outbound containerized and breakbulk tonnages are broken down by service for both long and measurement tons. The remainder of Section I contains the number of dry and reefer containers received and shipped by size. Section II of the form contains a part

depicting the total number of days of cargo operations at commercial and Navy facilities. The final part of Section II indicates the number of MSC controlled and commercial vessels loaded and discharged. Include the name of the activity preparing the report, and the month of the report.

3. SUBMISSION OF THE REPORT. NAVSUP Form 1045 will be prepared for each calendar month. The report will be submitted to Commander, Navy Supply Systems Command, Attn: SUP 051, within ten calendar days after the end of the month. Negative reports are required.

PART G: OCEAN CARGO DOCUMENTATION

56350 INTRODUCTION

Ocean shipping documents will be prepared in accordance with the instructions in MILSTAMP (DOD Regulation 4500.32-R) and as amplified in paragraph 56351 when government bills of lading are prescribed by Military Sealift Command.

56351 GOVERNMENT BILLS OF LADING

1. GENERAL. The U.S. Government Bills of Lading (Standard Forms 1103-1106) will be used for Navy sponsored cargo shipped under published tariffs in commercial vessels when directed by the Military Sealift Command. Not all operators of foreign flag vessels will accept a government bill of lading. If a government bill of lading is unacceptable, the booking Military Sealift Command office will provide the instructions for documentation.

2. PREPARATION

a. General. Government bills of lading covering ocean shipments will be prepared in accordance with paragraph 57430 and 57431 except as described in subparts, b through g.

b. Route Order/Release No.

(1) For Cargo Booked by Military Sealift Command. The clearance order number assigned by the Military Sealift Command will be inserted in the space reserved for "Route order/Release No.".

(2) For U.S. Coastal and Intercoastal Shipments. When movement via United States except Alaska and Hawaii coastal or intercoastal water carrier has been directed by the Military Traffic Management and Terminal Service and booked by the Military Sealift Command, the domestic release number will be shown in the space reserved for the "Route order/Release No.". When movement via U.S. coastal or intercoastal water carrier is selected by the shipping officer and booked by the Military Sealift Command, no domestic release number or other symbols need appear in the space reserved for "Route order/Release No.".

c. Appropriation Chargeable. The accounting data applicable under the Navy Industrial Fund or the Navy Management Fund, as appropriate, will be shown on the government bill of lading in the block "Appropriation chargeable". When cargo is booked under the authority of the Military Sealift Command, the Navy Industrial Fund (Military Sealift Command) accounting data and the address of the Military Sealift Command subarea command responsible for effecting payment will be cited in the blocks "Appropriation chargeable" and "Charges to be billed to ", respectively. On the shipper service government bills of lading

issued for Navy shipments transported in commercial vessels between coastal and intercoastal points in the United States (excluding Alaska and Hawaii), the Navy Regional Finance Center, Washington, D.C., will be shown in the "Charges to be billed to" block with charges to the Navy Management Fund.

d. Consignee and Destination Port

(1) Consignee in Area Adjacent to Port of Discharge. When the ultimate consignee is located within the area adjacent to the port of discharge, the title and address of that activity will be inserted in the blocks reserved for "Consignee" and "Destination".

(2) Consignee Outside Discharge Port Area. When the ultimate consignee is located outside the discharge port area, a local Navy command capable of effecting transshipment or the Navy sea cargo coordinator having cognizance over the port of discharge will be identified as the consignee and the discharge port will be shown as the destination. In such instances, the identity and address of the ultimate consignee will be shown in the space reserved for "Marks".

(3) Special Instructions. When the booking provides beyond delivery by the water carrier to an ultimate consignee located outside the discharge port area, the identity and address of the ultimate consignee will be inserted in the "Consignee" and "Destination" blocks. When shipments for more than one consignee are located in the same vessel for discharge at other than military terminal, a separate government bill of lading will be prepared for each consignee. However, when savings in transportation costs can be obtained by consolidating shipments to reach minimum weights, a single government bill of lading will be prepared showing consignment to the command responsible for distribution to the ultimate consignee appearing in the "Marks" column.

e. Customs Information. Activities located outside United States Customs territory shipping material into such territory (see paragraph 56200-2) will observe the instructions in paragraph 57431-26.

f. Description of Articles. Articles shipped will be described in accordance with applicable tariff requirements or carrier agreements consummated by the Military Sealift Command. The Military Sealift Command office issuing the clearance order is responsible for providing proper commodity classification information. Descriptions furnished will be sufficiently detailed to insure assessment of transportation charges at the lowest applicable rate. Transportation account codes will be applied in accordance with MILSTAMP (DOD Regulation 4500.32-R), Additionally, the data loading was completed by the carrier will be entered. This will be effected by retaining the original and all except the carrier's copies until it has been ascertained that loading has been completed, at which time, the loading data will be annotated and distribution made in accordance with MILSTAMP (DOD Regulation 4500.32-R), Appendix F. When the space provided in the "Description of articles" column is not adequate, continuation sheets will be used.

g. Contract of Carriage Terms. Special or unusual terms of the contract of carriage also will be shown in the "Description of articles" space.

3. DISTRIBUTION. U.S. Government bills of lading covering ocean movement direct to destination or involving a transshipment at an intermediate port booked by the Military Sealift Command and chargeable to the Navy Industrial Fund will be distributed in

accordance with MILSTAMP (DOD Regulation 4500.32-R), Appendix F.

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CHAPTER 7

TERMINAL OPERATIONS

PART A: OVERAGE, SHORTAGE, OR DAMAGE

Section I: PROCESSING OF OVERAGES, SHORTAGES, AND DAMAGES

57000 DETERMINING OVERAGE, SHORTAGE, OR DAMAGE

A careful examination and count of all containers or pieces in each shipment delivered by commercial carriers will be made by the receiving activity to determine whether an overage, shortage, or damage exists. The receipt of shipments with shortage or damage may result in the initiation of freight claims against the commercial carrier transporting the shipment. An overage results from either overshipment or because of a diversion of freight originally intended for another consignee.

57001 ACTION REQUIRED WHEN OVERAGE, SHORTAGE, OR DAMAGE EXISTS

When it has been determined that an overage, shortage, or damage exists in connection with a shipment, the receiving activity will follow the procedures outlined in paragraph 57000 through 57080 and in Reporting of Transportation Discrepancies in Shipments. The instructions in paragraph 57000 through 57080 will supplement those in Reporting of Transportation Discrepancies in Shipments and in the Military Traffic Management Regulation on the preparation and distribution of the Discrepancy in Shipment Report (Standard Form 361). These procedures apply to all overages, shortages, or damages whether determined immediately upon delivery of the shipment or when supplies are unpacked (concealed loss or damage) at some later date. However, accomplishment of bills of lading will be based on piece count and apparent condition of material at the time of receipt and will not be delayed pending inspection of material for concealed damage.

Section II: RECEIPT OF SHIPMENTS

57010 CHECKING SHIPMENTS UPON DELIVERY

A careful examination and count of all containers in each shipment received from a commercial carrier will be made by the receiving terminal to determine whether overages, shortages, or damages exist at time of receipt. Each billed item will be checked from the carrier's equipment to observe any apparent shortage in or damage to the lading. The checking must proceed concurrently with the unloading. The entire contents of the carrier's equipment will not be unloaded and the items then checked, as such a check would create a questionable area in making recovery from the carrier in the event of a discrepancy. At the time the check is performed, a suitable record will be made of the count and condition of the items on a copy of the bill of lading or other approved form which will identify the shipment, carrier's equipment, date, time, and checker's name. This document will be filed as or with the "Property received" copy of the bill of lading.

57011 INSPECTION OF LADING WHEN DAMAGES EXIST

When damages are discovered in a shipment received from a carrier, the entire lading will be examined immediately. The nearest office of the last line-haul carrier will be advised immediately, by telephone if located within the vicinity, and requested to inspect the lading. This advice will be confirmed in writing by mailing a Discrepancy in Shipment Notification to Carrier (DD Form 1601) to the office contacted. The carrier's inspector will be given a reasonable opportunity from the time the first notice is given to make an inspection. Forty-eight hours (excluding Saturdays, Sundays, and holidays) is considered reasonable. The carrier's representative may elect to waive the inspection. In this event a DD Form 1601 also will be furnished to the carrier's representative for signature to confirm his waiver. In either case, the signed copy will be made a part of the claim file.

57012 DAMAGED PACKAGES TO BE OPENED IN PRESENCE OF INSPECTOR

Damaged packages will not be opened until the carrier's inspector arrives, unless there is a definite possibility that damage to the material can be reduced by prompt unpacking. If unpacked under these conditions, the packing material is to be preserved for examination by the carrier's inspector. When the carrier waives inspection of the damaged articles, unpacking may be done immediately. A signed Discrepancy in Shipment Notification to Carrier (DD Form 1601) will be obtained from the representative of the carrier verifying his waiver. When the carrier's representative makes out his inspection report, a copy will be obtained and retained with the "Property received" copy of the bill of lading. Receiving activity personnel will not indicate by written comment concurrence or nonconcurrence in inspection reports prepared by carrier agents.

57013 ASSUMPTION OF LIABILITY BY CARRIER (MTMTS REPORT 54(4600))

When the carrier assumes responsibility for the loss or damage upon inspection, a statement to that effect properly certified by the carrier's agent will be obtained if possible. If such a statement is obtained, it will be filed as supporting evidence to the claim file or survey action initiated via the Discrepancy in Shipment Report (Standard Form 361).

57014 PHOTOGRAPHS

When apparent damage or other conditions exist that may result in concealed loss or damage, photographs will be taken, when practicable, before unloading operations are permitted to continue.

57015 ANNOTATION OF CARRIER'S DELIVERY RECEIPT

Any damage or shortage that is not of a concealed nature will be noted on the carrier's delivery receipt by the checker and acknowledged by the signature of the carrier's representative. Such notations will be of a specific nature. No qualified statements or notations such as "Subject to count and inspection" will be made on the carrier's delivery receipt. This latter requirement is applicable to statements or notations on any shipping or receiving document, whether or not irregularities exist.

57016 SHORTAGE OF CLASSIFIED OR REGULATED MATERIAL

1. GENERAL. When exceptions are noted on shipments of classified or regulated material within the United States except Alaska and Hawaii, a copy of the report required by subparagraph 2 or

3 will be forwarded by the activity noting the exception to the cognizant Military Traffic Management and Terminal Service area command. The report will permit corrective action with carriers, if necessary. Reports will be furnished by electrical or telephonic means and confirmed by letter.

2. CLASSIFIED MATERIAL. When a shipment of classified material is short upon receipt, the individual discovering the loss, compromise, or subjection to compromise will report the facts immediately to the most readily available command. The command receiving the report will take immediate action as required by the Department of the Navy Security Manual for Classified Information, arts. 0801 through 0816.

3. REGULATED MATERIAL. Regulated materials are materials over which proper authority exercises close supervision of distribution, issue, and use because it is scarce, costly, or of highly technical or hazardous nature. When a shipment containing regulated material is short upon receipt, a complete report of the shortage will be made to the nearest naval investigative service office. Included in this category are narcotics, articles difficult to replace, machine guns, rifles, ammunition, and other ordinance material. Reports of shortages of small arms such as pistols, rifles, and machine guns will be reported in the manner prescribed in paragraph 24570. A copy of the report will be forwarded to the Naval Investigative Service Headquarters.

57017 RECEIPT OF SUPPLIES DAMAGED IN TRANSIT

1. SUPPLIES SHIPPED ON GOVERNMENT BILL OF LADING. When a carrier offers delivery of supplies which have been damaged in transit and the shipment has been made under a government bill of lading, receiving officers should determine, if possible, whether or not the supplies have been damaged beyond economical repair. If the supplies have been damaged beyond economical repair, receiving activities will refuse to accept delivery from the carrier unless the supplies are top secret, secret, confidential, or are critical supplies or equipment of the type listed in paragraph 57016. When the extent of the damage cannot be ascertained until after delivery of the supplies and when it is determined, after inspection, that repairs are not economical, the carrier will be requested to remove the damaged supplies from the activity. The carrier will be advised that when any damaged commodities which are uneconomical to repair are not removed from the activity, such commodities will be disposed of for the account of the carrier and a claim filed for the loss. Carriers may be permitted to dispose of refused or rejected commodities as salvage. In all other instances, delivery from the carrier will be accepted. In either case, the receiving officer will be responsible for initiating a claim against the carrier for damage of supplies shipped under a government bill of lading (see paragraph 57073).

2. SUPPLIES SHIPPED PURSUANT TO PURCHASE DOCUMENTS

a. F.O.B. Destination Purchases. When procurement contracts or purchase orders require contractors to deliver supplies f.o.b. destination, title to such supplies does not pass from the contractor to the Government until the supplies are accepted at destination on behalf of the Government. Under such circumstances, contractors ship under prepaid commercial bills of lading and the carrier acts as an agent for the contractor. Receiving officers may refuse to accept delivery from the carrier of supplies damaged in transit, when damage is readily apparent, unless the supplies are classified or critical material such as those listed in paragraph 57016. When delivery from the carrier is refused, the contractor will be advised of the refusal to accept delivery of the damaged supplies from the carrier and of the

number and condition of the damaged pieces or containers. This will enable the contractor to issue instructions promptly to the carrier for the disposition of the damaged supplies. If the contractor is given such advice by telephone, it will be confirmed in writing within 24 hours. Copies of such communications will be forwarded to the carrier, the contracting officer, and the disbursing officer designated in the contract. See paragraph 23063 for instructions pertaining to rejection of undamaged supplies which are considered nonconforming.

b. F.O.B. Origin Purchases. Purchase documents requiring contractors to deliver supplies f.o.b. origin generally provide that shipment will be made under a government bill of lading. On occasion, however, it is desirable or necessary to purchase material at a price f.o.b. supplier's plant and have material shipped at supplier's expense subject to reimbursement by the Navy. Under such circumstances the material is shipped under prepaid commercial bills in accordance with the terms of the purchase document or upon request of the representative of the Defense Contract Administration Service assigned inspection cognizance of the contract. When supplies are damaged in transit, instructions provided in subparagraph 1, pertaining to receipt of damaged material shipped on government bills of lading, will apply.

57018 RELEASE OF CLASSIFIED OR TECHNICAL MATERIAL TO CARRIERS PROHIBITED

Under no circumstances will top secret, secret, confidential, or technical supplies or equipment as defined in paragraph 57016 be released to a carrier for repairs or salvage.

57019 ACCOMPLISHMENT OF BILLS OF LADING WHEN LOSS OR DAMAGE EXISTS

1. GENERAL. Government bills of lading will be accomplished as prescribed in paragraph 57440 through 57443 and Military Traffic Management Regulation, Chapter 214. When loss or damage is found upon delivery of a shipment, the "Report of loss, damage or shrinkage" on the reverse of the original U.S. Government Bill of Lading or Certificate in Lieu of Lost U.S. Government Bill of Lading will be completed and signed by the transportation officer, freight claims analyst, or any other qualified transportation personnel at the receiving installation or activity.

2. INFORMATION TO BE ENTERED. A complete statement relative to the loss or damage will be entered. The nature and extent of the loss or damage and the cause, if known, will be shown. Only factual information will be given; opinions of personnel will not be entered. The weight of the short or damaged articles and the invoice value thereof or the applicable present depreciated value will be indicated, when known. If the exact amount of the damage cannot be determined before accomplishment of the bill of lading, a statement to this effect will be included. In such instances, the office responsible for payment of the transportation charges will be notified by letter as soon as the value is determined. When additional space is needed for the statement of loss or damage, additional sheets will be attached securely to the bill of lading. A notation will be made on the bill of lading to indicate the number of additional sheets attached.

3. CONCEALED LOSS OR DAMAGE. When a shipment has been delivered by the carrier in apparent good order and a concealed loss or damage is discovered only after unpacking, notation of such loss or damage will not be entered on the "Report of loss,

damage or shrinkage" on the reverse of the original bill of lading. Concealed loss or damage discovered after unpacking will be reported as prescribed in paragraph 57025.

57020 SEAL RECORD

1. GENERAL. On carload, truckload, or sea van shipments (sea vans are defined as government or commercial owned or leased shipping containers which are moved via ocean transportation detached from their separable wheel assemblies), the notation of shortage or damage on the reverse of the government bill of lading will indicate whether the original seals were intact upon arrival of the shipment or whether seals were missing, broken, tampered with, or substituted. Seal numbers other than those applied at point of origin also will be recorded. When there is any doubt as to the numbers of the original seals applied at point of origin, the receiving activity or installation will contact the shipper for this information.

2. ORIGINAL SEALS INTACT. When a sealed carload, truckload, or sea van arrives at destination with original seals intact but with attendant shortage, such original seals will be evidence that the shortage is not the responsibility of the carrier in the absence of evidence to the contrary.

3. ORIGINAL SEALS NOT INTACT. When a sealed carload, truckload, or sea van arrives at destination with original seals missing, broken, tampered with, or substituted, the fact that seals are not intact may be considered as evidence that the shortage or damage is the responsibility of the carrier, in the absence of evidence to the contrary.

57021 CLEARANCE WHEN SHIPPER ACKNOWLEDGES RESPONSIBILITY

When a shortage notation has been made on the reverse of the original bill of lading and the issuing officer or shipper acknowledges his responsibility for the discrepancy, the disbursing office responsible for payment of the transportation charges will be so notified. This notification will include a statement as to whether the weight shown on the accomplished bill of lading includes the weight of articles not shipped and, if so, authorize such weight deduction as circumstances warrant. A copy of this notification will be given to the carrier to whom the accomplished bill of lading was surrendered.

57022 CLEARANCE WHEN PROPERTY CHECKED SHORT IS RECEIVED LATER

When a shortage notation has been made on a bill of lading which has been surrendered to the carrier and the property checked short is received later, the consignee will notify the disbursing office responsible for payment of the transportation charges, authorizing cancellation of the discrepancy notation on the bill of lading, or such modification of that notation as may be required when only partial delivery has been made of property previously reported as a shortage. A copy of the notification will be given to the delivering carrier and to the carrier to whom the bill of lading was surrendered if different from the delivering carrier. The carrier who delivers the shortage as well as the carrier who holds the accomplished bill of lading must be informed of the reconciliation of this shortage. Reference to inbound billing will be included in this notification.

57023 LOSS OF ENTIRE SHIPMENT

If no part of a shipment is received at destination within 30 days after receipt of the government bill of lading, the origin carrier or his agent will be informed that the shipment has not been received and that the original government bill of lading is being forwarded to the office responsible for the payment of the transportation charges so that a claim may be processed against the carrier. A letter will be issued to notify the origin carrier or agent of the planned claim action. A copy of this letter will be attached to the original unaccomplished government bill of lading with the valuation noted on the reverse thereof, and the file forwarded along with any other pertinent correspondence or information in connection with the investigation of the loss to the finance center responsible for payment of the transportation charges. A Discrepancy in Shipment Report (Standard Form 361) will be initiated as prescribed in Reporting of Transportation Discrepancies in Shipments and forwarded as the covering document for the claim file. If the consignee has authoritative information from the carrier or other sources that the shipment will not be delivered, the 30 day waiting period may be waived and the Standard Form 361 will be issued immediately to transmit the government bill of lading to the appropriate finance center for claim action.

57024 OVERAGE

When a check of the material received in a shipment indicates an excess over the quantity stated on the bill of lading, a notation similar to that required in case of shortage or damage will be made on both the original and the consignee's memorandum copy of the government bill of lading. All overages will be reported on a Discrepancy in Shipment Report (Standard Form 361) as required by Reporting of Transportation Discrepancies in Shipments. When articles checked over are identical in number and kind with those checked short on another bill of lading and neither bill of lading has been accomplished, no notation need be made on either bill of lading provided the delivering carrier was the same on each shipment. However, the receiving officer will retain a record of the details. When overage on one bill of lading is identical with the shortage on another bill of lading and the latter bill of lading has been accomplished and cannot be recalled from the carrier, the shortage will be cleared as prescribed in paragraph 57022. When there is an overage because of an actual overshipment and the weight of the overage is not included in the weight shown on the bill of lading, a letter in the following format will be sent to the local agent of the delivering carrier and a copy forwarded to the office responsible for the payment of transportation charges:

"In connection with government bill of lading No. _____ dated covering shipment of _____ weight from _____ to _____ received by this office on _____, you are advised that this shipment checked "over" _____ upon delivery and that said overage was contained in car or truck number _____ shown on that bill of lading, is not included in amount or weight shown thereon, and is not a shortage in connection with any other bill of lading or shipment.

This office has conferred with the consignor at _____ who acknowledges the error in count and billing and the overage has been taken up in the accounts of this office.

This letter is addressed to you for your information in connection with your account for service rendered on bill of lading No. _____ and if possible should be attached to that bill of lading when the account is presented to the disbursing office for payment. It should be forwarded immediately to your auditor in order that charges on the bill of lading may be submitted on the proper basis.

Signed _____".

57025 CONCEALED LOSS OR DAMAGE

1. CONCEALED LOSS. the term "concealed loss" means a loss that is not evident at time of delivery by the carrier but is discovered by the consignee upon opening the package and checking its contents.

2. CONCEALED DAMAGE. The term "concealed damage" means a damage to the contents of a package which is not evident at the time of delivery by the carrier but which is later discovered by the consignee upon unpacking.

3. NOTICE TO CARRIERS. A notation of concealed loss or damage as defined in subparagraph 1 and 2 will not be entered on the report of loss, damage, or shrinkage on the reverse of the original bill of lading. The transportation officer, freight claims analyst, or any other qualified transportation personnel at the receiving activity will notify the local agent of the last line-haul carrier of concealed loss or damage discovered after delivery of a shipment. This notification will be accomplished by forwarding two copies of a Discrepancy in Shipment Notification to Carrier (DD Form 1601) to the delivering carrier or his agent; one copy will be returned to the consignee activity for incorporation into the claim file. If notification is given by telephone or in person, it will be confirmed subsequently by execution of a DD Form 1601.

4. INSPECTION PROCEDURE. The carrier will be given a reasonable opportunity after notification to make an inspection of the concealed loss or damage. In case of a concealed damage, the damaged packages which indicate possible loss of or damage to the contents will be retained intact and opened in the presence of the carrier's inspector. If the damage could not be detected until the packages were opened, the damaged material and the containers will be held for inspection. When the inspection has been completed, the consignee will obtain a copy of the carrier's inspection report. There usually is no hesitation on the part of the inspector or carrier agent in providing a copy of the inspection to the consignee. If the inspecting party does refuse or provide a copy, this information will be included as a part of the claim file, giving names, dates, and reasons. The refusal to provide a copy of the report to the consignee is usually interpreted by claim adjudicators to be a waiver of the inspection on the carrier's part.

Section III: CARRIERS' LIABILITY FOR LOSS OR DAMAGE

57035 COMMENCEMENT AND TERMINATION OF LIABILITY

Except for vessels which operate on the high seas, all carriers classed as insurers of property ordinarily become liable for the property or responsible as insurers thereof immediately upon delivery of the goods to them, and their liability continues until they deliver the goods to the consignee at the point of destination, when their liability as a carrier ceases.

57036 RAIL CARRIERS, MOTOR CARRIERS, AND FREIGHT FORWARDERS

Rail carriers, motor carriers, and freight forwarders operating as common carriers in interstate commerce are subject to regulation under the provisions of the Interstate Commerce Act. They are liable as insurers of property except for certain limitations stated in the commercial uniform straight bill of lading and the government bill of lading and carrier tariffs. The extent of their liability is the full actual loss, damage, or injury to property caused by them, as set forth in Part I, Section 20(11), Part II, Section 219, and Part IV, Section 413, respectively, of the Interstate Commerce Act (49 U.S. Code 20(11), 319, 1013). On shipments moving via both inland and coastal or intercoastal water carriers on a single government bill of lading, the liability is the same as that of a coastal or intercoastal water carrier as indicated in paragraph 57041. In intrastate commerce, the liability of such carriers is fixed by state regulatory authorities and approximates that prescribed by the Interstate Commerce Commission.

57037 CONTRACT AND PRIVATE MOTOR CARRIERS

1. INTERSTATE. Contract and private motor carriers operating in interstate commerce are subject to regulation under the provision of the Interstate Commerce Act. Their liability for loss or damage to property is subject to the terms and provisions of the contract under which carriage is performed, provided that these terms and provisions do not conflict with public policy.

2. INTRASTATE. Intrastate contract and private carriers operate exclusively in intra-state commerce under the jurisdiction of state regulatory authorities. Their liability for loss or damage to freight is generally the same as that of interstate contractor private carriers.

57038 COMMERCIAL AIR CARRIERS

1. CERTIFICATED OR PERMIT CARRIERS

a. General. Commercial air scheduled carriers engaged in interstate or overseas air transportation under certificates of convenience and necessity and foreign air carriers engaged in transportation between foreign points and the United States under permits issued by the Civil Aeronautics Board are common carriers for compensation or hire and are subject to regulation under the provisions of the Civil Aeronautics Act of 1938, approved June 23, 1938, as amended (49 U.S. Code 401-722). They are insurers of property and are subject to full common carrier liability for any loss, damage, or injury to property while in their possession and custody, as set forth in their contracts or tariffs. The liability of commercial air carriers for loss or damage to material in transit is indicated in subparagraph b and c.

b. Domestic Air Shipments. Generally, commercial air carriers are not liable for loss or damage to material in excess of \$50 on any domestic shipment having a gross weight of less than 100

pounds, unless a higher value is declared in the government bill of lading. When domestic shipments weigh over 100 pounds, the maximum liability of the carrier for loss or damage to any part of the shipment is based on the weight of the total shipment times \$0.50 per pound. The actual value of the loss will be indicated on the reverse of the government bill of lading and on the Discrepancy in Shipment Report (Standard Form 361), issued as a report of survey.

c. International Air Shipments, International air carriers are not liable in excess of \$7.48 per pound of the cargo destroyed, lost, damaged, or delayed, unless a higher value is declared in the government bill of lading. The actual value of the loss will be indicated on the reverse of the government bill of lading and on the Standard Form 361, issued as a report of survey.

2. CONTRACT AIR CARRIERS. Irregular air carriers engaged in interstate or overseas air commerce under letters of registration issued by the Civil Aeronautics Board to a large extent are exempt from certain reporting functions of economic regulations under the provisions of the Civil Aeronautics Act and generally may be referred to as contract carriers. Their liability for loss or damage to air cargo is subject to the terms of the contract under which carriage is performed, provided the terms do not conflict with public policy.

3 INTRASTATE AIR CARRIERS. Intrastate air carriers operate exclusively in intrastate commerce under the exclusive jurisdiction of state regulatory authorities. Their liability for loss or damage to cargo is generally the same as that of interstate air common or contract air carriers.

4. AIR CARGO FREIGHT FORWARDERS. Air cargo freight forwarders are exempt from economic regulation under the provisions of the Civil Aeronautics Act of 1938 and their liability for loss of or damage to cargo is generally the same as that of commercial air carriers.

5. AIR EXPRESS. Air express service is performed by Air Express, Incorporated, a subsidiary of the REA Express, Inc. The liability of the Air Express, Incorporated, for loss of or damage to air cargo is generally the same as that of the REA Express, Inc., on rail express shipments as set forth in paragraph 57039.

6. NAVY CONTRACT AIR CHARTER. Under the terms of the Navy Contract Air Charter (QUICKTRANS) airtel and terminal contracts, the contractor is generally relieved of all liability for loss or destruction of or damage to government cargo transported in performance of his contract except when such loss, destruction, or damage results from the willful misconduct or lack of good faith of any of the contractor's managerial personnel. Instances of transportation discrepancies occurring while the cargo is in the custody of the QUICKTRANS contractor are to be reported via a Standard Form 361 as prescribed in Reporting of Transportation Discrepancies in Shipments. Distribution of transportation discrepancy reports involving overages, shortages, losses, and damages will be made in accordance with items 1, 2, 3 (4 or 5 if applicable), and 6. Distribution of other types of discrepancy reports will be made in accordance with items 1, 3, and 6:

1. One copy to shipping activity or government activity responsible for documenting or arranging for shipment,
2. one copy to the consignee stock control activity,
3. one copy for the files of the reporting activity,
4. if narcotics are involved, one copy of the Standard Form 361 will be furnished to the nearest Bureau of Narcotics district office, in accordance with U.S. Treasury Department, Bureau of Narcotics Regulation No. 5, art. 154.472,
5. for discrepancy reports involving Navy shipments of

ammunition, explosives, or dangerous material, one copy of the Standard Form 361 will be sent to the Commander, Naval Ordnance Systems Command (Supply Management Division),

6. one copy of the Standard Form 361 will be forwarded to the Office in Charge, Navy Material Transportation Office, Norfolk, VA., for shipments destined to all activities in the United States except Alaska and Hawaii.

57039 RAILWAY EXPRESS

The REA Express, Inc., is a common carrier engaged in intrastate and interstate commerce and is subject to regulation as to interstate commerce under the provisions of the Interstate Commerce Act. It is an insurer of property and is liable for any loss of or damage to property not in excess of a released valuation of \$50 on any shipment having a gross weight of 100 pounds or less and \$0.50 for each pound on shipments in excess of 100 pounds, unless a higher value is declared in the shipping document. When shipments weigh over 100 pounds, the maximum liability of the carrier for loss or damage to any part of the shipment is based on the total weight times \$0.50 unless a higher valuation has been declared. However, actual value of the loss will be indicated on the reverse of the government bill of lading and on the Discrepancy in Shipment Report (Standard Form 361) issued as a report of survey.

57040 INLAND WATER CARRIERS

1. COMMON CARRIERS. Inland water carriers operating on bays, harbors, rivers, lakes, and any other inland waterways where travel over the open sea is not necessary are either common, private, or contract carriers. The common carriers are insurers of cargo entrusted to them for transportation and, in the absence of a special statute or provision of an applicable tariff limiting liability, are liable for loss or destruction of or injury to cargo without limitation as to the amount recoverable.

2. CONTRACT AND PRIVATE WATER CARRIERS. Contract or private carriers by water are not by law insurers of the safety of any cargo entrusted to them for transportation. However, they are obligated to exercise due care for the protection of the cargo, liable by law only for negligence, and are insurers of cargo only to the extent stated in their contract. As a general rule, private carriers are regulated by charter agreements.

57041 COASTAL AND INTERCOASTAL WATER CARRIERS

1. TERMS OF CONTRACT OF CARRIAGE. Government shipments in vessels operated by coastal and intercoastal carriers normally move at commercial tariff (berth term) rates and on government bills of lading. For unusual movement, the Military Sealift Command may negotiate with carriers for special rates resulting in a waiver of normal responsibilities and liabilities. Each such agreement must be examined to make a definite determination of the extent of the carrier's liability.

2. COMMENCEMENT AND TERMINATION OF LIABILITY. Generally, tariffs in the coastal and intercoastal trades provide that the carrier's responsibility begins when the cargo is accepted at a point of rest adjacent to the vessel at the loading berth and terminates at a point of rest adjacent to the vessel at the unloading berth. However, an exception is provided in some tariffs whereby at specific terminals (identified in the tariff) the responsibility of the carrier commences at the time the cargo is attached to the vessel's hook at the loading berth and ends when the cargo is released from the vessel's hook at the unloading berth. Basically, the period of the carrier's liability

for the goods, whatever its extent may be, coincides with the period of physical custody under the terms of the applicable tariff. Except for the periods of physical custody by the carrier as provided under the terms of the applicable tariff, responsibility for the care and custody of the cargo attaches to the shipper and consignee or terminal operators acting as agents thereof, and thus, is governed by domestic law, whether or not the terminal is operated by the firm which operated the vessel.

3. EXTENT OF LIABILITY. Common carriers in the coastal or intercoastal trade are not subject to the provisions of the Carriage of Goods by Sea Act, approved April 16, 1936 (49 Stat. 1207) (46 U.S. Code 1300-1315), which govern ocean carriers. However, the carrier's bill of lading generally provides that the cargo will be carried subject to the provisions of the Carriage of Goods by Sea Act. If a bill of lading is subject to these provisions, the carrier's liability is limited to an amount not to exceed \$500 per package or customary freight unit, unless the nature and value of such goods have been declared before shipment and inserted on the bill of lading. These carriers are not insurers of the safety of any cargo entrusted to them for transportation. However, interstate common and contract carriers by water are subject to regulation under the provisions of Part III of the Interstate Commerce Act. In the absence of a special contract or a statute providing otherwise, carriers are liable for loss or destruction of or injury to such cargo not occasioned by an act of God or of the public enemy and not because of the fault of the shipper or consignee or the inherent nature of the goods carried or necessarily incident to water carriage. Therefore, when the Government as a self-insurer normally utilizes the least expensive means of transportation, the amount of recovery in case of loss of or damage to a particular shipment may vary depending on the type of carrier or terms of the contract of carriage.

57042 OCEAN CARRIERS, OTHER THAN COASTAL OR INTERCOASTAL

1. GENERAL. Shipments of Navy material moving to overseas destinations by water are carried under varied terms of contracts of carriage depending upon the conditions under which the particular vessel is operating during the voyage. For purposes of defining liability, it may be said that cargo moves either in vessels controlled by the Military Sealift Command or in commercial vessels in which the Military Sealift Command has procured space.

2. VESSELS CONTROLLED BY MILITARY SEALIFT COMMAND

a. General. Cargo moves in vessels controlled by the Military Sealift Command when it is carried in vessels defined in paragraph 56003-2.

b. Time and Voyage Charters. Under time and voyage charters, usually all cargo is military owned or sponsored and is loaded and unloaded under government supervision with little opportunity afforded the vessel operator to tally cargo into or out of the vessel. However, the responsibility of the vessel operator for loss or damage begins when the cargo is accepted as properly stowed and secured on board the vessel and ends when the cargo is accepted on board the vessel at destination by the consignee or his agent. The degree of responsibility is less extensive than that of commercially controlled vessels. When damage to cargo to which an exception has not been taken previously by the vessel on the manifest is discovered at time of discharge at unloading activities, carriers are liable for losses and damages because of such acts as improper care, custody, refrigeration, or ventilation of cargo; unseaworthiness of the vessel; or pilferage by the crew.

c. General Agency Agreements. Under general agency agreements, the carrier is responsible for loss, damage, or pilferage attributed only to gross negligence.

d. United States Naval Vessels. When cargo moving on USS and USNS vessels is damaged or lost as a result of an act or omission on the part of the vessel or its crew, no claim for reimbursement of any loss sustained will be pursued. The incident will be made a matter of record and reported via the cargo outturn message and subsequently the cargo outturn report as required by MILSTAMP (DOD Regulation 4500.32-R), paragraph 5-15. When the loss or damage is a result of an act or omission on the part of an agent of the Government hired to load or discharge cargo or provide other services, the agent will be held liable under the terms of his contract.

3. SPACE IN COMMERCIALY CONTROLLED VESSELS PROCURED BY MILITARY SEALIFT COMMAND

a. General. Cargo moves in procured space when it is carried under a Military Sealift Command shipping contract, under a berth term tariff, or at a special rate negotiated between the Military Sealift Command and the carrier.

b. Military Sealift Command Shipping Contract. Under the provisions of a standard Military Sealift Command shipping contract, the responsibility of the vessel operator begins when the cargo is accepted as properly stowed and secured aboard the vessel and ends when the cargo is accepted on board the vessel at destination by the consignee or his agent. When the carrier or any agent nominated by the Government is requested to perform loading or discharging services at nonmilitary terminals, the responsibilities and liabilities with regard to these services will be a matter of separate contract or agreement unrelated to the ocean carriage. During the period of ocean carriage, the liability of the carrier conforms in part to the Carriage of Goods by Sea Act approved April 16, 1936 (49 Stat. 1207) (46 U.S. Code 1300-1315). The carrier's liability is limited to \$500 per manifested package or unit and neither the carrier nor the ship is responsible for loss or damage resulting from acts of God, perils of the sea, errors in navigation of the vessel, or fires not caused by the carriers's negligence.

c. Berth Term Shipments. During the period of ocean carriage, the liability of the carrier conforms in part to the Carriage of Goods by Sea Act approved April 16, 1936 (49 Stat. 1207) (46 U.S. Code 1300-1315). The carrier's liability is limited to \$500 per manifested package or unit and neither the carrier nor the ship is responsible for loss or damage resulting from acts of God, perils of the sea, errors in navigation of the vessel, or fires not caused by the carrier's negligence. Except as otherwise provided in the tariff, berth term tariffs provide that, as a part of the carriage service, the carrier will load the cargo from a point of rest adjacent to the vessel at the loading berth and unload the cargo to a point of rest adjacent to the vessel at the unloading terminal. When berth term cargo is loaded or discharged at a military activity, such service is performed by the activity; and the carrier's liability is reduced to that period in which the carrier has custody of the cargo. In the case of carrier operated terminals, the liability of the carrier extends to cover the period from the time of receipt of the cargo by the carrier at his own terminal to the time of delivery at destination terminal operated by the carrier.

Section IV: ORIGINATION OF FREIGHT CLAIMS:

57050 FACTORS TO BE DETERMINED IN ORIGATION OF FREIGHT CLAIMS

All Navy shipping and receiving activities will endeavor to minimize freight claim losses to the Government through the proper documentation of freight claims. The documentation of a freight claim includes the conducting of complete investigation of a transportation exception or discrepancy, the determination of the cause or responsibility for such exception or discrepancy, and the preparation and distribution of the documentary evidence proving or disproving carrier, contractor, or Navy liability. As these functions are of a technical nature, they will be performed by the transportation officer, freight claims analyst, or any other qualified transportation personnel at each naval activity. Specifically, the investigation of a freight claim will include the determination of the following factors:

1. whether any basis for a freight claim, in fact, does or may exist;
2. responsibility for processing the freight claim against the carrier;
3. responsibility for the act that resulted in the shortage or damaged condition of the freight.

57051 RESPONSIBILITY FOR INITIATION OF CLAIMS AGAINST OCEAN CARRIERS FOR LOSS OR DAMAGE

The Military Sea Transportation Service is responsible for initiating claims against water carriers for loss or damage in transit. The exceptions noted on discharge of cargo from the vessel are used as the basis for claims and will be documented in accordance with the cargo outturn report procedures contained in MILSTAMP (DOD Regulations 4500.32-R), Appendix E.

57052 RESPONSIBILITY FOR THE INITIATION OF CLAIMS AGAINST COMMERCIAL LAND OR AIR CARRIERS FOR LOSS OR DAMAGE

The responsibility of Navy transportation personnel for initiating a claim against the carrier ordinarily will depend upon whether or not the material was the property of the Government when the loss or damage in transit occurred. Generally, it may be assumed that all material moving from one naval activity to another is government property, unless there is specific evidence to the contrary. When material is procured under contract, such material becomes the property of the Government upon delivery to the Government at the delivery point designated in the contract, without regard to whether the material is shipped under a government or a commercial bill of lading. Generally, the delivery point is the f.o.b. point. Contract clauses relating to inspection and acceptance of material and the payment of freight charges generally do not determine when the title passes to the Government or whether the Government or the contractor is responsible for making a claim against the carrier for loss or damage incurred while shipment is in possession of the carrier. The following chart is a guide for determining ownership of newly procured material lost or damaged in shipment and claim filing responsibility:

Shipments made under the following types of bills of lading and terms of purchase ¹ F.O.B.	Title and risk of transportation pass to the Government at ²	Claim filing responsibility for loss and/or damage in transit ²
Contractor, vendor,	Origin Destination	Navy Contractor,

supplier		vendor, or supplier
Origin	Government bill of lading; transportation costs payable by the Government. X	X
	Government bill of lading; prepaid destination basis with transportation costs deductible from the invoice (see Navy Comptroller Manual, par. 046357-2). X	X
	Prepaid commercial bill of lading; transportation charges not subject to reimbursement (see Navy Comptroller Manual, par. 046357-1). X	X
	Prepaid commercial bill of lading; transportation costs subject to reimbursement regardless of whether cognizant inspector is shown as the consignor (see Navy Comptroller Manual, paragraph 046357-5a and b). X	X
Destination	Prepaid commercial bill of lading; transportation costs payable by contractor, vendor, or supplier. X	X

1 Statements in contracts or purchase orders such as "Subject to inspection at origin and acceptance at destination" do not affect the claim filing responsibility as indicated above except when the material fails to conform to contract specifications (see paragraph 23035-5).

2 Unless otherwise specifically provided in the contract or purchase order.

57053 REPAIR OF DAMAGED ARTICLES

1. DEFINITION. The term "repair" is defined in paragraph 22085-4a(2).

2. REPAIRS AT RECEIVING ACTIVITY. Upon receipt of government owned material damaged in transit by commercial carrier, the carrier will be notified and an inspection requested. Upon completion of the inspection of the damage by the carrier (unless waived), minor repairs will be made using the facilities of the receiving activity, when practicable. If the damage is extensive and the cost of repairs will be large, the carrier will be consulted before proceeding with the repairs. The cost of the repairs with appropriate accounting data will be included in the Discrepancy in Shipment Report (Standard Form 361) issued as a report of survey and forwarded to the Navy Finance Center,

Washington, D.C., for claim action.

3. REPAIRS BY COMMERCIAL CONCERNS AT CARRIER EXPENSE. When it is impracticable or uneconomical to utilize Navy facilities, receiving activities will endeavor to arrange with the carrier to have the necessary repairs made by commercial concerns with payment for the repairs made directly by the carrier. When such arrangements have been made, the government bill of lading will be accomplished indicating the extent of the damage with the notation "Repairs will be made at carrier expense and at no cost to the Government.". Upon completion of satisfactory repairs, the transportation officer will advise the Navy Finance Center, Washington, D.C., by letter, that the repairs are satisfactory and will authorize the cancellation of the notation of damage on the reverse of the accomplished original bill of lading. A copy of such letter will be sent to the carrier agreeing to pay for the repairs.

4. REPAIRS BY COMMERCIAL CONCERNS AT NAVY EXPENSE. When it is necessary to have repairs made by commercial concerns without prior authorization of the carrier, bids will be requested from reputable commercial concerns. Settlement will be made to the contractor on Public Vouchers for Purchases and Services Other Than Personal (Standard Form 1034) prepared by the receiving officer and forwarded to the disbursing officer who normally pays the bills of the activity concerned. In all cases, the transportation officer, freight claims analyst, or any other qualified transportation personnel will be advised of the cost of repairs so that appropriate claims action may be completed.

57054 PARCEL POST SHIPMENTS LOST OR DAMAGED

1. GENERAL. When loss or damage of material is incident to movement by parcel post, recovery of the monetary value thereof from the United States Postal Service by a government agency can be accomplished only when the material was mailed under registered or insured mail services (see paragraph 52532).

2. PARCEL POST SHIPMENTS BY MILITARY INSTALLATIONS, OTHER GOVERNMENT AGENCIES, AND F.O.B. ORIGIN SHIPMENTS FROM CONTRACTORS. Recovery of the monetary loss or damage of government owned material is not possible when the material was not mailed under registered or insured mail service. The Navy must absorb the loss or damage through survey action prescribed in paragraph 25155-25166 for material lost or damaged in the mail and not registered or insured. Survey Request, Report and Expenditure (NavSup Form 154) will be initiated by the consignee to cover such discrepancies. However, paragraph 25156-4 applies when loss or damage is less than \$10. When an undelivered parcel post shipment is \$10 or more and is not registered or insured, the consignee will request the shipping activity to file a tracer Inquiry for the Loss or Rifling of Mail Matters (PS Form 1510), with the local post office. NavSup Form 154 will be prepared as indicated herein, but action will be held in abeyance until receipt of the results of the tracer action by the shipper. If no notification is received within 30 days, the findings of such investigation will be assumed to be negative.

3. F.O.B. DESTINATION SHIPMENTS FORWARDED BY CONTRACTORS. Claims for recovery of the monetary value of material when loss or damage is incident to movement by parcel post is a matter for the adjustment between the contractor and the United States Postal Service. NavSup Form 154 will not be prepared. When material forwarded by contractors via parcel post is received in a damaged condition, the receiving activity will prepare a Report of Item Discrepancy (Standard Form 364) and will mail it to the contractor. Nonreceipt of an entire shipment will be reported to the contractor as soon as practical. Copies of the

Standard Form 364, when prepared, and any official correspondence regarding the loss or damage which is addressed to the contractor will be furnished to the contracting officer, and when appropriate, to the cognizant inventory control point.

57055 LOSS OR DAMAGE IN EXCESS OF TRANSPORTATION CHARGES

When a shipment received is damaged to the extent that it is a total loss or when the amount of loss or damage will exceed the transportation charges and the carrier is held responsible for such loss or damage, the Navy Regional Finance Center, Washington, D.C., will be notified promptly by letter making reference to the bill of lading number.

57056 LOSS OF VALUABLES

1. GOVERNMENT LOSSES IN SHIPMENT ACT. The Government Losses in Shipment Act, approved July 8, 1937, established a fund from which government departments or establishments may be reimbursed for losses of valuables in transit. It prohibits expenditures for insurance against loss, destruction, or damage of such valuables in transit. Regulations governing claims for replacement of valuables, or the value thereof, shipped pursuant to the Government Losses in Shipment Act, are contained in Treasury Department Circular No. 577, dated August 13, 1937, as amended (31 CFR 261.0-261.10). This circular is the basis for the procedure described in subparagraph 2 and 3. Only those articles described in paragraph 52160 are covered by this procedure. For instructions regarding claims for the replacement of the value of U.S. Treasurer's checks, personal checks, or postal money orders, see the Navy Comptroller Manual, par. 042353-8.

2. REPORT OF LOSS, DESTRUCTION, OR DAMAGE (NAVSUP REPORT 4600-9). As soon as it comes to the attention of the consignor that loss or destruction of or damage to valuables shipped in accordance with the Government Losses in Shipment Act has occurred, written report in duplicate will be forwarded immediately by the consignor via the Naval Supply Systems Command (Transportation Division), Washington, D.C. 20376, to the Secretary of the Treasury, Attn: Bureau of Government Financial Operations, Division of Finance and Management Information, Washington, D.C. 20226. If the loss, destruction, or damage represents a value equal to or in excess of \$10,000 or if delay may retard the Government in its effort to recover such valuable, the report will be transmitted by wire and promptly confirmed by letter. This report will contain the following information:

1. date of shipment;
2. the amount and character of the valuables lost, destroyed, or damaged;
3. the name and address of the consignee;
4. the method of transportation, name of carrier, and location of office of carrier from which shipment was made;
5. the registry receipt or other receipt number;
6. a statement of the cause of the loss, destruction, or damage, if known.

An immediate report of the loss, destruction, or damage also will be made by the consignor to the agent in charge of the nearest United States Secret Service Office and to the local post office or the local office of the carrier. Government officers reporting losses to such agencies will be expected to cooperate to the fullest extent in facilitating investigations and recovery. As expeditiously as possible and without further instructions from the Secretary of the Treasury, the consignor will proceed to place a tracer on the shipment and to take such other action as may be necessary or advisable to facilitate recovery.

3. CLAIM FOR REPLACEMENT. Claim for replacement will be made in writing in duplicate through the Naval Supply Systems Command to the Secretary of the Treasury and will be supported by proof of claim pursuant to subparagraph 4.

4. PROOF OF CLAIM

a. General. The Secretary of the Treasury may require proof of claim in such form and in such manner as may be considered necessary. In general, the requirements of the Secretary of the Treasury will be as indicated in subparagraph b, c, and d.

b. Satisfactory Proof of Shipment. Satisfactory proof of shipment as claimed will be supported by the original record of shipment required to be maintained pursuant to subparagraph d. The

original record of shipment will be return after adjustment of the claim. c. Satisfactory Proof of Loss, Destruction, or Damage. The consignor will be required to submit a statement concerning the loss or destruction of or damage to any part of the shipment; and, if received by the consignee with contents not intact, all the circumstances must be set forth with respect to the inspection and verification of its contents. When practicable, affidavits covering the loss, destruction, or damage will be obtained from the consignee and the carrier. Such proof of claim will be accompanied with the recommendation of the Secretary of the Navy with respect to the manner of replacement.

d. Record of shipment. A permanent record of each shipment will be maintained by the consignor. This record of shipment will include the following information:

1. the name and address of the consignee;
2. a complete description of the contents; if the shipment comprises securities, the issue, series, denominations, and serial numbers, and a description of the coupons, if any, attached to such securities at the time of shipment;
3. face or par value of shipment in the case of securities or currency and 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 of carrier;
6. the date and hour of delivery to the carrier;
7. a record of the signatures of the employees who verified the contents of the package and witnessed sealing;
8. a record of the signatures of the employee or employees who thereafter had custody thereof, until delivery at the post office for registration or deposit with the post office or other carrier for shipment;
9. the name of the carrier.

In addition, the consignor will preserve for a reasonable time all registry receipts or other carrier's receipts and such other documents as may be incidental to the shipments.

57057 NATIONAL STOCKPILE MATERIAL

The procedure for reporting overages, shortages, and damages as described in paragraph 57080 is not applicable to shipments of national stockpile material. When overages, shortages, or damages are found upon inspection or when excessive unloading costs are incurred because of disarrangement of material from rough handling in transit or improper loading or bracing, the provisions of paragraph 23089-3 will be observed.

57058 DAMAGE TO MATERIALS OF OTHER GOVERNMENT AGENCIES

In the event of loss or damage of property of other departments or agencies while it is being transported or handled by Navy personnel, Navy appropriations are not available for the costs of repairs or replacement except when the property is on loan to Navy pursuant to an agreement providing that the Navy will make such repairs or replacement.

Section V: DOCUMENTATION OF FREIGHT CLAIMS

57070 GENERAL

The courts have repeatedly held that all pertinent claims documentation must be generated in the ordinary course of business. This means that all documents and records in support of a freight claim must be generated by one with a personnel knowledge of the facts at the time the loss or damage is

discovered. This principle will be followed in preparing the various documents required to support loss and damage claims against the carrier or the contractor. The form of documentation required can be determined only after the responsibility for the initiation of claim action has been conclusively established.

57071 CONCEALED LOSS AND DAMAGE DOCUMENTATION

1. GENERAL. When a shipment has been delivered by a carrier in apparent good order and a concealed loss or damage as defined in paragraph 57025 is discovered, a notation of the loss or damage will not be entered as an exception on the reverse of the original government bill of lading. To prepare a claim to effect recovery from the carrier for a concealed loss or damage, the carrier's inspection report, described in subparagraph 2, if obtainable from the agent, and either the documents indicated in subparagraph 3 and 4 or a letter containing substantially the same information requested in the forms will be furnished to support the assembled claim file.

2. CARRIER'S INSPECTION REPORT. Upon completion of the inspection by the carrier's representative, the authorized transportation personnel at the receiving activity will sign the carrier's inspection report and obtain a copy thereof, if possible, for retention (see paragraph 57012).

3. CONSIGNEE'S CONCEALED LOSS AND DAMAGE FORM. The authorized transportation personnel at the receiving activity will prepare the Standard Form for the Handling of Concealed Loss and Concealed Damage Claims-Consignee's Form or will furnish pertinent information in a letter. The form may be obtained in most areas from the local agent of the delivering carrier.

CONSIGNEE'S CONCEALED LOSS AND DAMAGE FORM-- RAIL SHIPMENT

**STANDARD FORM FOR THE HANDLING OF CONCEALED LOSS AND
CONCEALED DAMAGE CLAIMS**

CONSIGNEE'S FORM
(Information required from Consignee in support of Claim for Concealed Loss or Concealed Damage)

Shipper's Claim No. Consignee's Claim No. B-30182933

DESCRIPTION OF SHIPMENT

Point of Origin Clintonville, Wisconsin Destination Mechanicsburg, Pennsylvania
 Date Received 15 November 1965 Number of Packages 12
 Shipper Material Handling Equipment Co. Consignee Naval Supply Depot, Mechanicsburg, Pa.
 Commodity Utility and Portable Platform Trucks

1. When (date and hour) was shipment received at your place of business? 10 December 1965

2. Name of truckman? None

3. What protection was given shipment while in possession of truckman?

4. If not received by truckman, state how received. By trap car at siding

5. On what date was loss or damage discovered? 20 December 1965

6. On what date was carrier notified of loss or damage? 20 December 1965

7. Kind of container? Crates

8. How was package protected against abstraction of or damage to contents (strapped, sealed, or otherwise)?
Wrapped in kraft paper

9. Was container examined before opening? YES Or after opening? also after opening

10. If condition of container at time of such examination indicated cause of loss or damage, explain fully.
Slats on crates loose

11. If condition of contents or interior packing indicated loss or damage, explain fully.
4 platform trucks wheel shafts bent and out of alignment

12. If property received did not fill container to capacity, what material occupied the remaining space?

*13. State whether or not shipment was insured against loss or damage while in transit over any portion of the route.

*14. If insured, state whether any provision of the insurance policy covers carrier's liability.

* Applicable to import and coastwise shipments only.

15. What condition of container or contents indicated that loss or damage occurred while in possession of carriers?

Rough handling in transit-lading shifted in car

I hereby certify the foregoing statement of facts to be true in every particular.

Dated at Naval Supply Depot, Mechanicsburg, Pennsylvania John Jones
 Date 27 December 19 65 By direction John Jones
Freight Traffic Officer
in what capacity employed

Figure V-2

(Information contained in Figures also shown below, i.e., within pub text.)

4. SHIPPER'S CONCEALED LOSS AND DAMAGE FORM. When the Navy is responsible for filing a claim against the carrier, the shipper will be requested to furnish a properly executed Standard Form for the Handling of Concealed Loss and Concealed Damage Claims--Shipper's Form to the receiving activity. Origin carrier's local agent will, upon request, furnish blank copies of the required form.

SHIPPER'S CONCEALED LOSS AND DAMAGE FORM-- MOTOR SHIPMENT

STANDARD FORM FOR THE HANDLING OF CONCEALED LOSS AND CONCEALED DAMAGE CLAIMS

SHIPPER'S FORM INFORMATION REQUIRED FROM SHIPPER IN SUPPORT OF CLAIM FOR CONCEALED LOSS OR CONCEALED DAMAGE

SHIPPER'S CLAIM NO CONSIGNEE'S CLAIM NO B-15770589
 POINT OF ORIGIN NAD Crane, Indiana DESTINATION NAD, St. Juliens Creek, Portsmouth, Va.
 DATE November 1, 1965 NUMBER OF PACKAGES 200
 SHIPPER Naval Ammunition Depot, Crane CONSIGNEE Naval Ammunition Depot, St. Juliens Creek
 COMMODITY 20MM cartridges (ammunition for cannon with explosive projectiles)

INFORMATION REQUIRED	ANSWERS
1. When were the goods packed, if known?	<u>October 1, 1965</u>
(a) Where were the goods packed?	<u>Skyrocket Fireworks Co.</u>
2. Were all the articles for which claim is made packed in container in good order?	<u>yes</u>
(a) Was each article in (this package) (these packages) examined when packed or re-shipped, before delivery to the carrier?	<u>Each article examined during periodic inspections only. Containers examined at time of delivery to carrier. (See affidavit)</u>
(b) Does your record indicate whether or not the container was packed to its full capacity with the property shipped?	<u>yes, except one box contained 176 rounds instead of 180</u>
(c) If not packed full, what material occupied the remaining space?	<u>4 empty fibre tubes which normally enclose rounds</u>
3. Was the package protected against abstraction of or damage to contents by being strapped, sealed, corded, or otherwise specifically protected?	<u>Palletized 20 boxes per pallet</u>
(a) If so, how?	<u>Banded to pallet with 6-1/2" bands</u>
4. On what date was shipment delivered to truckman?	<u>November 1, 1965</u>
(a) Was the shipment delivered truckman before or after 12 o'clock noon?	<u>before (0930)</u>
(b) Was the delivery made to the carrier by your own truck?	<u>no</u>
(c) If not, give name of trucking company	<u>Modern Transportation Co.</u>
(d) Give name of driver in either case, if known	<u>Richard Roe</u>
(e) If not delivered by truck, state how delivered	

I hereby certify the foregoing statement of facts to be true in every particular, to the best of my knowledge and belief
 Dated at NAD Crane, Indiana Signature John Smith *John Smith*
 Date December 2, 19 65 Ammunition Supply and Control Officer
 in what capacity employed

Figure V-3

SHIPPER'S CONCEALED LOSS AND DAMAGE FORM-- RAIL SHIPMENT

**STANDARD FORM FOR THE HANDLING OF CONCEALED LOSS
AND CONCEALED DAMAGE CLAIMS**

SHIPPER'S FORM
INFORMATION REQUIRED FROM SHIPPER IN SUPPORT OF CLAIM FOR CONCEALED
LOSS OR CONCEALED DAMAGE

Shipper's Claim No. Consignee's Claim No. IB-30182933

DESCRIPTION OF SHIPMENT

Point of Origin Clintonville, Wisconsin Destination Mechanicsburg, Pennsylvania
 Date Shipped 15 November 1965 Number of Packages 12
 Shipper Material Handling Equipment Co. Consignee Naval Supply Depot, Mechanicsburg, Pa.
 Commodity Utility and Portable Platform Trucks

1. When and where were the goods packed? 14 November 1965

2. Were all the articles for which claim is made packed in container and in good order? Yes

3. If property shipped did not fill container to capacity, what material occupied the remaining space?

4. How was package protected against abstraction of or damage to contents (strapped, sealed, or otherwise)?

Wrapped with kraft paper and crated

5. When (date and hour) was shipment delivered to truckman? No truck used

6. Name of truckman?

7. If not delivered by truck, state how delivered Loaded direct into car UP-161002 at our siding

8. What protection was given shipment while in possession of truckman?

9. State whether or not shipment was insured against loss or damage while in transit over any portion of the route

10. If insured, state whether any provision of the insurance policy covers carrier's liability.

*Applicable to import and coastwise shipments only.

I hereby certify the foregoing statement of facts to be true in every particular.

Dated at Clintonville, Wisconsin Joe Doakes *Joe Doakes*
(Signature)

Date December 20 19 65 Shipping Clerk
(In what capacity employed)

Figure V-4

(Information contained in Figures also shown below, i.e., within pub text.)

57072 WHEN CONTRACTOR OR VENDOR IS RESPONSIBLE FOR FILING CLAIM AGAINST CARRIER

1. GENERAL. When it has been determined that the contractor or vendor is responsible for filing a claim against a carrier for loss of or damage to material, the procedures in subparts. 2, 3, and 4 will apply.

2. ADVICE TO CONTRACTOR OR VENDOR. The contractor or vendor will be advised of the loss, damage, or unsatisfactory condition of the shipment by the most expeditious means required so that if a claim is to be filed against the carrier the supplier may do so promptly. Information as to the quantity and value of the material short, damaged, or in an unsatisfactory condition will be furnished with request for disposition instructions for the unsatisfactory material. Telephonic advice will be confirmed in writing within 24 hours. Copies of such communications will be forwarded to the contracting officer, the disbursing office designate in the contract and, when a government bill of lading is involved, to the cognizant representative of the Defense Contract Administration Service, and the Navy Regional Finance Center, Washington, D.C. (see paragraph 26062-23106).

3. REPAIR OR REPLACEMENT OF PROPERTY. When purchase documents provide for inspection and acceptance of supplies at destination and inspection discloses damage in transit, repair of the damaged property may be effected at the expense of the contractor only upon his prior authorization. Normally, repairs will be made by the contractor or his designated agent. However, under unusual circumstances, the facilities of the receiving activity may be utilized to effect repairs. Under such circumstances, an itemized estimate of the cost of repairs, including material or replacement parts, labor, overhead, plus surcharge when applicable, will be submitted for the contractor's approval and authorization to effect repairs. If, after receipt of the advice required by subparagraph 2, the contractor requests that such supplies be returned to him or his agent for repair or replacement, the articles will be returned under a commercial bill of lading with all transportation charges collect. An itemized list of articles tendered to the carrier for transportation will be included in the commercial bill of lading. A copy of the bill of lading receipted by the carrier will be filed with the related purchase document.

CONSIGNEE'S CONCEALED LOSS AND DAMAGE FORM--MOTOR SHIPMENT

Standard Form for the Handling of Concealed Loss
and Concealed Damage Claims

CONSIGNEE'S FORM
Information Required From Consignee in Support of Claim for
Concealed
Loss or Concealed Damage

Shipper's Claim No. Consignee's Claim No. B-15770589

Description of Shipment

Point of Origin	NAD Crane, Indiana
Destination	St. Julies Creek, Portsmouth, Virginia
Date Received	4 November 1965
Number of Packages	200
Shipper	Naval Ammunition Depot, Crane
Consignee	Naval Ammunition Depot, St. Juliens Creek
Commodity	20 MM Cartridges (Ammunition for cannon with

explosive)

-
-
1. When (date and hour) was shipment received at your place of business? 4 November 1965 (0800)
 2. Name of truck driver, if known John Adams
 3. If not received by truck, state how received
 4. On what date was loss or damage discovered? 5 November 1965
 5. On what date was carrier notified of loss or damage?
5 November 1965
 6. Kind of container? Metal 20 MM box, Mark 3
 7. How was packaged protected against abstraction of or damage to contents (strapped, sealed or otherwise)? Sealed
 8. Was container examined before opening? Yes
Or after opening?
 9. If condition of container at time of such examination indicated cause of loss or damage, explain fully. Containers indicated no apparent damage.
 10. If condition of contents or interior packing indicated loss or damage, explain fully. Cartridges dented, projectiles loose in cases, fused projectiles showed evidence of having been roughly thrown about making projectiles unsafe.
 11. If property received did not fill container to capacity, what material occupied the remaining space?
 12. What condition of container or contents indicatd that loss or damage occurred while in possession of carriers? Evidence of impact

I hereby certify the foregoing statement of facts to be true in every particular.

Dated at NAD, St. Juliens Creek, Portsmouth, Virginia

Richard Roe, (signature)

Date November 29 1965

Ordnance Officer

(In what capacity employed)

CONSIGNEE'S CONCEALED LOSS AND DAMAGE FORM--RAIL SHIPMENT

STANDARD FORM FOR THE HANDLING OF CONCEALED LOSS AND
CONCEALED DAMAGE CLAIMS

CONSIGNEE'S FORM

(Information Required From Consignee in Support of Claim for
Concealed Loss or Concealed Damage)

Shipper's Claim No.

Consignee's Claim No. B-30182933

DESCRIPTION OF SHIPMENT

Point of Origin Clintonville, Wisconsin

Destination Mechanicsburg, Pennsylvania

Date Received 15 Novemeber 1965
Number of Packages 12
Shipper Material Handling Equipment Co.
Consignee Naval Supply Depot, Mechanicsbury, Pa.
Commodity Utility and Portable Platform Trucks

1. When (date and hour) was shipment received at your place of business? 10 December 1965

2. Name of truckman? None

3. What protection was given shipment while in possession of truckman? ----

4. If not received by truckman, state how received. By trap car at siding

5. On what date was loss or damage discovered? 20 December 1965

6. On what date was carrier notified of loss or damage? 20 December 1965

7. Kind of container? Crates

8. How was package protected against abstraction of or damage to contents (strapped, sealed, or otherwise)? Wrapped in kraft paper

9. Was container examined before opening? yes
Or after opening? also after opening

10. If condition of container at time of such examination indicated cause of loss or damage, explain fully. Slats on crates loose

11. If condition of contents or interior packing indicated loss or damage, explain fully. 4 platform trucks wheel shaft bent and out of alignment

12. If property received did not fill container to capacity, what material occupied the remaining space? -----

*13. State whether or not shipment was insured against loss or damage while in transit over any portion of the route. -----

*14. If insured, state whether any provision of the insurance policy covers carrier's liability -----

* Applicable to import and coastwise shipment only.

15. What condition of container or contents indicated that loss or damage occurred while in possession of carriers? Rought handling in transit-lading shifted in car

I hereby certify the foregoing statement of facts to be true in every particular.

Dated at Naval Supply Depot, Mechanicsburg, Pennsylvania

John Jones (Signature)

Date 27 December 1965

By direction

Freight Traffic Officer

In what capacity employed

- (b) Was the delivery made to the carrier by your own truck? no
- (c) If not, give name of trucking company Modern Transportation Co.
- (d) give name of driver in either case, if known Richard Roe
- (e) If not delivered by truck, state how delivered

I hereby certify the foregoing statement of facts to be true in every particular, to the best of my knowledge and belief

Dated at NAD Crane, Indiana Signature John Smith
 Date December 2, 1965 Ammunition Supply and Control Officer
 in what capacity employed

SHIPPER'S CONCEALED LOSS AND DAMAGE FORM--RAIL SHIPMENT

STANDARD FORM FOR THE HANDLING OF CONCEALED LOSS AND CONCEALED DAMAGE CLAIMS

SHIPPER'S FORM
 INFORMATION REQUIRED FROM SHIPPER IN SUPPORT OF CLAIM FOR CONCEALED LOSS OR CONCEALED DAMAGE

Shipper's Claim No. Consignee's Claim No. B-30182933

DESCRIPTION OF SHIPMENT

Point of Origin Clintonville, Wisconsin
 Destination Mechanicsburg, Pennsylvania
 Date Shipped 15 November 1965
 Number of Packages 12
 Shipper Material Handling Equipment Co.
 Consignee Naval Supply Depot, Mechanicsburg, Pa.
 Commodity Utility and Portable Platform Trucks

1. When and where were the goods packed? 14 November 1965
2. Were all the articles for which claim is made packed in container and in good order? yes
3. If property shipped did not fill container to capacity, what material occupied the remaining space? -----
4. How was package protected against abstraction of or damage to contents (strapped, sealed, or otherwise)? Wrapped with kraft paper and crated
5. When (date and hour) was shipment delivered to truckman? No truck used
6. Name of truckman? -----
7. If not delivered by truck, state how delivered Loaded direct into car UP-161002 at our siding

8. Wat protection was given shipment while in possession of truckman? -----

*9. State whether or not shipment was insured against loss or damage while in transit over any portion of the route -----

*10. If insured, state whether any provision of the insurance policy covers carrier's liability -----

*Applicable to import and coastwise shipments only.

=====
I hereby certify the foregoing statement of facts to be true in every particular.

Dated at Clintonville, Wisconsin Joe Doakes
(Signature)
Date December 20 1965 Shipping Clerk
(In what capacity employed)

4. SUPPORTING CLAIM DOCUMENTS (NAVSUP REPORT 5040-7) The contractor or vendor will be furnished with all information necessary for him to determine whether a claim against the carrier is in order. However, internal forms, such as the Report of Packing and Handling Deficiencies (DD Form 6), Discrepancy in Shipment Report (Standard Form 361), and classified information or documents, will not be furnished. When concealed loss or damage is involved, a copy of the carrier's inspection report and the consignee's form for concealed loss or damage will be forwarded to the contractor or vendor.

57073 WHEN NAVY IS RESPONSIBLE FOR FILING CLAIM AGAINST CARRIER

1. GENERAL. When it has been determined that the Navy is responsible for filing a claim against a carrier for loss or damage in transit, the procedures in subparagraph 2, 3, and 4 will apply.

2. DEVELOPING SUPPORTING DATA AND DOCUMENTS

a. Determining Quantity and Value of Material Short or Damaged

(1) New Material. The receiving activity will determine the quantity and invoice value of new material short or damaged. When the only value available is from the Standard Price Supplements to the Navy Management Data Lists, this information will be shown in parentheses opposite the value notation. (See paragraph 24132 and 24420.) While the Navy standard price is a basis for accountability within the Navy, it may not be acceptable as evidence of the actual value of the material in support of a loss or damage claim. In many instances, the Navy standard price may exceed the fair market value at the time and place of loss or damage; in other cases, it may be less.

(2) Used Material

(a) Computation Factors. When material which is short or damaged in shipment is not new, such as used machinery, engines, or machine tools, the following factors, as pertinent, will be considered in arriving at the true present value of the articles:

- 1. Navy standard price of material when it was new;
- 2. present procurement price of identical new material;
- 3. cost of rehabilitation (the cost of making material like new, including newly designed, improved, or modified parts or equipment);
- 4. allowance for depreciation, after rehabilitation, when

material is not considered to be equal to new material;

5. life expectancy of material, in years and months;
6. depreciation (life expectancy of material minus actual time material was in use; for example, life expectancy 30 years, in use 15 years, depreciation 50%);
7. value of material at time and place of loss or damage;
8. salvage value, if any.

(b) Examples of Use of Computation Factors. The use of the computation factors for determining the present value of material damaged in shipment or the amount to be claimed from the carrier is applied to a hypothetical case of a railway switch engine which has been totally damaged in transit. The following are the facts in the case and the examples showing the practical application of the computation factors:

1. original cost of engine when acquired, \$25,000;
2. engine in use 11 years;
3. cost of rehabilitation of engine prior to shipment, \$12,000;
4. life expectancy of engine, 25 years;
5. current replacement cost of engine, \$66,000.

Example A

If the rehabilitated engine is considered to be equal in every respect to a new engine, the full current replacement cost of \$66,000 may be recovered from the carrier.

Example B

If the rehabilitated engine is not considered to be equal to a new engine, and if major alterations prior to shipment would have been required to make the engine like new, the following computation will be used to arrive at the amount of the claim:

Current replacement value of engine	\$66,000
Less depreciation based upon 11 years use and life expectancy of 25 years (11/25 or 44%)	29,040
	\$36,960
Plus cost of rehabilitation	12,000
Total amount of claim	\$48,960

Example C

If the rehabilitated engine is not considered to be equal in every respect to a new engine, but if only minor alterations prior to shipment would have been required to make the engine like new, only the obsolescence factor will be considered as follows:

Current replacement value of engine	\$66,000
Less obsolescence factor (additional cost of rehabilitation to make the engine like new)	6,000
Total amount of claim	\$60,000

b. Discrepancy in Shipment Report (Standard Form 361)

(1) General. General requirements as to the survey action required at the various activity and departmental levels are prescribed in paragraph 25155-25167.

(2) When a Standard Form 361 will be Prepared. A Standard Form 361 will be prepared immediately when loss or damage to government owned material is reported to or observed by the receiving officer at the transshipping point or final destination if the value of such loss or damage is \$10 or more and the discrepancies are incident to shipment by a commercial or contract carrier, and the shipment is moved on:

1. a government bill of lading;
2. a commercial bill of lading for conversion to a government

bill of lading;

3. a Transportation Control and Movement Document (DD Form 1384), when Navy Contract Air Charter (QUICKTRANS) or Military Sea Transportation Service shipping contracts are involved.

(3) When a Standard Form 361 will not be Prepared. A Standard Form 361 will not be prepared when:

1. the value of the loss or damage is less than \$10 per government bill of lading;
2. the value of the loss or damage is less than \$10 per DD Form 1384 when Navy Contract Air Charter (QUICKTRANS) or Military Sea Transportation Service is involved;
3. the loss or damage was due to movement by a government carrier (includes shipments on USNS and MSTC controlled ships);
4. the loss or damage occurred while the shipment was in the possession of a military installation or a military transshipping point;
5. the loss or damage concerns merchandise or material procured with nonappropriated funds.

(4) Copies Required. The original and seven copies of the Standard Form 361 will be required for the minimum distribution prescribed in paragraph 25163. Additional copies may be required by local regulations of the receiving activity.

(5) Information Required. The captions on the Standard Form 361 are designed to be self-explanatory. Detailed preparation instructions are contained in Reporting of Transportation Discrepancies in Shipments.

c. Report of Loss, Damage, or Shrinkage. The transportation personnel at the receiving activity will complete the "Report of loss, damage or shrinkage" on the reverse of the original government bill of lading or certificate in lieu thereof. Instructions for the completion of this report are contained in paragraph 57019.

d. Other Pertinent Supporting Data. All correspondence, documents, photographs, and other data which will aid in establishing liability for the loss or damage or which are considered pertinent to the case will be made a part of the claim file.

3. ASSEMBLING CLAIM FILE

a. General. The transportation personnel will assemble all data and documents concerning the loss or damage. The original or certified copies of all pertinent papers and documents will be attached to a copy of the Standard Form 361.

b. Claims Enforceable Against All Carriers Except Commercial Ocean Carriers. A typical claim enforceable against all carriers except on traffic booked by the Military Sea Transportation Service will include the following as enclosures with the Standard Form 361:

1. the original or photostat copy of carrier's delivery order or freight bill bearing notation of loss or damage and, when possible, a signed acknowledgment of discrepancies;
2. the signed affidavit stating the cause and circumstances of the loss or damage;
3. a memorandum copy of the government bill of lading, if available;
4. a copy of the Discrepancy in Shipment Notification to Carrier (DD Form 1601) confirming the request to examine the damaged lading. (When inspection is waived by the carrier, this fact with the signature of the carrier's representative authorizing the waiver will be substantiated with a copy of the

DD Form 1601);

5. a copy of the inspection report issued by the carrier or his inspection agent;
6. a certified copy of an invoice or Materiel Inspection and Receiving Report (Domestic) (DD Form 250), as applicable;
7. an itemized statement of the cost of repairs, as prescribed in paragraph 57053, when applicable;
8. the depreciated or obsolescence value, including the basis for determination of such value, when applicable, as shown in the examples in subparagraph 2a(2)(b);
9. photographs, when available;
10. shipper's and consignee's concealed loss and damage forms, or in lieu thereof, affidavits in letter format supplying the information indicated on the applicable forms (see paragraph 57071-3 and 4);
11. a copy of the carrier's receipt when the material has been released to the carrier for salvage;
12. a statement of the disposition of the damaged material when it has not been released to the carrier;
13. copies of all pertinent correspondence generated or received by the receiving section during the course of investigation of the alleged loss or damage.

c. Claims Enforceable Against Commercial Ocean Carriers. Claims against commercial ocean carriers are processed by the Military Sealift Command on the basis of information contained in Cargo Outturn Reports (DD Forms 470) or annotations on government bills of lading.

4. DISPOSITION OF CLAIM FILE. Loss and damage claim files, properly supported as prescribed in subparagraph 3, will be forwarded promptly to the appropriate activity shown in the following table:

Claim enforceable against the following types of carriers or other entities:	Forward claim file to:
Navy Contract Cargo Airlift System (QUICKTRANS).	Two copies to the Navy Material Transportation Office, Norfolk, Va.
Commercial air, land and domestic water carriers, including commercial air carriers, land and air freight forwarders, rail carriers, railway express, motor common or contract carriers, and others embraced by paragraph 54053-1b.	Navy Regional Finance Center, Washington, D.C.
Commercial ocean carriage arranged by the Military Sealift Command	Military Sealift Command cognizant area or subarea command.
Stevedoring contractors	Cognizant contracting officer.
Commercial vessel operators acting as stevedore agents.	Naval Supply Systems Command.

Section VI: REPORTING OVER AND ASTRAY FREIGHT

57080 PREPARATION OF THE REPORT

The Discrepancy in Shipment Report (Standard Form 361) will be used for reporting any over or astray freight discovered by or brought to the attention of a naval activity. The Standard Form 361 also will be issued to report items located at commercial carrier's installations as a result of the periodic surveys required by Transportation and Travel, Military Traffic Management Regulation, Chapter 221. The Standard Form 361 will be prepared and distributed in accordance with Transportation and Travel, Reporting of Transportation Discrepancies in Shipments. The preparation and distribution of this form is designed to locate and resolve overages and shortages, to expedite the identification and forwarding of astray freight, and to reduce correspondence among military activities, contractors, and carriers covering such matters.

PART B: PORT PROCEDURES

Section I: THE NAVY SEA CARGO COORDINATOR

57150 INTRODUCTION

Certain naval activities designated in paragraph 51056, in addition to the responsibility for physically receiving, distributing, shipping, and transshipping Navy owned and Navy sponsored cargo by all methods of transportation, are responsible for exercising control over the cargo moved through ports placed within their respective jurisdictions by the Chief of Naval Operations. The responsibility for control over the ocean transportation of cargo is a function of the Navy sea cargo coordinator who is the point of contact between the originating shipper and the Military Sealift Command.

57151 GENERAL RESPONSIBILITIES

The Navy sea cargo coordinator is responsible for making all necessary arrangements relative to the offering of ocean traffic moving through ports in his assigned area. He will effect area-wide controls over and husband the movement of such traffic; additionally, he will provide necessary technical guidance to Navy shipping and transshipping activities. He will be responsible for establishing liaison with the Commander, Military Sealift Command or his authorized representatives and representatives of Navy fleet or type commands in consolidating and offering cargo for shipment by vessel and for accepting or rejecting the space offered. He will offer all cargo routed through his area for transshipment via ocean vessels as well as all cargo generated within the port areas under his jurisdiction. The Navy sea cargo coordinator will evaluate the adequacy of terminals and terminal facilities, the costs for switching or terminal charges, and the frequency of vessel sailings prior to offering freight to the Military Sealift Command for booking. He will endeavor to obtain timely ocean transportation of cargo from the most advantageous port and terminal directly to the ultimate consignee. The Navy sea cargo coordinator will insure that inbound ocean shipments into his area are promptly forwarded to the ultimate consignee. Navy sea cargo coordinators will initiate such action as considered appropriate to assure that overseas shipping activities, including loading activities under the management of Army and Air Force commands, provide the initial consignee with copies of ocean documents issued for cargo consigned for entry into the United States except Alaska and Hawaii via ports for which responsibility is assigned. The Navy sea cargo coordinators will obtain and provide to recipients of advanced copies of ocean documents a verification of the date on which the vessel is scheduled to arrive, the location of the terminal at which the cargo may be picked up, and the expiration date of the free time allowed at the terminal. Upon receipt of this information, the recipients of the advanced copies of the ocean documentation will annotate thereon the expiration date of the free time allowed at the particular terminal and initiate such action as may be necessary to assure acceptance of the cargo prior to the expiration date of the free time allowed.

57152 EVALUATION OF CARGO OFFERINGS

As information is obtained on cargo available for shipment, the Navy sea cargo coordinator will consider the following factors prior to offering cargo to the Military Sealift Command or a fleet or type command:

1. service, which is the expeditious movement of cargo to comply with military requirements, priorities, and dates material required to minimize the amount of material in the pipeline of supply and to absorb the cycle of requisition and delivery;
 2. consolidation toward minimum tonnage quantities necessary to induce vessels to call at desired terminals for loading or discharging, to minimize the number of vessels used, and to reduce drayage, documentation, and stevedoring and accessorial charges;
 3. economy consistent with delivery requirements, insurance of the lowest over-all delivery costs to destination by endeavoring to obtain ocean transportation between a loading port and pier closest to point of origin and a discharging port and pier closest to ultimate consignee;
 4. terminal capability for handling the cargo to be shipped.
- Since these factors are frequently in conflict, they must be weighed in the light of each set of circumstances.

57153 PORT DETERMINATION AND SELECTION

Normally, the cost of inland transportation and the availability of shipping are a major part of the selection of the port through which cargo is to be exported. When cargo is of sufficient quantity to require inland routing by the Military Traffic Management Command, that agency will suggest a port of exit to the Navy sea cargo coordinator based on lowest inland transportation costs. The Navy sea cargo coordinator will make his evaluation and either arrange the required booking or suggest an alternate port. Exceptions to this procedure are described in paragraph 52361 and 52370. The fact that a Navy terminal exists will not be the sole reason for consigning export or transshipment cargo to the Navy terminal. The basic principle employed in selecting the port of export or transshipment is that shipments will be made at the lowest overall cost consistent with the required delivery dates, taking into consideration the following factors:

1. inland transportation cost,
2. delivery cost incurred at loading port,
3. stevedoring and accessorial cost of loading port,
4. ocean freight cost,
5. stevedoring and terminal cost at discharging port,
6. delivery cost to ultimate consignee,
7. availability of vessels and space within such vessels,
8. frequency of sailings,
9. vessel itinerary,
10. availability and capability of terminal facilities,
11. port congestion and embargoes,
12. strikes and other labor disturbances,
13. other cargo being generated.

Since these factors are significant on a current basis only, unless there are overriding considerations, the proper selection of the port of export or transshipment can be determined at the time that it becomes known precisely when the material will become available for shipment.

57154 OCEAN CARGO OFFERINGS

1. GENERAL, All Navy shippers of cargo requiring ocean movement, bulk liquids excluded, will observe the procedures set forth in Chapter 2, Part G. Navy sea cargo coordinators and

activities performing the functions of Navy sea cargo coordinators will submit cargo offerings and requests for routing to the Military Sealift Command in accordance with instructions of the Chief of Naval Operations only after evaluation of the factors listed in paragraph 57156. Offerings should be made so as to take advantage of known available services. It is incumbent upon the Navy sea cargo coordinator to be familiar with Military Sealift Command and fleet vessel movements and with commercial vessel schedules. The Navy sea cargo coordinator should be in a position to request or suggest changes in vessel assignments which will provide better service to the Navy as a shipper. When service is required between ports for which direct service by American flag vessels is not available, the Navy sea cargo coordinator will request Military Sealift Command to book cargo with an American flag carrier in conjunction with a foreign flag connecting carrier on a through ocean bill of lading or to book to a foreign flag vessel providing direct service. Privately owned vehicles are a special case and frequently may be scheduled for shipment to or from destinations for which no direct U.S. flag service is available, in which case, the through ocean bill of lading service described herein is mandatory. When privately owned vehicles are turned in to activities from which direct service to destination is not available, coastal or intercoastal transshipment may be arranged (see Transportation of Personal Property (NAVSUP Publication 490), paragraph 11004).

2. STOWAGE REQUIREMENTS. Because of the shipper's risk for loss of or damage to cargo stowed on deck, and because of heavy losses suffered by the Navy as a result, all cargo offerings and booking requests made to cognizant Military Sealift Command commands or offices will stipulate that underdeck stowage is required except under the following conditions:

1. the individual unit size of the cargo is too large to go through the hatch openings;
2. the nature of the cargo is such that on-deck stowage is required by law or regulation;
3. when it is known that no underdeck space will be available in the foreseeable future and the priority designator, the date material is required, or urgency for delivery of the cargo at destination is such that the acceptance of on-deck space is the only means by which delivery at destination can be accomplished within an acceptable length of time;
4. in the case of Military Sealift Command controlled or fleet vessels, deck space may be accepted when the nature of the cargo and the trade route of the vessel is such that minimal risk of loss or damage is involved.

3. SPECIAL INSTRUCTIONS. Navy sea cargo coordinators will be governed also by the following special instructions. When a Navy sea cargo coordinator has obtained space on a vessel which will call at additional ports to load for the overseas destination concerned, the first Navy sea cargo coordinator will advise the Navy sea cargo coordinator assigned cognizance over the subsequent loading ports of the cargo scheduled for shipment and the vessel name and schedule, so that Navy cargo may be consolidated on the vessel from the various loading ports. If consolidation offering from multiple loading ports are necessary to insure a vessel call at an overseas Navy terminal, Navy sea cargo coordinators should coordinate their offerings of cargo to the Military Sealift Command in advance, so that the desired service can be obtained. If a Navy sea cargo coordinator cannot obtain a timely booking from a port under his jurisdiction, he will refer the shipment to a Navy sea cargo coordinator known to have a shipping capability to the destination concerned. If the Navy sea cargo coordinator is unable to obtain satisfactory ocean transportation from his area and the cargo is not susceptible to movement through ports under the cognizance of another Navy sea

cargo coordinator, the Navy sea cargo coordinator will communicate with the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing) furnishing an outline of the problem with all pertinent information.

57155 SPACE OFFERINGS

When the Military Sealift Command or a fleet or type command in response to a cargo offering allocates ocean shipping space, the Navy sea cargo coordinator or other offering command will insure that such of the following information as is appropriate is furnished:

1. name and type of vessel;
2. Military Sealift Command clearance number;
3. name of commercial vessel operator or local agent;
4. loading date;
5. Military Sealift Command terms of carriage:
 - Military Sealift Command controlled (USNS, USS, GAA, and time and voyage charter)
 - shipping contract
 - berth term
 - government bill of lading special negotiated rates and conditions;
6. characteristics and locations of space;
7. loading ports and piers;
8. discharging ports plus estimated time of arrival and itinerary of vessel;
9. capability of vessel to handle and off-load cargo of unusual size or heavy lift type;
10. freight classification requirement (berth term tariff and berth term negotiated rates only);
11. if a Military Sealift Command controlled vessel is offered and billing to the Navy is to be on a vessel per diem basis, this manner of billing must be specified in advance.

57156 SPACE ACCEPTANCE OR REJECTION

1. ACCEPTABLE SPACE. The Navy sea cargo coordinator, in collaboration with the loading terminal, will accept or reject space offered by the Military Sealift Command on the basis of the compatibility of the space assigned for stowage of the cargo offered.

Space is acceptable when:

1. properly located underdeck (see subparagraph 3 for acceptance of on-deck space), suitable and adequate for the intended cargo, and clean and properly prepared to receive the cargo;
2. vessel loading berths and dates can be reconciled with the location of the cargo and availability dates;
3. estimated time of arrival of the vessel at discharge port can be reconciled with cargo priority and the date material required;
4. costs of stevedoring are not excessive for the type of cargo involved and vessel conditions are not a cause for a hardship claim by a stevedore contractor;
5. cargo is offered in increments of more than 5,000 cubic feet, and the space assigned is not unduly divided between a number of hatches, considering the nature of the cargo; assignment of multiple stowage locations may result in costs for unproductive time due to minimum guarantees granted to longshoremen;
6. vessels are self-sustaining for the loading and discharging of heavy lift cargo offered, unless because of the urgency of the shipment the acceptance of nonself-sustaining vessels is warranted, in which case the Navy sea cargo coordinator will insure that heavy lift facilities are adequate at the loading and discharge terminals.

Military Sealift Command controlled vessels for which Military Sealift Command plans to bill on a vessel per diem basis require advance notification and approval by the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing).

2. UNACCEPTABLE SPACE. If space assigned is unacceptable for any reason, the space will be rejected and the Military Sealift Command will be informed in writing as to the reasons for rejection. The cargo then will be reoffered to the Military Sealift Command for assignment of acceptable space.

3. ON-DECK SPACE. On-deck space will be accepted only under conditions specified in paragraph 57154-2. When on-deck space is accepted, the Navy sea cargo coordinator or loading terminal will:

1. insure that such cargo is properly processed and protected to withstand weather conditions which may be encountered by the vessel;

2. insure that cargo is properly lashed and secured, and that qualified responsible personnel of both the vessel and the military loading activity jointly inspect and approve the securing; deficiencies found will be corrected prior to the departure of the vessel for sea;

3. obtain the signature of the master of the ship or his representative to a statement to the effect that the cargo has been stowed and secured to the satisfaction of the master of the ship;

4. place an annotation on the Ocean Cargo Manifest Recapitulation or Summary (DD Form 1386) to reflect that the stowage of cargo on deck was at the request of the shipper service;

5. provide the agent of the vessel with a written notice to the effect that deck stowage is authorized when the loading is to be performed at nonmilitary terminals on Military Sealift Command commercially procured vessel space.

57157 REOFFERED SPACE

Space rejected by the Navy sea cargo coordinator may be reoffered by the Military Sealift Command in collaboration with the vessel operator or agreement may be reached between the vessel operator and the Navy sea cargo coordinator relative to requirements which must be met to make acceptable the space which normally would be rejected. Since no specific rules can be prescribed, good judgment in the best interests of the Government must be applied in each case. The acceptance of space offered will govern the respective responsibilities of the shipper service and the carrier in connection with many aspects of stevedoring and accessorial services.

57158 RESPONSIBILITIES FOR ARRANGING STEVEDORING AND TERMINAL SERVICES FOR NAVY CARGO HANDLED AT NONMILITARY TERMINALS

For shipments that are routed via nonmilitary terminals the Navy sea cargo coordinator or Navy command responsible for arranging the sea lift or onward movement of inbound cargo will insure that arrangements are made for stevedoring and terminal handling and such accessorial services as may be required, including receipting for cargo, and the loading or unloading of rail cars or trucks. Upon receipt of a copy of the ocean manifest forwarded in accordance with instructions contained in MILSTAMP (NavSup Instruction 4610.32), the Navy sea cargo coordinator will:

1. obtain from the ocean carrier the pier location and approximate date on which the cargo will be available for acceptance by the Government or its agent,

2. designate either a military activity located in the

specific port area or an inland carrier to serve as agent for the purpose of accepting the cargo from the ocean carrier,

3. provide the designated military activity with instructions for the preparation of additional transportation documents and consignment instructions,

4. provide the inland carrier with such additional documentation as may be required to effect ultimate delivery,

5. require the military activity or agent designated to accept the cargo from the carrier to forward a copy of a dock receipt signed in favor of the ocean carrier for the piece count and condition of the cargo at time of acceptance in the name of the Government,

6. annotate on the copy of the ocean manifest that all cargo was receipted for without exception, or

7. annotate on the copy of the ocean manifest any exceptions based on the findings of the piece count and conditions reflected on the dock receipt,

8. readdress the copy of the ocean manifest to the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing).

9. utilize the findings on the copy of the dock receipt as the basis for preparing the Cargo Outturn Report (DD Form 470).

In the case of items of heavy lift or unusual sized Navy sponsored cargo, generally pieces weighing more than 10,000 pound or exceeding 35 feet in any dimension, loaded over nonmilitary terminals to be discharged at overseas terminals, the cognizant activity at the port of loading will furnish message advice to the destination Navy sea cargo coordinator or military command responsible for arranging for the offloading of the cargo. This message will identify characteristics of the unusual or heavy lift units, stowage location, and advice as to whether or not the heavy lifts were loaded on the basis of the vessel being self-sustaining, nonself-sustaining, or constructively self-sustaining. The term "constructively self-sustaining" is defined as acceptance of the lift by the carrier premised on the costs of the services for the auxiliary cranes required to load or discharge the heavy lift units booked being absorbed by the carrier. When advice relative to the heavy lift or unusual size cargo is required, the message forwarded also will include information on the volume and stowage locations of all other Navy sponsored cargo for the same destination loaded in the same vessel.

57159 TRANSMITTAL OF CONSIGNMENT INSTRUCTIONS

When shipments have been referred to the Navy sea cargo coordinator for determination of the transshipment terminal in accordance with Chapter 2, Part G, he will direct the shipment to a military terminal for a consolidated offering or will offer the shipment to the Military Sea Transportation Service for booking to a vessel as appropriate. The Navy sea cargo coordinator will advise the Military Traffic Management and Terminal Service or the cognizant shipping officer, as appropriate, of the consignment instructions to the military terminal or, if space has been accepted on a vessel, he will furnish the name of the vessel, pier location, and the delivery date required at the pier. The Navy sea cargo coordinator will coordinate the delivery of shipment between the point of origin and port terminal and vessel. Every effort will be made to minimize stevedoring, terminal handling, and transportation costs by efficiently staging the cargo for delivery to the vessel.

57160 MONITORING COMPLIANCE WITH MILITARY SEA TRANSPORTATION SERVICE-SHIPPER SERVICE AGREEMENTS

The Navy sea cargo coordinator will review all Military Sea Transportation Service-shipper service agreements applicable to port procedures such as are contained in instructions issued by the Chief of Naval Operations and this volume, local port agreements, and Military Sea Transportation Service contracts in effect with commercial steamship lines operating in the area, and will assist Navy terminals in interpreting the relative responsibilities of the vessel operator and the shipper service.

57161 PREPARATION OF DISTRIBUTION OF OCEAN SHIPPING DOCUMENTS

The Navy sea cargo coordinator will insure the proper preparation and distribution of ocean shipping documents (government, Navy, and commercial bills of lading; manifests, summary sheets, finished stowage plans, and cargo traffic messages) as required by MIL-STAMP (DOD Regulations 4500.32-R) and the instructions promulgated in this volume.

57162 DEVELOPMENT OF PORT COSTS

The Navy sea cargo coordinator will develop information relative to port costs in connection with the ocean movement of Navy cargo. Costs to be considered will include wharfage, car loading and unloading, checking, handling, stevedoring, switching, stowage, special equipment, and any other accessorial services required and will be developed on a port by port basis. The data developed from such information will be used in the evaluation of cargo offerings, port determination and selection, and acceptance or rejection of space offered (see paragraph 57155, 57156, and 57159).

57163 SHIPPING INFORMATION

Navy sea cargo coordinators will maintain close liaison with Military Sea Transportation Service port offices for information relative to available shipping space and vessel schedules. Navy shipping activities will frequent information on potential ship movements, space availability, firm bookings, and the status of individual programs.

57164 MONITORING COMPLIANCE WITH CARGO STOWAGE PLAN

The Navy sea cargo coordinator will report to the Naval Supply

Systems Command (Transportation Division) those occasions when ships operated by Military Sea Transportation Service contractors arrive on berth with the original cargo stowage pattern compromised from that which is reflected in the stowage plan received from the military loading activity. The report is to be submitted in letter format and should include details concerning the commodities by volume repositioned from the original stowage pattern and any attendant disabilities to cargo, terminal delay, and related costs resulting therefrom.

Section II: OCEAN TERMINAL OPERATIONS

57175 PROCUREMENT OF STEVEDORING SERVICES

1. GENERAL. Stevedoring is defined as the loading of cargo from an agreed point of rest on a pier or lighter to its place of stowage aboard a vessel, or the breaking out and discharging of cargo from any space in the vessel to an agreed point of rest at dock or in a lighter. Navy shipping activities having requirements for stevedoring and other related services performed under stevedoring contracts will prepare requisitions covering such services in accordance with paragraph 22523.

2. REPORT OF DOLLAR VALUE OF INVOICES (NAVSUP REPORT 4660-3). Naval activities certifying contractor invoices for stevedoring and terminal services payable from local allotments will furnish the Naval Supply Systems Command with the following data (expressed in United States currency):

1. the total value approved for payment for work performed under the existing contract;
 2. the total value of reimbursable work performed under the existing contract for the account of commercial ship operators such as extra labor services, detention time, and overtime differential;
 3. the total value of reimbursable work performed under the existing contract for the accounts of other military services (Army including the Military Traffic Management and Terminal Service, Air Force, Marine Corps, and Coast Guard) or other civilian government agencies;
 4. the total net value of work performed under the existing contract and charged direct to a Navy account. (This value will equal item 1 minus item 2 and 3).
- The data will be reported by letter to the Naval Supply Systems Command (Transportation Division) for each preceding fiscal quarter as soon as complete information is available. Negative reports are required.

57176 MATERIAL USED IN SECURING CARGO IN VESSELS

1. GENERAL. Material such as lumber, nails, chain, wire, and turnbuckles frequently is required to secure cargo properly in vessels. When military cargo is loaded in government owned or controlled vessels, the loading military terminal or its contract stevedore normally is responsible for providing this material. When military cargo is loaded in commercial vessels, the providing of securing material may be the responsibility of the carrier or of the Government depending on the terms of carriage. When it is the responsibility of the Government to provide securing materials on either commercial or government vessels and such materials are provided from government sources, all salvable material such as stanchions, chain, turnbuckles, and clips will be itemized on the vessel manifest or government bill of lading, and the consignee or military terminal of discharge will insure that the material is recovered from the vessel. Securing materials will be manifested on a separate sheet and also will be shown separately on the cargo summary sheet. Normally, the manifest will not include disposition instructions for cargo

securing gear. The Navy unloading or consignee activity will retrieve such gear from the carrier and place it in Navy channels through use on outbound cargo. When practicable and when no local need exists, such gear will be forwarded to the first Navy terminal within the United States except Alaska and Hawaii to which such cargo may be sponsored on a space available basis (see paragraph 52004).

2. COMMERCIAL VESSEL RESPONSIBLE FOR PROVIDING SECURING MATERIAL. When the terms of carriage are such that the commercial vessel is responsible for providing securing material and the vessel operator requests that the Navy loading terminal provide the required material, the terminal may do so, obtaining a receipt from the vessel and billing the cost of the material to the operator in accordance with paragraph 57179. Material provided in this manner becomes carrier property and will not be manifested.

3. GOVERNMENT RESPONSIBLE FOR PROVIDING SECURING MATERIAL ON COMMERCIAL VESSEL LOADING AT NONMILITARY TERMINAL. When Navy cargo is loaded on commercial vessels at nonmilitary terminals and the Government is responsible for loading under the applicable contract of affreightment, it is Navy policy to request the carrier to provide the necessary stevedoring and terminal services, subject to reimbursement for such services if they are not included in the contract of affreightment. The loading services may be performed by the carrier either at fixed rates covered in a stevedoring contract with the Naval Supply Systems Command or in the absence of a fixed price contract, at actual out-of-pocket expenses. When the loading services are performed by the carrier under the provisions of a stevedoring contract with the Naval Supply Systems Command, all dunnaging, shoring, lashing and securing materials that are normally a responsibility of the Government to provide will be furnished by the carrier within the fixed priced rates of the contract. Such material will remain the property of the carrier and will not be documented on Transportation Control and Movement Document (DD Form 1384) or government bill of lading. When the loading services are performed by the carrier for the account of the Government at actual out-of-pocket expenses because of the nonexistence of a stevedoring contract, dunnage and shoring (over one inch), lashing and securing materials which are the responsibility of the Government to provide may be provided from government sources. However, the vessel operator may be requested to provide without reimbursement dunnage, shoring, lashing and securing materials which are required and already on board the vessel. When dunnage, shoring, lashing or securing materials must be procured by the vessel operator or his agent for the account of the Government, such procurement will be authorized in advance by the Navy sea cargo coordinator or Navy shipping activity responsible for the loading. In order that the vessel operator may obtain reimbursement for materials procured for the account of the Government, an itemized list of the materials supplied will be enumerated on a separate DD Form 1384 marked "Nonrevenue" and the shoring, lashing and securing materials, etc., listed thereon are the property of the U.S. Government and are to be recovered at the port of discharge by the consignee. If a government bill of lading is issued in lieu of a DD Form 1384, such materials will be listed on a separate continuation sheet and the original government bill of lading will be marked "Nonrevenue". Except as provided in paragraph 57260-8, the military discharging or consignee activity will recover such materials from the carrier and place them in military channels for further use of government forces. The vessel operator will include the cost of the materials procured for the account of the Government in the bill submitted to the Naval Supply Systems Command for payment of stevedoring services supported by a copy of the DD Form 1384 or government bill of lading containing the itemized list of the materials procured. Materials used which are already

on board the vessel will remain the property of the carrier, will not be subject to reimbursement, and, therefore, will not be included in the list of materials procured for the account of the Government.

57177 BILLING AND PAYMENT OF SERVICES INCIDENT TO SHIP LOADING AND DISCHARGE

1. SERVICES RENDERED AT NON-NAVY TERMINALS

a. Financing. Services rendered at non-Navy terminals will be financed as indicated in subparagraph b through d.

b. Navy Lighters or Navy Trucks. Costs for loading or unloading of Navy lighters and Navy trucks will be borne by station maintenance funds of the activity ordering the service.

c. Accessorial Services--Berth Term Shipments. Costs for accessorial services (see paragraph 57178-3) which under the provisions of berth term tariffs are provided by ocean carriers for the account of the shipper or consignee are payable from the Navy Industrial Fund. These charges will be reimbursed to the Navy Industrial Fund by the shipper services. Ocean carriers will include such charges as separate items in the public voucher submitted to the Military Sealift Command paying office cited in the "Charges to be billed to" space on the U.S. Government Bill of Lading (Standard Forms 1103-1106). Costs for accessorial services which under the provisions of intercoastal, coastal, or inland water tariffs are provided by the carrier for the account of the shipper or consignee are financed by the Navy Management Fund. These charges will be billed to the Naval Supply Systems Command. Carriers will include such charges as separate items on the public voucher prepared for the collection of freight revenue.

d. Services Provided by Other Military Terminals. Services provided by other military terminals for the account of the Navy sponsored cargo will be funded in accordance with existing cross-servicing agreements.

2. SERVICES RENDERED AT NAVY TERMINALS. Financing of services rendered at Navy terminals will be as follows:

1. Services furnished at a Navy terminal which are Navy responsibility as a shipper service are financed from local station maintenance funds.

2. Services furnished by a Navy terminal which are properly for the account of the Military Sealift Command, other government agencies, other departments of the Department of Defense, or a private party other than the ship operator will be financed by the responsible party in accordance with existing accounting instructions.

3. Services performed for the account of commercial ship operators will be financed in accordance with paragraph 57179.

57178 RESPONSIBILITY FOR COSTS OF ACCESSORIAL AND OTHER MISCELLANEOUS SERVICES RELATIVE TO DRY/REEFER CARGO

1. EXPLANATION OF TERMS

a. General. The loading or discharge of a ship often creates situations leading to disagreement among the terminal operator, the ship operator or his agent, or the Military Sealift Command as to the propriety of the charges and the responsibility for the performance of certain services. The instructions in this paragraph represent a general delineation of responsibilities in this area. While each situation has its own peculiarities, the

instructions in this paragraph will be used as a guide by terminal operators and Navy sea cargo coordinators in dealing with ship operators, agents, and Military Sealift Command representatives. To assist in the application of the schedules in subparagraph 4 and 5, certain of the terms are explained in subparagraph b-L.

b. Types of Ocean Carriage (Military Sponsored Cargo)

(1) Berth Term. Berth term pertains to shipments made in commercial ships operating on established trade routes at transportation rates assessed under the provisions of the applicable commercial tariff. Normally, the applicable tariff rate includes the responsibility of the carrier to load and discharge the cargo. Heavy lifts, beyond certain weights, are specified in some tariffs as excluded from carrier responsibility to load and discharge.

(2) Berth Term Negotiated Rates. Berth term negotiated rates pertain to shipments made under berth terms as described in subparagraph (1) but at rates negotiated between the Military Sealift Command and the carrier.

(3) Shipping Contracts--Free In and Out. Shipping contracts--free in and out (FIO) are executed between the Military Sealift Command and commercial ocean carriers providing for the ocean transportation of cargo at special rates, usually on regularly scheduled ships operating on established trade routes. Such contracts provide that stevedoring services are to be performed by, or are for the account of, the Government as represented by the shipper service sponsoring the cargo. These contracts further provide that when stevedoring services are performed during overtime hours at the request of the carrier, all terminal overtime differential costs required to support the operation are for the account of the carrier.

(4) Shipping Agreements. Shipping agreements (SA) have replaced most of the earlier shipping contracts and provide for ocean carriage of break-bulk cargo. Basic Terms for Carriage of Cargo Under MSC Shipping Agreement (Common Carriage) Part 1 - Conditions of Service (MSC Form 4280/1A) contains the provisions of shipping agreements. Shipping agreements contain simplified rate structures and emphasize the common carriage nature of the services to be provided. One significant difference between shipping agreements and shipping contracts involves cost responsibility for stevedoring services performed at the request of the carrier during overtime or extra wage periods. Under shipping agreements, carriers vice the Government, are responsible for the full pay of government employees directly or indirectly employed on a full time basis, who are paid an annual salary and who normally are employed during times other than the overtime or extra wage periods during which the services were performed. In the same connection, carriers also are responsible for the portion of the sum paid for pensions, health and welfare, payroll taxes, and other fringe benefits which exceeds that which would be paid during times when overtime, extra wage, or salary rates are not applicable.

(5) Container Agreements

(a) General. Container agreements for container services are executed between the Military Sealift Command and common carriers who maintain regularly scheduled sailings of U.S. flag ships on established trade routes. The Basic Terms for Carriage of Cargo Under MSC Container Agreement (Common Carriage) (MSC Form 4280/7A) contains the provisions for carriage of cargo under Military Sealift Command container agreements. The services outlined in subparagraph (b)-(e) generally are provided under

container agreements.

(b) Basic Services. The carrier will furnish a clean, empty container on a trailer at the carrier's terminal; receive and handle stuffed container at carrier's loading terminal; discharge and handle container at carrier's receiving terminal; pay all port charges against container and contents except charges measured by volume, weight, or value of cargo.

(c) Drayage Service. The carrier will deliver a container on a trailer at a place designated by the contracting officer; spot it at a point designated by the receiving activity for stuffing/unstuffing; dray stuffed container between such place and the carrier's terminal; and remove empty container.

(d) Stop-Off Service. The carrier will make one or more pickups and one or more deliveries at points enroute to specified destination.

(e) Other Services. Other services will be provided by the carrier at rates set forth in Schedule of Rates including stuffing, temperature recording, and supercargo transportation.

(6) Negotiated Rate Agreements

(a) General. The agreement terms described in subparagraph (b), (c), and (d) pertain to shipments made under special agreements negotiated by the Military Sealift Command and the transporting commercial ocean carrier. The agreements provide for payment of transportation charges at other than berth term tariff or shipping contract/shipping container agreement rates for the ocean transportation of a given shipment from a specified loading port to a specified discharge port.

(b) Free In and Out Rate Agreement. The free in and out rate agreement provides that the Government, represented by the shipper service, will be responsible for loading and discharging in the same manner as provided in the shipping contracts.

(c) Free In Rate Agreement. The free in rate agreement provides that the Government is responsible for loading of the cargo and the carrier is responsible for discharging of the cargo.

(d) Free Out Rate Agreement. The free out rate agreement provides that the carrier is responsible for loading of the cargo and the Government is responsible for discharging of the cargo.

(7) Time Charter. Time charter pertains to shipments transported in commercial ships for which the Military Sealift Command has executed a contract for the exclusive use of the ship for a specified period of time.

(8) Voyage Charter. Voyage charter pertains to shipments transported in commercial ships for which the Military Sealift Command has executed a contract for the exclusive use of the ship for a specified voyage or voyages.

(9) General Agency Agreement. General agency agreement pertains to shipments transported in government owned ships operated under cost-plus-a-fixed-fee contracts by a commercial ocean shipping companies acting as general agents for the National Shipping Authority of the U.S. Maritime Administration, Department of Commerce, with whom the Military Sealift Command has entered into agreements for the exclusive use of such ships.

(10) USNS. USNS is the identifying prefix symbol indicating in-service government owned ships operated by civil service

marine crews.

(11) USS. USS is the identifying prefix symbol indicating commissioned government owned ships operated by military crews.

c. Per Diem Basis. Per diem basis pertains to the method of assessing transportation charges by the Military Sealift Command involving the exclusive use of a ship by a shipper service for a specified period at a stated rate per day. Such service is utilized ordinarily for special lifts to points outside the normal trade routes or for special services.

d. Dockage. A dockage charge is one assessed against a ship for:

1. mooring at a whaft, pier, or seawall structure;
2. mooring to another ship so moored;
3. coming within a slip.

The period of time for which dockage will be assessed commences when the ship is made fast and continues until the ship is completely free from and has vacated such berth or slip.

e. Wharfage. A wharfage charge is one assessed on all nonmilitary sponsored cargo, ship stores, bunkers, and dunnage (not required for the protection of military cargo) which, for the convenience of the ship operator, pass over or onto Navy piers, or between a ship and barges or lighters berthed alongside a ship at a Navy facility.

f. Rental of Heavy Lift Equipment, Rental of heavy lift equipment will be billed to the ship operator when the space for loading has been accepted within the reach of the ship's heavy lift booms but the carrier requests the Government to provide heavy lift equipment in lieu of providing ship's gear, or when the manifest indicates to the discharging activity that the ship is self-sustaining and the carrier elects not to provide ship's gear, or at any time when stevedoring is the responsibility of the carrier.

g. Accessorial Services. Accessorial services are those which are not a responsibility of the carrier to provide under the terms of the applicable commercial tariff or Military Sealift Command contract rate but which are required for completion of the receipt and delivery of freight between common carriers and consignor or consignees.

h. Detention Time. Detention time pertains to unproductive time resulting from failure of the equipment of the ship, failure to provide space reserved ready in all respects to receive cargo, or other failure resulting in partial shutdown of cargo operations when incurred. Cost of detention time which is ship responsibility will be charged for those stevedore and terminal personnel directly assigned to sustain operations at the hatch or hatches involved in such detention.

i. Overtime Differential Rates. Overtime differential rates are an additional cost per hour for stevedoring and other terminal personnel required outside of or beyond straight time workday or workweek hours.

j. Standby Time. Standby time pertains to the time of terminal personnel ordered for duty which is unproductive because of such factors as late arrival of the ship, breakdown of the ship's equipment, bad weather, or other failure resulting in complete shutdown of the ship insofar as cargo operations are concerned. Cost of standby time which is ship responsibility will be charged at standby detention rates for all stevedore,

terminal, documentation, and supervisory personnel who are standing by while directly assigned to sustain an entire normal loading or discharging operation.

k. Responsibility for Absorbing Minimum Time Guaranteed to Contract Stevedores. When the ship operator requests the terminal to order men back to work during overtime periods to complete a hatch or ship, the cost of that portion of the shift for which the men must be paid because of a minimum time guarantee will be billed to the carrier.

L. Normal Workweek. At Navy activities located in port areas where commercial stevedoring services are available, the normal workweek, for the determination of overtime which is chargeable to commercial ship operators will parallel that established by the commercial port. At Navy activities located in port areas where commercial stevedore services are not available, the normal straight time workday and workweek for stevedores and other terminal personnel will be those hours assigned by the command.

2. ASSIGNMENT OF RESPONSIBILITY.

Responsibility for the assumption of costs of accessorial and other services incurred in the ocean transportation of property other than bulk liquid property is assigned in accordance with instructions in subparagraph 3-7.

3. BERTH TERM SHIPMENTS. Shipments under ocean government bills of lading under berth term tariff rates or negotiated rates generate various types of charges as follows:

1. ocean transportation charges including surcharge rates for heavy lifts, split deliveries, creosated products, and ad valorem;

2. accessorial charges for items such as wharfage, cargo handling, landing taxes on cargo, and beyond delivery; these items may be included on ocean government bills of lading but must be itemized separately;

3. when military cargo is handled over commercial terminals, carriers will follow commercial practices in making payment of all normal accessorial charges assessed against the cargo which are the ultimate responsibility of the Government, subject to reimbursement (see item 4);

4. when berth term shipments are moved over military piers, the terminal normally will bill the carrier only for the stevedore and ship charges for which the carrier is responsible at a commercial terminal;

5. the Military Sealift Command will pay all transportation and accessorial charges included on the unaccomplished government bills of lading which were properly incurred by the carriers for the account of the Military Sealift Command relative to berth term shipments. Government bills of lading will cite the subhead of the Military Sealift Command under the Navy Industrial Fund and the appropriate Military Sealift Command paying office.

4. SHIPPING CONTRACTS AND SHIPPING AGREEMENTS

a. Responsibilities. Responsibilities in connection with Military Sealift Command shipping agreements are indicated in subparagraph b, c, and d. These responsibilities in connection with Military Sealift Command shipping contracts.

b. Responsibility of the Carrier

(1) Port Charges and Other Expenses. The carrier is responsible for the following port charges and other expenses:

1. pilotage;
2. tug hire;

3. line handling;
4. utilities and other services required by the ship;
5. dues, fees, including lighthouse fees, and taxes assessed against the ship;
6. dockage (or side wharfage), berthage, and sheddage;
7. harbor and quay dues chargeable to the ship;
8. agency fees;
9. canal transit tolls;
10. customs;
11. all charges in connection with the ship entrance and clearance;
12. special fire or security watch required as a condition to stay in port;
13. terminal services and facilities charges at commercial piers.

(2) Ship Operating Costs. The carrier is responsible for the following ship operating costs:

1. maintenance of winches, ship's booms, and running gear in operable condition for the cargo offered including replacement of runners (including those replacements required by the Coast Guard in order to load ammunition), blocks, preventers, pennants, guys, and booms except when necessitated by acts of the Government, its agents, employees, or contractors;
2. providing and rigging spark arrestors and ventilator screening when required;
3. fireboats, tugs, and pilots when required on a standby basis during ammunition, explosives, or other hazardous cargo handling operations;
4. shifting alongside or between piers at military terminals for convenience of the carrier and detentions caused thereby;
5. ballast, including handling costs;
6. preparing ship for cargo loading or discharging including: cleaning of holds and tanks necessary to provide acceptable space; lashing and restowage of previously loaded cargo; shifting, removal, or restowage of excess ship dunnage; breaking out gear and initial topping;
7. dunnage one inch or under except as otherwise specified in the shipping agreement, including costs of loading any necessary dunnage;
8. dunnaging over military cargo loaded in another port including costs of loading any necessary dunnage;
9. dunnaging over commercial cargo including costs of loading any necessary dunnage;
10. dunnaging for protection of the ship's equipment including tanks and coils;
11. crew overtime and penalty wages except for members of the crew actually performing stevedoring;
12. detention time in stevedore and terminal operations resulting from fault or failure of the ship, its equipment, or personnel; and stevedore and terminal standby time incurred by the Government due to failure of the ship to arrive on schedule;
13. fumigation and inspection services required for reasons other than contaminated government cargo;
14. excess costs in connection with removal of pontoons, hatch covers, and beams from the ship to place of rest on the deck and return due to occupancy of deck space by previously loaded commercial cargo;
15. building and removing tables in hatch to make allocated space acceptable;
16. labor and material for shoring and removal of shoring not required by the nature of the cargo but ordered by the master for the convenience of:
 - the ship, unoccupied space reserved for subsequent loading, and previously stowed military or commercial cargo;
17. cleaning cargo space after discharge of cargo;

18. cooeping resulting from improper care or custody by the ship;

19. overtime differential costs incurred by the Government in loading or discharging the ship during times when overtime or wage differential or salary rates are applicable, except when loading or discharging is performed during such times at the express request of the contracting officer. When shipping agreements apply, overtime differential costs include the following:

the entire sum paid to government employees directly or indirectly employed on a full time basis who are paid an annual salary and who normally are employed during times other than that worked in performance of services pertinent to loading and discharging cargo and bringing the cargo to or taking it from alongside the ship within the terminal area;

the portion of the sum paid to contractor employees and other government employees while working in performance of the services described herein which exceeds that which would have been paid during times when overtime or extra wage or salary rates were not applicable;

the portion of the sum paid for pensions, health and welfare, payroll taxes, and other fringe benefits in connection with work in performance of the services described herein which exceeds that which would have been paid during times when overtime or extra wage or salary rates were not applicable;

20. work customarily performed by ship's crew in securing for sea;

21. shifting of ship excess dunnage between hatches or between hatch levels and for additional opening or closing incidental thereto;

22. tallying of mail and security cargo by ship's personnel;

23. cost of heavy lift equipment used in lieu of ship's gear at the direction of or request of the carrier to load or discharge units of heavy lift cargo when: space accepted is within reach of the ship's lift gear which has the capability of lifting the cargo offered; or

space tendered is not served by the ship's heavy lift gear, but the space is accepted on condition that carrier will absorb such cost;

24. opening and closing of hatches and unabsorbed time of commercial stevedores due to minimum time guarantees when less than 5.000 cubic feet of space is offered in one hatch, and such space is offered in one hatch, and such space is accepted on the condition that the carrier will reimburse the loading and discharging activity for the additional costs incurred for opening and closing any hatches for such amount of cargo;

25. closing of hatch levels left open by previous handling of commercial cargo and not left open for handling of military cargo;

26. removal of strong backs with shore equipment when necessitated by structural or mechanical defect of the ship;

27. rigging and unrigging the ship's heavy lift gear, breaking of jumbo from collar, stopping off at the bits, and reeving of wire to the multiple blocks and reverse upon completion of operation, and the removal and replacement, if required, of the radio antenna;

28. providing and rigging tent gantlines;

29. shifting cargo for conveniences of the ship;

30. additional opening and closing to gain access to the carrier's dunnage to be utilized in the stowing of cargo at the then loading terminal;

31. separation material required to set apart previously loaded cargo other than military cargo loaded in the same port;

32. separation material, except for lumber over one inch in thickness, including paper, cordwood, and matting required in connection with military cargo being loaded;

33. building catwalks.

c. Responsibility of the Military Sealift Command. The Military Sealift Command is responsible for the cost of the following:

1. crew overtime incident to breakout and rigging of the ship's heavy lift gear (see subparagraph b(2) item 27);
2. crew overtime in connection with standby security watch when required by the contracting officer during loading and discharging;
3. damages to the ship, its gear or equipment, caused by fault or failure of the Government or its agents; however, damages caused by stevedore contractors will be reimbursed through the shipper services to the Military Sealift Command.

d. Responsibility of the Shipper Services

(1) Loading and Discharging Cargo. The shipper services are responsible for the cost of the following loading and discharging cargo services:

1. straight time costs of stevedoring and terminal services including trimming, checking, etc.;
2. overtime differential costs in stevedore and terminal operations when ordered by the contracting officer;
3. additional labor required in connection with operation of the ship's heavy lift gear;
4. overtime differential costs incurred for the two hour overtime period in the normal longshore work day in the Pacific Coast and Alaska areas;
5. spotting and trimming of booms;
6. driving of winches;
7. opening and closing hatches;
8. all costs in connection with removal of pontoons, hatch covers, and beams from ship to place of rest on the dock and return, due to occupancy of deck space by previously loaded military cargo;
9. dunnage over one inch;
10. dunnaging over military cargo loaded in the same port;
11. lashing of military deck cargo in the same port to the satisfaction of the master of the ship;
12. lashing, sheathing, and special fittings when not required by the terms of the shipping agreement to be furnished by the carrier, with the removal of same;
13. rerigging of ship's cargo handling gear during operation;
14. heavy lift equipment other than the ship's gear except under conditions cited in subparagraph b(2) item 23, when ordered by the Government for its own convenience;
15. shore gear required to load or discharge, i.e., slings, nets, special bridles, conveyors, clam shells, dozers, scoops;
16. cooping when the ship is not responsible for damage;
17. furnishing, rigging, and unrigging of hatch tents, including any necessary opening and closing of weather decks; blocks to be furnished and installed by the ship (see subparagraph b(2) item 28);
18. opening and closing, hatches, rigging and unrigging of ship's gear, when less than 5,000 cubic feet of space is offered in one hatch and such space is accepted without qualification, and when extra cost for opening and closing of hatches or minimum time guarantee is incurred for longshoremen;
19. vaporproof lights required to load or discharge special cargo;
20. detention time in stevedore and terminal operations when not resulting from fault or failure of the ship, its equipment, or personnel;
21. overtime for Customs, Agriculture, or Public Health officers provided for the convenience of the cargo, when requested by the Government;
22. fumigation required solely because of contaminated

government cargo, including related costs and detention;

23. loading, setting, shipping, and discharging carrier furnished rain troughs;

24. crew wages, fringe benefits, and related payroll taxes when the ship's crew are performing longshore work in cargo operations at the request of the terminal or by custom of the port; includes members of the steward's department required to prepare additional meals;

25. shifting mis-towed and diverted military cargo when caused by actions of military terminals or by competent military orders.

(2) Miscellaneous Dues, Fees, and Charges. The shipper services are responsible for the cost of the following miscellaneous dues, fees, and charges:

1. palletizing, drayage, storage, and warehousing;

2. handling charges including terminal tariff handling charges according to the custom of the port;

3. agency fees in connection with port clearance of cargo;

4. cargo surveyor fees when services are ordered by the shipper service;

5. cargo surveyor fees resulting from dispute between the shipper service and the carrier, resolved in favor of the carrier;

6. customs and other fees, dues, and taxes chargeable to cargo;

7. harbor and quay dues chargeable to cargo based on local tariffs;

8. landing charges against cargo in accordance with the regulations of the port billed by port authorities to the ship;

9. wharfage or top wharfage assessable on military cargo;

10. transportation and travel time of stevedore personnel when ordered from the local hiring hall by the Government for its account;

11. documentation of cargo;

12. Panama Canal Company transfer charges, actual or constructive, assessed under the Canal Zone Government Official Tariffs;

13. special cargo fire or security watch required by port regulations due to loading and discharging operations.

5. CONTAINER AGREEMENTS

a. Responsibilities. Responsibilities in connection with Military Sealift Command container agreements are indicated in subpars, b and c.

b. Responsibility of the Carrier

(1) General. The carrier is responsible for the container agreement services outlined in subparagraph (2)-(9).

(2) Containers and Trailers. The carrier is responsible for furnishing and maintaining containers and trailers except when trailers are waived or containers or trailers are furnished by the Government.

(3) Drayage. The carrier is responsible for drayage (when ordered) including:

1. furnishing and maintaining tractors;

2. furnishing drivers;

3. line haul costs of movement of containers including tractors and drivers;

4. stop-off costs (when ordered);

5. highway, ferry, tunnel, and bridge tolls;

6. user taxes.

(4) Port Charges. The carrier is responsible for the following port charges and other expenses applicable to the carrier's ship:

1. pilotage;
2. tug hire;
3. line handling;
4. utilities and other services required by the ship;
5. dues (including harbor and quay dues), fees (including lighthouse fees), and taxes assessed against the ship;
6. dockage (or side wharfage, berthage, sheddage, wharfage (or top wharfage);
7. agency fees;
8. canal transit tolls;
9. customs;
10. all charges in connection with ship entrance and clearance;
11. special fire or security watch required as a condition to stay in port;
12. terminal service and facilities charges at commercial piers;
13. other costs in connection with operation of the ship.

(5) Container Terminal and Stevedoring Costs. The carrier is responsible for the following container terminal and stevedoring costs:

1. receipt of containers,
2. marshalling of containers,
3. loading containers to ship,
4. discharging containers from ship,
5. cleaning containers both before stuffing and after unstuffing.

(6) Taxes, Dues, Fees, and Other Charges. The carrier is responsible for taxes, dues, fees, and other charges, including storage charges, levied by governments, ports authorities, or wharfingers on the containers and on their contents, if any, except those charges which are payable by the Government under subparagraph c(2) (c) items 3 and 4.

(7) Stuffing and Unstuffing Charges. The carrier is responsible for stuffing and unstuffing charges listed under subparagraph c(2)(b) items 1, 2, and 4 when ordered by the Government, plus costs of receiving cargo at tailgate and delivering cargo to tailgate at the carrier's terminals.

(8) Container and Cargo Data. The carrier is responsible for furnishing container and cargo data within 4 hours after departure of the ship from each loading port.

(9) Ship Arrival Notice. The carrier is responsible for furnishing the ship arrival notice 48 hours prior to arrival at each discharge port.

c. Responsibility of the Government

(1) General. The Military Sealift Command is responsible for initial payment of charges for all services performed by the carrier under the container agreement. Payment of charges for the functions outlined in subparagraph (2) is the responsibility of the shipper services when said functions have been performed prior to delivery of the container to the ocean carrier. The military terminal is responsible for initial payment when services are performed at the military terminal including loading and discharge of the container from the ship.

(2) Services Performed

(a) General. Under the container agreements the Government is responsible for the services outlined in subparagraph (b), (c), and (d).

(b) Respot of Containers. The Government is responsible for respot of containers within a government facility, supply point, or vendor's plant.

(c) Stuffing and Unstuffing. The Government is responsible as follows for stuffing and unstuffing, except when ordered from the carrier:

1. labor employed;
2. packaging material and dunnage employed in stuffing the container;
3. preparing documentation;
4. sealing the container;
5. all costs of delivery of noncontainerized cargo to the carrier's terminal when the carrier performs receipt and stuffing operations; and receiving cargo at tailgate when the carrier performs unstuffing operations.

(d) Miscellaneous Dues, Fees, and Charges. The Government is responsible for miscellaneous dues, fees, and charges, as follows:

1. cargo surveyor fees when services are ordered by the shipper service;
2. cargo surveyor fees resulting from dispute between the shipper service and the carrier when resolved in favor of the carrier;
3. customs and other fees, dues, and taxes chargeable to cargo when measured by the volume, weight, or value of the cargo;
4. any portion of the taxes, dues, fees, and other charges on containers and their contents, that are the carrier's responsibility under subparagraph b(6), incurred as a result of the carrier delaying the commencement of drayage at the request of the contracting officer;
5. Panama Canal Company handling and transfer charges, actual or constructive assessed under the Canal Zone Government official tariffs;
6. drayage charges listed under subparagraph b(3) when performed by the Government.

6. TIME CHARTER, VOYAGE CHARTER, AND GENERAL AGENCY AGREEMENT SHIPS

a. Costs Incidental to Ship Operating Maintenance and Administration. When shipments of military cargo are made in the time charter, voyage charter, and general agency agreement ships, the ship operator is responsible for the initial payment of all ocean transportation costs. Operators of time charter and voyage charter ships may be entitled to reimbursement from the Military Sealift Command for part of such costs. In the following table the letters in parentheses indicate that the activity or organization effecting initial payment is entitled to reimbursement from activities designated within the parentheses. Payment responsibility is indicated in the following table:

S--Shipper Service	M--MSC	O--Ship Operator	
	Mode of Shipment		
Accessorial and other miscellaneous services	Time charter	Voyage charter ¹	GAA ²
1. Utilities and other services required by the ship	O	O	O
2. Pilotage	O(M)	O	O
3. Tug hire	O(M)	O	O
4. Line handling	O(M)	O	O
5. Agency fees for ship	O(M)	O	O
6. Canal transit tools	O(M)	O	O
7. Dues, fees, including lighthouse fees, and taxes assessed against the ship	O(M)	O	O
8. Charges for overtime of Customs, Immigration Inspectors, and Public Health officers except when ordered for the cargo	O(M)	O(M)	O
9. Dockage, berthage, or sheddage at commercial facilities	O(M)	O	O
10. Harbor and quay dues chargeable to ship based on local tariffs	O(M)	O	O
11. Overtime for maintenance of winches, ship's booms, and cargo running gear in operable condition	O(M)	O	O
12. Crew overtime incident to initial break-out, rigging of heavy lift ship's gear	O(M)	O	O
13. Crew overtime for breasting out incurred for the convenience of the shipper service	O(M)	O	O
14. Providing and rigging spark arrestors and ventilator screening when required	O(M)	O	O
15. Fireboats, tugs, and pilots when required on a standby basis during ammunition, explosives, or other hazardous cargo handling operations	O(M)	O(M)	O
16. Crew overtime costs for shifting alongside or between piers	O(M)	O(M)	O
17. Ballast including handling costs	O	O	O
18. Ship's crew overtime and penalties except for members of the crew performing stevedoring when the ship is working cargo during overtime hours and overtime and penalty wages would not have otherwise been payable	O(M)	O	O
19. Crew overtime in connection with security watch when required by the Military Sealift Command during loading and discharge	O(M)	O(M)	O
20. Detention time in stevedore and terminal operations resulting from fault or failure of the ship, its equipment, or personnel	S	S	S
21. Fumigation required for reasons other than contaminated government cargo	O	O	O
22. Tallying mail and security cargo by ship's personnel during loading and discharge	O	O	O
23. Securing for sea	O	O	O

¹Subject to conditions of individual contracts. The showing of cost responsibility is on the basis that the voyage charter does not include stevedoring.

²The Military Sealift Command reimburses the Maritime Administration for all expenses incurred in the operation of general agency agreement ships.

FIGURE B-II-1

S--Shipper Service

M--MSC

O--Ship Operator

Mode of Shipment

Accessorial and other miscellaneous services

Time charter Voyage charter¹ GAA²

1. Utilities and other services required by the ship	O	O	O
2. Pilotage	O(M)	O	O
3. Tug hire	O(M)	O	O
4. Line handling	O(M)	O	O
5. Agency fees for ship	O(M)	O	O

O(M)	0	0
6.	Canal transit tools	
O(M)	0	0
7.	Dues, fees, including lighthouse fees,	
O(M)	0	0
	and taxes assessed against the ship	
8.	Charges for overtime of Customs, Im-	
O(M)	O(M)	0
	migration Inspectors, and Public Health	
	officers except when ordered for the	
	cargo	
9.	Dockage, berthage, or sheddage at com-	
O(M)	0	0
	mmercial facilities	
O(M)	0	0
10.	Harbor and quay dues chargeable to	
O(M)	0	0
	ship based on local tariffs	
11.	Overtime for maintenance of winches,	
O(M)	0	0
	ship's booms, and cargo running gear	
	in operable condition	
12.	Crew overtime incident to initial break-	
O(M)	0	0
	out, rigging of heavy lift ship's gear	
13.	Crew overtime for breasting out in-	
O(M)	0	0
	curring for the convenience of the shipper	
	service	
14.	Providing and rigging spark arrestors	
O(M)	0	0
	and ventilator screening when required	
15.	Fireboats, tugs, and pilots when re-	
O(M)	O(M)	0
	quired on a standby basis during am-	
	munition, explosives, or other hazard-	
	ous cargo handling operations	
16.	Crew overtime costs for shifting along-	
O(M)	O(M)	0
	side or between piers	
17.	Ballast including handling costs	
O	0	0
18.	Ship's crew overtime and penalties	
O(M)	0	0
	except for members of the crew per-	
	forming stevedoring when the ship is	
	working cargo during overtime hours	
	and overtime and penalty wages would	
	not have otherwise been payable	
19.	Crew overtime in connection with security	
O(M)	O(M)	0
	watch when required by the Military	
	Sealift Command during loading and	
	discharge	
20.	Detention time in stevedore and terminal	
S	S	S
	operations resulting from fault or failure	
	of the ship, its equipment, or personnel	
21.	Fumigation required for reasons other	
O	0	0
	than contaminated government cargo	
22.	Tallying mail and security cargo by ship's	
O	0	0
	personnel during loading and discharge	
23.	Securing for sea	
O	0	0

1Subject to conditions of individual contracts. The showing

of cost responsibility is on the basis that the voyage charter does not include stevedoring.

2The Military Sealift Command reimburses the Maritime Administration for all expenses incurred in the operation of general agency agreement ships.

b. Costs Incidental to Cargo Handling and Terminal Operations. Except as indicated in subparagraph a the shipper services are responsible for arranging for and the cost of all services which are required incident to the loading or discharging of military sponsored cargo in chartered and general agency agreement ships. Cargo surveyor fees will be for the account of the party ordering the service. Costs of heavy lift equipment other than the ship's gear will be for the account of the shipper services except when the terms of the applicable charter require the ship operator to have the ship's heavy lift gear available and the operator does not make the ship's heavy lift gear available, the costs of auxiliary equipment will be for the account of the ship operator.

7. USS AND USNS SHIPS

a. General. When shipments of military cargo are made on USS ships assigned to the Military Sealift Command or USNS ships, the Military Sealift Command is the ship operator and is responsible for the performance of all normal ship operator functions. Payment responsibility is in accordance with subparagraph b and c.

b. Military Sealift Command Responsibility. The Military Sealift Command is responsible for payment for the following services:

1. utilities and other services required by the ship except when made available without charge by military terminals;
2. pilotage except when made available without charge by military terminals;
3. tug hire except when made available without charge by military terminals;
4. line handling except when made available without charge by military terminals;
5. preparing the ship for cargo operations;
6. agency fees for ship, when authorized;
7. canal transit tolls;
8. tallying of mail and security cargo by ship's personnel during loading and discharge;
9. charge for overtime of Customs, Immigration Inspectors, and Public Health officers incurred incident to embarking and debarking passengers and crew;
10. dockage, berthage, or sheddage at commercial facilities;
11. harbor and quay dues chargeable to the ship based on local tariffs;
12. maintenance of winches, ship's booms, and cargo running gear in operable condition;
13. crew overtime incident to initial breakout and rigging of heavylift ship's gear;
14. crew costs in connection with breasting out incurred for the convenience of the shipper service;
15. providing and rigging spark arrestors and ventilator screening when required;
16. fireboats, tugs, and pilots when required on a standby basis during ammunition, explosives, or other hazardous cargo handling operations except when made available without charge by military terminals;
17. crew costs in connection with shifting alongside or between piers;
18. ballast, including handling costs;
19. all ship's crew overtime and penalty wages except for members of the crew actually performing stevedoring which is reimbursable by the shipper service;
20. crew overtime in connection with the security watch;

21. fumigation required for reasons other than contaminated government cargo;
22. securing for sea.

c. Responsibility of the Shipper Services.

The shipper services are responsible for arranging for and the cost of all services except those described in subparagraph b which are required incident to the loading or discharging of military sponsored cargo in USS and USNS ships.

57179 SHIPLOADING AND RELATED WORK PERFORMED FOR THE ACCOUNT OF COMMERCIAL OPERATORS

1. GENERAL. The specific responsibilities of the various parties concerned in stevedoring, husbanding of cargo, and husbanding of cargo vessels are delineated in paragraph 57178. This paragraph amplifies the responsibilities of the carrier and prescribes the application of charges when functions normally the responsibility of the ship operator are performed by the Navy terminal at the request of the ship operator. The provisions of this paragraph apply to work performed at all naval activities in connection with stevedoring and related terminal services. These services may be incident to loading or discharging of either Department of Defense responsible cargo or cargo of private parties loaded or discharged at Navy terminals.

2. SERVICES FOR WHICH SHIP OPERATORS ARE RESPONSIBLE.

a. General. When provided by Navy terminals, the cost of the services described under the type of shipments outlined in subparagraph b-f will be charged to the account of operators of commercial ships.

b. Ships Operating Under Space Shipping Contracts (Free In and Out) or Shipping Agreements. When a ship is on berth at a Navy terminal, the ship operator, under the terms of the applicable contract, may be responsible for the cost of any or all of the following:

1. line handling and tug services;
2. dockage;
3. utilities (electricity, water, garbage removal, etc.);
4. for work performed during overtime or extra wage periods

for the convenience of the ship operator:

on free in and out shipping agreements--overtime differential pay and shift differential pay for per annum documentation and supervisory terminal civil service personnel (see subparagraph 3c), on shipping agreements--full pay for per annum documentation and supervisory terminal civil service personnel (see subparagraph 3d);

5. overtime differential pay for other personnel (civil service per diem or contractor employees) when work is performed during overtime hours for the convenience of and which is the responsibility of the vessel operator;

6. straight time man-hour rate plus the overtime differential rate, if applicable, for all military, civil service per diem, or contractor personnel when detention or standby time is incurred because of fault or failure on the part of the ship or its personnel;

7. cost of dunnage up to and including 1 inch thickness, except when the provisions of the appropriate Military Sealift Command shipping contract specify that such costs are to be a responsibility of the shipper service;

8. labor and materials furnished for convenience of the

carrier in making the space reserved in the vessel for military cargo ready for the receipt of the cargo and for such other miscellaneous services furnished upon request of the ship operator;

9. rental charges for the government furnished heavy lift equipment.

c. Ships Operating Under Berth Term Tariffs-Government Bill of Lading Shipments Based on Commercial Tariff Rates. When a ship is on berth at a Navy terminal, the ship operator is responsible for the cost of the following:

1. line handling and tug services;

2. dockage;

3. utilities (electricity, water, garbage removal, etc.);

4. straight time cost of all terminal, stevedore, and supervisory personnel and materials handling equipment furnished by the Government to load military cargo from point of rest beneath ship's tackle or from point of rest on dock to a point of rest in ship's hold according to the provisions of carrier's tariff applicable at the port and for the same personnel required to reverse the procedure for discharging cargo;

5. overtime differential pay applicable for stevedore, terminal, and supervisory personnel furnished to sustain the stevedoring operation performed outside the local normal working hours at the request of the carrier;

6. labor and materials furnished to secure, shore, and lash military cargo;

7. dunnage and other material as provided;

8. detention and standby time not because of Navy negligence;

9. labor and materials furnished for convenience of the carrier in making the space reserved in the ship for military cargo ready for the receipt of the cargo and for such other services as are furnished in performing such miscellaneous services as are requested by the ship;

10. rental for heavy lift equipment when the carrier requests the Navy to make available government owned equipment for the loading or discharging of military or commercial cargo.

d. Ships Operating Under Berth Term Negotiated Rates. When ship is on berth at a Navy terminal and shipment is to be made on a government bill of lading at berth term negotiated rates, the ship operator will be responsible for the cost of the following:

1. line handling and tug services;

2. dockage;

3. utilities (electricity, water, garbage removal, etc.);

4. such other services described in subparagraph b and c as properly apply under the terms of the specific agreement.

e. Costs for Services Provided in Handling Commercial Cargo and Ship Stores (Non-military Sponsored Cargo). At the option of the Navy terminal and as an operational convenience to the ship operator, it may be expedient to provide stevedore and terminal services to ships for small quantities of commercial cargo and

ship stores when on berth for the purpose of loading or discharging military cargo. In connection with the handling of such cargo or stores, the following costs will be assessed to the ship operators;

1. wharfage only when assessment by commercial or public terminal operators is customary in the port area;

2. costs for all terminal, stevedore, and supervisory personnel computed at the straight, overtime, and penalty rates per man-hour, as applicable, and costs for the materials required to receive, handle, and load commercial cargo and ship stores including ship furnished dunnage from point of receipt within the Navy activity to point of rest in the ship's hold and for the same personnel required to reverse the procedure for discharging commercial cargo or ship stores;

3. equipment rental, including heavy lift equipment;

4. dockage.

f. Loading Over Commercial Piers at Carriers Option. Under the standard Military Seal Transportation Service free in free out contract, the carrier is obligated to make a berth call at a military terminal if the cargo is to be loaded or discharged exceeds a specified quantity (usually 250 measurements tons). In certain instances, the carrier may find it to his convenience to load or discharge such quantities of Navy cargo at other than the Navy terminal and will request Navy terminal permission to handle cargo at the desired terminal. This procedure is acceptable if satisfactory to the Navy terminal operator. However, the only cost to be borne by the Navy in such an instance is that stevedoring cost which would have prevailed had the cargo been handled and loaded at the Navy terminal. Costs of loading or unloading the conveyances at the Navy terminal, of transportation to or from the designated loading terminal, of handling short of loading, and of wharfage at the designated terminal are all for the carrier's account. Stevedoring costs incurred in excess to those which would have accrued had the cargo been handled at the Navy terminal also will be charged to the account of the carrier. The ship operator will be responsible for cargo losses from the time the cargo is signed for at the Navy terminal or until cargo is delivered to the Navy terminal. All such arrangements must be in writing. The written agreement will include a specific definition of responsibilities and rates to be charged. A copy of each agreement will be furnished to the Naval Supply Systems Command (Deputy Commander, Transportation).

3.. RATES TO BE CHARGED BY NAVY TERMINALS FOR SERVICES PROVIDED FOR COMMERCIAL SHIP

a. Rates for Providing Carrier Responsible Services

(1) Rates for Utilities, Tug Services, Pilotage, Material, and Rental of Weight Handling Equipment. Rates for utilities, tug services, pilotage, material, and rental of weighthandling equipment, will be prescribed as promulgated in the Navy Comptroller Manual, Volume 3. Rates for dockage will be based on those prescribed in the local commercial port tariff in the United States except Alaska and Hawaii where rates will be based on schedules contained in the terminal tariff issued by the pertinent Military Traffic Management and Terminal Service area command. When activities in Alaska and Hawaii and outside the United States are not located in close proximity to a commercial port, the Naval Supply Systems Command (Ocean Transportation and Terminals Division), upon request, will provide guidelines for assessing dockage charges, rates for wharfage when applicable

(see subparagraph 2e), will be based on those prescribed in the local commercial port tariff. Flat straight time and overtime hourly rates will be prescribed for line handling. Such rates will be computed on the basis of six men for docking and four men for undocking. The minimum charge for line handling is the applicable hourly rate. A rate will also be shown for additional one-half hour increments to be applied to periods exceeding one hour.

(2) Rates for Carrier Responsible Stevedoring and Terminal Services. Rates for carrier responsible stevedoring and terminal services generally will be prescribed as follows:

1. one set of man-hour rates applicable to civil service per diem or direct hire indigenous personnel and contractor employees;

2. man-hour rates for civil service per annum employees.

At activities where a commercial stevedoring contract exists, the set of man-hour rates for terminal and stevedoring services will be the average man-hour rates computed from contract extra labor gang hour costs for handling general cargo. Such rates will generally be published for straight time, standby or detention time, overtime differential, and premium meal hour. Factors, as appropriate, will be added to these rates to construct and prescribe rates for handling reefer cargo and explosives. A factor to cover the use of mobile dock equipment also will be added to the straight time rate for general cargo. This factor will be based on the rates for equipment rental specified in the stevedoring contract. If no contract exists, rates for equipment rental promulgated in the Navy Comptroller Manual, Volume 3, will be used. When it is not feasible to prescribe a rate schedule on the foregoing basis, actual costs including appropriate overhead factors may be used to bill the carrier for stevedoring and terminal services providing the resulting charges are not less than charges for similar services at an adjacent commercial port and specific approval is obtained from the Navy Supply Systems (Deputy Commander, Transportation). For civil service per annum employees, one average man-hour rate for straight time and one for overtime will be prescribed. These rates will be the weighted average of the highest step in the pay grades of the per annum personnel normally providing the services with the addition thereto of an acceleration of labor for leave and fringe benefits, as prescribed in the Navy Comptroller Manual, Volume 3. The following notation will be added to this section of the schedule:

"The above rates do not include any factor for the recovery of costs incurred, if any, for travel time or transportation of men. When such are incurred solely as a result of performing carrier responsible services, these costs will be billed to the carrier."

b. Charges Against Military Sea Transportation Service Free in and Free Out Contract Carriers for Stevedoring and Terminal Services Performed During Overtime and Extra Wage Periods. When military cargo is carried under Military Sea Transportation Service free in and free out contracts and stevedoring and terminal services that are shipper service responsibilities during straight time hours are performed at the carrier's request during overtime or extra wage periods, the schedule will provide that:

1. overtime differential charge for a per annum civil service employee whose pay rate is less than the minimum for grade GS-10 will be one-half of the employee's straight time hourly rate;

2. overtime differential charge for a per annum civil service employee whose pay rate equals or exceeds the minimum for grade

GS-10 will be one-half of the minimum grade GS-10 straight time hourly rate;

3. shift differential charge for a per annum civil service employee working all or any part of an assigned eight hour workday between 1800 hours and 0600 hours except on holidays, Sundays, or the sixth consecutive day of the workweek, will be 10% premium for each hour worked beyond 1800 hours;

4. charge for a per annum civil service employee working on a holiday will be 100% premium;

5. charge for civil service per diem or indigenous employees will be the entire difference between the employee's straight time wage rate and the overtime or evening shift wage rate, as appropriate;

6. overtime differential charge for local contractor employees will be as computed in accordance with the instructions in subparagraph b;

7. detention time resulting from fault or failure of the ship, its equipment, or personnel will be charged as follows:

overtime differential for civil service employees, computed in accordance with items 1 and 5, as appropriate, plus straight time charge computed in accordance with the instructions in subparagraph b;

local contractor employees, straight time charge plus overtime differential charge computed in accordance with the instructions in subparagraph b.

c. Charges Against Military Sealift Command Shipping Agreement Carriers For Stevedoring and Terminal Services Performed During Overtime and Extra Wage Periods. Under the Military Sealift Command shipping agreements, the cost for stevedoring and terminal services provided military cargo during straight time periods are the responsibility of the shipper service. However, when these services are performed at the request of the carrier during overtime or extra wage periods, charges for overtime and other wage differentials will be based on the criteria prescribed in subparagraph 3c for free in and free out contracts except that charges applicable to work performed in connection with shipping agreements will provide for reimbursement of the following:

1. the entire sum paid to government employees directly or indirectly employed on a full time basis, who are paid an annual salary and who normally are employed during times other than time worked in loading and discharging cargo;

2. the portion of the sum paid to contractor employees and other government employees while working in performance of services involving loading and discharging cargo which exceeds that which would have been paid during times when overtime or extra wage or salary rates were not applicable;

3. the portion of the sum paid for pensions, health and welfare, payroll taxes, and other fringe benefits in connection with work done in performance of services involving loading or discharging cargo which exceeds that which would have been paid during times when overtime or extra wage or salary rates were not applicable.

4. ASSESSMENT OF CHARGES AND PRESENTATION OF BILLING TO CARRIERS. When Navy activities provide terminal and stevedoring services for the account of commercial ships, the charges will be assessed at the rates prescribed in subparagraph 3. No surcharges will

be added to the rates when billing carriers. Two bills are required for each ship, one reflecting charges for carrier responsible services and the other reflecting charges for performing shipper service responsibilities during overtime periods. Each bill will be supported by an itemized statement of charges in accordance with the Navy Comptroller Manual, Volume 3. Bills will be submitted to the carrier within 15 days after completion of work. The Navy Comptroller Manual, Volume 3, promulgates instructions for processing delinquent accounts.

57180 CROSS-SERVICING OF OCEAN TERMINAL FUNCTIONS

1. GENERAL. Cross-servicing of ocean terminal functions between neighboring military activities or installations is permissible and encouraged when feasible. The basic instructions governing Navy activities in such matters are contained in the Navy Comptroller Manual, par. 035806, and are implemented by the various cognizant Navy bureaus, commands, and offices.

2. SUBMISSION OF INFORMATION, Navy activities entering into cross-servicing agreements covering any terminal or ship-loading or discharging operation, either as provider or recipient of a service, will forward a copy of each applicable cross-servicing agreement to the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing). The transmittal of these agreements will be accompanied with a list of the rates to be paid or received for referenced services, with a detailed definition of the functions covered by unit rates. When these terminal services are performed for the Navy under cross-servicing agreements with the Army or Air Force, authorization for a field activity to audit or certify billings for payment by the Naval Regional Finance Center, Washington, D.C., must be submitted to the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing), for approval. Activities having such approval will provide the Naval Supply Systems Command with a copy of the Voucher for Transfer Between Appropriations and/or Funds (Standard Form 1080), and supporting documents as prepared and submitted by the servicing department. Navy activities not authorized to audit or certify billings will arrange for the Standard Form 1080 and supporting documents prepared by the servicing department to be submitted in accordance with disposition instructions provided by the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing).

57181 LOADING AND DISCHARGING MILITARY SEALIFT COMMAND FURNISHED SHIPS AT MILITARY TERMINALS

1. POLICY

a. General. The import schedule for loading and discharging of government owned or commercial ships furnished by the Military Sealift Command (see paragraph 56003) at military controlled facilities will be arranged by the Military Sealift Command in coordination with the appropriate shipper service representative of the terminal through which the cargo will move. The working of ships furnished by the Military Sealift Command will be governed by the criteria in subparagraph b, c, and d.

b. Military Sealift Command Controlled Ships. The loading and discharging of Military Sealift Command controlled ships (USS, USNS, time-chartered, voyage-chartered, or general agency agreement as listed in paragraph 56003-2) at military controlled terminals will be based on maximum over-all economy to the Government consistent with prudent management. Consideration will be given to such factors as the operating schedule of the ships; the nature of the cargo; stevedoring and terminal costs; availability of labor; and other overall cost applicable to the

terminal, ship, and cargo. The scheduling of work on ships carrying refrigerated cargo will be as set forth in subparagraph c.

c. Military Sealift Command Controlled Refrigerated Ships. The delivery requirements for refrigerated cargo necessitate rigid operating schedules; therefore, these ships will be worked with all necessary dispatch within the capability of each port of call. Since expeditious turn-around of these ships is necessary, the working schedule for handling the refrigerated cargo will apply also to dry cargo transported in the same ship. Work on these ships normally will commence at the next regular shift breaks in the work day after arrival, or as soon as practicable thereafter, and will continue on an around-the-clock basis until completed, within the capability of the terminal to sustain the operation. Around-the-clock basis until completed, within the capability of the terminal to sustain the operation. Around-the-clock will be interpreted as the total number of stevedore shifts which are available to work cargo at each terminal, most ports being on a two-shift basis. The third shift employing contract stevedores on the continental United States Pacific Coast will not be worked except as may be dictated by military exigencies.

d. Berth Term or Shipping Contract Ships. The Government is obligated to provide reasonable dispatch to ships loading and discharging cargo moving under Military Sealift Command shipping contracts, free in and free out, free in, or free out rate agreements, or berth term tariffs (see paragraph 56004-2), when the stevedoring is performed at or under the cognizance of military terminal commands. This contemplates the scheduling of the loading or discharging within the customary working hours of the regular work days prevailing at the terminal. If a commercial ship operator requests the military terminal to work beyond the regular workday, on Sundays, or on holidays, such work will be performed only to the extent that it is the commercial practice, in the port area in which the military terminal is located, to provide stevedoring services to ships during such periods. The cost of overtime differential pay of personnel performing these services will be for the account of the ship operator unless otherwise specifically stipulated in the applicable Military Sealift Command contract. Likewise, when loading or discharging of cargo moving under government bills of lading is the responsibility of the carrier, the military terminals, upon request and capability permitting, will work such cargo within the principles of this subparagraph at the expense of the carrier. The application of the theory that carriers will obtain the same service at military terminals as would be provided at commercial terminals must be projected in areas where no commercial facility exists. With rare exceptions, precedents with which carriers are familiar have been established in these areas, thereby creating customs at military terminals which are to be considered in lieu of commercial practices. Within the criteria set forth herein, every effort will be made to honor requests of commercial ship operators for overtime loading or discharging services.

2. TERMINAL CAPABILITY. If the capability of the terminal does not permit application of all the policies in subparagraph 1 during peak workloads, the terminal commander in coordination with the local Military Sealift Command office, will determine the priority and conditions under which the Military Sealift Command furnished ships will be worked, based on the foregoing principles and military necessity.

3. DELAY IN WORKING SHIPS BECAUSE OF SHORTAGE OF LOCAL FUNDS. In certain cases a shortage of funds available to a military terminal may preclude application of the policies in subparagraph 1 and 2. On such occasions, the Navy activity will notify the cognizance management bureau, command, or office, by message,

relative to the amount of funds required and will include the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing) as an information addressee.

PART C: MILITARY ASSISTANCE PROGRAM MATERIAL SHIPPING PROCEDURES

57250 GRANT AID GENERAL PROCEDURES

1. GENERAL. The instructions in subparagraph 2-11 and paragraph 57251-57261 apply to all shipments of material and equipment procured or provided from Navy stocks for delivery to foreign countries participating in the grant aid portion of the Military Assistance Program. These instructions are intended solely to meet the requirements of this special program and will supplement the normal procedures applicable to shipment of troop support specified elsewhere in this volume and in MILSTAMP (DOD Regulation 4500.32R).

2. CHARGES FOR ENTRY OF MATERIAL AND EQUIPMENT INTO A RECIPIENT COUNTRY. All fees and charges incident to the entry of grant aid equipment and material into a recipient country will be borne by the recipient country unless specifically exempted. Such charges include but are not limited to landing fees, duty assessments, stamp taxes, arrestee or portorage services, and such other fees as may be assessable by instrumentalities of the recipient country.

3. DEMURRAGE AND STORAGE CHARGES. Demurrage and storage charges accrued for the account of grant aid equipment and material because of failure of the recipient country to provide timely unloading service or transportation from the port of entry as agreed to by the recipient country will be borne by the recipient country unless specifically exempted by the Naval Supply Systems Command (International Logistics Staff).

4. COST FOR CUSTOMS ENTRY, PILOTAGE, OR TUG SERVICE. In no case will Military Assistance Program appropriations bear any cost for customs entry, pilotage, or tug service accruing for the account of a ship provided by the recipient country for the purpose of transporting Military Assistance Program Grant Aid equipment and material at the expense of the recipient country.

5. ACCESSORIAL COSTS. Military Assistance Program funds will not be used to pay any accessorial costs incurred as a result of providing Grant Aid equipment and material from a source within a recipient country.

6. SHIPMENT OF AMMUNITION. Ammunition, other than small arms ammunition, as a general rule, will be shipped in ships owned and operated by the United States Government. When ships owned and operated by the United States Government are not available, then consistent with subparagraph 9 and 10, United States flag commercial ships or ships owned and operated by foreign countries may be used for shipment of ammunition. Loading and stowing of ammunition will be in accordance with Chief of Naval Operations instructions.

7. LOADING OF CARGO. Cargo may not be shipped on deck except when:

1. in the best interests of the United States Government, or
2. the shipment involves hazardous cargo or items of equipment that cannot be loaded below deck because of their size or nature.

8. PREMIUM TRANSPORTATION. Grant Aid equipment and material

normally will be shipped by the most economical (nonpremium) transportation. The use of premium transportation, e.g., air transportation, will be in accordance with the guidelines prescribed by MILSTAMP (DOD Regulation 4500.32-R). Complete justification will be furnished to the airlift clearance authority when airlift clearance is requested.

9. SHIPMENT OF CARGO IN SHIPS PROVIDED BY RECIPIENT COUNTRY. All offerings of Grant Aid cargo for shipment in ships to be provided by the recipient country will be made to the official agent of that country as authorized in the applicable document of appointment.

10. SHIPMENT OF CARGO IN UNITED STATES SHIPS. For all shipments of Grant Aid cargo for which the United States is responsible, such actions as are necessary and practicable will be taken to assure that at least 50 per cent of the gross tonnage of such equipment and material for which dollars are paid is transported in privately owned United States flag commercial ships, to the extent that such ships are available at fair and reasonable rates (Section 901(b) of the Merchant Marine Act of 1936, as amended (46 U.S. Code 1241(b)) and Section 903 of the Foreign Assistance Act of 1961, as amended (22 U.S. Code 2353)). Supply and accounting procedures for Military Assistance Program material are set forth in specific instructions governing the administration of this program. Prepositioning costs are chargeable to the Military Assistance Program, except prepositioning costs for excess material. For transportation purposes, all shipments originating from United States sources in fulfillment of a Military Assistance Program requisition or other Military Assistance Program directives and destined to military assistance advisory groups (or the United States agency responsible for administration of military assistance in a recipient country (this may be a mission, joint United States military advisory group, military attache, or other designated agency)) will be handled in accordance with the provisions of paragraph 57251-57261. Instructions pertaining to shipment of material under the foreign military sales authority of the Military Assistance Program are provided in paragraph 57261.

11. TRANSPORTATION OF REPAIRABLES. United States military transportation services or facilities will be used only for grant aid items. Transportation costs for repairables authorized to be returned to the United States designated overhaul point at grant aid expense will be funded in accordance with current instructions for repairables.

57251 PORTS OF EMBARKATION

Military Assistance Program grant aid material will be exported from any United States port known to have responsive ocean lift capability to the overseas port of debarkation. Any assistance desired in connection with Military Assistance Program shipments will be provided, upon request, by the pertinent country manager at the Navy International Logistics Control Office, Bayonne. The Navy International Logistics Control Office is the requisition control office for the Military Assistance Program.

57252 AIR SHIPMENTS

Requests for airlift of Military Assistance Program material will be submitted to the Western Operations Department, Navy Material Transportation Office, Oakland, (see MILSTAMP (DOD Regulation 4500.32-R)) for clearance and consignment instructions). Such requests will clearly indicate Military Assistance Program material. When shipments are made by air, a memorandum copy of the government bill of lading or

Transportation Control and Movement Document (DD Form 1384) issued for the export movement will be forwarded to the Navy International Logistics Control Office, Bayonne.

57253 PARCEL POST SHIPMENTS

Military Assistance Program grant aid material will be shipped by mail and parcel post providing size, weight limitations (see paragraph 57258, 57259, and 57260), and customs regulations are observed. Shipments will be made by mail and parcel post to the addressees published in MILSTRIP Military Assistance Program Address Directory (DOD 4140.17-M, Supplement No. 2). Military Assistance Program material may be forwarded via the U.S. postal system under the postage and fee paid indicia privilege.

57254 SURFACE SHIPMENTS TO PORTS OF EMBARKATION

Surface shipments to ports of embarkation will be processed in accordance with MILSTAMP (DOD Regulation 4500.32-R). Such shipments will be identified as "Navy Military Assistance Program material" when referred to the Military Traffic Management and Terminal Service.

57255 SHIPMENTS FROM UNITED STATES COMMANDS OUTSIDE THE UNITED STATES

A United States commander outside the United States who has the responsibility for the shipment of grant aid equipment and material will:

1. arrange for the shipment under applicable regulations;
2. notify the supply office, Navy section, military assistance advisory group of the destination country and the designated agent of the recipient country (if a country agent has been designated) of each proposed shipment (in the case of proposed shipments to countries which have not been exempted from the payment of any accessorial costs, advise recipient country to accept title as soon as possible but not later than 30 days after notification of availability);
3. for recipient countries which advise that acceptance of material and equipment at point of origin is not feasible, request the military assistance advisory group to obtain a country team evaluation and recommendation as to ability of recipient country to absorb costs, and forward such evaluation with recommendation to the Deputy Assistant Secretary of Defense (Military Assistance and Sales).

57256 CUSTOMS CLEARANCE

Neither export licenses nor shipper's export declarations are required for Military Assistance Program grant aid shipments. U.S. Government Bills of Lading 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

57257 DISCHARGE OF EQUIPMENT AND MATERIAL

1. SUPERVISION. The Supply Officer, Navy section, military assistance advisory group, or his designated representative will supervise the discharge at destination of grant aid equipment and material from ships provided by the United States at Military Assistance Program expense. This supervision includes, but is not limited to, arrangements for reception of the cargo, the establishment of procedures by the recipient country for checking the equipment and material against manifests and shipping documents, and providing technical advice and assistance to insure proper discharge.

2. OFF-LOADING OF CARGO. When off-loading is performed by the recipient country, the United States representative, military assistance advisory group, will request the recipient country to insure that the stevedore contractor is held responsible to the United States Government for any shortages or damages incurred during the unloading operation prior to transfer of title in accordance with paragraph 57260. The recipient country, unless specifically exempted, will provide at its own expense the facilities, equipment, and personnel to unload cargo from United States Government and United States flag commercial ships. If equipment or qualified personnel are not made available by the

recipient country to discharge of cargo, personnel aboard United States Government Owned and United States flag commercial ships will dock the vessel and operate equipment with the cooperation of personnel furnished by the foreign recipient, providing labor shortages or other interruptions are not involved.

57258 PREPARATION OF SHIPPING DOCUMENTS

1. GENERAL. Shipping documentation for Military Assistance Program material may involve the U.S. Government Bill of Lading (Standard Form 1103) or MILSTAMP (DoD Regulation 4500.32-R), documents which include the Transportation Control and Movement Document (DD Form 1384). Standard Forms 1103 will be prepared in accordance with the provisions of the Transportation and Travel, Military Traffic Management Regulation, Chapter 214, or Chapter 6 or Chapter 7 of this volume, as appropriate, DD Forms 1384 and related ocean documentation will be prepared in accordance with the provisions of MILSTAMP (DoD Regulation 4500.32-R), as appropriate. The supply office, Navy section, military assistance advisory group (or the United States agency responsible for administration of military assistance in the recipient country) will generally be shown in the "Marks" or "Remarks" blocks of shipping documents for inland transportation within the United States, and as the consignee on all ocean shipping documents. When the latter is infeasible, the identification of one of the above parties will appear in the "Marks" or "Remarks" blocks of the ocean shipping document. Ocean shipping documents will be annotated "Discharge costs are for the account of the recipient country" except when issued for materials consigned to the following countries for which the United States will pay offloading costs at ports of debarkation:

1. Bolivia,
2. Libya,
3. Nepal.

2. OCEAN SHIPMENT IN FOREIGN FLAG VESSELS. When transportation costs for Military Assistance Program shipments transported in foreign flag vessels are paid by the recipient country, shipments will be made under commercial bills of lading issued to the recipient country by the carrier. In such cases, Grant Aid material will be transferred to the recipient country f.o.b. the vessel at the port of loading. Such countries are:

1. Denmark,
2. Japan (only when implemented by specific agreement),
3. Norway.

When such shipments are made at the expense of the Military Assistance Program, the provisions of subparagraph 1, as appropriate, will be observed.

57259 DISTRIBUTION OF OCEAN SHIPPING DOCUMENTS

Ocean cargo documents covering shipments of Military Assistance Program Grant Aid material transported at the expense of the United States Government will be distributed in accordance with this paragraph, and MILSTAMP (DoD Regulation 4500.32-R). Unless otherwise directed, the copies of such documents, forwarded to the discharge activity in advance of the arrival of the vessel, will be addressed to the supply officer, Navy section, military assistance advisory group (or the appropriate United States agent administering the military assistance in the recipient country). When Military Assistance Program material is shipped via air or ocean terminals, a copy of each of the following documents, as appropriate, will be forwarded to the Navy International Logistics Control Office, Bayonne by the transportation officer responsible for loading, within 48 hours after completion of loading:

1. Transportation Control and Movement Document (DD Form

1384),

2. government bill of lading.

57260 TRANSFER OF TITLE TO EQUIPMENT AND MATERIAL

1. WHEN TRANSPORTATION IS PROVIDED BY A RECIPIENT COUNTRY. When transportation is provided by a recipient country, authorized agents of the recipient country will acknowledge acceptance of title to Grant Aid equipment and material for their country by affixing their signatures following the last entry on one copy of the DOD Single Line Item Release/Receipt Documents (DD Form 1348-1). This document will be maintained as an official record by the Navy International Logistics Control Office, Bayonne, for material furnished from United States sources, and by the Naval Supply Depot, Yokosuka, for material furnished from off-shore procurement.

2. WHEN SHIP IS PROVIDED BY THE UNITED STATES. Title to Grant Aid equipment and material shipped in a ship provided by the United States will pass to the recipient country when title is accepted by that country from the supply officer, Navy section, military assistance advisory group, or other agent of the United States. This acceptance will be made by the agent of the recipient country no later than when the material and equipment are delivered at the end of ship's tackle at the port of discharge. When equipment and material are destined for a land bound country, title will pass to the recipient country upon acceptance by an agent of that country. This acceptance will be made by the agent of the recipient government immediately after offloading at the tidewater terminal.

3. WHEN AIRCRAFT IS PROVIDED BY THE UNITED STATES. Title to Grant Aid equipment and material shipped by aircraft provided by the United States will pass to the recipient country when accepted by an agent of that country from the supply officer, Navy section, military assistance advisory group, or other agent of the United States. This acceptance will be made by the agent of the recipient country immediately after offloading at the air terminal.

4. WHEN SHIPPED BY MAIL OR PARCEL POST. Title to Grant Aid equipment and material shipped by mail or parcel post will pass to the recipient country when accepted by an agent of that country from the supply officer, Navy section, military assistance advisory group, or other agent of the United States.

5. WHEN SHIPPED FROM UNITED STATES SOURCES (DEPOT OR VENDOR) IN SHIPS PROVIDED BY THE RECIPIENT COUNTRY. Title to Grant Aid equipment and material shipped from United States sources (depot or vendor) in ships provided by the recipient country will pass to that country when the equipment and material are accepted by its designated agent, but in no case later than when delivered f.o.b. and stowed in the ship. When Grant Aid equipment and material (other than explosives and other dangerous articles excluding small arms ammunition) are accepted at a United States supply source (depot or vendor) by an agent of the recipient country for shipment via an inland carrier, title to such equipment and material will pass upon acceptance by the agent of the recipient country at inland origin. Because of safety factors requiring special handling, title to explosives and other dangerous articles (excluding small arms ammunition) shipped from a United States supply source (depot or vendor) will not pass to the recipient country other than when stowed on board a ship at a Department of Defense facility in a United States port of exit, or free alongside ship when loaded at anchorage unless other arrangements are specifically authorized by the Department of the Navy.

6. WHEN SHIPPED FROM FOREIGN SOURCES IN SHIPS PROVIDED BY RECIPIENT COUNTRY. Title to Grant Aid equipment and material to be shipped from foreign sources in a ship provided by the recipient country will pass to that country when the equipment and material are accepted by its designated agent, but in no case later than when delivered free on board and stowed in the ship provided by that country. When Grant Aid equipment and material are accepted at a foreign supply source (depot or vendor) by an agent of the recipient country for shipment in a ship other than a vessel provided by other than the recipient country, title to such equipment and material will pass upon such acceptance by the agent of the recipient country.

7. WHEN MOVED UNDER ITS OWN POWER. Title to Grant Aid equipment which is moved under its own power will pass to the recipient country when accepted by the agent of that country.

8. DISPOSAL OF DUNNAGE, LASHING GEAR, AND OTHER CARGO SECURING MATERIAL. There will be no transfer of title to dunnage, lashing gear, and other cargo securing material furnished by a military department in connection with Grant Aid shipments. When it is uneconomical to retain custody or control for future use, disposal action will be taken by the supply officer, Navy section, military assistance advisory group, or other agent of the United States. When such material is procured or issued from Navy stocks or furnished by the operator of the ship for the account of the Navy for use in connection with the ocean shipment of Military Assistance Program Grant Aid cargoes, the material will be charged initially to the applicable station allotment for future reimbursement by the Military Assistance, Executive appropriation. Such material will be considered the same as packing, crating, and handling material. All Navy furnished lashing and securing gear will be manifested in accordance with MILSTAMP (DoD Regulation 4500.32-R). However, when such material is furnished by the ship for the convenience of the Navy, the gear remains the property of the ship and will be manifested accordingly.

57261 SHIPMENT OF GRANT AID AND FOREIGN MILITARY SALES

1. GENERAL. Specific procedures for shipment of Grant Aid and Foreign Military Sales material are contained in the current edition of OPNAV Instruction 4940.1. Additional clarifying guidance is provided in subparagraph 2 and 3.

2. GRANT AID SPECIAL PROCEDURES

a. Special Markings. Transportation officers will be responsible for insuring that hand clasp emblem labels required by MIL-STD-129E are applied prior to the tender of Military Assistance Program Grant Aid material to carriers for shipment.

b. Ocean Shipments Made Under Government Bills of Lading. When a government bill of lading is used to effect the ocean shipment of Military Assistance Program Grant Aid material, the government bill of lading will be annotated as to whether the cost of discharge is for the account of the vessel, the cargo, or the recipient country. The United States agent in the recipient country will indicate on the government bill of lading whether the discharge of such cargo was performed by the steamship operator or his agent or by the recipient country. Any expense incurred by the recipient country for discharge services also will be noted on the government bill of lading in order that the Military Sealift Command may deduct such costs from the carrier's revenue. Complete instructions relative to the accomplishment of government bills of lading are contained in paragraph 57440 - paragraph 57443.

3. FOREIGN MILITARY SALES

a. General. The provisions of paragraph 57250-57261 do not apply to materials sold to foreign governments under the Foreign Military Sales (formerly known as "mutual security military sales") of the Military Assistance Program. The complete transportation of such items is covered by commercial collect bills of lading with transportation charges paid by the purchasing foreign government. When the Navy is requested to select either the mode of carriage or carrier(s) for shipments to the port of embarkation at the expense of a foreign government, the shipments will be routed in accordance with instructions pertaining to other Navy shipments.

b. Ports of Embarkation. The port of embarkation for Foreign Military Sales material will be determined by the purchasing foreign government or its agent.

c. Shipments Under U.S. Government Bills of Lading. When transportation officers are directed to use government bills of lading to effect shipments of ammunition, explosives, firearms, classified and similar material to ports of embarkation in connection with Foreign Military Sales to foreign governments, the shipments will be subject to the rules and regulations pertaining to Navy shipments except as provided in subparagraph b. The following notation will be placed on requests for routing instructions, when required:

"FMS-Transportation charges reimbursable".
Additionally, this notation will be entered in the "Description of articles" space on government bills of lading. The same transportation account codes applicable to Grant Aid shipments, as specified in applicable Naval Supply Systems Command instructions, will be cited on government bills of lading.

d. Shipments to Canadian Defense Activities. U.S. Government activities or commercial contractors are authorized, by the Department of Defense, to ship directly to Canadian defense activities. Such shipments are cleared for entry into Canada on Shippers Export Declaration (Commerce Form 7525-V). Procedures governing preparation and distribution are contained on the export declaration itself.

PART D: IN TRANSIT, EXPORT, AND IMPORT SHIPMENTS

Section I: TRANSIT PRIVILEGES AND PROCEDURES

57300 GENERAL

A transit privilege is a service granted by carriers authorizing the stopping of carload or truckload shipments of commodities at initial destinations (intermediate points), for storage or other purposes, prior to reshipment to final destination. For carrier revenue and accounting purposes, such shipments are treated as continuous through movements in lieu of two or more separate movements. Transit privileges presently available to the Navy include storage; assembly; packaging or repackaging; marking; partial loading or unloading; creosting of forest products; fabrication of iron or steel articles; modification, reconditioning, and servicing of roadmaking and construction machinery, internal combustion engines, and wheeled vehicles; and inspection, painting, packaging, and renovation of ammunition and explosives. The primary benefit to be realized from utilization of a transit privilege is the reduction of transportation costs through the application of a single through rate, plus transit and related charges which produce lower over-all costs than would accure through utilization of otherwise applicable combinations of rates to and from the transit point. To obtain this benefit, transportation officers must insure that shipments conform in all respects to rules and regulations which govern application of the specific privileges. Transit privileges will not be utilized except when lower over-all transportation costs to the Government will be realized. Utilization of a transit privilege will not preclude the final settlement of transportation charges on the basis of any combination of cheaper rates plus transit and accessorial charges. However, when a combination of rates is applied via the transit point, no transit charge is assessed. Military Traffic Management Regulation, Chapter 210, establishes uniform procedures for handling freight on which carriers have granted transit privileges and procedures pertaining to the determination of the availability of such privileges.

57301 APPLICATION FOR TRANSIT PRIVILEGE

When transportation officers receiving shipments cannot ascertain from special tenders distributed by the Military Traffic Management and Terminal Service or from the carrier's local agents whether transit privileges are available on shipments which they have received or may initiate, a request for such information will be submitted to the proper regional commander, Military Traffic Management and Terminal Service. A copy of each such referral will be forwarded to Naval Supply Systems Command (Transportation Division). When transit privileges are not available and it is believed that the establishment of such privileges would result in a savings in transportation costs or would otherwise be advantageous to the Government, the matter will be referred to the Commander, Military Traffic Management and Terminal Service, in accordance with Military Traffic Management Regulation, par. 201007, for his consideration. A copy of each such referral will be forwarded to the Naval Supply Systems Command (Transportation Division). When a transit privilege is available, an application for the utilization of such privileges will be submitted to the carrier in accordance with Military Traffic Management Regulation, par. 210008. A copy of each such referral will be forwarded to the Naval Supply Systems Command (Transportation Division).

57302 INBOUND SHIPMENTS

1. RECORDING FOR TRANSIT. The transit privilege most widely used within the Department of Defense is that of storage. However, repacking, modification of articles, fabrication, and many other services in transit, including partial substitution of transit tonnage, are permitted when provided by applicable tariffs or special tenders submitted by carriers. Except as otherwise provided herein or as may be specifically directed, when a transit privilege is available and an application for the utilization thereof has been submitted to the carrier or carriers concerned, all commodities shipped in carload or truckload lots intended for storage or other authorized transit privilege and subsequent reshipment will be recorded for transit. Less than load lots on which the inbound transportation charges are predicted on carload or truckload rates and minimum weights also will be recorded for transit under the circumstances set forth in the preceding sentence. Conversely, shipments will not be recorded for transit when it is known that such commodities will be used for manufacture, local consumption, or other local disposition. Ordinarily, transit privileges are not granted on petroleum products shipped in bulk; therefore, these shipments will not be recorded for transit unless specifically directed by the proper routing offices of the Military Traffic Management and Terminal Service or the Naval Supply Systems Command (Transportation Division). When the transit privilege is made available under a special tender rather than by published tariff, shipments transported under prepaid commercial bills of lading will not be recorded for transit unless such bills of lading or the prepaid freight bill issued at the transit point bear the following or a similar endorsement:

"This shipment is the property of and freight charges are assumed by the United States Government.". See paragraph 57305 for instructions pertaining to National Stockpile material stored at naval activities.

2. GOVERNMENT BILLS OF LADING. U.S. Government Bills of Lading (Standard Forms 1103) and U.S. Government Transit Bills of Lading (Standard Forms 1131), including those issued for conversion of collect commercial bills of lading, covering inbound shipments recorded for transit in accordance with sub paragraph 1, will be annotated "Recorded for transit". This notation will be placed in the "Consignee's certificate of delivery" directly opposite the words "Consignee must not pay any charges on this shipment.".

3. FREIGHT BILLS

a. Recording for transit. At least two copies of the freight bill will be requested from the inbound carrier. All copies will be annotated by the transportation officer "Recorded for transit" and will be surrendered to a carrier for recording. These copies will be returned by the carrier after the assignment of a weighting and inspection bureau number.

b. Prefix and Numbering. Each naval activity will number the recorded freight bills separately beginning with the number one. Each series will be continued for three calendar years, upon completion of which a new series will be started. Each number will be prefixed with the letter symbol N. No separation will be made with relation to commodities; separate series of numbers will not be used nor will separate commodity files be maintained for recording transit for other branches of the Department of Defense. Transit activities will maintain logs or checkoff sheets to avoid duplications or omissions in the numbering sequence.

c. Method of Filing. The recorded freight bills will be filed in appropriate commodity file folders; one folder will be prepared for each, commodity. Commodity folders will be filed alphabetically. The recorded freight bills will be filed in the appropriate commodity folder in date order (origin shipment date) to insure utilization of the oldest freight bills. The log or checkoff sheets will be cross referenced to the appropriate commodity files.

57303 OUTBOUND SHIPMENTS

Transit activities requesting routing instructions from appropriate source within the Military Traffic Management and Terminal Service will follow the instructions in Military Traffic Management Regulation, par. 210013.

57304 COMPLETION AND DISTRIBUTION OF FREIGHT BILLS

1. FREIGHT BILLS (TONNAGE) UTILIZED. Information relative to the freight bills to be utilized will be included in the routing instructions furnished by the Military Traffic Management and Terminal Service. The information required to be inserted on the reverse of the freight bill will be transcribed from the outbound bill of lading. When the inbound tonnage is not fully utilized on the first outbound application, additional transcriptions will be made on the reverse of the freight bill as subsequent outbound applications are made.

2. DISTRIBUTION OF FREIGHT BILLS. When all tonnage on a freight bill is shipped, used or canceled, one copy of the freight bill will be surrendered to the carrier of the cognizant weighing and inspection bureau as appropriate, and one copy will be filed in a permanent transit file.

57305 NATIONAL STOCKPILE MATERIAL

1. RECORDING FOR TRANSIT. National Stockpile material received at naval activities on which storage in transit privileges are applicable will be recorded for transit on Record of Transit Freight Bills and Tonnage Credits (General Service Administration Form 287). These forms will be obtained from the General Service Administration regional offices.

2. FREIGHT BILLS. Two copies of the freight bill covering inbound shipments of National Stockpile material will be requested from the inbound carrier. Both copies will be annotated by the transportation officer with the words "Recorded for transit" and will be surrendered to the carrier for recording. One of these copies will be returned by the carrier after the assignment of a weighing and inspection number.

3. PREPARATION OF GENERAL SERVICES ADMINISTRATION FORM 287. Upon receipt of the freight bill and within 30 days after arrival of shipments at the transit point, the General Services Administration Form 287 will be prepared in quadruplicate covering each shipment to be recorded. These forms will be annotated "For account of General Service Administration". One copy of the freight bill will be attached to the original General Service Administration Form 287 which will be retained as a permanent record. One copy will be forwarded immediately to the General Services Administration (Transportation and Public Utilities Service, Charter and Routing Division), Washington, D.C. The remaining copies will be retained by the transiting activity pending final disposition of the transit credits.

4. OUTBOUND SHIPMENTS. Outbound shipments of National Stockpile material will be made in accordance with Shipping

Instructions (General Services Administration Form 460) which is used as a shipment request by that agency. This form will contain all information necessary to effect the outbound shipment. If shipments are to be made under commercial bills of lading, annotations to that effect will be included on the General Services Administration Form 460. When inbound tonnage has been fully surrendered for outbound shipment or has been fully disposed of otherwise, General Services Administration Form 287 will be completed and promptly distributed as follows:

1. The original will be retained by the Navy activity as a permanent record.
2. One copy will be surrendered to the inspection bureau representative or the carrier's agent at the transit point.
3. The remaining copy will be forwarded to the General Service Administration (Transportation and Public Utilities Service, Charter and Routing Division), Washington, D.C., for reforwarding by that agency to the General Accounting Office.

5. PERIODIC AUDIT AND SETTLEMENT OF PAST SHIPMENTS. National Stockpile material accorded transit privileges at Navy activities will not be included in the Transit Utilization by Transit Operators (DD Form 1090) and/or the Transit Control Guide (DD Form 1091) as the use of these forms is restricted to military freight. Periodic statements covering audit and settlement of past transit shipments of transited material for account of the General Services Administration will be issued only upon request for information by weighing and inspection bureaus or rail carrier representatives. Such information will be furnished in the form of a certificate, as follows:

"This is to certify that the weight of uncanceled freight bills as recorded for transit or tonnage credits thereof is not in excess of the weight of (commodity) on hand for the account of the General Services Administration.

(Signature)

(Date)

Section II: EXPORT AND IMPORT RAIL SHIPMENTS

57315 APPLICATION OF EXPORT AND IMPORT RATES AND TERMINAL ALLOWANCES

1. GENERAL. Specific export and import rail rates to and from continental United States ports generally are lower than the domestic rates to or from such ports. In many instances, export and import rates vary depending upon the overseas area to or from which shipments are made. In other instances, export or import commodity rates may be limited in their applications so as to apply only to or from specified countries or areas. It is not necessary that commodities be physically unloaded at overseas destination ports to obtain the benefits of export rates. Export rates are applicable on fleet issue supplies delivered to vessels in overseas destination areas designated in inland rail carrier tariffs. Export will be protected on shipments arriving at military tidewater terminals not identified "For export" but which are exported within the prescribed time limit (see paragraph 57317-4). The application of export and import rates as well as specified terminal allowances are conditioned on the observance of certain provisions of special rate tenders or of the tariffs publishing such rates. Some special rate tenders do not require the preservation of the exact identity of each inbound shipment; but, tonnage exported must be the same quantity and character as that received in the car specified in the certificate of exportation. In other words, the substitution of like commodities by transshipping port activities is permitted in some

instances. The proper military routing authority will determine the applicability of export rates, import rates, and terminal allowances at the time the routing is selected. When appropriate and applicable, certain information such as "Export rates applicable", "Through transit rates applicable", "Terminal allowances applicable", or "Carrier's responsibility to load (or unload) rail cars" will be included in the routing instructions furnished to requesters. Rail carriers will be furnished the Export and Import Certificate (NavSup Form 715) to insure the application of these rates and allowances, except as provided in paragraph 57319-3.

2. RECORDS. To provide adequate proof of exportation or importation, shipping and receiving records will be retained in the manner prescribed herein. On shipments when the NavSup Form 715 is or will be issued, a copy of the export and import certificate will be attached to the activity's memorandum copy of the inland bill of lading. On shipment via certain tidewater transshipping activities (see paragraph 57319-3) when only the stamping of "Exported" or "Not exported" is required on the inland bill of lading, adequate records will be maintained by cross referencing the inland bill of lading number to ocean shipping documents and vice versa.

57316 CARRIER RESPONSIBILITY FOR UNLOADING CARS OF EXPORT MATERIAL

1. PACIFIC COAST PORTS--MILITARY TERMINALS

a. Transcontinental Westbound Shipments. The rail carriers within continental United States have established a special rate tender which authorizes certain allowances to the Government as partial compensation for terminal services performed by the Government in lieu of by the carriers. This special rate tender applies on west bound traffic exported through tidewater terminals located on the Pacific Coast. Its applications limited to rail shipments originating east of the territory defined in subparagraph b on which carload rates and charges are assessed. When this special tender applies, no additional allowance will be made when rail cars are not unloaded by carriers.

b. Intra-Pacific Coast Shipments. Intra-Pacific Coast shipments are defined as shipments to Pacific Coast ports which originate at points in the states of Arizona, California, Idaho, Nevada, Oregon, and Washington. Such shipments will be subject to the same procedures prescribed for carload shipments moving through Atlantic and Gulf Coast ports.

2. ATLANTIC AND GULF COAST PORTS--MILITARY TERMINALS. On shipments exported through Atlantic and Gulf Coast Ports and on intra-Pacific Coast shipments as indicated in subparagraph 1b, the routing instructions furnished by Military Traffic Management and Terminal Service on carload lots will include the notation "Carriers responsibility to unload rail cars" when tariff rates include such service. Transportation officers preparing U.S. Government Bill of Lading (Standard Forms 1103-1106) covering such shipments will place this annotation on the bill of lading when it appears on a route order. Navy port terminal activities will request the delivering carrier to unload rail cars when government bill of lading bear the notation "Carriers responsibility to unload rail cars" or when the activity is aware of the carrier's responsibility to unload rail cars. When cars are unloaded within a Navy port terminal activity, the activity will annotate the accomplished government bill of lading with the following: "Carrier wsd requested by Department of the Navy to and did (or did not, as appropriate) perform unloading service from car.". Additionally, Export and Import Certificate (NavSup

Form 715) will be prepared with an identical notation inserted in Section E, item 2.

3. SOUTH ATLANTIC AND GULF COAST PORTS--NONMILITARY TERMINALS. When shipping activities are furnished routing instructions by the Military Traffic Management and Terminal Service for shipments in carload or truckload quantities, via rail or motor, for transshipment through nonmilitary terminals at South Atlantic and Gulf Coast ports, the following notation will be shown in the "Description of articles" space on the government bill of lading:

"Carrier is requested to perform the unloading at point of delivery to ocean carrier and to include the charges as a separate item (supported by reference to the appropriate port terminal tariff) in the same voucher prepared for the collection of the freight charges".

57317 ISSUANCE OF EXPORT AND IMPORT CERTIFICATE

1. GENERAL. Export and Import Certificate (NavSup Form 715) is prepared and for the following:

1. to furnish proof of exportation or importation to carriers to insure the application of export and import rates on shipments exported to or imported from points outside continental United States, as authorized in carrier's tariffs or special rate tenders;

2. to claim terminal allowances on certain traffic exported to or imported from points outside continental United States when moving through specified ports, as authorized in carriers' tariffs or special rates tenders;

3. to certify domestication of shipments previously marked for export;

4. to certify exportation of shipments previously marked for domestic use;

5. to certify whether carrier did or did not perform the loading or unloading service to or from rail cars.

2. WHEN REQUIRED

a. Export Shipments

(1) Government Bill of Lading Issued by Military Activities. Receiving officers will issue NavSup Form 715 for materials delivered by rail carriers for export when shipped under government bills of lading which bear the annotation "For export" or "Carrier's responsibility to unload rail cars". When the advance documents covering shipments delivered to Atlantic and Gulf coast ports for export fail to include the annotation "For export", the command arranging the transshipment will notify the rail carrier by letter (dated before custody of the material is transferred from the rail carrier to the consignee) that the shipment is declared "For export". A copy of this letter will be appended to the original bill of lading at the time it is accomplished.

(2) Government Bills of Lading Issued by Other Government Agencies. NavSup Form 715 will be issued on shipments covered by government bills of lading which have been issued by other government agencies and which have been annotated "For export".

3. Prepaid Commercial Bills of Lading. NavSup Form 715 will be issued to protect export rates on shipments covered by prepaid commercial bill of lading which have been annotated "For export" and "This shipment is the property of and freight charges are assured by the U.S. Government.". Receiving officers at Pacific coast Navy transshipping activities will issue NavSup Form 715 for carload shipments of material received for export when shipped under prepaid commercial bill of lading. The NavSup Form

715 will be issued when the material have been loaded on board the vessel.

b. Import Shipments. NavSup Form 715 will be issued when import rates, terminal allowances, or carrier's responsibility to load rail cars are applicable to import traffic. When shipments are entitled to such privileges, the cognizant routing authority will show "import rates applicable", "Terminal allowances applicable", or "Carrier's responsibility to load rail cars" in the routing instructions furnished.

3. WHEN NOT REQUIRED. the Nav Sup Form 715 will not be prepared on export and import shipments moving to or from transshipping ports via the REA Express, Inc. Bills of lading prepared for such shipments moving through port cities designated in Railway Express Agency Traffic No. 16, ICC8291, or reissue thereof, will be annotated "FOR EXPORT" or "IMPORT", as appropriate. The notation in capital letters will be placed in the "Marks" space on bills of lading.

4. GUIDELINES FOR USE OF NAVSUP FORM 715. Guidelines for application and Issuance of NavSup Form 715 for export and import shipments are shown in the following table:

EXPORT SHIPMENTS

Category
EXPORT RATES:

Pacific coast ports: Material must be exported and NAVSUP Form 715 issued within 12 months from date shown on rail bills of lading. (Not applicable on ammunition and explosives except small arms ammunition.)

Gulf coast ports: Material must be exported and NAVSUP Form 715 issued within 60 days after arrival at port. Traffic stored at ports under carrier authority must be exported and NAVSUP Form 715 issued within 12 months.

Atlantic coast ports: Material must be exported and claim for export and claim for export rates filed within three years from date of arrival at port except at Naval Ammunition Depot, Earle, New Jersey, and Naval Weapons Station, Yorktown, Virginia, where material must be exported within 12 months after arrival. NAVSUP Form 715 will be issued promptly after exportation or domestication, NAVSUP Form 715 for shipments exported near the end of the three year year period must be prepared and distributed to the General Accounting Office and the carrier concurrently with the exportation of the shipment in order that claims for export rates can be filed within the statutory limitation period.

Category
TERMINAL ALLOWANCES - Genral commodities including small arms ammunition.

Pacific doast ports: Applicable at certain Pacific Coast ports specified in applicable tarrifs or Section 22 Quotations on trans-continental westbound traffic. Material must be exported within 90 days after arrival at port. NAVSUP Form 715 will be issued within 60 days from date of exportation.

Gulk coast ports: When bills of lading covering the inland movement bear the notation "Carrier's responsibility to unload rail cars" and cars are unloaded by government personnel: NAVSUP Form 715 will be issued promptly.

Atlantic coast ports: When bills of lading covering the inland movement bear the notation "Carrier's responsibility to unload rail cars" and cars are unloaded by government personnel, NAVSUP Form 715 will be issued promptly.

Category
Ammunition and expositive except small arms ammunition.

Pacific coast ports: Not applicable.

Gulf coast ports: Not applicable

Atlantic coast ports: Not applicable

IMPORT SHIPMENTS

Category

IMPORT RATES - General commodities, including small arms ammunition.

Pacific coast ports: Applicable only to trans-continental east-bound traffic. NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 18 months.

Gulf coast ports: NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 12 months.

Atlantic coast ports: Applicable only to segregated salvage and surplus material as defined in applicable Section 22 Quotation. NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage at port for a period not exceeding 12 months. Tonnage must be registered at the port within 25 days from date of off-loading from vessel.

Category

Ammunition and explosives except small arms ammunition.

Pacific coast ports: Not applicable

Gulf coast ports: NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 12 months.

Atlantic coast ports: NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 12 months. Tonnage must be registered at the port within 25 days from date of off-loading from vessel.

Category

TERMINAL ALLOWANCES - General commodities including small arms ammunition.

Pacific coast ports: NAVSUP Form 715 will be issued within 90 days after shipment is forwarded from transit. On traffic stored in transit at specified inland areas, or within 90 days from date shipment is delivered to rail carrier at the ports.

Gulf coast ports: When routing instructions indicate "Carrier's responsibility to load rail cars" and cars are loaded by government personnel, NAVSUP Form 715 will be issued promptly.

Atlantic coast ports: When routing instructions indicate "Carrier's responsibility to load rail cars" and cars are loaded by government personnel, NAVSUP Form 715 will be issued promptly.

Category

Ammunition and explosives, except small arms ammunition.

Pacific coast ports: Not applicable.

Gulf coast ports: Not applicable.

Atlantic coast ports: Not applicable.

57318 PREPARATION OF EXPORT AND IMPORT CERTIFICATE

1. BY WHOM PREPARED. The port activity which accomplishes the bill of lading covering the material for export will be responsible for preparing the Export and Import Certificate (NavSup Form 715). On import traffic, the activity which issues the bill of lading for movement of import shipments will be responsible for preparing the NavSup Form 715.

2. NUMBER OF COPIES REQUIRED. An original and six copies of the NavSup Form 715 will be prepared.

3. DETAILED PREPARATION OF NAVSUP FORMS 715

a. General. NavSup Form 715 will be numbered consecutively by the issuing activity beginning with number one. A new series will begin on the first of each calendar year. On import traffic, the NavSup Form 715 will be prepared concurrently with the preparation of the bill of lading covering the shipment. NavSup Forms 715 will be prepared on export traffic at the time the original bills of lading are accomplished, when practicable, but not later than the time limit indicated in the guidelines in paragraph 57317-4. A separate NavSup Form 715 will be prepared for each carload shipment.

b. Heading. The date on which the NavSup Form 715 is issued will be shown in the appropriate space. The name of the delivering carrier on export traffic and the name of the originating carrier on import traffic will be shown in the "Railroad" block. The names of switching lines will not be shown. The name and location of the issuing activity as shown in Catalog of Naval Shore Activities will be indicated in the appropriate space. The government bill of lading number will be shown in the space provided. On export shipments moving on commercial prepared bills of lading, the word "Prepared" will be entered.

c. Inbound Record. On export traffic, the required information will be obtained from the government bill of lading and the carrier's inbound freight bill number, date, and the waybill number will be omitted.

d. Export and Import Record

(1) Export Shipments. When export shipments covered by the inbound record have been loaded aboard naval vessels or tendered to commercial ocean carriers in accordance with the applicable tariff or special rate tender provisions, certification to the effect will be made according to the requirements of Section A, B, C, to D of the NavSup Form 715. The name of the vessel on which the exported material was loaded will be entered.

(2) Domesticated Shipments. When material covered by bills of lading annotated as outline in para. 57317-2 is not exported in accordance with the applicable tariffs or special rate tenders, such shipments will be considered domesticated. Appropriate certification will be made on the NavSup Form 715 omitting all information required in Section A, B, C, D, and E. However, when bills of lading bear the notation "Through transit rates applicable", regardless of the time interval, NavSup Form 715 will not be issued until such shipments are actually domesticated or exported.

(3) Import Shipments. Certification of imported cargo will be made in the appropriate space. The purpose for which the certification has been made will be indicated under the appropriate provisions of Section E of the certificate. Sections A, B, C, and D will not be used on the import traffic. The name of the importing vessel will be shown on all NavSup Forms 715 covering the imported material.

EXPORT AND IMPORT CERTIFICATE (NAVSUP FORM 715) - EXPORT SHIPMENT

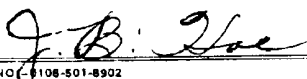
EXPORT AND IMPORT CERTIFICATE (5840) NAVSUP FORM 715(7-PT) (REV. 1-68)				DATE 12/13/68		
TO ACCOUNTING DEPARTMENT				CERTIFICATE NO. 95-68		
RAILROAD Chicago Milwaukee St. Paul & Pacific Seattle, Washington				B/L NO. - GOVT OR COM'L (See Sec. E) B-33213249		
ACTIVITY (Name and location) Naval Supply Center, Puget Sound, Bremerton, Washington						
INBOUND RECORD ON EXPORT TRAFFIC OR OUTBOUND RECORD ON IMPORT TRAFFIC						
ORIGIN Milwaukee, Wisconsin	ORIGINATING CARRIER CMSTP&P	DATE SHIPPED 5/19/68	CAR NO. DSDX 1675	WEIGHT 70,500 lbs		
COMMODITY Provisions, Cn Goods	WAYBILL NO. 40320	FREIGHT BILL NO. 6763	DATE 5/26/68	DESTINATION Seattle, Washington		
EXPORT OR IMPORT RECORD						
THIS IS TO CERTIFY That the shipment recorded above was, on the <u>23</u> day of <u>December</u> , 19 <u>68</u> , disposed of as follows: (Check appropriate box or boxes)						
<input type="checkbox"/> Loaded aboard vessel for use or fleet issue- (Wt: _____)						
<input checked="" type="checkbox"/> Exported to the foreign country or destination area indicated in section A, B, C, or D, below- (Wt: <u>70,500 lbs.</u>)						
<input type="checkbox"/> Fully domesticated						
<input type="checkbox"/> Partially domesticated- (Wt: _____) (To be used only when entire shipment is not exported or loaded aboard vessel)						
<input type="checkbox"/> Imported from- (Country: _____)						
NAME OF VESSEL (To be shown in each case) SS HAWAIIAN CRAFTSMAN						
A. PACIFIC COAST PORTS	<input checked="" type="checkbox"/> 1. HAWAIIAN ISLANDS		<input type="checkbox"/> 2. AUSTRALIA OR NEW ZEALAND			
	<input type="checkbox"/> 3. BURMA, CHINA, JAPAN, OR PHILIPPINE ISLANDS		<input type="checkbox"/> 4. WEST COAST OF MEXICO OR CENTRAL SOUTH AMERICA			
	<input type="checkbox"/> 5. A DESTINATION THAT IS EITHER (a) West of the 170th Meridian, West Longitude and east of the 30th Meridian, East Longitude, or (b) In Oceania or, and east of the 170th Meridian, West Longitude (except the Hawaiian Islands)					
	<input type="checkbox"/> EXPORTED TO FOREIGN COUNTRIES OR INSULAR POSSESSIONS OF THE UNITED STATES					
	B. NORTH ATLANTIC PORTS	<input type="checkbox"/> 1. Canal Zone of Panama, Cuba, Guam, Hawaiian Islands, Puerto Rico, Tutuila, Virgin Islands or to all destinations NOT located in the United States of America (including Alaska), Canada, Newfoundland, Islands of Miquelon and St. Pierre, Europe, Africa, not on the East Coast of South America, i.e. all mainland ports except those on the Pacific-coast side.				
<input type="checkbox"/> 2. Europe, Africa, or on the East Coast of South America (All mainland ports except those on the Pacific-coast side)						
C. SOUTH ATLANTIC & GULF PORTS	<input type="checkbox"/> EXPORTED TO: (Foreign destinations other than those in A, B, or C)					
E. APPLICATION OF EXPORT/IMPORT RATES/TERMINAL ALLOWANCES OR TRANSIT PRIVILEGES	<input checked="" type="checkbox"/> 1. EXPORT* OR IMPORT RATES PUBLISHED IN <u>TCFB</u> TARIFF NO. <u>29-N</u>		OR _____ SECTION 22, QUOTATION NO. _____			
	<input checked="" type="checkbox"/> 2. TERMINAL ALLOWANCE* CLAIMED UNDER <u>TEA-ER</u> SECTION 22, QUOTATION NO. <u>A-2175</u>		OR _____ SECTION 22, QUOTATION NO. _____			
	<input type="checkbox"/> 3. EXPORTED OR IMPORTED, OR LOADED ABOARD VESSELS IN ACCORDANCE WITH REQUIREMENTS OF TARIFF NO. _____ OR SECTION 22, QUOTATION NO. _____					
<small>*When shipments above on prepaid commercial bills of lading, export rates and/or terminal allowance should be claimed only when such bills indicate that transportation charges were assumed by the Government.</small>						
DISTRIBUTION Original-Activity; Copies 1 & 2-Carrier (2 for submital with adjustment); 3 & 4-General Accounting Office; 5-Accounting office responsible for payment of transportation charges (Retained if Navy is responsible); 6-Optional.				SIGNATURE 		
STOCK NO. 1108-501-8902						

Figure D-II-1.

EXPORT AND IMPORT CERTIFICATE (NAVSUP FORM 715) - EXPORT SHIPMENT

57319 DISTRIBUTION OF EXPORT AND IMPORT CERTIFICATES

1. GENERAL. The Export and Import Certificate (NavSup Forms 715) will be distributed as follows:

Shipments covered by Shipments covered by

Copy	government bills of lading	commercial bills of lading
Original	Retained by issuing activity as permanent record.	Retained by issuing as permanent record.
1	Accounting department of delivering carrier on export shipments or originating carrier on import shipments.	Accounting department of delivering carrier on export shipments or originating carrier on import shipments.
2	To the originating or delivering carrier for submission to the General Accounting Office with remittance, if any. To the cognizant General Services Administration regional office when transportation charges are for the account of the General Services Administration.	Accounting department of delivering or originating carrier for return to the General Accounting Office with remittance, if any.
3	General Accounting Office (Transportation Division), Washington, D.C.	General Accounting Office (Transportation Division), Washington, D.C., with copy of carrier's freight bill of receipt.
4	General Accounting Office.	General Accounting Office.
5	To the cognizant General Services Administration regional office responsible for payment of transportation charges when for the account of General Services Administration. Retained by issuing activity if for the account of military services and civilian agencies other than the General Services Administration.	Retained by issuing activity.

2. DISTRIBUTION OF CARRIER'S COPIES OF NAVSUP FORM 715. A letter in the following format will be prepared to transmit copies 1 and 2 of NavSup Form 715 to the accounting department of the carrier for shipments moving on government bill of lading or prepaid commercial bill of lading:

"From: (Port Activity)
To: (Destination carrier)

Attached are Export and Import Certificates (NavSup Forms 715) listed below for shipments handled at this activity:

NavSup Form 715 Numbers 1357, 1358, and 1359."

In addition to the foregoing, one of the statements provided in item 1, 2, or 3, as appropriate, will be incorporated in the letter as a closing paragraph:

1. For shipments moving on government bills of lading, the letter transmitting copies 1 and 2 of NavSup Form 715 to the accounting department of the carrier will include the following statement when transportation charges are for the account of military services and civilian agencies other than the General Services Administration:

"Any refund due the United States Government will be forwarded with a copy of NavSup Form 715 to the General Accounting Office (Transportation Division), Washington, D.C.

2. For shipments moving on government bills of lading, the letter transmitting copies 1 and 2 of NavSup Form 715 to the accounting department of the carrier will include the following statement when transportation charges are for the account of the General Services Administration:

"Any refund due the United States Government will be forwarded with a copy of NavSup Form 715 to the accounting office responsible for payment of the transportation charges."

3. For shipments moving on prepaid commercial bills of lading, the letter transmitting copies 1 and 2 of the NavSup Form 715 to the accounting department of the carrier will include the following statement:

"Any refund due the United States Government will be forwarded to the General Accounting Office (Transportation Division), Washington, D.C."

3. AGREEMENTS WITH CARRIERS FOR APPLICATION OF EXPORT RATES. Agreements have been made by the following activities with carriers whereby initial billing of transportation charges will be on an export basis when bills of lading covering shipments which will be exported are annotated "Exported" before accomplishment:

Naval Ammunition Depot, St. Julien's Creek, Portsmouth, VA.

Naval Supply Center, Norfolk, VA.

Naval Ammunition Depot, Earle, N.J.

Long Beach Naval Shipyard, Long Beach, Calif.

Naval Weapons Station, Yorktown, VA.

Billing of transportation charges on bills of lading annotated "Not exported" before accomplishment will be on a domestic basis.

Section III: EXPORT AND IMPORT MOTOR CARRIER SHIPMENTS

57325 PROOF OF EXPORTATION OR IMPORTATION

Certain motor carrier tariffs provide for application of export and import rates in lieu of domestic rates but contain no provisions requiring that proof of exportation or importation be furnished on such shipments. However, Navy transshipping activities will maintain records on export-import freight moved under motor carrier tariffs at export-import rates in order that information can be furnished when requested by government agencies or motor carriers.

PART E: GOVERNMENT BILLS OF LADING

Section I: GENERAL

57400 PURPOSE AND SCOPE OF GOVERNMENT BILLS OF LADING

Instructions in paragraph 57401-57471 govern the use, issuance,

preparation, distribution, and accountability of U.S. Government Bills of Lading (Standard Forms 1103-1106 and U.S. Government Transit Bills of Lading (Standard Forms 1130-1134) by Navy activities on all shipments beyond the cognizance of the Military Traffic Management Command. The instructions in paragraph 57401-57471 do not apply to shipping or receiving activities within the United States except Alaska and Hawaii unless specific reference is made to such provisions in other portions of this volume. Special instructions pertaining to the applications and issuance of government bills of lading for ocean shipments and certain shipments of household goods, personal effects, and privately owned vehicles are provided in Chapter 6, and Transportation of Personal Property. Instructions pertaining to the application of government bills of lading issued for shipments under the cognizance of the Military Traffic Management Command (i.e., between points in the United States except Alaska and Hawaii are provided in Transportation and Travel, Military Traffic Management Regulation, Chapter 214.

57401 BASIC SETS OF BILLS OF LADING AND RELATED FORMS

1. FORMS USED. The standard forms listed in the following table have been prescribed for use in the preparation of the U.S. Government bill of lading and the U.S. Government transit bill of lading. These standard forms are printed and identified as follows:

Item No.	Description of forms	U.S. Government bill of lading	U.S. Government transit bill of lading	Continuation sheet
1	Original	1103	1131	1109
2	Shipping Order	1104	1132	1110
3	Freight Waybill-Original	1105	1133	1111
4	Freight Waybill-Carrier's Copy	1106	1134	1112
5	Memorandum-Property Shipped Copy	1103a	1131a	1109a
6	Memorandum-Property Received Copy	1103b	1109b	1109a
7	Memorandum	1103a	1131a	1109a

2. DISPOSITION OF UNFIT BILL OF LADING OR BILLS OF LADING ISSUED PRIOR TO SHIPMENT CANCELLATION. When bills of lading have become mutilated or otherwise unfit for use, all parts except the original will be destroyed. The original bill of lading will be marked "Canceled" or "Void" and will be filed in the property shipped bill of lading file with an annotation to explain the reason for such action. When circumstances prevent filing of the canceled or voided original document, the property shipped copy or a substitute memorandum copy, with appropriate notation of disposition of the original bill of lading, will be filed in the property shipped file. When a government bill of lading has been issued and the carrier's equipment is dispatched to the consignee's point of pickup before shipment has been canceled, the government bill of lading must not be canceled; it should be property annotated to show why shipment was canceled and carrier will use this document to support his billing for costs incurred to dispatch his equipment and return of equipment to his terminal.

57402 SUPPLY OF FORMS

Government bills of lading and related forms are carried in the Navy Supply System as cognizance symbol I items. Requisitions

for stocks of such forms will be submitted to appropriate stocking points listed in paragraph 26205.

57403 ACCOUNTABILITY FOR FORMS

1. GENERAL. Activities making shipment via commercial carriers will maintain an appropriate numerical record of all government bills of lading issued and on hand. This is for the purpose of fixing accountability on personnel responsible for maintaining stocks and issuing government bills of lading. All activities will maintain in a numerical file appropriate accountability record of the serial numbers of government bill of lading received from distribution points for subsequent issue to carriers, other activities, contractors, subcontractors, or representatives of the Material Inspection Service, USN, and those canceled, spoiled, lost, stolen, missing, or used for specimen purposes. Normally, naval activities will maintain such accountability on the Bill of Lading Accountability Record (Standard Form 1121). When government bills of lading are placed with in the subcustody of persons within the issuing activity, a temporary record of such subcustody will be maintained at a central point within the activity. After the entire block of such bills of lading has been issued to carriers on otherwise disposed of, the central records will be brought up to date to reflect their use or disposition.

2. RECEIPTS. Upon receipt of a supply of government bills of lading, the responsible official will open all boxes and manually count all blank government bills of lading to ensure that each government bill of lading in numbered consecutively, thereby verifying that none is missing. Numbers appearing on the bills of lading will be recorded. When discrepancies are found, the distribution point from which the supplies were received will be notified.

3. DISTRIBUTION POINTS. When a supply of government bills of lading is furnished to a requesting activity, distribution points within the forms and publications segment of the Navy Supply System will maintain the following information:

1. the prefix symbol and serial numbers of the government bills of lading supplied,
2. official name of the activity to which the supply was shipped,
3. date on which shipment was effected.

57404 RECORD OF USE AND NONUSE

1. GENERAL. Blank bills of lading will be filed in numerical sequence. Storage space containing blank bills of lading will be locked or otherwise secured when not in use. The "Property shipped" memorandum copies of the bill of lading, Standard Form 1103a and 1131a, after being receipted by the initial carrier, will be filed in numerical sequence by the issuing activity. See paragraph 23012-2 for the procedure for filing the "Property received" memorandum copies.

2. EMERGENCY TRANSFER. In emergencies, naval activities may furnish government bills of lading to another naval activity from stock on hand. Such transfers will be made only in complete pads or packages and an appropriate record will be maintained.

3. LOST OR STOLEN BLANK ORIGINAL BILLS OF LADING. If original bills of lading are discovered to have been lost or stolen, the custodial officer will notify all local carriers not to honor such bills of lading and advise the Navy Regional Finance Center, Washington, D.C. in order that appropriate action can be taken.

Section II: USE OF GOVERNMENT BILLS OF LADING

57410 GENERAL

Except as otherwise provided herein, the government bill of lading will be used for the procurement of commercial transportation services when the charges for such services are properly payable by the Government. A government bill of lading will not be used when a carrier demands prepayment of the transportation charges. When a carrier declines to accept a government bill of lading as a contract of carriage, shipment will be made on a commercial bill of lading acceptable to the carrier performing the transportation service.

57411 WHEN GOVERNMENT BILLS OF LADING MAY NOT BE USED

Government bills of lading will not be used for:

1. procurement of services which are not provided for by tariffs, schedules, and tenders of rates filed by carriers performing the transportation service or are not primarily transportation services;
2. shipments of surplus property when sold on an f.o.b. origin basis:
3. drayage service as defined in paragraph 52461;
4. parcel post shipments;
5. personal baggage checked on tickets issued in conjunction with passenger travel, unless required by tariffs on exceptional classes of property;
6. ocean shipments made under the provisions of a Military Sealift Command shipping contract;
7. domestic shipment to first destination within the Navy of supplies and equipment procured from nonappropriated funds.

Section III: ISSUANCE OF GOVERNMENT BILLS OF LADING

57420 PERSONS AUTHORIZED TO ISSUE

Only transportation officers, as defined in paragraph 51057, are authorized to issue government bills of lading and then only provided that there are shipment authorities which authorize the shipment of property (see paragraph 52000).

57421 ISSUANCE AFTER PERFORMANCE OF SERVICE

The issuance of a government bill of lading after the transportation service has been performed is prohibited except:

1. when required for conversion of commercial shipping documents used,
 2. when the supply of government bills of lading at origin has been exhausted,
 3. when the furnishing of a government bill of lading would unduly retard the shipment of urgently needed materials.
- In these instances, the commercial shipping documents must be annotated "To be converted to a U.S. Government bill of lading".

57422 SHIPMENTS MADE BY ONE GOVERNMENT DEPARTMENT FOR ANOTHER

When one government department makes a shipment for another government department, the requesting department may furnish the bills of lading to the department making the shipment. When it is impracticable to furnish the bills of lading, full information should be furnished regarding the appropriation chargeable, the name and address of the disbursing office to whom the carrier should submit his bill, and complete instructions relative to the distribution of the required number of memorandum copies. Within the Department of Defense, with respect to newly procured material purchased under single service purchase assignment, the government bills of lading generally are issued by the procuring department as provided in the Armed Services Procurement Regulation (ASPR 5-1117).

Section IV: PREPARATION OF GOVERNMENT BILLS OF LADING

57430 INTRODUCTION

This section prescribes the information to be shown on the original and all copies of the bill of lading. When multiple entries are required in a space for which there is insufficient room, such as shipment authorities, marks, or appropriations chargeable, the space provided will bear the notation "See above" or "See below" and the required information will be shown in the "Description of articles" column immediately above the description of the item(s) to which it applies. When cross-referencing government bills of lading, see paragraph 52400-1.

57431 PREPARATION OF FORMS

1. GENERAL. All copies in a set of forms which comprise the government bill of lading will be prepared at the same time by the use of carbon paper or other efficient method. When forms are handwritten, ordinary lead pencils should not be used. When multiple bills of lading bearing the same information are to be prepared, duplicating machines may be used to advantage. Copies legible enough for photographing will be produced since subsequent records are made and maintained by microfilm processes. When unassembled sets are prepared, one legible memorandum copy will be stamped "Property shipped" and another "Property received".

2. TRANSPORTATION COMPANY TENDERED TO. The full name of the carrier to whom the shipment is tendered for transportation will be shown in the "Transportation company tendered to" space. When the name of the carrier does not indicate the method of transportation employed, the notation (air), (motor), (rail), or (water) will be entered following the name of the carrier as an aid in the compilation of statistical data.

3. ROUTE ORDER/RELEASE NO. The Military Sealift Command clearance number or other route order number with prefix or suffix symbols, when used, will be shown in the "Route order/Release No." space on the bill of lading.

4. VEHICLE IDENTIFICATION. The appropriate ownership, identifying name or number, and manufacturer's symbol designation of the vehicle in which the shipment was transported, when appropriate, will be shown in the spaces provided for "Size car in feet", "Marked capacity of car", and "Date car furnished". The date that the carrier's equipment was made available for loading also will be inserted. When other than rail cars are used, the word "car" shown in the printed spaces will be crossed out and the word "barge", "plane", "truck", or "vessel" will be

inserted.

5. DATE BILL OF LADING ISSUED. The date of issue will be the date on which the first entry is made on the bill of lading and will be entered in the "Date B/L issued" space.

6. FROM (SHIPPING POINT). The name of the point at which the shipment is actually tendered to the initial carrier will be shown in the "From (shipping point)" space.

7. FROM (FULL NAME OF SHIPPER). The name of the shipping establishment will be shown in the "From (full name of shipper)" space except when government bills of lading are issued to a contractor or other authorized shipper to cover a shipment at government expense from a point at which no transportation officer is available. In such instances, only the name, address, and designation of the actual shipper will be shown in this space.

8. MARKS

a. General. All markings which are common to the various packages or items making up the shipment will be shown under the heading "Marks". Any marks having reference to transportation, delivery at destination, or identification of packages or items en route or at destination will be shown. Additional instructions pertaining to information to be entered in this space are provided in subparagraph b and c.

b. Shipments for Other Than the Billed Consignee or for Transshipment. When a shipment is intended for an activity other than the billed consignee or is intended for transshipment, the ultimate consignee and destination (clear or coded) will be shown in the "Marks" space preceded by the word "For". Information relative to the numerical priority designator and the delivery date will be shown also (see paragraph 22001 and Afloat Supply Procedures, paragraph 3049 and paragraph 3050).

c. Special Notations. Notations as to the character of a shipment also will be shown in the "Marks" space. In order to protect the application of export rates on Navy material shipped to ports, shipping activities will annotate all government bills of lading covering rail carload shipments to Navy activities at ports, "For export".

9. CONSIGNEE. The designation or official title of the consignee and the official name of the activity or installation will be shown in the "Consignee" space. When the consignee's post office address differs from the point to which the shipment is consigned, the post office address will be added in parentheses. When delivery at a specific plant or warehouse of the consignee is desired, that information also will be indicated.

10. DESTINATION. The name of the carrier's station at which delivery will be effected will be shown as the destination point. When shipments are for export, import, or transshipment, the name of the appropriate port or point of transshipment will be shown in the "Destination" space. In addition, the precise identification of the terminal or pier facility within such port or point will be indicated.

11. ROUTING (VIA). The name of the carrier(s) desired to transport the shipment from the point of origin to point of destination as indicated in subparagraph 10 will be entered in the "Via (route journey only, etc.)" space. However, when it is impractical to select the best complete route from origin to destination, the name of only the origin carrier will be shown.

When less than load quantities are shipped, only the name of the origin carrier will be shown unless it is advantageous to the Navy to do otherwise.

12. PICKUP SERVICE. When applicable, the space marked "Carrier furnished pickup" will be checked and initialed by any authorized person having accurate knowledge of the facts. When carrier's tariffs provide for the assessment of an additional charge for pickup service and the shipper requests that such service be performed by the carrier, the following endorsement will be placed on the bill of lading:

"Pickup service requested of and performed by (insert carrier's name and name of person ordering service).".

This endorsement will be shown on the bill of lading as prescribed in Administrative Directions No. 2 on the back of the bill of lading and must be signed by or for the person ordering the pickup service. With respect to newly procured material shipped from contractor's plants, the payment of such charges is generally the responsibility of the vendor (see paragraph 23026-5).

13. CHARGES TO BE BILLED TO. See paragraph 52400-3 for instructions pertaining to information to be inserted in the "Charges to be billed to" space.

14. APPROPRIATION CHARGEABLE. The appropriation chargeable, the name of the government agency, and when applicable, the full allotment symbol will be shown in the "Appropriation chargeable" space.

15. ISSUING OFFICE. The official name of the activity at which the bill of lading is issued will be shown in the "Issuing offic" space. The address also will be entered unless it is shown in the "From (shipping point)" space. When continuation sheets are used, the name and location of the issuing office will be shown in the spaces provided for "Department or establishment and bureau or service" and "Location".

16. NAME AND TITLE OF ISSUING OFFICER. The name and title of the officer issuing the bill of lading will be shown in the "Name and title of issuing officer" space.

17. NUMBER AND KIND OF PACKAGES. The number of packages or containers, type of packages (barrels, boxes, crates, etc.), and the number and kind of pallets used, if any, will be shown in the spaces provided. The number of articles or inner containers in any barrel, box, crate, or other receptacle will not be shown. When articles are shipped on strapped pallets, the number of containers on each pallet will be shown; e.g., 6 pallets of 24 boxes each. When articles are shipped loose, the number of pieces or units will be shown in the "Package No." column. No entry is required when a shipment consists of dry bulk freight such as coal, gravel, or sand. Different types of packages or containers will be listed separately.

18. DESCRIPTION OF ARTICLES. The proper description of the articles in accordance with tariffs of the carriers performing the transportation will be shown in the "Description of articles" space. When required by this volume or other directives, additional information pertinent to the transportation also will be entered in this space. (See paragraph 54054. for instructions pertaining to the inclusion of transportation account codes.) When the space provided in the "Description of articles" column is not adequate, continuation sheets will be used. A summarization of the total weight and the dunnage covered in each continuation sheet will be shown on the original bill of lading.

19. NUMBER ON PACKAGES. When packages are serially numbered, such numbers will be shown in the "Numbers on packages" space on the same line with the entry describing the type of package and the articles.

20. WEIGHTS. Directly opposite the "Description of articles" and "Number of packages", the aggregate weight in pounds of the total number of each different type of loose piece, package, or container of the different articles comprising the shipment will be shown separately. In overseas areas where transportation charges are assessed on other units of weight of measurement, weights will be stated in accordance with local custom or the requirements of the carrier. Some countries may require that the weight of the article(s) and the weight of the packing and packaging employed be shown separately on the bill of lading for the purpose of assessing export or import duties.

21. DUNNAGE. When bracing or blocking materials, racks, stakes, or the like are used for the protection of cargo while in transit, the weight of such material will be shown separately in the following manner:

Material	52,300 lbs.
Dunnage	450
Total	52,750 lbs.

22. CUBIC MEASUREMENT. When shipments are forwarded to ports for further shipment by ocean carriers or are loaded on ocean vessels, the total measurement of the shipment in cubic feet will be shown on the bill of lading. When a shipment is made up of multiple items, the cubic measurement of each item or group of items and the total number of cubic feet will be shown. On shipments forwarded via air carriers, the aggregate cubic measurement of the entire shipment will be shown plus the cubic dimensions and individual weights of each piece or package which equals or exceeds 250 cubic inches per pound.

23. CERTIFICATE OF ISSUING OFFICER

a. Authority for Shipment. Reference to the shipment authority (see paragraph 52000) which authorizes the shipment of the articles will be shown on the first line of this space. When several lots of material are shipped which are covered by different shipment authorities, reference to each governing authority will be shown immediately above the description of the respective item or items in the "Description of articles" column. When a shipment is supported by numerous shipment authorities all of which are payable from a single appropriation, a summary of the several shipment authorities may be shown on the bill of lading at the option of the issuing officer.

b. Contract or Purchase Order Reference. When a shipment is covered by a contract, purchase order, or other procuring document, the number and date of this document and the f.o.b. point of the shipment will be entered in the spaces provided. When the terms provide that transportation is a government expense from a specified f.o.b. point, such point will be entered as the f.o.b. point.

24. SEAL RECORD. The numbers of seals applied in accordance with paragraph 52200 will be entered on the government bill of lading in the space marked "Seal Nos.". In the "Applied by" space will be entered "Shipper", or otherwise as appropriate. If additional space is needed, "see below" will be inserted and the seal numbers will be entered under "Description of articles".

25. VALUATION OF SHIPMENTS

a. General. The value of property shipped for the Government or for which the Government is responsible for the payment of the transportation charges will not be shown on the bill of lading except as provided in subparagraph b through e. (Special instructions pertaining to import shipments are provided in subparagraph 26.)

b. Freight Shipments. When rates are based upon the value declared, the bill of lading will be annotated to show that the shipment is released at the maximum value which applies to the lowest published rate or classification rating.

c. Household Goods and Personal Effects. Household goods, authorized baggage, professional books and papers, and personal effects shipped at government expense will be shipped at the maximum released value applicable to the lowest rate or classification rating published by carriers and a notation to that effect will be shown on the government bill of lading covering such shipment. However, upon written request of the owner of such property with his written agreement to pay such excess costs as may be incurred over the cost of shipment made in accordance with governmental regulations, shipments may be made at a specified higher valuation to such extent as permitted by carriers. The bill of lading and the outside containers or packages comprising the shipment, if required by the carriers, will be annotated to indicate the higher valuation desired by the owner of the property. Such notation will be in the form required by the carrier.

d. Notice to Carriers. When transportation officers tendering shipments believe that the interest of the Government requires, or when carriers request advance information of unusually highly valued shipments, an estimate of the value of such shipments when in excess of \$5,000 will be furnished. Furnishing of such approximate value on classified shipments is not in conflict with security requirements provided no other information except that which is essential for the movement of the shipment is furnished to the carrier. This estimate of the value of the shipment will not be shown on the bill of lading or by notation on the outside container(s) of the packages comprising the shipment.

e. Shipments From Nonmilitary Sources. When a transportation officer issues bills of lading for use by a contractor or other shipper to cover shipments from points at which no transportation officer is available, the issuing officer will provide the shipper with full instructions relative to the valuation, if any, to be shown on the bills of lading.

26. IMPORT SHIPMENTS

a. General. Ordinarily, duty is payable for the importation of supplies obtained outside the United States. Consequently, in every case, shipping documents covering property imported into the United States by the Navy will be annotated so as to indicate the estimated value in United States dollars of the material being imported. Duty free entry may be claimed under the following conditions:

1. on emergency purchases of war materials abroad by a military department (10 U.S. Code 2383);
2. for certain supplies (not including equipment) purchased for vessels or aircraft operated by the United States (19 U.S. Code 1309);
3. for returned material of United States origin, provided that it has not been advanced in value or improved in condition

by any process of manufacture or other means and that no drawback has been or will be claimed on such articles. (Tariff Act of 1930, Paragraph 1615(a) as amended) (19 U.S. Code 1201)

b. Information to be Shown on Shipping Document. When duty free entry is to be claimed under the circumstances in subparagraph a, the following statement will be entered on shipping documents immediately below the description of the articles comprising the shipment:

"U.S. NAVY--DUTY FREE ENTRY TO BE CLAIMED pursuant to (insert '(10 U.S. Code 2383)', '(19 U.S. Code 1309)', or '(Tariff Act of 1930, Paragraph 16159(a), as amended--19 U.S. Code 1201)', as appropriate). Upon arrival at port of entry, collector of customs, kindly notify the (insert title and address of government representative) who will execute Customs Forms 7501 and 7501-A and the Duty Free Entry Certificate."

Activities responsible for preparation of documents required by the U.S. Bureau of Customs will be determined in accordance with instructions in paragraph 56200-5. Instructions for preparation of Customs Forms 7501 and 7501-A and Duty Free Certification are contained in paragraph 56203.

c. Distribution of Shipping Documents. In addition to the distribution required by paragraph 57471, two memorandum copies will be placed in a sealed envelope addressed to the Collector of Customs, U.S. Port of Entry, which will be given to the carrier's agent for delivery to the collector of customs.

Section V: RECEIPT OF SHIPMENTS FROM COMMERCIAL CARRIERS

57440 VERIFICATION OF SERVICE AND DELIVERY OF ARTICLES SHIPPED

Receiving activities will check carefully the consignee's copy of the government bill of lading against a tally of the shipment delivered by the carrier to determine that the cargo described on the government bill of lading has been delivered and the service rendered by the carrier fulfills the requirements of the bill of lading. Copies of applicable tally sheets or carriers delivery documents will be filed with a copy of the government bill of lading to provide a complete record of shipment receipt. Receiving activities will maintain adequate suspense filed copies of government bills of lading to identify shipments that have not arrived within 30 days after receipt of the government bill of lading.

57441 ANNOTATION OF CARRIER'S DELIVERY RECEIPT

Any damage, shortage, or loss that is not of a concealed nature will be noted on the carrier's delivery receipt, signed by the transportation officer, transportation agent, or other qualified person, and acknowledged by the signature of the carrier's representative. Such notations will be of a specific nature. Also, these notations will be made on consignee's copy of carrier's delivery receipt. Under no circumstances will qualified statements or notations such as "Subject to count and inspection" be made on the carrier's delivery receipt. This latter requirement is equally applicable to any shipping or receiving document, whether or not irregularities exist.

57442 MATERIAL INSPECTED AND REJECTED AT DESTINATION BUT NOT REMOVED FROM CARRIER'S EQUIPMENT

When material shipped on a government bill of lading is inspected at destination and formally rejected because it

nonconforms with contract specifications and is not removed from carrier's equipment, the consignee will prepare a bill of lading correction notice indicating that the material was rejected at destination and not removed from carrier's equipment. Also, the official who designated the original destination of the shipment will be contacted by the consignee to determine disposition of the rejected material. Details on the preparation and distribution of the government bill of lading correction notice are contained in paragraph 57455-57458.

57443 SUBSTITUTION OF THE FREIGHT WAY BILL (ORIGINAL) AS SUPPORT FOR BILLING IN LIEU OF LOST OR DESTROYED ORIGINAL GOVERNMENT BILL OF LADING

1. CIRCUMSTANCES REQUIRING SUBSTITUTION. If the original government bill of lading cannot be found after diligent effort has been made to locate it and it is evident that the document has been lost or destroyed, the carrier may, after certification by the issuing office, use the U.S. Government Freight Waybill (Original) (Standard Form 1105) or the U.S. Government Transit Freight Waybill (Original) (Standard Form 1133) as a substitute document with which to support his billing. Reproduced copies of either document will not be acceptable. Whenever the original government bill of lading and the original freight waybill become lost or have been destroyed, the carrier must obtain a certified true copy of the issuing office memo copy of the government bill of lading which must be properly annotated by the transportation officer and completed in accordance with existing regulation.

2. CERTIFICATION BY THE ISSUING OFFICE. In order to use the original freight waybill as a substitute document to support his billing, the carrier must first forward the freight waybill (original) to the issuing office which will investigate to determine that the services were requested. After this determination has been made, the issuing office will place the following certification on the reverse of the freight waybill:

"I certify that the services shown on this freight waybill were requested".

Signature of Issuing Officer

Date

The issuing officer then will return the freight waybill to the carrier which must place, on the reverse, a properly executed certificate of delivery identical to that on the face of the original bill of lading. The carrier then may use the freight waybill to support his billing.

3. RECORDS AND CONTROLS TO BE MAINTAINED. The issuing officer will note all certifications of freight waybills in the bill of lading accountability record and promptly notify the Navy Regional Finance Center, Washington, D.C., where a system of controls is maintained that is designed to avoid duplicate payment of the transportation charges involved.

4. ORIGINAL BILL OF LADING LOCATED BEFORE SETTLEMENT OF BILL. If the original bill of lading is located by either the Government or the carrier before settlement is made on the freight waybill, the original bill of lading will be submitted therefor and the freight waybill will be marked immediately with the notation:

"CANCELLED-ORIGINAL BILL OF LADING LOCATED AND DELIVERED TO THE DESTINATION CARRIER"

The cancelled freight waybill then should be returned to the

issuing office for association with the accountability record. The administrative accounting office concerned will be notified so that payment then can be made on the original government bill of lading.

5. ORIGINAL BILL OF LADING LOCATED AFTER SETTLEMENT OF BILL. If the original bill of lading is located after settlement is made on the freight waybill (original), the original bill of lading will be forwarded with appropriate advice to the administrative office concerned, there to be properly voided and inscribed with the disbursing office symbol number, the disbursing office voucher number (or the General Accounting Office certificate of settlement number), and the date paid. The voided original bill of lading then will be transmitted to the General Accounting Office.

Section VI: ALTERATIONS AND CORRECTIONS

57455 GENERAL

This section prescribes the use of the Government Bill of Lading Correction Notice (DD Form 1352) for effecting alterations and corrections to government bills of lading. It also provides guidance in the preparation and distribution of DD Form 1352. Recipients of a correction notice will alter or correct the bill of lading as indicated and attach the copy of the notice thereto.

57456 DISTRIBUTION

1. GENERAL. Except as provided in subparagraph 2-6, when distribution of the government bill of lading has been made and the transportation charges are affected by the alteration or correction, a Government Bill of Lading Correction Notice (DD Form 1352) will be prepared and the original and all copies will be signed by the origin carrier's representative. However, a DD Form 1352 will not be prepared to make corrections which affect estimated transportation charges when the issuing officer or his designee has determined that the recoverable amount is less than \$15. A legible carbon impression signature on all copies of the form except the original is acceptable. The correction notice will show the originating carrier's address in the block titled "TO" and will be prepared in sufficient quantity to permit the distribution of one copy to the consignee; one copy to the Navy Regional Finance Center, Washington, D.C.; original and one copy to the originating carrier; one copy to the Navy Material Transportation Office, Norfolk, Va.; and one copy for file at the preparing activity.

2. CORRECTIONS AUTHORIZED BY ISSUING OFFICER. When a correction is authorized by the issuing officer, the original government bill of lading and the "Property received" memorandum copy will be corrected and then annotated "Authority of issuing officer (insert date and signature)".

3. CORRECTIONS NOT AUTHORIZED BY ISSUING OFFICER. When it is necessary for the consignee to make corrections which have not been authorized by the issuing officer, the consignee will notify the issuing officer in writing, unless it is obvious that the corrections are necessary to reflect the facts relating to the shipment. If a reply to this notification is not received within 30 days, the correction will be made by the consignee and the bill of lading will be annotated "Corrected with authority of the issuing officer (insert date and signature)". The consignee will inform the issuing officer of the number of the bill of lading, the date of issuance, and the corrections made.

4. NOTICE TO ISSUING OFFICER. The consignee will notify the

issuing officer of any changes made which are necessary to complete the records of the issuing officer. However, minor changes which do not affect the transportation charges may be made without notifying the issuing officer but a record of the changes will be attached to or noted on the "Property received" memorandum copy of the government bill of lading.

5. CHANGE IN QUANTITY SHIPPED. The government bill of lading may be corrected by the consignee to reflect the quantity received when there has been an obvious error in the preparation of the government bill of lading. However, no correction will be made by the consignee to show a greater quantity received than that shown as shipped under the government bill of lading. Such cases will be referred to the issuing officer for adjustment with the initial carrier. When such corrections are accepted by the carrier, the issuing officer will forward two copies of the carrier's letter or correction authority to the consignee. The consignee will make the necessary correction or adjustment on the government bill of lading and will attach a copy of the carrier's authority to the original and the "Property received" memorandum copy of the government bill of lading. A brief reference to the carrier's authority will be made on the face of the government bill of lading.

6. CORRECTION AFTER SURRENDER OF BILL OF LADING TO CARRIER. When a correction affects the freight charges or changes the designated disbursing officer, a DD Form 1352 will be prepared in sufficient quantity to provide the following distribution. The original will be forwarded to the disbursing office shown in the "Charges to be billed to" space on the government bill of lading. Copies will be furnished to the delivery carrier's local agent, the officer issuing the bill of lading, the Navy Material Transportation Office, and to each recipient of a memorandum copy of the original government bill of lading. One copy will be attached to the "Property received" memorandum copy of the government bill of lading for filing. When other changes in information, such as contract or purchase order data are necessary, the DD Form 1352 will be forwarded only to the disbursing officer shown on the government bill of lading. In this case also, a copy of the DD Form 1352 will be attached to the "Property received" memorandum copy of the government bill of lading.

57457 MINOR CORRECTIONS

Typographical errors or changes in words which do not change the meaning of the data entered on bills of lading need not be specifically authorized or initialed.

57458 CORRECTIONS BY GOVERNMENT PERSONNEL OTHER THAN ISSUING AND ACCOMPLISHING OFFICERS

Any corrections considered to be proper or remarks found to be necessary by anyone in the employ of the Government other than the issuing or accomplishing officer or his authorized representative will be entered on the reverse of the U.S. Government Bill of Lading (Standard Form 1103). Such entries will be dated and signed and will indicate the official title of the person making the entry as well as the official name of the station at which he is employed.

Section VII: DISTRIBUTION OF GOVERNMENT BILLS OF LADING

57470 TENDER OF SHIPMENTS TO CARRIER

1. NUMBER OF COPIES OF BILL OF LADING. When shipments are

tendered to a carrier for transportation, the original, shipping order, two waybill copies, and the required number of memorandum copies of the bill of lading, depending on the nature of the shipment, will be presented to the carrier for receipt purposes.

2. RECEIPT BY CARRIER. All copies of the bills of lading will be received by the carrier to show the carrier's name, the date of receipt by the carrier, and the signature of the carrier's agent. Carbon paper may be used.

57471 DISTRIBUTION BY CONSIGNOR

1. ACTION BY ISSUING OFFICER. Except as provided in subparagraph 2-6, after the original bill of lading and all copies have been received by the carrier, the original, the shipping order and two waybill copies will be given to the carrier, and the property shipped copy will be kept by the issuing officer for record purposes. The property received copy will be forwarded to the consignee by the most expeditious means available to assure arrival with, or in advance of, shipment. The property received copy may be given to the carrier for delivery to the consignee when this method is faster than mail service and is acceptable to the carrier. When the method is used, a memorandum copy of the bill of lading will be mailed to the consignee. For MILSTRIP shipments, other than movements to a water terminal for export, the property received copy of the bill of lading will be accompanied with a copy of the DOD Single Line Item Release/Receipt Document (DD Form 1348-1).

2. FORWARDING OF MEMORANDUM COPIES OF BILLS OF LADING

a. Notations on Shipping Documents. The U.S. Government Bill of Lading (memorandum copy) (Standard Form 1103a) and the U.S. Government Transit Bill of Lading (memorandum copy) Standard Form 1131a) forwarded to the Navy Material Transportation Office will be stamped "Accounting copy".

b. Forwarding Instructions. Standard Forms 1103a and 1131a will be forwarded daily. Activities located in the First, Third, Fourth, Fifth, and Sixth Naval Districts, and the Naval District, Washington, D.C., will forward documents by surface mail. Activities located elsewhere will forward the shipping documents by air mail. Outer envelopes or packages will be addressed as follows:

Officer in Charge
U.S. Navy Material Transportation Office
Bldg. A-133, Naval Station
Norfolk, Va.

3. SHIPMENTS BILLED TO TRANSPORTATION OFFICERS. When shipments are billed to transportation officers for the account of other persons, the original and "Property received" copy will be forwarded to the transportation officer at the billed destination.

4. PERSONAL PROPERTY. Distribution of government bills of lading used to effect shipments of household goods, personal effects, and privately owned vehicles of military or civilian personnel of the Government will be made in accordance with Transportation of Personal Property.

5. CONTRACTORS. When issuing officers forward government bill of lading to contractors or subcontractors for use in making shipments at government expense, one partially completed memorandum copy will be retained by the issuing officer pending receipt of a copy with all data inserted by the vendor. Upon receipt of the completed copy, the tickler file copy may be

destroyed.

6. OCEAN SHIPMENTS. Government bills of lading covering ocean shipments controlled by the Military Sealift Command will be distributed in accordance with MILSTAMP(DOD Regulation 4500.32-R), Appendix F.

PART F: NAVY STEEL CARGO CONTAINERS AND ARMY AND AIR FORCE STEEL CARGO CONTAINERS

Section I: NAVY STEEL CARGO CONTAINERS

57520 IDENTIFICATION

Navy steel cargo containers, identified by the symbol SEACON, are grey in color and are fabricated of the same material as are the Army and Air Force steel cargo containers identified by the symbol CONEX except that the Army and Air Force containers are painted an olive drab color.

57521 NAVY STEEL CARGO CONTAINERS

1. NAVY USE. Navy steel cargo containers (SEACONS) will be used by Navy tidewater terminal commands for:
 1. transporting shipments of classified material to, from, and between overseas commands;
 2. transporting shipments of high-value low-volume commodities which because of their fragility are subject to breakage or are unusually susceptible to pilferage;
 3. return to the United States except Alaska and Hawaii of crated and packaged household goods and personal effects in foot lockers or seabags, when empty Navy steel cargo containers are available and otherwise would have to be returned empty;
 4. transportation of fleet post office mail to the United States except Alaska and Hawaii when no other return cargo is available and if full utilization of the bale capacity of the container can be realized.
2. NON-USE. Navy steel cargo containers will not be used for:
 1. inland shipments to or from the port except when authorized by the Naval Supply Systems Command,
 2. storage purposes.
 3. the transportation of Army and Air Force mail,
 4. the return of empty mail sacks, mail bag locks, and other mail equipment; these items are transported without charge by commercial carriers under existing agreements between the ocean carriers and the U.S. Post Office Department.

Section II: ARMY AND AIR FORCE STEEL CARGO CONTAINERS

57530 IDENTIFICATION

Army and Air Force containers known as CONEX transporters are similar to the Navy general purpose steel shipping containers except that the Army and Air Force containers are of olive drab color.

57531 ARMY CONTAINERS

1. USE. The use of Army steel cargo containers (CONEX) for Navy responsible cargo is restricted because of the additional transportation costs incurred through the use of the container.

Accordingly, Navy activities will use Army steel cargo containers only for the forwarding of classified shipments from overseas points to the Naval Supply Centers, Norfolk and Oakland, and the Naval Supply Depot, Seattle. In such instances, the Army steel cargo containers will be unloaded within the port activity area.

2. NON-USE. The Army steel cargo containers will not be used in the following cases:

1. when Navy steel cargo containers are available,
2. for transporting mail or other unclassified Navy cargo under any circumstances,
3. for transshipment of Navy cargo through Army terminals.

57532 RESTRICTIONS

Activities in Alaska and Hawaii and outside the United States requiring Army and Air Force containers will place a request upon the CONEX control officer of the local Army or Air Force command. Navy activities desiring to use Army and Air Force steel cargo containers for service other than that specified in paragraph 57531 will request approval from the Naval Supply Command (Deputy Commander, Transportation).

57533 RECEIPT AND DISPOSITION

Navy activities receiving Army and Air Force steel cargo containers loaded with Navy cargo either from other Navy activities or from Army or Air Force activities will immediately unload the Army and Air Force steel cargo containers and make them available to the nearest Army and Air Force command, preferably an Army terminal.

57534 MOVEMENT REPORTING

1. GENERAL. All Navy activities which ship, transship, or receive Navy requested empty Army and Air Force steel cargo containers or Army and Air Force steel cargo containers loaded with Navy responsible cargo will report in accordance with the instructions in this paragraph.

2. REPORT FORMAT. A cargo transporter report will be forwarded by unclassified message to the Commanding Officer, Joint CONEX Control Agency, Tobyhanna Army Depot, Tobyhanna, Pa., within 24 hours after receipt or shipment of Army and Air Force steel containers.

3. PREPARATION (REPORT SYMBOL (RCS TC-117) (R2) (4610)). "Cargo Transporter Report (RCS TC-117) (R2) (4610)" will be shown in the heading. Immediately under the heading will be included the applicable items of information from the list in subparagraph 4. The items applicable to the various types of reports are explained in subparagraph 4. Each item of information will be identified only by the alphabetical designator indicated in subparagraph 4. Reports will be limited to the desired items of information.

4. REPORT CAPTIONS. The following letter designators will be used as report captions for information to be included in the cargo transporter report:

Designator	Information to be included
F	Name of reporting activity. Official abbreviations may be used, but initials alone are not to be used.
N	CONEX serial numbers.
C	Contents. To be reported only by consignor activities, one of the following will be indicated: NAVY--Navy or Marine Corps material MAIL--FPO mail BAG--Any type baggage HHG--Household goods MTY--Empty CONEX
D	Date shipped or returned to Army or Air Force command
X	Date received in transit. Refers only to CONEX received for transshipment.
Y	Date transshipped. Refers only to CONEX received

for transshipment.
 R Date received by consignee.
 T Dispatched to: name of break bulk or transshipment activity to which container is shipped, or Army or Air Force installation to which empty container is returned.
 V Vessel name. Name of vessel in which containers are moving.

5. USE OF REPORT CAPTIONS. Reporting activities will use captions specified in subparagraph 4 for reporting the situations indicated below:

Situation Reporting information--required captions

Overseas consignor for CONEX loaded in vessel en route transshipment port or United States port	FNCDTV
Transshipping activities:	
Reporting receipts	FNX
Reporting forwarding	FNYYTV
Receiving activities:	
On arrival of CONEX	FNR
On delivery of empty CONEX to Army or Air Force installation	FNCDT

6. SAMPLE REPORTS. The following are examples of typical records:

1. Overseas consignor dispatched in vessel:

"TO: COMMANDING OFFICER, JOINT CONEX CONTROL AGENCY, TOBYHANNA ARMY DEPOT, TOBYHANNA, PA. CARGO TRANSPORTER REPORT (RCS TC-117(R2) (4610))

F NAVSUPDEP GUAM
 N C T
 721 MAIL NAVSUPCEN OAKLAND
 7213 HHG NAVSUPCEN OAKLAND
 2712 NAVY NAVSUPCEN PEARLHARBOR
 D 20 FEBRUARY
 V GEN MANN"

2. Receiving activity in the United States except Alaska and Hawaii:

"TO: COMMANDING OFFICER JOINT CONEX CONTROL AGENCY, TOBYHANNA ARMY DEPOT, TOBYHANNA, PA. CARGO TRANSPORTER REPORT (RCS TC-117 (R2) (4610))

F NAVSUPCEN OAKLAND
 N 721, 7213
 R 13 MARCH"

3. activity in the United States except Alaska and Hawaii, delivery of empty CONEX to Army or Air Force:

"TO: COMMANDING OFFICER, JOINT CONEX CONTROL AGENCY, TOBYHANNA ARMY DEPOT, TOBYHANNA, PA. CARGO TRANSPORTER REPORT (RCS TC-117 (R2) (4610))

F NAVSUPCEN OAKLAN
 N 721, 7213
 C MTY
 D 14 MARCH
 T MILITARY OCEAN TERMINAL, BAY AREA (MOTBA)".

7. REPORT NOT REQUIRED. The cargo transporter report will not be made by Navy activities when the Army and Air Force steel cargo container is moving as an Army or Air Force responsible shipment.

57535 DAMAGE AND REPAIR TO ARMY AND AIR FORCE STEEL CONTAINERS

Navy activities requesting Army and Air Force steel cargo containers for use will inspect them prior to acceptance.

Containers requiring minor repairs may be accepted and only minimum repairs necessary to place containers in service will be made. Containers requiring major repairs will not be accepted. If Army and Air Force steel cargo containers are damaged heavily while in Navy channels, the Naval Supply Systems Command (Deputy Commander, Transportation) will be notified of the specific circumstances surrounding the damage in order that action may be taken to recover for the damage from commercial carriers and to reimburse the Army or Air Force for the loss.

PART G: UNITIZATION OF CARGO FOR OVERSEAS SHIPMENT

57600 DEFINITION AND APPLICABILITY

Unitization refers to the packing of commodities in any low cost container, e.g., tri-wall container, cargo crib, or strapped or glued pallet. Steel cargo containers are excluded for this purpose (see paragraph 57520-57535). Also exempted from this regulation are carrier furnished containers and material received at tidewater already unitized.

57601 NAVY USE

Unitization of cargo for ocean transportation by Navy ocean terminals is appropriate for:

1. items for which the military value is such that the shipment must be received complete and undamaged, and the basic packaging is such that loss or pilferage may occur unless supplemental protection is provided;
2. material received in shipping containers inadequate for further transportation (see paragraph 23062-23112 and 27059);
3. large volumes of small package shipments which, because of the high costs of handling and documentation involved, may be more economically handled and shipped if consolidated, e.g., five gallon paint pails;
4. items which because of their size, value, or fragility are subject to excessive loss, damage, or pilferage in the ocean transportation cycle (Navy exchange type items which require this protection include, for example, razor blades, electric shavers, lipstick, perfume, cologne, toilet water, small radios and appliances, jewelry, lamp shades; sensitive instruments and fragile repair parts are also inappropriate);
5. lift by fleet vessels.

57602 NONUSE

Unitization of cargo for ocean transportation by Navy ocean terminals will not be used:

1. as a substitute for good ship stowage practices, such as proper dunnaging, block stowage, wet stowage for items like vinegar or bleaches, burying of pilferably items, use of security cages on board ship, and use of hand-to-hand signature receipts;
2. for cartons or packages which meet normal standards for domestic transportation except as provided in paragraph 57601;
3. for items of low value per cubic foot, e.g., provisions (packed in glass), beer, candy, toilet articles, paint in cartons, paper products.

PART H: DEMURRAGE AND DETENTION CHARGES

57650 CERTIFICATION OF CHARGES FOR RAIL AND BARGE DEMURRAGE, AND TRUCK DETENTION (CONUS)

1. GENERAL. The instructions in this paragraph amplify the procedures in the Military Traffic Management Regulation (MTMR) (NAVSUPINST 4600.70), Chapter 219. Procedures applicable to overseas activities are covered under paragraph 57651.

2. SUBMISSION OF BILLS. The carrier will submit an original and one copy of the demurrage or detention bill separate from those which document transportation charges to the transportation officer at the location where the demurrage or detention occurred. Bills will include charges for a specific car, truck, trailer, or will be based on an average agreement.

3. CERTIFICATION

a. Verification of Charges. Activities will examine bills for accuracy based on the tariffs or the activity's average agreement and place a proper certification on the reverse of the original bills. (See NAVSUPINST 4600.70, Chapter 219.) If the carrier's bill and the records at the activity do not agree, the difference will be reconciled with the carrier prior to certification of charges due. In the event the carrier's charges cannot be reconciled with records available, the transportation officer will certify only that amount which can be verified. However, processing of the carrier's billing will not be unduly delayed after the original reconciliation and/or adjustment is attempted.

b. Applying Certification. After the charges have been verified, the appropriate certification, as indicated in NAVSUPINST 4600.70, Chapter 219, will be applied to the reverse of the carrier's bill. The certification will include the local funding citation of the activity at which the demurrage or detention occurred (except as indicated in subparagraph d). This will include the applicable 9 elements of accounting data required for Navy regional finance center payment. A copy of the certified carrier bill will be sent to the Navy Material Transportation Office (NAVMTO), Norfolk, Va. 23511. The Navy Management Fund citing TAC N161 and the unit identification code (UIC) of the activity also will be cited on each bill below the local fund citation. The Navy Regional Finance Center, Washington, D.C., will charge all detention and demurrage to the Navy Management Fund. The Navy Management Fund will rebill these costs to the local activity funds.

c. Government Bill of Lading Numbers. The government bill of lading (GBL) numbers, if applicable, also will be shown on bills

for straight demurrage. The original demurrage bill and abstract will be returned to the carrier for submission by the carrier to the Navy Regional Finance Center, Washington, D.C., for processing for payment. The duplicates of the bill and abstract are to be retained by the activity.

d. When Local Funds are not Cited. Local funds will not be cited in the following situations:

1. when demurrage and detention charges are covered by Interservice Support Agreements (ISSA) (i.e., properly the responsibility of other services or agencies):

2. when the demurrage or detention charges should be collected from a contractor because shipments have not met contract requirements (see NAVSUPINST 4600.70 paragraph 219010);

3. when surplus government property is sold to an individual, a commercial concern, or to a state or municipality operated organization or institution other than a National Guard organization, and the property is shipped for the account of the purchaser (see NAVSUPINST 4600.70 paragraph 219011);

4. when such charges are the responsibility of, or are billed through the Military Sealift Command, i.e., ship or terminal demurrage covered under SECNAVINST 4610.12A and "seavans" or "ocean containers";

5. when such charges are caused by DLA and are properly payable by the Defense Fuel Supply System incidental to the delivery of petroleum products to Navy activities (in such cases see paragraph 57653);

6. When demurrage and detention charges are incurred at a Navy activity as a result of actions by the Single Manager (SM) for Conventional Ammunition or some other service/agency, these charges will be billed to the SM or the other service/agency in consonance with JCAP Handling, Transportation and Traffic Management Operating Policies and Procedures. Billings will be accomplished by citing the appropriate TAC or utilizing a Standard Form 1080, as appropriate. The payee will be advised in a timely manner of any demurrage or detention charges being billed.

4. ADMINISTRATIVE REVIEW. The Navy Regional Finance Center, Washington, D.C., will perform an administrative review of carrier's vouchers for demurrage or detention and process for payment.

57651 CERTIFICATION OF CHARGES FOR RAIL AND BARGE DEMURRAGE, AND TRUCK DETENTION (OVERSEAS)

When charges for demurrage or detention are incurred overseas, such charges will be paid out of local funds by the activity arranging transportation, except for situations defined in paragraph 57650-3d. Extraordinary charge received by shore activities that are clearly the fleet units responsibility will be forwarded to the unit for certification, citation of unit funds, and payment overseas. Contested bills will be annotated by the fleet unit citing relevant circumstances and returned to the shore activity. Disputed billings that cannot be resolved will be forwarded to the appropriate type commander for payment. Prior to certification, transportation/supply officers will verify charges to assure that they are properly payable and will certify such bills on the reverse of the bills as follows:

"Date: _____

I certify that the (car, truck, etc.), shown on the bill has been held between the dates and times as stated, that any lawful charge is properly payable from public funds, and that detention of such equipment was caused by (state cause).

Signature, Rank

Appropriation chargeable (local funds)"

Bills will then be paid through local disbursing procedures, and a copy of the bill will be sent to the Navy Material Transportation Office, Norfolk, Va. 23511. The GBL number, if applicable, will be shown as indicated in the preceding certification.

57652 DEMURRAGE AND DETENTION RELIEF

1. GENERAL RELIEF. Depending on the tariff and circumstances involved, claims by activities against carriers for relief from subject charges may be allowed for causes which are not under the control of the activities, such as weather interference, frozen lading, floods, earthquakes, hurricanes, tornadoes, strikes, etc.

2. BUNCHING OF RAIL CARS. Car Demurrage Rules and Charges Tariff No. 4 or Supplements thereto or reissues thereof, contain provisions for free time allowance under certain conditions when cars are bunched, i.e., cars shipped from the same origin on different dates, move via the same route and arrive at an activity on the same date. Claims for allowances will be made in accordance with the tariff when bunching conditions defined therein are prevalent.

57653 DEMURRAGE AND DETENTION CHARGES (DDC) INCURRED DURING THE TRANSPORTATION OF POL (CONUS)

1. GENERAL. The Defense Logistics Agency (DLA) is the single manager for bulk petroleum products to Department of Defense and supplies Defense Fuel Supply Center (DFSC)-owned fuel to Navy bulk terminals for redistribution. Under this arrangement, DLA pays for all transportation and demurrage and detention charges (DDC) for DFSC-owned products for initial distribution. However, receiving activities or ships are responsible for payment of DDC incurred on the delivery of POL under DOD 4140.25-M retail distribution or when not caused by DFSC. When placing requests for transportation services, either to the DFSC field office or direct to the carrier (if authorized by DFSC field office), Navy terminals or ships will attempt to determine the load or off-load time requirement and request a carrier whose tariff allows for sufficient free time to cover the estimated load or off-load time. Navy bulk fuel terminals will arrange for payment of any demurrage or detention bills using procedures in subparagraph 2. Ships will utilize procedures in subparagraph 3.

2. PROCEDURES CONUS SHORE ACTIVITIES

a. Demurrage or Detention Bills. Carriers will be instructed to send any demurrage or detention bills for charges certified correct as indicated in paragraph 57651 to the activity responsible for arranging the delivery. Navy payable DDC incurred on the delivery of POL (except for charges payable by the Military Sealift Command) should be paid through the Navy Management Fund as indicated in paragraph 57650-3b for charges incurred in CONUS and through local procedures as indicated in paragraph 57651 for charges incurred overseas.

b. Responsibility for Payment of DDCs. In the case of shore activities, the arranging activity will be responsible for paying all DDCs incurred.

3. PROCEDURES -- CONUS BASED SHIPS

a. Submission of Bills. The carrier will submit an original and one copy of the demurrage or detention bill for a specific barge, truck, or trailer, separate from those which document transportation charges, to the appropriate Defense Fuel Region (DFR) transportation officer in the following list:

East Coast

Comm: 609-724-3766 DFSC Fuel Region
Autovon: 440-3766 Bldg 19-01 McGuire AFB, NJ 08641

Gulf Coast

Comm: 904-283-2871/2065 DFSC Fuel Region
P.O. Box T.T.
Autovon: 697-9547/9548 Tyndall AFB
FL 32403

West Coast

Comm: 213-548-2731/2736 DFSC Fuel Region 3171 N. Gaffey St.
Autovon: 833-2876/2879 San Pedro, CA 90731

b. Verification of Charges. The DFR will examine the bill for accuracy based on the tariff. Adjustments, if applicable, will be made by the DFR in conjunction with the carrier. The DFR will then forward the verified bill to the ship, requesting that it be processed in accordance with the instructions in subparagraph c.

c. Responsibility for Payment of DDCs. If the demurrage or detention was caused by actions within the control of the ship, the supply officer will certify the bill charging the applicable Fleet Fuel Open Allotment. If the demurrage or detention was clearly beyond the control of the ship, the bill will be annotated with the circumstances involved and forwarded to the ship's type commander. Based on the reported circumstances, the type commander will:

1. Return the bill to the ship with directions to certify the bill charging the Fleet Fuel Open Allotment if the demurrage was a Navy responsibility.

2. Forward the bill to the field activity responsible for the demurrage or detention for certification.

3. Return the bill to the DFR for resolution if the demurrage was caused by the contractor/carrier.

A copy of each bill received and certified by the ship for demurrage and detention charges will be forward to the appropriate Fuel Open Allotment Holder (CINPACFLT/CINCLANTFLT) in order to establish an obligation for the charge.

d. Certification and Payment

(1) Applying Certification. Demurrage and detention bills will be certified or otherwise forwarded by the ship's supply officer as soon as possible after being received from the DFR. The certification of the supply officer will be applied to the reverse of the carrier's bill in substantially the following format:

Date _____

I certify that the (barge, truck, etc.) shown on the bill has been held between the dates and times as stated, that any lawful charge is properly payable from (CINCLANTFLT/CINPACFLT) Fuel Open Allotment, and that (demurrage/detention) of such equipment was caused by (state cause).

GBL No. X-1234567 (if applicable)

Appropriation chargeable (appropriate Fleet Fuel Open Allotment)

Signature Rank

(2) Applicable Funding. The appropriation will include the applicable 9 elements of accounting data.

(3) Invoice Payment. The original certified bill, with supporting documents, will be forwarded to Navy Regional Finance Center, Code FF, Washington, DC 20371 for payment.

PART I: LOADING AND UNLOADING COMMERCIAL HIGHWAY VEHICLES

57700 RESPONSIBILITY FOR LOADING AND UNLOADING COMMERCIAL HIGHWAY VEHICLES

1. GENERAL. Motor carrier tariffs generally provide that the carrier is responsible for loading or unloading his vehicle. Certain tariffs or special rate quotations provide for loading and unloading of the vehicle by the Government (see paragraph 52400-10). Also certain rules in the National Motor Freight Classification pertaining to heavy or bulky articles relieve the carrier of loading and unloading responsibility.

2. RESPONSIBILITY. Transportation officers are responsible for insuring that carriers perform loading and unloading at Navy activities except when tariffs, special rate quotations, or rules in the National Motor Freight Classification provide otherwise. Government bills of lading issued to carriers whose tariffs or Section 22 quotations of the Interstate Commerce Act, 49 U.S. Code Sec. 22 provide that shipper will load and consignee unload, will be clearly marked to show such information (see paragraph 52400-10). When this notation does not appear on the government bill of lading and when the lading does not exceed limitations in the National Motor Freight Classification, the carrier will be required to load and unload the vehicle. There may be instances when it is to the advantage of the Government to perform this function, or when the carrier requests assistance. In such cases the guidance provided by Transportation and Travel, Military Traffic Management Regulation, par. 213010 will govern. Transportation officers are requested to review actual practices periodically to insure that loading or unloading functions are being performed for the carrier only in accordance with these instructions.

VOLUME V: TRANSPORTATION OF PROPERTY

APPENDIX A

CONSIGNMENT OF NAVY MATERIAL TO SHORE BASED ACTIVITIES IN ALASKA, HAWAII, AND POINTS OUTSIDE UNITED STATES

Appendix A is issued and distributed independently of Volume V, proper. Changes will be issued in page reprint form as necessary.