

# AMC FREIGHT TRAFFIC RULES PUBLICATION NO. 5 (AFTRP NO. 5)

**RULES AND ACCESSORIAL SERVICES GOVERNING THE  
MOVEMENT OF DEPARTMENT OF DEFENSE FREIGHT  
TRAFFIC ~~WITHIN THE CONTIGUOUS UNITED STATES~~  
BY AIR CARRIER, AIR FORWARDER, AIR TAXI**



**Headquarters  
Air Mobility Command  
Directorate of Operations—  
Contract Airlift Division  
Scott AFB, IL 62225**

**ISSUED: January 15, 1999**

**EFFECTIVE: January 20, 1999**

***This document supercedes MAFTRP No. 5 issued ~~by MTMC on July 18, 1998 and effective August 1, 1998~~ AMC on January 15, 1999 and***

**AMC FREIGHT TRAFFIC  
RULES PUBLICATION NO. 5  
(AFTRP NO. 5)**

***RULES AND ACCESSORIAL SERVICES GOVERNING THE MOVEMENT  
OF  
DEPARTMENT OF DEFENSE FREIGHT TRAFFIC  
WITHIN  
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Then, “**Freight Rules Publications,**”

**And click on the rules publication of your choice.**

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C1

Effective Date  
January 20, 1999  
April 1, 1999

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

Headquarters  
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Directorate of Operations—Contract Airlift Division  
Scott AFB, IL 62225

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**SECTION 1**  
**GENERAL APPLICATION AND INSTRUCTIONS**

*For Explanation of Abbreviations, Codes, Definitions, and Reference Marks  
See SECTION 5.*

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ITEM 5 (C2)PURPOSE AND APPLICATION

~~1.~~ The purpose of this publication is to articulate the air transportation service needs of the Department of Defense (DOD) for the movement of its freight traffic; to ensure that air freight carriers providing that transportation have both the willingness and the capability to meet those needs; and to provide the standardization necessary for achieving a fully automated system for routing DOD freight traffic. These Rules are a governing publication to carriers' tenders which are intended to apply when either air service, or air with incidental motor service, is performed. Further, these Rules are a governing publication to carriers' tenders which are intended to apply when, during a national emergency or general mobilization, the carrier substitutes motor for air service. Movements for the United States Coast Guard (USCG) are also covered under this publication. References to the DOD throughout the publication should be considered to also include the USCG. Commercial air service will not be used for transportation of CONUS to CONUS shipments to be delivered within 500 surface miles from the shipping point except when commercial air is the low cost mode or is the only mode that can meet shipment requirements. Shipments tendered to carriers for air service must move, all or in part, via air transportation unless extreme conditions (e.g., severe weather, strikes, etc.) warrant diversion to motor service. ~~Participation in the Civil Reserve Air Fleet (CRAF) program is~~

2. Only US air carriers possessing a current operating certificate granted under the authority of Federal Aviation Regulations, Part 121, and operating aircraft listed in their Part 121 certificate that are also committed to the Civil Reserve Air Fleet (CRAF) are eligible to submit international air freight tenders. Both air carriers and air freight forwarders are eligible to submit domestic tenders. However, both air carrier and air freight forwarder are highly encouraged and Transportation Officers are advised to use participating CRAF carriers to the maximum extent feasible for all shipments. As a prerequisite to submitting tenders to the DOD, air carriers must be approved by Air Mobility Command's (AMC) Survey and Analysis Office, HQ AMC/DOB, and air freight forwarders must be qualified under the MTMC Qualification Program.

2-3 The rules and accessorial charges contained in this publication will govern the freight services of all air freight carriers doing business with DOD. The rules and accessorial charges shall apply from, to, or between those points ~~in the contiguous United States~~ specified in the individual DOD Standard Tender of Freight Services (tender), MT Form 364-R, filed with HQ, Air Mobility Command, ATTN: DOYAB, 402 Scott Drive, Unit 3A1, Scott Air Force Base, IL, 62225-5302. This publication (~~MAFTRP~~ NO. 5) must be shown as a governing publication in Section B of the tender in order for the tender to be considered for DOD routing. Tenders may not be made subject to any carrier service guide or other publications for application of the rates and charges therein. The publications (and successive reissues thereof) listed below shall be considered as part of this rules publication and will not be listed in Section B of the tender form:

a. National Motor Freight Classification (NMFC), Tariff ICC NMF 100-series, published by the National Motor Freight Traffic Association, Inc., Agent, 2200 Mill Road, Alexandria, VA 22314 (Commodity item numbers and descriptions only).

b. Continental Directory of Standard Point Location Codes (SPLC), ICC NMF 102-series, published by the National Motor Freight Traffic Association, Inc., Agent.

c. Directory of Standard Multi-Modal Carrier and Tariff Agents Codes (SCAC/STAC), ICC NMF 101-series, published by the National Motor Freight Traffic Association, Inc., Agent.

d. Defense Table of Official Distances (DTOD), commercially known as PC\*Miler. DTOD is the official mileage guide for DOD freight shipments. Mileage will be calculated based on the DTOD version in effect on the date of shipment pickup. DTOD mileages shall apply to all DOD freight shipments made on or after April 1, 1999. Any reference to "governing mileage guide," or "applicable mileage" refers to the applicable mileage reference in DTOD. Additional information regarding DTOD can be found at:

[dtod-mtmc.belvoir.army.mil](http://dtod-mtmc.belvoir.army.mil)

~~d. Mileage Guide No. 16 and U.S. Government Mileage Guide No. 3, also succeeding issues, both published by the Household Goods Carriers Committee, Agent, 1611 Duke Street, Alexandria, VA 22314 3482, telephone (703) 683 7419. MTMC will use mileage computed by the Rand McNally TDM MileMaker System, a computerized system using the American Movers Conference mileage guides (note: the DoD is currently transitioning to a new mileage guide, the Defense Table of Distribution (DTOD). Once the DoD implements DTOD, it will replace Rand McNally as the official mileage guide for air freight).~~

- e. Code of Federal Regulations, Title 49.
- f. MTMC Standard Tender Instruction Publication No. 364-B.
- g. International Civil Aviation Organization Technical Instructions (ICAO).
- h. International Air Transport Association (IATA).

3. When rules, regulations, charges, or other provisions provided by MTMC in specific publications differ from or conflict with the provisions of this publication, the provisions contained in the specific publications or solicitations will apply, but only to specific movements named therein.

4. Carriers must independently establish their own level of security or accessorial charges for each service, by inserting in Items 1 and 2, Section F, of their tenders, the charges which will apply to the movements covered by each tender. (See ITEM 10, HOW TO USE THIS PUBLICATION.)

5. Rates and charges will include all taxes, including Federal Excise Tax.

## **ITEM 10**

## **HOW TO USE THIS PUBLICATION**

1. The rules contained in this publication are divided into five sections. **SECTION 1** contains the general application and instructions. **SECTION 2** contains those security service rules applicable to the movement of DOD sensitive and classified shipments. **SECTION 3** contains general operational and accessorial service rules applicable for all air carriers subject to this publication. **SECTION 4** contains special operational rules which apply movement of hazardous, classified, and protected (sensitive) materials. **SECTION 5** contains abbreviations, codes, definition of terms used in this publication, and explanation of reference marks.

2. Except as otherwise provided, this publication is to be used solely in conjunction with the DOD Standard Tender of Freight Services (tender), MT Form 364-R. The optional rules for transportation protective and accessorial services in this publication identify the application of the charges, minimum charges, etc., as applying per mile, per shipment, etc. This application cannot be changed.

3. Carriers must specify **all** of the protective security and accessorial services which they are willing, qualified, and able to provide.

a. The three-character code (following the title of each optional rule) for each service must be entered in Items 1 and 2 of Section F of the tender under the "Service" column. The charge for that service will be entered under the "Charge" column opposite each service code and stated as indicated in the optional service rule; e.g., dollars and/or cents.

b. When a rule provides for more than one charge, a separate charge figure must be given for each sub-item charge number in the rule. For example, if a carrier wishes to provide Dual Driver Protective Service with National Agency Check (DDN) and Dual Driver Protective Service (DDP), the following information would be shown in Item 1, Section F, of the tender:

### SERVICE

### CHARGE

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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DDN1	\$050.00
DDP1	\$050.00

c. When the individual optional service rules indicate a minimum or maximum charge, it will be shown in the "Minimum Charge" or "Minimum Charge/Wt." column.

4. Carriers have the option to offer any accessorial service in these sections without charge. To implement this action, the carriers will enter the standard three-character code for that accessorial service in the "Service" field. All spaces to the immediate right under the "Charge" and "Minimum Charge/Wt." columns will be filled with zeros.

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**ITEM 10 (continued)**

5. Rules whose titles are not followed by a three-character code do not contain baseline accessorial charges. These rules are not optional but are binding on all carriers subject to this publication.

**ITEM 15****AMENDING THIS PUBLICATION**

1. This publication will be amended by new or revised items on an as-needed basis.
2. Items in which text has been changed will be designated with "(C)" followed by the applicable change number; e.g., "(C2)." The Table of Contents shows the current change of each item.
3. New items will be designated with "(N)" followed by the applicable change number; e.g., "(N/C2)."

**ITEM 19 N/C2****POWER TRACK**

1. PowerTrack is an electronic freight transaction tracking and payment system that eliminates the paperwork traditionally associated with transportation processes. Its many features include rapid payment, capturing of freight data, streamlining freight accounting, and simplified billing procedures. The Secretary of Defense has mandated the use of PowerTrack for most procurements of DOD transportation, including all procurements covered by this publication. Therefore, effective November 30, 2000, carriers, even if otherwise qualified, which are not PowerTrack certified will not be eligible to carry any DOD freight which is subject to the rules of this publication.
2. When discrepancies arise which affect freight payments, PowerTrack provides online tools to enable a quick resolution of any disputed charges. In particular, PowerTrack's eBill process can be used for adjustments to various freight charges (e.g. accessorials, detention, demurrage).
3. Payment of charges for transportation services shall be made only upon completion of the services as evidenced by the carrier or the carrier's agents certification of delivery at destination. Such certification shall be made electronically using PowerTrack, and shall not be made until the shipment has actually been delivered. Any certification of delivery prior to actual delivery could result in the disqualification or disbarment of the carrier from government transportation programs and procurements.
4. Carriers wishing to become PowerTrack certified should contact US Bank at 612-973-6597 or 1-800-417-1844 as soon as possible. Additional information on PowerTrack is available at:

[www.usbank.com/powertrack](http://www.usbank.com/powertrack)

**ITEM 20****ELECTRONIC DATA INTERCHANGE**

1. To participate in the DOD EDI Freight Program, air, motor, and rail commercial carriers must execute an EDI Trading Partner Agreement and comply with published American Standards Committee (ASC) X12 standards and DOD EDI implementation conventions when electronically exchanging transportation or transportation-related data with DOD transportation components. The commercial EDI trading partner must be capable of electronically exchanging shipment, rate, and award information; receiving Electronic Funds Transfer (EFT) in lieu of payment by check; and providing delivery and shipment status reports to USTRANSCOM or its transportation component commands.

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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2. Commercial carriers, that are registered as DOD EDI Freight Program trading partners, may exchange business data with DOD transportation components through third-party value-added networks (VANs) compatible with the DOD systems or VAN.
3. The EDI Trading Partner Guide for Defense Transportation is available under “**Freight Transportation**” on MTMC's Internet Home Page on the Worldwide Web at the following address:

**<http://www.mtmc.army.mil>**

4. For additional information about participating in the DOD EDI Freight Program, contact:

HQMTMC  
Office of the Deputy Chief of Staff for Operations  
ATTN: MTOP-QQ, Trading Partner Agreement Administrator  
5611 Columbia Pike, Room 630  
Falls Church, VA 22041-5050  
703-681-6393  
or

HQMTMC  
Office of the Deputy Chief of Staff for Information Management  
ATTN: MTIM-I, EDI Coordinator  
5611 Columbia Pike, Room 332A  
Falls Church, VA 22041-5050  
703-681-5702

#### **ITEM 25**

#### **FRACTIONS**

1. Fractions of a cent resulting from the application of a carrier's independently-established rates and accessorial charges, shown in Sections D, E, and F of its tender, shall be disposed of as follows:
  - a. Fractions of less than one-half of one cent shall be omitted.
  - b. Fractions equal to or greater than one-half of one cent shall be increased to the next whole cent.
2. Fractions of a pound resulting from the application of a carrier's independently-established rates and accessorial charges, shall be rounded to the next higher pound.

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#### **ITEM 30**

#### **MILEAGES**

Mileage rates will be based on the shortest highway distance. See ITEM 5, PURPOSE AND APPLICATION, paragraph 2d for the applicable governing mileage publication.

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#### **ITEM 35**

#### **SERVICES NOT OTHERWISE SPECIFIED**

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ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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**SECTION 2**

**SECURITY SERVICES RULES**

*For Explanation of Abbreviations, Codes, Definitions, and Reference Marks*

*See SECTION 5.*

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**ITEM 100                    APPLICATION OF TRANSPORTATION PROTECTIVE SERVICES**

1. Security services CIS, DDN, DDP, PSS, and SEV described in this section may be offered by air carriers which Headquarters, MTMC has approved for these services.
2. If a DOD consignor annotates the bill of lading requesting that carrier provide more than one transportation service and the requirements of one service duplicate the requirements of another requested service, carrier will assess charges only for the higher protective service. For example: If consignor annotates the bill of lading requesting the carrier to provide both DDP and CIS, then the carrier will assess charges only for DDP because DDP also includes the requirements for DDP and CIS.

**ITEM 105 (C3)                    DOD CONSTANT SURVEILLANCE SERVICE (CIS) (See NOTE)**

1. DOD Constant Surveillance Service (CIS) is a transportation protective service which provides for constant surveillance over a shipment during movement and includes use of a Signature and Tally Record (DD Form 1907). This service is only available for domestic air shipments and cannot be used when shipping freight via international air.
2. A qualified carrier representative, as used herein, is a person employed by a carrier or terminal and who is:
  - a. Designated by carrier or terminal management to attend a transportation conveyance.
  - b. Authorized to move a ground transportation conveyance and has the means and ability to do so.
  - c. Aware of the sensitivity of the material moving under CIS.
  - d. Knows the safety, security, and emergency procedures that must be followed.
3. When providing consignor-requested CIS, the carrier will:
  - a. Use only qualified carrier representatives for shipment handling.
  - b. Use a Signature and Tally Record (DD Form 1907) (see 120, ELECTRONIC SIGNATURE SERVICE and 145, SIGNATURE AND TALLY RECORD SERVICE) or equivalent carrier-furnished signature and tally record.
  - c. For parked aircraft which contains material requiring CIS, ensure aircraft is parked within the confines of a commercial airport that has access control under Federal Aviation Agency rules and guidelines or on a military installation or DOD -contractor location. If the aircraft is parked anywhere else, or if the classified/sensitive cargo is removed from the aircraft or awaiting loading or unloading, the shipment must be under required degree of observation by employees of the airline transporting it as required by the terminal standards for CIS. As an alternative to observation, the shipment may be placed in an appropriate security cage (*see NOTE.*)
  - d. Observation of the shipment is not required during the period it is stored in an aircraft in connection with flight transit provided the shipment is loaded into an appropriately secured, approved container. Observation is required during loading and unloading operation and at any intermediate stops along the flight route.
  - e. Route shipments accepted for transport under CIS only via carriers which can provide CIS.
  - f. Be able to trace a shipment in less than 24 hours.
  - g. Provide immediate telephonic notification to consignee if shipment cannot reach consignee within 24 hours of agreed upon time of arrival.

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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**ITEM 105 (continued)**

4. In addition to requirements specified in paragraph 3 above, air carriers providing associated motor transport to/from aircraft loading/unloading points will maintain CIS during the motor portion of a movement by providing the following:

a. Preparation and use of a Signature and Tally Record (DD Form 1907). (See ITEM 120, ELECTRONIC SIGNATURE SERVICE.)

b. Ensure conveyance containing the shipment is constantly attended by a qualified carrier representative. A vehicle is "attended" when the person responsible for the shipment is in the vehicle, awake, not in a sleeper berth, or within 100 feet of the vehicle and has the vehicle within constant, unobstructed view.

c. Ensure conveyance containing the shipment is parked only at a carrier terminal, a state or local safe haven established under Department of Transportation regulations (49 CFR Part 397.5(a)), a fuel stop within the guidelines of paragraph b above, or in an emergency at a Department of Defense safe haven or refuge location.

(1) When a shipment is parked within a carrier terminal area or at a safe haven, it must be under constant direct visual observation of a qualified carrier representative who is within 100 feet of the shipment or shipment must be secured in a fenced and lighted area; and it must be under the constant, general observation of a qualified carrier representative.

(2) As an alternative, a shipment may be placed in a security cage which meets specifications contained in NOTE.

d. Instruct drivers on actions to take in event of attempted hijacking or terrorist attack. Instructions will include how to obtain DOD safe haven or refuge, state and local law enforcement assistance, and evasive driving techniques.

e. Obtain prior approval on a case-by-case basis for any deviation from the requirements specified in paragraphs b or c above, from HQ, MTMC, ATTN: Qualification Division (MTOP-QQ), 5611 Columbia Pike, Falls Church, VA 22041-5050, telephone (703) 681-6393.

f. The tractor moving a CIS shipment must be equipped with a working mobile telephone unit, capable of contacting state/local law enforcement personnel for the purpose of seeking assistance. Drivers must be capable of using the unit to make the contact.

5. Each bill of lading will contain the following annotations for carrier compliance:

a. "DOD Constant Surveillance Service Requested. Signature and Tally Record (DD Form 1907) furnished to carrier."

b. "Carrier to notify (Consignor and consignee) (duty/24-hour non-duty numbers) immediately if shipment is delayed because of an accident or incident. If neither can be reached, contact MTMC HOTLINE: 1-800-524-0331. Also, use HOTLINE number to obtain safe haven or refuge instructions in the event of a civil disorder, natural disaster, carrier strike, or other emergency."

6. In addition to all rates and charges for transportation, shipments on which DOD CIS is provided at consignor's request will be subject to a charge of CIS(1) \$ \_\_\_\_\_ per shipment. Carrier will enter CIS(1) in Section F, Item 1 of the DOD tender.

**ITEM 105 (continued)**

7. Carriers providing Constant Surveillance Service are also subject to the provisions of ITEM 110, DOD DRIVER IDENTIFICATION REQUIREMENTS; ITEM 115, DUAL DRIVER PROTECTIVE SERVICE and DUAL DRIVER PROTECTIVE SERVICE WITH NATIONAL AGENCY CHECK; ITEM 120, ELECTRONIC SIGNATURE SERVICE; ITEM 130, LEASED EQUIPMENT RESTRICTIONS; ITEM 135, PROTECTIVE SECURITY SERVICE; ITEM 140, SECURITY ESCORT VEHICLE SERVICE; and ITEM 145, SIGNATURE AND TALLY RECORD SERVICE in this publication.

**NOTE: SECURITY CAGE STANDARDS**

**GENERAL:** Security cages will be fabricated from commercial steel grating panels. Walls, doors, floors, and ceiling must provide protection equivalent to the steel grating to preclude forced entry. Doors must have DOD-approved padlocks (equivalent to American 200 series) and hasp systems, and connecting hardware must be welded or otherwise secured to deter unauthorized entry.

**CEILING:** Same material as wall or floor. Minimum height - 8 feet. Frame - metal.

**Hinges -** welded hinge pins. Locks-DOD approved (equivalent to American 200 series) security locks and hasps.

**CONNECTING DEVICES:** Welded, peened or otherwise installed so as to deter unauthorized entry.

**FLOORS:** Made of asphalt or reinforced concrete or wood if reinforced with steel floor plating.

**HINGES:** Welded hinge pins

**LOCKS:** DOD-approved (equivalent to American 200-series) security locks and hasps.

**WALLS:** Constructed of structural steel angle and expanded steel grating. Building walls also may be used which provide equivalent security to form sides(s). (Examples: Double-course reinforced or filled concrete block.)

**WINDOWS/OPENINGS:** - Expanded steel grating, anchored in metal frame, secured in same manner as door.

**ALTERNATIVE:** As an alternative to a security cage, dromedary, or similar heavy container which is sealed and locked with a DOD-approved (equivalent to American 200-series) lock may be used in buildings which are locked, guarded, or alarmed. In lieu of locking the containers, they may be placed with doors against each other or against a substantive building wall.

**ITEM 110****DOD DRIVER IDENTIFICATION REQUIREMENTS**  
**(Applicable only to Motor Portion of Air Freight Shipments)**

1. All commercial drivers employed to handle shipments accorded either DOD Constant Surveillance (CIS), Dual Driver Protective Service (DDP), Dual Driver Protective Service with National Agency Check (DDN), Protective Security Service (PSS), or Security Escort Vehicle Service (SEV) are required to carry adequate identification which verifies their affiliation with the carrier(s) named on the bill of lading. From the documents provided, consignors must be able to verify the driver's affiliation with the origin carrier named on the bill of lading.
2. Carriers providing a transportation protective service must ensure that their drivers handling such shipments carry a valid driver's license and medical qualification card, employee record card or similar documents, one of which must contain the driver's photograph.
3. For carriers cleared to handle SECRET shipments, the identification requirements are in accordance with the Industrial Security Manual (paragraph 8, DOD 5220.22-M) and Carrier Supplement to Industrial Security Manual (paragraph 11.A(10), Section 111, DOD 5220.22-C).

**ITEM 115****DUAL DRIVER PROTECTIVE SERVICE (DDP)**  
**DUAL DRIVER PROTECTIVE SERVICE WITH NATIONAL AGENCY CHECK (DDN)**  
**(Applicable only to Motor Portion of Air Freight Shipments)**  
*(See NOTE)*

1. Dual Driver Protective Service (DDP) or Dual Driver Protective Service with National Agency Check (DDN) will be provided by the carrier upon request of the consignor, subject to the following:
  - a. Continuous responsibility, attendance, and surveillance of shipment through the use of two (dual) qualified drivers in the same line-haul vehicle and includes the maintenance of a Signature and Tally Record (DD Form 1907). Such attendance and surveillance shall prevent all inspections (except those performed by government enforcement agencies in their line of duty), tampering, pilfering, or sabotage, including, insofar as humanly possible, all manner of unusual circumstances, such as wreck, delay, flood, or violent disturbances.
  - b. For the purposes of DDP and DDN, unless otherwise stated herein, when not being driven a vehicle must be attended at all times by a qualified representative of the carrier. A vehicle is "attended" when the person responsible for the shipment is in the vehicle, awake, not in a sleeper berth or is within 25 feet of the vehicle and has the vehicle within his/her constant, unobstructed view. A qualified representative is a person who is employed by the carrier or the terminal involved in handling of shipments, designated by the carrier/terminal to attend the conveyance, aware of the sensitivity of material moving under DDP and DDN, knowledgeable of the safety, security, and emergency procedures that must be followed, is authorized, and has the means and capability to move the transportation conveyance.
  - c. For brief stops en route, carrier will ensure that the vehicle or shipment is attended.
  - d. When circumstances require lengthy stops en route, carrier will insure that the vehicle is parked only at a carrier terminal, a state or local approved safe haven under 49 CFR, or during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or local safe haven, a qualified carrier or terminal representative must keep the shipment in view and stay within 25 feet of the vehicle or shipment at all times, or the shipment must be secured in a adequately lighted area that is surrounded by at least a 6-foot chain link fence and is continuously patrolled by a representative of the carrier or terminal employee at all times. Shipments under DDN must be checked at least once every 30 minutes. As an alternative, a shipment may be placed in a security cage (See ITEM 105, NOTE).

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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**ITEM 115 (continued)**

e. The maintenance of a Signature and Tally Record (DD Form 1907) by the carrier is an integral part of DDP and DDN. Both the consignor and the carrier shall comply with the requirements of SIGNATURE AND TALLY RECORD SERVICE on all shipments for which DDP or DDN are requested and provided. **Both drivers are required to sign the Signature and Tally Record (DD Form 1907) when they assume initial responsibility for the shipment.**

f. For single line-haul, not more than one motor carrier may furnish Pickup or Delivery Service for each shipment.

g. No trip lease authorized. (*See ITEM 130, LEASED EQUIPMENT RESTRICTIONS*).

h. The vehicle conveying the shipment upon which DDP or DDN is requested must remain connected with the power unit (tractor) during shipment except when stopped at a DOD activity/contractor for loading/unloading; at a carrier terminal for servicing; at a carrier-designated point where the driver(s) maintains continuous attendance and surveillance over the shipment while disconnected; at a state or local safe haven location which meets the terminal security standards of paragraph (d); or, in emergencies, at a DOD safe haven or refuge location.

i. The tractor moving a DDP or DDN shipment must be equipped with a working mobile communications unit, such as a Citizens Band (CB) radio unit or a mobile telephone unit, capable of contacting state/local law enforcement personnel for the purpose of seeking assistance. Both drivers must be capable of using the unit to make the contact.

j. Carrier must be able to trace a shipment in less than 24 hours.

k. Carrier or its agent will notify the consignee by telephone if shipment cannot reach consignee within 24 hours of the agreed upon desired delivery date.

l. Drivers moving shipments on which DDP or DDN is requested will be instructed by the carrier on how to obtain DOD safe haven/refuge, state and local law enforcement assistance, and actions to take to comply with the requirements listed in paragraphs 1.a. through 1.1. above.

2. When DDP or DDN is required for a shipment, the consignor shall notify the carrier in advance of the requirement, and annotate on the bill of lading:

"Dual Driver Protective Service Requested.  
Signature and Tally Record (DD Form 1907) furnished to carrier."  
or

"Dual Driver Protective Service with National Agency Check Requested.  
Signature and Tally Record (DD Form 1907) furnished to carrier."

3. Carriers providing DDN agree to permit a National Agency Check on all management and operational personnel involved. Management Personnel include: owners (including partnership where applicable), principal deputies, board members (where applicable), and company managers responsible for liaison with DOD operations. Operational personnel include: drivers, handlers, and terminal and security personnel hired permanently or temporarily by the company to protect the DOD cargo.

4. Carriers offering Dual Driver Protective Service with National Agency Check agree to execute Certificate Pertaining to Foreign Interests (DD Form 441S) as a precondition to providing this service to the DOD. Carriers need to execute only one DD Form 441S, regardless of the number of tenders on file at HQAMC. Forms may be obtained by writing to HQMTMC, ATTN: MTOP-OPP, 5611 Columbia Pike, Falls Church, VA 22041-5050.

**ITEM 115 (continued)**

## 5. Charges.

a. In addition to all rates and charges for transportation, shipments for which DDP or DDN is provided by carrier at consignor's request will be subject to the following charges which will apply from point of pickup to origin airport and/or from destination airport to point of delivery:

Dual Driver Protective Service (DDP) DDP(1) \$ \_\_\_\_\_ per shipment.

Dual Driver Protective Service with NAC (DDN) DDN(1) \$ \_\_\_\_\_ per shipment.

b. These charges include expedited service, the maintenance of a Signature and Tally Record (DD Form 1907), Exclusive Use of Vehicle for DDN, furnishing of dual drivers, and a working mobile communication unit in the tractor, and all other provisions/requirements shown in paragraphs 1.a. through 1.l above. Carriers cannot assess Exclusive Use of Vehicle Charges for DDP unless Exclusive Use of Vehicle is requested on the bill of lading by the consignor.

c. In Section F(1) of the DOD tender, carriers will enter DDP(1) or DDN(1).

6. Carriers providing DDP or DDN are also subject to the provisions of ITEM 110, DOD DRIVER IDENTIFICATION REQUIREMENTS, and ITEM 130, LEASED EQUIPMENT RESTRICTIONS, in this publication.

*NOTE: Subject to ITEM 120, ELECTRONIC SIGNATURE SERVICE.*

**ITEM 120****ELECTRONIC SIGNATURE SERVICE (see NOTE)**

1. In lieu of the Signature and Tally hard copy record (DD Form 1907), upon approval, carriers may offer an Electronic Signature Service that shows the movement of shipments through the carrier's system as recorded by various electronic scans. When electronic scans are used, neither actual signatures of persons handling the shipment nor a manually prepared signature/tally record is required. However, a hard copy of the printout must be presented by the carrier to the consignee within three business days of the shipment receipt. In addition, upon request from the consignor or consignee, carrier must provide the identity of each person responsible for scans, as reflected in the electronic records.

2. Approval must be obtained through Headquarters, Military Traffic Management Command; ATTN: Qualification Division, (MTO-P-Q), 5611 Columbia Pike; Falls Church, VA 22041-5050; telephone 703-681-6393.

*NOTE: Subject to ITEM 145, SIGNATURE AND TALLY RECORD SERVICE.*

**ITEM 125****EXPRESS CARRIERS**

Classified and sensitive materials designated for transportation as air express shipments are limited to the U.S. Postal Service, GSA small package contract air carrier, or carriers approved to provide Transportation Protective Services as detailed in this publication. Use of other, nonapproved carriers is strictly prohibited.

**ITEM 130****LEASED EQUIPMENT RESTRICTIONS**  
**(Applicable only to Motor Portion of Air Freight Shipments)**

1. Trip-leased commercial vehicles will **not** be used to transport the following:

- Ammunition and explosives (Class 1)
- Inhalation hazard poisons
- Radioactive yellow-III label material
- DOD shipments for which any the following services are required:
  - DOD Constant Surveillance Service
  - Dual Driver Protective Service
  - Dual Driver Protective Service with National Agency Checks
  - Protective Security Service
  - Security Escort Vehicle Service

2. The vehicles used must be owned or leased under a valid agreement (see paragraph 3 below) by the company transporting the shipment, and the vehicle drivers must be full-time employees or under the direct control and responsibility of that company. This is not to be construed, however, as precluding the interchange of equipment in furtherance of a through movement of traffic at a point or points which such carriers are authorized to serve.

3. The contract of lease must be in writing, signed by the parties thereto, and must not be canceled by either party with less than 30 days' notice. In addition, the contract of lease must provide for the exclusive possession, control, and use of the equipment, and for the complete assumption of liability in respect thereto by the lessee. The leased equipment may not be further leased or subject to any other carrier for the duration of the lease. The consignor will ensure that a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection.

**ITEM 135****PROTECTIVE SECURITY SERVICE (PSS)** *(See NOTE)*  
**(Applicable only to Motor Portion of Air Freight Shipments)**

1. Carriers that have been cleared by the Defense Investigative Service and qualified by MTMC to transport SECRET shipments shall provide Protective Security Service (PSS) upon request of consignor, subject to the following:

a. PSS is a transportation protective service used for SECRET shipments which includes continuous attendance and surveillance of the shipment by qualified employees, the maintenance of a signature and tally record, and the use of two (dual) carrier drivers in the cab of the same vehicle who are cleared under the DOD Industrial Security Program. Such attendance and surveillance shall prevent all inspections (except those performed by governmental enforcement agencies in their line of duty), tampering, pilfering, or sabotage, including, insofar as humanly possible, all manner of unusual circumstances, such as wreck, delay, flood, or violent disturbances.

**ITEM 135 (continued)**

## b. Requirements.

(1) When PSS is required for a DOD shipment, the consignor shall notify the carrier in advance and annotate "Protective Security Service Requested. Signature and Tally Record (DD Form 1907) Furnished to Carrier" on the bill of lading.

(2) Exclusive use of the vehicle.

(3) The trailer or conveyance containing the material upon which PSS is requested must always be connected with the power unit (tractor) during shipment except when stopped at a DOD activity for loading/unloading; at a carrier terminal for servicing; or at a carrier designated point where the driver(s) maintains continuous attendance and surveillance over the shipment while disconnected.

(4) The tractor/truck moving a PSS shipment must contain a working mobile communications unit, such as a Citizen Band (CB) radio or a mobile communications unit, capable of contacting state/local law enforcement personnel for the purpose of seeking assistance, and both drivers must be capable of using the unit to make the contact.

(5) The maintenance of a Signature and Tally Record (DD Form 1907) by the carrier is an integral part of PSS. Both the consignor and the carrier shall comply with the requirements of ITEM 145, SIGNATURE AND TALLY RECORD SERVICE, on all DOD shipments for which PSS is requested and provided.

(6) Stops en route.

(a) For brief stops en route, carriers will ensure that at least one of the drivers remains in the cab of the vehicle, or remains within 10 feet of the vehicle, provided the vehicle is within the driver's unobstructed view.

(b) When circumstances require more lengthy stops en route, carriers shall ensure that the vehicle is parked only at a carrier terminal, a state or local approved safe haven or, during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or local safe haven, a qualified carrier or terminal employee must keep the shipment in view and stay within 25 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal employee at all times. As an alternative, the material may be placed in a security cage. (See NOTE, ITEM 105, DOD CONSTANT SURVEILLANCE SERVICE.)

(7) Special procedures. If time or distance does not permit delivery during the same day of pickup, the special procedures outlined below will be followed by the carrier:

(a) If the shipment remains in the transportation conveyance, at least one qualified carrier employee will maintain continuous attendance and surveillance of the shipment to prevent access by unauthorized persons.

(b) When a SECRET shipment is unloaded from the vehicle during stopovers en route, it shall be under the constant surveillance of a cleared carrier representative or shall be placed in storage in a closed area, vault, or strong room as prescribed in the Defense Industrial Security Manual. In those cases in which SECRET shipments, such as a missile, may require outside storage, special protective measures shall be taken to include constant and continuous surveillance by at least one or more cleared carrier representatives. As an alternative, the material may be stored in a vault type structure approved by the Defense Investigative Service.

**ITEM 135 (continued)**

## c. Charges.

(1) In addition to all rates and charges for transportation, shipments for which PSS is provided by carrier at consignor's request will be subject to a charge of PSS(1) \$\_\_\_\_\_ per shipment which will apply from point of pickup to origin airport and/or from destination airport to point of delivery. Enter PSS(1) in Section F(1) of the DOD Standard Tender of Freight Services (MT Form 364-R).

(2) These charges will include dual drivers, Exclusive Use of Vehicle, constant attendance and surveillance, and the maintenance of a Signature and Tally Record (DD Form 1907).

2. Carriers providing Protective Security Service are also subject to the provisions of ITEM 110, DOD DRIVER IDENTIFICATION REQUIREMENTS, and ITEM 130, LEASED EQUIPMENT RESTRICTIONS, in this publication.

*NOTE: Subject to ITEM 120, ELECTRONIC SIGNATURE SERVICE.*

**ITEM 140****SECURITY ESCORT VEHICLE SERVICE (SEV)  
(Applicable only to Motor Portion of Air Freight Shipments)**

1. Security Escort Vehicle Service (SEV) is defined as a trail vehicle service designed to maintain discreet constant and specific surveillance of the cargo vehicle transporting sensitive DOD cargo and to provide emergency assistance when required, primarily by contacting appropriate state or local law enforcement agencies. SEV will be provided by the carrier upon request of the consignor, subject to the following requirements and charges:

a. Carrier will provide an escort vehicle--an inconspicuous, unmarked automobile or van, or a freight vehicle, such as tractor, tractor-trailer (flatbed or van) combination or straight bed truck with two unarmed licensed drivers in the escort vehicle--to maintain constant and specific surveillance of the cargo vehicle for which the service is requested. Under no circumstances will the escort vehicle be under load while in escort service; i.e., the trailer or straight truck must be empty and doors sealed by the origin consignor and verified by the consignee. Where SEV accompanies a movement which requires Protective Security Service, the drivers will be cleared for SECRET under the DOD Industrial Security Program, per DOD 5220.22-M. Constant and specific surveillance of the cargo vehicle is defined as occupying a position behind the cargo laden vehicle while maintaining a continuous view of that same vehicle. During en route stops, at least one of the escort vehicle drivers must remain in the escort vehicle or must be within approximately 25 feet of such vehicle and maintain a constant, unobstructed view of the cargo vehicle.

b. In an on-road emergency, where feasible, the SEV vehicle/driver may be used to move the freight or freight trailer as authorized by a state or local law enforcement or rescue service official, a DOD transportation officer, or MTMC official.

c. Carrier will instruct drivers of the escort vehicle to remain clear of a cargo vehicle should it come under attack. In such instances, drivers will immediately contact the nearest state or local law enforcement agency and record details about the attack. In the event of an accident, breakdown, natural disaster, or civil disturbance involving or affecting either vehicle, drivers will contact the nearest state or local law enforcement agency for emergency assistance or, as appropriate, escort the cargo vehicle to a DOD refuge/safe haven.

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**ITEM 140 (continued)**

d. The security escort vehicle must contain a working Citizens Band radio or mobile communications unit capable of obtaining emergency assistance and assuring two-way communication between the cargo vehicle and the security escort vehicle.

Two-way communications will be kept to a minimum. The drivers of the security escort vehicle will neither discuss the nature of the shipment nor reveal its origin and destination. Both security escort vehicle drivers must be trained in the operation and use of the mobile communications unit or Citizens Band radio and be responsible for its proper maintenance and serviceability throughout the movement.

2. Provisions apply when the bill of lading is annotated:

**"Security Escort Vehicle Service Requested"**

3. In addition to all rates and charges for transportation, shipments for which Security Escort Vehicle Service is provided by carrier at consignor's request, carriers will provide an escort vehicle and two drivers from point of pickup to origin airport and/or from destination airport to point of delivery and will assess charge of SEV(1) \$\_\_\_\_\_ per shipment. Carrier will enter SEV(1) in Section F(1) of the DOD tender.

4. Carriers providing Security Escort Vehicle Service are also subject to the provisions of ITEM 110, DOD DRIVER IDENTIFICATION REQUIREMENTS, AND ITEM 130, LEASED EQUIPMENT RESTRICTIONS.

**ITEM 145**

**SIGNATURE AND TALLY RECORD SERVICE (675) (See NOTE)**

Carriers shall provide Signature and Tally Record Service (675) upon request of the consignor, subject to the following:

a. "675" is a service designed to provide continuous responsibility for the custody of DOD shipments in transit. It requires a Signature and Tally Record (DD Form 1907) from each person responsible for the proper handling of the shipment at specified stages of its transit from origin to destination.

b. Consignor or his agent must place and sign the following annotation on the bill of lading:

**"Signature and Tally Record requested. DD Form 1907 furnished to carrier.**

**DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ "**

c. Air carriers performing "675" service for the DOD may use either a DD Form 1907, their own commercial signature form, or an electronic signature service to provide the record of continuous accountability and custody required for "675" shipments. The options are further explained below:

(1) Carrier-supplied form will provide a complete record of the chain of custody of the shipment and will have a standardized block of data pertinent to the government shipment, including all data elements contained in Section A of the DD Form 1907. It will provide a chain of custody for the shipment through each terminal handling point at origin, hub or other interline point(s) and at destination. The carrier form will be supplied to consignors by the air carrier in advance to allow for preparation of the shipment. Form will be assembled in sufficient copies to cover all handling points and provide a signed copy to the consignee.

**ITEM 145 (continued)**

(2) Carriers may also offer an Electronic Signature Service that shows the movement of the shipment through the carrier system as recorded by certain electronic scans. When electronic tracking scans are used, neither actual signatures of persons handling the shipment nor a manually prepared Signature and Tally Record is required. However, a hard copy printout must be presented by the carrier to the consignee within three business days of shipment receipt. This printout will show scans at pickup and delivery and will also show movement as applicable into and out of terminals, stations, and/or hub locations. Upon request from the consignor or consignee, a carrier must be able to provide the identity of each person responsible for the scans, as reflected in the electronic records.

(3) Carriers wishing to use a commercial signature form or an electronic signature service must have their forms and procedures approved by MTMC prior to use. Inquiries will be directed to:

Headquarters  
Military Traffic Management Command  
Assistant Deputy Chief of Staff for Operations  
ATTN: MTOP-QQ  
5611 Columbia Pike  
Falls Church, VA 22041-5050  
Telephone: (703) 681-6393

d. In addition to all rates and charges for transportation, shipments on which "675" is provided at consignor's request will be subject to a charge of 675(1) \$\_\_\_\_\_ per shipment. In Section F(1) of the DOD Standard Tender of Freight Services, carrier will enter 675(1).

*NOTE 1: This service is not available for international shipments.*

*NOTE 2: For alternative method, see ITEM 120, ELECTRONIC SIGNATURE SERVICE.*

**SECTION 3**

**RULES: GENERAL**

*For Explanation of Abbreviations, Codes, Definitions, and Reference Marks*

*See SECTION 5.*

**Draft Document**

**ITEM 200****ADVANCING CHARGES (045)**

1. Carriers shall advance, for subsequent collection from the Government, the lawful charges incurred for custom house and in bond service, and for special bonds or tolls required by state or other governmental authority for transportation of a shipment; which because of its hazardous nature, requires the securing of such for movement over streets or highways.
2. The charge of the carrier for advancing monies, as described above, shall be 045(1) \$\_\_\_\_\_ for each advancement.
3. Lawful charges for services listed in paragraph 1 that the carrier incurred and advanced will be identified on the BL or EDI transaction submitted to the Defense Finance and Accounting Service for payment. Carrier will maintain for audit purposes documentary evidence that it actually incurred and advanced the charges claimed.

**ITEM 205****AGGREGATE WEIGHT**

1. The carrier agrees that it will aggregate all shipments from the same origin point to the same destination consignee, for the same level of service tendered at the same time on the same day. Weight will be adjusted and billed at the applicable rate for the total weight of these shipments.
2. All succeeding Bills of Lading (BL) issued after the first BL for the given destination will be annotated "Aggregate Weight Rule applies, Reference: BL Number: \_\_\_\_\_" by the consignor.
3. Hazardous or dangerous commodities may be consolidated, as described above, only with other compatible hazardous or dangerous commodities (see Item 430).

*Note: Consignors must tender shipments in whole pounds; fractions of pounds shall be increased to the next higher pound.*

**ITEM 210****AIRCRAFT ORDERED BUT NOT USED (AFN) (See NOTE)**  
**(Applicable only to Air Taxi)**

1. When a carrier, upon consignor's request, furnishes an aircraft for loading of a shipment and through no fault of the carrier the consignor cancels loading of the aircraft, the carrier will be entitled to a charge of AFN(1)\$\_\_\_\_\_ per highway mile for each aircraft furnished and not used, from point of dispatch to the scheduled loading point, and return to original dispatch point, subject to a minimum charge of AFN(2)\$\_\_\_\_\_.
2. In lieu of the charges in paragraph 1, carrier may establish a flat charge of AFN(3)\$\_\_\_\_\_ for each aircraft furnished and not used. If a flat charge is elected by carrier, the minimum surcharge AFN(2) is not applicable.
3. The charges will not apply when notice of cancellation is received by the carrier prior to actual dispatch of aircraft from the carrier terminal.
4. Claim for collection of charges under this item shall be supported by consignor's certification of cancellation.
5. When pickup carrier is inbound with a loaded aircraft which is scheduled for outbound loading from the same airport and the consignor cancels loading of the aircraft, no charge will be assessed under paragraphs 1, 2, or 3 above.
6. When service is requested from a carrier, the carrier must identify the airport from which the aircraft will be dispatched.

**ITEM 210 (continued)**

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*NOTE: See ITEM 5, PURPOSE AND APPLICATION, Paragraph 2d for applicable governing publication on highway mileage and ITEM 315, SUBMISSION OF CHARGES FOR ACCESSORIAL SERVICES.*

**ITEM 215**

**ALTERNATION OF RATES - DOD TENDERS**  
**(Not Applicable to Guaranteed Traffic Tenders)**

1. Point-to-point rates will take precedence over territorial rates.
2. Specific commodity rates will take precedence over Freight All Kinds rates only when the shipment consists of a single commodity.
3. Except as provided in paragraphs 1 and 2, where different rates, between the same points of origin and destination, on the same commodity or commodities, based on different minimum weights, or where a different charge on the same commodity or commodities are published in another section of the same tender or in different DOD tenders filed by the same carrier, the lowest charge obtainable under the minimum weight or different charges applicable thereto will apply.
4. In no case shall the charge for any shipment from and to the same point, via the same route of movement, be greater than the charge for a greater quantity of the same commodity in the same shipping form and subject to the same packing provisions at the rate or rates and weight applicable to such greater quantity of freight.

**ITEM 220**

**ASTRAY FREIGHT & EMERGENCY NOTIFICATION**

1. The following toll-free (800) Astray Freight and HOTLINE telephone numbers are for commercial transportation notification only. These numbers are to be used for reporting:
  - a. The holding of DOD shipments which cannot be delivered because the consignor or consignee cannot be adequately identified (astray freight).
  - b. Intransit accidents, incidents, delays, or other emergencies involving DOD shipments.
2. Carriers shall telephone MTMC Deployment Support Command at the following toll-free numbers to report:
  - a. Astray freight: 1-800-631-0434
  - b. Accidents, incidents, delays, or other emergencies: 1-800-524-0331
3. For emergency situations only:
  - a. Involving incidents involving explosives and ammunitions: 703-697-0218 (call collect) U.S. Army Operations Center.
  - b. Involving HAZMAT other than explosives and ammunition: 1-800-851-8061 (Defense Logistics Agency)
4. Carriers unable to obtain forwarding instructions from the source listed above shall notify the transportation officer at the military installation nearest the carrier terminal where the astray freight is being held.
  - a. The transportation officer will, if possible, develop and furnish the carrier with proper forwarding instructions.
  - b. Containers without identifying marks or those bearing conflicting marks shall be opened by the transportation officer with the prior approval of the carrier and in the presence of the carrier authorized representative.

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5. Pending the determination of final disposition, carrier may give possession of astray freight, identified as Government property, to the local transportation officer. A receipt will be given the carrier and the Transportation Discrepancy Report (TDR) system (SF 361) will be implemented. If the freight is subsequently returned to the carrier for forwarding to the correct destination, the receipt given the carrier shall be canceled.

**ITEM 225****CARRIER-PROVIDED SERVICES**

1. When a carrier publishes different levels of service at varying rates, carrier will bill the Government at the rate applicable to the actual service performed and not to exceed the rate applicable to the service requested. The carrier shall provide the following services upon the request of the consignor:

2. Domestic Freight (Carrier must select the level of service to be used in the Standard Tender (Sections G, H, and I of the Standard Tender) as follows:

a. Priority Service (SG) Next available flight; shipment may be required anytime during a 24 hour period, no specific time for pickup or delivery stated (consignor may insert time requirements on BL IAW carrier quote). Special pick up and/or delivery service may also be required (see ITEM 295, PICKUP AND DELIVERY).

b. Overnight Service (D1): Shipment to be delivered by 5:00 p.m. of the following business day after pickup of shipment.

c. Second Day Service (D2): Shipment to be delivered by 5:00 p.m. of the second business day after pickup of shipment.

d. Deferred Service (D3): Shipment to be delivered NLT 5:00 p.m. of the fifth business day after pickup of shipment.

3. International Freight (Section L of the Standard Tender):

a. Next Flight (NF) Service provided on the next available flight. Shipment may be required anytime during a 24 period, no specific time for pickup or delivery stated (consignor may insert time requirements, special pick up and/or delivery service may also be required).

b. Express (CX) Premium transportation at a higher price for expedited delivery. Limited to the movement of ONLY high transportation priority cargo requiring time definite delivery.

c. Standard (G2) Routine transportation using scheduled service over established routes.

d. Deferred (DF) Slower and cheaper than standard (filler cargo). Faster than surface movement.

32. When the consignor requests Overnight (D1) service with a before 12:00 p.m. delivery, the carrier is entitled to a charge of DEL(1)\$ \_\_\_\_\_ per CWT subject to a minimum charge of DEL(2) \$ \_\_\_\_\_.

3. Carriers must also select the type of service to be used as follows:

a. Airport-to-Airport Service (AA): Origin city airport to destination city airport (not applicable to International Freight).

b. Door-to-Door Service (DD) - Shipper's origin to consignee's receiving point.

4. Consignor must annotate on the bill of lading clearly and specifically the service level requested ~~a request for (e.g., Priority, Overnight, Second Day Service, or Deferred Service, Next Flight Out, Express, etc.).~~ Where level of service is not requested,

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carrier will bill for the lowest published charge in his tender. In no case will the carrier bill for a higher level of service than that actually provided. In no event will the carrier bill for any service not provided.

**ITEM 230****CHARGES FOR WEIGHT** (See NOTES)

For domestic air freight, transportation charges for a shipment will be based on the greater of:

1. Actual gross weight (including packing material)

Or

2. Dimensional weight. Dimensional weight for a shipment will be calculated on the basis of one pound for each 194 cubic inches as follows:

a. Length (inches) x Width (inches) x Height (inches) = Total Cubic Inches.

b. Total Cubic Inches divided by 194 = Dimensional weight.

For international air freight, transportation charges for a shipment will be based upon the greater of:

1. Actual gross weight (including packing material)

Or

2. Dimensional weight. Dimensional weight for a shipment will be calculated on the basis of one pound for each 166 cubic inches as follows:

a. Length (inches) x Width (inches) x Height (inches) = Total Cubic Inches.

b. Total Cubic Inches divided by 166 = Dimensional weight.

*NOTE 1: See ITEM 240, DESCRIPTION OF SHIPMENTS; ITEM 285, OVERSIZED FREIGHT; and ITEM 290, PACKAGING AND MARKING REQUIREMENTS.*

*NOTE 2: : Consignors must tender shipments in whole pounds; fractions of pounds shall be increased to the next higher pound.*

**ITEM 235****CLAIMS**

Carriers will process U.S. Government claims for loss, damage, overcharge, and duplicate payment in accordance with the following regulations: Parts 1005 and 1008, Title 49, of the Code of Federal Regulations, and, as applicable to U.S. Government property as published in Parts 101-40 and 101-41, Title 41 of the Code of Federal Regulations.

**ITEM 240****DESCRIPTION OF SHIPMENTS**

The airbill description of shipments forwarded by air freight carrier or air freight forwarder must be indicated on the BL showing the aggregate cubic measurement, and in addition, the number of pieces, weight, and cubic measurement of each piece or package separately in block 18, Description of Commodities. For the purpose of determining cubic measurements, the greatest dimension of length, width, and height will be used.

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**ITEM 245****DISTRIBUTION OF TENDERS**

1. The manual submission and distribution of Department of Defense Standard Tender of Freight Services, MT Form 364-R (including supplements) for the movement of DOD air freight shipments will be accomplished in accordance with the following procedures:

- a. The carrier will mail or deliver three signed copies and seven unsigned copies of the tender to:

Headquarters  
Air Mobility Command  
ATTN: DOYAB  
402 Scott Drive, Unit 3A1  
Scott AFB, IL 62225-5302

**ITEM 245 (continued)**

- b. Advance or informational copies of tenders will **not** be sent to any DOD consignor, DOD agency or service, or to MTMC.
2. After AMC approves the tender, the CONUS Freight Management (CFM) system will assign it a distribution number and date and return one copy to the carrier. Air freight tenders for Class 1, Divisions 1.1, 1.2, and 1.3 ammunition and explosives will not be distributed to DOD consignors.

**ITEM 250****ESCORTS/COURIERS (ECR)**

Escorts and/or couriers may accompany shipments aboard aircraft at the request of the Government. Each escort and/or courier will be subject to a charge of ECR(1) \$ \_\_\_\_\_ per person.

**ITEM 255****EXCESS VALUATION (EVC)**

1. Carrier will be liable for all loss, damage, undue delay, missed delivery or other result occurring to freight in its possession, unless caused by acts of god. Except for crated HHG, carrier liability for loss/damaged cargo on domestic freight will be limited to \$.50 per pound per piece or \$50.00 per piece, whichever is greater, but not to exceed actual value of articles lost or damaged, plus the amount of applicable transportation charges. For international air shipments, the carrier's liability for loss/damaged cargo will be limited to \$9.07 per pound per piece, but not to exceed the actual value of articles lost or damaged. Additionally, for both domestic and international shipments, the carrier shall also be responsible for reimbursing the government for any applicable transportation charges associated with a lost or damaged shipment.

2. Should the consignor desire to declare and establish cargo liability for an amount greater than that in paragraph 1, the carrier agrees to provide this increased liability coverage for EVC(1) \$ \_\_\_\_\_ for each \$100 or fraction thereof.

**ITEM 260 (C3)****FREIGHT ALL KINDS - DOD UNIQUE NUMBER 999914 (See NOTE)**

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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1. Freight All Kinds (FAK) consists of those commodities which carriers offer to transport at one inclusive rate or charge, regardless of their differing transportation characteristics.
2. The following commodities **may not** be included as FAK:
  - a. Narcotics and dangerous drugs
  - b. Ammunition and explosives (Class 1)
  - c. Inhalation hazard poisons
  - d. Radioactive materials, except those which may be transported by air in accordance with the provisions set forth in Title 49 CFR, Parts 172.101 and 173.421.
  - e. Etiologic agents
  - f. Hazardous or dangerous commodities
  - g. Corpses
  - h. Coins, currency, and precious metals
  - i. Stamps
  - j. Art

**ITEM 260 (continued)**

3. Carriers filing FAK tender rates may not restrict the application of such rates by imposing any further exclusions. Tender commodity description "Freight All Kinds" (999914) will be understood to include all commodities except those in paragraph 2.
4. Except as required by regulation or law, shipments described on bills of lading as Freight All Kinds (999914) will not be further described as to individual commodities contained in the shipment.
5. ~~For domestic shipments, the released value of FAK under this item shall not exceed \$0.50 per pound per piece or \$50 per piece, whichever is greater, but not to exceed actual value of articles lost or damaged plus the amount of applicable transportation charges.. (See ITEM 265, FREIGHT ALL KINDS - 999931.)~~
6. For international shipments, the released value of FAK under this item shall not exceed \$9.07 per pound per piece, but not to exceed actual value of articles lost or damaged plus the amount of applicable transportation charges (See ITEM 265, FREIGHT ALL KINDS - 999931).

*NOTE: See ITEM 255, EXCESS VALUATION.*

**ITEM 265 (C3) FREIGHT ALL KINDS - DOD UNIQUE NUMBER 999931 (see NOTE)**

1. Freight All Kinds (FAK) - DOD Unique Number 999931 consists of those commodities which carriers offer to transport at one inclusive rate or charge regardless of their differing transportation characteristics.
2. The following commodities **may not** be included as FAK:
  - a. Radioactive materials.
  - b. Ammunition and explosives (Class 1)
  - c. Inhalation hazard poisons
  - d. Narcotics
  - e. Etiologic agents

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- f. Corpses
- g. Coins, currency, and precious metals
- h. Stamps
- i. Art

3. Carriers filing FAK tender rates may not restrict the application of such rates by imposing any further exclusions. Tender commodity description "Freight All Kinds (999931)" will be understood to include all commodities except those in paragraph 2.

4. Except as required by regulation or law, shipments described on bills of lading as "Freight All Kinds (999931)" will not be further described as to individual commodities contained in the shipment.

5. Released value of FAK under this item shall not exceed \$.50 per pound per piece or \$50 per piece, whichever is greater, but not to exceed actual value of articles lost or damaged plus the amount of applicable transportation charges. (See ITEM 260, FREIGHT ALL KINDS-999914.)

6. For international shipments, the released value of FAK under this item shall not exceed \$9.07 per pound per piece, but not to exceed actual value of articles lost or damaged plus the amount of applicable transportation charges (See ITEM 265, FREIGHT ALL KINDS - 999931).

*NOTE: See ITEM 255, EXCESS VALUATION.*

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**ITEM 270****INADVERTENCE RULE**

Tenders inadvertently accepted and distributed by AMC, which are later found not to be in compliance with DOD tender filing instructions or the applicable rules publication, are subject to immediate rejection. The issuing carrier will be notified.

**ITEM 275****INSPECTION OF SHIPMENTS**

Carriers shall have the right to inspect shipments to determine applicable rates. When shipments are found to be incorrectly described on the bill of lading, consignor will issue BL Correction Notice (SF 1200), and freight charges will be assessed according to the proper description.

**ITEM 280****LOCATION OF GOVERNMENT INSTALLATIONS**

1. Government installations named in the origin or destination blocks of the BL will be recognized as the intended origin or destination regardless of any conflict with a post office address.
2. Transportation charges will apply from or to the Government installation at origin or destination designated regardless of the location of the receiving or shipping facilities within the installation boundaries.
3. Tenders submitted by carriers showing the Standard Point Location Code (SPLC) of a city, with its corresponding narrative information, will be applicable to **all** DOD installations and other consignors within the corporate limits of that city. Those SPLC's, applicable to the corporate limits of all cities, consist of six numbers only; but in entering these SPLC's in the DOD tender, the six numbers must be followed by three zeros to complete the entire nine-position SPLC field.

**ITEM 285 C1****OVERSIZED FREIGHT (See NOTE)(520)****NEED TO ADD OVERSIZED DIMENSIONS FOR INTERNATIONAL**

**a. 125"X84"X62"**

**b. 121"X84"X64"**

1. Consignor must make advance arrangements with the air carrier to transport the following oversized shipments:
  - a. Piece(s) which exceed 125 inches in length **(for domestic or international shipments)** and/or prevent other freight from being loaded on the same pallet(s) because of special tie-down requirements.
  - b. Piece(s) which exceed 88 inches in width **for domestic shipments or 84 inches in width for international shipments** but are less than 125 inches in width and/or prevent other freight from being loaded on the same pallet(s) because of special tie-down requirements.
  - c. Piece(s) which exceed 59 inches in height **for domestic shipments or 64 inches in height for international shipments.**
  - d. Shipments which exceed 300 inches in length and girth combined shall be defined as an oversized shipment.

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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2. If transportation for such shipments will be provided on pallets (width 88 inches, length 125 inches), carrier will not assess a rental charge for the use of the pallets.
3. Charges: (stated in whole percents only)
  - a. On shipments of oversized freight, as described in paragraph 1a-1c above, carriers will be entitled to a surcharge of
  - b. 520(1) \_\_\_\_\_% of the transportation amount .
  - c.
4. Oversized freight shipments will allow for an additional (1) day of transit time unless otherwise agreed to by the shipper and the carrier.

*NOTE: See ITEM 230, CHARGES FOR WEIGHT and ITEM 240, DESCRIPTION OF SHIPMENTS.*

**ITEM 290 C3 ~~C1~~**

**PACKAGING AND MARKING REQUIREMENTS**  
**(HAZ1)**

1. Shipments must be so prepared or packed as to ensure safe transportation with ordinary care in transportation.
2. Any commodity susceptible to damage by ordinary handling must be adequately protected by proper packing and must be marked and labeled.
3. Any commodity susceptible to damage as a result of any conditions which may be encountered in air transportation, such as high or low temperatures, high or low atmospheric pressure, or sudden changes in either, must be adequately protected by proper packing.
4. Each piece of a shipment must be legibly and durably marked with the name and address of the consignor and consignee.
- ~~5. International shipments must be packaged to ensure that spoilage does not occur for a minimum of 24 hours after the requested delivery date.~~
- ~~65. Pieces with a floorbearing weight in excess of that which can be loaded on available aircraft must be provided with a suitable skid or base which will distribute the weight to that which can be loaded on available aircraft. The weight of such skid or base shall be included in the weight of the shipment.~~
- ~~76. Hazardous materials must be packaged in accordance with CFR 49, IATA, or ICAO regulations governing the commercial airline industry when such shipments are tendered to a scheduled airline or a freight forwarder which utilizes a scheduled airline to transport air freight.~~
- ~~78. DOD consignors using the services of nonscheduled carriers or freight forwarders which own/operate leased or corporation aircraft may, at the option of carrier and consignor, continue to package hazardous materials in accordance with CFR 49 regulations.~~
- ~~98. The hazardous material will be processed by the carrier for a charge of HAZ (1) \$ \_\_\_\_\_ per shipment.~~

**ITEM 295**

**PICKUP AND DELIVERY ON SATURDAY, SUNDAY, OR HOLIDAY OR ON NORMAL BUSINESS DAYS BEFORE OR AFTER NORMAL BUSINESS HOURS (HOL/PUD/SAT)**

1. When consignor/consignee requests pickup or delivery service on Saturday, Sunday, or holiday or on normal business days before 8:00 a.m. or after 5:00 p.m., carrier will provide such service subject to the following charges:

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a. On a normal business day, pickup-and-delivery service before 8:00 a.m. or after 5:00 p.m. shall be performed for a charge of PUD(1) \$\_\_\_\_\_ per CWT subject to a minimum charge of PUD(2) \$\_\_\_\_\_ .

b. Saturday pickup-and-delivery service shall be performed for a charge of SAT(1) \$\_\_\_\_\_ per CWT subject to a minimum charge of SAT(2) \$\_\_\_\_\_ .

c. Sunday and holiday pickup-and-delivery service shall be performed for a charge of HOL(1) \$\_\_\_\_\_ per CWT subject to a minimum charge of HOL(2) \$\_\_\_\_\_ .

2. Consignor/consignee must clearly annotate on the BL the request for pickup/delivery before or after normal weekday business hours or on Saturday, Sunday, or holiday.

**ITEM 300****PROMPT PAYMENT ACT**

1. Carrier invoices, properly supported, for transportation charges (Public Voucher for Transportation Charges form, SF 1113) will be payable within 30 days from the date of receipt of proper invoice, by the paying agency in accordance with the Prompt **ITEM 300 (continued)**

Payment Act (31 U.S.C., 3901 et seq.) Carriers cannot impose payment terms contrary to the provisions of the Prompt Payment Act, except to add voluntarily a discount for expedited payment.

2. Individual BLs for which the total charge for services rendered is \$5,000 or more will be submitted on an SF 1113, separate from other BLs for which the charges are less than \$5,000. Several BLs, each having individual charges of \$5,000 or more, may be presented on the same voucher. When vouchers containing BLs with charges of \$5,000 or more are mixed with BLs with charges of less than \$5,000, they will be returned to the carrier as an improper invoice. When Guaranteed Traffic vouchers containing BLs with charges equal to or less than the charges shown in block 28 of the BL are mixed with BLs containing charges greater than the charges shown in block 28, they will be returned to the carrier as an improper invoice.

**ITEM 305****RECONSIGNMENT/DIVERSION (RCC)**

1. Carriers will provide Reconsignment or Diversion Service upon written request, or upon oral request confirmed in writing, subject to the following:

a. The terms "reconsignment" and "diversion" are considered to be synonymous, and the use of either will be considered to mean:

- (1) A change in the name of the consignee within the original destination point;
- (2) A change in the place of delivery within the original destination point;
- (3) A change in the original destination point; or
- (4) A change in the route or other instructions that require a change in billing or an additional movement of the shipment.

b. Carriers will make a diligent effort to execute a request for reconsignment but will not be responsible if such service is not effected.

c. Only entire shipments, not portions of shipments, may be reconsigned.

d. Where a request is made by the consignor to divert a shipment to a motor carrier, the contract of carriage between the consignor and the originating air carrier or air forwarder shall terminate upon acceptance of the shipment by the motor carrier.

2. For performing Reconsignment/Diversion Service, the charge will be RCC(1) \$\_\_\_\_\_ per CWT subject to a minimum weight of RCC(2) \$\_\_\_\_\_. When the performance of this service involves a change in the original destination point, this charge will be in addition to the applicable rates to and from the reconsignment point.

3. Installations incurring charges under this item will be billed direct. See ITEM 315, SUBMISSION OF CHARGES FOR ACCESSORIAL SERVICES.

**ITEM 310****REDELIVERY (RCL)**

1. When a shipment is tendered for delivery and through the fault of the consignee such delivery cannot be accomplished, carrier will notify consignee, by telephone if practicable, that the shipment is on hand, and arrange for a mutually-agreeable redelivery date.

**ITEM 310 (continued)**

2. The charge for Redelivery service shall either be RCL(1) \$\_\_\_\_\_ per CWT, subject to a minimum charge of RCL(2) \$\_\_\_\_\_ per shipment, a maximum charge of RCL(3) \$\_\_\_\_\_ per shipment. In lieu thereof, the carrier may establish a flat charge of RCL(4) \$\_\_\_\_\_ per shipment. If RCL(4) is selected, RCL(1), RCL(2), and RCL(3) will not be applicable.

3. If, after being notified that the shipment is on hand, the consignee elects to pick up the shipment at carrier's terminal, no Redelivery charges will apply.

4. Installations incurring charges under this item will be billed direct. See ITEM 315, SUBMISSION OF CHARGES FOR ACCESSORIAL SERVICES.

**ITEM 315****SUBMISSION OF CHARGES FOR ACCESSORIAL SERVICES REQUESTED BY  
CONSIGNOR/CONSIGNEE**

Charges for accessorial services described in ITEM 210, AIRCRAFT ORDERED BUT NOT USED; ITEM 310, REDELIVERY; and ITEM 320, WAITING TIME, will be chargeable to the appropriation and allotment designated by the military department or Government agency which has jurisdiction over the local activity where the charges actually accrued. Carriers will submit all invoices for these charges to the Transportation Officer at the local activity involved.

**ITEM 320****WAITING TIME (WTG)  
(Applicable only to Air Taxi)**

1. When the aircraft of an air taxi carrier is delayed or detained for loading/unloading and such delay or detainment is attributable to the consignor or consignee, the shipment or multiple shipments being loaded or unloaded will be subject to the following provisions:

a. One hour free time will be allowed for loading or unloading carrier's aircraft. Free time shall begin from the time carrier's employee notifies a responsible representative of the consignor or consignee that the aircraft is available and ready for

loading/unloading provided that it is within the consignor's or consignee's normal business hours, or acceptance hours as annotated on the bill of lading.

b. If loading or unloading extends beyond the allowable free time, the charge will be WTG(1) \$\_\_\_\_\_ for each hour or fraction thereof the aircraft is delayed beyond the allowable free time, subject to a maximum charge WTG(2) \$\_\_\_\_\_ of eight hours for each 24-hour period.

2. Installations incurring charges under this item will be billed direct. See ITEM 315, SUBMISSION OF CHARGES FOR ACCESSORIAL SERVICES REQUESTED BY CONSIGNOR/CONSIGNEE.

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**ITEM 325****EXCUSABLE DELAYS**

The following is the only allowable definition for what events constitute an excusable delay:

The delivery commitment guarantee does not apply when the delays in delivery are caused by acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Carrier (FAR 52.249-8 (c) (1-9)).

**ITEM 330****SHIPMENT LIENS**

Under no circumstances shall a carrier sell a government shipment in order to recover unpaid transportation charges.

**ITEM 335****CUSTOMS FOR INTERNATIONAL AIR SHIPMENTS**

It is the shipper's responsibility to make all the necessary arrangements to insure that the shipment will clear customs at the destination country, or at any point en-route as may be required. If the shipper fails in this responsibility, the carrier shall return the shipment to the origin shipper. The origin shipper will be responsible for paying all freight charges incurred by the carrier in returning the shipment.

**ITEM 340****CONTINGENCY /REDIRECTION/SURGES**

In the event of a contingency/state of war (declared or not), where the international shipments are undeliverable to a location/country, the air carrier shall contract the Transportation Officer (TO) for possible redirection of shipments. The TO will coordinate with the appropriate government offices, agencies, and air carrier to ensure proper receipt and ultimate delivery of redirected shipments to the consignees. If any such redirection causes an increase or decrease in the cost of performance, the air carrier shall notify AMC's Contract Airlift Division (HQ AMC/DOY) in writing as soon as practicable. Such changes are subject to a charge of CNT \$ \_\_\_\_\_ per shipment. During a contingency/surge, the air carrier may be required to support two to three times the normal government traffic flow, at the same level of service provided prior to the contingency/surge.

[NOTE: THE CNT ACCESSORIAL IS NOT AN APPROVED ANSI CODE AND IS BEING USED WITHIN THIS DRAFT PUBLICATION AS A "PLACEHOLDER" UNTIL THE CORRECT ACCESSORIAL CODE IS IDENTIFIED OR APPROVED]

**SECTION 4**  
**RULES GOVERNING THE MOVEMENT OF**  
**HAZARDOUS, CLASSIFIED, AND PROTECTED (SENSITIVE) MATERIALS**

*See Item 130, LEASED EQUIPMENT RESTRICTIONS*

*For Explanation of Abbreviations, Codes, Definitions, and Reference Marks*

*See SECTION 5.*

**ITEM 400****APPLICATION**

The rules and regulations provided in this section are applicable to DOD movements of Ammunition and Explosives (Class 1), Poisons (Class 6 and Division 2.3), Classified and Protected (Sensitive) Material, Radioactive Material, and other Dangerous Commodities. The term "other Dangerous Commodities" shall include, but not be limited to, the following: Flammable Liquids, Flammable Solids, Oxidizing Materials, Corrosive Liquids, Compressed Gases, and Poisonous Substances.

**ITEM 405****ARRIVAL OF SHIPMENTS DURING OTHER THAN NORMAL BUSINESS HOURS**

Shipments should be delivered during normal business hours of the consignee; however, when a shipment arrives at an installation during other than normal business hours due to circumstances beyond the control of the carrier, a temporary holding area will be provided for shipments that cannot be unloaded immediately. These areas will be subject to the regulation of the cognizant military service for handling and safeguarding explosives. Normal installation fire and security protection will be provided. The carrier or its representative will be advised that responsibility for the shipment will remain with the carrier until formal delivery of the shipment has been effected.

**ITEM 410****ASSISTANCE TO CARRIERS**

1. For the purpose of promoting safety, expediting transportation, and delivering shipments of explosives and other dangerous commodities, commanders of military installations may extend any technical assistance and aid considered necessary in connection with moving, salvage demolition, neutralization, or other disposition of Government-owned shipments being transported or stored by carriers. Regulations of the military services prescribe policies, responsibilities, and procedures for the disposal of explosive ordnance material and commercial shipment of explosive-contaminated scrap metals.
2. Assistance given in accordance with paragraph 1 above will be for carrier's account, and carrier may be held responsible for all expenses incurred by the Government, including salaries and wages paid by the Government, as these personnel act and perform in those instances as carrier agents. Government personnel assigned to assist carriers will retain their status as employees of the United States Government and, as such, will be entitled to the benefits as provided by law. The Government will not recognize or submit to any action for property damage in connection with such assistance furnished, when actual labor supervision or other services are performed at the carrier's request.
3. Except under emergency conditions, when delay might contribute to further hardships or possible disaster when Government personnel are called upon to give assistance to a carrier, the transportation officer will prepare a self-addressed letter in the form of a request for Government service, including the important points in Paragraph 2 above, to be signed by the carrier's representative. The letter will state clearly that the carrier acknowledges responsibility for performance of the services requested from the Government and that performance of the services by Government personnel does not relieve the carrier of liability. When assistance is given under emergency conditions and there is no time to prepare the required letter in advance, it will be prepared and signed after the service is performed.
4. Collection of sums of money for services rendered under these provisions will be in accordance with the Defense Finance and Accounting Center procedure. Checks will be made payable to "Treasurer of the United States" and will be submitted to the billing office of the applicable military service.

**ITEM 410 (continued)**

5. Carrier will not be billed or held responsible for any service performed by DOD personnel that was not requested by the carrier, such as dispatching of representatives to observe transfer of shipments or to suggest corrective measures in connection with seal breakage, shifting of loads or bracings, accidents, or other adjustments.

6. For assistance during transportation emergencies:

a. Commanders of military installation having appropriate facilities will grant safe haven to military-sponsored shipments of Class 1, Divisions 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6 ammunition and other cargo described in ITEM 400, APPLICATION covered by a Government Bill of Lading (GBL), or a Commercial Bill of Lading (CBL) annotated for conversion to a GBL, at the request of MTMC, when such material is endangered by civil disturbance or natural disaster or prevented from proceeding to destination by circumstances beyond the control of the carrier. Commanders may also grant safe haven to other Federal agency shipments of such materials when requested.

b. The MTMC Deployment Support Command (DSC) (1-800-524-0331) will coordinate requests from carrier representatives or dispatchers for safe haven during emergencies. Availability of installations affording safe haven will be determined by the MTMC DSC from the appropriate Transportation Facilities Guide. Authorization of the proposed safe haven will be obtained by MTMC from the commander of the selected installation before providing the carrier representative with the location of the safe haven and a point of contact. Vehicles accorded safe haven will be parked inside an appropriate security area, preferably a fenced area. When required, installation activity security will be extended to provide reasonable protection. The compatibility restrictions and quantity-distance requirements of the DOD Explosives Safety Board's DOD Ammunition and Explosives Safety Standards (DOD 6055.9 STD), as implemented by service directives, will be observed.

7. Shipping documents will be examined to prevent surreptitious entry of any unauthorized shipments into the installation-activity. Each carrier whose vehicle is granted safe haven must be apprised by the MTMC DSC that providing safe haven does not relieve the carrier of liability under the contract of carriage, nor does the DOD assume responsibility for the shipment or equipment, so long as terms and conditions of providing safe haven are not inconsistent with those of carrier's contract of carriage. In this regard, it will be within the prerogative of the installation commander to permit carrier personnel to remain with the vehicle for constant surveillance purposes or to decline to extend safe haven. Further, the carrier will be advised that the safe haven accorded is strictly temporary in nature and the vehicle must be removed from the military premises as soon as the installation commander or appropriate civil authority determines that the shipment is no longer endangered by local conditions. The consignor and the consignee of the material will be notified by the carrier of the shipment delay. At the discretion of the commander of the installation-activity, inspection provisions will be applied for shipments granted safe haven on the activity. Costs for providing safe haven will be processed for reimbursement in accordance with Paragraph 4 above.

8. Shipping activities will provide a secure holding area when assistance is required to protect a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or at the discretion of an installation commander when no emergency exists.

**ITEM 415****CARRIER APPROVAL**

Shipments of ammunition and explosives (Class 1), inhalation hazard poisons, or radioactive yellow-III label material, or classified and protected (sensitive) materials will be tendered only to a carrier authorized to transport these commodities.

**ITEM 420****DRIVER REQUIREMENTS**

1. Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles (DD Form 836) will be used for issuing instructions to drivers of all commercial and military vehicles transporting explosives or certain other dangerous commodities for the military departments over public roads within CONUS. This form provides the shipping transportation officer with a medium for disseminating precautionary procedural instructions to the driver. The driver will require such instruction to learn how best to protect himself, the lading, the vehicle, and other life and property from such hazards as fire, accident, and vehicle breakdown. Depending upon the type of commodities involved, the transportation officer will supplement the instructions contained in the form with specific instructions to ensure that the driver will take every precaution while transporting these commodities. The driver must transfer the form to each successive driver, if any, for delivery to the consignee at destination.

2. When a shipment of ammunition and explosives (Class 1), inhalation hazard poisons, or radioactive yellow-III label material is involved in an accident or is delayed en route for a period of 12 hours or more, the carrier's driver will notify the consignor and consignee by the fastest available means. Refer to ITEM 215, ASTRAY FREIGHT AND EMERGENCY NOTIFICATION, for emergency telephone numbers.

**ITEM 425****INSPECTION OF VEHICLES**

**(Applicable only to motor portion of Air Freight shipments)**

1. When transporting ammunition and explosives (Class 1, Divisions 1.1, 1.2, and 1.3), inhalation hazard poisons, and radioactive yellow-III label material by motor vehicle over public highways, the carrier is required to comply with safety regulations prescribed by transportation regulatory bodies and the Department of Defense.

2. Shipping activities will inspect vehicles at the following points, using the Motor Vehicle Inspection (Transporting Hazardous Materials) form (DD Form 626):

a. Before loading, complete Sections I and II. Only vehicles against which no unsatisfactory conditions are noted will be accepted for loading. Vehicles will not be rejected, however, if deficiencies are corrected by the carrier before loading.

b. After loading, complete Section III. All items will be completed; additional pages may be used if necessary. Vehicles will not be released for transportation until all items are satisfactory.

3. The receiving installation must inspect vehicles at the following points, using applicable items on the DD Form 626:

a. Before they are accepted for delivery. Deficiencies must be corrected by the carrier before the vehicles are permitted to enter sensitive or restricted areas.

b. Prior to unloading. Deficiencies will be corrected at the time of inspection, if practical and considered necessary for safe delivery of the shipment to the unloading area. If any deficiencies are not corrected at the time of inspection, proper action will be taken to ensure safe delivery of the shipment.

4. Deficiencies which exist at the time of inspection and are corrected before loading/unloading the vehicle will be entered in the "Comments" column of the DD Form 626.

**ITEM 430 C1****REGULATORY COMPLIANCE**

1. Everyone participating in the shipment of explosives and other dangerous commodities is responsible for compliance with rules and regulations of regulatory bodies governing the safe transportation of those commodities. All matters pertaining to the establishment, amendment, or clarification of such rules and regulations as they concern Department of Defense shipments will be referred to the Commander, Military Traffic Management Command; ATTN: MTOP-QEC; 5611 Columbia Pike; Falls Church, VA 22041-5050 for coordination, determination or further handling with regulatory bodies.
2. Regulations require that certain conspicuous and distinctive labels or markings be attached to or made upon containers used in transporting shipments of explosives or other dangerous commodities, and that placards be applied to equipment used to transport such shipments. Labeling or marking of containers and vehicles is the responsibility of the consignor. No unit of transportation equipment loaded with explosives or other dangerous commodities will be released without proper labeling of containers therein and proper placarding of the equipment as required by the appropriate regulatory or supervisory authority as described herein. Labels will not be applied to packages containing commodities which are not subject to the Code of Federal Regulations, Title 49, Parts 171-179. When DOT regulations exempt the package(s) from labeling, the exemption must be indicated by the words "No Labeling Required" immediately following the Description of Commodities on the BL.
3. The government agrees to package hazardous materials for both cargo and passenger aircraft in compliance with the IATA Dangerous Goods Regulation and the ICAO in addition to packaging requirements put forth in CFR 49.

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**SECTION 5**  
**EXPLANATION OF ABBREVIATIONS, CODES,**  
**DEFINITIONS, AND REFERENCE MARKS**

*Draft Document*

## ITEM 500

ABBREVIATIONS AND CODES

045	Advancing Charges
675	Signature and Tally Record Service
AA	Airport-to-Airport Service
AFN	Aircraft Ordered but Not Used
AFTRP	AMC Freight Traffic Rules Publication
AMC	Air Mobility Command
BL	Bill of Lading
CBL	Commercial Bill of Lading
CFR	Code of Federal Regulations
CIS	Constant Surveillance Service
CONUS	Continental United States
CWT	Hundred Pounds
D1	Overnight Service
D2	Second-Day Service
D3	Deferred Service
DD	Door-to-Door Service
DDD	Desired Delivery Date
DDN	Dual Driver Protective Service with National Agency Check
DDP	Dual Driver Protective Service
DEL	Delivery Before Noon
DOD	Department of Defense
DOT	U. S. Department of Transportation
DSC	Deployment Support Command (formerly MTMC Area Command(s))
ECR	Escorts/Couriers
EDI	Electronic Data Interchange
EVC	Excess Valuation
FAK	Freight All Kinds
GBL	Government Bill of Lading
HAZ	Hazardous Handling
HOL	Pickup/Delivery on Sunday/Holidays
MTMC	Military Traffic Management Command
NAC	National Agency Check
NMFC	National Motor Freight Classification
PSS	Protective Security Service
PUD	Pickup/Delivery on Normal Business Days
RCC	Reconsignment/Diversion
RCL	Redelivery
RDD	Required Delivery Date
SAT	Pickup/Delivery on Saturday
SEV	Security Escort Vehicle Service
SG	Priority Service
TDR	Transportation Discrepancy Report
TPS	Transportation Protective Service
WTG	Waiting Time

ISSUED: January 15, 1999

EFFECTIVE: January 20, 1999

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**ITEM 505****DEFINITIONS**

**AIR TAXI** - Air transportation from a carrier offering non-scheduled air services of passengers or cargo, on a charter or contract basis. Aircraft, having a gross takeoff weight of less than 12,500 pounds and operating under the requirements of Federal and State bodies, can be both fixed-wing or helicopter.

**BILL OF LADING** - A generic term for shipment documentation that is used interchangeably with "Government Bill of Lading (GBL)" or "Commercial Bill of Lading (CBL)".

**CLEARED CARRIER** - A commercial carrier that has met the following criteria for handling SECRET shipments:

- a. Can provide the Transportation Protective Service (TPS) requirement established by a transportation officer.
- b. Has authorization by law or regulation to provide the required transportation protective service.
- c. Has a SECRET facility clearance issued by the Defense Investigative Service (DIS).
- d. Has furnished MTMC with an applicable tender, agreement, or contract that provides for Protective Security Service (PSS).

**CONTINENTAL UNITED STATES** (CONUS) - United States territory located within the North American continent between Canada and Mexico.

**DESIRED DELIVERY DATE** (DDD) - A specific date by which delivery of a shipment should be accomplished by the carrier at the CONUS destination or CONUS air/water terminal.

**EMERGENCY** - Any situation which would prevent a shipment of classified or protected material from safely reaching its destination, such as undue delay caused by accidents, equipment failure, civil disturbance, labor strikes or natural disasters.

**LEGAL HOLIDAYS** - New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Columbus Day, Thanksgiving Day, Christmas Day.

**QUALIFIED CARRIER REPRESENTATIVE** - A person employed by a carrier or terminal involved in the handling of DOD shipments moving in security service, and who is:

- a. Designated by carrier or terminal management to attend a transportation conveyance.
- b. Aware of the sensitivity of DOD material moving under transportation protective service(s).
- c. Knowledgeable of the safety, security and emergency procedures that must be followed.
- d. Authorized to move a transportation conveyance and has the means and ability to do so.
- e. Cleared under the DOD Industrial Security Program to handle SECRET shipments and has carrier-issued identification when providing Protective Security Service.

**REFUGE LOCATION** - Emergency assistance provided by an installation to a carrier's vehicle transporting arms, classified (SECRET or CONFIDENTIAL) materials, or Division 1.4 ammunition. The criteria for granting assistance are the same as for safe haven, except the installation does not have to consider quantity-distance factors.

**ITEM 505 (continued)**

**RELEASED VALUATION RATE** - A rate applied subject to limitations with respect to the liability of carriers for loss of and/or damage to a shipment.

**REQUIRED DELIVERY DATE** (RDD) - Date when material is required by the consignee.

**ROUTING OR ROUTE ORDER** - An order issued by Military Traffic Management Command specifying the mode of transportation and the means within that mode by which shipment will move.

**SAFE HAVEN** - Emergency assistance provided by an installation to a carrier's vehicle transporting Division 1.1, 1.2, or 1.3 ammunition and explosives due to circumstances beyond a carrier's control (such as severe weather or vehicle breakdown). A primary consideration by the installation commander is whether the load poses an unacceptable hazard to personnel or operations. This involves an analysis of the quantity-distance factors involved and the ability to locate the vehicle away from populated areas.

**SECURED AREA** - An area to which access is controlled and which is under the regular, periodic surveillance of security personnel.

**SECURE HOLDING AREA** - In non-emergency situations, protection provided by an installation to a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or at the discretion of an installation commander. The installation commander must make the same kinds of determinations as for "safe haven" or "refuge."

**SECURITY CAGE** - A structure fabricated of steel grating which can be used for temporary storage of classified or protected material within low security structures, including carrier terminals.

**SENSITIVE CARGO** - Small arms, ammunition, and explosives that are a potential danger to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions.

**SHIPMENT** - A shipment is a quantity of freight tendered for transportation by one consignor, at one point, on one day, on one bill of lading, for delivery to one consignee at one destination.

**ITEM 510****REFERENCE MARKS**

(N) Denotes new item.

(C) Denotes change in text.