

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-14

CHAPTER XI - CODE J UNACCOMPANIED BAGGAGE

Item 1100

General

These terms and conditions apply specifically to the handling and management of Code J UB shipments. Carriers participating in Code J service agree:

a. To comply with requirements and procedures of AMC in reporting and documenting shipments. This includes palletization, preparation of TCMD for each pallet or individual shipment, deliver of pallet loads or individual shipments to the AMC air terminal, and the receipt of pallet loads or individual shipments from AMC air terminal.

b. To accept 100 percent of the Code J UB shipments tendered.

c. To ensure the shipment actual weight/cube information is provided to the origin ITO/TMO within 3 work days after pickup at the member's residence.

d. To assume on a door-to-door basis, full responsibility for shipments and liability to the limits.

e. To pickup cargo from AMC no later than 1 working day from time of notification.

Item 1101

Palletizing Code J UB Shipments

Port agents will consolidate Code J shipments into pallet loads. This will be accomplished with 463L pallets and plastic covers supplied by the AMC air terminals. All pallets must be configured for DC-8 or DC-10 aircraft. Shipments belonging to different carriers may be placed on the same pallet, provided these carriers use the same port agent at the POD. These will be identified as pure pallets. Shipments belonging to several carriers that use different agents at the POD may be placed on the same pallet when there is insufficient tonnage to build pure pallets. These will be identified as mixed pallets. All pallets will have a placard identifying them as pure or mixed in accordance with Appendix 11A. Intertheater Code J shipments will be delivered to the aerial port loose and not be commingled (palletized) with shipments having a final destination in CONUS.

Item 1102

Transportation Control and Movement Document

Port agents are responsible for preparing a TCMD for each pallet or individual Code J UB shipment delivered to AMC air terminals in accordance with the instruction herein. Carriers are responsible for ensuring port agents have the necessary equipment for preparing TCMDs. Port agents will place a copy of the TCMD in a packing envelope, which will be attached to the pallet in such a manner as to be accessible to AMC personnel. The port agent will provide TCMD information on computer diskette(s) to the origin AMC air terminal in a format capable of interfacing with current transportation automated information systems.

Item 1103

Military Shipment Label, DD Form 1387

Carriers will be responsible for preparing and attaching the DD Form 1387 (Military Shipping Label) in accordance with the Defense Transportation Regulation Part II (DTR, 4500.9R), including the requirement for linear and two dimensional (2D) bar coding. The 2D bar code will be in accordance with Materials Handling Standard MH10.8.2.

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Item 1104

Movement from CONUS to Overseas

a. CONUS Port Agent Responsibilities:

(1) General: Port agents will be responsible for ensuring outbound Code J UB shipments are not delayed at their facilities. Port agents will build pallets by channel and deliver to the origin AMC air terminal.

(2) United Kingdom: Port agents palletizing Code J shipments for the United Kingdom must ensure the DD Form 1434 (United Kingdom Customs Form) accompanies each shipment when turned over to the AMC aerial terminal at Dover AFB, DE. Prior to delivery to the air terminal, the DD Forms 1434 for all shipments on each Code J pallet will be consolidated and placed in a single envelope and attached to the short side of the pallet. ITGBL carriers are responsible for ensuring port agents are aware of this requirement.

b. TCMD Requirements:

(1) General: Carriers can mix military services' UB on the same TCMD and pallet; however, particular attention must be devoted to accurately listing the military services' Transportation Account Code (TAC) and the correct Transportation Control Number (TCN) for each baggage shipment on the computer diskette(s) provided to the AMC air terminal in a format capable of interfacing with current transportation automated information systems. This information is found on the GBL.

(2) Preparation of the TCMD Cards for Pallet Loads: On pallet loads, carriers/port agents will prepare a pallet header record for each pallet and a prime TCMD and trailer card for each shipment on the pallet (see Tables 1, 2, and 3).

(3) Preparation of the TCMD for Individual Shipments: These instructions apply when there is insufficient volume to consolidate by channel and RPDD. Carriers will prepare a prime TCMD and trailer cards for each shipment. A pallet header record is not required (see Tables 2 and 3).

(4) Instructions on Constructing a Carrier Reference Information (CRI) Number: Each carrier will construct a CRI for each pallet. The CRI will be inserted in card columns 30-46 of the pallet TCMD card. The CRI will include 00, carrier code, julian date TCMD prepared, L (stands for 463L pallet), carrier pallet ID number (number assigned by the carrier for pallet identification), and PCG.

Example: OO ABCD4180L 001 PCG

| <u>Constant Code</u> | <u>Carrier Code*</u> | <u>Julian Calendar Year</u> | <u>Date TCMD Prepared</u> | <u>Type Modular</u> | <u>Type Pallet ID No.</u> | <u>Module CONF</u> | <u>Cargo Code</u> |
|----------------------|----------------------|-----------------------------|---------------------------|---------------------|---------------------------|--------------------|-------------------|
| OO | ABCD | 4 | 180 | L | 001 | PC | G |

Port agents will enter "MIXD" when pallets contain shipments for different carriers and different aerial port of debarkation (APOD) agents.

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(5) Weight Tolerance:

(a) Port agents must ensure that total gross weight of all shipments on Code J pallets identified in card columns 72-76 of the tab card or pallet header record matches the gross weights of individual shipments identified in card columns 72-76 of the prime card for each shipment.

(b) In the event the aerial port weighs the pallet and the tare weight of the pallet is plus or minus 150 pounds of the original weight indicated in card columns 72-76 of the prime card, the pallet is considered out of tolerance and will be turned back to the carrier or port agent to resolve the difference in weights. Carriers will have to break down the pallet and weigh each piece or correct their documentation.

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TABLE 1**Preparation of the Pallet Header Record for Each Pallet Load of Code J**

| <u>TCMD COLUMNS</u> | <u>REQUIRED INFORMATION</u> |
|---------------------|---|
| 1-3 | "TAB" (constant) |
| 4-8 | Blank |
| 9-14 | Consignor DODAAC |
| 15-19 | Blank |
| 20 | Blank |
| 21-23 | Appropriate AMC origin terminal code (see Appendix 13A) |
| 24-26 | Appropriate AMC destination terminal code (see Appendix 13A) |
| 27 | "F" (constant) |
| 28-29 | Blank |
| 30-46 | ITGBL carrier CRI (see item 1103b(4) for instructions on constructing a CRI for each pallet header record). |
| 47-52 | Consignee DODAAC |
| 53 | "2" (constant) |
| 54 | Blank |
| 55-57 | Height of pallet in inches, i.e., 72 = 072. |
| 58-60 | Blank |
| 61 | Enter "N" |
| 62-63 | Enter "10" |
| 64-67 | Blank |
| 68-71 | Total pieces on pallet, i.e., 48 pieces = 0048. |
| 72-76 | Total gross weight of loaded (pallet, i.e. 100 lbs = 0.) |
| 77-80 | Cube of pallet (in cubic feet), (i.e. 100 cu ft = 0100.) |

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TABLE 2**Preparation of the Prime Card for Each Shipment on a Pallet**

| <u>TCMD COLUMNS</u> | <u>REQUIRED INFORMATION</u> |
|---------------------|--|
| 1-3 | "TFD" (constant) |
| 4-8 | Blank |
| 9-14 | Consignor DODAAC |
| 15-17 | Blank |
| 18-19 | "JZ" (constant) |
| 20 | "A" (constant) |
| 21-23 | Appropriate AMC origin terminal code (see Appendix 13A) |
| 24-26 | Appropriate AMC destination terminal code (see Appendix 13A) |
| 27 | "F" (constant) |
| 28-29 | Blank |
| 30-46 | Individual shipment unit TCN from PPGBL. |
| 47-52 | Consignee DODAAC |
| 53 | "2" (constant) |
| 54-56 | Required delivery date (RDD) of individual shipment. |
| 60-62 | Blank |
| 63 | Blank |
| 64-67 | TAC (from PPGBL) for individual shipments. |
| 68-71 | Pieces in individual shipment, i.e., 48 pieces = 0048. |
| 72-76 | Weight of individual shipment, i.e., 100 lbs = 00100. |
| 77-80 | Cube (in cubic feet), of individual shipment, i.e., 100 cu ft = 0100. |

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TABLE 3**Preparation of Trailer Cards for Individual Shipments on a Pallet**

| <u>TCMD COLUMNS</u> | <u>REQUIRED INFORMATION</u> |
|---------------------|--|
| 1-3 | "TFH" (constant) |
| 4-8 | Blank |
| 9-14 | Consignor DODAAC |
| 15-17 | Blank |
| 18-19 | "JZ" (constant) |
| 20 | "A" (constant) |
| 21-23 | Appropriate AMC origin terminal code (see Appendix 13A) |
| 24-26 | Appropriate AMC destination terminal code (see Appendix 13A) |
| 27 | "F" (constant) |
| 28-29 | Blank |
| 30-46 | Individual shipment unit TCN from PPGBL. |
| 47-52 | Consignee DODAAC |
| 53 | "2" (constant) |
| 54-66 | Owner's name (last) |
| 67-68 | Owner's initials |
| 69-70 | Owner's grade, i.e., Captain = "03", MSG = "E7", and civilian = "CV" |
| 72-76 | Blank |
| 77-80 | Carrier SCAC |

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Item 1105

Movement From Overseas to CONUS

a. Overseas Port Agent's Responsibilities:

(1) General: Port agents will be responsible for ensuring outbound Code J UB shipments are not delayed at their facilities. Shipments with 20 days or less remaining to the RDD will be delivered to the AMC terminal within 72 hours after arriving at the port agent's facility. Shipments with over 21 days remaining to the RDD will be held for consolidation. However, when the aerial port and port agents agree there is not sufficient tonnage being generated to build pallet loads, Code J shipments will be delivered to the AMC air terminal within 72 hours after arriving at the port agents facility

(2) Transportation Control and Movement Documentation (TCMD): Port agents are responsible for preparing a TCMD on punch cards for each pallet load or individual Code J UB shipment delivered to the AMC terminal. Carriers are responsible for ensuring their port agents have the necessary equipment for preparing TCMDs. The port agents will provide TCMD information on computer diskette(s) to the origin AMC terminal in a format capable of interfacing with current transportation automated information systems.

(3) Constructing a TCN for each pallet: Carriers will construct a TCN for each pallet. The TCN will be placed in Block No. 10 (Transportation Control Number) on all pages of the TCMD. The carrier TCN will include: "OO, carrier code, julian day TCMD prepared, "L" (stands for 463L pallet), carrier pallet ID number (number assigned by ITGBL carrier for pallet identification), LSG.

Example: *OO ABCD4180 *L 001 *LSG.

| Constant Code | Carrier Code* | Calendar Year | Julian Day TCMD Prepared | Constant Code | Pallet ID No. | Com. Code |
|---------------|---------------|---------------|--------------------------|---------------|---------------|-----------|
| OO | ---- | -- | ---- | L | 001 | LSG |
| -- | ---- | -- | ---- | - | --- | --- |
| -- | ---- | -- | ---- | - | --- | --- |

"OO", "L," and "LSG" are constant and must be shown in same position in each TCN constructed by carrier. First pallet loaded on Julian day shown, continue sequentially for other pallets loaded the same day, i.e., First pallet = "001," Second pallet = "002." The TCN will be typed in Block No 10 of the TCMD. The carrier TCN must appear on all copies of the TCMD and will also appear on the pallet placard in full view for immediate pallet identification by carrier personnel, AMC, and U.S. Customs. Port agents will enter "MIXD" when pallets contain shipments for different carriers and different aerial port of debarkation (APOD) agents. The port agents will provide TCN information on computer diskette(s) to origin AMC terminal in a format capable of interfacing with current transportation automated information systems.

(4) The transportation data (blocks 1 through 31) entered on the first page of the TCMD need not be duplicated on the remaining pages, but the TCN (block 10) and the correct sequential page number must appear on all pages of the TCMD.

(5) Preparation of the TCMD for pallet loads of Code J baggage:

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(a) HEADER DATA:

| TCMD COLUMNS | REQUIRED INFORMATION |
|--------------|--|
| 1 | "TAB" (constant). |
| 2 | Carrier leave blank; APOE will fill in a pallet control number prior to transmittal of header and individual shipment data to the Airlift Clearance Authority (ACA). |
| 3-4 | Leave blank. |
| 5 | "A" (constant). |
| 6 | Appropriate AMC origin terminal code (see Appendix 13A). |
| 7 | Appropriate AMC destination terminal code (see Appendix 13). |
| 8 | "P" (constant). |
| 9 | "PT" (constant). |
| 10 | ITGBL Carrier TCN. |
| 11 | In-the-clear name of the APOD where pallet should be returned to carrier. |
| 12 | "2" (constant). |
| 13-21 | Blank. |
| 22 | Total pieces on pallet. |
| 23 | Total weight of pallet. |
| 24 | Cube of pallet (in cubic feet). |
| 25-31 | Blank. |

(b) SHIPMENT DATA (First line for each shipment unit):

| | |
|----|---|
| 32 | "TFD" (constant). |
| 33 | Carrier leave blank; APOE will fill in pallet control number prior to transmittal of header and shipment data to the ACA. |

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| | |
|--|---|
| 34 | DODAAD Code of Origin PPSO (from origin PPSO). |
| 35 | "JZ" or, for in bond shipments, "JI." |
| 36a | "A" (constant). |
| 36b | APOE Code. |
| 37 | APOD Code. |
| 38 | "P" (constant). |
| 39 | "BX" (constant). |
| 40 | Individual Shipment Unit TCN (from PPGBL). |
| 41 | DODAAD Code of Destination PPSO (from origin PPSO). |
| 42 | "2" (constant). |
| 43a | RDD of Individual Shipment. |
| 43b-43d | Blank. |
| 43e | TAC (from PPGBL) for individual shipment. |
| 44a | Pieces in Individual Shipment. |
| 44b | Weight of Individual Shipment. |
| 44c | Cube (in cubic feet) of Individual Shipment |
| (c) OWNER DATA (Second line for each shipment unit): | |
| 32 | "TFH" (constant). |
| 33 | Carrier leave blank; for APOE use. |
| 34-39 | Leave Blank. |
| 40 | TCN from "TFD" line. |
| 41-42 | Leave Blank. |
| 43a-43d | Member's name (Last, First, and Middle Initial). |
| 43e | Member's Grade (i.e., O-3, E-6, etc.). |
| 44a | Carrier SCAC. |
| 44b-44c | Leave Blank. |

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(6) In those instances where more than one page is necessary to complete TCMD documentation, annotate page numbers in the space provided (upper right-hand corner) on the TCMD.

(7) Preparation of the TCMD for individual shipments. These instructions apply when there is insufficient volume to consolidate for a full pallet load.

(a) PRIME DOCUMENT (Header Detail):

| TCMD COLUMNS | REQUIRED INFORMATION |
|--------------|---|
| 1 | "TFI" (constant). |
| 2 | Carrier Leave Blank. |
| 3 | DODAAD Code of Origin PPSO (from origin PPSO) |
| 4 | "JZ" or, for in bond shipments, "JI." |
| 5 | "A" (constant). |
| 6 | Appropriate AMC Origin Terminal Code--APOE. |
| 7 | Appropriate AMC Destination Terminal Code--APOD. |
| 8 | "P" (constant). |
| 9 | "BX" (constant). |
| 10 | Individual Shipment (TCN from PPGBL) |
| 11 | DODAAD Code of Destination PPSO (from origin PPSO) |
| 12 | "2" (constant). |
| 13 | Julian Day--RDD. |
| 14 | Leave Blank |
| 15 | Julian Day of Scheduled Pickup (from PPGBL) |
| 16 | Estimate Time of Arrival at APOE-Expressed as Code. |
| 17 | TAC (from PPGBL). |

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- | | |
|----|--|
| 18 | Leave Blank. |
| 22 | Total Pieces in Shipment. |
| 23 | Total Weight of Shipment. |
| 23 | Total Cubic Feet of Shipment Indicate Only Whole Number. Round Fractions to Next Whole Number. |

(b) OWNERSHIP DATA FOR BAGGAGE (Individual Shipment Data):

- | | |
|---------|-------------------------|
| 32 | "TF8" (constant). |
| 33-42 | Leave Blank. |
| 43a-43d | Owner's Name, Initials. |
| 43e | Rank. |
| 44a | Carrier SCAC. |
| 44b-44c | Leave Blank. |

Item 1106

Tracing Procedures

a. Carriers will trace a Code J shipment on request from a PPSO and make a report as to its location within 120 hours. When a tracer is received on a Code J shipment that has entered the AMC airlift system the following procedures will apply:

(1) Confirm with your port agent the shipment has been delivered to the AMC aerial port. Once this has been determined, contact the applicable air clearance authority (ACA) for lift data. Be certain you are tracing with the correct TCN.

(2) Provide the tracing activity with the name of the APOE, the date you delivered the shipment to the APOE, and all known lift data. Advise the tracing activity if the ACA has not been able to provide lift data.

b. After you provide the information stated above, all further tracers will be initiated by the destination PPSO. However, you are still required to monitor these shipments and submit reports required by paragraph 41E of the Tender of Service when a shipment has not arrived at the APOD with enough time left to meet the RDD.

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Item 1107

Air Clearance Authorities

a. ARMY AIRLIFT CLEARANCE AUTHORITY

Telephone: Commercial: (256) 955-9764/65, DSN: 645-9764/9764
Fax: Commercial: (256) 955-3246, DSN: 645-3246

b. NAVY AIRLIFT CLEARANCE AUTHORITY

Telephone: Commercial: (877) 418-6824
Fax: Commercial: (757) 443-1655; DSN: 646-1655

c. AIR FORCE AIRLIFT CLEARANCE AUTHORITY

Telephone: Commercial: (937) 257-4946, DSN: 787-4946
Fax: Commercial: (937) 257-3185, DSN: 787-3185

d. MARINE CORPS AIRLIFT CLEARANCE AUTHORITY

Telephone: Commercial: (760) 577-6842, DSN: 282-6842
Fax: Commercial: (760) 577-6679, DSN: 282-6679

ORIGINAL APPENDIX 11A-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-14

CODE J PALLET PLACARD

| | |
|-------------|----------------------|
| NAME: | Excellent Forwarders |
| PALLET TCN: | 00 89305323L013 LSG |
| APOE: | FRF |
| APOD: | DOV |
| PIECES: | 25 |
| WEIGHT: | 3,450 lbs |
| CUBE: | 318 |
| TYPE: | MIXED OR PURE |