

DOMESTIC PERSONAL PROPERTY RATE SOLICITATION D-7

**CHAPTER VII - INTRASTATE RATE FILING INSTRUCTIONS**

ITEM 700.

**PURPOSE**

These instructions provide simplified procedures, formats, and other information required to properly file voluntary rate tenders on behalf of carriers engaging in the movement of Department of Defense (DOD)-sponsored shipments of household goods within a state.

ITEM 701.

**TERMS AND CONDITIONS FOR INDIVIDUAL RATE TENDERS**

Carriers wishing to participate in the intrastate movement of DOD-sponsored household goods, at installations listed in the rate solicitation, will submit rates and charges in the formats for IRTs contained in these instructions. These formats are covered by the provisions of this rate solicitation. The rate solicitation is only to be referenced in the submission of rates and charges and will not be submitted to this or any other agency/office **except** with state regulatory bodies, when required. HQMTMC reserves the right to reject any or all offers received; e.g., rejection of rate submissions in extreme excess of those offered to other customers or acceptance of tenders with minor typographical errors.

ITEM 702.

**RATE FILING CYCLES**

**NOTE: IRTS AUTOMATICALLY EXPIRE EVERY SIX MONTHS. NEW IRTS MUST BE RECEIVED BY THE CLOSING DATE FOR EACH I/F CYCLE TO REPLACE THE EXPIRING IRTS.**

a. **I/F CYCLES.** There are two I/F cycles per year. The schedule for each cycle will be provided in the solicitation letter prior to the filing cycle. During each I/F cycle, competitive rate levels are established to move DOD personal property within each state. The I/F cycle provides carriers with the maximum flexibility to establish the specific, compensatory rate at which they desire to move personal property from any origin to any destinations within the state.

b. **M/T CYCLES.** There are two M/T filing cycles each year. The schedule will be provided in the solicitation letter prior to the I/F cycle. The M/T filing cycle provides carriers with the opportunity to precisely adjust their rate downward to (equal) the lower rates of other carriers established during the I/F cycle.

**NOTE: A CARRIER MUST FILE DURING THE I/F CYCLE TO BE ELIGIBLE FOR THE FILING OF M/T TENDERS, EXCEPT AS PROVIDED IN ITEM 709.**

ITEM 703.

**PREPARATION OF INDIVIDUAL RATE TENDERS**

a. Each carrier is completely responsible for the proper preparation and submission of its IRTs, in accordance with the procedures and formats prescribed herein. Tenders must be legibly typed in black ink. IRTs, or supplements thereto, will not be altered in any manner. **The use of correction tape, "white out," "pen and ink," or "strike-over" is not permitted.**

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b. IRTs which are not properly prepared or submitted in accordance with the provisions of this chapter will be rejected by HQMTMC. (See Item 717 for procedures concerning rejected tenders and Item 720 for procedures to correct rejected tenders.)

ITEM 704.

**INDIVIDUAL RATE TENDER SUBMISSIONS**

a. IRTs will be submitted using the exact format of MT-HQ Form 43-R, "Uniform Tender of Rates and/or Charges for Domestic Transportation Services (DOD/USCG Sponsored Household Goods)," which appears in Enclosure I to these instructions. Voluntary rate submissions must be expressed as "percentages of" the base line rates in this rate solicitation. **Submissions will not be expressed as percentage "off" these rates.** Also, submissions must be expressed in full percentages (e.g., 95 percent). Reductions will not be expressed as fractions (e.g., 95/100; 95.2 percent, .95). A carrier desiring to service a PPSO may serve at any percentage, above, below, or equal to the rates contained in this rate solicitation. The percentage filed will cover all aspects of the shipment, except the exceptions listed in Item 430.

b. Converting and using an interstate or intrastate commercial tariff or tender as a substitute for the rate solicitation is not permitted.

ITEM 705.

**COPIES AND SIGNATURE REQUIRED**

Carriers must submit THREE copies (front and back) of each IRT to HQMTMC. Two copies must bear the authorized signature (either handwritten or rubber stamped) of a company official whose signature is on file at HQMTMC, as one who is authorized to sign IRTs on behalf of the carrier. Each set of tenders shall be stapled together.

ITEM 706.

**RESERVED FOR FUTURE USE**

ITEM 707.

**SUBMISSION ADDRESS AND RECEIPT**

a. The following address must be used for all IRTs:

Commander, Military Traffic Management Command  
Deputy Chief of Staff for Passenger & Personal Property, Personal Property Division  
Domestic & International Rates Team (MTPP-HR), Hoffman II, Room 10N67  
200 Stovall Street  
Alexandria, Virginia 22332-5000

b. **Submissions must be received in Room 10N67, Hoffman II, 200 Stovall Street, Alexandria, VA 22332-5000 by 4:00 p.m., Eastern Time, on the deadline date.** It is the responsibility of all carriers filing voluntary tender submissions to meet the established deadline date and time. HQMTMC will not be responsible for tenders which do not arrive on time at the specified location. **Tenders received after the close of the filing period will be rejected.**

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ITEM 708.

**LIMITED AUTHORITY FILING**

Carriers must file to the entire state. The LOI will contain specific areas where carriers will provide service. Carriers filing the low rate and having limited authority will receive as close to 50 percent tonnage as possible. The low rate set by that carrier will apply from the entire AOR in which he serves to the entire state or destination AOR as shown on the IRT. (For tonnage distribution, refer to Item 721.)

ITEM 709.

**NEW APPROVAL/LAPSE IN SERVICE**

a. **NEWLY APPROVED CARRIER.** A newly approved intrastate carrier is one which has been approved by the Commander, MTMC, for participation in the DOD Personal Property Shipment and Storage Program and has never filed intrastate rates. A newly approved carrier may M/T any IRT currently on file at a PPSO, provided:

(1) Each tender submission is filed with HQMTMC, in accordance with these instructions. (See Appendix D and Figure 8 of this chapter.)

(2) The carrier includes, with the tender, a copy of the new LOI showing acceptance by this PPSO.

(3) The rate tender will become effective 30 days after receipt at HQMTMC if the submission is for the current cycle. If the submission is for an upcoming cycle, the rate tender will become effective with the beginning of the rate cycle.

b. **LAPSE IN SERVICE.** A DOD-approved intrastate carrier, which has not filed I/F rates at a PPSO during one or more preceding rate cycles, may M/T any IRT currently on file at the same PPSO, provided:

(1) Each tender submission is filed with HQMTMC, in accordance with these instructions. (See Appendix E and Figure 9 of this chapter.)

(2) The carrier includes, with the tender, a copy of their LOI showing acceptance by that PPSO.

(3) The rate tender will not become effective until 30 days after receipt at HQMTMC if the submission is for the current cycle. If the submission is for an upcoming cycle, the rate tender will not become effective until 30 days after the beginning of that rate cycle. For example, a rate tender submitted for the winter cycle will not become effective until December 1.

**A CARRIER MAY NOT CANCEL RATES AND THEN LATER REFILE RATES (USING THE SAME NAME/SAC) DURING THE SAME RATE CYCLE SIMPLY BY FILING A NEW LOI**

c. **EXPANSION OF OPERATING AUTHORITY.** Carriers gaining authority to serve may M/T any IRT on file from any PPSO for which they have an accepted LOI provided:

(1) Each tender submission is filed with HQMTMC, in accordance with these instructions, and

(2) The carrier includes with the tender, a copy of the revised LOI, showing acceptance by the origin PPSO, and showing the new destination.

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(3) The rate tender will not become effective until 30 days after receipt at HQMTMC if the submission is for the current cycle. If the submission is for an upcoming cycle, the rate tender will not become effective until 30 days after the beginning of that rate cycle. For example, a rate tender submitted for the winter cycle will not become effective until December 1.

ITEM 710.

**NAME/OWNERSHIP CHANGE**

a. When a carrier undergoes a name or ownership change and approval has been granted from HQMTMC, the carrier must cancel existing IRTs, by supplement, but new (replacement) tenders must be submitted simultaneously. Such IRTs can be submitted at any time, provided correct cancellation supplements for existing (old) tenders and new (replacement) tenders are received by HQMTMC, at least 30 days in advance of the expiration date of the existing (old) tender. New tenders are permitted as follows:

(1) **NAME CHANGE.** After approval is granted by HQMTMC, replacement LOIs must be filed at each PPSO served to show the carrier's new name. Carrier must cancel any existing IRTs, and simultaneously file replacement tenders with HQMTMC, showing the new name. Such replacement tenders must provide the same percentages of rate reductions as did the tenders they replace.

(2) **OWNERSHIP CHANGE.** The carrier must notify HQMTMC, of change in ownership. Upon approval by HQMTMC, new LOIs must be filed at each PPSO served. Cancellation supplements to existing IRTs may then be submitted to HQMTMC, to effect simultaneous cancellation of existing IRTs that were filed by the previous management and the filing of replacement IRTs. Such replacement tenders may provide the same percentage of rate reductions as did the tenders they replace or they may M/T a carrier with a lower rate.

ITEM 711.

**ORIGIN/DESTINATION OPTIONS**

a. A separate IRT will be used for each origin PPSO. A separate IRT will be used for each code of service. All offers from an origin installation to all destinations in the same code of service with the same percentage must be on one tender for the I/F cycle. This will eliminate issuing multiple IRTs for one rate level. An IRT will use only one of the following origin/destination options:

(1) **AREA OF RESPONSIBILITY TO STATE.** IRT applies to any domestic personal property shipment originating in the area of responsibility of a PPSO and destined for delivery within the same state.

(2) **AREA OF RESPONSIBILITY TO AREA OF RESPONSIBILITY:** IRT applies to any domestic personal property shipment originating from a PPSO and destined to another PPSO listed on this tender. (See Item 714a(3).)

ITEM 712.

**CROSS-FILING**

a. **I/F CYCLE.** Cross-filing is not authorized in the I/F Cycle.

b. **M/T CYCLE.** Cross-filing of Code 1 and Code 2 rates during the M/T filing cycle is permitted.

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ITEM 713. DUALITY

Two or more rates of a carrier, simultaneously applicable for the same code of service and the same origin/destination combination (dual rates) will be rejected in accordance with procedures shown in Item 717.

**NOTE: A Code 1 IRT will not be considered dual with a Code 2 IRT (and vice versa)**

ITEM 714. ABBREVIATED DESCRIPTIONS

All IRT submissions must use standardized abbreviated descriptions as shown in Chapter 9.

ITEM 715. I/F PROCEDURES

a. The following procedures apply to I/F tenders:

(1) ORIGIN. The carrier may serve one or all origin PPSOs within a state. (See Item 200 for LOI requirement.) Origins must be typed using proper PPSO name and GBLOC, as shown in Chapter 9.

(2) ORIGIN/DESTINATION COMBINATIONS. Carriers select origin/destination service options contained in Item 711.

(3) DESTINATIONS. Destinations must be typed using the proper PPSO name or state abbreviation. The carrier must serve the entire state. **Exception:** Carriers not having full operating authority must file to the extent of their authority (see Item 708). A carrier may specifically exclude service for up to three (3) destination PPSOs on each IRT. Tender with more than three exceptions will be rejected. These excluded destinations must be picked up on another tender. **EXAMPLE:** CA except FISC San Diego, CA. FISC San Diego must then be picked up on a separate tender.

(4) RATES AND CHARGES. Carriers offer rates and charges for each PPSO which the carrier desires to serve. If carriers file a Code 1 rate and voluntarily wish to pick up/pack a shipment as a Code 2, at the same established Code 1 rate, they may do so after PPSO/service member approval.

(5) EFFECTIVE DATE. IRTs accepted by HQMTMC will receive an effective date (HQMTMC Acceptance Date) of 1 November or 1 May.

ITEM 716. M/T FILING PROCEDURES

a. The following procedures apply to M/T tenders:

(1) OPPORTUNITY TO COMPETE. A carrier must file in the I/F cycle in order to participate in the M/T filing cycle. M/T tenders must equal exactly the tenders being met. If the I/F tender has an exception, then the M/T tender must contain the same exception. The exception must also be picked up but may be at a different rate than that filed by the I/F carrier. This rate must have been established during the I/F cycle. Carriers can not establish service at additional origin PPSOs during the M/T cycle.

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(2) DESTINATIONS. Destinations will be exactly as shown on the tender the carrier is meeting unless carrier meets another tender for an additional PPSO. If the I/F has one or more exceptions, the M/T filing must contain the same exceptions. All exceptions must be picked up on one or more tenders and must exactly meet another carrier's I/F tender.

(3) RATES AND CHARGES. A M/T tender must precisely duplicate the rates and charges of the tender being met.

(4) EFFECTIVE DATE. Correctly prepared M/T tenders will receive an effective date of 1 November or 1 May. Rejected M/T tenders, which are properly corrected and received at HQMTMC by the deadline date specified in the **Intrastate rate filing schedule**, will also receive an effective date of 1 November or 1 May.

ITEM 717. **ACCEPTANCE/REJECTION OF INDIVIDUAL RATE TENDER SUBMISSIONS**

a. GENERAL. Each IRT submission (e.g., initial tender or any supplement to this tender) received by HQMTMC, will be reviewed for technical and administrative accuracy prior to acceptance, distribution, and use, or rejection. Carriers must use the utmost care in tender preparation, since errors will cause rejections and delays in getting corrected tender submissions accepted. It is the responsibility of all carriers filing voluntary tender submissions to meet the established deadline date and time.

b. NOTIFICATION OF ACCEPTANCE OR REJECTION. Each carrier that submits an IRT to HQMTMC, will either receive a copy of their IRT submission with the HQMTMC acceptance date stamp (if IRT is accepted) or a MTMC rejection notice explaining the reason for the rejection along with their original IRT submission. A copy of the rejected IRT is retained at HQMTMC.

(1) Rejected IRT submissions, accompanied by the MTMC rejection notice, will be mailed to carriers as soon as they are processed in order to allow carriers ample time to make corrections.

(2) MTMC rejection notices showing rejection/return of M/T submissions, will be mailed last.

ITEM 718. **EFFECTIVE PERIOD FOR ACCEPTED TENDERS**

a. IRTs accepted by HQMTMC, must remain in effect for a minimum of 30 days after the MTMC acceptance date and cannot be in effect (cannot "live") for more than six (6) months from the effective (acceptance) date of the tender.

b. The following rules apply:

(1) All IRTs accepted by HQMTMC, for the November 1 filing cycle will expire at 11:59 p.m. on April 30, unless cancelled earlier.

(2) All IRTs accepted by HQMTMC, for the May 1 filing cycle will expire at 11:59 p.m. on October 31, unless cancelled earlier.

(3) Carriers must list the appropriate expiration date for the applicable rate cycle (e.g., April 30/October 31) in block 4 of the MT-HQ Form 43-R.

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ITEM 719. RESERVED FOR FUTURE USE

ITEM 720. CORRECTION OF REJECTED RATE TENDER SUBMISSIONS

a. OPPORTUNITY. A carrier's opportunity to correct each rejected tender submission can be exercised only once for a filing cycle. Any need for still further correction, after the carrier has once attempted to correct the rejected tender, may preclude further consideration of this tender for the filing cycle (I/F cycle or M/T cycle).

b. CORRECTION BY SUPPLEMENT. Unless specifically requested by HQMTMC, carriers are not permitted to correct a rejected tender submission by issuing a supplement thereto (e.g., if ICC 204 is rejected, it will not be corrected by issuing Supplement 1 to ICC 204).

c. AUTHORIZED MEANS OF CORRECTION.

(1) **ERRONEOUS DATA ENTRY**. A tender submission, which is rejected due to erroneous data entry, must be corrected by preparing a separate, "new" IRT (MT-HQ Form 43R).

(2) **DATA OMISSIONS**. Tender submissions, which are rejected due to omission of needed data, must be either:

(a) Corrected by preparing a separate, "new", IRT, or

(b) Corrected by entering missing data on the original and all copies of the rejected tender submission. (Since one copy of the rejected tender is retained by HQMTMC, carriers must ensure that three copies of each corrected tender are returned to HQMTMC. Also, two copies must bear the authorized signature of a corporate official in accordance with Item 705.)

d. RETURN OF MTMC REJECTION NOTICE. Carriers submitting corrections must attach a copy of the MTMC rejection notice that was returned to the carrier with the rejected tender submissions.

e. CHANGING RATES ON TENDER CORRECTIONS. Carriers are not permitted to change or alter rate percentages when correcting rejected tender submissions EXCEPT to correct erroneously expressed percentages (e.g., if the carrier had typed a percentage as .94, then the carrier must correct this rate to 94 percent). **The carrier may not change this percentage to a lower or higher figure.**

f. CORRECTED TENDER RETURN CRITERIA. Corrected tender submissions must be returned to HQMTMC by the deadline dates specified in the Intrastate rate filing schedule.

g. EFFECTIVE DATES (HQMTMC ACCEPTANCE DATES) FOR PROPERLY CORRECTED TENDERS

(1) **I/F CYCLE**. Properly corrected I/F tender submissions, arriving at HQMTMC by the deadline date specified in the Intrastate rate filing schedule, will receive an effective date of November 1 or May 1. **Tenders received after that date will not be accepted.**

(2) **M/T CYCLE**. Properly corrected M/T tender submissions, and any related IRTs for the same PPSOs, arriving at HQMTMC by the deadline date specified in the Intrastate rate filing schedule will receive an effective date of November 1 or May 1. **Tenders received after that date will not be accepted.**

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ITEM 721.

**TONNAGE DISTRIBUTION**

a. The carrier submitting the low rate (rate setter) will be awarded 50 percent of the tonnage by the PPSO, subject to the carrier's operating capacity. Other carriers meeting the low rate will share equally in the remaining tonnage.

b. If two carriers establish an identical low rate, each carrier will receive 33-1/3 percent of the tonnage. The remaining 33-1/3 percent will be awarded to the carriers meeting the low rate. If three or more carriers established an identical low rate, each carrier will receive equal percentage with the remaining carriers receiving the same percentage. Example: 3 carriers submit the identical low rate with 6 carriers meeting the low rate. The 3 rate setters would each receive 25 percent of the tonnage. The other 6 carriers would divide the remaining 25 percent. **NOTE:** At no time will the carriers meeting the low rate receive more tonnage than the rate setters. The PPSO will adjust percentages according to volume of carriers involved.

c. PPSOs in those states where carriers have limited operating authority will award tonnage as follows:

(1) Separate traffic distribution records (TDRs) will be established for the state and for each destination area of responsibility where rates are filed and accepted by MTMC.

(2) TDRs will be established based on:

(a) The carrier establishing the lowest rate will be placed on the TDR first. This low rate carrier must meet the Total Quality Assurance Program (TQAP) criteria established by MTMC. Those meeting the low rate will be placed on the TDR in accordance with their TQAP score. Carriers with equal TQAP scores will be placed on the TDR in accordance with low to high tonnage from the past rate cycle.

(b) All carriers will begin the cycle with zero tonnage.

(c) Carriers establishing the low rate will receive 50 percent of the tonnage from its area of responsibility within its operating authority only.

**EXAMPLE:** Carrier AAAA establishes the low rate for the AOR. However, carrier can pick up in counties A and B of the origin AOR. Carrier AAAA will receive every other shipment from the counties A and B. Carriers meeting the low rate will share in the remaining tonnage. In the event no one meets the low rate, carrier AAAA will be offered all traffic before offer is made to a higher cost carrier. In all other areas covered by this low rate, but not a part of the low rate carrier's operating authority, tonnage will be divided equally among the carriers meeting the low rate to the extent of their operating authorities.

ITEM 722.

**TENDER DESTINATION DELETION SUPPLEMENTS**

a. I/F carriers may issue supplements to delete destinations from I/F tender submissions. The following procedures apply:

(1) Deletion of a PPSO from the destination state will be accomplished only by submission of a supplement to the I/F rate tender.

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(2) PPSO deletion supplements to I/F rate tenders may be submitted during the M/T cycle period, which immediately follows the I/F filing cycle.

(3) A deletion supplement must be submitted to HQMTMC, simultaneously with M/T tender submissions for the same PPSO. The M/T tender submissions must "pick up" all PPSOs which were "dropped" by the deletion supplement.

**NOTE: Carriers must serve to their full authority (see Item 708).**

(4) The detailed format instructions for filing deletion supplements must be followed exactly (see Appendix C of this chapter).

ITEM 723.

**TENDER CANCELLATION SUPPLEMENTS**

a. Carriers may cancel existing IRT submissions in their entirety. Cancellation will be accomplished only by the submission of a supplement to the basic tender (e.g., Supplement 1 to ICC 203). A single supplement must be used to cancel each IRT; a single supplement cannot be used to cancel two or more IRTs. The following additional procedures apply:

(1) **For IRTs Already in Effect.** For both I/F and M/T IRT submissions, which are already in effect for the current rate cycle:

(a) A carrier may submit a cancellation supplement at any time on or after the effective date of the IRT, and

(b) Any correct cancellation supplement will be assigned an effective date that is 30 days after receipt of this supplement at HQMTMC, but

(c) An incorrect cancellation supplement will be rejected; upon correction and resubmission, the correct supplement will be assigned an effective date that is 30 days after receipt at HQMTMC.

(2) **New IRTs for Upcoming Rate Cycle:** During the M/T filing cycle, a carrier which filed IRTs during the immediately preceding I/F filing cycle may desire to meet rates of other carriers for the same PPSO. The I/F carrier may accomplish this by using one of two required methods. First, a carrier may delete specific destinations from an I/F tender submission for that PPSO using the procedures in Item 722. Second, a carrier may eliminate one (or all) I/F tender submissions for a PPSO by issuing a cancellation supplement and by preparing a M/T tender(s) to replace the cancelled I/F tender submission. The following procedures apply:

(a) The M/T tender submission(s) must show all the destinations of the cancelled I/F tender submission. This may be accomplished by submitting one tender to the entire state.

(b) A cancellation supplement and the related replacement M/T tender submission(s), for the same PPSO, will be submitted as a "package" to HQMTMC.

(c) HQMTMC will process this "package" of submissions for the same PPSO as follows:

1 If the replacement M/T tender(s) has errors, the related I/F cancellation supplement will be returned along with the rejected tender(s).



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**INITIAL FILING (I/F) TENDER FORMAT**

(See illustrations at Figures 1 thru 3 of this chapter.)

<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
1	<b>Commodity/Svc</b>	Place an "X" in the appropriate code of service marked either "CODE 1" or "CODE 2". Only one code of service is permitted per tender. Additional carrier entries are not permitted. See illustrations.
2	<b>ICC and Supplement Number - Tender</b>	Enter tender number (8 or less alphanumeric characters) assigned by the carrier. A unique and different number will be used for each rate tender (i.e., a carrier must not assign the same number to more than one tender).
3	<b>Preparation Date</b>	Enter the actual date the tender is prepared.
4	<b>Expiration Date</b>	Enter the date which shows the end of the applicable rate cycle (i.e., either 30 April (and year) or 31 October (and year)). All rate tenders must apply until the last day of the rate cycle and will self-expire at 11:59 p.m. on this day, unless cancelled earlier.
5	<b>Carrier (Issuing)</b>	Insert the full corporate name of your firm.
6	<b>STD Carrier Code</b>	Enter your standard carrier alpha code (SCAC) assigned by the National Motor Freight Traffic Association, Inc.
7	<b>From</b>	Identify GBLOC/PPSO from which the tender applies. Only one origin GBLOC/PPSO is permitted per tender. Use the GBLOC/PPSO exactly as it appears in the rate solicitation.
8	<b>To</b>	When filing a state rate, enter state abbreviation. When filing with exceptions, carrier may except 3 PPSOs within the state.
9	<b>Effective Date</b> (See Block 16)	Leave blank. Acceptance date appears in Block 16.
10	<b>File Number</b>	Carrier use is optional.

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<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
11	<b>Minimum Weight</b>	"500 pounds net" is preprinted. Do not alter.
12	<b>Purpose</b>	Place an "X" in the "Initial Filing (I/F)" block.
13	<b>Rate</b>	Enter only the "percentage of" the MTMC Rate Solicitation Baseline Transportation Rates in Appendix A, B, C, or D of Chapter IV you desire. Additional carrier entries are not permitted.
14	<b>Classification and Exception</b>	Enter only MTMC Rate Solicitation number.
15	<b>Accessorial Service</b>	Preprinted statement. Do not alter.
16	<b>MTMC Acceptance</b>	<b>This block is for MTMC use only.</b> Carrier entries are not permitted.
17	<b>Lawful Performance: Operating Authorities</b>	Enter applicable operating authority.
18	<b>Signature(s) of Party(ies) Representing Carrier(s)</b>	Two (2) of three (3) copies must bear the authorized signature (either handwritten, computer-generated or rubber stamped) of a carrier's authorized representative, whose name is on file at HQMTMC, for that purpose. Additionally, the individual's title and the carrier name and address, including zip code, must appear.

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ME-TOO (M/T) TENDER FORMAT

(See illustrations at Figures 4 & 5 of this chapter.)

<u>BLOCK NUMBER</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1	<b>Commodity/Svc</b>	Place an "X" in the appropriate code of service marked either "CODE 1" or "CODE 2". Only one code of service is permitted per tender. Additional carrier entries are not permitted. See illustrations.
2	<b>ICC and Supplement Number - Tender</b>	Enter tender number (8 or less alphanumeric characters) assigned by the carrier. A unique and different number will be used for each rate tender (i.e., a carrier must not assign the same number to more than one tender).
3	<b>Preparation Date</b>	Enter the actual date the tender is prepared.
4	<b>Expiration Date</b>	Enter the date which shows the end of the applicable rate cycle (i.e., either 30 April (and year) or 31 October (and year)). All rate tenders must apply until the last day of the rate cycle and will self-expire at 11:59 p.m. on this day, unless cancelled earlier.
5	<b>Carrier (Issuing)</b>	Insert the full corporate name of your firm.
6	<b>STD Carrier Code</b>	Enter your standard carrier alpha code (SCAC) assigned by the National Motor Freight Traffic Association, Inc.
7	<b>From</b>	Copy exactly the GBLOC/PPSO shown on the being met.
8	<b>To</b>	Enter destination state or GBLOCs/PPSOs. Copy these exactly from the tender being met.
9	<b>Effective Date</b> (See Block 16)	Leave blank. Acceptance date appears in Block 16.
10	<b>File Number</b>	Carrier use is optional.
11	<b>Minimum Weight</b>	"500 pounds net" is preprinted. Do not alter.

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<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
12	<b>Purpose</b>	Place an "X" in the space marked "ME-TOO." Immediately next to this space in Block 12, enter the carrier's name, SCAC, and tender number being met.
13	<b>Rate</b>	Enter only the "percentage of" rate which appears on the tender being met. Additional carrier entries are not permitted.
14	<b>Classification and Exception</b>	Enter only MTMC Rate Solicitation number.
15	<b>Accessorial Service</b>	Preprinted statement. Do not alter.
16	<b>MTMC Acceptance</b>	<b>This block is for MTMC use only.</b> Carrier entries are not permitted.
17	<b>Lawful Performance: Operating Authorities</b>	Enter applicable operating authority.
18	<b>Signature(s) of Party(ies) Representing Carrier(s)</b>	Two (2) of three (3) copies must bear the authorized signature (either handwritten, computer-generated or rubber stamped) of a carrier's authorized representative, whose name is on file at HQMTMC, for that purpose. Additionally, the individual's title and the carrier name and address, including zip code, must appear.

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**TENDER DESTINATION DELETION SUPPLEMENT FORMAT**

(See illustration at Figures 6 & 7 of this chapter.)

<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
1	<b>Commodity/Svc</b>	Copy basic tender exactly.
2	<b>ICC and Supplement Number - Tender</b>	Enter the same tender number as that specified on the basic IRT. Because deletion supplements are permitted only during the M/T filing period and may only be applied to an IRT from the immediately preceding I/F period, deletion supplements will normally be Supplement No. 1.
3	<b>Preparation Date</b>	Enter the actual date the deletion supplement is prepared.
4	<b>Expiration Date</b>	Enter the date which shows the end of the applicable rate cycle (i.e., either 30 April (and year) or 31 October (and year)). All rate tenders and any supplements thereto must apply until the last day of the rate cycle and will self-expire at 11:59 p.m. on this day, unless cancelled earlier.
5	<b>Carrier (Issuing)</b>	Insert the full corporate name of your firm.
6	<b>STD Carrier Code</b>	Enter your standard carrier alpha code (SCAC) assigned by the National Motor Freight Traffic Association, Inc.
7	<b>From</b>	Copy basic tender exactly.
8	<b>To</b>	Enter exactly those destinations shown in the basic I/F tender. Deleted destinations must appear in Block 12.
9	<b>Effective Date</b>	Leave blank. Carrier entries are not permitted.
10	<b>File Number</b>	Carrier use is optional.
11	<b>Minimum Weights</b>	"500 pounds net" is preprinted. Do not alter.

DOMESTIC PERSONAL PROPERTY RATES SOLICITATION D-7

<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
12	<b>Purpose</b>	Place an "X" in the space marked "DELETE" and enter all the destinations being deleted by this supplement (only three exceptions are allowed). Separate tenders must be filed for the deleted areas.
13	<b>Rate</b>	Leave blank. Carrier entries are not permitted in this block for deletion supplements.
14	<b>Classification and Exception</b>	Leave blank. Carrier entries are not permitted in this block for deletion supplements.
15	<b>Accessorial Service</b>	Leave blank. Carrier entries are not permitted in this block for deletion supplements.
16	<b>MTMC Acceptance</b>	Leave blank. Carrier entries are not permitted in this block for deletion supplements.
17	<b>Lawful Performance: Operating Authorities</b>	Leave blank. Carrier entries are not permitted in this block for deletion supplements.
18	<b>Signature(s) of Party(ies) Representing Carrier(s)</b>	Two (2) of three (3) copies must bear the authorized signature (either handwritten, computer-generated or rubber stamped) of a carrier's authorized representative, whose name is on file at HQMTMC, for that purpose. Additionally, the individual's title and the carrier name and address, including zip code, must appear.

DOMESTIC PERSONAL PROPERTY RATES SOLICITATION D-7

ME-TOO (M/T) TENDER FORMAT

(NEW CARRIER - MID-CYCLE ENTRY)

(See illustration at Figure 8 of this chapter.)

<u>BLOCK NUMBER</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1	<b>Commodity/Svc</b>	Place an "X" in the appropriate code of service marked either "CODE 1" or "CODE 2". Only one code of service is permitted per tender. Additional carrier entries are not permitted. See illustrations.
2	<b>ICC and Supplement Number - Tender</b>	Enter tender number (8 or less alphanumeric characters) assigned by the carrier. A unique and different number will be used for each rate tender (i.e., a carrier must not assign the same number to more than one tender).
3	<b>Preparation Date</b>	Enter the actual date the tender is prepared.
4	<b>Expiration Date</b>	Enter the date which shows the end of the applicable rate cycle (i.e., either 30 April (and year) or 31 October (and year)). All rate tenders must apply until the last day of the rate cycle and will self-expire at 11:59 p.m. on this day, unless cancelled earlier.
5	<b>Carrier (Issuing)</b>	Insert the full corporate name of your firm.
6	<b>STD Carrier Code</b>	Enter your standard carrier alpha code (SCAC) assigned by the National Motor Freight Traffic Association, Inc.
7	<b>From</b>	Copy exactly the GBLOC/PPSO shown on the tender being met.
8	<b>To</b>	Enter destination state or GBLOCs/PPSOs. Copy these exactly from the tender being met.
9	<b>Effective Date</b> (See Block 16)	Leave blank. Acceptance date appears in Block 16.
10	<b>File Number</b>	Carrier use is optional.
11	<b>Minimum Weight</b>	"500 pounds net" is preprinted. Do not alter.

DOMESTIC PERSONAL PROPERTY RATES SOLICITATION D-7

<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
12	<b>Purpose</b>	Place an "X" in the space marked "ME-TOO." Immediately next to this space in Block 12, enter the carrier's name, SCAC, and tender number being met.  AND  Place an "X" in the space marked "OTHER." Immediately next to this space in Block 12, enter "NEW CARRIER."
13	<b>Rate</b>	Enter only the "percentage of" rate which appears on the tender being met. Additional carrier entries are not permitted.
14	<b>Classification and Exception</b>	Enter only MTMC Rate Solicitation number.
15	<b>Accessorial Service</b>	Preprinted statement. Do not alter.
16	<b>MTMC Acceptance</b>	<b>This block is for MTMC use only.</b> Carrier entries are not permitted.
17	<b>Lawful Performance: Operating Authorities</b>	Enter applicable operating authority.
18	<b>Signature(s) of Party(ies) Representing Carrier(s)</b>	Two (2) of three (3) copies must bear the authorized signature (either handwritten, computer-generated or rubber stamped) of a carrier's authorized representative, whose name is on file at HQMTMC, for that purpose. Additionally, the individual's title and the carrier name and address , including zip code, must appear.

DOMESTIC PERSONAL PROPERTY RATES SOLICITATION D-7

ME-TOO (M/T) TENDER FORMAT

*(LAPSE IN SERVICE CARRIER - MID-CYCLE ENTRY)*

(See illustration at Figure 9 of this chapter.)

<u>BLOCK NUMBER</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1	<b>Commodity/Svc</b>	Place an "X" in the appropriate code of service marked either "CODE 1" or "CODE 2". Only one code of service is permitted per tender. Additional carrier entries are not permitted. See illustrations.
2	<b>ICC and Supplement Number - Tender</b>	Enter tender number (8 or less alphanumeric characters) assigned by the carrier. A unique and different number will be used for each rate tender (i.e., a carrier must not assign the same number to more than one tender).
3	<b>Preparation Date</b>	Enter the actual date the tender is prepared.
4	<b>Expiration Date</b>	Enter the date which shows the end of the applicable rate cycle (i.e., either 30 April (and year) or 31 October (and year)). All rate tenders must apply until the last day of the rate cycle and will self-expire at 11:59 p.m. on this day, unless cancelled earlier.
5	<b>Carrier (Issuing)</b>	Insert the full corporate name of your firm.
6	<b>STD Carrier Code</b>	Enter your standard carrier alpha code (SCAC) assigned by the National Motor Freight Traffic Association, Inc.
7	<b>From</b>	Copy exactly the GBLOC/PPSO shown on the tender being met.
8	<b>To</b>	Enter destination state or GBLOCs/PPSOs. Copy these exactly from the tender being met.
9	<b>Effective Date</b> (See Block 16)	Leave blank. Acceptance date appears in Block 16.
10	<b>File Number</b>	Carrier use is optional.
11	<b>Minimum Weight</b>	"500 pounds net" is preprinted. Do not alter.

DOMESTIC PERSONAL PROPERTY RATES SOLICITATION D-7

<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
12	<b>Purpose</b>	Place an "X" in the space marked "ME-TOO." Immediately next to this space in Block 12, enter the carrier's name, SCAC, and tender number being met.  AND  Place an "X" in the space marked "OTHER." Immediately next to this space in Block 12, enter "LAPSE IN SERVICE CARRIER."
13	<b>Rate</b>	Enter only the "percentage of" rate which appears on the tender being met. Additional carrier entries are not permitted.
14	<b>Classification and Exception</b>	Enter only MTMC Rate Solicitation number.
15	<b>Accessorial Service</b>	Preprinted statement. Do not alter.
16	<b>MTMC Acceptance</b>	<b>This block is for MTMC use only.</b> Carrier entries are not permitted.
17	<b>Lawful Performance: Operating Authorities</b>	Enter applicable operating authority.
18	<b>Signature(s) of Party(ies) Representing Carrier(s)</b>	Two (2) of three (3) copies must bear the authorized signature (either handwritten, computer-generated or rubber stamped) of a carrier's authorized representative, whose name is on file at HQMTMC, for that purpose. Additionally, the individual's title and the carrier name and address , including zip code, must appear.

DOMESTIC PERSONAL PROPERTY RATES SOLICITATION D-7

TENDER CANCELLATION SUPPLEMENT FORMAT

(See illustration at Figure 10 of this chapter.)

<u>BLOCK NUMBER</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1	<b>Commodity/Svc</b>	Copy tender being cancelled exactly.
2	<b>ICC and Supplement Number - Tender</b>	Enter the same tender number as that specified on the basic IRT. If this is the first supplement, assign supplement number 1, if it is the second, assign supplement number 2.
3	<b>Preparation Date</b>	Enter the actual date the cancellation supplement is prepared.
4	<b>Expiration Date</b>	Leave blank. Carrier entries are not permitted.
5	<b>Carrier (Issuing)</b>	Insert the full corporate name of your firm.
6	<b>STD Carrier Code</b>	Enter your standard carrier alpha code (SCAC) assigned by the National Motor Freight Traffic Association, Inc.
7	<b>From</b>	Copy tender being cancelled exactly.
8	<b>To</b>	Leave blank. Carrier entries are not permitted.
9	<b>Effective Date</b>	Leave blank. Carrier entries are not permitted.
10	<b>File Number</b>	Carrier use is optional.
11	<b>Minimum Weight</b>	"500 pounds net" is preprinted. Do not alter.
12	<b>Purpose</b>	Place an "X" in the space marked "CANCEL IN ENTIRETY."
13	<b>Rate</b>	Leave blank. Carrier entries are not permitted in this block for cancellation supplements.
14	<b>Classification and Exception</b>	Leave blank. Carrier entries are not permitted in this block for cancellation supplements.
15	<b>Accessorial Service</b>	Leave blank. Carrier entries are not permitted in this block for cancellation supplements.

DOMESTIC PERSONAL PROPERTY RATES SOLICITATION D-7

<b><u>BLOCK NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENTRY</u></b>
16	<b>MTMC Acceptance</b>	Leave blank. Carrier entries are not permitted in this block for cancellation supplements.
17	<b>Lawful Performance: Operating Authorities</b>	Leave blank. Carrier entries are not permitted in this block for cancellation supplements.
18	<b>Signature(s) of Party(ies) Representing Carrier(s)</b>	Two (2) of three (3) copies must bear the authorized signature (either handwritten, computer-generated or rubber stamped) of a carrier's authorized representative, whose name is on file at HQMTMC, for that purpose. Additionally, the individual's title and the carrier name and address , including zip code, must appear.

**UNIFORM TENDER OF RATES AND/OR CHARGES FOR DOMESTIC TRANSPORTATION SERVICES (DOD/USCG SPONSORED HOUSEHOLD GOODS)**

Prescribing Directive DOD 4500.9-R

OMB APPROVAL NUMBER  
0702-0018

Expires 31 October 2001

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Service, Directorate for Information Operation and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget Paperwork Reduction Project (0702-10721), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send three copies of your completed form to: Cdr, Military Traffic Management Command ATTN: MTPD-HR, Room 10N67, Hoffman Bldg II, 200 Stovall St, Alexandria, VA 22302-2204-5050

1. Commodity/Svc (check one) <input checked="" type="checkbox"/> Code 1 <input type="checkbox"/> Code 2	2. Tender/Supplement Number Tender <u>300</u> Supplement Number _____	3. Preparation Date  4 JANUARY 1996	4. Expiration Date  31 OCTOBER 1996
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5. Carrier  GREEN MOVING AND STORAGE	6. STD Carrier Code  GRMS
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7. From <u>BGNC</u> <u>FSC NORFOLK, VA</u> GBLOC                      Installation Name and State	9. Effective Date (See Block 16)
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8. To <u>GBLOC</u> <u>Installation Name and State</u>	10. File Number
---	-----------------

<u>VA</u> Except	11. Minimum Weight (500 lbs net)
State	

12. Purpose (Check and complete as applicable) <input checked="" type="checkbox"/> Initial Filing (I/F) <input type="checkbox"/> Other <input type="checkbox"/> ME-TOO _____ Carrier name/SCAC/Tender Number  <input type="checkbox"/> Cancel in Entirety <input type="checkbox"/> Cross File <input type="checkbox"/> Delete	13.  68  Single percentage segmented baselines shown in Chapter IV, Appendices A, B, C, and D apply
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14. Classification and Exception Unless otherwise specifically stated herein, the services, rates, or charges shown herein are subject to the rules and regulations of the tender of service and the MTMC Household Goods Rate Solicitation and reissues thereof.  MTMC Rate Solicitation.	15. Accessorial Service  The single percentage filed in Block 13 will cover all accessorial services of the shipment, except the following: Item 410, Partial Delivery Weighing and Re-weigh Charges (excludes reweighs only); Item 415, Additional Shipment Charges (see 410, Full Replacement Protection); Item 421, Household Appliances and Other Articles Requiring Special Servicing by Third Party for Safe Transportation; Item 422, Ferry, Bridge, and Service Charges; Item 424, SIT and Warehouse Handling Charges; Item 426, Shipments from NTS; Chapter IV, App. E, Delivery of SIT at destination; and any accessorial services performed in connection with destination SIT	16. MTMC Acceptance
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**17. LAWFUL PERFORMANCE: OPERATING AUTHORITIES**

In making this tender, the carrier represents to the United States that the services will be performed in accordance with applicable federal, state, and municipal laws and regulations, and that the carrier possesses the required operating authority to transport the commodity from, to or between the places herein set forth, as embraced in the following dockets, permits, or temporary operating authorities. Rates on this tender are for intrastate application only.  
Operating authority (If Applicable) HG350

18. Signature(s) of party(ies) representing carrier(s): By offering rates for services to the United States Government, the undersigned carrier official certifies the understanding and continued compliance with the previously executed certification of independent pricing, which is incorporated hereto by reference. The executed certification of independent pricing is on file in the carrier's qualification file as an attachment to the carrier's tender of service.

Issuing Carrier GREEN MOVING AND STORAGE	Participating Carrier	Participating Carrier
By (Signature and Title of Authorized Officer) <i>Thomas Green.</i>	By (Signature and Title)	By (Signature and Title)
Address 156 LONG PINE ROAD TOWN, VA 22061	Address	Address





**UNIFORM TENDER OF RATES AND/OR CHARGES FOR DOMESTIC TRANSPORTATION SERVICES (DOD/USCG SPONSORED HOUSEHOLD GOODS)**

Prescribing Directive DOD 4500.9-R

OMB APPROVAL NUMBER  
0702-0018

Expires 31 October 2001

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Service, Directorate for Information Operation and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget Paperwork Reduction Project (0702-10721), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send three copies of your completed form to: Cdr, Military Traffic Management Command ATTN: MTPD-HP, Room 10N67, Hoffman Bldg II, 200 Stovall St, Alexandria, VA 22332

1. Commodity/Svc (check one) <input checked="" type="checkbox"/> Code 1 <input type="checkbox"/> Code 2	2. Tender/Supplement Number Tender <u>201</u> Supplement Number _____	3. Preparation Date  24 FEBRUARY 1996	4. Expiration Date  31 OCTOBER 1996
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5. Carrier  BROWN MOVING AND STORAGE	6. STD Carrier Code  BRMS
--	---------------------------------

7. From <u>BGNC</u> <u>FSC NORFOLK, VA</u> GBLOC Installation Name and State	9. Effective Date (See Block 16)
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8. To <u>GBLOC</u> Installation Name and State	10. File Number
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<u>VA</u> Except State	11. Minimum Weight (500 lbs net)
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12. Purpose (Check and complete as applicable) <input type="checkbox"/> Initial Filing (I/F) <input type="checkbox"/> Other <input checked="" type="checkbox"/> ME-TOO <u>GREEN MOVING AND STORAGE/GRMS/300</u> Carrier name/SCAC/Tender Number  <input type="checkbox"/> Cancel in Entirety <input type="checkbox"/> Cross File <input type="checkbox"/> Delete	13.  68  Single percentage segmented baselines shown in Chapter IV, Appendices A, B, C, and D apply
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14. Classification and Exception Unless otherwise specifically stated herein, the services, rates, or charges shown herein are subject to the rules and regulations of the tender of service and the MTMC Household Goods Rate Solicitation and reissues thereof.  MTMC Rate Solicitation.	15. Accessorial Service The single percentage filed in Block 13 will cover all accessorial services of the shipment, except the following: Item 410, Partial Delivery Weighing and Reweigh Charges (exclusion applies to reweighs only); Item 415, Additional Shipment Charges; Item 416, Full Replacement Protection; Item 420, Household Appliances and Other Articles Requiring Special Servicing by Third Party for Sale Transportation; Item 422, Ferry, Bridge, and Service Charges; Item 424, SIT and Warehouse Handling Charges; Item 426, Shipments from NTS; Chapter IV, App. E, Delivery of SIT at destination; and any accessorial services performed in connection with destination SIT	16. MTMC Acceptance
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17. LAWFUL PERFORMANCE: OPERATING AUTHORITIES  In making this tender, the carrier represents to the United States that the services will be performed in accordance with applicable federal, state, and municipal laws and regulations, and that the carrier possesses the required operating authority to transport the commodity from, to or between the places herein set forth, as embraced in the following dockets, permits, or temporary operating authorities. Rates on this tender are for intrastate application only. Operating authority (If Applicable) <u>HG 345</u>
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18. Signature(s) of party(ies) representing carrier(s): By offering rates for services to the United States Government, the undersigned carrier official certifies the understanding and continued compliance with the previously executed certification of independent pricing, which is incorporated hereto by reference. The executed certification of independent pricing is on file in the carrier's qualification file as an attachment to the carrier's tender of service.

Issuing Carrier BROWN MOVING AND STORAGE	Participating Carrier	Participating Carrier
By (Signature and Title of Authorized Officer) <u>Ed Brown - MANAGER</u>	By (Signature and Title)	By (Signature and Title)
Address <u>1545 VALLEY ROAD</u> <u>LAKESIDE, VA 7777</u>	Address	Address











