
**SURFACE TRANSPORTATION
TERMINAL OPERATIONS**



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DEPARTMENT OF THE ARMY
 HEADQUARTERS, MILITARY TRAFFIC MANAGEMENT COMMAND
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MTMC Regulation
 No. 56-69

Surface Transportation
 TERMINAL OPERATIONS

This regulation may be supplemented after prior approval from
 HQMTMC (MTO). Two copies of each supplement issued will
 be forwarded to this headquarters ATTN: MTO. *
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Part One
Terminal Management

Chapter 1
General

1-1. PURPOSE

This regulation provides a comprehensive reference for water terminal operations and for the management of field training exercise (FTX) cargo through MTMC controlled common-user water terminals.

1-2. APPLICABILITY

This regulation applies to MTMC Area Commands, and all MTMC operated water terminals worldwide. *

1-3. SUGGESTED IMPROVEMENTS

Personnel at all levels are encouraged to submit recommended changes to this regulation. Forward corrections and recommended changes through chain of command to HQMTMC, ATTN: MTOP-OS on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Intervening commands should evaluate recommendations and either forward them recommending approval or return them to the originator with the reasons for disapproval. *

1-4. REFERENCES

References are listed in appendix A.

1-5. ABBREVIATIONS AND TERMINOLOGY

Abbreviations and terminology are listed in the glossary.

1-6. WAIVERS

This regulation standardizes operations to the extent possible, given the worldwide mission and varying conditions among MTMC controlled water ports. Area Commanders may waive specific provisions in overseas areas when local laws or host nation agreements prohibit compliance. When waivers are issued by the Area Commanders, a copy with

rationale will be provided to MTOP-OS, to enable review of the waived provision for general applicability. Submit all other waiver requests (not dealing with local laws or host nation agreements) to HQMTMC, ATTN: MTOP-OS, 5611 Columbia Pike, Falls Church, VA 22041-5050. Provisions frequently waived will be considered for deletion. *

Part Two
Safety and Security

Chapter 2
Safety Management Program for Terminals

2-1. GENERAL REQUIREMENTS

a. In addition to the requirements and instructions contained in this document and other regulations, each subordinate commander is responsible for instituting positive actions to reduce personnel injuries and damage to equipment, facilities and cargo through accidents.

b. The two basic philosophies of the safety management program is that accidents are preventable and safety is a condition or state of controlling risks. Thus, safety is attained when assessment of risks, either mentally or through rigid system analysis, becomes an integral part of planning activities and actions are initiated to attain the lowest level of risk consistent with mission requirements.

c. Each subordinate commander will prepare an annual safety management plan of action. The plan of action will focus on eliminating actual and potential accident causes, resolving safety-related operational or managerial problems, and facilitating compliance with safety requirements (including the elimination of unnecessary safety requirements).

2-2. SAFETY MANAGEMENT PLAN OF ACTION

a. As a minimum, the plan of action will address the following:

(1) Purpose. What is the purpose of the plan of action?

(2) Policy. What is the commander's safety policy?

(3) Objectives. How will accomplishment of the safety policy be measured? In terms of numbers of accidents, property and cargo damages, etc.

(4) Implementation. Identify the actions, responsible individuals, milestones and resources required under the plan of action. Necessary actions can be identified through review of accident investigation reports, contractor performance reports, safety inspections, mobilization plans, and daily observation of operations, facilities, and equipment, etc.

b. Although the designated safety manager or officer of the terminal is responsible for managing the plan, he/she is not necessarily responsible for executing each action.

c. The plan of action should be reviewed periodically by the commander to monitor progress and remain abreast of his safety program, and should be forwarded to the Area Command safety office for information and support as required. The plan must be reviewed annually.

2-3. SAFETY MANAGEMENT PROGRAM. The Safety Management Program includes the following elements, some of which may not apply to some terminals:

a. Accident reporting and investigation IAW AR 385-40, and reporting of hazardous materiel accidents involving shipments by commercial carriers.

b. Motor vehicle and motorized equipment operation IAW AR 600-55.

c. Army and privately owned motor vehicle operation IAW AR 385-55.

d. Ionizing radiation program IAW AR 385-11.

e. Explosives safety IAW AR 385-64.

f. Accident prevention awards IAW AR 672-74.

g. Identification of unsafe conditions and practices and initiation of abatement actions IAW AR 385-10.

h. Handling, storage, and transportation of hazardous materiel IAW AR 55-355 and DOD regulations, Title 49 CFR, and the International Maritime Dangerous Goods Codes.

i. Occupational health programs IAW AR 40-5.

j. Title 46 CFR, Shipping.

2-4. ENVIRONMENTAL PROGRAM

a. Army policies, responsibilities, and procedures to protect and preserve human health and environmental quality are prescribed in AR 40-5 and AR 200-1. They apply to all U.S. Army terminals.

b. Each terminal commander will plan, execute, and monitor an environmental program for operations under his jurisdiction. This should be an integral part of the command structure where possible. Although the facilities engineer is assigned responsibility as manager of the environmental program, the program is essentially accomplished by various terminal or host offices and activities. Figure 2-1 illustrates aspects of the environmental program that may be accomplished in these various offices.

Figure 2-1: Environmental Program Responsibilities

<u>FUNCTION</u>	<u>TERMINAL</u>
Safety	Director Safety and Security
Radiation Prevention	Operations Officer Hazardous Material Officer
Environmental Control	Director, Engineering and Housing
Pollution Abatement Control	Director, Engineering and Housing
Prevention and Protection	Director, Engineering and Housing
Supply	Installation Support or Supply Divisions
Maintenance	Director of Engineering and Housing or Equipment Maintenance Division
Medical	Medical Activity (Tenant)

c. Considering the magnitude of the environmental protection program and current decentralization of operations, effective control and monitoring by a single installation staff is necessary for compliance with EPA guidelines. Terminal activities that are tenants must closely coordinate with host programs.

d. A summary of the master environmental plan should be used to monitor and manage the myriad of terminal activities and participants involved in meeting the Army's environmental goal. This will facilitate monitoring and management of activities and participants in meeting the goal. The benefit of this is the identification of actions and resources required to improve environmental quality of each element listed.

2-5. HAZARDOUS MATERIALS INFORMATION SYSTEM

Terminals will implement the provisions of AR 700-141, Hazardous Materials Information System (HMIS). This manual provides instructions for the establishment and operation of a central file for management, storage, and dissemination of data relating to hazardous materials items managed or used by the Army. Two aspects of this requirement affect terminal operations. The first aspect is the storage and use of hazardous materials by terminal personnel. The second aspect of this requirement is the temporary storage of hazardous materials while at the port awaiting movement by sea mode. Hazardous materials in storage must always be documented to show location, quantity, and hazard(s). A continuing inventory update is required. In the event of an incident such as a fire involving hazardous materials, the emergency response personnel (firefighters, police, etc.) are warned of the danger which may be encountered. The fire chief must make sure his/her personnel are properly equipped with protective equipment before fighting a fire involving hazardous materials. The staff safety representative is the point of contact and coordinator of the HMIS.

RISK MANAGEMENT (RM) FOR PORT OPERATIONS

Following are the elements of basic risk management that might be conducted on a typical port operation. This process will assure a high degree of safety and training realism in port operation.

**THE OVERALL
RM PROCESS**

SPECIFIC ACTIONS

**RISK
IDENTIFICATION**

Action 1. Make an operations analysis. An operations analysis is simply a description, normally in time sequence, of the events that are expected to occur during the operations.

Action 2. Make a preliminary hazard analysis. This is a list of the various hazards that could occur and result in accidents. It is developed using experience, the database, scenario thinking, and similar techniques.

Action 3. If necessary, use more in depth hazard analyses. These are normally used when time permits and certain risks may require more careful consideration to be fully understood.

**RISK
ASSESSMENT**

Action 4. Assess risk. Determine the relative probability and severity of the various hazards that have been discovered and their potential impact on the mission.

**RISK CONTROL
OPTIONS &
DECISION MAKING**

Action 5. Develop risk control options starting with the most serious risks first.

Action 6. Complete a Training Realism Assessment (TRA) to assure the suitability of risk controls.

Action 7. Make risk decisions. Select those risk controls that will reduce the risk to a practical minimum consistent with mission objectives.

IMPLEMENT
CONTROLS

Action 8. Implement the risk control procedures. This is best accomplished by integrating them as standards in unit SPOs, orders, and training operations.

SUPERVISE

Action 9. Maintain the effectiveness of risk controls. Assure that risk control standards are performing as expected and that they are being maintained at high level.

2-6. DISASTER CONTROL PLAN

Each terminal will develop a disaster control plan. The purpose of this plan is to organize response actions of various elements under the direction and control of a single emergency coordinator. This integration of fire fighting, police, engineering support, environmental control, and other related functions should achieve optimum effectiveness in limiting the adverse consequences of a fire, major storm, structural collapse, hazardous materials incident, explosions or other emergency. Cooperation with the overall plan in the surrounding community is critical. This should be coordinated with local fire and police officials for input and concurrence.

2-7. QUARTERLY SAFETY MEETINGS

Supervisors will conduct quarterly safety meetings of 20-30 minutes in duration with their employees. Supervisors will select one or more topics from Figure 2-2 as the topic of the meeting. The purpose of the meeting is to increase safety awareness, provide general safety instruction and education, and promote employee participation in creating a safe and healthful workplace. Additional assistance in the form of information, materials, flyers, booklets, videos, etc., may be obtained from HQMTMC, ATTN: MTOP-OPS, or local Safety and Occupational Health personnel.

Figure 2-2. Suggested Safety Meeting Topics

OCTOBER-DECEMBER

Fire Prevention and Protection
Office Hazards
Proper Operation of Material Handling Equipment
Safe Winter Driving
Installation Work Curtailment Procedures
Accident Summaries from previous FY

JANUARY-MARCH

Employee Safety Responsibilities
Use and Care of Respiratory Protective Equipment
Dangers of Carbon Monoxide
Slips, Trips & Falls Due to Wet, Icy Conditions
Promote General Health
Drinking and Driving

APRIL-MAY

Safe Vacation Driving
Medical Surveillance and Testing
Specific Hazardous Materials Safety Data Sheet
Hearing Conservation
Hazard Communication: Use of Signs, Labels, Tags
Machine Guarding

JUNE-JULY

Dangers of Heat and Humidity
Use and Care of Protective Equipment and Clothing
First Aid and CPR
Use of Seat Belts and Child Restraints
Proper Manual Lifting Procedures
Peculiar On-The-Job Hazards

2-8. LOCAL STANDARD OPERATING PROCEDURES

Terminals and outports will prepare local standard operating procedures (SOPs) to accomplish the functions and responsibilities listed below when applicable. The primary purpose of the SOP is to assure safety and consistent completion of functions by prescribing acceptable methods. The SOP will also identify specific precautionary measures, references, minimum special tools and equipment. It will be used to train new employees or provide refresher training to employees; and it will be used to establish a bench mark to evaluate performance.

- a. Safety functions, responsibilities, policies and procedures.
- b. Accident reporting.
- c. Work curtailment due to hazardous conditions.
- d. Emergency support regarding explosives, radioactive, and other hazardous material incidents.
- e. Hazardous Material Training, IAW Title 49 CFR.
- f. Occupational health surveillance.
- g. Emergency medical assistance.
- h. Safety training.
- i. Issue and use of protective clothing and equipment.
- j. Safety awards.
- k. Hazard reporting system, DA Form 4755.
- l. Safety review of work requests, operational and facility plans, designs for construction and rehabilitation, etc.
- m. Fire prevention, protection and evaluation.
- n. Roll-on/Roll-off ship operations.
- o. Army motor vehicle and material handling equipment operator training.
- p. Welding and cutting.

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- q. Electrical repair and maintenance.
- r. Sand blasting and spray painting operations.
- s. Defueling vehicles.
- t. Battery charging and re-charging.
- u. Explosives operations.
- v. Entomological (pesticide, insecticide, etc.)
- w. Multi-piece rim wheel maintenance.
- x. Crane operations.
- y. Forklift operations.

2-9. OSHA REQUIREMENTS

Applicable OSHA requirements pertinent to safety of port operations.

Part Two
Safety and Security

Chapter 3
Port Security

Section I
Physical Security Standards and Requirements

3-1. PURPOSE

This chapter prescribes the minimum security standards required at MTMC water terminals and other facilities that may be contracted by MTMC for shipments, storage or transfer of government properties.

3-2. APPLICABILITY

The provisions of this chapter apply to government operated installations and activities of the Military Traffic Management Command that do not receive physical security support from a host activity. OCONUS facilities are encouraged to comply with the contents of this chapter to the maximum extent feasible within host nation agreement guidelines and capabilities.

3-3. WAIVERS

Any request for variation from the standards prescribed in this chapter will be sent through channels to HQMTMC (MTOP-OP) for approval or forwarding to the appropriate approval authority. Such requests will, as a minimum, include a full written explanation of the requested variation; the temporary measures to be used to compensate for the difference; and the proposed timeframe of the variance. All waivers, exceptions and deviations will be reviewed and updated annually. *

3-4. SECURITY PLAN UPDATES

Copies of all physical security standard operating procedures and changes will be provided to HQMTMC, ATTN: MTOP-OP. An annual review of all security plans is necessary to ensure plans are consistent with: physical changes to the terminal; increases or decreases in the threat; and changes to security regulations. *

3-5. PHYSICAL SECURITY REQUIREMENTS

a. To make the most effective use of all resources, a comprehensive security planning survey must be utilized. Personnel from the appropriate area command office of Safety, Security, and Intelligence will prioritize ports for subject surveys and conduct evaluations accordingly. Results of surveys and recommendations will be forwarded through command channels for technical evaluation of merit per published requirements. All requests for additional personnel, material, or assistance will be staffed through the required area command and headquarters staff agencies and directorates prior to implementation. Security evaluation and planning must be a continuous process and should be tailored to local security requirements. In determining the local needs for protection, the terminal commander shall ensure that security resources are allocated to meet the highest priority requirements first.

b. Priorities in descending order are:

(1) Cat I and classified (SECRET) cargo. (Note: The Abrams tank is treated as SECRET cargo for protection in transit). Cat I arms include ready to fire missiles and rockets. Cat I ammunition and explosives include complete explosives or rounds for Cat I missiles and rockets.

(2) Pier/Waterfront security.

(3) Cat II cargo. Cat II arms include light automatic weapons up to and including 50 caliber. Cat II ammunition and explosives include grenades HE, hand or rifle and WP, C4, TNT, and mines 50 lbs or less.

(4) Gates and perimeter security.

(5) Cat III, Cat IV cargo and uncategorized munitions. Cat III arms include non explosive components of Cat I, mortar tubes, grenade launchers and flame throwers. Cat III ammunition and explosives include .50 caliber ammunition and larger (100 lbs), grenades, blasting caps, bulk explosives, and detonating cord. Cat IV arms include shoulder-fired weapons other than grenade launchers, not fully automatic recoilless rifles, and handguns. Cat IV ammunition and explosives include nonexplosive projectiles 100 lbs, fuzes, and tear producing CS/CN.

(6) Classified (CONFIDENTIAL), high value, and highly pilferable cargo.

(7) Support activities.

c. Security evaluation and planning must include:

- (1) Threat assessment.**
- (2) Types and amounts of cargo stored.**
- (3) Location and size of facility, terrain features.**
- (4) Vulnerability to theft, pilferage, and loss.**
- (5) Avenues of approach to facility, roads, bridges.**
- (6) Security forces available.**

(a) Assigned personnel and local law enforcement.

(b) Coordination with USACIDC, the Federal Bureau of Investigation, intelligence agencies, Bureau of Alcohol, Tobacco and Firearms, or Host Country agencies where applicable.

(1) Chain link fence (Federal Specification RR-F-191/1, type I), including gates, must be constructed to a height of 6' or 1.83 meters, without top guard. Fencing must be of 9 gauge galvanized wire or heavier. Mesh openings must not exceed 2" per side or 5 cm. Fencing must be securely fastened to a rigid metal pole or concrete posts, set in concrete. Bottom of fencing must come within 2" of solid ground or pavement.

(2) Standard barbed wire is twisted, double strand, 12-gauge wire, with four-point barb spaced equally distant. Barbed wire used to prevent human trespassing should be at least 7 feet in height, excluding top guard and secured to posts not more than six feet apart. The distance between strands will not exceed 6 inches and at least one strand of wire will be interlaced vertically, midway between posts.

(3) Standard concertina barbed wire is a coil of high strength steel barbed wire clipped together to form a cylinder. When employed as a perimeter barrier for a restricted area, concertina is employed in rolls of 50' in length and 3' in diameter, which must be staggered or fastened together and the base staked to the ground.

(4) Barbed tape is a steel strip approximately 0.020" thick, 0.75" wide and extends to a distance of 50 feet. Barbed tape is normally employed as an adjunct to existing chain link or barbed wire perimeter fencing or as a top guard.

(5) A top guard is an overhang of barbed wire or barbed tape along the top of a fence, facing outward and upward at an angle of approximately 45 degrees. Top guard supporting arms will be permanently affixed to the top of the fence posts and will increase the overall height of the fence at least one foot. Top guards will be constructed on all perimeter fencing and should be added on interior enclosures as needed. Three strands of barbed wire spaced 6" apart, will be installed on the supporting arms.

b. The number of gates and perimeter openings must be the minimum required for safe and efficient operations. Gates and entrances, when closed, must meet the same structural standards as their associated barrier to which they are joined. Semi-active openings, such as railroad gates, must be locked on the inside when not in use and checked daily for signs of attempted entry and structural integrity. Gates or other openings will only be opened to permit traffic, either pedestrians or vehicles, into or out of a specific location. Gates can be either manual or electro-mechanical; however, positive identification and a need to enter must be established prior to opening. Unattended gates will be locked and sealed, lighted during hours of darkness, and checked periodically by a roving patrol.

c. Sewers, water and air intake and exhausts or other type utility openings which are 10" or greater in diameter and pass through, under or over a barrier will be afforded the same level of security as the perimeter through which they pass.

(1) Manhole covers that are located inside the perimeter of an installation and have a diameter 10" or more must be secured to prevent unauthorized opening.

(2) Drainage ditches, culverts, ducts or other openings which have a cross sectional area greater than 96 square inches (624 sq cm) will be protected by securely fastened welded bar grills.

d. Entry control stations should be provided at primary entrances and manned by full time security personnel. These stations should be located as close as practicable to the perimeter entrance to permit security personnel to maintain constant surveillance over the entrance and it's approaches. Where feasible, entry control stations should be designed to allow positive personnel identification and vehicular movement control. The following equipment will be included in an entry control station:

(1) Two separate, independent means of communication, such as a portable radio and a telephone.

(2) Sufficient lighting for interior and exterior observation.

(3) Interior heating.

(4) Sufficient glass to allow observation of the associated entrance and it's approaches by security personnel.

(5) Procedures and assets, such as sandbags, safety glass, for hardening in the event of emergency or attack.

(6) Badge racks, if required to badge at the entry control station.

e. Signs should be clearly displayed and legible from all approaches to the perimeter from a reasonable distance. The size, coloring, lettering, and interval of posting must be appropriate to the situation. Signs must be erected to assist in entry control, to deter unauthorized entry or prevent accidental entry.

f. Protective lighting is an essential element of an integrated physical security program. Sufficient lighting has considerable value as a deterrent to thieves and vandals and may significantly increase the difficulty of the job for a saboteur.

(1) Lighting should not be used only as a psychological deterrent. On perimeter fencing, unless the area of fencing is under constant visual surveillance, protective lighting may not be necessary.

(2) Protective lighting should be considered for those sensitive areas or structures within the perimeter which require either constant surveillance or periodic checks by roving patrols. Structures such as pier and dock areas; essential buildings; storage areas; power generation, distribution and control facilities; water distribution and communications systems will be considered for protective lighting.

(3) Wiring circuitry should be arranged so that failure of any one lamp will not adversely affect the remainder of the perimeter lighting or place a vulnerable position in jeopardy.

(4) Periodic inspections should be made of all electrical circuits to replace or repair worn parts, tighten connections, and check insulation. Luminaries should be kept clean and properly aimed. The actuating relays on emergency lines which remain open when the system is operating from the primary source, need to be cleaned frequently since dust and lint collect on their contact points and can prevent their operation when closed.

(5) Replacement lamps can be used in less sensitive locations.

(6) The intensity of illumination and specification for protective lighting for fences or other antipersonnel barriers should meet the minimum requirements in figures 3-1 and 3-2.

g. The primary power source is usually a local public utility. Repair priority should be coordinated and established in advance of need. Alternate power sources must be located within a controlled area for additional security and should meet the following criteria:

(1) Standby batteries or generators may be used.

(2) The system should start automatically upon failure of the primary power source.

(3) Continuous lighting must be provided.

(4) Portable or stationary lights may be used.

(5) Periodic testing of the system is required.

(6) Additional security precautions must be considered.

LOCATION FOOT CANDLES ON HORIZONTAL PLANE
AT GROUND LEVEL

Perimeter of outer area	.015
Perimeter of restricted area	.04
Vehicle entrances	1.0
Pedestrian entrances	2.0
Sensitive inner area	.015
Sensitive inner structure	1.0
Entrances	.1
Open yards	.2
Desks on open piers	1.0

Figure 3-1. Intensity of illumination

TYPE OF AREA	TYPE OF LIGHTING	WIDTH OF LIGHTED STRIP (FT)	
		INSIDE FENCED	OUTSIDE FENCED
Isolated perimeter	Glare	25	200
Isolated perimeter	Controlled	10	70
Semi-isolated perimeter	Controlled	10	70
Nonisolated perimeter	Controlled	20-30	30-40
Building face perimeter	Controlled	50 (total width from building face)	
Vehicle entrance	Controlled	50	50
Pedestrian entrance	Controlled	25	25
Railroad entrance	Controlled	50	50
Vital structures	Controlled	50 (total width from structure)	

Figure 3-2. Protective lighting specification

h. The basic electronic security system consists of an interior sensor, connected by data transmission links to a monitored annunciator, reinforced by a responsive security force. Intrusion Detection Systems (IDS) are an integral element in any effective security plan; however, any detection system is useless without a prompt reaction from a security force.

(1) Considerations which need to be addressed to determine the necessity and feasibility of having an IDS installed are:

- (a) Mission of the installation.
- (b) Need of the installation or area to be protected.
- (c) Vulnerability.
- (d) Accessibility.
- (e) Installation geographic location.
- (f) Construction of buildings and their location on the facility.
- (g) Duty hours versus nonduty hours.
- (h) Availability of other forms of protection.
- (i) Financial feasibility.
- (j) Intruder time requirement.

(2) Selection criteria for the type of system to be used for a specific purpose must be determined. In addition to the considerations listed above, an installation security officer must take the following into account:

- (a) Sensitivity of the material to be protected.
- (b) Radio and electrical interface.

(3) For the types of systems available, their particular advantages and disadvantages, see FM 19-30 (Physical Security).

<u>THREAT LEVEL</u>	<u>NATURE OF THREAT</u>	<u>REQUIRED CAPABILITIES</u>
Low	Stand off surveillance/espionage	Denial of surveillance and penetration
	Minimum/occasional penetration	Detection and deterrence of intruders
	Limited pilferage	Selective surveillance of critical areas
	Minor demonstrations	Deter intruders Apprehension of pilferers
Medium	All low threat intensified	Intensify response to low threat
	Sabotage	Earlier detection
	Harassment	Immediate response (small groups)
	Minor destruction and disablement	Increased mobility of response forces Identification and location of sabotage
	Dissident demonstrators	Capture of intruders
High	All medium threat intensified	Intensify response to medium threat
	Organized attack/armed conflict	Complete penetration denial
	Major destruction	Immediate response (large & small groups)
	Combat intelligence	Armed resistance, capture destroy Sabotage detection and prevention Remote controlled and/or automated response capability

Figure 3-3. IDS criteria

i. A primary and alternate means of communication is a prerequisite to a functional security system. Normally, the regular communications system of an installation is adequate for security purposes. Some or all of the following should be integrated into the installation security plan:

(1) Primary communications systems include:

- (a) Facilities for local and commercial telephone service.
- (b) Introspective, interstructure communications which are not interconnected with commercial exchange or toll telephone service.
- (c) Radiotelephone or radiotelegraph facilities for either point to point or mobile service.
- (d) Hand carried portable radios.

(2) An alternate means of communication is essential for use in emergencies. The dramatic increase in inquiries during an emergency situation will probably overload the existing communications system at a time when rapid, reliable communications are most needed. The power source and wiring of the alternate system must be separate from the primary source.

j. Closed Circuit Television (CCTV) is extremely useful in physical security operations as a complimentary system because placement of cameras at critical locations provides direct observation from a secure vantage point. Enclosing CCTV monitors in metal housing should be a consideration of security personnel to preclude tampering by unauthorized personnel. Additional information can be found in FM 19-30.

k. Although the lock is the most widely accepted and used security device in basic overall protection, it must be kept in mind that even the best of locks are only delaying devices and not deterrents to entry.

(1) Dependent upon mission requirements, degree of accessibility, cost, and size of facility, the following lock types are generally available for employment in a sound physical security program:

- (a) Key locks.
- (b) Conventional combination locks.
- (c) Manipulation - resistant combination locks.
- (d) Relocking devices.
- (e) Interchangeable core locks.
- (f) Cipher locks.

(2) Keys and locks will be maintained in accordance with AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), and AR 190-11 (Physical Security of Arms, Ammunition and Explosives).

(3) Combinations to locks will be maintained in accordance with AR 380-5 (Department of the Army Information Security Program).

(4) For further information see FM 19-30 and DOD 5100.76M (Physical Security of Sensitive Conventional Arms, Ammunition and Explosives).

1. All vehicles entering or exiting an installation facility must be documented and controlled. Designated parking areas should be identified for permanently assigned personnel, shippers, temporary workers, and visitors. Vehicles must either be registered with the Provost Marshal/Security Officer or be issued a visitor's pass that will be displayed conspicuously in the vehicle. Registration with the Provost Marshal/Security Officer or the acceptance of a visitor's pass constitutes the consent of the individual to their vehicle being searched IAW AR 210-10 (Administration). An individual refusing to be searched or allow their vehicle to be searched will either be denied entry or exit, as the case dictates.

3-7. ADMINISTRATIVE REQUIREMENTS

Administrative security requirements must compliment the physical security requirements of a comprehensive, overall security program. Administrative security requirements should include, as a minimum, the following procedures:

a. A security identification system consisting of the use of permanent badges, temporary badges, and visitor badges to assure authorization for access and positive identification of personnel within a facility or installation. Identification badges will be used to control entry of all personnel into and out of restricted areas.

(1) All personnel permanently assigned to an installation or facility will possess a permanent installation badge containing a photograph of the bearer, accountability number, full name of individual possessing that badge, and color code or similar system to readily indicate areas inside the installation where the bearer is authorized admittance. Admittance will be based on a "need to enter." Badges will be signed by the issuing official and the recipient.

(2) Temporary badges will meet all criteria of a permanent badge except:

(a) No photograph required.

(b) Only valid for a maximum of 30 days, except where contract labor duration or other requirements provide a clear need, then duration of contract is not to exceed 180 days.

(3) Visitor's badges will meet all criteria of a temporary badge except--

(a) Badge will be overprinted with the letter "V."

(b) Only valid to bearer for 24 hours and then must be returned to the security office.

(4) All badges must be laminated to prevent alteration and extend the life of the badge.

(5) A badge will not be valid for longer than a 3-year period or beyond a person's termination, whichever occurs first.

(6) A register or log will be maintained of all badges in possession of the badge control officer. The log will be separated in sections--active, inactive, and reserve badges. When issued, badges will be recorded by serial number, the name of the person issued the badge, date issued, expiration date, and initials of issuer.

(7) All badges will be worn on the outer garment, in front, and above the waist at all times. When a badge is subject to being detached or lost as a result of work being performed, commanders may authorize personnel concerned to carry badges securely inside their clothing. Badges will be shown when entering and when exiting a control area.

b. An entry control roster is used to document all personnel and vehicles entering a designated area. Entry control rosters are kept daily, for a 24-hour period, retained for 1 year in active files, 1 year in an inactive file, then destroyed. At time of close out of the daily log, the guard supervisor or security officer will validate the daily security log with their signature to assure accuracy and completeness of the form. At a minimum, entry control rosters will provide the following information:

- (1) Location name of area.
- (2) Name of person entering.
- (3) Badge number of person entering.
- (4) Time of entry.
- (5) Time of exit.
- (6) Purpose of visit.
- (7) Bumper/license number, carrier name, driver name (if a vehicle).
- (8) Signature of entry controller.

c. All personnel carrying packages, briefcases, or other closed objects into a designated restricted area will be required to have a valid DA Form 1818 (Individual Property Pass) in their possession prior to being allowed entry. The terminal commander will authorize specific individuals to sign DA Form 1818. A DD Form 577 (Signature Card), will be issued to entry controllers with the signature of each person authorized to issue or sign DA Form 1818.

A comparison of signatures between the DD Form 577 and the DA Form 1818 will be made and all discrepancies in signature will be resolved prior to the individual or package entering the restricted area.

d. Visual checks of site and facility operations and physical security equipment is an integral function of the security program.

(1) The guard supervisor or security officer will conduct daily site checks of all restricted areas. They will document checks on the daily security log and annotate all discrepancies with the corrective action taken. Daily checks will include:

(a) Check of fences for integrity.

(b) Check of all alarm systems for operational capability three times per day at shift changes.

(c) Check of all communications systems for operability.

(d) Observation of entry control procedures.

(2) The guard supervisor/security officer will conduct site checks at least once every seven days, including a thoroughly detailed inspection of those areas covered during the daily site check, expanded to include:

(a) Status of any engineer work orders on security equipment deficiencies.

(b) Test of the auxiliary or standby power sources being used to augment commercial power sources. Tests should be conducted in accordance with manufacturers specifications for that particular piece of equipment. In the absence of any guidance, tests will be a minimum of twenty-two minutes in duration.

(c) An "hours of darkness" check to ensure lighting is adequate in areas designated for security lighting and that any unreported lights not functioning are reported for corrective action.

e. Terminals must coordinate with shippers to ensure key sets are provided to allow for repositioning and resecuring equipment. If padlocks or cables have to be cut to move vehicles, subsequent security measures (relocking) must be taken to ensure continuous equipment security in the staging area.

3-8. SECURITY GUARD FORCES

Security guard patrol will periodically check facilities and areas prescribed by this chapter and the terminal commander. Checks will be conducted continually on an irregular, random basis.

a. Inspections and checks will be increased during nonduty hours, weekends, and holidays.

b. All checks of buildings, structures, fencing sensors, piers, or other areas designated for inspection will be recorded. The record will include structure or area checked, time checked, name, and initials of the person conducting the check. A record of the check will be retained for a period of 90 days, then destroyed. Any discrepancies noted will be reported to the security control center by the most expeditious means available. A written report of discrepancy noting at least the who, what, where, when, why and how will be completed prior to the relief of the shift discovering the discrepancy.

c. Security guard personnel will be equipped with adequate and reliable communications.

d. A practical, concise, readable set of written procedures detailing a security guard's duties, responsibilities, and requirements will be published. These procedures will include, as a minimum,--

- (1) Guard duties, patrol requirements, security checks, communications checks, badging procedures.
- (2) Phone numbers of personnel to notify in case of emergency.
- (3) Local police and fire department phone numbers.
- (4) Maps of the installation and facilities to be checked during mobile patrols.

e. When feasible, guards should be assigned sectors to patrol for a specified time and then be rotated to a new sector.

f. Where watchmen may be employed, the differentiations in duties from a security guard must be specified. Internally, a watchman's duty requirements are much simpler and must not be confused with the duties of a security guard.

g. Supervisory personnel should consider the requirement or need for spot checks of security personnel to ensure the prescribed procedures are implemented and enforced, guard knowledge is adequate, and conditions under which security personnel work are acceptable.

h. Written guard procedures will be reviewed annually and updated, corrected, or amended as often as required.

3-9. CARGO AREA SECURITY

Cargo area security procedures will conform to the guidance provided in DOD 5100.76M.

3-10. WATERSIDE SECURITY

Waterside security is the responsibility of the United States Coast Guard in accordance with the Memorandum of Understanding between the Department of Defense and the Department of Transportation Concerning Port Readiness, dated 7 January 1985.

Section II

Increased Port Security Planning for Exercises or Hostilities

3-11. SITUATION

a. Ports used to move DOD cargo and personnel will continue to perform their mission during exercises and hostilities. Contingency plans for increased security requirements must be comprehensive, viable and published prior to any event causing their implementation.

b. Assumptions:

(1) Water ports, both CONUS and OCONUS, will be used to stage, convey, transport or receive personnel and equipment during an exercise or hostilities.

(2) Port commanders and security personnel must identify resources required for the increased security posture and publish contingency plans.

3-12. MISSION

Prepare and provide for the security of the port during exercise and hostilities. Security includes protection of personnel, facilities, equipment, cargoes and vessels.

3-13. EXECUTION

a. Concept of operations.

(1) Security at ports during exercises and hostilities will be expanded to meet DOD requirements and to support force levels, deployment and off-load of equipment. Resources required to increase port security will be identified, coordinated and implemented when notification of an exercise or hostilities is received. OCONUS, terminal security is a host nation responsibility. OCONUS terminals must coordinate with host nation representatives and the area support group for security arrangements.

(2) Increased port security for exercises or hostilities employs two planning concepts: from the perimeter fence outward and from the perimeter fence inward.

(a) In the planning and coordinating of increased security requirements for the perimeter outward, the resources needed include the ability to deny access to unauthorized personnel and vehicles, and protection of the port and its assets from attack and sabotage. Planning should also include the capability to conduct air reconnaissance and surveillance of the total port facility.

(b) A similar methodology applies for increased security within the port perimeter. Significant increases in personnel and equipment resources for providing protection must be identified and coordinated as early as possible during the planning process. Planning considerations need to include traffic control, personnel access, vessels involved in the exercise or contingency, cargo being transported, all facilities and water side security.

(c) A systematic approach to increased port security planning will assure the development of a comprehensive security program designed to enhance security requirements and maximize use of limited resources. The approach should include an early terrain walk by security planners. Existing barriers need to be evaluated for continuity and integrity; temporary barrier locations and additional guard posts identified. The location of the security command post needs to be identified along with the communication requirements and any other logistical support requirements. The Port Commander should request a Port Security Vulnerability Assessment from the supporting CID office. Additionally, the current threat assessment from the local Military Intelligence/Counterintelligence Office will provide valuable information necessary for security planning.

(d) If indicated after a review of information provided by CID, Military Intelligence, and the Essential Elements of Friendly Information from the exercise or contingency plan source documents, a recommendation can be made through channels to MTOP-OP that Special Interest Vessels (SIVs) belonging to former Communist Bloc nations be excluded from CONUS ports during operations (exercise or actual). After coordination with MTPL and MTOP-O, MTOP-OP validates the recommendation and forwards the request to USAINSCOM. USAINSCOM passes the request to the Navy which has overall responsibility for security in and around ports JAW DOD Directive 5100.78, U.S. Port Security Program. If the recommendation is approved, the Navy, (usually through the Coast Guard) acts to deny these ports to SIVs. Obviously response time will vary with the operation. However, MTOP-OP should coordinate with USAINSCOM at least 60 days prior to port operation if possible.

(3) Upon completion, the pre-planning estimate is submitted to the appropriate MTMC area command for CONUS ports or to the responsible area support group and Host nation for OCONUS ports. These agencies will make a determination on the validity of the request, prioritize needs and then allocate available resources and/or request outside support as needed.

Section III

Security of Classified or Controlled Items in OCONUS Ports During Exercises or Hostilities

3-14. GENERAL

This section prescribes minimum standards of physical security required during temporary holding of classified or sensitive items at MTMC overseas port facilities during exercises or hostilities. Maximum security effort must be made to protect these items in the interest of national security. The degree and nature of the threat to the area are contingent upon many variables. As the threat to these materials increases, security measures may need to be enhanced accordingly. Limitations of the host nation agreement guidelines and capabilities may cause modification of the standards herein. Such modifications are acceptable as long as equivalent security is provided and alternative measures are approved in advance by HQMTMC (MTO-OP).

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3-15. APPLICABILITY

Security measures discussed in this section apply to overseas temporary storage of sensitive items as defined in DOD 4500.32R, MILSTAMP.

3-16. CONTROLLED ACCESS AREAS

a. Each temporary holding area for classified or sensitive items will be designated a "Controlled Access Area" and will be posted as such. Signs will be posted both in English and the host nation's language.

b. Special procedures will be devised to minimize temporary holding area congestion and poor housekeeping, which result in obstructed visibility of the items, displaced items, and other situations promoting theft or sabotage. A major enemy of security is congestion. When items pile up, control is often lost no matter what procedures are in effect.

3-17. SECURITY FORCE

a. Port security force will consist of host nation security personnel and U.S. military personnel. If there are no designated U.S. military units to augment existing host nation security force, it is the responsibility of the port commander to request adequate support from the appropriate theater commander. The presence of U.S. security force personnel is essential to ensure complete U.S. control over the classified or sensitive material. Their presence will also serve to eliminate language or other communications problems.

b. All port security force personnel will be thoroughly briefed on the importance of stringent security associated with protecting classified or sensitive items, whether in containers, locked buildings or open areas.

c. Guards assigned to protect temporary holding areas will be provided written instructions in the form of "Special Orders" which are clearly and carefully worded, explaining the special requirements pertaining to that particular post or patrol. As a minimum, the Special Orders will include the location(s) of temporary holding area(s), duties required, hours manned, arms and ammunition, and other equipment required and instructions on the use of force and apprehension activities.

d. Guards will be held responsible for knowledge and understanding of the Special Orders and should be checked periodically to determine their degree of understanding and compliance with all instructions.

e. Special Orders will be reviewed at least monthly to ensure currency.

f. At least two guards will be assigned to protect each temporary holding area. One should be posted at the entry control point and the other as a roving patrol. The entry control point guard will be provided an up-to-date access roster or some other reliable source of determining who has a valid requirement to be in the area. Guard instructions will stress the need to detect unauthorized personnel in the area, small boats approaching the waterfront,

longshoremen acting in a suspicious manner, or any evidence of theft or tampering. The guards should report immediately any breaches of security, whether real or suspected, to their supervisor.

3-18. PATROL BOATS

When possible, security patrol boats should be used to the maximum extent to prevent unauthorized small craft from operating near areas where sensitive items are being held. This is usually coordinated with the U.S. Coast Guard (CONUS) or host nation authorities (OCONUS).

3-19. AREA LIGHTING

Protective lighting is critical in holding areas for classified/sensitive items. These areas require the best visibility for identification of badges, people at gates, inspection of vehicles, prevention of unauthorized entry, detection of intruders outside and inside secured areas, and inspection of unusual or suspicious circumstances. Lights should be checked for cleanliness and overall operating condition on a continuous basis (at least nightly). Light switches should not be accessible to unauthorized personnel (i.e., outside secured area) and all exterior lights should be covered with mesh screen to prevent their being broken by thrown objects. If light(s) are found inoperative during hours of reduced visibility or darkness, a guard should be posted at that location until the light has been repaired or replaced.

3-20. BARRIERS

Protective physical barriers around classified/sensitive material holding areas should be used whenever possible. They will help define the physical limits of the temporary storage area and will aid in restricting, channeling or impeding access to the area. The use of barriers creates a psychological consideration for anyone thinking of unauthorized entry and will have a direct impact on the number of security posts/personnel needed to adequately secure the area.

3-21. CONTAINERS

An added security measure inside the protected barriers is the placing of containers door-to-door, or with the door against a wall (when available).

3-22. UNLOADING OF SENSITIVE CARGO

Classified or sensitive items should be unloaded from the ship during daylight hours whenever possible. Observation of unloading operations by security personnel is highly desirable.

3-23. CONSIDERATIONS

Perfect or absolute security is always the goal, but a state of absolute security can never be attained. No sensitive item is so well protected that it cannot be stolen, damaged, destroyed, or observed by unfriendly eyes. The security goal is to make access so difficult that an intruder will hesitate to attempt penetration, or to provide for the intruder's apprehension should the intruder be successful. Security must be built on a system of defense in depth or upon accumulated delay time.

Section IV
Security of Privately Owned Vehicles (POVs) as Cargo

3-24. GENERAL

It is MTMC's responsibility to make the movement of POVs as secure as possible. POVs and their accessories provide lucrative targets for thieves. Theft is costly to the government and inconvenient for the member.

3-25. SECURITY AT THE TERMINAL

The trunk, glove compartment, and other areas of the vehicle will be inspected to ensure that no unauthorized items of personal property have been left in the vehicle. When the vehicle is in the terminal staging area, it will be secured by closing all windows and locking all doors and compartments. Storage will be within a fenced, lighted area. After duty hours, the storage area will be frequently checked at random by security personnel. Access to the storage area will be controlled and documented. Key control for such areas will reflect proven practices of lock rotation at periodic intervals, and random verification of key and/or combination custody.

3-26. KEY CONTROL

Keys to all vehicles will be attached to DD Form 1864 (Vehicle Key Tag) with a strong nylon or similar cord. Keys removed from vehicles will be stored in a locked container under the supervision of responsible terminal or contractor personnel. A chain of custody of keys will be maintained in accordance with AR 190-51.

3-27. SECURITY IN-STOW

When POVs are containerized or loaded aboard breakbulk or RO/RO ships, all doors will be unlocked with windows closed, and the tagged keys attached to the steering wheel.

Section V
Terminal Security for the M1 Abrams Main Battle Tank

3-28. M1 TANK SECURITY

Security measures for the M1 Abrams Main Battle Tank are provided in the M1 Security Classification Guide published by the U.S. Army Tank Automotive Command (USTACOM). Any request for waiver from these standards must include a description of compensatory measures taken and must be sent through MTMC channels to USTACOM for coordination and forwarding to HQDA(DCSINT) for approval.

Part Three
Cargo Operations

Chapter 4
Terminal/Warehouse Operations

4-1. GENERAL

The function of the Terminal Management operation is to coordinate with the truck, railcar, container freight station, breakbulk, and vehicle processing operations to ensure timely receipt and efficient management of cargo through the terminal. Terminal services include checking cargo upon receipt for damage, discrepancies, and proper documentation; making corrections to documentation to comply with MILSTAMP; and preparing documentation as appropriate to either clear or frustrate cargo. Services also include the reception of parcel post and small packages from either the U.S. Postal Service or from small package delivery services such as United Parcel Service.

4-2. HANDLING HAZARDOUS/DANGEROUS CARGO

The terminal will provide trained and qualified personnel who will manage the handling of hazardous/dangerous cargo in accordance with policies and procedures contained in AR 55-355; DOD 4500.32-R; Title 49, Code of Federal Regulations (CFR); and the International Maritime Dangerous Goods Code (IMDGC).

a. With the exception of small arms ammunition up to and including .50 caliber, and Class C explosives, Coast Guard Class 1 items, movement of ammunition or explosives will not be shipped through nonammunition terminals unless specifically authorized by HQMTMC.

b. Segregate any shipments in violation of Title 49 CFR and International Maritime Organization (IMO) regulations, frustrate them and notify the authorized government representative. All hazardous cargo will be handled, protected, and labeled as required by Title 49 CFR and IMO regulations.

c. Ensure that all documentation and labels of dangerous cargo received agree and that the true shipping names are in accordance with Title 49 CFR or IMO regulations. Also ensure that the hazard classification, UN number, IMO page and flash points are indicated for flammable and combustible liquid cargo and, for radioactive cargo, that radioisotope activity, activity at surface, transport index, transport group, and physical form are indicated.

d. Prepare MT Form 225-R (Dangerous Cargo Load List) (page D-13) on all hazardous or dangerous cargo lifted or stuffed into containers. Retain the copy signed by the vessel master, or a licensed deck officer designated by the master, in the vessel file.

e. Improperly packed, damaged, leaking, or improperly marked or labeled packages will not be shipped. Leaks from packages, equipment, or self-propelled vehicles during loading or unloading will be considered a packaging deficiency. Report discrepancies incident to damage or improper shipment on SF 361 (Transportation Discrepancy Report).

4-3. CARGO STAGING

The terminal will prepare an overall staging plan taking into consideration all destinations and types of cargo handled. It must include the designation of specific areas for cargo that:

- a. Is frustrated.
- b. To be transferred.
- c. Requires security.
- d. Is hazardous or dangerous.
- e. Is retrograde.
- f. Allows staging of cargo by port of discharge, and by major consignees within that area.
- g. Allows staging cargo so that optimum utilization is made of assigned warehouse areas.

4-4. GENERAL CARGO DOCUMENTATION PROCEDURES

The terminal operator will--

- a. Receipt for cargo indicating date received, location, checker's identification and signature, and forward documentation to the traffic management operation on the same day as the cargo is received.
- b. Fill in any missing MILSTAMP data. Any entries which change the pieces, weight, or cube of cargo or the water commodity code must be verified by a government representative.
- c. Shipments received without required advance documentation, and those which are improperly marked or documented will be held in a frustrated cargo area until cleared. The terminal operator will prepare an MT Form 239-R (Frustrated Cargo-Hold for TCMD) (page C-4) for such shipments and provide the original to the Traffic Management Division. The terminal operator will notify the Traffic Management Division of any shipments so reported that have not been cleared up within two days.

4-5. CLASSIFIED AND PROTECTED CARGO HANDLING AND DOCUMENTATION PROCEDURES

Upon receipt of cargo the terminal will--

- a. Check documentation and cargo marking/condition and stage in appropriate security area.
- b. Notify a government representative of arrival of all classified, sensitive or controlled cargo.

c. Ensure that any changes made to special handling codes on any of the documents are brought to the attention of Security, Documentation, and Cargo Operations personnel.

d. In the case of any discrepancy (such as overage, shortage, damage, or signs of pilferage of classified or sensitive cargo) immediately cease unloading and notify security personnel. All discrepancies must be properly documented and verified by appropriate carrier and government representatives.

e. Any classified or sensitive cargo which may be frustrated will be held in a secure area pending resolution of the problem leading to the frustration.

4-6. CARGO TRANSFER

The terminal will maintain an audit trail on all cargo transfers between terminal locations and document the transaction on the same day as the transfer.

Part Three
Cargo Operations

Chapter 5
Railcar and Truck Unloading and Loading Operation

5-1. GENERAL

Management responsibilities include planning and supervising terminal freight station or breakbulk facility operations so that carrier loading or unloading operations are accomplished within established timeframes or tariffs of carriers serving the terminal. These operations include:

- a. The scheduling of trucks and spotting of railcars for load and discharge.
- b. Establishing a "short line" for discharge of trucks requiring limited handling.
- c. Unloading drop trucks.

5-2. DEMURRAGE/DETENTION

The terminal operator is responsible for loading or unloading railcars and trucks, completing checking, and providing a receipt to the carrier within the time prescribed by applicable tariffs or tenders to avoid demurrage or detention charges by the carrier. If demurrage or detention charges are the result of government action, the terminal operator must document the cause for the demurrage or detention charges and have it authenticated immediately by an authorized government representative.

5-3. RAILCAR OPERATIONS

It is a government responsibility to ensure that railcars are spotted and moved. The Traffic Management Division will notify the terminal operator of the expected time of arrival of railcars, their number, type, contents, and any other information available. The terminal operator will designate the approximate location where cars are to be delivered with building, door, or lot numbers as appropriate. The terminal operator will immediately notify the Traffic Management Division when discharge is completed so that they can coordinate the carrier's railcar removal.

5-4. RAILCAR UNLOADING

Terminal operator railcar unloading responsibilities include--

- a. Inspecting and breaking original intact seal or reporting to Traffic Management Division when a seal shows signs of tampering.
- b. Opening and closing car doors.

Part Three
Cargo Operations

Chapter 7
Pier Operations

7-1. GENERAL

Pier operations consist of loading and discharging DOD-sponsored cargo transiting MTMC terminals on container, breakbulk and RO/RO ships, barges, and lighters.

7-2. PIER RESPONSIBILITIES

Terminals will--

- a. Submit orders or requests for tug boat, barge derrick, commercial lighters and other equipment required to support pier operations.
- b. Direct operation of equipment ordered during time requested.
- c. Assign or obtain berths for ships and floating craft docking at the water terminal.
- d. Keep record of time used for tug boat, barge derrick, and commercial lighters.
- e. Ensure that line handlers, if required, are available to properly dock and un-dock cargo vessels and barges.
- f. Periodically check lighters and barges to ensure lines are adequate under changing tide and weather conditions.
- g. Receive and process copies of invoices for barge derrick, tug boat, and other services required.

7-3. VESSEL PROCEDURES

- a. When loading/discharging, the area command or terminal will:
 - (1) Prepare a Vessel Consist indicating all PODs, type of cargo, weight, and measurement tons.
 - (2) Prepare a Prestow Plan which shows the space for cargo to be stowed in vessel. This information includes hatch locations and compartments where the cargo is stowed.
 - (3) Coordinate with Customs on arrival of vessels for discharge.
 - (4) Coordinate with security personnel for hazardous and sensitive cargo to be loaded and discharged.
 - (5) Prepare discharge plans as needed from cargo traffic messages, hatch lists, manifests and vessel stow plans.

(6) Coordinate with commercial steamship companies on berth term and shipping agreements vessels calling at terminal.

(7) Coordinate with the stevedore contractor on the workday preceding vessel operations to determine the number and type of stevedoring gangs, the equipment and materials that will be required for each day's loading and unloading operations.

(8) Plan for berthing of vessels and any required services such as telephones, water, and electricity.

(9) Maintain activity reports during loading and unloading operations and annotate any delays and the reasons for those delays.

(10) Perform an in-stow check of cargo being discharged. Determine whether any damage has occurred while in transit.

(11) Check the holds to ensure they are ready to receive cargo.

(12) Obtain a signature from the commercial steamship line's port captain on MT Form 290 (Service Authorization Form) in the event of extra labor, detention charges, or any other charges for operations requested by the commercial ship operator in loading or unloading of their vessel. In the case of MSC vessels, the ship's Captain or First Mate's signature is required. If the proper official refuses to sign the document, the government representative will write a statement to that effect on the form stating both the reason for the refusals and all individuals' names concerned.

(13) Obtain a signature receipt from the vessel Master or the Chief Mate for all sensitive cargo loaded aboard the ship. All sensitive cargo discharged from the vessel will be signed for by the terminal representative.

(14) Be responsible for notifying the proper authorities in the event of fire, accident, theft, or any unusual incidents.

(15) Ensure that all tracked vehicles that have had the hatch seals cut for loading purposes are re-sealed, and that all those that have not been loaded at the end of a day's operation are re-sealed or that their seals are still intact.

(16) Ensure proper police of the pier by the stevedore contractor after completion of load or discharge operations.

(17) Advise the contracting officer of a contractor request for hardship, or a potential request for hardship.

b. Lumber used for export operations.

(1) An estimate of lumber needed to shore each vessel will be made and required quantities ordered prior to vessel operation. When provided by the contractor, estimates will be reviewed and approved by a qualified government representative and the contractor will ensure that sufficient quantities are on hand prior to start of vessel operations.

- c. Immediately notifying a government representative when damaged, pilfered, over or short cargo is discovered.
- d. All work necessary for unlashng or unsecuring cargo.
- e. Cleaning the cars of paper, dunnage, strapping, chocks and bracing to include any nails and bolts used to secure chocks and bracing from beds and sides of cars.
- f. Moving debris from car cleaning to the assigned storage area exercising reasonable care to prevent materials from littering the area.
- g. Returning materials that are an integral part of cars (partitions, fittings, or fixtures) to the cars prior to release.
- h. Unloading and releasing cars within the allowable free time of applicable tariffs.

5-5. RAILCAR LOADING

Railcar loading includes the preparation of cars for handling cargo, breaking down or unsecuring cargo, transportation of cargo from place of rest to railcar, loading and all necessary lashing, and securing of cargo within the cars. The terminal operator will close the doors and apply government furnished seals prior to notifying the Traffic Management Division that the car is ready for movement. In the case of open-top or flatcars, the Traffic Management Division must be notified when the cars are ready for inspection by the rail carrier.

5-6. TRUCK OPERATIONS

a. The terminal operator is responsible for loading/unloading trucks and ocean containers at the Container Freight Station or break facility within the timeframes required by the appropriate tariffs. To ensure timely handling of cargo, a short line should be established to expedite the loading/unloading of carriers with limited cargo.

5-7. TRUCK UNLOADING

Truck unloading responsibilities include the following:

- a. Ensure the documentation is correct and that the cargo is offered for delivery at the appropriate location.
- b. Ensure that seals are intact, where appropriate.
- c. Ensure that Vehicle Time Check Cards are appropriately annotated.
- d. Discharge the truck of all cargo marked for the terminal.
- e. Annotate any discrepancies on the appropriate carrier's and government copies of documents. Obtain the driver's signature on these documents acknowledging the discrepancy. There are three typical types of exceptions:

(1) If the documentation is incorrect, circle the incorrect data, annotate the correct data on all copies, and process the shipment in the same manner as a shipment with no discrepancies.

(2) If the Transportation Control Number (TCN) is wrong or there is no documentation and the cargo is marked for the terminal, prepare an MT Form 239-R (page C-4), add the cargo to the documentation, and place the cargo in the frustrated cargo staging area.

(3) When the discrepancy is due to damage or pilferage, the terminal operator will notify the authorized government representative who will verify the damage or pilferage. Damage or pilferage must be annotated on all copies of transportation documents and the contractor will obtain signatures of both the government inspector and the driver acknowledging the discrepancy.

f. Annotate any delays on the back of the vehicle time card and ensure that both the checker and the authorized government representative have signed the card.

5-8. TRUCK LOADING

Truck loading includes the breaking down or untying of cargo, transporting cargo from place of rest within the cargo assembly area or from any conveyance within the cargo assembly area to the truck, and loading on to the unit. The terminal operator will--

- a. Receive shipping documents from the Traffic Management Division.
- b. Obliterate old markings and remark cargo, as necessary.
- c. Notify the carrier that shipment is ready for pickup. If not picked up in 48 hours, re-notify the carrier and advise the Traffic Management Division.
- d. Load the truck and ensure that carrier's driver has signed all appropriate copies of documents.
- e. Provide appropriate copies of shipping documents to driver and make proper distribution of remaining copies.
- f. Account for time used for truck loading and any delays on Vehicle Time Card.

5-9. DROP TRUCKS

Drop trucks are those trucks/containers which the terminal operator allows motor carriers to leave on the terminal for unloading at a later time, without the services of the motor carrier. The terminal operator will provide all labor and equipment for the unloading of drop trucks. This will consist of pickup in the drop truck area, spotting in the unloading area, discharge of cargo, and returning unloaded dropped truck to designated staging area. The discharge must be completed and motor carrier notified within 72 hours after the truck is placed in the drop truck area.

Part Three
Cargo Operations

Chapter 6
Container Freight Station Operation

6-1. GENERAL

A container freight station (CFS) is a terminal activity that performs stuffing, unstuffing, and related functions of receipt, consolidation, documentation, and processing of cargo for shipment via ocean container.

6-2. GENERAL PRINCIPLES OF OPERATION

a. The time-in-port standard for shipable export container cargo shipments is 15 calendar days.

b. The "first-in, first-out" (FIFO) concept of cargo movement applies. As a general rule, terminals should be able to use 75% of the containers total cubic capacity, including dunnage and pallets, for general cargo shipments. The terminal will review all general cargo container shipments that do not meet this standard to ensure that the low cube use is dictated by operational necessity, overall costs, delivery requirements, or other valid reason.

d. Hazardous cargo stuffing will be performed in compliance with 49 CFR and International Maritime Organization (IMO) regulations.

e. Import containers will be unstuffed as soon as possible after notification of container availability.

f. Stuffing and unstuffing tasks will follow these guidelines:

(1) Ensure cargo container is serviceable and free of debris prior to stuffing and after unstuffing.

(2) Do not exceed the indicated weight capacity of the container.

(3) Consider compatibility of items for stuffing.

(4) Top off containers by hand as necessary to ensure a tight stow and to prevent movement within the container; however, palletized loads will not be broken.

(5) Maintain shipment integrity and load shipment lots requiring more than one van consecutively.

(6) Make provisions to ensure compliance with AR 380-5 (Department of the Army Information Security Program), when containers are stuffed with classified, controlled, or sensitive materials.

(7) Household goods and baggage may be consolidated with general cargo.

(8) SEAVAN shipment planning must meet delivery requirements of the cargo or time-in-port standards consistent with optimizing the use of containers.

(9) The CFS will arrange the container stuffing schedule as close to scheduled sailing dates as possible.

(2) Disposition of unused lumber.

(a) Upon completion of shoring work aboard vessel, ensure that all unused lumber is removed from the vessel and staged in a designated area until inspected. Unused lumber will be returned to the issue point and a DA Form 3161 (Request for Issue and Turn-in) completed. Inventory will be taken after each vessel departure to determine how much lumber was used.

(3) Manifesting of lumber used for dunnage will be accomplished by making an estimate from the consist, pre-plan, and a visual inspection of the vessel cargo areas.

d. Reclaimed lumber.

(1) Lumber used for dunnage will be removed in bundles from the vessel by the stevedores. Lengths of lumber up to 4 feet will be placed in trash bins designated "scrap lumber only," rather than bundled.

(2) Lumber will remain in designated area until cleared by the agricultural inspector, after which it is moved to designated reclamation area.

(3) Reclaimed lumber will be used when available and suitable in lieu of new lumber.

e. Retrograde lashing gear.

(1) Manifested lashing gear will be off-loaded from the vessel by the stevedore contractor who will put all lashing gear in a designated area. Terminal representatives will establish procedures to--

- (a) Count retrograde lashing gear.
- (b) Reconcile manifested lashing gear with actual receipt.
- (c) Separate lashing gear by serviceability.
- (d) Reclaim lashing gear.
- (e) Put reclaimed lashing gear in designated storage area.

(2) Wire rope will not be reclaimed, but put in metal bins for disposal.

7-4. ROLL-ON/ROLL-OFF VESSELS

a. Procedures--

(1) Drivers for POVs or military vehicles will have in their possession a valid civilian driver's license or an appropriate military operators license for the type vehicle being operated.

(2) Traffic patterns for drivers between cargo areas and the vessel will be established. Speed limits for operational areas will be established and enforced. Riders are not authorized in cargo vehicles.

(3) Vehicles loaded aboard the vessel will be stowed facing the exit corridor or ramp to facilitate efficient discharge.

(4) Vehicles and equipment to be moved via sealift will normally be reduced to the lowest cube configuration. (See Chapter 18 for guidance on unit moves and FTXs.)

(5) Lashing will not be secured to another lashing, bumper, or wheel.

(6) Overtime for MSC-controlled vessels is governed by Memorandum of Agreement between MSC and MTMC. (Appendix B)

(7) Personnel will be designated in writing to get signature receipt from the vessel Master or Chief Mate for all sensitive cargo.

b. In the event of extra labor detention charges or any other extra charges for operations, the Memorandum of Agreement between MSC and MTMC must be consulted to determine if an MT Form 290 should be prepared to seek reimbursement from MSC. If it is determined that a Form 290 is needed and the Master and Chief Mate refuse to sign, a note will be made on the MT Form 290 to that effect and stating any reason given by the Master or Mate.

c. When loading or discharging the T-AKR (FSS), use FC 55-50 (Fast Sealift Ship User's Manual). This guide provides the various combinations of ships' draft and pier height above water lines that will result in a ramp angle of 12 degrees or less and provide sufficient vertical clearance between the underside of the deployed ramp and the pier apron. The guide also provides horizontal ship's "standoff" distance information which must be considered when deploying the external ramp parallel to the ship.

Part Three
Cargo Operations

Chapter 8
Privately Owned Vehicle (POV) Operations

Section I
General

8-1. PURPOSE

This chapter assigns responsibilities, provides policies, and identifies procedures for the import/export processing of privately-owned vehicles (POVs) through Military Traffic Management Command and U.S. Navy operated terminals, both domestic and overseas. Information regarding U.S. Customs and host nation restrictions are contained in appropriate regulations of the DOD, the military Services, and the Personal Property Consignment Instruction Guide (PPCIG). DOD member entitlements are contained in the Joint Federal Travel Regulations (JFTR), the Joint Travel Regulation (JTR) and in related military service instructions. Procedures defined in terminal services contracts will comply with administrative procedures defined herein.

8-2. RESPONSIBILITIES

a. General. The mission of origin-to-destination movement including receipt, booking, handling, discharge, and delivery of POVs for eligible Department of Defense military and civilian members is assigned to the Military Traffic Management Command (MTMC). The execution of this mission is accomplished through commercial ports, MTMC ports, and U.S. Navy terminals. Naval Supply Systems Command (Code SUP-05), Washington, DC, is the policy agency for U.S. Navy ocean terminals. Overall Government and Personal Property Shipping Office (PPSO) responsibilities are listed in DOD 4500.34R, Personal Property Traffic Management Regulation (PPTMR).

b. Commander, MTMC. Commander, MTMC, will:

(1) Provide policy and overall coordination for POV shipments within the Defense Transportation System (DTS).

(2) Serve as program manager for the POV Required Delivery Date Program and the POV Loss and Damage Prevention Program.

c. Area Commanders. MTMC area commanders will

(1) Monitor carrier performance, capabilities, and service under the POV Loss and Damage Prevention Program.

(2) Administer the POV Required Delivery Date (RDD) Program, ensuring daily offerings from terminals, prompt and effective bookings with carriers, and follow-up on carrier performance in direct support of the POV RDD Program.

d. Terminal Commander. The terminal commander will

(1) Employ the applicable provisions of DOD 4500.32R, MILSTAMP, DOD 5030.49R, Customs Inspection, and PPCIG, Worldwide, Volume II Overseas (Host Country Restrictions) in the shipment of POVs.

(2) Provide facilities for the in-processing and out-processing of POVs.

e. Member. The DOD member shipping a POV in the DTS will:

(1) Present the vehicle in a safe, operable, and clean condition for shipment.

(2) Provide documentation required for shipment, including Customs and DOT certifications where required.

8-3. POLICY

a. POVs will be processed and shipped in the most expeditious manner consistent with applicable regulations.

b. POVs will be afforded the level of security and care in handling to ensure that the POV leaves the DTS, as nearly as possible, in the same condition as when it entered the DTS.

c. Leased POVs may be shipped through the DTS if in compliance with JFTR provisions.

d. The overland movement of POVs is authorized by 10 USC 2634 when the overland routing costs no more than sealift. The Assistant Deputy Chief of Staff for Operations, Operations Division (HQMTMC/MTOP-O) will determine and provide authorized overland routing guidance to MTMC area commands semiannually as part of the cargo booking strategy. Authorized overland routings in overseas areas will be determined by the appropriate theater commander.

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Section II
Terminal POV Screening

8-4. COUNSELING MEMBERS

The origin installation PPSO is responsible for counseling members on shipping a POV. It is not intended that the MTMC terminal assume this responsibility for the PPSOs. However, when counseling at the terminal is necessary, it must be courteous, helpful to the member and must consider the member's and dependents' travel status and morale. The goal is to provide quality customer service in an expeditious manner.

8-5. PRIORITY OF SHIPMENT THROUGH THE TERMINAL

The terminal shall determine the shipment priority of transiting POVs based on the order in which received and the RDD assigned.

8-6. BLUE BARK SHIPMENTS

Shipments of personal property and POVs of deceased members are identified as BLUE BARK shipments and are to be given expeditious handling, with shipment on the first available vessel. Message notification to the surface port of debarkation (POD) is required. IAW the JFTR/JTR, overland transportation of BLUE BARK POVs is authorized to the member's home of record, or to the residence of the person entitled to receive custody of personal effects. The personal property or POV of a deceased dependent are not normally eligible for BLUE BARK handling.

8-7. DOD POV IMPORT CONTROL PROGRAM

a. The DOD POV Import Control Program assists participating members in protecting their POV emission control components during POV operation in overseas areas where unleaded fuel is unavailable or difficult to obtain. Specific guidelines for the program are outlined in the PPTMR and MTMCR 55-64 (DOD Privately Owned Vehicle (POV) Import Control Program).

b. POVs returning to CONUS that do not conform to either the safety standards or the emission control standards will be identified by the Military Customs Inspector (MCI) by--

(1) Not placing a DD Form 2023 (DOD Catalytic Converter Import Control Label) on the inside of the vehicle windshield when the vehicle does not conform to EPA standards.

(2) Red-lining the DD Form 1252 (U.S. Customs Declaration for Personal Property Shipments) and placing in the remarks section the following: "This vehicle does not conform to DOT safety standards/EPA emission control standards." The MCI will indicate precisely which standard the vehicle does not conform to and will identify why, e.g., replacement catalytic converter not accompanying POV.

c. The Plumbtesmo Test Program is a modification to the existing Import Control Program for Germany and the Netherlands. Under this program, members are allowed to export POVs from CONUS with catalytic converters intact provided they agree to voluntarily participate in the DOD Import Control Program while undergoing annual Plumbtesmo exhaust system tests. A test will also be administered no earlier than 10 days before the POV is returned to CONUS. Countries participating in the program are approved by DOD and EPA after review of program test procedures and the availability of unleaded fuel on military installations and in the local economy.

(1) The test program is not available to POVs with catalytic converters removed. These vehicles will be processed IAW paragraphs a and b above.

(2) MT Form 372-R (EPA Inspection Verification) will be used by OCONUS installations to annotate results of Plumbtesmo tests. Vehicles which pass the Plumbtesmo test are considered within EPA standards. Vehicles which fail or do not receive the test will be redlined and must have a new catalytic converter or new capsules installed for the old converter. Members who fail or do not

receive the test will be issued an MT Form 303 by the SPOD and must accomplish required action and return the completed form to the port within 30 days.

(3) The program guidelines apply to approved countries only. The list of approved countries will be updated as changes are made.

8-8. OVERSIZED POVs

The member's POV shipment entitlement is limited to vehicles of twenty measurement tons (MTON) or less in size, as determined at the port of embarkation. Shipping charges in excess of those for a twenty MTON POV will be determined by actual measurement and assessed to the member. Military members with more than 180 days to estimated time of separation (ETS) may arrange payment through their servicing finance and accounting centers with DD Form 139 (Pay Adjustment Authorization).

a. The vehicle should be decubed (reduced in outside dimension) as far as possible by the member prior to delivery to the terminal. When authorized by the member, terminal actions to further decube oversized POVs are limited to folding exterior rear-view mirrors inboard, folding or restraining whip antennas, or any other simple procedure. Removal of luggage racks, bubble-type windows or skylights, or motorcycle/bicycle racks is not authorized at government expense.

b. Measurement must reflect the overall length, width, and height of the vehicle to include bumper guards, external rear view mirrors, roof racks, externally mounted spare tires, steps, running boards, and roof-mounted air conditioning units. This measurement procedure will be used for all oversized shipments which require excess charges.

c. POV reception facilities will prepare and process DD Form 139 IAW AR 55-71 (Transportation of Personal Property and Related Services); AFR 75-25 (Movement and Storage of Personal Property); and NAVSUPPUB 490 (Transportation of Personal Property). The following annotation will be signed by the member:

"Shipment involves excess cost. POV exceeds 20 MTONs and reimbursement for ___ MTONs required. In consideration of shipping my oversized POV, I hereby authorize deduction from my pay for \$_____ in port handling charges and \$_____ for ocean charges for a total of \$_____ in excess transportation charges."

Advance payments for oversized shipments are discussed in paragraph 8-25.

8-9. SHIPMENT TO/FROM ALTERNATE SPOE/SPOD

Ports available for shipping POVs are listed in the PPTMR. Choice of a port other than that geographically nearest the last or next duty station could result in liability for excess costs if the billing rate to or from the alternate port is greater than from the port or ports geographically nearest. Selection of a port not listed in the PPTMR for the destination country requires approval from the appropriate MTMC Ocean Cargo Booking Office.

8-10. SHIPMENT OF A FOREIGN POV (FPOV)

a. A FPOV is defined by the JFTR/JTR as "any vehicle manufactured or assembled in a foreign country and purchased from a dealer for delivery outside the United States, Alaska, Hawaii, Puerto Rico, or a U.S. territory or possession. Also included are "vehicles assembled in a foreign country of parts manufactured in the United States sold by local dealers in a foreign country."

b. Members may use their POV entitlement to ship a FPOV; however, FPOV shipments are on a "space-available" basis. FPOVs will be accepted for shipment into CONUS (paragraph 8-7 above (DOD POV Import Control Program), applies). Some U.S. brand POVs may have been manufactured for "export" sales overseas and may not be in conformance with DOT and EPA standards. Documentation from manufacturers is decisive in resolving such cases.

c. For space-available shipments, the member is liable for one hundred percent of the MTMC billing rate for port handling costs (both SPOE and SPOD) and twenty-five percent of the MSC billing rate for ocean carriage costs. FPOV shipments are space-available on MSC-controlled vessels except those falling under the provisions of subparagraph d below. Members may desire to consider commercial shipment at personal expense because of potential delays in waiting for available space on MSC controlled vessels. Collection procedures in paragraph 8-25 below, apply to FPOV shipments.

d. JFTR, Volume I, appendix E, lists areas where inadequate repair and service facilities for U.S. manufactured automobiles have prompted the Per Diem, Transportation, and Travel Allowance Committee to authorize certain FPOVs to be shipped on a space-required basis under certain specific conditions.

(1) The local commander must request exemption according to the procedures described in JFTR, Volume I, appendix E. Approval must be updated every two years.

(2) Members are only authorized space-required shipment for FPOV makes and models previously approved by the Per Diem Committee.

(3) The FPOV being shipped must have been purchased at least one year prior to the effective date of the member's PCS orders. The commander who initiates the exemption request may authorize exceptions to the one-year rule if the vehicle replaces one that has been lost or destroyed through fire, theft, accident, rapid deterioration, or one that is beyond repair.

(4) FPOVs of deceased military personnel (BLUE BARK) are automatically authorized space-required shipments.

(5) FPOVs shipped at personal or government expense to the U.S., Alaska, Hawaii, Puerto Rico, the Virgin Islands, Guam, Midway, Wake Island, or American Samoa may be subsequently shipped space-required. This does not allow a vehicle to be shipped to CONUS and then be transhipped to an ultimate destination at government expense. For example, members on PCS orders from Germany to Hawaii cannot ship their FPOVs to the East Coast at their own expense, and then turn the vehicles in to a West Coast port for shipment to Hawaii.

(6) Unless shipped from an exempted area, FPOVs purchased through the Canadian Exchange or through dealership Military Sales departments are not authorized space-required shipment. As FPOVs "purchased from a dealer for delivery outside the United States," they are authorized space-available shipment only.

8-11. POWER OF ATTORNEY TO SHIP OR RECEIVE A POV

A letter of authorization, simple power of attorney, or other acceptable evidence of agency will be required to deliver a vehicle by someone other than the member or the member's spouse (when the spouse is on the PCS orders). A power of attorney is necessary for anyone other than the member, including the spouse, to pick up a vehicle. Notarization is not necessary except in the case where a POV is being shipped to the Philippines by someone other than the member.

8-12. CUSTOMS DOCUMENTATION

POVs returning to the Customs territory of the U.S. (CTUS) must be Customs inspected and the documentation must be completed before the POV is released for loading aboard ship. Vehicle registration is not normally needed at destination. Consult the PPCIG for exceptions.

8-13. CITIZEN BAND (CB) RADIOS

The importation and operation of citizen band radios is prohibited or severely restricted in most overseas areas. The PPCIG, Worldwide, Volume II should be consulted in every case where a POV has a CB installed. However, POV processing centers should not refuse to accept for shipment a POV with a CB installed. Members should be informed that it is their responsibility to clear the host nation customs with the CB installed and that they may be required to remove the CB and ship it back to the U.S. at their own expense before the POV will be released from host nation Customs.

Section III Member Responsibilities

8-14. GENERAL

General vehicle preparation requirements are outlined in the PPTMR. Failure of the member or the member's agent to comply with those requirements will be a basis for the port of origin to refuse to accept the vehicle for shipment.

8-15. PERSONAL ARTICLES

The member will ensure that only those items of property specified in the PPTMR remain in the POV when it is turned in for processing.

8-16. FLAMMABLE OR HAZARDOUS MATERIAL

The shipment of flammable or hazardous material, including flares, oils, waxes, solvents, and polishes is prohibited. Gasoline and diesel fuel shipped in POVs will be in accordance with the PPTMR.

8-17. EMPTYING PROPANE TANKS

Propane tanks used in propelling a motor home or recreational vehicle must be emptied. At the terminal, the service member must demonstrate that the propane tank has been drained empty, either by switching to propane mode to show that there is insufficient fuel in the tank to start the engine, or by producing documentation by a professional individual or company qualified to determine that the tank is empty. This can be someone from the local fire department, a servicing propane dealership, or fire inspector. The only proof required is that the tank is empty. Tanks supplying the ancillary equipment of the vehicle (stoves, refrigerators, grills, etc.) must be purged.

8-18. NOTIFICATION ADDRESS

The member or agent will provide the SPOE an address where notification of POV arrival at the SPOD can be sent. SPOD processing personnel will enter this address on the DD Form 788 (Private Shipping Document for Automobile). Members returning to CONUS for separation must provide a current mailing address of next of kin. Separation transfer point address will not be used.

Section IV
Preparing POV for Shipment

8-19. GENERAL

Prior to acceptance of a POV, terminal personnel will ensure that the member or agent has complied with the member's responsibilities listed above and in the PFTMR. Terminal personnel operating POVs will have in their possession a valid civilian driver's license.

8-20. VEHICLE ACCESSORIES

Regardless of shipment mode, items susceptible to loss, damage, or pilferage will be removed from the exterior of the vehicle and packed in a shipping box (NSN 8115-00-183-9481) to be locked in the cargo compartment of the vehicle. Installed items that are susceptible to pilferage or damage, and could result in a claim against the government, should be annotated on DD Form 788.

8-21. MOVEMENT WARNING

MT Label 373-R (figure 8-1, at end of this chapter) stating "WARNING - THE TRANSMISSION OF THIS VEHICLE IS ENGAGED AND THE EMERGENCY BRAKE SET. DISENGAGE BOTH BEFORE MOVEMENT OF VEHICLE" will be placed in the rear window (or first window visible from container access door) of containerized POVs. (MT Label 373-R may be locally reproduced.)

8-22. DECUBING

POVs, especially recreational vehicles, will be decubed to the extent practical. Decubing should not damage the accessories or finish of the vehicle. Decubing will normally be accomplished by the owner.

8-23. CRATING MOTORCYCLES

When a motorcycle or motorbike is shipped as a POV at government expense, crating or palletizing may be performed if required for safe transportation. If crating or palletizing is necessary, the cost will be borne by the Government and charged to the fund citation of the sponsoring military service for port handling and ocean transportation charges.

8-24. IMPORT CONTROL DOCUMENTATION

Retrograde POVs eligible for participation in the DOD POV Import Control Program (see paragraph 8-7 above) will have a DD Form 2023 (DOD Catalytic Converter Import Control Label), attached to the interior of the vehicle windshield, providing that the member has complied with program requirements regarding catalytic converters.

8-25. COLLECTION PROCEDURES

a. Certain excess costs must be collected in advance by the member's servicing Finance and Accounting Office (F&AO). DD Form 1131 (Cash Collection Voucher), is used for this purpose. Situations requiring advance collection include:

(1) Shipments involving other than the port geographically nearest the member's origin or destination assignment (alternate port).

(2) Space-available shipments.

(3) Oversize shipments for DOD civilian employees.

(4) Oversize shipments for military members within 180 days of ETS (estimated time of separation.)

b. Charges for oversized POV shipments not covered above may be collected by terminals under the procedures specified in para 8-8.

c. Members required to make advance payment must present proof of having paid at home station when reporting to the POV processing center. Completed DD Form 1131 or DD Form 139 will constitute proof that the member has paid charges.

d. MTMC will publish POV billing rate differentials between ports annually as part of the MTMC Routing Rate Information Letter. This will enable Personal Property Shipping Offices to inform members the exact amount of their excess costs for alternate ports prior to departing for the port. Terminals will use the rate information to verify amount member paid to the home station F&AO.

8-26. DEFUELING

a. The fuel tank and fuel systems will not be drained when the vehicle is--

(1) Containerized (except for shipments to the United Kingdom, Italy, Turkey or Greece).

(2) Intended for shipment on RO/RO type ships with holds or compartments designated as specially suited for vehicles. (When such RO/RO ships are used, vehicles are not required to have battery covers secured, battery cables disconnected, nor battery terminals taped).

Terminal commanders will ensure that when either condition (1) or (2) is met, fuel tanks will not contain more than one-quarter tank of fuel.

b. Vehicles fueled by gasoline are not regulated by the hazardous Materials Transportation Regulations (49 CFR) if--

- (1) The fuel tank is empty.
- (2) The engine is run until it stalls for lack of fuel.
- (3) Both battery cables are disconnected.
- (4) No hazardous material is stowed in the vehicle.

Vehicles fueled by diesel are not regulated by 49 CFR if--

- (1) The fuel tank contains 110 gallons of fuel or less.
- (2) Both battery cables are disconnected.
- (3) No hazardous material is stowed in the vehicle.

c. For vehicles requiring the removal of fuel, the tanks may be emptied by draining or pumping. Vehicles with fuel injected engines will not be drained completely. Leave approximately two gallons of fuel in the tank to protect the injectors. Rules appropriate for vehicles with fuel in tank apply.

d. A standard operating procedure (SOP) will be developed and kept current for the defueling operation as it is performed at each location. The SOP will include steps to be taken in emergencies (fire, explosion, motor vehicle accident, etc.), and all employees will receive hands-on instruction in the actions they are to take (e.g., fire extinguisher operation, power shutdown.) These emergency plans will be tested at least once each year in coordination with local safety and fire protection personnel.

e. All POV fueling and defueling operations will be conducted in conformance with the Flammable and Combustible Liquids Code, National Fire Protection Association Code 30, (NFPA 30). In overseas locations, other local standards may be followed if they provide a level of protection equal to or higher than the cited standard. In the application of this code to fuel transfer operations to and from POVs, the occupancy category will generally be considered to be "service station." The "authority having jurisdiction" will be designated by the activity or installation commander. Particular attention is to be given to the following items addressed in the code:

- (1) Design, construction, and installation of storage tanks.

- (2) Protection from sources of ignition (see also NFPA 77, Static Electricity.)
- (3) Design, construction, and capacity of portable containers.
- (4) Maximum quantities of flammable and combustible liquids allowed inside structures.
- (5) Fire suppression and control measures.
- (6) Emergency drainage systems and spill control.
- (7) Proper marking of fuel storage tanks to show content (leaded or unleaded gasoline, diesel or other.)

f. All electrical equipment and wiring will be of a specified type and will be installed in accordance with NFPA 70, National Electric code (NEC). Because fuel handling allows the presence of flammable vapors, areas for these operations are considered hazardous locations and are classified as described in NEC and NFPA 30.

g. Procedures.

- (1) Vehicles will be defueled according to manufacturer's instructions and safe operating procedures.
- (2) Transferring fuel by means of pressurizing the container with air is prohibited. Pumps used to siphon the fuel may be air-driven, hand-operated, or battery/electrically powered. Pumps that operate with electrical current will be constructed, installed, and operated in accordance with the NEC and will be approved by the authority having jurisdiction for use in Class 1, Group D, Division 1 locations (per NFPA 30).
- (3) The drained fuel will be emptied into containers meeting the requirements of NFPA 30 or satisfying host nation safety codes.

Section V
SPOD Procedures

8-27. GENERAL

Upon arrival at the SPOD, place the POV in a secure area meeting the criteria and procedures provided in paragraph 3-25. Notification of POV arrival will be sent to the member or the member's agent within five working days IAW the PPTMR. The notification will identify any damage that would make the POV inoperable or unsafe to drive.

8-28. IMPORT CONTROL PROGRAM PROCEDURES

If a vehicle participating in the DOD POV Import Control Program did not pass the Plumbtesmo test or have catalysts or oxygen sensors reinstalled overseas before the shipment, the U.S. SPOD will advise the member or a designated agent

that catalysts or oxygen sensors must be installed within 30 days. The member or agent must also be advised that failure to comply is a civil violation, punishable by imprisonment for up to five years, a fine of not more than \$250,000, or both, and impoundment of the vehicle. Terminal personnel will provide the member the location of nearby commercial converter servicing facilities and direct the member to return MT Form 303 (Catalytic Converter Refit Verification), to the terminal within 30 days. Terminals will process the appropriate documentation as prescribed in MTMCR 55-64 for members that fail to comply.

8-29. MEMBER'S FAILURE TO ACCEPT THE POV

If the POV is not picked up by the member or the member's agent within a reasonable period of time (normally 45 days from the postmark date of the notification of arrival), and the storage space is required by the SPOD, the terminal commander may place the POV in commercial storage at the member's expense. The member will be advised 15 days in advance by return-receipt-required mail of the date that the POV will be turned over to commercial storage, and of the fact that any charges accruing from such commercial storage will be payable by the member directly to the storage firm. When POVs are placed in commercial storage, the member will be advised of the date such storage commenced, the name, address, and telephone number of the storage activity, and any significant POV facts (e.g., dead battery, flat tire, etc.).

8-30. ABANDONED VEHICLES

POVs abandoned at a terminal will be disposed of in accordance with DOD 4160.21-M (Defense Disposal Manual). The member may elect to surrender title and possession of the vehicle to the Government for personal convenience, as outlined in the Defense Disposal Manual.

8-31. RECEIPT BY MEMBER

An authorized government inspector will perform a joint inspection of the vehicle with the member or the member's agent, noting damage or other discrepancies of the vehicle's condition on both SPOD copies of DD Form 788. This inspection will include an inventory of accessory items packed at origin. The member or agent will annotate exceptions to the vehicle's condition on both SPOD copies of DD Form 788.

8-32. LOSS AND DAMAGE

If a vehicle is damaged while in the custody of the Government, the member is responsible for obtaining towing services and satisfactory repairs. The member may then file a claim for damages IAW applicable claims regulations. The Government may assist the member by providing information that lists towing and repair services.

Section VI

Loss and Damage Prevention and Claims Processing

8-33. POV LOSS AND DAMAGE PREVENTION PROGRAM

Discrepancies (damage and pilferage) will be identified as minor or major. A major discrepancy is loss valued at \$200.00 or more. A minor discrepancy is loss valued less than \$200. Where three or more minor discrepancies occur on the same vehicle, the POV will be considered as one major discrepancy even though total damage may be less than \$200. Prevention of discrepancies should be the focal point of a POV processing operation; therefore, determining the location, severity, and trends in occurrences are critical in deciding required actions.

8-34. EVALUATION OF DISCREPANCIES

The terminal will assist members or their agents in documenting detectable damage to POV's received at the terminal. Admission of liability or promise of settlement will not be made without proper authority. Terminals will inspect the POV and compare discrepancies noted with the original DD Form 788. Use of insurance industry "red book" or similar publications to estimate the fair replacement cost of damaged items is encouraged. DD Forms 788, work sheets, photographs, and depositions will be retained by the terminal, in addition to the copies provided to the member, the member's agent, or to higher authority, when required. Only one damage assessment, either major or minor, per POV will be recorded in the discrepancy report.

8-35. CLAIMS AGAINST CONTRACTORS

MTMC terminals will process POV damage claims against stevedore contractors in compliance with AR 27-20 (Claims Subscription Form). A local system of control will be established to ensure that the administrative contracting officer is promptly notified of all loss, damage, or destruction of POVs caused in whole or in part by the negligence or fault of stevedoring contractors. Claims for damage to POVs incurred during port handling must be substantiated with supporting data before any claim can be processed for payment from the terminal contractor. The service member may file a claim at any Judge Advocate General office in compliance with their service directives.

8-36. REPORTING PROCEDURE

a. A consolidated MT Form 312-R (POV Shipment Report (RCS: MTMC-IT-41 (R2)) (figure 8-2) covering all MTMC terminals involved in POV shipments will be prepared and submitted monthly by each area command. (MT Form 312-R may be locally reproduced.) Instructions for completion are as follows:

(1) Section A, "Import Activities," will be completed to provide information on import POVs processed during the reporting month. Discrepancies will be numbered by type of operation (i.e. breakbulk, container, or RORO), port of embarkation, and port of debarkation. Major discrepancies will be cross-referenced by voyage number or car carrier in the column marked "other" with an explanation in the remarks section. Only discrepancies confirmed by releasing checker will be reported.

(2) Section B, "Export Activities," will provide information on the processed POVs exported by MTMC terminals. Discrepancies will be identified and annotated as described in paragraph a above.

(3) Section C, "Summary," will be completed to show what areas/items had the most discrepancies for the month.

(4) The "Remarks" section will be used to expand on footnote entries in the report and to indicate the visible causes of damage. This space will also be used to record other valuable information relating to problem areas for POV shipments.

b Area commands will furnish HQMTMC, ATTN: MTOP-OS, the consolidated MT Forms 312-R and a narrative analysis of specific problem areas and trends, as well as specific actions required, recommended and taken, no later than the 20th of each month. An information copy will also be sent to the other area commands. *

Section VI
Car Carrier Shipment of POVs

8-37. GENERAL

Car carrier service is an authorized mode of transportation for moving POVs between CONUS military ocean terminals and outports. Service is obtained by the Assistant Deputy Chief of Staff for Operations, Transportation Services (MTOP-T) on a guaranteed traffic basis. It is important for each terminal to intensely manage car carrier shipments and to report service deficiencies to MTOP-Q. *

8-38. POLICY

Car-carrier service will not replace existing services (e.g., container, intercoastal, direct water), but will be used in conjunction with the other modes to improve transit times and reduce overall transportation costs.

8-39. RESPONSIBILITIES

a. Assistant Deputy Chief of Staff for Operation-Quality will: *

(1) Assess requirement for car carrier service to improve overall cost effectiveness and transit time.

MTMCR 56-69

(2) Provide routing and rate information to Area Command OCCA/OCBOs that use car carrier service.

(3) Identify repetitive car carrier requirements to MTOP-T for establishment of voluntary tenders or negotiated rates.

(4) Establish a Quality Assurance Program for car carrier service.

b. Area commands will:

(1) Monitor terminal's use of car carrier service to move POVs for transshipment to other CONUS water terminals.

(2) Evaluate overall quality of service.

(3) Initiate or recommend action to improve quality of service.

c. Vehicle Processing Centers will:

(1) Monitor POVs for transshipment to other CONUS water terminals.

(2) Order equipment from car carrier companies.

(3) Comply with free time allowed by tender for loading and unloading car carrier equipment.

(4) Conduct joint inspection of all POVs with carrier agent, obtain agent's signature, and record inspection prescribed forms.

(5) Provide reshipment data to destination terminals.

(6) Ensure timely offerings are made to OCCA/OCBO for POVs received for transshipment.

(7) Conduct inspection of car carrier equipment using MT Form 374-R to ensure proper lease agreements and safety.

(8) Report tender violations (unsatisfactory performance) through command channels to HQMTMC, ATTN: MTOP-Q, 5611 Columbia Pike, Falls Church, VA 22041-5050. Reports will include but not be limited to the following elements:

- (a) Reporting Vehicle Processing Center (VPC)
- (b) Carrier name and SCAC
- (c) Origin
- (d) Destination
- (e) SRO and GBL numbers
- (f) Date and time carrier was contacted
- (g) Date and time of required pickup
- (h) Type of failure and reason (if known)
- (i) Other pertinent information

8-40. PROCEDURES

a. The primary carrier as designated by the Standing Route Order (SRO) will be used for all traffic unless it is unable or unwilling to provide equipment when and where required by the government.

b. Car carriers are responsible for loading, unloading, blocking, bracing and tiedown of their equipment. The load must be ready and the joint inspection, and any administrative procedures must be accomplished during the free time permitted by the carrier's tender of service.

c. POV's will be jointly inspected for damage by a government and a carrier's agent. The condition of each vehicle will be recorded on DD Form 788 and both parties will sign. Other carrier or contractor forms may augment, but will not substitute for the DD Form 788. Copies of the inspection form will be provided to the origin and destination water terminals.

d. Stop-offs in transit for loading and unloading are permitted by car carrier tenders. The requirement for this service and sequence of stops is determined by the VPC.

e. A single GBL will be prepared for each load tendered to the carrier. Guidance for the preparation of stop-off GBLs is contained in the DTMR, AR 55-355, Chapter 32, Section VIII.

f. Loading terminals will provide an AUTODIN or DDN REPSHIP to destination terminals within 24 hours after pickup. These will include the GBL number, pickup date, ETA of the car carrier, member's last name, make and year of car, TCN, POD/POE, and RDD at final destination.

g. Claims will be filed by the member with the appropriate claims office as prescribed in AR 55-355, Chapter 41, and applicable service regulations.

h. Prior to releasing POVs to a carrier for movement, his equipment will be inspected to ensure that it will not cause damage to the POVs during transit. If, in the opinion of the inspector, the equipment cannot be used to safely transport POVs, it will be rejected under the terms of the tender of service. Examples of such conditions include hydraulic leaks which could damage the paint of POVs or cause inadvertent lowering of ramps in transit, broken frame welds, low tread or damaged tires, or low air brake pressure. The car carrier is required to provide replacement equipment to meet movement requirements.

i. Parts 1057 and 1058 of 49 CFR requires car carriers presenting equipment for pickup to be owned or under proper lease. Operators using leased equipment must have a copy of the lease with the original signature in their possession. The lease must be current and state the period and conditions of the lease. Only carriers approved by MTOP-Q may use trip (less than 30 day) leases. Placards visible from at least 50 feet and containing the name of the carrier and ICC docket number must be placed on both sides of car carriers. Equipment not meeting these requirements will be rejected and the carrier required to furnish replacement equipment. *

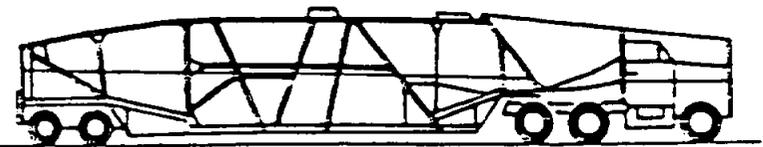
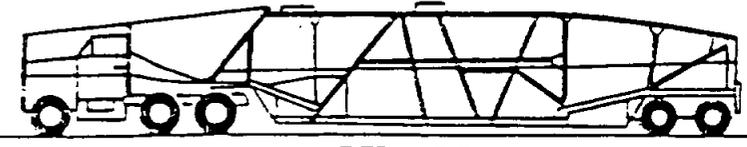
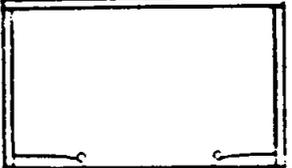
CAR CARRIER QUALITY ASSURANCE CHECKLIST <small>(DIP Regulation 4-1-87)</small>		1 DATE (YYMMDD)
2 TERMINAL		3 OBL NUMBER
4 CAR CARRIER NAME	5 VALID LEASE <input type="checkbox"/> YES <input type="checkbox"/> NO	6 PLACARDS APPLIED, IF LEASED <input type="checkbox"/> YES <input type="checkbox"/> NO
7 a. DATE/TIME CARRIER NOTIFIED	8 a. DATE/TIME CARRIER REQUIRED	
7 b. DATE/TIME CARRIER ACCEPTED/REJECTED	8 b. DATE/TIME CARRIER ARRIVED	
7 c. IF REJECTED, GIVE REASON(S)	8 c. IF LATE, GIVE REASON(S)	
EQUIPMENT INSPECTION		
9 a. TRACTOR LICENSE TAG NO.		9 b. TRAILER LICENSE TAG NO.
10 c. HYDRAULIC LINES LEAKS? <input type="checkbox"/> YES <input type="checkbox"/> NO CMTS:		
11 d. HYDRAULIC FITTINGS LEAKS? <input type="checkbox"/> YES <input type="checkbox"/> NO CMTS:		
12 e. RAMPS PROPER PINN? <input type="checkbox"/> YES <input type="checkbox"/> NO CMTS:		
13 f. WELDS AND FRAMES RUST? <input type="checkbox"/> YES <input type="checkbox"/> NO CMTS:		
 RIGHT SIDE		 FRONT
 LEFT SIDE		 REAR
14 LIST DISCREPANCIES		
15 TELEPHONE ARRIVAL NOTICE REQUIRED? <input type="checkbox"/> YES (DUE DATE:) <input type="checkbox"/> NO		
16 DOCUMENTATION PRELOGGING REQUIRED? <input type="checkbox"/> YES (DUE DATE:) <input type="checkbox"/> NO		
17 DETENTION CHARGES ACCRUED? <input type="checkbox"/> YES (STATE AMOUNT AND REASON IN BLOCK 16) <input type="checkbox"/> NO		
18 DATE/TIME CARRIER DEPARTED		19 DATE/TIME ARRIVED AT DESTINATION
20 COMMENTS		
21 a. TYPE OR PRINT NAME OF ORIGIN INSPECTOR	21 b. SIGNATURE OF ORIGIN INSPECTOR	21 c. DATE (YYMMDD)
DESTINATION TERMINAL ONLY		
22 DID CARRIER DAMAGE POVS? <input type="checkbox"/> YES (EXPLAIN IN BLOCK 16 ABOVE) <input type="checkbox"/> NO		23 CARRIER COMPLIANCE WITH ALL APPLICABLE PROVISIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (CITE TENDER VIOLATION NUMBER _____)
24 a. TYPE OR PRINT NAME OF DESTINATION INSPECTOR	24 b. SIGNATURE OF DESTINATION INSPECTOR	24 c. DATE (YYMMDD)

Figure A-7

WARNING

**THE TRANSMISSION OF THIS
VEHICLE IS ENGAGED AND
EMERGENCY BRAKES SET.
DISENGAGE BOTH BEFORE
MOVEMENT OF VEHICLE.**

Figure 8-1

Part Four
Cargo Control and Documentation

Chapter 9
General Documentation Policy

9-1. CARGO CONTROL

MTMC terminals will exercise controls over DOD cargo to ensure proper identification, visibility and accountability. Terminal responsibility begins with receipt of an Export Traffic Release (ETR) or the Advance Transportation Control and Movement Document (ATCMD) and concludes upon receipt of the Cargo Outturn Message from the port of debarkation (POD). Procedures for achieving this control are contained in DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP). Sensitive and classified cargo will be controlled in accordance with AR 380-5, Army Information Security Program Regulation, chapters 5 & 8, and DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives, chapters 5 & 7 and appendixes A & B. Chapter 8 of 5100.76-M provides additional guidance on port security.

9-2. OCEAN CARGO DOCUMENTATION

Ocean cargo documentation will be prepared in accordance with MILSTAMP using either automated systems such as TERMS (CONUS) or DASPS-E (OCONUS) or the manual systems described in MILSTAMP where automated systems are not available. Ocean cargo documentation includes:

- a. Cargo receipt, transfer, consolidation and/or load (lift) documents prescribed for terminal inventory control.
- b. Pre-stow and final stowage plans.
- c. Vessel papers, when used in lieu of ocean cargo manifest.
- d. Ocean cargo manifests and supplements.
- e. Cargo traffic messages.
- f. Dangerous cargo load lists.

- g. Signature and tally records.
- h. Cargo Outturn Reporting System.

9-3. SHIPMENT CLEARANCE

a. MILSTAMP (Chapter 1, Section C) and applicable theatre regulations define the responsibilities and procedures for shipment clearance authorities to control and monitor the flow of cargo into ocean terminals.

b. MTMC Ocean Cargo Clearance Authorities (OCCAs) and Ocean Cargo Booking Offices (OCBOs) provide export cargo traffic management, ocean carrier selection, and cargo booking on a worldwide basis. Peacetime cargo movement via common user ocean transportation must be authorized by an OCCA or OCBO.

c. Some terminals (see MILSTAMP appendix J) perform clearance responsibilities when designated as water clearance authorities for their geographic area of responsibility. In OCONUS, these are designated by the theatre commander in coordination with MTMC and the sponsoring services. Duties are performed IAW MILSTAMP and applicable theater directives. In CONUS, the OCCAs perform this function for all common user water terminals.

d. A local area clearance agreement may modify the water clearance requirements of MILSTAMP where factors limit the shipper's ability to follow those procedures and it is mutually determined that a local agreement is the most feasible method of satisfying port clearance requirements. In water terminals, these local agreements are specifically limited to regular cargo movements destined to PODs normally served from the POE either as listed in the agreement or as indicated in MILSTAMP for less than release unit shipments. Release unit cargo and cargo destined to other PODs will be cleared in accordance with normal procedures. All local agreements will be formalized by the shipper and clearance authority and submitted through channels to HQMTMC ATTN: MTOP-O for approval. *

(1) The local area clearance agreement will contain the following information:

- (a) Clearance authority name and address.
- (b) Agreement number, effective date and termination date.

- (c) Any agreement number superseded by this agreement.
- (d) Purpose of the agreement.
- (e) Name, address, and DODAAC of the water terminal.
- (f) Name, address and DODAAC of the shipping activity.
- (g) Definition of the scope of the agreement.
- (h) Responsibilities of both the terminal and shipper.
- (i) Signatures of the shipping activity, clearance authority, HQMTMC MTOP-O, and the appropriate major command headquarters for the shipping activity. *

(2) Figure 9-1 is a list of standard conditions for local area clearance agreements.

9-4. MATERIAL RECEIVING AND INSPECTION REPORT (DD Form 250)

The DD Form 250 is used to acknowledge ultimate consignee receipt and material condition upon receipt. When completed, this form is the basis for authorizing payment for the material. MTMC terminals or outports are not the ultimate consignee for transshipment cargo and have no means, short of opening the package, to assess material condition or quantities within the package. Therefore, MTMC terminals or outports will not sign DD Forms 250 unless the material is consigned to MTMC for use in the terminal.

AREA CLEARANCE AGREEMENT STANDARD CONDITIONS

1. The agreement will be limited to export cargo moving through a specific water terminal. The agreement applies to both less-release unit and release unit shipments of export ocean cargo.
2. Shipments are not permitted to free-flow into the terminal. The shipper will obtain appropriate export release for all release unit shipments prior to movement.
3. The agreement will be applicable only for local drayage and pickup areas serving the water terminal.
4. The less than release unit port selection criteria contained in MILSTAMP, Appendix H, will be standard unless otherwise specified in the agreement.
5. Legible copies of the TCMD will be provided by the shipper with the shipment. The first position of the Document Indicator Code (DIC) will always be "L" for shipments covered by local area agreements.
6. The agreement will specify that it supersedes any previous agreement.
7. All agreements will contain a provision for annual review. Any modification or cancellation must be by mutual agreement and subject to higher headquarters approval. The agreement will also provide that it may be cancelled at any time by either party with 30 days written notice.

Figure 9-1. Standard Conditions for Local Area Agreements

Part Four
Cargo Control and Documentation

Chapter 10
Cargo Offering and Release Procedures

10-1. GENERAL

This chapter describes policies, relationships, and procedures for the offering and release of surface export cargo handled by water terminals.

10-2. SURFACE TRANSPORTATION SERVICE

The traffic management and contract administration of international surface shipments is accomplished by MTMC Ocean Cargo Clearance Authorities (OCCAs) and Ocean Cargo Booking Offices (OCBOs). These offices provide the interface between shippers and ocean carriers. For purposes of this regulation, any reference to an OCCA will also include the OCBO. OCCAs perform the following functions:

- a. Accept cargo offerings.
- b. Book cargo with ocean carriers (MSC controlled shipping and commercial carriers), including breakbulk, RO/RO, and container services.
- c. Determine terms of carriage, the POE and POD, the ocean carrier, and the containers by size and type.
- d. Assign seavan transportation control number (TCN), export traffic release (ETR), and voyage document numbers.
- e. Enforce terms and conditions of cargo bookings.

10-3. GENERAL POLICIES RELATED TO SHIPMENT CLEARANCE AND EXPORT RELEASE.

- a. The overall objective is to move cargo through the terminal at the least cost consistent with meeting cargo delivery requirements.
- b. Less-than-release-unit cargo flows into water terminals in accordance with MILSTAMP and local theater directives. An ETR is not normally required for this cargo until the ocean terminal receives the cargo and identifies the movement requirement to the OCCA.
- c. Release unit cargo requires an ETR before it can be forwarded to the water terminal. Shipments received without an ETR should be reported to the cognizant OCCA.
- d. No cargo or equipment (such as seavans obtained from a carrier) can be released to an ocean carrier, without an ETR.

10-4. PROCEDURES

a. Requesting container service

(1) To ensure that adequate space is available to meet DOD requirements, containers should be requested from OCCAs at least two weeks before the requested ship date. Shipments requiring priority movement can be offered to the OCCA in less time, but these should be valid exceptions since higher cost carriers may be required to meet "short fused" requirements. Requirements can be projected in advance of actual cargo availability based on historical traffic patterns to minimize time-in-terminal. Projections should be as precise as possible to avoid excess transportation costs. Actual requirements, rather than projections, are preferred when delivery requirements permit.

(2) The specific format for requesting containers and the means of communications are prescribed by the DTMR, MILSTAMP, and theater directives.

(3) Booking follow-up will be made with OCCAs if an ETR is not received within five work days.

(4) Containers will only be used in accordance with booking instructions provided by OCCAs. Changes will not be made unless approved by OCCAs. When containers of the low cost carrier are not available to meet actual cargo generation, the OCCA will be advised so that booking adjustments can be made.

(5) Orders for containers which cannot be used will be cancelled as soon as conditions are known, but at least 48 hours before scheduled sail date.

(6) When local drayage is to be accomplished by ocean carrier, OCCAs will be advised of all instances when ocean carriers fail to provide equipment or fail to move loaded containers from the military terminal to meet the scheduled sail or delivery date.

b. Requesting breakbulk service.

(1) Shipments outsized for containerization will be offered to OCCA for breakbulk lift.

(2) Cargo should be offered to OCCAs as it generates. Requests will be furnished OCCAs or OCBOs using formats and communications modes specified in the DTMR, MILSTAMP, or local theater directives.

(3) Breakbulk requirements are consolidated by OCCAs. The frequency of service and routing selected by OCCAs will determine the response time needed for releasing the cargo. Terminals should maintain coordination with OCCAs to ensure that all breakbulk lift requirements are moved through water terminals as quickly as possible to meet delivery requirements.

(4) If breakbulk cargo will not arrive in time to be loaded on booked vessel, terminal will notify OCCA. This needs to be done at least 48 hours ahead of scheduled sailing so booking can be cancelled and payment of dead freight avoided.

c. On-deck stowage

(1) It is MTMC policy that all DOD cargo, to include aircraft, will be booked for under-deck stowage on vessels, whenever possible.

(2) Terminal commanders will inform the OCCAs when circumstances preclude under-deck stowage, i.e., oversized cargo, hazardous cargo requirements, space availability, etc.

(3) The OCCA will advise the cognizant shipper service representative of the situation, provide information on available options, and determine the feasibility of on-deck stowage.

(4) The OCCA will advise the terminal of the shipper services' decision. On-deck stowage will be permitted only with the concurrence of the shipper service representative and the appropriate area command Assistant Deputy Chief of Staff for Operations. *

(5) Military cargo being shipped in open top barges is exempt from this policy.

(6) POVs and aircraft will not be deck stowed without the specific approval of the appropriate area command Assistant Deputy Chief of Staff for Operations. *

Part Four
Cargo Control and Documentation

Chapter 11
Control and Movement of Import Cargo

11-1. PURPOSE

This chapter prescribes policies and procedures applicable to import cargo worldwide.

11-2. PORTS OF EMBARKATION (POEs)

POEs will provide the appropriate area command and POD with cargo traffic messages, manifests, and stowage plans on a timely basis.

11-3. CARGO TRAFFIC MESSAGE

The cargo traffic message is the initial notification to the POD that a vessel is enroute to the port with DOD cargo. The POD should establish a vessel register file IAW MILSTAMP and assign a vessel control number to the file.

11-4. OCEAN CARGO MANIFEST

a. The POE will produce and distribute hard copy manifests and reports as required.

b. The ocean cargo manifest should be received prior to vessel arrival. The POD will record the date received. If manifests are not received in advance of ship arrival or are incomplete, contact the POE immediately for corrective action. Do not wait for issuance of the cargo reconciliation message if it will result in delay of cargo movement or the incurrence of detention charges. Report repeated difficulties with a POE through the chain of command to the appropriate area command Assistant Deputy Chief of Staff for Operations.

11-5. IMPORT DOCUMENTATION

a. The POD is generally responsible for using manifest data to prepare required U.S. or host nations customs documentation for DOD cargo manifested for discharge in its area of responsibility.

b. Appropriate documentation will be created by the POD when required for cargo control and movement. *

c. Customs regulations may require veterinary health certificates for fresh/frozen animal food products to be available at the SPOD. In such cases, shipping activities are required to mail original copies of these certificates to the SPOD. In the event certificates are not received through the mail, terminals may be required to open containers to obtain copies of the documents. Repeated problems with the non-receipt of mailed copies of the health certificate from any single shipper should be reported through the chain of command to the appropriate area command Assistant Deputy Chief of Staff for Operations. *

11-6. DISCHARGE AND MOVEMENT OF CONTAINERS AT COMMERCIAL PIERS

a. When, under the terms of booking, the ocean carrier is responsible for line haul to the ultimate consignee, the POD will coordinate with the ocean carrier to insure all necessary customs documentation is available to clear the cargo. In the U.S., customs clearance at the POD is not necessary for containers which move under the ocean carrier's bond directly to the final consignee.

b. Containers with classified or sensitive cargo should not be line hauled by the ocean carrier. Any such containers booked for ocean carrier line haul should be identified and either the POD or responsible theater activity request a change to allow U.S. government arranged line haul and security services.

c. When, under terms of the booking, the ocean carrier is not responsible for line haul, local circumstance will dictate whether the POD or a theater activity is responsible for arranging line haul. In CONUS, the POD will generally have this responsibility and will ensure timely and cost effective movement to the final consignee.

11-7. PREPARATION FOR VESSEL ARRIVAL AND RECEIPT OF CARGO

a. Terminals will review cargo traffic messages, ocean cargo manifests and stow plans to ascertain the destination and actions required to clear and expeditiously move inbound cargo to the ultimate consignee. Classified and protected cargo will be identified and necessary arrangements made or coordinated to insure proper security.

b. As required, the POD will:

- (1) Evaluate projected workloads and pre-plan the discharge of cargo.
- (2) Designate holding areas for frustrated cargo and clear such cargo through coordination with service liaison representatives, consignees and the POE.
- (3) Inspect, provide or obtain decontamination services as necessary to satisfy U.S. Department of Agriculture, Armed Forces Pest Control Board, overseas theatre or host nation requirements.
- (4) Process cargo for shipment to inland destinations in accordance with appropriate traffic management regulations.
- (5) Modify cargo by reconditioning, repairing, re-documenting and otherwise rectifying enroute damage as necessary to affect onward movement.

11-8. OUTTURN REPORTING

- a. Report vessel arrival and cargo condition to the POE in a MILSTAMP Cargo Outturn Reconciliation Message (CORM) fourteen days after vessel arrival.
- b. Report damaged cargo and any unresolved over and short cargo in accordance with outturn reporting procedures in AR 55-38.

Part Four
Cargo Control and Documentation

Chapter 12
Control and Documentation of Export Cargo

12-1. PURPOSE

This chapter provides guidance for documenting and controlling cargo prior to, during, and after lift and also for documenting discrepancies.

Section I
Actions Prior to Lift

12-2. ADVANCE TCMD DATA

MILSTAMP chapter 2 requires shippers to provide detailed documentation of cargo enroute to the POE in the form of advance TCMD (ATCMD) data. ATCMD data will be used to prepare internal documentation necessary to receive and process cargo. It will also be used to establish a suspense file for the inbound cargo. If the cargo is not received within 15 days of its estimated time of arrival (ETA), initiate action to trace the shipment with the shipper.

12-3. PERMIT AND PRELODGE

a. When deemed necessary by the terminal commander, carrier deliveries will be scheduled through a permit system to accommodate terminal workday and resources. This will prevent terminal congestion and thereby enable expeditious release of carrier equipment.

b. Carriers may also be required to present shipping papers (prelodge) to the terminal in advance of cargo deliveries. These procedures enable the terminal to match and make any corrections to ATCMD data on file or to initiate TCMD documentation when ATCMDs are not on file. Prelodging enables this reconciliation without holding the carrier equipment in the terminal area.

12-4. CARGO RECEIPTS

Procedures to accommodate receipt of cargo from the inland freight carrier are critical for cargo control and accountability and to establish a terminal inventory.

a. Receipts will be posted to the automated terminal data base indicating the date of receipt, warehouse location, and contractor account code information. Corrections or changes to MILSTAMP data will also be accomplished at this time.

b. During receipt, loss or damage must be annotated on inbound bills of lading to establish carrier responsibility. In addition, internal documentation on ATCMD data must be corrected as necessary to reflect actual cargo receipts.

c. Cargo received without ATCMDs will be documented using MT Form 239-R, (Frustrate Cargo - Hold for TCMD) (figure C-1) or other appropriate form at the time of cargo receipt. (MT Form 239-R may be locally reproduced.) Instructions for completion of MT Form 239-R are at appendix C. MILSTAMP data for each shipment unit received without ATCMD will be obtained from bills of lading, package markings or contact with shippers.

d. Whenever cargo is transferred within the terminal, the terminal data base will be posted indicating the date of transfer and new warehouse location.

12-5. CONTAINERIZATION IN THE TERMINAL

a. A load list will be completed, listing by individual TCN, water commodity code, consignee, pieces, weight and cube, each shipment unit loaded into a container. This provides terminal accountability for containerized cargo. A copy of this load list will be secured on the inside door of the container. In addition, when hazardous cargo is present, the terminal will prepare and certify a detailed MT Form 225-R (Dangerous Cargo Load List) (figure D-1, appendix D) specifying required hazardous information. MT Form 225-R may be locally reproduced. A copy will be secured on the inside door of the container and another will be provided to the commercial ocean carrier.

b. Terminals will document shipments split among several containers by changing the last position of the TCN in accordance with MILSTAMP procedures. Terminals will keep a complete record for accountability and tracing of how the shipment was split to include the container number, TCN, number of splits, suffixes used and pieces, weight, and cube of each split shipment.

c. As a rule, it is not good practice to split shipments of personal property. If a personal property shipment must be split for sound operational reasons, it may be split between containers, but will not be split between vessels.

12-6. STOW PLANS

MILSTAMP chapter 3 contains requirements for the preparation and distribution of stow plans. There are two types of stow plans, pre-stow and final stow. Pre-stow plans are used to plan vessel loading. Final stow plans are prepared after the vessel is loaded and provided to the master of the vessel and to the receiving terminal so that they may plan the off-load. Terminals prepare stow plans when the cargo is loaded at a terminal controlled pier. Stow planning for cargo loaded at commercially controlled piers is not a terminal responsibility.

12-7. CARGO OVER MILITARY PIERS

a. As cargo is loaded aboard the vessel, each shipment unit will be verified against the load list developed in the pre-stow plan. Corrections will be made as necessary and the data base updated for the voyage number, date of lift and stow location for each shipment unit.

b. Whenever a vessel is being loaded by MTMC arranged stevedoring, it is the responsibility of the loading port to provide the vessel master a set of vessel papers detailing the cargo loaded aboard the vessel and including a Dangerous Cargo Load List.

12-8. CARGO OVER COMMERCIAL PIERS

a. Ocean carriers are responsible for providing MTMC terminals with receipt and lift information in accordance with the agreement under which the cargo was booked. These agreements, the MSC Container Agreement, MSC Shipping Agreement, MSC dedicated contracts and commercial ocean tariffs, will specify the carrier's obligations and reporting time frames. Receipt and lift information is critical to timely and accurate preparation of ocean cargo manifests.

b. It is a terminal responsibility to ensure that it receives the information necessary to create the ocean cargo manifest. This information is based on bookings, advance TCMD information and coordination with the ocean carrier. Terminals will aggressively follow up with responsible activities to obtain required information. Repeated incidences of ocean carrier failure to provide receipt and lift information will be forwarded to the responsible OCCA for action. Repeated failure by shippers to provide advance TCMD data will be addressed to the responsible area command for further action.

Section II Cargo Inventory Control

12-9. CARGO TRAFFIC MESSAGES

Terminals will prepare and transmit cargo traffic messages in accordance with MILSTAMP, for vessels loading DOD cargo at either commercial or military piers. The MILSTAMP cargo traffic message format also meets NATO requirements for STANAG 2166. Therefore, when deploying or conducting exercises to a NATO theatre, a separate STANAG 2166 message is not required.

12-10. OCEAN CARGO MANIFEST

Terminals will prepare and transmit MILSTAMP ocean cargo manifests for vessels loading DOD cargo at either commercial or military piers. In CONUS, while manifest preparation is accomplished at the terminal, actual transmission occurs at the area command. In the event that a manifest will be delayed beyond MILSTAMP time frames, or will be incomplete, the terminal will notify the POD in the cargo traffic message or by separate message when they can expect the basic or supplemental manifest and reasons for the delay. Management objectives for manifest performance are specified in MTMCR 55-53.

12-11. UNMANIFESTED CONTAINERS

When a POD reports the receipt of unmanifested containers, the responsible POE will provide the requested information within 48 hours or advise when information will be provided. Every effort will be made to obtain the required information and forward it to the POD by the fastest available means.

12-12. PERIODIC TERMINAL INVENTORIES

Terminals will review cargo left in the terminal over 30 days monthly. On an annual basis, terminals will conduct a wall-to-wall inventory and a records reconciliation according to the results of that inventory.

12-13. TERMINAL INVENTORY DISCREPANCIES

a. A terminal inventory discrepancy (TID) occurs when the terminal has a shipment unit listed on the on-hand inventory which cannot be physically located and for which no lift record or other disposition is available. TIDs are processed based on type (classified, sensitive, pilferable or controlled) and dollar value of cargo.

b. Procedures for managing classified, sensitive, pilferable or controlled TIDs are contained in AR 190-40 (Serious Incident Report) or AR 380-5 (Department of the Army Information Security Program). If reportable, terminal operators will submit, without delay, a report of loss to the local Provost Marshal or Security Officer who will initiate the appropriate report. While a Serious Incident Report (SIR) is being drafted, the Commander, MTMC, and Directors of International Traffic and Safety and Security will be notified through the area command by phone that a SIR is being submitted.

c. The dollar value of the shipment and date of shipment can be obtained by calling the consignor. This should be accomplished as soon as a manual search of documentation records and a physical search of the terminal fails to resolve the TID and the shipment unit is given a status code of "N." All of these actions should be accomplished within 2 workdays of the discovery of the TID.

(1) For shipments valued at less than \$500, accomplish a Transportation Discrepancy Report (TDR) in accordance with AR 55-38 and wait for authority to delete the item from the terminal inventory.

(2) For shipments over \$500 and for classified and protected cargo regardless of value, the terminal will send an alert message to the appropriate SPOD and the ultimate consignee. The alert message will provide all known information about the shipment unit and will request SPOD or consignee to research their records and provide any receipt information, normally within 10 days. A second message will be dispatched with a 7 day suspense if no response is received 10 days after the original suspense date. Lack of response to the second suspense will be referred to the area command for further action at the command level.

d. If the TID remains unreconciled (60 days for shipments valued less than \$5,000 and 75 days for cargo valued \$5,000 and above), the shipment unit will be changed from cargo status code "N" to "W." A TDR will be initiated as a report of survey and the shipment will be identified to the appropriate finance office or office with claims jurisdiction. Terminal commanders are authorized to review and recommend approval of SF 361 (TDR) Report of Survey status "W" cargo up to \$2,500.

Part Five
Contract Management

Chapter 13
Independent Government Cost Estimate (IGCE)

13-1. GENERAL

The Army Federal Acquisition Regulation Supplement (AFARS) requires the Contracting Officer obtain an independent government cost estimate (IGCE) for stevedore and related service contracts before soliciting quotations. This chapter provides information that will assist in fulfilling that requirement. The IGCE will:

- a. Contain a statement by the preparing official describing the basis used in compiling the estimate and the reliability of the estimate.
- b. Be made a part of the documentation furnished the Contracting Officer responsible for the contracting action.
- c. Serve as a basis for evaluating reasonableness of cost proposals by offerors.

13-2. POLICY

Area Commanders will ensure the independent Government cost estimates (IGCES) * are prepared in accordance with AFARS. They will also ensure that infor- * mation systems are developed to support the IGCE preparation requirements. * Appendix E provides computation examples. IGCES will be prepared for all * contracts and will include complete data for all schedules (Base and Options).*

13-3. COMPONENTS OF MAN-HOUR RATES

- a. Wage rates. Current wages are available from the contractor (incumbent) who can be requested to provide copies of applicable documents.
- b. Fringes. Current employer contributions for pension, health and welfare, and other fringe benefits may be obtained from the incumbent contractor.
- c. Taxes. Add the employer's payments for Social Security Taxes (FICA), Federal Unemployment Taxes/Insurance (FUI or FUTA), and State Unemployment Taxes/Insurance (SUI and SUTA). Current rates for Federal taxes can be obtained from the incumbent contractor. The State taxes vary from contractor to contractor, based upon employment history. The state, however, sets an average or base rate which is assigned to new employers. This rate can be obtained by contacting the appropriate state agency.
- d. Insurance. The two types of insurance to be included are workmen's compensation, and public liability and property damage (PLPD).

Workmen's compensation rates for a particular port are generally set by and available from a state or regional agency. The rate classifications generally used under S&RTS contracts are "7309 - Stevedoring NOC" for all labor involved in vessel operations and "8709 - Tallyman and Checking Clerks" for checkers, clerks and timekeepers. PLPD rates vary depending on the contractor and insurance carrier. The state insurance commission or an insurance carrier may be able to provide an industry average or estimate. If not, 5% of direct labor cost is generally a reasonable estimate for PLPD.

e. Indirect expense. Costs incurred by the contractor in performance of the contract as a whole, rather than a specific activity or operation. Indirect expenses consist of the following costs:

(1) Indirect labor/overhead refers to the contract support staff and may include the contractor's terminal manager or superintendent, company clerical and administrative personnel employed on-site, gearmen/mechanics responsible for equipment maintenance, or other labor involved in general terminal activities such as coopers or sweepers. The IGCE should contain the type and estimated hours of personnel considered necessary to support contract performance. The costs for labor may be obtained as described above.

(2) Gear and equipment cost can be estimated by determining the full complement of equipment required to perform the contract and obtaining commercial vendor quotes for leasing such equipment for the contract period. The estimate should also include allowances for operation and maintenance expenses which may not be covered by the leasing arrangement, i.e., fuel, oil, lubricants, spare parts, licensing and insurance.

(3) General and administrative (G&A) costs are expenses not covered above incurred in the operation of the company as a whole. G&A costs vary tremendously from company to company and are difficult to estimate. For S&RTS contracts, 10% of direct labor costs is reasonable.

(4) A reasonable/desirable profit for S&RTS contracts is 5% of direct labor.

Part Five
 Contract Management

Chapter 14
 Stevedore and Related Terminal Service (S&RTS) Contracts

14-1. GENERAL

MTMC international traffic management functions include the determination of S&RTS contract requirements for the movement, control, and accountability of Department of Defense sponsored cargo through worldwide common-user military and commercial water terminals. S&RTS contracts for CONUS ports are awarded by the Acquisition Division of the Principal Assistant Responsible for Contracting. CONUS and Puerto Rico contracts which are for Related Terminal Services (RTS) only are awarded by the Chief of the Contracting Division, G-4, Assistant Chief of Staff for Logistics of the area command with geographic responsibility. In overseas areas, S&RTS contracts are awarded by designated theatre regional contracting agencies. Contract administration is performed at the terminal, outport, or detachment by MTMC personnel.

a. Continuing dialogue between the contracting office and the office administering the contract is necessary and encouraged.

b. Contracts are assigned for administration either by assigning them to an established Contract Administration Office (CAO) or by appointing Contracting Officer Representatives (CORs) for those activities which do not have CAOs.

c. It is essential that commanders understand the authority of the CAO or COR and support them in their contract administration duties.

d. Stevedore and Related Terminal Services (S&RTS) Contracts should be used when an identified S&RTS requirement is of a continuing nature. When S&RTS requirements are expected to be for a one time or short duration, a Basic Ordering Agreement (BOA) should be used. For CONUS requirements, the Area Command contracting office will award the BOA's based on input from the Area Command S&RTS Program Manager. For overseas requirements, the terminal requiring the BOA will submit their requirements to the contracting office with designated regional contracting responsibility.

14-2. GENERAL MANAGEMENT SERVICES

a. General management services provided for by MTMC contract administration offices fall into two categories, stevedoring operations and related terminal service operations.

(1) Stevedoring operations are those services directly associated with vessel loading or discharging operations. The DOD Federal Acquisition Regulation Supplement (DFARS) defines stevedoring as: "the loading of cargo from an agreed point of rest on a pier or lighter and its storage aboard a vessel, or the breaking out and discharging of cargo from any space in the vessel to an agreed point of rest dockside or in a lighter."

(2) Related terminal services are those services which support the terminal and terminal operations.

b. Stevedoring and related terminal services include:

(1) Stevedoring Services: The processing and loading or unloading of all categories of cargo to and from a vessel.

(2) Related terminal services:

(A) Ordering, receiving, loading/unloading, releasing and dispatching railcars, containers, and trucks.

(B) Container freight station operations.

(C) POV processing.

(D) Terminal management services:

c. MTMC services provided at CONUS and overseas terminals are detailed in Chapter 5, Performance Requirements Summary, of the MTMC Stevedoring and Related Terminal Service Quality Assurance Handbook.

14-3. PERFORMANCE STANDARDS

a. By establishing minimum performance standards for critical services in S&RTS contracts, both government and contractor personnel understand the distinction between acceptable and unacceptable performance. Performance standards identify specific contractual requirements by which unsatisfactory performance can be identified and deductions from payment calculated.

b. Terminal commanders, in conjunction with appropriate program managers and area contracting officers, are responsible for ensuring that necessary performance requirements are incorporated into the Performance Work Statement (PWS) when a procurement package is developed for successor or new contract action. (See Appendix H for contract milestones). *

c. Once the contractor is in place and performing, it is the terminal commander's responsibility to ensure that the performance standards incorporated into the S&RTS contract are met. Unacceptable contractor performance must be identified and contractor corrective action monitored to the extent necessary to ensure satisfactory performance.

14-4. SURVEILLANCE PLAN

The Performance Work Statement (PWS) lists the measures of contractor effectiveness. The surveillance plan details the method of monitoring the contractor to measure his effectiveness and determine deficiencies. The key ideas that form the basis for the surveillance plan are management by exception, the use of performance indicators and standards, and methods to locate the cause of deficiencies.

a. Management by exception may be stated as "Satisfactory contractor performance means no Government actions." If a problem or deficiency is discovered, the Government action revolves around determining whether the Government contributed to the deficiency. If this is so, action must be taken through Government channels to correct the problem. If the deficiency is partly or solely the fault of the contractor, the contractor must be told to take corrective action to prevent recurrence.

b. Performance indicators and standards are used as a yardstick to measure the contractor's performance and to determine whether a deficiency exists. Performance indicators and standards provide a yardstick for both Government and contractor.

c. The Government must be able to locate the source of the deficiencies. Only by determining the cause can the problem be corrected.

14-5. TRAINING

Area commanders will ensure that government terminal supervisors and personnel, projected for assignment involving contracting officer's representative (COR) duties, attend a Contracting Officer's Representative course IAW MTMCR 715-1. For Army military personnel, major MTMC subordinate commanders shall identify COR course attendance requirements to HQMTMC (MTPAL-MT) two months prior to the date personnel requisitions are due at PERSCOM so that enroute training can be requested. For other than Army military personnel, major MTMC subordinate commanders shall identify enroute COR course attendance requirements to HQMTMC (MTPAL-MT) 12 months in advance of individual's projected reporting month and provide the accounting classification for funds that will pay travel and per diem of individual to attend the course."

14-6. TERM OF STEVEDORE AND RELATED TERMINAL SERVICE CONTRACT

Contract solicitations will specify a 2-year base period and two 1-year priced options. Section B of the contract will include a schedule of rates for a 2-year base period and two 1-year rate schedules for the two options years. Estimated quantities will be provided for all schedules.

14-7. CONTENTS OF STEVEDORE AND RELATED TERMINAL SERVICE CONTRACT

a. All S&RTS contracts awarded in CONUS (to include Puerto Rico) will include, to the maximum extent possible, the following functions:

- (1) Stevedoring.
- (2) Container freight station.
- (3) POV processing.
- (4) Shipwright Carpentry.
- (5) Chill and freeze.

b. At the time of submission of a procurement package, a review of all cargo-related services at the terminal will be conducted. To the maximum extent possible, all cargo-related services will be included within the procurement package.

c. The following functions will not be included in contracts for cargo-related services:

- (1) Terminal maintenance.
- (2) Janitorial services.
- (3) Guard services.

d. Requests for exceptions to this policy will be submitted to MTOP-T-CC.

e. This policy applies to all S&RTS contracts awarded for MTMC terminal operations. *
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14-8. VESSEL SCHEDULES

All S&RTS contracts containing vessel operations shall contain separate load and discharge schedules in the schedule of rates as follows:

- a. Schedule 1A1 - Vessel Load
- b. Schedule 1A2 - Vessel Discharge

14-9. STAFF REVIEW AND COORDINATION

a. Prior to issuance of a S&RTS solicitation by MTAQ-AS, formal staff review shall be accomplished by the Acquisition Division of the Principal Assistant Responsible for Contracting (PARC), including coordination with appropriate staff elements. At a minimum, the following staff elements should be included: *

- (1) MTOP *
- (2) MTRM *
- (3) MTJA *

b. All changes to the requirements will be coordinated by the Acquisition Division of the Principal Assistant Responsible for Contracting (PARC) with the respective area command. *

- b. When submitted to the contracting office, the contract procurement package will contain:
 - Minutes of S&RTS Board of Review, *
 - Schedule of Rates, *
 - Changes to the current Performance Work Statement, *
 - Independent Government Cost Estimate, IAW MTMCR 56-69, *
 - A funded Purchase Request and Commitment, DA Form 3953, *
 - Performance Requirements Summary, *
 - Quality Assurance Surveillance Plan, *
 - Contract Data Requirements List (CDRL), DD Form 1423 *
 - List of Government Furnished Property, if applicable, *
 - Current copies of site diagram (reduced to 8 1/2 inch by 11 inch), *
 - Originals of Technical Exhibits, and forms. *

14-12. MILESTONE PLAN

The milestone plan, at Appendix H, provides scheduling guidelines to be followed during the contract acquisition cycle.

14-13. STANDARD SCHEDULE OF RATES

The standard Schedule of Rates (SOR), at Appendix I, should be followed during the preparation of the contract requirements package. Only those schedules of the SOR that apply to the submitting activity should be included. If additional requirements exist that are not covered in the standard SOR, a request for the deviation should be submitted with the requirements package to the Area Command Program Manager for Stevedoring and Related Terminal Services for approval. *

14-14. COMMAND GROUP NOTIFICATION PRIOR TO AWARD *

a. To ensure the MTMC Command Group receives timely notification of potential problems as a result of S&RTS contract awards, the procedures below will be followed. *

b. these procedures apply to all S&RTS contracts awarded by MTMC contracting officers. *

c. S&RTS contracts are as defined in Paragraph 14-2 of this regulation. *

d. The Board of Award that meets for all S&RTS contracts awarded by MTAQ-AS will serve as the means of providing information to the Command Group for those contracts. If the Board of Award is canceled, the procedures outlined below will apply for all S&RTS contracts awarded by MTAQ-AS.

e. After the Area Command Contracting Officer receives a favorable review of an S&RTS contract from the PARC, the Area Command Contracting Officer will prepare an information paper for the Area Command Chief of Staff and G3 prior to the award of the contract. Area Commands will forward the Information Papers to the MTMC Deputy to the Commander, the Deputy Chief of Staff for Operations, and the PARC.

f. If adverse impact or controversy is anticipated as a result of the award, this information will be included in the information paper. Situations that will be cause for anticipated adverse impact are:

(1) Award to a non-union company when the current contractors labor is covered by a collective bargaining agreement.

(2) Award to a non-union stevedore company when the prior contracts were awarded to stevedore companies employing ILA or ILWU labor.

(3) Award to a union company when the current contractor's labor is covered by a collective bargaining agreement from a different union.

(4) All other anticipated situations that could cause adverse media and/or congressional interest.

g. If no public controversy or adverse impact is anticipated a statement to that effect will be made.

h. The information paper will contain the following: MTMC terminal, port, type contract, dates and term of contract, anticipated date of award, statement of potential adverse impact, and other information to help clarify the situation.

i. The determination of potential adverse impact shall be a joint agreement by the contracting officer and the Area Command Program Manager for S&RTS contracts.

14-15. DISTRIBUTION REQUIREMENTS

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Each MTMC activity that generates requirements for S&RTS contracts, will establish distribution requirements with their contracting officer to ensure a copy of the solicitation, a copy of the contract, and all changes/modifications to the contract are forwarded as soon as published to HQMTMC/MTOP-T-CC and the appropriate Area Command S&RTS Program Manager.

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Part Five
Contract Management

Chapter 13
Independent Government Cost Estimate (IGCE)

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- a. Contain a statement by the preparing official describing the basis used in compiling the estimate and the reliability of the estimate.
- b. Be made a part of the documentation furnished the Contracting Officer responsible for the contracting action.
- c. Serve as a basis for evaluating reasonableness of cost proposals by offerors.

13-2. POLICY

Area Commanders will ensure the independent Government cost estimates (IGCES) * are prepared in accordance with AFARS. They will also ensure that infor- * mation systems are developed to support the IGCE preparation requirements. * Appendix E provides computation examples. IGCES will be prepared for all * contracts and will include complete data for all schedules (Base and Options).*

13-3. COMPONENTS OF MAN-HOUR RATES

- a. Wage rates. Current wages are available from the contractor (incumbent) who can be requested to provide copies of applicable documents.
- b. Fringes. Current employer contributions for pension, health and welfare, and other fringe benefits may be obtained from the incumbent contractor.
- c. Taxes. Add the employer's payments for Social Security Taxes (FICA), Federal Unemployment Taxes/Insurance (FUI or FUTA), and State Unemployment Taxes/Insurance (SUI and SUTA). Current rates for Federal taxes can be obtained from the incumbent contractor. The State taxes vary from contractor to contractor, based upon employment history. The state, however, sets an average or base rate which is assigned to new employers. This rate can be obtained by contacting the appropriate state agency.
- d. Insurance. The two types of insurance to be included are workmen's compensation, and public liability and property damage (PLPD).

Workmen's compensation rates for a particular port are generally set by and available from a state or regional agency. The rate classifications generally used under S&RTS contracts are "7309 - Stevedoring NOC" for all labor involved in vessel operations and "8709 - Tallyman and Checking Clerks" for checkers, clerks and timekeepers. PLPD rates vary depending on the contractor and insurance carrier. The state insurance commission or an insurance carrier may be able to provide an industry average or estimate. If not, 5% of direct labor cost is generally a reasonable estimate for PLPD.

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(1) Indirect labor/overhead refers to the contract support staff and may include the contractor's terminal manager or superintendent, company clerical and administrative personnel employed on-site, gearmen/mechanics responsible for equipment maintenance, or other labor involved in general terminal activities such as coopers or sweepers. The IGCE should contain the type and estimated hours of personnel considered necessary to support contract performance. The costs for labor may be obtained as described above.

(2) Gear and equipment cost can be estimated by determining the full complement of equipment required to perform the contract and obtaining commercial vendor quotes for leasing such equipment for the contract period. The estimate should also include allowances for operation and maintenance expenses which may not be covered by the leasing arrangement, i.e., fuel, oil, lubricants, spare parts, licensing and insurance.

(3) General and administrative (G&A) costs are expenses not covered above incurred in the operation of the company as a whole. G&A costs vary tremendously from company to company and are difficult to estimate. For S&RTS contracts, 10% of direct labor costs is reasonable.

(4) A reasonable/desirable profit for S&RTS contracts is 5% of direct labor.

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- a. Continuing dialogue between the contracting office and the office administering the contract is necessary and encouraged.
- b. Contracts are assigned for administration either by assigning them to an established Contract Administration Office (CAO) or by appointing Contracting Officer Representatives (CORs) for those activities which do not have CAOs.
- c. It is essential that commanders understand the authority of the CAO or COR and support them in their contract administration duties.

14-2. GENERAL MANAGEMENT SERVICES

a. General management services provided for by MTMC contract administration offices fall into two categories, stevedoring operations and related terminal service operations.

(1) Stevedoring operations are those services directly associated with vessel loading or discharging operations. The DOD Federal Acquisition Regulation Supplement (DFARS) defines stevedoring as: "the loading of cargo from an agreed point of rest on a pier or lighter and its storage aboard a vessel, or the breaking out and discharging of cargo from any space in the vessel to an agreed point of rest dockside or in a lighter."

(2) Related terminal services are those services which support the terminal and terminal operations.

b. Stevedoring and related terminal services include: *

(1) Stevedoring Services: The processing and loading or unloading of all categories of cargo to and from a vessel. *

- (2) Related terminal services: *
- (A) Ordering, receiving, loading/unloading, releasing and dispatching railcars, containers, and trucks. *
- (B) Container freight station operations. *
- (C) POV processing. *
- (D) Terminal management services. *

c. MTMC services provided at CONUS and overseas terminals are detailed in Chapter 5, Performance Requirements Summary, of the MTMC Stevedoring and Related Terminal Service Quality Assurance Handbook.

14-3. PERFORMANCE STANDARDS

a. By establishing minimum performance standards for critical services in S&RTS contracts, both government and contractor personnel understand the distinction between acceptable and unacceptable performance. Performance standards identify specific contractual requirements by which unsatisfactory performance can be identified and deductions from payment calculated.

b. Terminal commanders, in conjunction with appropriate program managers and area contracting officers, are responsible for ensuring that necessary performance requirements are incorporated into the Performance Work Statement (PWS) when a procurement package is developed for successor or new contract action. It takes approximately eight months to get a contractor in place after the PWS has been developed. (See chapter 15)

c. Once the contractor is in place and performing, it is the terminal commander's responsibility to ensure that the performance standards incorporated into the S&RTS contract are met. Unacceptable contractor performance must be identified and contractor corrective action monitored to the extent necessary to ensure satisfactory performance.

14-4. SURVEILLANCE PLAN

The Performance Work Statement (PWS) lists the measures of contractor effectiveness. The surveillance plan details the method of monitoring the contractor to measure his effectiveness and determine deficiencies. The key ideas that form the basis for the surveillance plan are management by exception, the use of performance indicators and standards, and methods to locate the cause of deficiencies.

a. Management by exception may be stated as "Satisfactory contractor performance means no Government actions." If a problem or deficiency is discovered, the Government action revolves around determining whether the Government contributed to the deficiency. If this is so, action must be taken through Government channels to correct the problem. If the deficiency is

partly or solely the fault of the contractor, the contractor must be told to take corrective action to prevent recurrence.

b. Performance indicators and standards are used as a yardstick to measure the contractor's performance and to determine whether a deficiency exists. Performance indicators and standards provide a yardstick for both Government and contractor.

c. The Government must be able to locate the source of the deficiencies. Only by determining the cause can the problem be corrected.

14-5. TRAINING

Area commanders will ensure that government terminal supervisors and representatives projected for assignment involving contracting officer's representative (COR) duties attend a Contracting Officer's Representative course IAW MTMCR 715-1. For Army military personnel, major MTMC subordinate commanders shall identify COR course attendance requirements to HQMTMC (MTPAL-MT) two months prior to the date personnel requisitions are due at PERSCOM so that enroute training can be requested. For other than Army military personnel, major MTMC subordinate commanders shall identify enroute COR course attendance requirements to HQMTMC (MTPAL-MT) 12 months in advance of individual's projected reporting month and provide the accounting classification for funds that will pay travel and per diem of individual to attend the course."

14-6 TERM OF STEVEDORE AND RELATED TERMINAL SERVICE CONTRACT.

Contract solicitations will contain 2-year base period with two 1-year priced options. Section B of the contract will include a schedule of rates for a 2-year base period and two 1-year schedules for the two options years. Estimated quantities will be provided for all schedules.

14-7 CONTENTS OF STEVEDORE AND RELATED TERMINAL SERVICE CONTRACT.

a. All S&RTS contracts awarded in CONUS (to include Puerto Rico) will include, to the maximum extent possible, the following functions:

- (1) Stevedoring.
- (2) Container freight station.
- (3) POV processing.
- (4) Shipwright Carpentry.
- (5) Chill and freeze.

b. At the time of submission of a procurement package, a review of all cargo-related services at the terminal will be conducted. To the maximum extent possible, all cargo-related services will be included within the

MTMCR 56-69

procurement package. *

c. The following functions will not be included in contracts for cargo-related services: *

(1) Terminal maintenance. *

(2) Janitorial services. *

(3) Guard services. *

d. Requests for exceptions to this policy will be submitted to MTOP-T-CC.*

e. This policy applies to all S&RTS contracts awarded by MTMC. *

14-8. VESSEL SCHEDULES. *

All S&RTS contracts containing vessel operations shall contain separate load and discharge schedules in the schedule of rates as follows: *

a. Schedule 1A1 - Vessel Load *

b. Schedule 1A2 - Vessel Discharge *

14-9. STAFF REVIEW AND COORDINATION. *

a. Prior to the issuance of a S&TRS solicitation, formal staff review shall be accomplished by submitting a draft copy of the solicitation to the following for review: *

(1) MTOP-S. *

(2) MTOP-T. *

(3) MTOP-Q. *

(4) MTOP-O. *

(5) MTRM. *

(6) MTJA. *

b. All changes to the requirements will be coordinated by MTOP with the respective area command. The area command will keep the terminal commander apprised of all changes to the requirements. *

14-10. MASTER CHANGE LIST. *

a. When requirement packages are submitted to the area command, the originating terminal will prepare a master change list of all proposed changes *

to the current S&RTS contract. *

b. The Master Change List will accompany the requirement package when submitted to the appropriate acquisition function. *

c. All correspondence between HQMTMC/Area Command and Area Command/Terminal will become part of the Master Change List file. *

d. The office that submits the requirements to a contracting officer will retain custody of the completed master change list. *

14-11. AREA COMMAND BOARD OF REVIEW. *

Area Commands will establish Boards of Review to review S&RTS requirements. All procurement packages will be reviewed prior to submission to Area Command acquisition offices or to the Acquisition Division, Office of the Principal Assistant responsible for Contracting, HQ MTMC. *

14-12. MILESTONE PLAN. *

The milestone plan, at Appendix H, provides time guidelines to be followed during the contract acquisition cycle. *

14-13. STANDARD SCHEDULE OF RATES. *

The standard Schedule of Rates (SOR), at Appendix I, should be followed during the preparation of the contract requirements package. Only those schedules of the SOR that apply to the submitting activity should be included. If additional requirements exist that are not covered in the standard SOR, a request for the deviation should be submitted with the requirements package to the Area Command Functional Manager for Stevedoring and Related Terminal Services for approval. *

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Chapter 15
Performance Work Statement (PWS)

15-1. POLICY

That portion of the contract that describes work required of the contractor is referred to by a variety of names including Statement of Work (SOW), Performance Work Statement (PWS), specification, technical requirement, purchase description, and scope of work. In MTMC, use the term PWS.

a. Government policy is that plans, drawings, specifications, and purchase descriptions will state the minimum needs of the Government; will describe supplies or services in a manner which will encourage maximum competition; and will eliminate, wherever possible, restrictive language which might limit acceptable offers to one supplier's product, or the products of a relatively few suppliers.

b. PWS language must be clear and direct to avoid misunderstandings of the work required. Misunderstandings can result in disagreements and additional payments to the contractor which would not have been necessary had the language been unambiguous. *

15-2. PWS PREPARATION

a. Preparation of the PWS is the responsibility of the functional manager. It is important that the people who know the job best in all functional areas that will be affected by contractor performance be involved in writing the PWS. For each proposed contract task, PWS writers should review requirements and regulatory documents, prepare detailed work analyses, including identification of necessary subtasks, and prepare cost estimates. The Office of Federal Procurement Policy (OFPP) number 4, "A Guide for Writing and Administering Performance Statements of Work for Service Contracts," is an excellent source document.

b. The standard Performance Work Statement (PWS), at Appendix J, should be followed during the preparation of the contract requirements package. Only those sections of the PWS that apply to the submitting activity should be included. The requirements package/contract will use the same numbering system used in the standard PWS. For those items that are not required, leave blank. If additional requirements exist that are not covered in the standard PWS, a request for deviation should be submitted with the requirements package to the Area Command Functional Manager for Stevedoring and Related terminal Services for approval. *

15-3. GENERAL

In a PWS, the Government specifies the objectives to be accomplished, but does not detail how the objectives are to be accomplished. The contractor is responsible for attaining the defined results.

a. Performance indicators (PI) are measurable characteristics of an output. PIs may measure quality as well as quantity.

b. Standards must reflect the same acceptable level of service as if it were performed in-house. Demanding more from a contractor than the Government would provide if it were performing the service conflicts with the DOD policy to present actual minimum needs.

(1) The acceptable quality level (AQL) of a standard expresses the allowable variation from the standard, or error rate. An AQL for service contracts may be expressed in terms of a percentage of allowable errors in a time period. Allowable error rates for each standard associated with a PI can be determined based on agency directive, historical records, or by management decision. An AQL should rarely be zero percent, this indicates perfect performance which is very expensive, rarely necessary, and nearly impossible to achieve.

(2) Sometimes a second AQL is provided (in parenthesis) for the phase-in period. This merely recognizes the fact that it will take a little time to get a new organization running effectively.

c. After performance values are established, they are incorporated into the PWS by using a performance requirements summary (PRS). The PRS, in columnar form, lists all the tasks the contractor must perform, the standards and AQLs for those tasks, the method of surveillance to be used by the government's inspectors, and the amount to be deducted from the monies due the contractor if the tasks are not performed or if performance is substandard. There may also be a column which references the paragraph in the PWS that requires the task to be performed. Ideally, there should be listed a way to measure every task given to the contractor.

(1) Methods of surveillance are the ways the government inspectors can check on contractor performance. The primary method is inspection, either 100% or random sampling. It is also possible to use checklists, spot checks, and validated customer complaints.

(2) The "deduct" column is very controversial and difficult to determine. Standard contract inspection clauses give the Government the right to deduct from the contractor's payment an amount equal to "the reduced value of the services performed." Include in the PWS the amount (percentage of total contractor's costs to perform) to be deducted and a deduction formula, showing how the deductions will be calculated. The total of the deduct column should never add up to more than 100%, but may be less, if all the tasks are not included.

(3) The Government can take deductions only in those instances where the contractor cannot reaccomplish the services. Caution must be exercised to avoid penalizing the contractor. The courts and arbitration boards take a dim view of assessing penalties on a contractor, with limited exceptions. The Government must pay the contractor for substantial performance, for any work he

does from which the Government benefits. Calculations made to determine the amount to be deducted must be accurate and should be retained on file in case the figures are challenged at a later date.

15-4. CHARACTERISTICS OF A WELL-WRITTEN PWS.

a. The PWS should be sufficiently definitive to protect the Government's interest yet sufficiently flexible and broad to encourage industry interest and possible alternative approaches.

b. The PWS alone should enable the contractor to perform the required work. A work statement will be interpreted by what it says, not by what the writer intended it to say.

c. The PWS should be sufficiently complete to allow the contractor to estimate manpower resources and any special facilities, equipment, subcontracts, and consultants that may be needed to complete the contracts.

d. The PWS should be written so that the contractor knows what is required and the government representative who accepts the services can measure contractor compliance to PWS requirements.

e. Documents referenced in the PWS, such as specifications and standards, should be currently available and the proper information included in the contract to ensure that the latest documents are obtained by contractors. Requirements referenced in other documents should be pertinent to the task to be performed. The extent of applicability of each referenced document should be spelled out. Referencing a complete document (blanket referencing) should not be done unless the whole document is clearly applicable. Finally, documents referenced in the PWS should be coded as either mandatory or advisory. Mandatory documents require compliance by the performing party while advisory documents offer only suggested approaches.

f. General information should be separated from requirements to so that each area is distinguishable from the other.

15-5. SUMMARY

The PWS will determine what the contractor will do and thus what the Government will receive and how much it will pay. If poorly written, it will lead to confusion, arguments, claims, or legal action and will increase the cost of performance throughout the life of the contract.

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Part Six
Field Training Exercise (FTX) Management

Chapter 16
FTX Port Selection

16-1. GENERAL

This chapter provides uniform criteria for FTX port selection. Responsibility and authority for CONUS port selection is vested in the Commander, Military Traffic Management Command (MTMC). Port selection authority is delegated to the applicable MTMC Area Commander designated MTMC Executive Agent for the exercise. This authority may not be further delegated.

16-2. COORDINATION

Port selection impacts all deploying organizations and Military Sealift Command (MSC). Therefore, early MTMC executive agent coordination with MSC, the CINCFOR action agent, and major deployers is required to determine MSC and deploying unit concerns and mission requirements. After analysis, proposed ports should be coordinated with major deployers and concurrences or comments provided to the area commander for consideration before port selection.

16-3. SELECTION CONSIDERATIONS

The high dollar value of FTX business and the resultant sensitivity at both local and congressional levels dictate that port selection decisions be carefully considered and recorded. Port selections have been the subject of congressional inquiry. The following considerations apply in priority sequence:

- a. The physical capability of the port to handle the equipment and vessel(s) involved in the exercise.
- b. The total cost to the government including port costs, inland transportation costs and any difference in required sailing days based on port location.
- c. The ability of the port to support other clearly defined exercise objectives.

d. The use of a unit's assigned port to gain experience or test plans. In this specific instance, the assigned port may be used if the total cost is within 15% of the cost of the low cost port.

16-4. COST ANALYSIS

a. The cost computations will be based on costs to the government rather than industrial fund billing rates and will include:

(1) Port handling costs, with consideration given to applicable elements such as wharffages, and terminal tariffs. When approved port handling routing rates are not available, use the independent government cost estimate procedure described in this regulation. While it is understood that rate structures vary from port-to-port, the final figure should represent the best estimate of the total cost of moving the cargo through that specific port.

(2) Commercial inland transportation costs will be determined from applicable tariffs and tenders. Military convoy costs will also be computed. *

(3) MSC provided sealift cost differentials.

(4) Cost differentials among competing localities for support activities such as PSA and TTU. (Use per diem rate x anticipated number of people x anticipated number of days.)

b. Where the data indicates that a cost element will be the same for all ports under contention, that fact will be noted and those figures need not be included in the analysis summary unless used to ascertain percentage differences. For instance, for REFORGER 87, the three Gulf ports under consideration were Houston, Galveston, and Beaumont. While the distances to the three ports were different, the commercial rail costs were exactly the same. Therefore, those costs need only be included if the analysis is to be used to determine the percentage variance (e.g., 15% in favor of the assigned port).

16-5. PROCEDURES

a. Area commands may elect to use JDS requirement data for port selection analysis purposes rather than requiring an initial UEL. Experience has shown that either data base contains enough information for port selection purposes.

b. Area commands should publish deployment SPOE and redeployment SPOD selections NLT 30 days after receipt of requirements information. If the initial requirements information is incorrect or insufficient for port selection purposes, the MTMC action agent will notify ALCON and request that the deploying force action agent provide a target date for resubmission of requirements data. The new submission date will form the baseline for the port selection suspense date.

c. When an exercise requires the use of ports under the control of both area commands, the MTMC Executive Agent will provide an equipment source and unit listing to the other area command. The second area command will provide a port analysis, appropriate coordination, and a recommendation to the Executive Agent for final determination. The Executive Agent will notify all concerned parties upon final port selection.

Part Six
Field Training Exercise (FTX) Management

Chapter 17
Standardized Ship Stow Planning Factors

17-1. GENERAL

This chapter establishes responsibility and procedures for the use and reporting of standardized ship stow planning factors. The purpose of this chapter is to ensure appropriate communication and coordination during preparation for field training exercises (FTX). The basic objective is to ensure that requirement vs capacity problems are brought to the attention of the deployment community and resolved prior to exercise execution.

17-2. RESPONSIBILITIES

Area commands designated as MTMC action agents for specific exercises are required to provide the notifications directed in this chapter. The MTMC action agent is authorized to amend the specific planning factor based on details of cargo to be deployed/redeployed. The action agent will immediately notify ALCON when such an amendment is made.

17-3. PROCEDURES

a. The standardized stow planning figures at table 1 below will be provided by the MTMC action agent to CINCFOR, the supported CINC, the CINCFOR action agent, and COMSC as soon as the ship types or names are provided. The MTMC action agent will notify ALCON of the space requirement in square feet versus the capacity for each involved ship/trip within five days of receipt of the requirement (AUEL for Army).

b. Should the requirement not be available at the time vessel types or names are provided by COMSC, the MTMC action agent will notify ALCON stating the individual and total stow planning capacity for the assigned ships. When the shipping requirement is received, the provisions of paragraph a above apply.

c. If a capacity vs requirement discrepancy of more than 10 percent exists on any one ship/trip, status updates must be provided every 30 days until C-60, every 10 days until C-30, and every 5 days thereafter until the discrepancy is resolved. Final notification to ALCON stating that the discrepancy has been resolved is required.

d. If the issue is not resolved by C-25, the MTMC action agent must inform ALCON of planned loading action should resolution not be forthcoming from either the supported or supporting CINCs.

e. In those instances where the requirement is consistent with capacity (within 10%), only the initial notification is required until the situation changes. Any time the requirement increases or the capacity decreases (i.e., through ship substitution) and the 10% deviation limit is exceeded, the above procedures will be implemented.

f. If the capacity exceeds the requirement by more than 10%, a single notification is required to ensure COMSC and the supported CINC have the opportunity to reevaluate vessel assignment.

g. The primary means for the above notifications is WIN teleconference, if available. HQMTMC/MTOP-O/MTPL will be an information addressee on all such message traffic. *

TABLE 1
STANDARDIZED SHIP STOW PLANNING FACTORS

<u>Ship Name</u>	<u>Type</u>	<u>Gross Sq Ft</u>	<u>Plan SqFt</u>	<u>Notes</u>
Algol	FSS	202,570	151,928 + 2,654* + 44 MILVANS	(1)(2)(4)
Altair	FSS	193,580	145,185 + 2,283* + 46 MILVANS	(1)(2)(4)
Antares	FSS	193,580	145,195 + 2,283* + 46 MILVANS	(1)(2)(4)
Bellatrix	FSS	202,570	151,928 + 2,654* + 44 MILVANS	(1)(2)(4)
Capella	FSS	210,250	157,688 + 2,493* + 46 MILVANS	(1)(2)(4)
Denebola	FSS	210,250	157,688 + 2,493* + 46 MILVANS	(1)(2)(4)
Pollux	FSS	193,580	145,185 + 2,283* + 46 MILVANS	(1)(2)(4)
Regulus	FSS	202,570	151,928 + 2,654* + 44 MILVANS	(1)(2)(4)
Mercury	RORO	153,300	114,975	
Cape D	RORO	158,696	115,000 + 19,034 NTE 5'4" on car deck	(3)
AM Eagle/ Falcon	RORO	207,620	78,625 + 102,787 NTE 5'7" on car deck	(5)
Cape H	RORO	185,000	138,750 + 26,250 NTE 6'4" on car deck	(3)
Cygnus	RORO	108,297	81,299	
Lyra	RORO	108,297	82,729	

NOTE 1: *Hold 1 requires shore crane for access. Because it is used for some ship stores, the broken stow factor is computed at 35 percent.

NOTE 2: Hold 7F can take 44 or 46 20' containers, MILVANS, or flatracks, depending on FSS configuration.

NOTE 3: Where overhead clearance not to exceed (NTE) figures are shown, be aware that this figure represents the maximum height. Stow planners must determine overhead clearance required for specific pieces of equipment.

NOTE 4: Because we often don't know which FSS will be assigned, and it may be changed prior to loadout, the generic planning figure to be used for general cargo areas (exclusive of holds 1 and 7F) will be 151,000 square feet. Area commands can use more accurate planning figures when the vessels are officially nominated.

NOTE 5: Apply 75 percent stow factor to RORO areas with ample overhead clearance (.75 x 104,833 = 78,625). Remaining area of 102,787 sq ft has 5'7" overhead clearance.

Part Six
Field Training Exercise (FTX) Management

Chapter 18
Decubing

18-1. GENERAL

There is a critical shortage of RORO capacity to support unit equipment deployment requirements. Maximum use of available RORO and breakbulk shipping space is vital. At the same time, SPOD clearance requires that equipment be loaded in a ready-to-move configuration wherever possible. The doctrine and procedures for preparing vehicles and equipment for overseas shipment are found in FM 55-65 (Preparation of Unit for Movement Overseas by Surface Transportation).

18-2. RESPONSIBILITIES

- a. FM 55-65 specifies that cube reduction of vehicles and equipment is a unit responsibility.
- b. MTMC area commands are responsible for issuing port call messages specifying cube reduction requirements appropriate to the planned vessel. Area commands or terminal commanders may require that specific pieces of equipment be decubed at the terminal by unit representatives or by the Port Support Activity (PSA). Individual equipment decubing is preferred to arbitrarily requiring that all unit equipment be decubed.
- c. MTMC terminals are responsible for documentation and reconfiguration of nested or de-nested equipment.

18-3. PROCEDURES

- a. The area command port call message will specify the following:
 - (1) Unit vehicles and equipment moving to a seaport of embarkation (SPOE) by commercial truck or rail will be prepared for ocean shipment at home station. Vehicles or equipment not properly prepared for shipment will be reconfigured by the PSA.
 - (2) Vehicles and equipment moving to a SPOE by unit convoy will be in the specified reduced configuration upon arrival at the SPOE.
 - (3) Installation transportation officers verify all commercial shipments using Deployment Control Units (DCU) for this purpose where available. MTMC terminal operators will monitor equipment arriving at the terminal.
 - (4) Organic supplies and equipment should be stowed in organic vehicle cargo beds rather than CONEXs/MILVANS, wherever possible.

(5) Final configuration of the equipment, to include secondary loads, must be as reflected on the AUEL/UEL. Equipment in different configurations requires the equipment configuration or documentation be corrected. Either can result in significant disruption in loading and possible unit delays.

b. Upon discharge, vehicles and equipment are shuttled to staging/marshalling areas where re-assembly to operational configuration is accomplished.

c. Tracked vehicles and other outsized equipment will normally be moved directly to the Tactical Assembly Area (TAA) by theater transportation assets. Reconfiguration should be accomplished upon arrival at the TAA.

Part Six
Field Training Exercise (FTX) Management

Chapter 19
Helicopter Lifting and Tiedown

19-1. GENERAL

During recent Field Training Exercises, unauthorized lifting and tiedown procedures for AH-1, UH-1, and OH-58 helicopters have been dictated by unit representatives.

a. The unauthorized lifting procedure consisted of a technique similar to that used for aerial recovery of unserviceable aircraft. The technique featured wrapping fabric straps around the rotor heads and lifting the helicopters by those straps. At the request of MTMCTEA, the U.S. Army Aviation Systems Command (AVSCOM) evaluated this procedure. AVSCOM declared the technique questionable and stated that damage to the helicopter could result.

b. The unauthorized tiedown procedure consisted of using wood dunnage for helicopter restraint, either in addition to or instead of, the required tiedowns. AVSCOM advised that dunnage is not required or authorized as a restraint.

19-2. POLICY

MTMC terminal operators will not determine or negotiate aircraft transportability standards. Aircraft not prepared for lift strictly in accordance with the appropriate shipping manual will not be moved. MTMC subordinate commanders will ensure that this policy is provided to all terminals and TTUs.

19-3. PROCEDURES

a. Lifting and tiedown guidance for Army helicopters is contained in the following helicopter technical manuals:

AH-1	TM55-1500-339-S	AH-64	TM55-1520-238-S
CH-47	TM55-1520-241-S	CH-54	TM1-CH54-S
OH-6	TM55-1520-214-S	OH-58	TM55-1500-338-S
OH-58D (AHIP)	TM-55-1520-248-S	UH-60	TM55-1520-237-S
UH-1	TM55-1520-242-S		

b. MTMCTEA Reference 95-55-21 (Lifting and Tiedown of US Military Helicopter) should be used to supplement these helicopter's shipping manuals. *

c. Guidance for Air Force helicopters (H-1, H-3, CH-53, and H-60 is contained in T.O. 1H-1-39, and in the flight manuals for the individual helicopters.

d. Guidance for Navy and Marine helicopters (H-1, H-2, H-3, and H-46, H-53, H-57, and H-60)) is contained in the flight manuals for the individual helicopters and in the following manuals::

- NAVAIR 15-01-500, Preservation of Naval Aircraft.
- NAVAIR 17-01-537, Shipboard Aircraft Securing.
- NAVAIR 00-80R-19, Crash and Salvage Operations Manual.

e. Questions on helicopter lifting and tiedown procedures should be directed to:

Director	DSN 927-4646	*
Military Traffic Management Command	COMM (804) 878-4646	*
Transportation Engineering Agency		*
ATTN: MTTE-DPE		*
720 Thimble Shoals Boulevard, Suite 130		*
Newport News, VA 23606-2574		*

Part Six
Field Training Exercise (FTX) Management

Chapter 20
Fast Sealift Ship (FSS) Flatrack Loading/Discharge

20-1. GENERAL

Recent experience with the use of flatracks in FSS operations resulted in the development of the following policy and procedural guidance. Detailed questions on FSS flatrack loading/discharge procedures should be directed to:

Director		*
Military Traffic Management Command	DSN 927-5267	*
Transportation Engineering Agency	COMM (804) 878-5267	*
ATTN: MTTE-DPA		*
720 Thimble Shoals Boulevard, Suite 130		*
Newport News, VA 23606-2574		*

20-2. POLICY

- a. Flatracks will not be lifted with unsecured loads.
- b. Lifting of loaded flatracks by slings attached directly to the flatrack D-rings is specifically prohibited.

20-3. PROCEDURES

- a. When lifting loaded flatracks, ensure the weight capacities are not exceeded as specified in FC 55-50, FSS User's Manual, page 2-15.
- b. The only approved method for lifting loaded flatracks is to use a 35' container spreader.
- c. Because of their size, M820/M935 expandable vans present special handling characteristics.
 - (1) The preferred method of loading five-ton M820/M935 expandable vans is by RORO. If RORO is not possible, lift only as a last resort.

(2) When LOTO operations cannot be avoided, lifting beams on rear duals is the preferred method when loading/discharging M820/M935 expandable vans. Wheel bars should be used only as a last resort. Coordination with MTMCTEA, ATTN: MTTE-TR, DSN 927-4646 is strongly recommended before lifting these vans. *

(3) When M820/M935 expandable vans are lifted, do not stow side-by-side. Instead, stow smaller vehicles such as CUCVs or 2 1/2 ton trucks between the vans which makes it possible to insert/extract lifting beams or wheel bars and to hook/unhook slings. This also facilitates use of the Rubik Cube method of working the FSS flatrack.

d. Experience has shown that the use of a spreader to lift loaded flatracks is difficult when the flatrack is not within the ship cell guides because the ISO fittings are not always in perfect alignment. The time savings which should be gained in using this procedure are far outweighed by the time lost in handling the loaded flatracks. A spreader can be used in lifting off loaded flatracks (during a discharge operation) because the cell guides would aid the longshoremen in spotting the spreader and would keep the flatrack handling endposts in proper alignment. However, the recommended flatrack handling method - for both outloads and discharges - is the "hatch square method" explained in FC 55-50.

d. Cargo documentation personnel will prepare the exercise data base and Portable Bar Code Reader (PBCR) IAW the procedures outlined in the LOGMARS II Instruction Manual.

e. Vehicle refueling/defueling must be accomplished prior to receipt scanning and final staging. Cargo requiring more than one hour of maintenance will be receipted as frustrated cargo and placed in the frustrated area.

f. The objective of cargo staging is to ensure that vessel loading is smooth, orderly and that any/all special loading requirements are met (i.e., load by UIC, priority discharge, vehicle type, multiple PODs, etc.)

g. Because TSM is to provide inventory reports that will assist the terminal operator in inventory management, call forward, and vessel loading operations, the staging area needs to be divided into areas which are further subdivided into lanes. This will allow the exact cargo location to be entered into TSM and listed on the inventory reports.

h. The individual staging areas can be identified with a color code with numbered lanes. The use of five colors and two digits to identify staging lanes will allow 495 location identifiers within the entire staging area.

i. During the initial reception phase, the cargo will be tagged with a color marking to denote where the item will be staged. This marking can be in the form of colored dots, tape or any self adhesive material. These marking materials should be obtained by the terminal operator prior to arriving at the port.

21-5. PROCEDURES

Basic procedures covering the use of TSM are contained in the LOGMARS II User's Manual, LOGMARS II Instruction Manual, Scanner User's Manual, Scanner Operations Manual, and the Site Administrator Guide. The procedures contained in this regulation are to be used in conjunction with the above manuals.

21-6. CARGO RECEPTION

Cargo reception areas must be established to control cargo arrival. It is critical that every piece of cargo processed through the reception areas have the proper documentation and accountability. Keeping the cargo in the initial reception area until it is either ready for final staging or designated as frustrated will reduce the number of LOGMARS entries and reduce the confusion level. The accuracy of the data loaded into LOGMARS will have a major impact on the entire operation as the viability of all output systems will be affected. If the CODES data base is inaccurate, the CODES products will also be inaccurate. The following actions correctly accomplished in the cargo reception area will ensure accurate LOGMARS data:

- a. Cargo will be processed as either LOGMARS LABELED or UNLABELED.

Part Six
Exercise Management

Chapter 21
Cargo Documentation for Unit Moves

21-1. GENERAL

The flow of unit cargo through the SPOE/SPOD is improved through the use of LOGMARS technology which replaces hard copy Transportation Control and Movement Documents (TCMDs) with bar code labels. Portable Bar Code Readers (PBCR) are used to track cargo through the terminal from receipt to lift. A microcomputer provides terminal managers with the capability to produce real time inventory reports and interface with the host computer.

21-2. RESPONSIBILITIES

- a. Until TC ACCIS is fully implemented, MTMC area commands will print bar code (LOGMARS) labels from AUDEL and UEL data received from deploying units and mail those labels to the deploying unit for placement on equipment.
- b. Terminals will use those bar code labels to incheck cargo against cargo expected and to feed terminal operating systems.

21-3. LOGMARS LABELS

- a. LOGMARS labels will contain the coded TCN plus in-the-clear descriptive data for ease of matching labels with equipment. Labels will normally be placed on equipment by the shipper prior to arrival at the SPOE.
- b. Two identical bar code labels should be affixed to each piece of equipment. One label attached to the left front fender of each vehicle. The other label placed on the left side door of each piece of equipment. For other than vehicular equipment, the labels should be placed in a corresponding location (i.e. CONEX labels will be placed on two adjacent sides).

21-4. SPOE EXECUTION PLANNING

Several areas require advance planning to best use TSM in cargo receipt and staging.

- a. The terminal operator responsible for a deployment/redeployment should obtain the TSM data base (MASTER.DAT) 30 days prior to cargo staging. This will facilitate preparation of a cargo staging plan.
- b. The bar code scanner operator's data board (clipboard) will have attached a list of auxiliary data codes used in scanner operations (i.e., stow location, vessel number, vessel status, contractor pay codes, damage and staging location codes). The stow locations should correspond to the CODES Operator's Manual for the vessel being loaded.

(1) For labeled cargo, the detailed cargo data must be verified for accuracy. If the label is correct, the cargo will be receipted with the location code that reflects where the item will be staged. The item will be color tagged, and moved to the staging location.

(2) Cargo with incorrect labels or without labels will be frustrated. The PBCR operator will prepare an MT Form 239R, a dock receipt, or other locally approved forms in triplicate. One copy of the form will be taken to the port documentation section for computer input and label preparation. Another copy will be placed on the frustrated equipment and one copy will be retained by the PBCR operator for control. The operator will also receipt for the cargo with the scanner in the "receipt" function to capture as much data as possible. A "FRUST" location should be used and the mode of transportation by which the cargo arrived at the port should be entered in the scanner to ensure that correct payments are made. When the documentation has been verified, and upon correction of all errors/completion of any required maintenance, a LOGMARS label will be affixed, the Staging Area Tag will be applied, and the item sent to its final staging area.

b. It is to be emphasized that a LOGMARS label will only be produced AFTER all documentation errors have been corrected in both the TSM and host computer systems.

21-7. CARGO STAGING

a. At the staging area, the Staging Area Tag will be checked and the item placed in the appropriate location as indicated by the color. The item will be scanned using the TRANSFER function and the exact location (color/lane number) entered. Upon completion of scanning, the "x" marked on the label after scanning at the reception area will be circled to indicate staging scanning completed.

b. A piece of cargo parked in its final staging area will not be moved unless approval is given by the staging area OIC/NCOIC. All personnel, including the port support activity must adhere to this rule.

c. Any time cargo changes location or sustains damage, the bar code label must be scanned and the new location code, contractor activity code (if applicable), and damage entered.

d. When a LANE is filled to capacity (CLOSED OUT), staging area personnel will request an on-hand cargo listing for that staging location (i.e., W01) and will verify the inventory. If the piece is on the report, the letter "V" will be marked on the label to denote that the piece has been verified on the inventory. If an item is not on the inventory, or is in the wrong lane location, rescan with the transfer function to correct the computer inventory.

21-8. NESTED/DE-NESTED CARGO

When the terminal changes the configuration of the cargo as received from the shipper by either nesting or de-nesting cargo, the terminal is responsible for correcting the documentation and notifying the SPOD of the changes. The SPOD is responsible for reconstituting the cargo into its original shipping configuration.

a. In either case, a frustrated cargo form (MT Form 239R) will be prepared and sent to the documentation section. The form should include data on both the prime mover and the nested cargo/secondary load.

b. Both items will be scanned into the frustrate area pending receipt of a new LOGMARS label.

c. Cargo documentation personnel will modify the TSM and host computer data bases by--

- (1) Deleting (or creating) nested record.
- (2) Creating (or deleting) 9 - Trailer in prime mover record.
- (3) Adjusting weight, cube, and dimensions, as required.
- (4) Creating new labels, as required.

d. The cargo documentation section will record all nested/de-nested cargo and will publish the information in the MILSTAMP Cargo Traffic Message, including Prime Mover TCN and nested TCN.

21-9. CODES DATA BASE

After all cargo has been receipted, or as directed by the prestow officer, the Cargo Documentation Section will create the CODES receipted data base (CODESI.DAT) and give the diskette to the prestow section. The prestow officer may also direct a lifted CODES data base several times during the loadout to verify that scanning is accomplished correctly.

21-10. CARGO LIFT

If cargo reception was IAW this regulation, TSM will be able to provide information that will facilitate cargo call forward, vessel prestow (CODES), and vessel loading. The lift function will be used to capture the lift information and stow locations for the cargo. The scanner operator will circle the "V" marked on the label to denote that the lift scan has been performed.

21-11. TSM VESSEL PAPERS

Upon completion of vessel loading, the following should be accomplished:

- a. Produce enroute, on-hand, and lifted cargo reports to verify cargo status (i.e., enroute = quantity of no shows/deletions, on-hand = 0, lifted = quantity loaded).
- b. Review, verify, and correct the above reports. Ensure any corrections are also made on the host computer.
- c. Create a final CODES lifted data base (CODESII.DAT) and give diskette to Prestow Section.
- d. Produce vessel papers on TSM.
- e. Review, verify, correct, and reproduce corrected vessel papers and provide copies to the vessel.

21-12. TSM MANIFEST FLOPPY

- a. Once the accuracy of the vessel papers has been verified, the LOGMARS manifest floppy diskette should be produced by running the report "Origin Export to Destination Import Manifest."
- b. Create at least 4 copies of the manifest floppy diskette and distribute as follows:
 - (1) Place one copy on the vessel.
 - (2) Send one copy by the fastest means available to the POD(s). (DDN electronic mail where available.)
 - (3) Send one copy to the area command.
 - (4) Retain one copy on file.

21-13. HOST COMPUTER VESSEL PAPERS/MANIFEST

- a. MILSTAMP time standards must be followed.
- b. Produce and compare the host computer vessel papers to those produced by TSM.
- c. After correcting any discrepancies, generate a host computer manifest for all records previously placed in "lift" status via TSM.

21-14. SPOD OPERATIONS

For vessel discharge and port clearance, manifest data provided by the SPOE is extracted from the host computer to the TSM. If data is not available, the floppy diskette provided by the SPOE may be loaded into the TSM.

- a. Analyze cargo to determine the equipment to be discharged and the mode by which it will be cleared from the port to enable the establishment of staging areas. The identification of frustrated cargo at this time will expedite matters in the receipt area.

b. Discharged cargo needs to be immediately processed through the receipt area. Several receipt lanes with two checkers per lane allows for the timely processing of cargo. When cargo is scanned for receipt, an "x" is placed on the LOGMARS label. (Recommend that SPOD personnel first erase the first series of marks made at the SPOE to avoid confusion.)

c. Frustrated cargo needs to be placed immediately in the frustrate area which should be near the receipt area. After cargo is unfrustrated, it should be scanned for its staging location.

d. At the receipt area, a cargo staging location is determined based upon type, destination, and mode by which the cargo will be port cleared. The colored label identifying the staging area is placed on the cargo in the receipt area.

e. When the cargo enters the staging area, it is scanned for its location and the lane for which staging has been planned. At this time, a circle is placed around the "x" indicating that the cargo has been receipted in the staging area.

f. A cargo staged per lane report must be obtained from the cargo documentation section and be used to verify the the specific location of the cargo. After verification, place a "v" beside the circled "x" indicating the cargo is correctly identified on the printout and thus, is correct on the TSM software.

g. After a lane is verified, scan the cargo for port clearance and circle the "v" on the LOGMARS label. Notify the operations section that the lane is ready for port clearance.

h. Cargo lift is the departure of the cargo from the port and the scanner is used in the disposition function to capture this information. The Lifted/Cleared Cargo Report identifies the cargo that has departed the port.

21-15. HARDWARE MAINTENANCE

Area commands are responsible for establishing maintenance contracts to support TSM hardware.

Part Six
Field Training Exercise (FTX) Management

Chapter 22
Preparation of Unit Equipment List

22-1. GENERAL

Unit Equipment Lists (UEL) have been used by area commands for several years to facilitate the deployment of non-Army units. This chapter provides a standard format and procedures for processing the UEL. Area commands should use the MT Form 375-R, Unit Equipment List and the procedures detailed in Appendix F when working with units on deployments. Appendix F is designed to copy and pass to deploying units for their use. The MT Form 375-R is required for all unit deployments except as discussed in para 22-3 below. Use of MT Form 375-R will ensure that MTMC requirements presented to units are standard regardless of which area command is involved.

22-2. PURPOSE

The UEL is designed to provide MTMC area commands with sufficient information to identify requirements, plan and allocate transportation assets and establish a data base for effective cargo control during deployment. The data is used for the following:

- a. To determine the Surface Port of Embarkation (SPOE) for deploying equipment when JDS is not used for this purpose.
- b. To procure (through MSC) the proper number and types of vessels.
- c. To arrange commercial assets (rail, truck) when used in conjunction with DD Form 1085 to move deploying equipment from origin installation to ports designated by MTMC.
- d. To construct Transportation Control Numbers (TCN) that will ensure cargo accountability.
- e. To prepare advance documentation for receipt of cargo at the port, including production of LOGMARS Bar Code Labels.
- f. To prepare ocean cargo manifests.

- g. To produce a cargo checklist to be used during port operations.
- h. To correctly generate payment to stevedore contractors and prepare service billing.

22-3. SCOPE

These procedures apply to MTMC area commands who will use them to provide a standard information requirement to deploying units. This regulation applies to all unit cargo movements through MTMC controlled or operated ports unless the required data is furnished through alternative automated systems such as:

- (1) The Army's Automated Unit Equipment List (AUEL).
- (2) The Transportation Coordinator's Automated Information Management System (TC AIMS) being developed by each service.

22-4. SUBMISSION TIMEFRAMES

a. The initial UEL submission, when required, should be requested to arrive 90 days prior to the scheduled exercise date. Changes should be submitted as indicated in paragraph 22-6. The initial UEL submission requirement may be waived by the Area Command Executive Agent when the Joint Deployment System (JDS) is used for the exercise and when complete level 4 detail has been entered into the JDS data base by E-90. When using JDS data for ship requirements and port selection, the area commands will confirm the total square footage figure with the deploying force Action Agent before proceeding with deployment planning. This will help ensure that the data base has been correctly loaded and read before commitments are made for shipping and port selection.

b. The final UEL submission should be requested to arrive 30 days prior to the scheduled exercise date. At this time, the UEL should be as complete and accurate as possible. Direct units to notify the MTMC area command of subsequent changes via UEL change, message, or telephone.

c. When circumstances or contingency do not allow this timing, the UEL should be submitted NLT 96 hours prior to scheduled movement to the SPOE or as quickly as possible and by the fastest means available. Units should be advised that failure to provide this information may prevent issuance of a port call and can result in SPOE processing delays.

22-5. UEL CHANGES

Once submitted, the UEL form becomes a base document. Units should be advised that the entire UEL should not be reaccomplished to make a change. Changes to the original information submitted should be reported by using the appropriate transaction code. Transactions occurring after initial submission must refer to the original UEL and to original entry numbers.

22-6. FLOPPY DISK SUBMISSIONS

The MTMC Eastern Area ADCS for Operations has developed a DBASE III program which greatly facilitates the submission of UEL information for the user and may be electronically read directly into terminal systems rather than requiring manual loading. For information, contact MTEA/G-3, DSN 247-5906.

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(MTIT-0)

FOR THE COMMANDER:

OFFICIAL:

NELSON H. MAIER, JR.
Colonel, GS
Chief of Staff

Nelson H. Maier, Jr.
PATRICK A. PARKER
Lieutenant Colonel, GS
Assistant Chief of Staff

Appendix A

REFERENCES

SECTION I

REQUIRED PUBLICATIONS

- 49 CFR (Transportation of Hazardous Material). Cited in paragraphs 4-2, 7-3, 8-26, and 8-40. (Superintendent of Documents, Government Printing Office, Washington DC 20402)
- JTR (Joint Travel Regulation). Cited in paragraphs 8-1, 8-6, and 8-10.
- JFTR (Joint Federal Travel Regulation). Cited in paragraphs 8-1, 8-6, and 8-10.
- DOD 4160.21-M (Defense Utilization and Disposal Manual). Cited in paragraph 8-30.
- DOD 4500.32-R (Military Standard Transportation and Movement Procedures). Cited in paragraphs 3-15, 4-2, 8-3, 9-1, 9-2, 9-3, 10-4, 11-3, 12-6, and 12-9.
- DOD 4500.34-R (Personal Property Traffic Management Regulation, (PPTMR)). Cited in paragraphs 8-2, 8-9, 8-14, and 8-27.
- DOD 5030.49-R (Customs Inspection). Cited in paragraph 8-2.
- DOD 5100.76-M (Physical Security of Sensitive Conventional Arms, Ammunition and Explosives). Cited in paragraphs 3-6, 3-9, and 9-1.
- DOD 5100.78-D (U.S. Port Security Program). Cited in paragraph 3-13.
- PPCIG (Personal Property Consignment Instruction Guide). Cited in paragraphs 8-2, and 8-13.
- DFARS (DOD Federal Acquisition Regulation Supplement). Cited in paragraph 14-2.
- AFARS (Army Federal Acquisition Regulation Supplement). Cited in paragraphs 13-1, and 13-2.
- AR 27-20 (Claims Subscription Form). Cited in paragraph 8-35.
- AR 55-38 (Reporting of Transportation Discrepancies in Shipment). Cited in paragraphs 11-8 and 12-13.

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AR 55-355 (Defense Traffic Management Regulation). Cited in paragraphs 4-2, 8-40, and 10-4.

AR 190-11 (Physical Security of Arms, Ammunition, and Explosives). Cited in paragraph 3-6.

AR 190-40 (Serious Incident Report). Cited in paragraph 12-13.

AR 190-51 (Security of Unclassified Army Property (Sensitive and Nonsensitive)). Cited in paragraphs 3-6 and 3-26.

AR 210-10 (Administration). Cited in paragraph 3-61.

AR 380-5 (Department of the Army Information Security Program). Cited in paragraphs 6-2, 9-2, and 12-13.

FM 55-65 (Preparation of Unit for Movement Overseas by Surface Transportation). Cited in paragraphs 18-1 and 18-2.

FM 19-30 (Physical Security). Cited in paragraph 3-6.

MTMCR 55-53 (Ocean Cargo Manifest Performance Report). Cited in paragraph 12-10.

MTMCR 55-64 (DOD Privately Owned Vehicle (POV) Import Control Program). Cited in paragraphs 8-7 and 8-28.

MTMCR 715-1 (MTMC Procurement Instructions). Cited in paragraph 14-5.

NFPA 30 (National Fire Protection Association - Flammable and Combustible Liquids Code). Cited in paragraph 8-26.

NFPA 70 (National Fire Protection Association - National Electric Code). Cited in paragraph 8-26.

FC 55-50 (Fast Sealift Ship User's Manual). Cited in paragraph 7-4. 20-3.

SECTION II

RELATED PUBLICATIONS

DOD 5200.1-R (Information Security Program Regulation).

DOD 6050.5-M (Hazardous Materials Information System).

AR 55-357 (Terminal Facilities Guide, United States Army).

AR 55-358 (Terminal Facilities Guide, US Navy, Marine Corps and Coast Guard).

- AR 55-359 (Terminal Facilities Guide, United States Air Force).
- AR 55-355 (Terminal Facilities Guide, Commercial Contractors).
- AR 220-1 (Unit Readiness).
- AR 380-20 (Restricted Areas).
- AR 385-64 (Ammunition and Explosive Safety Standards).
- AFR 75-25 (Movement and Storage of Personal Property).
- MCO P4600.7C (Marine Corps Transportation Manual).
- NAVSUP Pub 490 (Transportation of Personal Property).

SECTION III

FORMS

REQUIRED FORMS

- MT Form 191-R (Dangerous Cargo Manifest)
- MT Form 192-R (Vessel Manifest)
- MT Form 225-R (Dangerous Cargo Load List).
- MT Form 239-R (Frustrate Cargo - Hold for TCMD).
- MT Form 312-R (POV Shipment Report).
- MT Form 374-R (Car Carrier Quality Assurance Checklist).
- MT Form 375-R (Unit Equipment List).
- MT Label 373-R (Transmission/Brake Warning)

RELATED FORMS

- DD Form 139 (Pay Adjustment Authorization).
- DD Form 250 (Material Inspection and Receiving Report).
- DD Form 577 (Signature Card).
- DD Form 788 (Private Vehicle Shipping Document for Automobile).

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DD Form 1085 (Domestic Freight Routing Request and Order).
DD Form 1131 (Cash Collection Voucher).
DD Form 1252 (U.S. Customs Declaration for Personal Property Shipments).
DD Form 1384-2 (Transportation Control and Movement Document).
DD Form 1864 (Vehicle Key Tag).
DD Form 2023 (DOD Catalytic Converter Import Control Label).
DD Form 2271 (Decontamination Tag).
DA Form 1818 (Individual Property Pass).
DA Form 3161 (Request for Issue and Turn-In).
MT Form 290 (Service Authorization).
MT Form 303 (Catalytic Converter/Catalyst Refit or Replacement Verification).
MT Form 372-R (EPA Inspection Verification).
SF 361 (Transportation Discrepancy Report).

APPENDIX B

* MEMORANDUM OF AGREEMENT
 BETWEEN THE
 MILITARY SEALIFT COMMAND
 AND
 MILITARY TRAFFIC MANAGEMENT COMMAND

This agreement has been prepared in duplicate originals in order to provide a signed original for each command.

A. Objectives. The objectives of this agreement are to:

(1) Define and agree to the services incident to stevedoring and terminal services provided by the Military Traffic Management Command (MTMC) serviced ports on Military Sealift Command (MSC) controlled ships.

(2) Minimize cross-billing between MTMC and MSC.

(3) Provide an agreement between MTMC and MSC based on existing JSRs AR 55-182/SECNAVINST 4620.8B/AFR 75-16A and AR 56-15/SECNAVINST 4610.12A/AFR 75-20. In case of conflict, the JSRs take precedence over the MOA.

B. Cancellation. This agreement supersedes the memorandum of agreement between MSC and MTMC dated 5/6 August 1975.

C. Services Furnished to MSC Controlled Ships. The provisions of AR 55-182/SECNAVINST 4620.8B/AFR 75-16A will apply at MTMC serviced ports in all cases; however, reimbursement to MTMC by MSC will be limited to the following circumstances and subject to the conditions set forth in paragraph F below.

(1) MSC will reimburse MTMC for costs incurred for utilities, loading or discharging of ships' stores and other non-cargo services for MSC Nucleus Ships. Billings for Time and Voyage Charter Ships will be made directly to the ship operator by MTMC.

(2) MSC will reimburse MTMC for collection from Time and Voyage Charter operators for utilities, loading or discharging of ships' stores, and other non-cargo services as identified in Enclosure (2) when performed by MTMC for MSC, in those cases where MTMC has been unable to effect collection from the operator within 60 days of the date of billing. MTMC will furnish MSC two complete copies of the billing for which offset is requested. These copies will be annotated to show bills have been submitted to the carrier and that the carrier refused to pay or did not pay within the allotted time.

(3) MSC will reimburse MTMC for detention time in stevedore and terminal operations resulting from fault or failure of a time or voyage charter operator upon presentation of properly signed documents (see paragraph D(4) below). If MSC is unable to recover the reimbursement from the operator, MTMC will refund to MSC the amount initially paid.

(4) MSC will notify MTMC when a vessel is going off charter to determine if MTMC has any outstanding bills due from the operator.

D. Responsibilities.

(1) MTMC is responsible for making the decision that stevedore overtime will be in the best interest of the government and whether the terminal can meet overtime requirements. MSC is responsible for establishing requirements for and requesting cargo related overtime work on a particular ship based on ship itinerary and for funding related stevedore costs. MTMC is responsible for establishing the requirement for overtime work based on cargo RDC, terminal capabilities and customs of the port. When such overtime is determined to be necessary, MTMC is responsible for requesting overtime work of MSC and for funding stevedore costs. The local MSC or MTMC representative, as appropriate, will provide a signed request for overtime work.

(2) When a request for services is made, the MSC representative (or in his absence, the ship's master, mate or senior watch officer) will provide a signed authorization to the MTMC Terminal Commander upon completion of work, the Terminal Commander will obtain the signature of the ship's officer acknowledging performance of services. If signature of the ship's representative is unobtainable, a notation will be made of the ship's officer by name and reason for refusal and the local MSC representative will then acknowledge in writing the performance of the services.

(3) When a request for services is made to MSC, the MTMC representative will provide a signed authorization. The MSC representative will not provide any services without an authorized signed order.

(4) When detention time is incurred through fault or failure of the ship, its equipment or personnel, such delay will be verified by the MSC representative who will obtain the signature of the ship's master, mate, or senior watch officer. If signature of the ship's representative is unobtainable, a notation will be made of the ship's officer by name and reason for refusal. In the absence of an MSC representative, the signature will be obtained, or notation made, by the MTMC representative.

(5) MTMC is responsible for the cost of services in connection with the loading and discharge of cargo as set forth in Enclosure (1).

(6) MSC is responsible for the cost of services as set forth in Enclosure (2).

(7) Ship and terminal demurrage and unused shipping space reporting will be accomplished in accordance with the provisions of JSR AR 56-15/SECNAVINST 4610.12A/AFR 75-20.

(8) Ship's officers with MTMC and MSC representatives will inspect ships holds and/or compartments to ensure that all scuttles have been secured after hatches have been closed.

(9) If the vessel's gear is damaged due to stevedore loading negligence MTMC will proceed against the stevedore contractor. Any recovery will be remitted to MSC.

E. Terminal Handling Cost for MSCVANS. MTMC serviced terminals will perform port handling services on MSCVANS for the account of the shippers whose cargo is contained in the van. In CONUS ports, the MTMC terminal tariff rates as published will apply. These rates will include costs for receiving, rehandling, transferring, plant maintenance and services, and equipment utilization. The maintenance and repair of MSCVANS will remain a MSC responsibility and shall not be included in the MTMC terminal tariff rates. In overseas ports, contractual costs computed semiannually will be used as a rate basis for determining MSCVAN terminal handling costs.

F. Reimbursement.

(1) Billings will be made by MTMC to applicable MSC subordinate commands for all MSC cost responsibility items indicated in paragraphs C(1) and (3). Billings for items in paragraph C(2) will be submitted to HS MSC.

(2) Billings will be on Standard Form 1080 or DA Form 4445-R, Voucher for Transfers between Appropriation and/or Funds. Billings will be fully supported and will include detailed data including the date of the services, name of the ship, name of the terminal, hours, rates, and quantities used in computing cost of services, and other appropriate details necessary to substantiate the billing.

(3) There will be no billings for single incident detention time of 20 minutes or less for Time Chartered Ships and 60 minutes or less for the ADMIRAL WILLIAM M. CALLAGHAN.

MTMCR 56-69

(4) There will be no billings to MSC for any sailing where total charges are less than \$100, nor will any single bill be rendered for less than \$100.

(5) MSC will not reject any bills for which the exceptions total less than \$100.

(6) MTMC bills to MSC will be paid as expeditiously as possible with the objective of not exceeding 60 days from time of receipt of valid and correct bills.

G. It is agreed and understood that this agreement:

(1) Is effective for billings services performed on and after the latest date listed below.

(2) Applies to MSC controlled ships at MTMC serviced ports.

(3) Will not be supplemented at any subordinate level.

(4) May not be cancelled or modified without prior approval of the Headquarters of both MTMC and MSC.

(5) Shall be reviewed annually by both parties prior to 1 August.

(6) May be amended only by mutual consent of Commander, Military Traffic Management Command and Commander, Military Sealift Command.

JOHN H. BRUEL
Major General, USA
Commanding

FOR: Military Traffic Management
Command

DATE: 4 February 1983

W. C. HAMM, JR.
Rear Admiral, U. S. Navy
Deputy

FOR: Military Sealift
Command

DATE: April 8, 1983

*(This is a retyped copy of the original document)

Responsibilities of MTMC in Connection
 With Loading and Discharging MSC Controlled Vessels
 (Including Miscellaneous Dues, Fees, and Charges)

1. Straight-time costs of stevedoring and terminal services including trimming, checking, securing, etc.
2. Overtime differential costs in stevedore and terminal operations when performed for the consideration of the MTMC Terminal.
3. Additional labor required in connection with the operation of ship's heavy lift gear.
4. Overtime differential costs incurred for the two-hour overtime period in the normal longshore workday on the Pacific Coast.
5. Spotting and trimming of booms.
6. Driving of winches.
7. Opening and closing of hatches.
8. All costs in connection with removal of pontoons, hatch covers and beams from ship to place of rest on the dock and return due to occupancy of deck space by previously loaded military cargo.
9. Dunnage.
10. Dunnaging cargo.
11. Stowing and securing of cargo to the satisfaction of ship's master (including catwalks, if required).
12. Restowing and resecuring previously accepted cargo which has broken loose due to adverse operating conditions such as heavy seas and accidents.
13. Sheathing, when not required by the terms of the contract to be furnished by the carrier.
14. Rerigging of ship's cargo handling gear during operation.
15. Heavy-lift equipment other than ship's gear when ordered by the Government for its own convenience.
16. Shore gear required to load or discharge; i.e., slings, nets, special bridles, conveyors, clam shells, dozers, scoops, etc.

Enclosure 1

MTMCR 56-69

17. Coopering when ship not responsible for damage.
18. Rigging of hatch tents. Blocks to be furnished and installed by the ship.
19. Vapor proof lights required to load or discharge special cargo.
20. Overtime for Customs, Agriculture, or Public Health Officers provided for the convenience of the cargo.
21. Fumigation required solely because of contaminated Government cargo.
22. Miscellaneous dues, fees, and charges for account of cargo services:
 - a. Drayage, storage, and warehousing.
 - b. Terminal tariff-handling charges according to the custom of the port.
 - c. Cargo surveyor fees.
 - d. Customs and other fees, dues and/or taxes chargeable to cargo.
 - e. Harbor and quay dues chargeable to cargo based on local tariffs.
 - f. Top wharfage assessable on cargo.
 - g. Tonnage assessment on cargo payable to the New York Shipping Association on behalf of the International Longshoremen's Association.
 - h. Transportation and travel time of stevedore personnel.
 - i. Documentation of cargo.
23. Repairing or replacing hatch boards, reefer plugs or grating damaged or missing as a result of cargo operations.
24. Standby for ships crew to rig heavy lift equipment.
25. Cleaning cargo holds/spaces from which cargo has been removed at MTMC serviced ports.
26. Cleaning and Removal of ammunition sheathing upon redelivery of a ship to the owner.

Responsibilities of MSC in Connection With
Cost of Accessorial and Other Miscellaneous Services

1. Utilities and other services required by the ship.
2. Pilotage.
3. Tug hire.
4. Preparing ship for cargo operations, to include:
 - a. Readyng ship for stevedoring in all respects prior to time of initial presentation on berth.
 - b. Sheathing to protect heating coils or other installed ship equipment.
 - c. Repairing or replacing hatch boards, reefer plugs or grating damaged or missing prior to the commencement of cargo operations.
5. Tallying of mail and/or security cargo by ship's personnel during loading and discharging.
6. Charge for overtime of Customs, Immigration Inspectors, and Public Health Officers incurred incident to embarking/debarking passengers and crews.
7. Dockage and berthage at commercial facilities.
8. Harbor and quay dues chargeable to ship at commercial facilities.
9. Maintenance of winches, ship's booms, and cargo running gear in operable condition.
10. Crew overtime incident to initial breakout/rigging of heavy-lift ship's gear.
11. Crew costs in connection with breasting out.
12. Providing and rigging spark arrestors and ventilator screening when required.
13. Crew costs in connection with shifting alongside or between piers.
14. Ballast, including handling costs.

Enclosure 2

MTICR 56-69

15. All ship's crew overtime and penalty wages except for members of the crew actually performing stevedoring.
16. Crew overtime in connection with security watch to include time during cargo operations.
17. Securing for sea including battening hatches.
18. Costs incident to the loading or discharging of nucleus ship's stores.
19. Noncargo related services ordered by and for the benefit of MSC on time and voyage charter ships.
20. Port handling costs, positioning, local drayage and stevedoring of loaded MSC controlled containers.
21. Procurement, maintenance, and inventory of lashing gear and special fittings.
22. Overtime differential costs in stevedore and terminal services when performed at the request of MSC for noncargo related services.
23. Line handling.
24. Fireboats, tugs, and pilots when required on a standby basis during ammunition, explosives, or other hazardous cargo handling operations.
25. Insuring that cargo holds/spaces from which cargo has been removed are cleaned when cargo is discharged at other than a MTIC controlled port. Funding for cleaning under these circumstances is a MSC responsibility.

Appendix C

INSTRUCTIONS FOR COMPLETION OF MT FORM 239-R

C-1. GENERAL

a. MT Form 239-R (figure 1) is designed for use by cargo checkers and documentation personnel at MTMC terminals using the Terms-On-Line System (TOLS). Cargo checkers will initiate this form whenever cargo arrives at a terminal without MILSTAMP advance transportation and movement data. Cargo documentation personnel will use the completed form to produce TOLS data required to facilitate operations and contractor payment. All entries on this form must be in ink, and except for the signature, must be printed legibly.

b. Whenever this form is initiated by a government contractor, the completed form must be verified for necessity and accuracy by a government representative who must certify by signature as provided below. Contractors will not be paid otherwise.

c. A separate section of the form is provided for use by the cargo documentation office responsible for keying data into TOLS. This section provides a worksheet for the formatting and coding of data.

C-2. CARGO CHECKERS

For each cargo shipment unit received without advance data, prepare an original and two copies of MT Form 239-R, as follows:

- a. Date. Insert cargo receipt date (Day-Month-Year).
- b. Control Number. Record the truck/rail permit number (taken from the expected receipt list-ERL) for export cargo. Record the vessel voyage end file number for import cargo.
- c. Location. Show the location of the cargo, i.e., warehouse location number, cargo bay designation, open storage location etc.
- d. Name of Checker. Print first initial and last name.
- e. The following items are completed using information available from cargo shipping labels, stenciled supply and address markings, etc., located on the cargo. Items of information requested on the form which are either nonapplicable or not available from the cargo are to be left blank.
 - (1) Transportation Control Number (TCN). Insert the TCN as marked on the cargo (use data blocks 30 through 46).
 - (2) Trailer/Container Number. If item of cargo is a trailer or container (CONEX, consolidated multi-wall, MILVAN, or SEAVAN), record the complete identification number including owner initials as appropriate. (Example: USL 1146278).
 - (3) Seal Number. If cargo has numbered seal(s) affixed, record the full serial number of each seal. (Example: CR 76507-1)

(4) POD. Insert the port of discharge using the 3-character MILSTAMP port designator code. (Use data blocks 24-26).

(5) Consignor. Write down the name and address of the shipping activity that initiated the shipment. Also record the 6-character DOD activity address code (data blocks 9-14), if available.

(6) Commodity Description. Record the nature of the cargo being shipped, including the complete NSN, if available. (If cargo is hazardous, item 15 must be completed).

(7) Type Pack. Write down the type of packaging used for shipment such as carton, pallet, drum, bundle, loose, etc.).

(8) Consignee. Record the address identification of the final destination of the cargo. Also record the 6-character DOD activity address code (data blocks 47-52).

(9) Pieces/Weight/Cube. Record the total number of pieces contained in the shipment unit, the total weight in pounds, and the total cubic feet rounded to the nearest whole cubic foot.

(10) PRI. Record the shipping priority of the cargo (data block 83).

(11) RDD. Record the required delivery date of the cargo (blocks 84-86).

(12) TAC. Record the transportation account code, if available (blocks 64-67). Do not assign a TAC unless it is available in the accompanying documentation.

(13) Outsize Dimension. For cargo having any dimension in excess of 10 feet, show the length, width, and height in inches (example: 148L x 36W x 20H). For military vehicles, also include the USA number (i.e. USA 6635007).

(14) HHG/BAG. For household goods or baggage shipments, show member's name, rank, and social security number. For Code 5 household goods shipments, also record the name of the overseas agent.

(15) Hazardous. For shipments of hazardous cargo, write down the complete proper shipping name.

(16) SCAC. Insert Standard Carrier Alpha Code (SCAC) if shipment is Code 5 household goods.

(17) GBL. Insert Government Bill of Lading number.

(18) Name of vendor. Record name of vendor when known.

C-3. GOVERNMENT REPRESENTATIVES

Government representatives working with contractors will review this form when completed by the contractor, verifying its necessity and the correctness of items 1, 2, 3, 6, 7, 9 and 15. The government representative signature in the "Certified by" block will indicate that this verification was completed.

C-4. CARGO DOCUMENTATION PERSONNEL

Using the data in items 1 through 18, and upon verification of the signature in the "Certified by" block, complete the required coding in the section of the form identified for use by the cargo documentation office and any coded blocks unable to be completed by the checker.

C-5. DISTRIBUTION

- a. Original to cargo documentation office.
- b. One copy affixed to cargo.
- c. One copy for contractor's use.

Appendix D

VESSEL MANIFESTS, DANGEROUS CARGO MANIFESTS,
AND SHIPPING PAPERS

D-1. PURPOSE

This appendix provides procedures for documenting hazardous material transported via surface modes. It supplements DOD 4500.32R, MILSTAMP, Title 49, Code of Federal Regulations (CFR), and the International Maritime Dangerous Goods Code (IMDG Code).

D-2. GENERAL

a. Terminals will prepare vessel and dangerous cargo manifests when loading commercial or Military Sealift Command (MSC) controlled vessels at common user water terminals. Such manifests are not required for commercial ships engaged in common carriage and loaded at commercial piers.

b. MT Form 192-R (Dangerous Cargo Manifest) and MT Form 225-R (Dangerous Cargo Load Lists) will be certified as required by Title 49 CFR and the IMDG Code. Instructions to complete these forms are listed below. MT Forms 191-R, 192-R, and 225-R may be locally reproduced.

c. Shipping papers will be prepared whenever hazardous material is shipped via land transportation.

d. Dangerous Cargo Load Lists may be automated provided all data elements and sequencing requirements of the 49 CFR and the IMDG Code are met.

e. All variances or deviations from the instructions contained in this appendix will be reported as Miscellaneous Transportation Discrepancies in accordance with paragraph 5-2b(4), AR 55-38/NAVSUPINST 4610.33/AFR 75-18/MCO 4610.19/DLAR 4500.15.

D-3. VESSEL MANIFEST

a. A vessel manifest will be prepared and placed on board a vessel whenever cargo is loaded at common-user water terminals. The manifest will consist of a cover sheet (MT Form 192-R, fig. 1) and a listing of all general and hazardous cargo loaded.

b. The cargo listing will be either a MILSTAMP Ocean Manifest or an abbreviated form of manifest called vessel papers. The use of vessel papers does not preclude the requirement for preparation and distribution of the MILSTAMP Ocean Cargo Manifest at a later date. Vessel papers must identify:

- (1) Destination.
- (2) Transportation Control Number (TCN).
- (3) Community Code.
- (4) Type Pack Code.
- (5) Stow location.
- (6) Pieces, weight, and cube.

c. The original and two copies of the manifest will be provided to the vessel master or designee. Both the master (or designated representative) and the person supervising manifest preparation will indicate delivery of the specified number of copies to the vessel master by signing and dating all MT Form 192-R cover sheets. The fourth signed copy will become the terminal vessel register file copy.

D-4. DANGEROUS CARGO MANIFEST

a. A dangerous cargo manifest consisting of a cover sheet (MT Form 191-R, fig. 2) and one or more load lists (MT-Form 225-R, fig. 3) will be prepared in four sets (D-3c above) whenever hazardous materials are loaded onto vessels at common-user water terminals.

b. The persons preparing the MT Form 225-R will certify it by signing and dating in the certification section. The persons supervising manifest preparation will sign and date all MT Form 191-R cover sheets certifying the manifest correct to the best of their knowledge and belief.

c. Fig. 4 contains instructions for completing MT Form 225-R for water movement.

D-5. SHIPPING PAPER

a. A shipping paper consists of one or more MT Form 225-R or other transportation documents, such as a GBL or TCMD which meet 49 CFR requirements by documenting hazardous materials shipped via land transportation. DD Form 836, "Special Shipping Papers for Motor Vehicle Drivers" will be used as a shipping paper with emergency response information for all Government/MOV (military owned vehicles) vehicles transporting HAZMAT.

b. Shipping papers will be prepared whenever terminals stuff containers with hazardous material and ship them overland to commercial piers.

c. Fig 3a. provides detailed instructions for completing MT Form 225-R when used as a shipping paper. Three sets of shipping papers will be prepared and certified, the original for the truck driver and copies for the shipping and receiving activities.

d. The person preparing the shipping paper will certify it by signing and dating the certification statement on all copies.

D-6. CERTIFICATION

Terminal hazardous material certifications may be based on certifications prepared by the original shipper.

a. If no origin certification exists, the terminal will attempt to obtain enough information from the shipper or by physical examination to certify the shipment for onward transportation.

b. If the above effort fails to produce sufficient information for certification, the shipment will be frustrated and the responsible shipper service representative notified for disposition instructions.

D-7. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION

a. Additional HAZMAT Forms for Surface Shipment by Water.

(1) A container packing certificate or vehicle packing declaration will be provided for each unit by the packer of the unit containing HAZMAT IAW IMDG requirements, Paragraph 12.3.7 and 17.7.7. Unit packers must certify that the following provisions have been properly carried out. An example of form is provided in figure D-4.

- (a) The vehicle or container was clean, dry, and apparently fit to receive the goods.
- (b) If the consignments include goods of Class 1, except Division 1.4, the vehicle or container is structurally serviceable and meet all requirements outlined in the Class introduction section of the IMDG.
- (c) No incompatible goods have been packed into the vehicle or container, unless approved by Competent Authority Approval.
- (d) All packages have been properly packed in the vehicle or container and secured.
- (e) When hazardous goods are transported in bulk packagings, the cargo has been evenly distributed in the vehicle or container.
- (f) The vehicle or container and packages therein are properly marked, labeled, and placarded.
- (g) When solid carbon dioxide (dry ice) is used for cooling purposes, the vehicle or container is externally marked or labeled with the words: "Dangerous CO₂ - Gas (Dry Ice) inside, ventilate thoroughly before entering".
- (h) That a dangerous goods declaration has been received for each dangerous (HAZMAT) goods consignment loaded in the vehicle or freight container.
- (i) Each ship carrying dangerous goods shall have a special list or manifest listing the dangerous goods on board and the location of those dangerous goods (HAZMAT).
- (j) A detailed stowage plan, which identifies by class and sets out the location of all HAZMAT goods on board, may be used in place of a special list or manifest.
- (k) A copy of one of these documents shall be made available to the port state authority.

(l) The following statement on a separate sheet of paper will be used as the container certification or vehicle declaration: "THIS IS TO CERTIFY THAT THE CARGO INSIDE THIS UNIT (VEHICLE OR CONTAINER NO. ____) HAS BEEN PROPERLY PACKED AND SECURED, AND THAT ALL APPLICABLE TRANSPORT REQUIREMENTS HAVE BEEN MET IN ACCORDANCE WITH THE PROVISIONS OF 12.3.7 (CONTAINER) OR 17.7.7 (VEHICLE), AS APPLICABLE, OF THE GENERAL INTRODUCTION TO THE IMDG CODE."

(m) Prior to packing the container and signing the above unit packing certification, the person packing the unit must have a properly prepared shipping document for each consignment to be packed, with a "Certification or Declaration that the shipment offered for carriage is properly packaged, marked, labelled, and placarded, as appropriate, and in proper condition for carriage".

(n) Where there is due cause to suspect that the freight container or road vehicle in which the HAZMAT goods are packed is not in compliance with the requirements or where a container packing certification or vehicle packing declaration is not available, the freight container or vehicle shall not be accepted for shipment.

b. DOT Exemptions:

(1) DOD has been granted a number of exemptions from certain provisions of the Department of Transportation Hazardous Material Regulations. If used a copy of that exemption must be attached to shipping paper. Listed below are the only DOT exemptions authorized for vessel movements:

(a) DOT-E 7280: Authorizes DOD to ship, on MSC controlled vessels, fueled vehicles such as fixed wing aircraft and helicopters with the fuel tanks not more than three-quarters full, and permits the transport of these vehicles with battery cables connected if the holds or compartments of the transporting vessels are mechanically ventilated.

(b) DOT-E 11274: Authorizes the transportation of personally-owned fire extinguisher bottles in privately owned vehicles shipped under military or civilian permanent change of station orders aboard cargo vessels, as not subject to the requirements for documentation, marking, and that each extinguisher must be shipped in the trunk or mounted in a secured rack.

(c) DOT-E 6999: Authorizes certain stowage deviations in the transportation of military explosives by vessel.

(d) DOT-E 7255: Authorizes simultaneous loading of two holds within the same hatch when handling military explosives.

(e) DOT-E 7536: Authorizes an increase to the maximum allowable draft weights for five and ten ton rated booms for shipment of military explosives.

(f) DOT-E 7548: Authorizes the stowage of explosives on deck of vessel, over the square of the hatch.

(g) DOT-E 11072: Authorizes the transportation of explosives materials containing white phosphorus of Class 1, Compatibility Group H, stored in shipborne steel barges instead of steel portable magazines or freight containers.

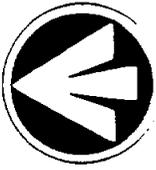
(h) DOT-E 11121: Authorizes the transportation of certain hazardous materials on board cargo vessels operated under the U.S. Marine Corps Maritime Prepositioning Force (MPF) program and Military Sealift Command charter utilizing alternative stowage and segregation provision to those specified in 49 CFR Part 176.

3. Export - Foreign Military Sales (FMS). A shipment request will be submitted to JMTCA for Delivery Term Code (DTC) 6, 7, and 9. The JMTCA will also process shipment requests for DTC 8, customer country-controlled carriers at DOD controlled ports. The DOD component NICP, retail activities, and TOs will submit shipment request data. The JMTCA will submit these requirements on a planned ocean vessel message and issue a shipping message to all concerned. This message will be provided to MTMC which will issue an ETR to the TOs and the JMTCA. The in-port cargo date(s) will be coordinated among the JMTCA, MTMC, freight forwarder(s), the SPOE, TOs, and DOD components NICPs.

4. Competent Authority Approval (CAA) A CAA is a written approval that states that the Competent Authority has reviewed the explosive classification or HAZMAT packaging; that it meets the UN standards; and that it is approved for transportation. HAZMAT packaging CAA is required when the UN standards; or Title 49 CFR specifies the packaging must be in accordance with the shipper's national competent authority, when the package of materials exceeds the non-bulk packaging criteria, or when the packaging conflicts with the prescribed packaging of the modal regulations. The Department of Transportation (DOT) is the only recognized Competent Authority for the United States. Whenever a DOT exemption or CAA

is used, the shipping papers must be annotated with the DOT exemption and/or CAA number applied. Additional information/instructions provided by CAA will be complied with and a copy must be attached with the shipping papers. The two types of CAAs are:

- a. Explosive Hazard Classification.
- b. HAZMAT Packaging.



MTMC

VESSEL MANIFEST

(MTMC REG 56-67)

19

I CERTIFY THAT the cargo listed on this Vessel Manifest, which consists of _____ pages, was documented and stowed on board the vessel identified herein and that three copies of the finalized VESSEL MANIFEST were furnished the master prior to the sailing of the vessel.

(Signature)

(Name and Rank)

(Official Title)

19

The cargo described in this VESSEL MANIFEST was stowed on board this vessel, at the terminal named herein and I have been furnished three copies of the finalized list prior to sailing.

(Signature)

(Name and Rank)

(Official Title)

FORM 192-R

3 APR 80

MT

EDITION OF 1 SEP 78 IS OBSOLETE.

Figure 1

(Actual Size 8 1/2 : 14)

VESSEL

VOYAGE NUMBER

OFFICIAL NUMBER

INT'L RADIO CALL SIGN

REGISTRY (NATIONALITY)

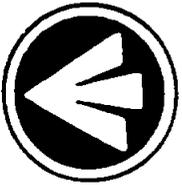
TERMINAL

BERTH

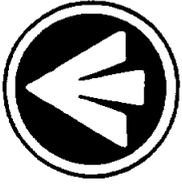
CITY

STATE





MTMC



DANGEROUS CARGO MANIFEST

(IMTC REG 58-59)

19

This is to certify to the best of my knowledge and belief, that the materials named in this Dangerous Cargo Manifest are properly classified, packaged, described, marked, labeled, and in proper condition for transporting according to the applicable regulations of the Department of Transportation, and meet the requirements of the International Convention for Safety of Life at Sea, 1960. It is further certified that the articles named in this Dangerous Cargo Manifest have been stowed aboard the vessel by the terminal in accordance with such requirements.

(Signature)

(Name and Rank)

(Official Title)

19

I acknowledge the accuracy of this Dangerous Cargo Manifest consisting of this cover sheet and _____ pages of Dangerous Cargo Load Lists in accordance with 49 CFR 176.30(c). I further acknowledge that I have received three (3) copies of this finalized Dangerous Cargo Manifest.

(Signature)

(Name and Rank)

(Official Title)

MT FORM 181-R
3 APR 60

EDITION OF JUL 67 IS OBSOLETE.

VESSEL

VOYAGE NUMBER

OFFICIAL NUMBER

INT'L RADIO CALL SIGN

REGISTRY (NATIONALITY)

TERMINAL

BERTH

CITY

STATE

1 EMERGENCY RESPONSE NUMBERS: DLA - GEN HAZMAT 1-800-851-8061 AOC - AMMO/EXPLOSIVES (703) 697-0218/0219		DANGEROUS CARGO LOAD LIST (Prescribing Directive is MTMC REG 56-69)				2 PAGE _____ OF _____ PAGES
3 FROM (Name/address of Agency, include ZIP)		4 VESSEL NAME, NUMBER, REGISTRY, JRCS		5 VOYAGE NUMBER		7 TOTAL NET EXPL WT KGS (LBS)
11. TRANSITATION CONTROL NUMBER		12. STOW/LOCATION		8 POE	9 POD	10 PREPARED IN ACCORDANCE WITH 49 CFR <input type="checkbox"/> IMDGC <input type="checkbox"/>
11.a. TRANSITATION CONTROL NUMBER		12.a. STOW/LOCATION		14.a. HAZ CLASS	15.a. UN NBR	16.a. PKG GRP
11.b. TRANSITATION CONTROL NUMBER		12.b. STOW/LOCATION		14.b. HAZ CLASS	15.b. UN NBR	16.b. PKG GRP
11.c. TRANSITATION CONTROL NUMBER		12.c. STOW/LOCATION		14.c. HAZ CLASS	15.c. UN NBR	16.c. PKG GRP
11.d. TRANSITATION CONTROL NUMBER		12.d. STOW/LOCATION		14.d. HAZ CLASS	15.d. UN NBR	16.d. PKG GRP
23 a I HEREBY DECLARE THE CONTENTS OF THIS CONSIGNMENT ARE FULLY AND ACCURATELY DESCRIBED ABOVE BY PROPER SHIPPING NAME, ARE CLASSIFIED, PACKED, MARKED/LABELED, AND ARE IN ALL RESPECTS IN PROPER CONDITION FOR TRANSPORT BY WATER ACCORDING TO APPLICABLE INTERNATIONAL AND NATIONAL GOVT REGS		23 b NAME AND TITLE (Print or Type)		23 d REMARKS		
24 a THIS IS TO CERTIFY THAT THE CARGO INSIDE THIS UNIT (VEHICLE OR CONTAINER NUMBER _____) HAS BEEN PROPERLY PACKED AND SECURED, AND THAT ALL APPLICABLE TRANSPORT REQUIREMENTS HAVE BEEN MET IN ACCORDANCE WITH THE PROVISIONS OF 12.3.7 (CONTAINER) OR 17.7 (VEHICLE), AS APPLICABLE, OF THE GENERAL INTRODUCTION TO THE IMDG CODE		23 c SIGNATURE		24 d REMARKS		
		DATE				
		DATE				

PREVIOUS EDITION OF APR 89 IS OBSOLETE

OVER- OCEAN SHIPMENTS

Instructions for Preparing MT Form 225-R
(Dangerous Cargo Load List)

Block 1 - Emergency Response Numbers.

Block 2 - Enter appropriate page.

Block 3 - Enter name and complete address of loading terminal.

Block 4 - Enter name of vessel, official number and country of registry (nationality) on which cargo is loaded. If there is no official number, enter international radio call sign.

Block 5 - Enter MTMC voyage document number.

Block 6 - Enter SEAVAN/MILVAN container number, if applicable.

Block 7 - Enter total net explosive weight in KG (LBS).

Block 8 - Enter port of embarkation.(POE) in code.

Block 9 - Enter port of discharge (POD) in code.

Block 10 - Prepared in accordance with 49 CFR, IMDG Code. check appropriate box.

Block 11.a. - Enter TCN of the shipment unit.

Block 12.a. - Stow location.

Block 13.a. - ENTER PROPER SHIPPING NAME (PSN). To find the PSN, use the following sources IN THE SEQUENCE INDICATED: (Reportable Quantity (RQ), Waste, Marine Pollutant, if applicable).

a. Table at 49 CFR 172.101, col 2.

b. IMDG Code.

OVERLAND SHIPMENTS

Instructions for Preparing MT Form 225-R (Dangerous Cargo Load List)

- Block 1 - Enter name and complete address of loading activity.
- Block 2 - Enter appropriate page.
- Block 3 - Enter name of vessel on which cargo is to be loaded (if applicable). Otherwise leave blank.
- Block 4 - Enter MTMC voyage document number (if applicable). Otherwise leave blank.
- Block 5 - Enter SEAVAN/MILVAN container number, if applicable.
- Block 6 - Enter port of embarkation (POE) in code (if applicable). Otherwise leave blank.
- Block 7 - Enter overland destination in the clear if not a POE.
- Block 8 - Check appropriate box.
- Block 9 - Enter TCN of the shipment unit.
- Block 10 - Enter the PSN from table at 49 CFR 172.101, col 2.
- Block 11 - Enter DOT hazard class from table at 49 CFR 172.101, col 3.
- Block 12 - Enter UN/NA number as appropriate from table at 49 CFR 172.101, col 4.
- Block 13 - Leave blank.
- Block 14 - Indicate type of packages such as barrels, drums, cylinders, or boxes, etc. Do not show overpack such as pallet or freight container. For gases and liquids, indicate volume in container (in gallons, liters, etc.).
- Block 15 - Enter flash point, if applicable.

Block 16 - Enter DOD explosives EX number

Block 17 - Enter specific number of packages for this TCN including those in a freight container or on a pallet.

Block 18 - Enter gross weight of all packages for this TCN, e.g., if shipment consists of 10 boxes each weighing 100 LBS, then gross weight of 1000 LBS is put in this block.

Block 19 - Enter total cube of shipment for this TCN.

Block 20 - Leave blank.

Block 21 - Enter remarks as appropriate or required and/or DODIC.

Block 22 - To be signed and dated by person preparing this form.

Block 23 - Remarks/local requirements

APPENDIX E

INDEPENDENT GOVERNMENT COST ESTIMATE
MANHOOR RATES
(SAMPLE)

SCHEDULE/ITEMS	WAGE	FRINGES	INDLBR				G&A	PROFIT	TOTAL RATE
			TAXES	INSUR	OVHD				
% of wage	N/A	N/A	11.35%	34.44%	17%	10%	5%	N/A	

SCH 11 - EXTRA LABOR

1 Header	\$18.00	\$6.96	\$2.04	\$6.20	\$3.06	\$1.80	\$0.90	\$38.96
2 Deckmen/gangmen*	\$17.10	\$6.96	\$1.94	\$5.89	\$2.91	\$1.71	\$0.86	\$37.37
3 Drivers	\$17.25	\$6.96	\$1.96	\$5.95	\$2.93	\$1.73	\$0.86	\$37.64
4 Checker	\$17.10	\$6.96	\$1.94	\$1.75	\$2.91	\$1.71	\$0.86	\$33.23
5 Chief clk/tkpr	\$18.00	\$6.96	\$2.04	\$1.84	\$3.06	\$1.80	\$0.90	\$34.60

SCH 111 - DETENTION/MINIMUM TIME

1 Header	\$18.00	\$6.96	\$2.04	\$6.20	N/A	N/A	N/A	\$33.20
2 Deckmen/gangmen*	\$17.10	\$6.96	\$1.94	\$5.89	N/A	N/A	N/A	\$31.89
3 Drivers	\$17.25	\$6.96	\$1.96	\$5.95	N/A	N/A	N/A	\$32.12
4 Checker	\$17.10	\$6.96	\$1.94	\$1.75	N/A	N/A	N/A	\$27.75
5 Chief clk/tkpr	\$18.00	\$6.96	\$2.04	\$1.84	N/A	N/A	N/A	\$28.84

SCH 1VA - REGULAR OVERTIME DIFFERENTIAL

1 Header	\$9.00	N/A	\$1.02	\$3.10	N/A	N/A	N/A	\$13.12
2 Deckmen/gangmen*	\$8.55	N/A	\$0.97	\$2.95	N/A	N/A	N/A	\$12.47
3 Drivers	\$8.63	N/A	\$0.98	\$2.97	N/A	N/A	N/A	\$12.58
4 Checker	\$8.55	N/A	\$0.97	\$0.87	N/A	N/A	N/A	\$10.39
5 Chief clk/tkpr	\$9.00	N/A	\$1.02	\$0.92	N/A	N/A	N/A	\$10.94

SCH 1VB - PREMIUM OVERTIME DIFFERENTIAL

1 Header	\$18.00	N/A	\$2.04	\$6.20	N/A	N/A	N/A	\$26.24
2 Deckmen/gangmen*	\$17.10	N/A	\$1.94	\$5.89	N/A	N/A	N/A	\$24.93
3 Drivers	\$17.25	N/A	\$1.96	\$5.95	N/A	N/A	N/A	\$25.16
4 Checker	\$17.10	N/A	\$1.94	\$1.75	N/A	N/A	N/A	\$20.79
5 Chief clk/tkpr	\$18.00	N/A	\$2.04	\$1.84	N/A	N/A	N/A	\$21.88

*CATEGORY INCLUDES LABOR WITH DIFFERENT WAGES. A WEIGHTED AVERAGE IS DEVELOPED ON THE RATIO OF ONE TYPE TO THE OTHER. IN THIS CASE, THE GANG DEVELOPMENT INDICATES THAT 50% OF THESE MEN ARE DECKMEN AND 50% ARE GANGMEN. THEREFORE:

DECKMEN: $\$17.20 \times 50\% = \8.60

GANGMEN: $\$17.00 \times 50\% = \underline{\$8.50}$

WEIGHTED AVERAGE WAGE: $\$17.10$

INDEPENDENT GOVERNMENT COST ESTIMATE
 GANG COST
 (SAMPLE)

GANG COMPOSITION & FRINGES

	Rate/HR	Gang #1 Vessel LO/LO		Gang #2 Vessel (LOLO) Item 47		Gang #3 Rail Discharge RO/RO	
		Men	Cost	Men	Cost	Men	Cost
Longshoremen:							
Header	\$18.00	1.00	\$ 18.00	1.50	\$ 27.00	1.50	\$ 27.00
Deckmen	\$17.50	1.00	\$ 17.50	3.50	\$ 61.25	0.00	0.00
Drivers	\$17.25	4.00	\$ 69.00	4.00	\$ 69.00	4.00	\$ 69.00
Gangmen	\$17.00	8.00	\$136.00	10.50	\$178.50	0.00	\$ 0.00
Checker	\$17.10	1.00	\$ 17.10	1.00	\$ 17.10	1.00	\$ 17.10
Chief CCK/Tkpr	\$18.00	0.00	\$ 0.00	1.00	\$ 18.00	0.00	\$ 0.00
Subtotal Labor:		15.00	\$257.60	21.50	\$370.85	6.50	\$113.10
Fringes	\$ 6.96	15.00	\$104.40	21.50	\$149.64	6.50	\$ 45.24

TAXES	% WAGE	GANG HR COST		GANG HR COST		GANG HR COST	
		COST	COST	COST	COST	COST	COST
FICA	7.05%	\$257.60	\$ 18.16	\$370.85	\$ 26.14	\$113.10	\$ 7.97
SUTA	3.50%	\$257.60	\$ 9.02	\$370.85	\$ 12.98	\$113.10	\$ 3.96
FUTA	0.80%	\$257.60	\$ 2.06	\$370.85	\$ 2.97	\$113.10	\$ 0.90
INSURANCE							
Workmen's Compensation							
Longshoremen	29.47%	\$240.50	\$ 70.88	\$335.75	\$ 98.95	\$ 96.00	\$ 28.29
Clks/Checkers	5.23%	\$ 17.10	\$ 0.89	\$ 35.10	\$ 1.84	\$ 17.10	\$ 0.89
PLPD	5.00%	\$257.60	\$ 12.88	\$370.85	\$ 18.54	\$113.10	\$ 5.66
INDIR LABOR/OHD	17.00%	\$257.60	\$ 43.79	\$370.85	\$ 63.04	\$113.10	\$ 19.23
GEAR/EQUIPMENT	26.00%	\$257.60	\$ 66.98	\$370.85	\$ 96.42	\$113.10	\$ 29.41
G&A	10.00%	\$257.60	\$ 25.76	\$370.85	\$ 37.09	\$113.10	\$ 11.31
PROFIT	5.00%	\$257.60	\$ 12.88	\$370.85	\$ 18.54	\$113.10	\$ 5.66
TOTAL GANG COST			\$625.30		\$897.00		\$271.62

INDEPENDENT GOVERNMENT COST ESTIMATE
 SCHEDULE OF RATES
 (SAMPLE)

SCHEDULE	ITEM	EST QTY	PRODUCTIVITY	GANG HOURS	GANG QTY	GANG HR COST	UNIT PRICE	TOTAL PRICE*
1A1/1A2	20	500	50.0	10.0	1	\$625.30	\$12.51	\$ 6,255.00
(SHIP LOAD/	40	59,000	100.0	590.0	1	\$625.30	\$ 6.25	\$368,750.00
DISCHARGE)	47A/D	11,500	100.0	115.0	2	\$897.00	\$ 8.97	\$103,155.00
	47C/D	3,500	175.0	20.0	2	\$897.00	\$ 5.13	\$ 17,955.00
	50	3,200	26.0	123.1	1	\$625.30	\$24.05	\$ 76,960.00
	60/61	49,000	170.0	288.2	1	\$625.30	\$ 3.68	\$180,320.00
TOTAL 1A1/1A2								<u>\$753,395.00</u>
1A3/1A4	20	10	50.0	0.2	3	\$271.62	\$ 5.43	\$ 54.30
(RAIL LOAD/	40	5,600	45.0	124.4	3	\$271.62	\$ 6.04	\$ 33,824.00
DISCHARGE)	47A/B	1,800	70.0	25.7	3	\$271.62	\$ 3.88	\$ 6,984.00
	47C/D	7,300	100.0	73.0	3	\$271.62	\$ 2.72	\$ 19,856.00
	50	100	27.0	3.7	3	\$271.62	\$10.06	\$ 1,006.00
	60/61	16,000	77.0	207.8	3	\$271.62	\$ 3.53	\$ 56,480.00
TOTAL 1A3/1A4								<u>\$118,204.30</u>
SCHEDULE II	1	40	N/A	N/A	N/A	N/A	\$38.96	\$ 1,558.40
	2	400	N/A	N/A	N/A	N/A	\$37.37	\$ 14,948.00
	3	60	N/A	N/A	N/A	N/A	\$37.64	\$ 2,258.40
	4	30	N/A	N/A	N/A	N/A	\$33.23	\$ 996.90
	5	30	N/A	N/A	N/A	N/A	\$34.60	\$ 1,038.00
TOTAL II								<u>\$ 20,799.70</u>
SCHEDULE III	1	60	N/A	N/A	N/A	N/A	\$33.20	\$ 1,992.00
	2	750	N/A	N/A	N/A	N/A	\$31.89	\$ 23,917.50
	3	230	N/A	N/A	N/A	N/A	\$32.12	\$ 7,387.60
	4	60	N/A	N/A	N/A	N/A	\$27.75	\$ 1,665.00
	5	30	N/A	N/A	N/A	N/A	\$28.84	\$ 865.20
TOTAL III								<u>\$ 35,827.30</u>
SCHEDULE IVA	1	40	N/A	N/A	N/A	N/A	\$13.12	\$ 524.80
	2	300	N/A	N/A	N/A	N/A	\$12.47	\$ 3,741.00
	3	40	N/A	N/A	N/A	N/A	\$12.58	\$ 503.20
	4	20	N/A	N/A	N/A	N/A	\$10.59	\$ 207.80
	5	20	N/A	N/A	N/A	N/A	\$10.94	\$ 218.80
TOTAL IVA								<u>\$ 5,195.60</u>
SCHEDULE IVB	1	15	N/A	N/A	N/A	N/A	\$26.24	\$ 393.60
	2	50	N/A	N/A	N/A	N/A	\$24.93	\$ 1,246.50
	3	15	N/A	N/A	N/A	N/A	\$25.16	\$ 377.40
	4	10	N/A	N/A	N/A	N/A	\$20.78	\$ 207.90
	5	10	N/A	N/A	N/A	N/A	\$21.88	\$ 218.80
TOTAL IVB								<u>\$ 2,444.20</u>
TOTAL GOVERNMENT ESTIMATE								<u>\$935,866.10</u>

*TOTAL PRICE = ESTIMATED QUANTITY X UNIT PRICE



Appendix F

UEL Preparation Instructions

1. Header data

- a. Block 1 - Date: Date UEL prepared.
- b. Block 2 - Page: Sequentially number each form and include the total number of pages in the set.
- c. Block 3 - UIC: The lowest level of a unit's Unit Identification Code (i.e., company, separate detachment, etc.). If the TCN structure (Block 9) is to contain a UIC instead of a ULN (as authorized in MILSTAMP 4500.32R) then put the UIC into col 2-8 below and change Block 9 to read "UIC" vice "ULN." If the UIC is used, it should be left justified (beginning in col 2). Add zeros as necessary to make seven digits.
- d. Block 4 - Unit: Enter the unit's in-the-clear designation (e.g. HHC 4th Engineer Battalion.)
- e. Block 5 - Installation: Enter the location from which the equipment will be deploying.
- f. Block 6 - Vessel: Leave Blank. For MTMC use only.
- g. Block 7 - Remarks: Remarks.

2. Columns

- a. Block 8 - Service Code: A=Army, F=Air Force, N=Navy, M=Marines
(Col 1)
- b. Block 9 - ULN: Enter Unit Line Number from JDS. If ULN not used for TCN construction (see instructions for block 3) insert in block 3 and change block 3 heading to "ULN" vice "UIC." If no ULN available, leave block 3 blank. Block 9 must always contain either a ULN or UIC. (Col 2-8)
- c. Block 10 - Service Optional: Any two Alpha/numeric characters may be entered. (Col 9-10)
- d. Block 11 - Shipment Unit Number: A number assigned by the unit to ensure that each shipment increment has its own line number. There should be a separate shipment unit number for each shipping increment belonging to the same ULN. (Col 11-14) For example:

Block 9 (ULN)

Block 11 (Shipment Unit Number)

1234560
 1234560
 1234560
 6543210
 6543210

0001
 0002
 0003
 0001
 0002

e. Block 12 - Suffix: Will always be OXX (zero,XX) (Col 15-17)

f. Block 13 - Nomenclature/Description: Enter a detailed description of the item in this field (e.g. MILVAN w/chassis, or M35 2 1/2T Cargo Truck.) (Col 18-42)

g. Block 14 - Model: Enter the model number of the equipment. For example: M35A2 for a 2 1/2 Ton Truck. This entry should be left justified - begin with column 43. If the model number has less than six positions, leave the remaining spaces blank. Col 43-48)

h. Block 15 - Water Commodity Code: Enter the code that best matches the item from enclosure 2. (Col 49-53)

i. Block 16 - Type Pack: Enter the code that best matches the item from enclosure 3. (Col 54-55)

j. Block 17 - Length: Enter the total length of the item in inches. Each entry must be right justified - the last figure must appear in column 58. Precede the entry with zeroes if less than three digits. (Col 56-58)

k. Block 18 - Width: Enter the total width of the item in inches. Each entry must be right justified - the last figure must appear in column 61. Precede the entry with zeroes if less than three digits. (Col 59-61)

l. Block 19 - Height: Enter the total height of the item in inches. Each entry must be right justified - the last figure must appear in column 64. Precede the entry with zeroes if less than three digits. (Col 62-64)

m. Block 20 - Weight: Enter the total weight of the item to include secondary loads, in pounds, rounded to the nearest pound. Entry must be right justified - the last figure must appear in column 69. Precede the entry with zeros if it is less than six digits. (Col 65-70)

n. Block 21 - Cube: Enter the total cubic measurement of the item expressed in cubic feet, rounded to the nearest cubic foot. Entry must be right justified - the last figure must appear in column 75. Precede the entry with zeroes if it is less than 5 digits. (Cube calculation: length x width x height in inches, divided by 1728 = cubic feet. (Col 71-75)

o. Block 22 - Mode: Enter the method of transportation to the SPOE. (R = RAIL, T = COMMERCIAL TRUCK, A = AIR, O = ORGANIC CONVOY OR MILITARY TRUCK)

(Note: A separate line number is not required for pieces of equipment moved as a secondary load on a unit vehicle.) (Col 76)

p. Block 23 - Transaction Code: Enter "A" (add) for all entries when submitting the initial UEL. When updating a previously submitted UEL, use code "A" only when adding a new requirement to the initial UEL. Enter "C" (change) when data for a previously submitted UEL entry must be changed. This is accomplished by entering the TCN to be changed, and filling in only those blocks to be changed. Enter "D" (delete) when deleting an entry from a previously submitted UEL. Enter the TCN and the code "D" in column 77 only. All other blocks should be left blank. (Col 77)

3. It is important that entries on the UEL form be legible. Special attention should be paid to letters and numbers that can be easily confused. Some examples are the number "2" and the letter "z," the number "5" and the letters "s" and "z," the number "6" and the letter "G." To avoid confusion, slash all zeros (0) and "Zs." Be sure to print clearly and dark enough to read. Errors in the UEL will delay processing in the port area until they can be resolved, systems updated, and documentation corrected.

WATER COMMODITY CODES

Water commodity codes are extracted from DOD 4500.32R, MILSTAMP, as a convenience. These codes are used when filling columns 48-52 of the MT Form 375R. Particular attention must be given to the reporting of hazardous cargo. The code entered in column 51 reflects the existence of hazardous cargo.

Columns 48-50 Enter the following three digit code corresponding closest to the particular item to be deployed:

<u>Description</u>	<u>Code</u>
<u>Vehicles:</u>	
Combat tanks.....	864
Military tracked vehicles (except tanks).....	876
Construction vehicles.....	885
Material Handling Equipment (MHE).....	891
Vehicles, trailers, semi-trailers <u>not</u> exceeding 2 1/2 ton capacity.....	892
Vehicles, trailers, semi-trailers <u>exceeding</u> 2 1/2 ton capacity.....	893
Vehicles not otherwise specified (N.O.S.).....	894
<u>Aircraft:</u>	900
<u>Boats:</u>	810
<u>Artillery:</u>	
Tracked.....	813
Wheeled.....	816

Break Bulk and Cargo Transporters (MILVANS, CONEXes, crates, boxes)

Note: Cargo transporters should be coded according to the commodity they are carrying:

Subsistence.....	500
General cargo not otherwise specified (N.O.S.).....	700
Parachutes.....	722
Radio parts and equipment.....	723
Small arms ammunition.....	690
Weapons.....	681
Vehicle parts.....	586
Machinery not otherwise specified (N.O.S.).....	591
Plywood.....	560
CONEX (empty).....	690
MILVAN (empty).....	693

Column 51: The following one-digit codes are to be entered to indicate hazardous or dangerous items. If cargo is not hazardous or dangerous, enter "Z."

Explosives, Class C.....	F
Explosives, Class B.....	J
Explosives, Class A.....	I
Nonflammable compressed gas.....	G
Oxygen.....	Y
Flammable compressed gas.....	O
Poison.....	P
Flammable liquids.....	R
Combustible liquids.....	U
Corrosives.....	W
Flammable solids.....	X
Non-hazardous/dangerous.....	Z

Column 52:

- If item is classified, enter "2."
- If item is classified and sensitive, enter "3."
- If item is sensitive, enter "4."
- For all other items, enter "9."

TYPE PACK CODES

The following codes are to be used in columns 53-54 of MT Form 375R. Enter the code corresponding closest to the equipment being deployed.

Vehicle, self propelled.....	VO
Vehicle, not self propelled.....	VE
Crate.....	CR
Drum.....	DR
Cylinder.....	CY
Loose, not packaged.....	LS
Piece.....	PC
Palletized.....	PT
Skid.....	SD
CONEX.....	XO
MILVAN (except on chassis).....	YC
MILVAN on chassis.....	VE
<u>Empty</u> MILVAN.....	YZ
Commercial seavan.....	AC

Codes for items not indicated in the above lists can be found in appendix B of MILSTAMP DOD 4500.32-R.

UNIT EQUIPMENT LIST (ATMC Regulation 56-69)												1. DATE		2. PAGE		OF																																																							
3. UIC												4. UNIT												5. NAME OF VESSEL												6. NAME OF INSTALLATION												7. REMARKS																							
TCN												MANUFACTURER OF EQUIPMENT												SERIAL												DATE												COMP CODE												CLASS											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50																						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50																						

AT Form 378-R, May 68



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, MILITARY TRAFFIC MANAGEMENT COMMAND
5611 Columbia Pike
Falls Church, VA 22041-5000



MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
HEADQUARTERS, MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC) AND
HEADQUARTERS, UNITED STATES MARINE CORPS (USMC)

SUBJECT: The USMC Deployments Through MTMC-Controlled, Common-User Water Terminals

1. Purpose. To outline the procedures by which USMC units flow through MTMC controlled, common-user water terminals.
2. References:
 - a. DOD 4500.32-R, MILSTAMP, Chapter 1, paragraph A 4.
 - b. DODD 5160.53, Single Manager Assignment for Military Traffic, Land Transportation, and Common-User Ocean Terminals.
 - c. ISA W28GPR-83105-021, between HQUSMC and HQMTMC.
 - d. MTMCR 56-69, Terminal Operations.
3. Problem. The complexity of deployment operations dictates the need for a clear understanding of the respective missions and responsibilities of MTMC and the USMC.
4. Scope. This agreement implements reference 2a and applies to MTMC and USMC activities when USMC units are deploying through MTMC-controlled, common-user water terminals. This agreement does not affect the separate and existing agreement concerning the Maritime Prepositioning of Ships (MPS) program.
5. Agreements:
 - a. Reference 2c is herewith rescinded.
 - b. Cargo documentation will be in Unit Equipment List (UEL) format and schedule as provided for in reference 2d, (atch 1) except as noted below. MTMC agrees to provide Logistics Applications of Automated Marking and Reading Symbols (LOGMARS) labels to USMC units for application on the equipment until the USMC has developed the capability to produce labels.
 - c. The exception to 5b above is that UEL documentation will not be required for US Navy amphibious ships being loaded at MTMC terminals by USMC personnel. However, to enable MTMC to plan staging requirements and to issue port call information, the USMC will provide consolidated information

concerning the total number of pieces and square footage, identification of hazardous or sensitive cargo, unit AUTODIN message addressees, and a central point of contact.

d. while deploying through the MTMC terminals, USMC forces will be responsive to the MTMC Terminal Commander and will comply with MTMC directives. Functional areas for which USMC units will be responsive to the MTMC terminal commander include safety, resource and space allocation, port security, cargo reception, and traffic control.

e. The USMC is responsible for the documentation and loading and unloading of US Navy amphibious ships in MTMC terminals. MTMC will provide port facilities, materials handling equipment (MHE), and contractual support as required, on a reimbursable basis. Load planning and loading discussions with the ship's Commanding Officer or his representative will be conducted by the USMC.

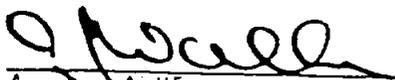
f. The USMC is responsible for stow planning assault shipping, i.e., ships in the Assault Echelon (AE) and in the Assault Follow-On Echelon (AFOE). MTMC is responsible for stow planning all other vessels.

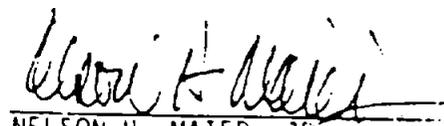
g. MTMC is responsible for the documentation and loading and unloading for all vessels (except 5e and 5f above) in MTMC terminals. MTMC will bill the USMC at the published billing rates. Discussions required with the ship's Master or Chief Mate will be coordinated with the USMC and conducted by MTMC.

h. To schedule port throughput and to reiterate applicable cargo handling directives, the MTMC Terminal Commander will issue a message "calling units forward" to the port. The USMC will provide the action and information addressees to MTMC for the "port call" message during deployment planning.

6. Implementation. This agreement is effective when signed by both parties and will be reviewed annually. This agreement will not be cancelled without prior consent of both parties.

Atch


A. J. FALKE
Colonel, USMC
Director, Logistics Plans, Policies
and Strategic Mobility Division,
by Direction of the Commandant of
the Marine Corps


NELSON H. MAIER, JR.
Colonel, GS
Chief of Staff
Military Traffic Management
Command

21 JUL 1990
Date

21 JUL 1990
Date

APPENDIX H
MILESTONE PLAN

**REQUIRED ACTIONS AND TIME FRAMES TO EFFECT S&RTS ACQUISITION PROCESS
(DAYS PRIOR TO CONTRACT START)**

Action	Begin	Days for Action	Complete
1. Area Command S&RTS Functional Manager notifies terminal of expiring services and provides milestones	340	5	335
2. Terminal prepares Requirement Package or determination to exercise option and forwards to Area Command	335	30	305
3. Area Command reviews/staffs Requirement Package or determination to exercise option and forwards: a. All S&RTS contracts that require stevedore service, to HQMTMC/MTAQ b. All RTS contracts not requiring stevedore services, to Area Command Acquisition Office	305	30	275
4. AQ staff review	275	61	214
5. RFP to industry	214	30	184
6. Pre-Proposal Conference	204		
7. AQ receives proposals/ begins evaluation	184	60	124
8. Negotiations conducted	117	5	112

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	Action	Begin	Days for Action	Complete
9.	AQ requests Best & Final Proposals	112	15	97
10.	Best & Final evaluation	97	67	30
11.	Contract award	30		
12.	Post Award Conference	20		
13.	Contract start	0		

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SCHEDULE OF RATES
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SCHEDULE OF RATES

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SCHEDULE OF RATES
(MILITARY OCEAN TERMINAL), (LOCATION)

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SECTION B - SCHEDULE OF RATES

The contractor will be paid in accordance with the commodity, man-hour, and equipment rental rates enumerated in the following schedules.

SCHEDULE IA1 - LOADING VESSELS

10	AIRCRAFT, WHOLE AIRCRAFT OR COMPLETE FUSELAGE, UNBOXED, WITH OR WITHOUT ENGINE	XXX	EA		
20	EXPLOSIVE CARGO AND CARGO PAYABLE AT THE EXPLOSIVE RATE				
a	ANY SINGLE UNIT OR CONTAINER LESS THAN 20 CUBIC FEET (INCLUDES PROJECTILES)	XXX	MT		
b	ANY SINGLE UNIT OR CONTAINER 20 CUBIC FEET TO AND INCLUDING 140 CUBIC FEET (EXCEPT AS PROVIDED FOR IN ITEM 20d)	XXX	MT		
c	ANY SINGLE UNIT OR CONTAINER MORE THAN 140 CUBIC FEET (EXCEPT AS PROVIDED FOR IN ITEM 20g)	XXX	MT		
d	HIGH DENSITY PACK UNIT (MEASURING 20 CUBIC FEET TO AND INCLUDING 45 CUBIC FEET WEIGHING NOR LESS THAN 1,200 POUNDS PER UNIT)				
(1)	BOMBS, PALLETIZED OR UNITIZED (EXCEPT AS PROVIDED FOR IN ITEM 20e)	XXX	MT		
(2)	ALL OTHER, INCLUDING 105mm USCG Class II-D AMMUNITION	XXX	MT		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA1 - (CON'T)					
e	BOMBS, PALLETIZED OR UNITIZED (1,000 LBS. PACKED 3 PER PALLET AND 2,000 LBS. PACKED 2 PER PALLET	XXX	MT		
f	GUIDED MISSILE COMPONENTS, USCG CLASS X-E	XXX	MT		
g	CONTAINERS LOADED BY				
	(1) CONTAINER CRANE	XXX	EA		
	(2) SHIP'S GEAR/SHORE CRANE	XXX	EA		
40	GENERAL CARGO				
a	CARGO NOT OTHERWISE SPECIFIED (INCLUDES CONEXES, FULL OR EMPTY)	XXX	MT		
d	SMALL ARMS AND SMALL ARMS AMMUNITION	XXX	MT		
e	PREUNITIZED CARGO	XXX	MT		
h	AIRCRAFT WING AND BELLY TANKS	XXX	EA		
i	ALL HAZARDOUS CARGO (EXCEPT CLASS A, B, OR C EXPLOSIVES) AS IDENTIFIED IN TITLE 49 CODE OF FEDERAL REGULATIONS/IMO, EXCEPT WHEN IN CONEXES OR VANS CARGO EXCEPTION CODES: A, B, C, G, K, L, O, P, R, S, T, W, X, Y	XXX	MT		
l	MOBILE HOUSES (HOUSE TRAILERS) WITHOUT WHEELS, PREFABRICATED HOUSES, SETUP; CRATED BOATS AND SEASHEDS	XXX	EA		
m	FLATRACKS/PONTOONS - BUNDLED, DISASSEMBLED	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA1 (CON'T)					
41	PILING, POLES AND LOGS, TREATED OR UNTREATED	XXX	MT		
42	PLYWOOD, WALLBOARD, BUILDING BOARD, CELOTEX, GYPSUM BOARD, PLASTER BOARD, MASONITE, PARTICLE BOARD, LUMBER PACKAGED/LOOSE, ETC.	XXX	MT		
43	METAL PRODUCTS, FERROUS AND NON-FERROUS, UNBOXED, FABRICATED, SUCH AS: BLOOMS, BILLETS, BEAMS, ANGLES, RAILS, RODS, PLATES, SHEET METAL (FLAT OR COILED), PILING, PIPE, CABLE AND WIRE ROPE, STRAPPING, PROPELLERS, ANCHORS, BUOYS, FENCE POSTS, LANDING MATS, TANK AND TRACTOR TREADS, BULLDOZER BLADES, PONTOONS, REVETMENTS, BARBED AND CONCERTINA WIRE, ETC.				
a	WEIGHING IN EXCESS OF 56 POUNDS PER CUBIC FOOT	XXX	WT		
b	WEIGHING 56 POUNDS OR LESS PER CUBIC FOOT	XXX	MT		
47	HOUSEHOLD GOODS PACKED IN STANDARD WOODEN CONTAINERS BARRELS, BOXES, CRATES, TRUNKS, OR FOOT LOCKERS. DOES NOT INCLUDE HOUSEHOLD GOODS PACKED IN CARGO TRANSPORTERS	XXX	MT		
50	REFRIGERATED CARGO: FREEZE/CHILL	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES UNBOXED, EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS, (EXCEPT CARGO CARRYING RO/RO TRAILERS) VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				

MTMCR 56-69

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA1 - (CON'T)					
a	LO/LO, LIFT-ON/LIFT OFF STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
61	WHEELED GOVERNMENT VEHICLES WEIGHING UP TO 10,000 POUNDS PER UNIT, UNBOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
e	LO/LO, LIFT-ON/LIFT-OFF WITHOUT LASHING, INCLUDES BLOCKING, AND BRACING	XXX	EA		
62	PRIVATELY OWNED VEHICLES (POVs), UNBOXED, SUCH AS: SEDANS, STATION WAGONS, 3/4 TON PICK UP TRUCKS, CONVERTIBLES, CAMPERS, MOTOR-CYCLES, SCOOTERS, ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA1 - (CON'T)					
b	LO/LO LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS				
a	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF, PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL TYPES AND SIZES, LOADED/EMPTY				
(1)	CONTAINER CRANES	XXX	EA		
(2)	SHIP'S GEAR	XXX	EA		
(3)	GANTRY CRANE	XXX	EA		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SECTION B - SCHEDULE OF RATES					
SCHEDULE IA2 - DISCHARGING VESSELS					
10	AIRCRAFT, WHOLE AIRCRAFT OR COMPLETE FUSELAGE, UNBOXED, WITH OR WITHOUT ENGINE	XXX	EA		
20	EXPLOSIVE CARGO AND CARGO PAYABLE AT THE EXPLOSIVE RATE				
a	ANY SINGLE UNIT OR CONTAINER LESS THAN 20 CUBIC FEET (INCLUDES PROJECTILES)	XXX	MT		
b	ANY SINGLE UNIT OR CONTAINER 20 CUBIC FEET TO AND INCLUDING 140 CUBIC FEET (EXCEPT AS PROVIDED FOR IN ITEM 20d)	XXX	MT		
c	ANY SINGLE UNIT OR CONTAINER MORE THAN 140 CUBIC FEET (EXCEPT AS PROVIDED FOR IN ITEM 20g)	XXX	MT		
d	HIGH DENSITY PACK UNIT (MEASURING 20 CUBIC FEET TO AND INCLUDING 45 CUBIC FEET WEIGHING NOT LESS THAN 1,200 POUNDS PER UNIT)				
(1)	BOMBS, PALLETIZED OR UNITIZED (EXCEPT AS PROVIDED FOR IN ITEM 20e)	XXX	MT		
(2)	ALL OTHER, INCLUDING 105mm USCG CLASS II-D AMMUNITION	XXX	MT		
e	BOMBS, PALLETIZED OR UNITIZED (1,000 LBS. PACKED 3 PER PALLET AND 2,000 LBS. PACKED 2 PER PALLET)	XXX	MT		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA2 - (CON'T)					
f	GUIDED MISSILE COMPONENTS, USCG CLASS X-E	XXX	MT		
g	CONTAINERS LOADED BY				
(1)	CONTAINER CRANE	XXX	EA		
(2)	SHIP'S GEAR/SHORE CRANE	XXX	EA		
40	GENERAL CARGO				
a	CARGO NOT OTHERWISE SPECIFIED (INCLUDES CONEXES, FULL OR EMPTY)	XXX	MT		
d	SMALL ARMS AND SMALL ARMS AMMUNITION	XXX	MT		
e	PREUNITIZED CARGO	XXX	MT		
h	AIRCRAFT WING AND BELLY TANKS	XXX	EA		
i	ALL HAZARDOUS CARGO (EXCEPT CLASS A, B, OR C EXPLOSIVES) AS IDENTIFIED IN TITLE 49 CODE OF FEDERAL REGULATIONS/IMO, EXCEPT WHEN IN CONEXES OR VANS. CARGO EXCEPTION CODES: A,B,C, G,K,L,O,P,R,S,T,W,X,Y	XXX	MT		
l	MOBILE HOUSES (HOUSE TRAILERS) WITHOUT WHEELS, PREFABRICATED HOUSES, SETUP; CRATED BOATS AND SEASHEDS	XXX	EA		
m	FLATRACKS/PONTOONS - BUNDLED, DISASSEMBLED	XXX	EA		
41	PILING, POLES AND LOGS, TREATED OR UNTREATED	XXX	MT		
42	PLYWOOD, WALLBOARD, BUILDING BOARD, CELOTEX, GYPSUM BOARD, PLASTER BOARD, MASONITE, PARTICLE BOARD, LUMBER PACKAGED/LOOSE, ETC.	XXX	MT		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA2 (CON'T)					
43	METAL PRODUCTS, FERROUS AND NON-FERROUS, UNBOXED, FABRICATED, SUCH AS: BLOOMS, BILLETS, BEAMS, ANGLES, RAILS, RODS, PLATES, SHEET METAL (FLAT OR COILED), PILING, PIPE, CABLE AND WIRE ROPE, STRAPPING, PROPELLERS, ANCHORS, BUOYS, FENCE POSTS, LANDING MATS, TANK AND TRACTOR TREADS, BULLDOZER BLADES, PONTOONS, REVTMENTS, BARBED AND CONCERTINA WIRE, ETC.				
a	WEIGHING IN EXCESS OF 56 POUNDS PER CUBIC FOOT	XXX	WT		
b	WEIGHING 56 POUNDS OR LESS PER CUBIC FOOT	XXX	MT		
47	HOUSEHOLD GOODS PACKED IN STANDARD WOODEN CONTAINERS BARRELS, BOXES, CRATES, TRUNKS, OR FOOT LOCKERS. DOES NOT INCLUDE HOUSEHOLD GOODS PACKED IN CARGO TRANSPORTERS	XXX	MT		
50	REFRIGERATED CARGO: FREEZE/ CHILL	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES UNBOXED, EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS, (EXCEPT CARGO CARRYING RO/RO TRAILERS) VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT OFF STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA2 - (CON'T)					
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
61	WHEELED GOVERNMENT VEHICLES WEIGHING UP TO 10,000 POUNDS PER UNIT, UN-BOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF, PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
e	LO/LO, LIFT-ON/LIFT-OFF WITHOUT LASHING, INCLUDES BLOCKING, AND BRACING	XXX	EA		
62	PRIVATELY OWNED VEHICLES (POVs), UNBOXED, SUCH AS: SEDANS, STATION WAGONS, 3/4 TON PICK UP TRUCKS, CONVERTIBLES, CAMPERS, MOTOR-CYCLES, SCOOTERS, ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF, PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA2 - (CON'T)					
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS				
a	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
c	RO/RO, DRIVE-ON/DRIVE OFF PATENTED LASHING	XXX	EA		
d	RO/RO, TOW-ON/TOW-OFF PATENTED LASHING	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL TYPES AND SIZES, LOADED/EMPTY				
(1)	CONTAINER CRANE	XXX	EA		
(2)	SHIP'S GEAR	XXX	EA		
(3)	GANTRY CRANE	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SECTION B - SCHEDULE OF RATES					
SCHEDULE IA3 - BREAKBULK - LOADING BARGES/ LIGHTERS (LASH, SEABEE, ETC.)					
40	GENERAL CARGO				
a	ALL CARGO NOT OTHERWISE SPECIFIED BELOW	XXX	MT		
i	LABEL CARGO - ALL HAZARDOUS CARGO AS IDENTIFIED IN TITLE 49 CFR, EXCEPT WHEN IN CONEXES OR VANS	XXX	MT		
l	SEASHEDS	XXX	EA		
m	FLATRACKS/PONTOONS	XXX	EA		
n	SHELTERS	XXX	EA		
43	METAL PRODUCTS, FERROUS AND NON- FERROUS, UNBOXED, FABRICATED, SUCH AS: BLOOMS, BILLETS, BEAMS, ANGLES, RAILS, RODS, PLATES, SHEET METAL (FLAT OR COILED), PILING, PIPE, CABLE AND WIRE ROPE, STRAPPING, PROPELLERS, ANCHORS, BUOYS, FENCE POSTS, LANDING MATS, TANK AND TRACTOR TREADS, BULLDOZER BLADES, PONTOONS, RAVETMENTS, BARBED AND CONCERTINA WIRE, ETC.				
b	WEIGHING 56 POUNDS OR LESS PER CUBIC FOOT	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES UNBOXED, EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS, (EXCEPT CARGO CARRYING RO/RO TRAILERS) VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IA3 - (CON'T)					
61	WHEELED GOVERNMENT VEHICLES WEIGHING UP TO 10,000 POUNDS PER UNIT, UN-BOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS				
a	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL TYPES AND SIZES, LOADED/EMPTY				

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SECTION B - SCHEDULE OF RATES

SCHEDULE IA4 - BREAKBULK - DISCHARGING BARGES/
LIGHTERS (LASH, SEABEE, ETC.)

40	GENERAL CARGO				
a	ALL CARGO NOT OTHERWISE SPECIFIED BELOW	XXX	MT		
i	LABEL CARGO - ALL HAZARDOUS CARGO AS IDENTIFIED IN TITLE 49 CFR, EXCEPT WHEN IN CONEXES OR VANS	XXX	MT		
l	SEASHEDS	XXX	EA		
m	FLATRACKS/PONTOONS	XXX	EA		
n	SHELTERS	XXX	EA		
43	METAL PRODUCTS, FERROUS AND NON-FERROUS, UNBOXED, FABRICATED, SUCH AS: BLOOMS, BILLETS, BEAMS, ANGLES, RAILS, RODS, PLATES, SHEET METAL (FLAT OR COILED), PILING, PIPE, CABLE AND WIRE ROPE, STRAPPING, PROPELLERS, ANCHORS, BUOYS, FENCE POSTS, LANDING MATS, TANK AND TRACTOR TREADS, BULLDOZER BLADES, PONTOONS, REVETMENTS, BARBED AND CONCERTINA WIRE, ETC.				
b	WEIGHING 56 POUNDS OR LESS PER CUBIC FOOT	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES UNBOXED, EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS (EXCEPT CARGO CARRYING RO/RO TRAILERS VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SCHEDULE IA4 - (CON'T)

61	WHEELED GOVERNMENT VEHICLES WEIGHING UP TO 10,000 POUNDS PER UNIT, UNBOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS				
a	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
b	LO/LO, LIFT-ON/LIFT-OFF PATENTED LASHING	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL TYPES AND SIZES, LOADED/EMPTY				

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SECTION B - SCHEDULE OF RATES					
SCHEDULE IB1 - LOADING RAILCARS					
20g	CARGO TRANSPORTERS (EXP)	XXX	EA		
40	GENERAL CARGO				
a	CARGO NOT OTHERWISE SPECIFIED (INCLUDES CONEXES, FULL OR EMPTY)	XXX	MT		
m	FLATRACKS/PONTOONS - BUNDLED, DISASSEMBLED	XXX	EA		
42	PLYWOOD, WALLBOARD, BUILDING BOARD, CELOTEX, GYPSUM BOARD, PLASTER BOARD, MASONITE, PARTICLE BOARD, LUMBER PACKAGED/ LOOSE, ETC.	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES, UNBOXED EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS (EXCEPT CARGO CARRYING RO/RO TRAILERS), VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT OFF	XXX	EA		
b	RO/RO, DRIVE-ON/DRIVE OFF	XXX	EA		
61	WHEELED GOVERNMENT VEHICLES WEIGHING UP TO 10,000 POUNDS PER UNIT, UNBOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF	XXX	EA		
b	RO/RO, DRIVE-ON/DRIVE OFF	XXX	EA		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IB1 - (CON'T)					
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS				
a	LO/LO, LIFT-ON/LIFT-OFF	XXX	EA		
b	RO/RO, DRIVE-ON/DRIVE OFF	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL SIZES AND TYPES, LOADED/EMPTY	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SECTION B - SCHEDULE OF RATES					
SCHEDULE IB2 - DISCHARGING RAILCARS					
20g	CARGO TRANSPORTERS (EXP)	XXX	EA		
40	GENERAL CARGO				
a	CARGO NOT OTHERWISE SPECIFIED (INCLUDES CONEXES, FULL OR EMPTY)	XXX	MT		
m	FLATRACKS/PONTOONS - BUNDLED, DISASSEMBLED	XXX	EA		
42	PLYWOOD, WALLBOARD, BUILDING BOARD, CELOTEX, GYPSUM BOARD, PLASTER BOARD, MASONITE, PARTICLE BOARD, LUMBER PACKAGED/ LOOSE, ETC.	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES, UNBOXED EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS (EXCEPT CARGO CARRYING RO/RO TRAILERS), VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT OFF	XXX	EA		
b	RO/RO, DRIVE-ON/DRIVE OFF	XXX	EA		
61	WHEELED GOVERNMENT VEHICLES WEIGHING UP TO 10,000 POUNDS PER UNIT, UNBOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
a	LO/LO, LIFT-ON/LIFT-OFF	XXX	EA		
b	RO/RO, DRIVE-ON/DRIVE OFF	XXX	EA		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IB2 - (CON'T)					
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS				
a	LO/LO, LIFT-ON/LIFT-OFF	XXX	EA		
b	RO/RO, DRIVE-ON/DRIVE OFF	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL SIZES AND TYPES, LOADED/EMPTY	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SECTION B - SCHEDULE OF RATES					
SCHEDULE IB3 - LOADING TRUCKS					
20g	CARGO TRANSPORTERS (EXP)	XXX	EA		
40	GENERAL CARGO				
a	CARGO NOT OTHERWISE SPECIFIED MT (INCLUDES CONEXES, FULL OR EMPTY)	XXX	MT		
d	SMALL ARMS AND SMALL ARMS AMMUNITION	XXX	MT		
i	ALL HAZARDOUS CARGO (EXCEPT CLASS A, B, OR C EXPLOSIVES) AS IDENTIFIED IN TITLE 49 CFR/IMO, EXCEPT WHEN IN CONEXES OR VANS. CARGO EXCEPTION CODES: A,B,C,G K,L,O,P,R,S,T,W,X,Y	XXX	MT		
m	FLATRACKS/PONTOONS - BUNDLED, DISASSEMBLED	XXX	EA		
41	PILING, POLES AND LOGS, TREATED OR UNTREATED	XXX	MT		
42	PLYWOOD, WALLBOARD, BUILDING BOARD CELOTEX, GYPSUM BOARD, PLASTER BOARD, MASONITE, PARTICLE BOARD, LUMBER PACKAGED/LOOSE, ETC.	XXX	MT		
43	METAL PRODUCTS, FERROUS AND NON-FERROUS, UNBOXED, FABRICATED, SUCH AS: BLOOMS, BILLETS, BEAMS, ANGLES, RAILS, RODS, PLATES, SHEET METAL (FLAT OR COILED), PILING, PIPE, CABLE AND WIRE ROPE, STRAPPING, PROPELLERS, ANCHORS, BUOYS, FENCE POSTS, LANDING MATS, TANK AND TRACTOR TREADS, BULLDOZER BLADES, PONTOONS, REVETMENTS, BARBED AND CONCERTINA WIRE, ETC.				
a	WEIGHING IN EXCESS OF 56 POUNDS PER CUBIC FOOT	XXX	MT		
b	WEIGHING 56 POUNDS OR LESS PER CUBIC FOOT	XXX	MT		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IB3 - (CON'T)					
47	HOUSEHOLD GOODS PACKED IN STANDARD WOODEN CONTAINERS, BARRELS, BOXES, CRATES, TRUNKS OR FOOT LOCKERS, DOES NOT INCLUDE HOUSEHOLD GOODS PACKED IN CARGO TRANSPORTERS	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES, UNBOXED, EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS (EXCEPT CARGO CARRYING RO/RO TRAILERS), VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.	XXX	EA		
61	WHEELED GOVERNMENT VEHICLES, UP TO 10,000 POUNDS PER UNIT, UNBOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.	XXX	EA		
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL SIZES AND TYPES, LOADED/EMPTY	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SECTION B - SCHEDULE OF RATES					
SCHEDULE IB4 - DISCHARGING TRUCKS					
20g	CARGO TRANSPORTERS (EXP)	XXX	EA		
40	GENERAL CARGO				
a	CARGO NOT OTHERWISE SPECIFIED MT (INCLUDES CONEXES, FULL OR EMPTY)	XXX	MT		
b	SMALL ARMS AND SMALL ARMS AMMUNITION	XXX	MT		
c	ALL HAZARDOUS CARGO (EXCEPT CLASS A, B, OR C EXPLOSIVES) AS IDENTIFIED IN TITLE 49 CFR/IMO, EXCEPT WHEN IN CONEXES OR VANS CARGO EXCEPTION CODES: A,B,C,G K,L,O,P,R,S,T,W,X,Y	XXX	MT		
d	FLATRACKS/PONTOONS - BUNDLED, DISASSEMBLED	XXX	EA		
41	PILING, POLES AND LOGS, TREATED OR UNTREATED	XXX	MT		
42	PLYWOOD, WALLBOARD, BUILDING BOARD CELOTEX, GYPSUM BOARD, PLASTER BOARD, MASONITE, PARTICLE BOARD, LUMBER PACKAGED/LOOSE, ETC.	XXX	MT		
43	METAL PRODUCTS, FERROUS AND NON-FERROUS, UNBOXED, FABRICATED, SUCH AS: BLOOMS, BILLETS, BEAMS, ANGLES, RAILS, RODS, PLATES, SHEET METAL (FLAT OR COILED), PILING, PIPE, CABLE AND WIRE ROPE, STRAPPING, PROPELLERS, ANCHORS, BUOYS, FENCE POSTS, LANDING MATS, TANK AND TRACTOR TREADS, BULLDOZER BLADES, PONTOONS, REVETMENTS, BARBED AND CONCERTINA WIRE, ETC.				
a	WEIGHING IN EXCESS OF 56 POUNDS PER CUBIC FOOT	XXX	MT		
b	WEIGHING 56 POUNDS OR LESS PER CUBIC FOOT	XXX	MT		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SCHEDULE IB4 - (CON'T)

47	HOUSEHOLD GOODS PACKED IN STANDARD WOODEN CONTAINERS, BARRELS, BOXES, CRATES, TRUNKS OR FOOT LOCKERS, DOES NOT INCLUDE HOUSEHOLD GOODS PACKED IN CARGO TRANSPORTERS	XXX	MT		
60	WHEELED GOVERNMENT VEHICLES, UNBOXED, EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS (EXCEPT CARGO CARRYING RO/RO TRAILERS), VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.	XXX	EA		
61	WHEELED GOVERNMENT VEHICLES, UP TO 10,000 POUNDS PER UNIT, UNBOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.	XXX	EA		
66	TRACKED AND SEMI-TRACKED GOVERNMENT VEHICLES AND CONSTRUCTION EQUIPMENT, UNBOXED, SET UP ON TREADS	XXX	EA		
73	CARGO TRANSPORTERS MILVANS, SEAVANS, AND LEASE VANS ALL SIZES AND TYPES, LOADED/EMPTY	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SECTION B - SCHEDULE OF RATES

SCHEDULE IE - GOVERNMENT VEHICLE PREPARATION
COMMODITIES APPLICABLE TO VEHICLE
PREPARATION SERVICES

1 PREPARING VEHICLES FOR SHIPMENT

a	SELF-PROPELLED, WHEELED, ALL WEIGHTS	XXX	EA		
b	SELF-PROPELLED, TRACKED, ALL WEIGHTS EXCEPT C, BELOW	XXX	EA		
c	SELF-PROPELLED TRACKED VEHICLES REQUIRING DISCONNECTING AND SECURING BATTERY CABLES AND RECONNECTING BATTERY CABLES IN EACH STORAGE AREA, INCLUDING ABOARD VESSEL (M-1 TANKS)	XXX	EA		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SECTION B - SCHEDULE OF RATES

SCHEDULE IF - COMMODITIES APPLICABLE TO MISCELLANEOUS COMMODITY SERVICES UNDER SCHEDULE IF

1	FILLING AND EMPTYING CARGO TRANSPORTERS				
a	PALLETIZED/UNITIZED CARGO OTHER THAN HHG	XXX	MT		
b	OTHER (EXCEPT POVS, HOUSEHOLD GOODS AND GOVERNMENT VEHICLES)	XXX	MT		
c	POVS	XXX	EA		
d	HOUSEHOLD GOODS	XXX	MT		
e	GOVERNMENT VEHICLES	XXX	EA		
f	CLASS C EXPLOSIVES (EXPLOSIVE COMMODITY RATES APPLY)	XXX	MT		
2	UNITIZING LOADS	XXX	MT		
3	POV ACTIVITY				
a	ADMINISTRATION RECEIPT/ RECEIPTED TO MEMBER	XXX	EA		
d	TRANSFER TO/FROM COMMERCIAL CAR CARRIER OR DRAYAGE CONTRACTOR	XXX	EA		
e	WASHING (HIGH PRESSURE CLEANING)	XXX	EA		
f	MOTORCYCLE SKIDDING	XXX	EA		
g	REMOVE/PACK ACCESSORIES	XXX	EA		
i	SPECIAL CHECKING - WHEELED VEHICLES				
1	WHEELED VEHICLES REQUIRING CHECKING ONLY, DRIVE IN/OUT, TOW IN/OUT (EXCLUDING POVS)	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IF - (CON'T)					
4	AIRCRAFT				
a	HELICOPTER PROCESSING				
1	EXPORT - DISMANTLE AIRCRAFT AND TOW TO THE CONTRACTOR'S AREA FOR RECEIPT	XXX	EA		
2	IMPORT TOW AIRCRAFT FROM PIER TO CONTRACTOR'S AREA FOR RECEIPT AND REASSEMBLY AND TOW TO THE DESIGNATED TERMINAL LOCATION FOR FLIGHT DEPARTURE	XXX	EA		
5	LOAD/DISCHARGE FLATRACKS				
a	GENERAL CARGO NOT OTHERWISE SPECIFIED	XXX	MT		
b	PREUNITIZED CARGO	XXX	MT		
c	PILING, POLES AND LOGS, TREATED OR UNTREATED	XXX	MT		
d	PLYWOOD, WALLBOARD, BUILDING BOARD, CELOTEX, GYPSUM BOARD, PLASTER BOARD, MASONITE, PARTICLE BOARD, LUMBER PACKAGED/LOOSE, ETC.	XXX	MT		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SCHEDULE 1F (CON'T)

e	METAL PRODUCTS, FERROUS AND NON-FERROUS, UNBOXED, FABRICATED, SUCH AS: BLOOMS, BILLETS, BEAMS, ANGLES, RAILS, RODS, PLATES, SHEET METAL (FLAT OR COILED), PILING, PIPE, CABLE AND WIRE ROPE, STRAPPING, PROPELLERS, ANCHORS, BUOYS, FENCE POSTS, LANDING MATS, TANK AND TRACTOR TREADS, BULLDOZER BLADES, PONTOONS, REVETMENTS, BARBED AND CONCERTINA WIRE, ETC.				
1	WEIGHING IN EXCESS OF 56 POUNDS PER CUBIC FOOT	XXX	WT		
2	WEIGHING 56 POUNDS OR LESS PER CUBIC FOOT	XXX	MT		
f	WHEELED GOVERNMENT VEHICLES, UNBOXED, EXCEEDING 10,000 POUNDS PER UNIT, SUCH AS: TRUCKS, TRACTORS, TRAILERS (EXCEPT CARGO CARRYING TRAILERS), VANS, MOBILE CRANES, ROAD GRADERS, ROCK CRUSHERS, BUSES, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
1	LO/LO. LIFT-ON/LIFT OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		
g	WHEELED GOVERNMENT VEHICLES WEIGHING UP TO 10,000 POUNDS PER UNIT, UNBOXED, SUCH AS: TRUCKS, AMBULANCES, TRACTORS, TRAILERS, VANS, CONSTRUCTION EQUIPMENT, PERSONNEL CARRIERS, TRAILER MOUNTED MACHINERY, BOATS ON TRAILERS (EXCLUSIVE OF CRADLE), ETC.				
1	LO/LO, LIFT-ON/LIFT-OFF. STANDARD LASHING, INCLUDES BLOCKING AND BRACING	XXX	EA		

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNITS	UNIT PRICE	AMOUNT
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MISCELLANEOUS HOURLY RATES SCHEDULES

(RATES PER HOUR)

MILITARY OCEAN TERMINAL, (LOCATION)

SCHEDULE II - MISCELLANEOUS HOURLY RATE SCHEDULE II - STRAIGHT TIME

		QUANTITY	UNIT
1	LONGSHOREMEN (INCLUDES ALL LABOR NOT OTHERWISE INCLUDED IN ITEMS 2, 3, 4, AND 5 BELOW)	XXX	HR
2	FOREMEN (INCLUDES SHIP FOREMEN AND ASSISTANTS, DOCK FOREMEN, CARPENTER FOREMEN, WALKING BOSS, HATCH BOSS, ETC.)	XXX	HR
3	CHIEF CLERK/TIMEKEEPER	XXX	HR
4	CHECKER/CLERK	XXX	HR
5	MECHANIC/DRIVER (INCLUDES GEARMEN, CRANE OPERATOR, LIFT OPERATOR, ETC.)	XXX	HR

ANY TERMINAL WORKER NOT IDENTIFIED IN 1 THROUGH 5 ABOVE WILL BE PAID AT THE RATE FOR ITEM 1 ABOVE

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MISCELLANEOUS HOURLY RATES SCHEDULES

(RATE PER HOUR)

MILITARY OCEAN TERMINAL, (LOCATION)

SCHEDULE III - DETENTION TIME, MINIMUM TIME

	QUANTITY	UNIT
1 LONGSHOREMEN (INCLUDES ALL LABOR NOT OTHERWISE INCLUDED IN ITEMS 2, 3, 4, AND 5 BELOW)	XXX	HR
2 FOREMEN (INCLUDES SHIP FOREMEN AND ASSISTANTS, DOCK FOREMEN, CARPENTER FOREMEN, WALKING BOSS, HATCH BOSS ETC.)	XXX	HR
3 CHIEF CLERK/TIMEKEEPER	XXX	HR
4 CHECKER/CLERK	XXX	HR
MECHANIC/DRIVER (INCLUDES GEARMEN, CRANE OPERATOR, LIFT OPERATOR, ETC.)	XXX	HR

ANY TERMINAL WORKER NOT IDENTIFIED IN 1 THROUGH 5 ABOVE WILL BE PAID AT THE RATE FOR ITEM 1 ABOVE

MISCELLANEOUS HOURLY RATES SCHEDULE

(RATE PER HOUR)

MILITARY OCEAN TERMINAL, (LOCATION)

SCHEDULE IVA - Overtime Differential

	QUANTITY	UNIT
1 LONGSHOREMEN (INCLUDES ALL LABOR NOT OTHERWISE INCLUDED IN ITEMS 2, 3, 4, AND 5 BELOW)	XXX	HR
2 FOREMEN (INCLUDES SHIP FOREMEN AND ASSISTANTS, DOCK FOREMEN, CARPENTER FOREMEN, WALKING BOSS, HATCH BOSS, ETC.)	XXX	HR
3 CHIEF CLERK/TIMEKEEPER	XXX	HR
4 CHECKER/CLERK	XXX	HR
5 MECHANIC/DRIVER (INCLUDES GEARMEN, CRANE OPERATOR, LIFT OPERATOR, ETC.)	XXX	HR

ANY TERMINAL WORKER NOT IDENTIFIED IN 1 THROUGH 5 ABOVE WILL BE PAID AT THE RATE FOR ITEM 1 ABOVE

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MISCELLANEOUS HOURLY RATES SCHEDULES

(RATE PER HOUR)

MILITARY OCEAN TERMINAL, (LOCATION)

SCHEDULE IVC - Miscellaneous Hourly rate-Premium Meal Hour

	QUANTITY	UNIT
1 LONGSHOREMEN (INCLUDES ALL LABOR NOT OTHERWISE INCLUDED IN ITEMS 2, 3, 4, AND 5 BELOW)	XXX	HR
2 FOREMEN (INCLUDES SHIP FOREMEN AND ASSISTANTS, DOCK FOREMEN, CARPENTER FOREMEN, WALKING BOSS, HATCH BOSS, ETC)	XXX	HR
3 CHIEF CLERK/TIMEKEEPER	XXX	HR
4 CHECKER/CLERK	XXX	HR
5 MECHANIC/DRIVER (INCLUDES GEARMEN, CRANE OPERATOR, LIFT OPERATOR, ETC.)	XXX	HR

ANY TERMINAL WORKER NOT IDENTIFIED IN
1 THROUGH 5 ABOVE WILL BE PAID AT THE
RATE FOR ITEM 1 ABOVE

ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
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SECTION B - SCHEDULE OF RATES

SCHEDULE V - EQUIPMENT RENTAL

Hourly rates to be paid to the contractor for equipment furnished by the contractor in connection with services performed on a man-hour basis. Contractor shall furnish fuel, lubricant and maintenance.

1	TRUCKS, FORKLIFT, RATED CAPACITY OF THREE (3) TONS OR LESS	XXX	HR		
2	TRUCKS, FORKLIFT, RATED CAPACITY GREATER THAN THREE (3) TONS, BUT LESS THAN SEVEN AND ONE-HALF (7 1/2) TONS AT 24-INCH LOAD CENTER	XXX	HR		
3	TRUCKS, FORKLIFT, RATED CAPACITY GREATER THAN SEVEN AND ONE-HALF (7 1/2) TONS, BUT LESS THAN NINE (9) TONS AT 24-INCH LOAD CENTER	XXX	HR		
4	TRUCKS, FORKLIFTS, WITH RATED CAPACITY OF NINE (9) TONS OR GREATER AT 24-INCH LOAD CENTER	XXX	HR		
5	MOBILE (DOCK) CRANE				
a	UP TO AND INCLUDING 10 TON RATED CAPACITY	XXX	HR		
b	OVER 10 TON TO 30 TON RATED CAPACITY	XXX	HR		
c	OVER 30 TON TO 60 TON RATED CAPACITY	XXX	HR		
d	OVER 60 TON TO 100 TON RATED CAPACITY	XXX	HR		
e	OVER 100 TON TO 140 TON RATED CAPACITY	XXX	HR		
6	TRACTORS (YARD HUSTLERS)	XXX	HR		
7	TRACTORS, SEMI, USED IN CONNECTION WITH YARD HUSTLERS	XXX	HR		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY ESTIMATED	UNIT	UNIT PRICE	AMOUNT
SCHEDULE V - (CON'T)					
8	PUSHER, HEAVY DUTY	XXX	HR		
9	SWEEPER, MECHANICAL	XXX	HR		
SCHEDULE VI HANDLING LINES/DOCKING/ UNDOCKING/SHIFTING					
		XXX	EA		
SCHEDULE VII DOCUMENTATION					
		XXX	EA		
SCHEDULE VIII - OUT OF POCKET COSTS					
		XXX	LOT		

SCHEDULE X - RELATED TERMINAL SERVICES

COMPENSATION UNDER SCHEDULE X PROVIDES FOR THE CONTRACTOR'S FULL TIME STAFF (AS DESIGNATED BY THE CONTRACTOR'S PROPOSAL) REQUIRED TO PLAN, ORGANIZE, CONTROL AND SUPPORT THE ACTIVITIES DESCRIBED IN THIS CONTRACT FOR EACH FUNCTIONAL ACTIVITY AND RELATED SUPPORTING SERVICES. IT IS UNDERSTOOD THAT THE FIXED RATE FOR SCHEDULE X INCLUDES OVERTIME THAT MAY BE INCURRED DURING CONTRACT OPERATIONS INCLUDING ANNUAL INVENTORIES AND THAT THE CONTRACTOR'S FULL-TIME STAFF WILL NOT BE ELIGIBLE FOR SEPARATE PAYMENTS OF EXTRA LABOR, MINIMUM TIME, DETENTION OR OVERTIME DIFFERENTIAL.

NOTES:

1. The following categories of labor, for the Related Terminal Services, are NOT subject to man-hour compensation under Schedule II through IVC.

Crane Operator	Oiler
Hiring Agent	Crib Checker
Shop Steward	Safety Man
Tractor Foreman	Chief Clerk (Head Checker)
Cooper Foreman	Clerk
Lash Foreman (Supervisor)	Plan Clerk
Ship Foreman	Warehouse Foreman
Mechanic Foreman	Processor Foreman
Dock Boss	Timekeeper (Head/Assistant Timekeeper)
Mechanic	Gearman (Gear Supervisor)
Container Coordinator	Carpenter (Lumber Accountability)
Sweeper	Dock Foreman (Farm/Yard)
Foreman	Carpenter Foreman (Supervisor)
Cooper	

2. No charge items. Offerors must submit offers on all items enumerated in the Schedule of Rates for which estimated quantities are shown. If there is to be no charge for an item, an entry, such as "No Charge", the letters "N/C," or "0," must be made in the unit price column of the schedule. CAUTION: The Government anticipates requirements under each item for which estimated quantities are shown. The Government will determine the schedule and item under which services are ordered, consistent with the terms of the contract and prevailing practices of the port, and reserves the right to order services to provide the most economical performance for the Government. Services ordered under an item for which the contractor has offered "No Charge" will not be considered for payment under any other item under the contract. The contractor's offer of "No Charge" for an item does not relieve the contractor from the requirement to provide the service or comply with other provisions of the contract, applicable law or regulation.

3. The rates for commodity 20 and 25, explosives, are predicated upon the handling of explosive cargo. The explosive penalty rate is, therefore, included in the commodity rate and is not separately payable.

4. This is a RO/RO load operation only. Commodity includes bulk sand, gravel, and top soil discharged on barge via commercial truck. Load is spotted, dumped, and then spread by government provided and operated front-end loader.

5. Item 40 includes conexes, loaded or empty. This Item also includes the loading of ships stored on board MSC controlled vessels.

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6. Loading portable reefers as ship's equipment. Reefer vans or containers and supporting equipment (generators and fuel containers and fuel) utilized to store refrigerated cargo on board ships unable to provide built-in refrigerator space shall be considered as "ships equipment". The loading or discharging of such reefer containers in conjunction with normal cargo loading or discharging operations shall be provided for on an extra labor basis.

7. Cargo transporters only include MILVANS, SEAVANS, AND LEASE VANS. The cargo transporter commodity rate will apply regardless of the contents of the transporter.

8. Schedule IF1, Item 1C includes reefer cargo stuffed prior to normal ship loading or discharging operations and which therefore becomes payable at the cargo transporter rate under Schedule IA.

9. Schedule IF1, Item 4 is only for export cargo received and subsequently delivered back to the inland carrier. This rate covers handling, warehousing, documentation and any other service which needs to be performed with this cargo.

10. Services of a Chief Supervisory Clerk and a Gearman/Warehouseman with forklift shall be provided five (5) days prior to and two (2) days following an export vessel loading. During import shipments these services shall be provided two (2) days prior to and five (5) days following the vessel discharge. These services are included in the basic commodity rate. Additional hours will be compensated at man-hour and equipment rental rates.

11. Estimated quantities - The estimated quantities in the Schedule of Rates cover the twenty-four (24) month contract period. These estimated quantities represent the Government's best estimate as to its workload and are not to be construed as a representation or guarantee.

12. The cargo transporters commodity rate will apply regardless of the content of the transporter.

SCHEDULE TOTALS

SCHEDULE OF RATES

TOTALS

IA1

IB1

1B2

IE

IF

II

III

IVA

IVC

V

VI

VII

VIII

X

TOTAL ALL SCHEDULES

APPENDIX J
PERFORMANCE WORK STATEMENT

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SECTION C
PERFORMANCE WORK STATEMENT

C.1 GENERAL:

This contract covers the handling of Department of Defense-sponsored cargo and other related operations performed at _____ Contractor will arrange for and provide stevedoring and related terminal services, including labor, materials, and equipment incident thereto. Contractor's duties will include those duties, hereinafter enumerated, to be performed in accordance with the terms of this contract.

C.1.1 Scope:

C.1.1.1 Contractor's duties will be twofold:

C.1.1.1.1 Contractor will perform commodity services associated with the operation of the functional activities enumerated in paragraph C.1.1.3 below. He will provide the necessary qualified labor force, equipment, and materials to accomplish those services for which the contractor will be paid at the applicable commodity rates or man-hour rates in Section B.

C.1.1.1.2 Contractor will perform Related Terminal Services by providing a full-time professional managerial staff to plan, organize, control, and support the various functional operations to meet the minimum performance standards of the contract. Compensation will be under Schedule X.

C.1.1.2 Hours of Operation:

C.1.1.2.1 All buildings (See C.3.2) with the exception of _____ will commence at ___ a.m., and end at ___ p.m., ___ days a week, _____ through _____.

C.1.1.2.2 Building _____ will commence at ___ a.m., and end at ___ p.m., ___ days a week, _____ through _____.

C.1.1.2.3 Contractor will allow Government representatives, authorized by Contracting Officer, unlimited access during operational hours. Contractor may, at his discretion, provide escorts to accompany Government representatives while in contractor-operated areas.

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C.1.1.3 Contractor will manage the following major activities:

C.1.1.3.1 Terminal/Warehouse Operation, which acts as receiving activity for export and import (retrograde) cargo, including dangerous and hazardous cargo.

C.1.1.3.2 Railcar and Truck Unloading and Loading Operation supporting the Container Freight Station Operation and Breakbulk Operation.

C.1.1.3.3 Container Freight Station Operation.

C.1.1.3.4 Vehicle Processing Operation for processing export and import military vehicles and Privately Owned Vehicles (POV).

C.1.1.3.5 Breakbulk Operation.

C.1.1.3.6 Household Goods Operation for processing export and import household goods.

C.1.1.3.7 Safety and Security Program to ensure cargo security, operational security, and safe operations in the functional areas described above.

C.1.2 Safety:

C.1.2.1 Contractor will comply with applicable international, Federal, State, local, and installation safety and fire regulations. Contractor will establish and maintain an effective and comprehensive safety program. Contractor will acquire, maintain, and require the use of safety equipment, personnel protective equipment, and devices necessary to protect employees.

C.1.2.2 Contractor personnel who operate motor vehicles on this installation (_____) will obey the traffic laws that govern the operation of motor vehicles on roadways/streets.

C.1.2.3 Injury and Property Damage Reports:

C.1.2.3.1 Contractor will furnish the Contracting Officer a written report, DA Form 285, US Army Accident Investigation Report, (TE-__) within 24 hours of each incident resulting in an injury, death, or damage to property while performing under this contract. If an investigation of the incident is conducted, contractor will assist the investigator in securing statements from his employees and will make pertinent records available to the Investigating Officer.

C.1.2.3.2 Contractor will assign a sequential control number to each DA Form 285. In assigning sequence, there will be no distinction between damage to property or injury to personnel.

C.1.3 Security:

C.1.3.1 Cargo Security:

C.1.3.1.1 It is agreed upon and understood that the contractor, as limited bailee of Government cargo, exercises custody and control pursuant to the terms of this contract. Contractor will be responsible for protecting cargo from loss or damage while in-transit or while in storage at warehouse buildings or elsewhere on the terminal. The provision for reasonable care will include responsibility for opening warehouse buildings at the commencement of duty hours, for locking these buildings at the close of business hours, and for control of access to these buildings.

C.1.3.1.2 If the Government requires extraordinary care beyond the normal security required by C.1.3.1.1 and other provisions of this contract, for certain cargo or equipment, contractor will be requested to furnish additional security and will be reimbursed at "out-of-pocket" cost.

C.1.3.1.3 Contractor will be responsible for the security and accountability of all Government cargo under his control. Contractor will have complete control over access to and egress from the facilities (_____) and is responsible for providing security within assigned buildings/areas necessary to safeguard cargo entrusted to the contractor. In the event of emergencies or casualties, such as fire and flood, which occur during other than working hours, Government personnel will be and are hereby authorized access to the contractor's facilities. In all such cases the contractor will be notified of entry and the circumstances requiring entry at the earliest practicable time.

C.1.3.2 Classified and Protected Cargo:

C.1.3.2.1 Upon arrival of classified, controlled, or sensitive cargo, contractor will immediately notify the Government representative to arrange for a Government guard escort. Contractor, along with the Government representative and guard, will verify the integrity of the shipment prior to off-loading, and if no discrepancies are discovered, immediately transfer the shipment to the security area (Bldg ____). Compensation for transfer activities are included in the commodity rates.

C.1.3.2.2 Contractor will ensure that no classified or protected cargo is left unattended outside the security area.

C.1.3.3 Damage and Loss Reports:

C.1.3.3.1 When cargo, ships, inland cargo conveyances, ship equipment, or Government property is damaged, lost, or pilfered while in the care, custody, or possession of the contractor, or through handling by the contractor's employees, agents, or subcontractors, a full report of the facts and the extent of such damage or loss will be submitted by the contractor to the Contracting Officer within 24 hours following the occurrence or its discovery, using Form _____ (TE-_____).

C.1.3.4 Terminal Security:

C.1.3.4.1 Permanent personnel, hired directly or indirectly by the contractor for work to be performed under this contract, must have in their possession, and display when required, a current identification badge issued by the Chief, Security Division. Newly employed personnel will have in their possession a temporary pass, issued by the Security Division, pending issuance of the required identification badge. Personnel will comply with installation security regulations, and personnel not complying with these requirements will not be allowed in terminal areas.

C.1.3.4.2 Contractor stevedore personnel must enter/exit through the designated gate. When transporting contractor personnel to their work site within the Cargo Operations Area, contractor conveyances will enter through the _____. Contractor furnished conveyances exiting the Cargo Operations Area will use the _____. A pedestrian entrance/exit located at _____ may be used by personnel.

C.1.3.5 Operational Security Measures:

C.1.3.5.1 Contractor will:

C.1.3.5.1.1 Be solely responsible for maintaining accountability, control, and custody of keys for locked areas, IAW AR 190-51.

C.1.3.5.1.2 Be solely responsible for locking and unlocking at the beginning and end of contractor's work day those buildings and/or storage areas under his control.

C.1.3.5.1.3 Take such precautions, as necessary, to maintain building/area security consistent with operational requirements.

C.1.3.5.1.4 Report immediately to the Contracting Officer any situation in a cargo warehouse or security cage that might pose a risk to the security of Government property therein.

C.1.3.5.2 If the Government notices any building or area, under the contractor's control, to be in an unsecured state, the Government shall immediately notify the contractor of such. The contractor will secure the area within 2 hours.

C.1.3.5.3 Control of Checkers' Stamps and Seals. Contractor will maintain complete control and accountability of Government seals and checkers' stamps in his possession in accordance with MTMCR 190-1, MTMC Security Program.

C.1.3.6 Security Crib Procedures. Contractor will:

C.1.3.6.1 Maintain security cribs and account for all shipments into and out of those cribs, in accordance with MTMCR 190-1, MTMC Security Program.

C.1.3.6.2 Ensure the security of the crib by requiring a crib custodian be present at all times when the crib is open and securing the crib door with a lock when custodian is not present.

C.1.3.6.3 Ensure that unauthorized persons are not allowed in the crib.

C.1.4 Contractor's Quality Control Inspection Program:

C.1.4.1 Within 15 days after date of award of the contract, the contractor will submit, for approval by the Contracting Officer, a Quality Control Inspection Program, to include Performance Requirements Summary (PRS) items.

C.1.4.2 Each month the contractor will report the results of his inspections to the Contracting Officer.

C.1.5 Joint Physical Inventory:

C.1.5.1 General. At the direction of the Contracting Officer, and not less than annually, contractor will furnish the required labor to inventory the cargo in all areas under his control. These areas include POV and vehicle staging areas, outside storage, and warehouse areas. At least 24-hour advance notice of the inventory will be given the contractor.

C.1.5.2 Initial Inventory

C.1.5.2.1 Contractor, without additional compensation, will participate with the Contracting Officer and predecessor contractor (if applicable) in a joint wall-to-wall inventory of all facilities, equipment, and property for which the contractor assumes responsibility. These areas include POV and vehicle staging areas, outside storage, and warehouse areas. At least 24-hour advance notice of the inventory will be given to contractor.

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C.1.5.2.2 When contractor assures security and accountability and joint inventories have been completed (or as they are completed with respect to a specific warehouse), representatives of the contractor and the Government will witness the rekeying or replacement of locks and/or application of such hasps, bolts, or other locking devices as the contractor deems necessary to secure the facility. The cost of locking devices, locksmith(s), welders and general labor will be reimbursed as a one-time, out-of-pocket cost.

C.1.5.3 Final Inventory. At the completion of the contract or prior to contract completion, as designated by the Contracting Officer, contractor will furnish the necessary labor to conduct a joint inventory of all facilities, equipment, and property for which the contractor has been responsible so that a final reconciliation can be made pending contract completion.

C.1.5.4 Cargo Inventory Procedures: Inventory will be conducted in accordance with MTMCR 56-69.

C.2 DEFINITIONS AND ACRONYMS: (See Attachment _____).

C.3 GOVERNMENT-FURNISHED FACILITIES, SUPPLIES, AND EQUIPMENT

C.3.1 General:

C.3.1.1 The equipment, facilities, and supplies to be furnished by the Government for contractor use during the performance of this contract are specified in C.3.2 through C.3.4.3.1.3 below.

C.3.1.2 The contractor will comply with all requirements of FAR 52.245-2 and FAR 52.245.8 listed in Section I of this contract for all Government property furnished under this contract.

C.3.2 Facilities: FAR (52.245-8):

C.3.2.1 The Government will furnish:

C.3.2.1.1 Fixed facilities, to include maintenance facilities at _____ with sufficient adjoining areas to accomplish the work specified herein. Real estate is listed in attachment _____.

C.3.2.1.2 Space for offices, gear room, and first aid room necessary for performance of the contract.

C.3.2.2 Prior to making any changes which require altering the existing structures, contractor will submit plans for approval to the Contracting Officer. All costs will be at the contractor's expense. Upon completion of this contract, contractor will be responsible for returning the premises and facilities to substantially the same condition as at the time of contract award if directed by the Contracting Officer.

C.3.2.3 Cargo Doors:

C.3.2.3.1 By the effective date of the contract, all cargo doors will be inspected by a representative of the Government and the contractor. All doors will be jointly inspected to ensure that they are fully operational and complete. Contractor will provide all necessary labor, equipment, materials, supplies, and supervisors for the maintenance, repair, and inspection of all cargo doors in buildings under his control.

C.3.2.3.2 The term cargo door will include all panels, track, millwork, hangers, rollers, hardware, etc., necessary for the operation of the doors. Upon contract completion or termination of the contract by the Government, all cargo doors will be in the same or better condition than they were in, less fair wear and tear, at the time the contractor assumed responsibility for them.

C.3.3 Supplies/Services FAR (52.245-2). The Government will furnish:

C.3.3.1 Lumber, Dunnage, Lashing, and Securing Materials. All lashing gear, blocking and bracing material, or lumber removed from ships belongs to the Government and will be segregated by major type and removed to assigned areas.

C.3.3.2 Blank Government forms described herein.

C.3.3.3 Utility services, including "Class C" telephones and a Defense Switched Network line. This excludes commercial telephone service and electricity used to recharge contractor's equipment.

C.3.3.4 Containers in which to accumulate debris and refuse generated by the contractor's operations to include pickup and disposal of the material.

C.3.3.5 Pallets 40 X 48 inches for SEAVAN stuffing operations. In the event that the Government does not provide pallets, the Government will require the contractor to furnish such pallets. Contractor will be compensated at out-of-pocket cost. Contractor will account for and advise disposition of Government-furnished pallets.

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C.3.3.6 Seals for cargo transporters and railcars, locking wire, and wire twisting tools for railcars.

C.3.3.7 Salt, calcium chloride,...etc., to control snow and ice around contractor-controlled facilities.

C.3.3.8 Class 3 barrier material.

C.3.3.9 Managerial information, as follows:

C.3.3.9.1 Advance information and documentation, as is available concerning cargo released for shipment to the terminal and inbound ships due with retrograde cargo.

C.3.3.9.2 Manifests, bills of lading, or other documents on which contractor's invoice for payment is based.

C.3.3.9.3 Names, berths, and dates ships are to be worked.

C.3.3.9.4 A listing of cargo to be loaded on each ship and prestow plans.

C.3.3.9.5 Disposition and marking instructions for retrograde cargo and arrangement of inland transportation.

C.3.3.9.6 Specifications for the processing of military vehicles.

C.3.3.9.7 Cargo Status Reports, to include:

C.3.3.9.7.1 Aged Cargo Reports.

C.3.3.9.7.2 Weekly Open Transfer Reports.

C.3.3.9.7.3 Container Inventory Reports.

C.3.3.9.7.4 Daily On-Hand Reports - Import/Export.

C.3.3.10 Checker stamps and other miscellaneous supplies, such as plastic envelopes.

C.3.4 Equipment: (FAR 52.245-2):

C.3.4.1 The Government will furnish equipment, as listed at Attachment _____.

C.3.4.2 Contractor personnel must possess a valid SF 46 when operating Government-owned vehicles and equipment (i.e., sedans, trucks, etc. from the Motor Pool, or MHE dispatched from Equipment Division) assigned to _____.

C.3.4.3 Care of Government-Furnished Gear, Materials, and Equipment:

C.3.4.3.1 Contractor, at his own expense, will either repair all gear or equipment damaged in the course of his operations or reimburse the Government. When repair parts are not readily available to the contractor, the Government may supply such parts as it has in stock and the contractor will be billed at cost. Contractor, at his expense, will perform normal servicing for operator maintenance, as outlined below:

C.3.4.3.1.1 Before operations: Check fuel, oil, and water, batteries, tires, windshield wipers, leaks, and panel instruments.

C.3.4.3.1.2 During operations: Check panel instruments, brakes, clutch, steering, engine operation, batteries, tires, and unusual noises.

C.3.4.3.1.3 After operations: Check fuel, oil, water, batteries, and tires. If required, drain air tank and clean equipment.

C.4 CONTRACTOR-FURNISHED SUPPLIES/SERVICES AND EQUIPMENT

C.4.1 Supplies/Services.

C.4.1.1 Contractor will furnish:

C.4.1.1.1 Office equipment, such as furniture, telephones, and commercial telephone services, and other material as will be required to maintain his operation.

C.4.1.1.2 Dock pallets for Breakbulk Operations.

C.4.1.1.3 Chocking and blocking materials for SEAVAN stuffing of general cargo and vehicles. Serviceable material from unstuffing seavans (vehicles) will be reused.

C.4.1.1.4 Wire cables, turnbuckles, shackles, clips, lumber, dunnage, chocking, and blocking materials which may be required in the performance of the services hereunder. All supplies purchased by the contractor with prior approval of the Contracting Officer will become property of the Government and will be accounted for IAW FAR 52.245-2. The Government shall reimburse the contractor for such materials/supplies as an out of pocket cost. These materials will be used in performance of work under this contract and are obtained for and on behalf of the Government who shall be the owner thereof at the time of acquisition. Serviceable material/supplies recovered from down loading ships will be reused.

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C.4.1.2 When the contractor furnishes any materials, from his own stock, he will submit a signed certification listing such materials with itemized costs. The Contracting Officer's certification, indicating prior approval of the quantity and prices, will be presented with the invoice for reimbursement, otherwise reimbursement will not be made.

C.4.1.3 Dunnage and lashing materials, furnished by contractor in accordance with C.4.1.1.4, will be of grade, quality, size, and dimensions suitable for the intended use. These materials will be delivered by contractor to shipside or other designated locations, as required for operations.

C.4.1.4 Cleaning Of Work Locations:

C.4.1.4.1 Contractor will maintain his administrative offices and operational work locations in a clean and orderly condition.

C.4.1.4.2 Contractor will clean operational work location as follows:

C.4.1.4.2.1 Sort dunnage and lumber by size and pile in a neat and orderly manner; segregate debris, scrap lumber, and scrap dunnage on piers into designated containers ready for removal; keep piers, warehouse floors, and adjacent operational areas free of debris and dunnage generated from contractor's operation. Sort, assemble, and stack empty pallets in designated areas.

C.4.1.4.2.2 Upon completion of operations, remove inserts placed in railroad tracks to facilitate movement of mobile equipment.

C.4.1.4.2.3 When no longer required, properly fold tarpaulins utilized in performing work under this contract and return them to the designated storage area.

C.4.1.5 Contractor will maintain, in a clean and sanitary condition, restrooms, smoking, and convenience facilities utilized by contractor employees and commercial entrants. Compensation for cleaning of work stations will be included in Schedule X.

C.4.1.6 Provide all necessary labor, equipment, and supervision for the removal of snow/ice from all ramps, loading platforms, loading docks,... etc., in and around contractor-controlled buildings.

C.4.2. Equipment.

C.4.2.1 With the exception of equipment specified as Government-furnished, the contractor will furnish all gear and equipment required to perform all services under this contract. Compensation for equipment is included in the commodity rates in Section B.

C.4.2.2 Equipment operated on the terminal will be maintained and operated in accordance with applicable Federal/State laws, and regulations.

C.4.2.3. Contractor-furnished vehicles, if operated in other than a Cargo Operational Area, will be properly licensed and tagged in accordance with existing State and/or Federal regulations.

C.4.3 Government Use Of Contractor's Equipment.

C.4.3.1 If contractor is unable to perform services under this contract, the Government may rent some of the contractor's gear and equipment as had customarily been allocated to the performance of the contract at rental rates negotiated at time of the requirement. The Government shall accept such gear and equipment as is and shall agree to furnish fuel, lubricants, and operators. A joint condition survey shall be made when the gear and equipment are turned over to the Government and when they are returned to the contractor.

C.4.3.2 The rental period shall continue for the duration of the contractor's inability to perform services under this contract, but may not exceed 180 days, unless subsequently extended. The rental period may be terminated earlier by agreement of the parties. The obligation to rent the gear and equipment shall cease upon expiration of the contract.

C.4.3.3 The Contracting Officer will determine whether the contractor is unable to perform services and will determine the duration of this condition. Such findings of fact to be conclusive on the parties subject to Disputes Clause, FAR 52.233-1, in Section I.

C.4.4 Removal of Contractor's Equipment and Supplies. Within 3 working days after the expiration of the contract, contractor will remove from the premises all equipment and supplies belonging to him. If removal has not been accomplished within the 3 working days, the Government will remove them from the premises and costs incurred will be at the contractor's expense.

C.5 CONTRACTOR'S DUTIES:

C.5.1 General:

C.5.1.1 Contractor will provide a representative to be physically present during operating hours. This individual will have decision-making authority and will act as the central point of contact. Contractor will designate an individual in authority when contract work is being performed at other than normal working hours.

C.5.1.2 Contractor will provide a full-time staff to plan, organize, control, and support the performance of contract for each function and related supporting service. Compensation will be included in Schedule X.

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C.5.1.3 Contractor will be responsible for planning and scheduling all operational functions within the scope of this contract. Contractor will utilize information provided by the Government and, with his own resources, will develop his operation plans and present them to the Government at a daily operations meeting.

C.5.2 Cargo Management:

C.5.2.1 Upon request, contractor will:

C.5.2.1.1 Provide the Contracting Officer with cargo management information generated as a result of this contract.

C.5.2.1.2 Respond to specific inquiries of the Contracting Officer. Inquiries regarding movement, status, and/or disposition of cargo will be answered by the next working day.

C.5.2.3 Contractor will immediately notify the Contracting Officer of his inability to perform any task or function described in this contract.

C.5.2.4 Contractor will use cargo management information provided by the Government as management tools for planning and organizing the warehousing and the movement of cargo. Contractor will perform and provide the following:

C.5.2.4.1 On a weekly basis:

C.5.2.4.1.1 Inventory cargo and annotate the 30-day Aged Cargo Reports (Export) with shipment status of container-compatible cargo indicating date offered and, if booked, the vessel name, voyage number, and sailing date. Provide the Government with the annotated cargo report NLT ___ hours after receipt.

C.5.2.4.1.2 Inventory "Hold" cargo shipments and provide the Government with a written report on the location and status of "Hold" cargo.

C.5.2.4.1.3 Provide the Government a report NLT _____ hours each _____ on the status of on-hand container-compatible cargo, i.e., consignee/POD; containers booked by vessel/voyage; containers awaiting booking by date requested; measurement tons on-hand not booked and measurement tons on-hand not booked for which a booking has not been requested.

C.5.2.4.1.4 Provide the Government, by _____ hours each _____, a report on cargo transporters loaded during the previous week ending Friday. This report will indicate for each cargo transporter: date loaded, the transporter number, size, description of contents, weight of contents, cube of contents, interior cube, percent utilization, port of debarkation, and whether loaded for single or multiple consignees.

C.5.2.4.2 On a daily basis:

C.5.2.4.2.1 Provide the Government a listing of import containers received, indicating the full container number, vessel name, voyage number, commodity (general, household goods or POV), date received, and date the cargo was unloaded.

C.5.2.4.2.2 Provide the Government a listing by ____ hours each workday of empty and loaded MILVANS and SEAVANS on-hand, indicating: serial number, vessel name, voyage number, date received, date loaded or discharged, and the ocean carrier.

C.5.2.5 Contractor will be required to work with both Government (individual members, military shippers, other military ports, and similar activities) and non-Government (carriers, vendors, and similar businesses) agencies conducting business with _____.

C.5.2.6 Contractor will receive cargo shipment status information from _____, on Form _____ (TE_), and will place cargo in specified status until released by a subsequent ____ Form _____ issued by _____.

C.5.2.7 Daily Operations Meeting:

C.5.2.7.1 Daily, Monday through Friday, unless otherwise specified, at approximately _____ hours, an operations meeting will be held at a Government-designated location on _____. The purpose of the meeting is to review current operations and to discuss and finalize operational plans for the next work period and activities for the following day. Meetings held on Friday will include planning for operations to be conducted on Saturday, Sunday, and Monday.

C.5.2.7.2 Contractor will ensure knowledgeable representatives attend and present their daily operation requirements and plans. Contractor will present these plans, including information on labor, services, and equipment, for review, coordination, and concurrence.

C.5.2.7.3 The regularly scheduled Daily Operations Meeting will not preclude contractor attendance at additional meetings to discuss, plan, and coordinate other terminal operations and special requirements.

C.5.2.7.4 Contractor will coordinate his plans and provide all labor, services, and equipment required to effect the most expeditious and economical operation.

C.5.2.7.5 Labor planned, requested, and authorized at the Daily Operations Meeting will be made a matter of record.

C.5.2.7.6 Requirements for heavy lifts, floating equipment, placement of barges, barge derricks, tugs, other equipment services, and extra labor requirements will be approved by the Contracting Officer.

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C.5.3 Terminal/Warehouse Operation:

C.5.3.1 Cargo Staging:

C.5.3.1.1 Contractor will prepare an overall staging plan taking into consideration all destinations and types of cargo handled. The staging plan must be presented concurrent with the Quality Control Inspection Program, as required by paragraph C.1.4, and be approved by the Contracting Officer. It must meet the following minimum requirements:

C.5.3.1.2 Designation of one specific area in each warehouse and open storage area, as appropriate for:

C.5.3.1.2.1 Frustrated cargo;

C.5.3.1.2.2 Transfer cargo;

C.5.3.1.2.3 Security cargo;

C.5.3.1.2.4 Dangerous/hazardous cargo;

C.5.3.1.2.5 Hold cargo;

C.5.3.1.2.6 Retrograde (import) cargo;

C.5.3.1.3 Cargo staged by port of discharge, and by major consignees within that area.

C.5.3.1.4 Cargo staged so that optimum utilization is made of assigned warehouse areas.

C.5.3.2 Transfer of Cargo.

C.5.3.2.1 Intra-port transfers of cargo are included in the commodity rates. Contractor will maintain an audit trail of all cargo transfers between warehouse locations and will document the transfer the same day. Contractor will be provided with a weekly computerized listing of open transfers as a tool for managing transfer operations. This report will be reconciled with an on-hand file within 2 days after receipt and returned to the Contracting Officer.

C.5.3.2.2 Cargo, designated for a warehouse storage location other than the place of initial receipt, will be transferred by the next working day.

C.5.3.2.3 Transfer between Contractor Facilities:

C.5.3.2.3.1 Mixed cargo loads (container and break/bulk mixed) will be off-loaded at one contractor designated location. Transfer of cargo between cargo staging areas, from one place of rest to another place of rest or from its place of rest in the Cargo Staging Area to the point of loading (or reverse) will be included in the contractor's normal duties and the basic commodity rate.

C.5.3.2.3.2 The following cargo will be subject to transfer:

C.5.3.2.3.2.1 POVs and military vehicles which will be received, moved to a storage area, and then moved to a loading or stuffing area.

C.5.3.2.3.2.2 Hazardous cargo which will be transferred into a building authorized for storage of hazardous materials. After storage/assembly, it will be stuffed into a container or moved to a loading area.

C.5.3.2.4 Transfer documentation procedures. Contractor will:

C.5.3.2.4.1 Upon transfer of cargo from one warehouse to another, annotate the transfer date and new location and retain the #3 copy of TCMD at the transferring warehouse.

C.5.3.2.4.2 Upon arrival of cargo at new location, remove #2 copy of TCMD for warehouse inventory file. Update #4 and #5 copy of TCMD with new location, receipt date, and signature of checker; then forward to the Cargo Documentation Division within 24 hours of the transfer.

C.5.3.2.4.3 Return the #5 copy of TCMD to the transferring warehouse to update the contractor's audit trail by matching it with the #3 suspense copy.

C.5.3.2.4.4 Ensure documentation accompanying transfer cargo is processed the same day as the transfer and forwarded to the Cargo Documentation Division within 2 hours of the transfer.

C.5.3.2.5 Transfer of Cargo for Convenience of the Government: When directed by the Contracting Officer, contractor will check the cargo on the document furnished by the Government, untier, segregate, and move the cargo to the designated area. Contracting Officer directed transfers are a non-routine duty for which the contractor shall be compensated at the applicable man-hour rates.

C.5.3.3 Handling Dangerous/Hazardous Cargo.

C.5.3.3.1 General.

C.5.3.3.1.1 Contractor will provide personnel trained in the policy and procedures described below who will manage the handling of dangerous/hazardous cargo in accordance with the requirements of this contract. Physical handling of this cargo will be reimbursed under applicable commodity or man-hour rates.

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C.5.3.3.1.2 Contractor will ensure that at least two employees, at all times during the life of this contract, are qualified and authorized to certify proper preparation, packaging, packing, marking, and shipment of hazardous material in accordance with DOD 4500.32R, AR 55-355, Title 49 CFR (Parts 100-199), IMO, TM 38-250, and IATA. Contractor will submit evidence to the Contracting Officer of qualifications no later than the effective date of the contract. Contractor will submit evidence of successful re-certification every 2 years.

C.5.3.3.1.3 Contractor will follow policies and procedures covered in applicable regulations cited in Attachment _____.

C.5.3.3.1.4 Documentation prepared for the shipment of dangerous/hazardous cargo will be in compliance with Title 49, Code of Federal Regulations, Parts 100-199, and/or International Maritime Organization (IMO) regulations.

C.5.3.3.1.5 With the exception of small arms ammunition up to and including .50 caliber, and Class C explosive, Coast Guard Class 1 items, movement of ammunition or explosives will not be programmed through this terminal.

C.5.3.3.1.6 Procedure. Contractor will:

C.5.3.3.1.6.1 Receive, segregate, document, handle, and protect dangerous/hazardous cargo in a manner consistent with applicable regulations.

C.5.3.3.1.6.2 Segregate, identify, and frustrate all shipments that are in violation of Title 49 CFR and IMO Regulations, and notify the Contracting Officer. Handle and protect all hazardous cargo as required by its classification, label, and pertinent regulations. Perform labeling, marking, and documentation in accordance with Title 49 CFR and IMO Regulations. The Contracting Officer will be notified upon receipt of improperly identified or mislabeled hazardous cargo. Contractor will provide a label list to the Government for hazardous cargo on-hand so that the cargo may be correctly manifested.

C.5.3.3.1.6.3 Perform all necessary action to ensure that TCMDs, Expected Receipt Listings (ERL), and labels of the dangerous cargo agree; ensure that the proper shipping names of the dangerous cargo are in accordance with Title 49 CFR or IMO and are so indicated on the applicable TCMDs and ERLs for preparation of the Dangerous Cargo List, MT Form 225, "TE-__"); ensure that the hazard classification, UN number, IMO page, and flash points are indicated for flammable and combustible liquid cargo; ensure that radioisotope activity, activity at surface, transport index, transport group, and physical form are indicated for radioactive cargo.

C.5.3.3.1.6.4 Prepare MT Form 225, Dangerous Cargo List, on all dangerous/hazardous cargo lifted or stuffed into containers. The dangerous cargo manifest or list will be prepared in quadruplicate. When contractor loads a vessel, an original and three copies will be provided to the vessel master, or a licensed deck officer, designated by the master, who will then sign the third copy in accordance with Title 49 CFR. This signature will constitute acknowledgment of his having received the original and two copies of the dangerous cargo manifest or list. The signed copy of the dangerous cargo manifest or list will be retained in the vessel file.

C.5.3.3.1.6.5 When directed to divert to air, package and prepare cargo for shipment with required documentation. Compensation for this function will be under Schedule 1F.

C.5.3.3.1.6.6 Observe all safety regulations in the handling of dangerous cargo from the time of arrival at the terminal until shipped.

C.5.3.4 Terminal Services. Contractor will:

C.5.3.4.1 Perform terminal services including receiving, checking, and clerking incident to the movement of the cargo from receipt to delivery. Unless otherwise stated, the contractor will provide the following services that are included in the rates in Section B, Schedule I.

C.5.3.4.2 Check cargo upon receipt and delivery, and advise the Contracting Officer of damage or discrepancies. As a minimum, contractor will ensure that all data on documents accompanying the shipment are consistent with the cargo received; mark cargo, prepare and affix shipping label, when necessary or as directed by the Contracting Officer; identify dangerous and hazardous cargo; annotate and correct data on shipping documents and/or other appropriate documents, as required by this contract.

C.5.3.4.3 Provide the necessary labor and equipment as part of his full-time duties (Monday-Friday) to pick up packages, parcel post, and small packages, exclusive of registered mail, marked for the Transportation Officer. Packages may either be tendered by small package delivery services, such as United Parcel Service, to the Transportation Officer, _____ or as parcel post mail at the US Postal Unit, _____. Upon pick-up or receipt, contractor will sort, segregate, and label with "in-the-clear" destination, as set forth in AR 725-50. Packages with APO and FPO markings will be delivered to the Postal Unit. Packages or other mail without APO or FPO addresses will be sorted by overseas destinations, placed into multiwall or similar container, as directed by the Contracting Officer, and be prepared for shipment.

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C.5.3.5 General Cargo Documentation Procedures.

C.5.3.5.1 The Government will make every reasonable effort to ensure that documentation for receiving and processing cargo (TCMDs and ERLs) is furnished to the contractor in a timely manner. If such documentation is not available, the contractor, when directed by the contracting officer, will prepare documentation, as follows:

C.5.3.5.1.1 The MT Form 239-R (Frustrate Cargo - Hold For TCMD) will be prepared whenever export cargo is received without the proper documentation (TCMD and ERL). The form will be completed in accordance with MTMCR 56-69.

C.5.3.5.1.2 A DD Form 1384-2 (TCMD) will be prepared when import cargo is received without the proper documentation (TCMD). The form will be completed in accordance with DOD Reg 4500.32R (MILSTAMP).

C.5.3.5.2 The costs for preparation of the above documentation will be included in the commodity rate.

C.5.3.5.3 If a TCMD is lost or mutilated after receipt of the cargo, the contractor will prepare the forms cited above and will not be entitled to compensation.

C.5.3.5.4 Contractor will, as necessary, make corrections or additions to the ERL and/or TCMD to ensure the documentation accurately reflects the shipment and the requirements of DOD Reg 4500.32R (MILSTAMP).

C.5.3.5.5 Whenever contractor is required to prepare either an MT Form 239 or a DD Form 1384-2 or when a change is made in the pieces, weight, cube, or water commodity code of an existing TCMD and/or ERL, the signature of a Government representative is required. Contractor will not be paid for handling of these shipments unless such documentation is signed by a Government representative attesting to the necessity and accuracy of the completed form or change.

C.5.3.5.6 The receipt and initial staging of cargo will be documented on the same day as the receipt. Forward required documentation to the Cargo Documentation Division within 2 hours of receipt.

C.5.3.5.7 Contractor will pick up and sign for import job envelopes containing advanced import documentation (TCMDs and manifests) from the Cargo Documentation Division. Contractor will compare the TCMDs to the manifests and advise the Cargo Documentation Division by the close of the next working day if any TCMDs are missing. If Contractor loses, misplaces, or misdirects the TCMDs, he then must prepare a handwritten TCMD with such TCMD preparation being at the expense of the contractor. Each job bag will contain TCMDs for all types of cargo appearing on the manifest(s) contained therein, and it is the responsibility of the contractor to distribute them to the proper area (i.e. building , etc.)

C.5.3.6 Misshipment/misdirection of Cargo. Contractor will be held responsible for the misshipment/misdirection of cargo attributed to the contractor. Contractor will reimburse the Government for all additional cargo handling, and transportation costs incurred by the Government as a result of the misshipment/misdirection.

C.5.3.7 Security Cargo. Cargo which requires safeguarding will be placed immediately into the secure area after receipt unless a written waiver is obtained from the Contracting Officer.

C.6 BREAKBULK OPERATION

C.6.1 General.

C.6.1.1 Management functions include: Export and import (retrograde) cargo planning; planning and supervising ship, ocean going barge, or lighter loading and discharge operations; documentation; and stowage plan preparation.

C.6.1.2 Man-hour Services. Loading/unloading cargo, material, and equipment aboard vessels, handling dunnage, lashing and securing cargo aboard vessels, clerking and checking shall be paid at the applicable commodity rates in Schedule IA.

C.6.1.3 Clerking and Checking. Contractor will check cargo from place of rest to aboard ship during loading and the reverse during discharging.

C.6.1.4 Cargo Management Standards (Ship, Barge, Lighter)

C.6.1.4.1 Export Breakbulk Cargo.

C.6.1.4.1.1 Contractor will maintain the monthly average time-in-terminal for export breakbulk/Roll On-Roll Off (RO-RO) cargo of 15 calendar days, and household goods, 8 calendar days after bookings are received from the Government.

C.6.1.4.1.2 Contractor will comply with the transportation priorities contained in DOD Regulation 4500.32R (MILSTAMP) and will observe the First-In, First-Out (FIFO) concept of cargo movement. In the event of any priority or RDD conflicts, the transportation priorities contained in the MILSTAMP regulation will control in preference over the FIFO concept.

C.6.1.4.1.3 Cargo will be loaded aboard ships, barges, and lighters in accordance with stevedoring industry practice so cargo will not be damaged in transit. In no event will cargo be loaded in violation of CFR Title 49, parts 100-199 and/or IMO regulations.

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C.6.1.4.2 Import Breakbulk Cargo (Retrograde). Contractor will move retrograde breakbulk/RORO cargo within 10 calendar days, unaccompanied baggage and shippable household goods within 8 calendar days after disposition instructions are received from the Government.

C.6.1.4.3 Disposition of Cargo. Contractor will seek disposition instructions for export breakbulk cargo and import breakbulk cargo (retrograde) within 24 hours of receipt of cargo.

C.6.2 Loading of Vessels, Lighters, and Ocean Going Barges:

C.6.2.1 General:

C.6.2.1.1 Contractor will remove and handle cargo from within the Cargo Staging Area, open-top rail cars, open-top Government trucks/trailers alongside ship, barges, lighters, scows, carfloats, or open-top rail cars on carfloats alongside ship, to include reefer cargo from the refrigerated storage warehouse. Contractor will stow said cargo in any space in the ship, including holds, between decks, on deck, and deep tanks. Blocking, bracing and shoring of cargo will be included in the commodity rates.

C.6.2.2 Procedures:

C.6.2.2.1 When a vessel is nominated, the contractor will survey all cargo on the Load List and advise the Government of those items not on hand as well as cargo on-hand that does not appear on the Load List.

C.6.2.2.2 Pull the TCMDs from the cargo and check POD, pieces, weight and cube.

C.6.2.2.3 Report any discrepancies (shortage, overage, damage, or pilferage) to the Contracting Officer prior to removing the cargo from the warehouse or lot.

C.6.2.2.4 Annotate on the load copy (#6 or #7 of the TCMD or the split envelope) the location of the cargo on the vessel, the vessel voyage number, the type of activity (e.g., lift-on, RO/RO) the date, and the checker's stamp and signature.

C.6.2.2.5 Forward the load copy to the Cargo Documentation Division.

C.6.2.2.6 Remove the designated cargo from the warehouse or lot to a location at the vessel and load the vessel in accordance with Government-approved, contractor-prepared stowage plans.

C.6.2.2.7 Furnish the Contracting Officer a shift report of tonnages and items loaded in each vessel compartment.

C.6.2.2.8 Receive a certificate of satisfactory stow from the vessel master or his representative.

C.6.2.2.9 Prepare a final stowage plan, as per C.6.2.7.

C.6.2.3 Lashing, Securing, Chocking, Blocking, and Bracing of Cargoes Stowed in Vessels.

C.6.2.3.1 Contractor will lash and secure all cargo loaded aboard ship sufficiently to prevent shifting in transit.

C.6.2.3.2 The methods and materials, required to ensure proper lashing, securing, and chocking on ships, are outlined in Attachment #_____. Dunnage and lashing materials will be of grades and quantities suitable for the intended use. The diagrams in the attachments are for vehicles stowed forward and aft only.

C.6.2.3.3 Handling Dunnage. Contractor will load, shift (within the same hatch), and lay dunnage, in single or multiple layers (including cordwood, paper, tarpaulins, matting, reefer stripping, or other types of cargo separation) necessary to properly stow and secure the ship's cargo. This service will be included in the commodity rates listed in Schedule IA.

C.6.2.3.4 Carpentry Work. Contractor will perform all carpentry work (i.e., chocking, blocking, and bracing) required to secure cargo with compensation included in applicable man-hour rates.

C.6.2.3.5 Lashing, securing, chocking, blocking, and bracing for vessels will be accomplished in accordance with the standard securing practices utilized in vessel loading, as indicated in the applicable attachments.

C.6.2.4 Reefer Cargo Loading. Contractor will load freeze and/or chill cargo in reefer compartments with proper reefer plates positioned to provide maximum ventilation. The entire opening, loading, and closing of refrigerated compartments will be accomplished on a commodity basis, (Schedule IA).

C.6.2.5 POV Loading Procedures.

C.6.2.5.1 Contractor will perform inspection of POVs for pre-existing damages and marks exposing bare metal and check boxed accessories for damages or pilferage. (This is to identify damages and establish liability.) Appropriately annotate DD Form 788 indicating a brief description of any damage and/or pilferage. Immediately notify the Contracting Officer of findings (sign Item 4 of DD Form 788). Contractor will:

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C.6.2.5.1.1 Observe the vehicle as it is loaded and stowed in the hatch.

C.6.2.5.1.2 Indicate damages incurred through this movement on DD Form 788 using "square" code.

C.6.2.5.1.3 Accomplish the stowage information portion of the DD Form 788 by printing the date of inspection and checker's name in the "POE check in stow/condition when stuffed in container" block of the form and signing in the space above printed name.

C.6.2.5.1.4 Forward one copy of DD Form 788 to Cargo Documentation Division. Place two legible copies of the DD Form 788 in glove compartment or affix to the synovias of vehicle.

C.6.2.5.1.5 Retain one reproduced legible copy of DD Form 788.

C.6.2.5.1.6 Breakbulk POVs - lock the vehicle and remove the keys. Containerized POVs - do NOT lock the vehicle. Keys will be left in the ignition lock.

C.6.2.5.1.7 Place the keys in an envelope by the hatch compartment, prepare receipts, and obtain signature of Mate for keys.

C.6.2.5.2 Contractor will ensure that all POVs are secured while in transit from the pick-up point until they have been loaded and secured aboard the vessel. The keys will remain in custody of the contractor until turned over to the vessel officer.

C.6.2.6 RO/RO Ships:

C.6.2.6.1 Contractor will lash and secure POVs, military vehicles, and other rolling stock onboard the ship during loading operations, using the ship's lashing gear or gear furnished by the Government. This includes the use of prefabricated lumber stands under trailers or vans in order to provide adequate support of cargo.

C.6.2.7 Vessel Final Stowage Plans:

C.6.2.7.1 Vessel stowage plans will be prepared by the contractor in accordance with Chapter 7 of DOD Regulation 4500.32R, (MILSTAMP). Contractor will ensure data indicated on plans is accurate, legible, concise, and reflect the true cargo stowage aboard the vessel.

C.6.2.7.2 For vessels which load at _____ only, contractor will:

C.6.2.7.2.1 Prepare a master stowage plan.

C.6.2.7.2.2 Reproduce plans in the number designated by the Contracting Officer (minimum 15 copies).

C.6.2.7.2.3 Deliver the master stowage plan and designated copies to the Cargo Operations Division and the vessel's Master or Mate prior to vessel sailing.

C.6.2.7.3 For vessels which load at other ports in addition to _____, and the final loading is at _____, contractor will:

C.6.2.7.3.1 Secure the traveling stow plan, upon vessel arrival, from the vessel Master or Mate.

C.6.2.7.3.2 Complete the traveling stow plan and a vessel cargo recapitulation sheet.

C.6.2.7.3.3 Reproduce plans in the number designated by the Contracting Officer (minimum 15 copies).

C.6.2.7.3.4 Deliver the traveling stow plan and designated copies to the Cargo Operations Division and the vessel's Master or Mate prior to vessel sailing.

C.6.2.7.4 For vessels which load at _____ and final loading is not at _____, contractor will:

C.6.2.7.4.1 Prepare a master traveling stowage plan if _____ is the first port of loading.

C.6.2.7.4.2 Enter the _____ portion of loading on the master traveling stow plan, secured from vessel's Master or Mate, if _____ is an intermediate port of loading.

C.6.2.7.4.3 Reproduce plan in the number of copies designated by the Contracting Officer (minimum 15 copies).

C.6.2.7.4.4 Deliver the master traveling stow plan and designated copies to the Cargo Operations Division and the Master or Mate prior to vessel sailing.

C.6.3 Discharging Vessels, Lighters, and Ocean Going Barges:

C.6.3.1 General Cargo. Contractor will:

C.6.3.1.1 Remove and handle cargo from any space in the ship, including holds, between decks, on deck, and deep tanks. Contractor will move cargo to place of rest within a cargo destaging area, open-top rail cars, trucks/trailers alongside ship; barges, lighters, scows, carfloats or open-top rail cars on carfloats alongside ship.

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C.6.3.1.2 Contractor will unlash all cargo to be unloaded from the ship and will remove from the ship all tomming, chocking, blocking, tank beds, all types of securing materials, and dunnage flooring, except false decks. All lashing gear, blocking, and bracing materials removed from the ship will be segregated by major type, accounted for, and removed to assigned areas. All lumber removed from the ship will be sorted by size, accounted for, and removed to designated areas.

C.6.3.1.3 Discharge the ship, ensuring the cargo is tallied at shipside on documentation provided by the Government (hatch list, TCMDs, etc.).

C.6.3.1.4 Check the TCN numbers on pieces and check for damage and/or pilferage to the cargo on discharge.

C.6.3.1.5 Bring discrepancies to the attention of the Government Marine Cargo Specialist working on the ship discharge. Annotate the manifest to reflect overages, shortages, damages, or other discrepancies.

C.6.3.1.6 Ensure that all cargo discharged without marks is marked with the name of the ship.

C.6.3.1.7 Move the cargo to a designated place of rest. Cargo with special handling Codes 2, 4, 5, or 6, or any pilferable cargo will be staged in the security crib or vault area, as applicable.

C.6.3.1.8 Distribute annotated TCMDs, as appropriate, and within 2 working days after completion of vessel discharge, the contractor will provide CDD in one package, all #3 copies of TCMDs for that vessel, and a list indicating the TCNs of any overages or shortages.

C.6.3.2 Discharging Breakbulk POVs. Contractor will:

C.6.3.2.1 Observe the condition of POVs in the hatch/lighter to determine if any damage has occurred and advise the Government Marine Cargo Specialist of any damage noted.

C.6.3.2.2 Observe the removal of the vehicle from the hatch. Report any damage due to lifting or slinging operations to the Government representative.

C.6.3.2.3 Upon completion of discharge but prior to moving vehicle to the designated location, inspect POV for pre-existing damages and marks exposing bare metal and check boxed accessories for damage or pilferage. (This is to identify damage and establish liability.) Appropriately annotate DD Form 788. Provide brief description of any damage or pilferage. Immediately notify the government representative of findings.

C.6.3.2.4 Check the interior of the POV to include Items 9 and 10 found on DD Form 788. If items are missing or damage to the interior is observed, annotate Item 9 on DD Form 788.

C.6.3.2.5 If no damage or missing items are observed, enter "no exceptions" on the _____ TCMD.

C.6.3.2.6 Print the date of inspection and checker's name in the block on DD Form 788 and sign in the space "POD check in stow/condition when removed from container" above printed name.

C.6.3.2.7 The primary document for listing exceptions is the DD Form 788. The TCMD will be used to record exceptions only when the DD Form 788 is unavailable.

C.6.3.2.8 Sign the TCMDs and DD Form 788 and place on the front seat of the vehicle.

C.6.3.2.9 Damage to vehicles not properly noted prior to removal from vessel and acknowledged by appropriate Government representative, will be considered caused by the contractor due to his handling and will, therefore, be for the account of the contractor.

C.6.3.2.10 Move the vehicles to a designated location. Contractor will ensure that all POVs are secured while in transit from the vessel to the POV lot.

C.6.3.2.11 Contractor will annotate the #3 copy of TCMD regarding method of discharge, (i.e., Roll-Off, or Lift-Off).

C.6.3.2.12 Fueling and battery hook-up will be accomplished if battery has been disconnected and the vehicle defueled.

C.6.3.3 Ro-Ro Ships. Contractor will remove prefabricated lumber stands, lumber, and dunnage in conjunction with discharge operations. Lashing gear, generated from ship discharge operations, must be removed from any deck and transferred to areas aboard the ship, as designated by the Contracting Officer.

C.6.4 Lighters and Ocean-Going Barges:

C.6.4.1 Lighter and Ocean-Going Barge Unloading:

C.6.4.1.1 Barge and lighter unloading will include doing all work in connection with unlashings and unsecuring the cargo (immediately notifying the Contracting Officer upon discovery of any damaged cargo), removing the cargo from the barge to pallet boards, transferring cargo, and tiering at the place of rest within the Cargo Staging Area or onto any conveyance along side ship. Upon completion of the unloading, the contractor will clean the barge of debris and scrap, place the debris and scrap on pallet boards, and remove it to the assigned storage areas.

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C.6.4.1.2 Contractor will discharge lighters and barges with compensation payable at the commodity rates set forth in Schedule IA. In addition to the duties cited in C.6.3, if required, the contractor will break seals and record the seal numbers.

C.6.4.3 Ocean-Going Barge and Lighter Loading.

C.6.4.3.1 Loading of barges will include the preparation of the barge or lighter for handling cargo, the breaking down, untying, and transferring of cargo from its place of rest within the designated Cargo Staging Area or from any conveyance within the Cargo Staging Area, loading the cargo in the barge or lighter including all necessary lashing, blocking, bracing, and securing within the barge or lighter.

C.6.4.3.2 Contractor will load lighters and barges and be compensated at the applicable commodity rates set forth in Schedule IA. In addition to the loading procedures cited in paragraph C.6.2, if required, contractor will affix seals.

C.6.5 Operations (General):

C.6.5.1 Opening and Closing Ships:

C.6.5.1.1 Routine. Opening and closing ships is a routine duty and is included in rates in Schedule IA. When requested, contractor will:

C.6.5.1.1.1 Remove and replace tarpaulins, battens, hatch covers, pontoons, beams, and tank tops (with not more than four bolts) for all decks and deep tanks during both the unloading and loading operations, and when necessary because of weather or working conditions.

C.6.5.1.1.2 Placing of hatch beam, pontoons and reefer plugs on the wharf, when necessary.

C.6.5.1.1.3 Remove, handle, replace, or set reefer plugs while handling cargo in refrigerated spaces or during periods when loading and/or discharging operations are interrupted.

C.6.5.1.1.4 Place/remove side ramps and steel plates on RO/RO ships.

C.6.5.1.2 Non-Routine. The following opening and closing will not be a routine duty for the contractor and compensation, therefore, will be at the applicable man-hour rates in Section B, Schedule of Rates:

C.6.5.1.2.1 When performed at the request of the Contracting Officer for the account of the vessel.

C.6.5.1.2.2 When performed in connection with extra labor services ordered by the Contracting Officer.

C.6.5.1.2.3 When contractor is directed to load and/or discharge 100 payable tons or less at any one hatch.

C.6.5.2 Opening and Closing Lighters. Removal and replacement of bolts is included in the opening and closing of lighters.

C.6.5.3 Rigging and Unrigging:

C.6.5.3.1 Routine. Routine rigging and unrigging is a duty included in the commodity rates of Schedule IA. When ship gear is used for handling cargo, the contractor will conduct a complete pre-operation safety check of the gear; rig and unrig all gear; and will hoist, lower, and secure hatch tents, when necessary. Rigging and unrigging will include topping, lowering, and trimming of booms. Rigging and unrigging will also include rigging and unrigging union falls, frisco rig, and heavy lift booms. Contractor responsibility for rigging heavy lift gear and heavy lift booms commences only after the booms have been removed from their collars.

C.6.5.3.2 Non-Routine. The following rigging and unrigging will not be a routine duty of the contractor, and he will be compensated, therefore, at the applicable man-hour rates in the Schedule of Rates.

C.6.5.3.2.1 When performed at the request of the Contracting Officer for the account of the ship.

C.6.5.3.2.2 When performed in connection with extra labor services ordered by the Contracting Officer.

C.6.5.3.2.3 When the contractor is required to break out booms from collars or boom rest, or to reeve guys or topping lifts through blocks.

C.6.5.4 Slinging and Unslinging of Cargo. When required, contractor will sling and unslung cargo during loading or discharging by floating derricks and/or dock cranes. This is a routine duty and is included in the commodity rates in Schedule 1A.

C.7 RAILCAR/TRUCK LOADING AND UNLOADING

C.7.1 General:

C.7.1.1 Management. Management responsibilities include planning and supervising operations so loading and unloading at the container freight station or breakbulk facility is accomplished within the applicable tariffs or tenders.

C.7.1.2 Commodity Services. Compensation for services in C.7.1 is payable at the applicable rates in Schedule IB. This will include moving cargo to a place of rest in the designated Cargo Staging Area in a pattern that will normally result in only one more move when it is outloaded from the terminal. This place of rest may either be within the area previously designated for that cargo type and destination or within a security area.

C.7.1.3 Minimum Performance Standard - (Demurrage/Detention):

C.7.1.3.1 Contractor will abide by all tenders/tariffs and, unless otherwise directed by the Contracting Officer, will unload and load conveyances within the time prescribed by applicable tariffs or tenders. Contractor will segregate cargo by TCN, consignee, and POD: complete checking; and, if appropriate, provide a receipt to the carrier within the time frame allowed by the applicable tender/tariff in order to avoid detention/demurrage charges. Contractor will be responsible for payment of demurrage or detention charges when incurred through his fault or negligence. If demurrage or detention occurs as a result of the direction of the Contracting Officer, it will be for the account of the Government, in which event the direct demurrage/detention must be authenticated on the spot by the Contracting Officer. Failure by the contractor to annotate, on the back of the Vehicle Time Check Card, MT Form _____, (TE-___), any cause or reason for detention/demurrage will result in the contractor being liable for detention/demurrage charges.

C.7.1.3.2 Cargo shall be unloaded or loaded so it will not be damaged in transit or while being loaded or unloaded.

C.7.1.4 General Procedures for Unloading Trucks and Railcars:

C.7.1.4.1 Discharge, check, receive, and warehouse cargo, as follows:

C.7.1.4.2 Receive the ERLs, TCMDs, and MT Form 239-R. On sealed shipments, seal number will be annotated on the ERL and Vehicle Time Check Card and be verified by the checker prior to the seal being broken.

C.7.1.4.3 Contractor will ensure that the seal number(s) indicated on the GBL is intact on the door(s) of the truck and/or railcar and so note on ERL. Notify Contracting Officer upon discovery of a damage or discrepancy in the seals. Once unloading has been completed, the ERL can be checked.

C.7.1.4.4 As the cargo is discharged, check the marking on the cargo against the documentation (TCMDs, MT Form 239-R, and ERLs). If no exceptions are noted, receive the cargo and verify shipment receipt on appropriate documentation, as follows:

C.7.1.4.4.1 On all copies of the ERL, annotate the Julian date and warehouse number, sign "checker's signature block," and apply checker's stamp or print checker's name.

C.7.1.4.4.2 On the #1 and #2 copies of the TCMD, annotate the Julian date, warehouse staging location; stamp or print checker's name and sign the "checker's signature block."

C.7.1.4.4.3 If the cargo has been designated as "transfer cargo," annotate the receipt date in Julian date form, transfer code (initial receiving warehouse), the number of the warehouse transferred to (e.g. _____), apply checker stamp to copies #1 through #6 of the TCMD, and sign checker's signature on the #1 and #2 copies.

C.7.1.4.4.4 Ensure the markings on the cargo agree with the marks on the ERL/TCMD, annotating any missing data (e.g., commodity codes, type of label cargo, type pack, dimension on outsized cargo, etc.).

C.7.1.4.4.5 Pull and retain the #1 and #2 copies of the TCMD. If the cargo is designated "transfer cargo," pull and retain the #1 copy only.

C.7.1.4.4.6 Place the TCMD into a Government-furnished, clear plastic envelope and secure the envelope to the cargo with cloth-backed, pressure sensitive tape. With a black felt-tip marker, annotate the receipt date and POD on the face of the plastic envelope.

C.7.1.4.4.7 If exceptions are noted, receive freight and annotate the documentation, as follows:

C.7.1.4.4.7.1 If the discrepancy is in the Transportation Control Number (TCN) or if there is no documentation (ERL or TCMD) for the cargo (and the cargo is marked for _____), follow the procedures in C.5.3.5 for preparation of MT Form 239-R, Frustrate Cargo-Hold for TCMD. Upon completion of MT Form 239-R, add the shipment to the ERL by entering the TCN, pieces, weight, cube, and consignee in the same manner as other cargo listed on the ERL. Two (2) copies of the MT Form 239-R will be retained; one of the copies will be taped to the cargo, and the cargo placed in the frustrated cargo staging area.

C.7.1.4.4.7.2 If the discrepancy is due to damage or pilferage, the contractor will notify the Contracting Officer who will verify damage or pilferage. When authorized by the Contracting Officer, the contractor will proceed with the receiving operation as specified for shipment with no exceptions. The damage or pilferage will be annotated on all copies of the ERL and TCMD, and the contractor will obtain the signature of the Government inspector acknowledging the damage or pilferage on all copies of the ERL. The #1, #2, and #6 copies of the TCMD must be annotated by the inspector.

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C.7.1.4.4.7.3 If there is a discrepancy in the number of pieces, weight, cube, or POD, circle the original (incorrect) entry and add the corrected data on all copies of the ERL and TCMD. Other than drop trailers or railcars, the checker will obtain the driver's signature on the ERL in acknowledgments of the discrepancy. The checker will then complete the receiving process as specified for shipments with no exceptions.

C.7.1.4.4.8 The original and one (1) copy of the ERL and the #1 copy of the TCMD and/or one copy of MT Form 239-R is forwarded by courier within 2 hours of discharge to the Cargo Documentation Division.

C.7.1.4.4.9 The #2 copy of the TCMD and/or one copy of MT Form 239-R is kept in warehouse file.

C.7.1.4.4.10 Contractor will place two copies of each annotated ERL in its respective job bag and return it to Cargo Documentation Division not later than 1 working day after receipt of the cargo. TCMDs for pre-lodged shipments which were not present, will also be included in the job bag.

C.7.2 Loading and Unloading Railcars:

C.7.2.1 General:

C.7.2.1.1 Management. In addition to C.7.1.1, coordinate the scheduling of cars for load and discharge.

C.7.2.2 Railcars. Spotting and moving of railcars will be a Government responsibility. The Rail Element of the Freight Traffic Division (FTD) will notify the contractor of the expected arrival of railcars, the number of cars, the contents, the estimated time of arrival (ETA), and any other information requested. Contractor will designate the Building/Door # or Lot # of the location where the car(s) is to be delivered. Upon completion of discharge the Contractor will immediately notify the FTD Export Branch (Rail Element), x_____ or x_____ when the railcar(s) is available for movement from inside the Cargo Operations Area (COA).

C.7.2.3 Railcar Unloading:

C.7.2.3.1 General. Contractor will unload cargo from railcars. This duty will include, but will not be limited to, the breaking of seals, opening and closing of car doors, immediately notifying the Contracting Officer upon discovery of any damaged cargo, performing all work necessary for unlash and unsecuring of cargo to include burning of tiedown bars, removal of the tiedown devices, removal of cargo from cars to pallet boards, and tiering at place of rest within the cargo staging area. Upon completion of the unloading, contractor will

clean the cars of paper, dunnage, steel, and/or wire strapping; remove chocks and bracing, including nails and bolts used to secure chocks from railcar beds and sides of car; place removed materials on pallet boards; and move to the designated area. Reasonable care will be exercised to prevent paper, dunnage, shoring, steel wire strapping, chocks, and nails from falling on the ground or roadbed adjacent to the railroad car being unloaded. Secured materials (partitions, fittings, or fixtures) that are an integral part of cars will be returned thereto prior to release of the cars. Open-top/flatcars, ramps, tiedown equipment, and other devices that are part of the railcar will be replaced and secured in/on the railcar. Restraints will be locked into position and doors left open.

C.7.2.3.2 Railcar cargo discharge and receiving procedures:
Contractor will:

C.7.2.3.2.1 Pick up from the Cargo Documentation Division a "job bag" containing documentation (ERLs, and TCMDs) for the contents of the railcar and coordinate the specific spotting of railcars through the FTD.

C.7.2.3.2.2 Annotate the daily rail cargo arrival record, MT Form _____, (TE-___), with the railcar number, date, "job bag" control number, time discharge started, checker's name and seal numbers of seal found on car. Seal discrepancies will be reported to Contracting Officer immediately and annotate the discrepancy on Form ____.

C.7.2.3.2.3 Follow the procedures outlined in 7.1.2: or.

C.7.2.3.2.4 Annotate completion time, pieces, weight, and cube on daily arrivals sheet, Form _____, for railcars.

C.7.2.4 Railcar Loading.

C.7.2.4.1 General. Contractor will load cargo to railcars. This duty will include the preparation of cars for handling cargo, breaking down or untying cargo, transportation of the cargo from place of rest (or from any inland cargo conveyance within the cargo assembly area) to the railcar loading the cargo within/on the cars and all necessary lashing and securing of cargo within/on the cars.

C.7.2.4.2 Railcar Loading Procedures. Contractor will:

C.7.2.4.2.1 Receive shipping documents from the FTD and call the FTD to arrange the spotting of empty cars.

C.7.2.4.2.2 Prepare necessary stencils for remarking cargo from data on shipping documents.

C.7.2.4.2.3 Obliterate old markings and remark the cargo, as required.

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C.7.2.4.2.4 Check cargo against TCMDs, annotate Julian date and checker signature, and load railcar.

C.7.2.4.2.5 After the railcar has been loaded, forward the #5 copy of the GBL and #2 copy of the TCMD to Cargo Documentation Division. The #6 copy of TCMD and the GBL are to be forwarded to FTD. (On consolidated loads to depots, prepare load list, strip one copy for warehouse file and carry remaining copies to FTD with rest of load list for preparation of GBL.)

C.7.2.4.2.6 Close the doors and apply Government-furnished seals to boxcars. Request switching line railroad provide an inspector to approve the loading and securing of open-top cars prior to the movement of the cars from the loading site.

C.7.2.4.2.7 Notify FTD of completion of the railroad car loading.

C.7.3. Loading and Unloading of Trucks:

C.7.3.1 General:

C.7.3.1.1 Management. In addition to C.7.1.1, coordinate scheduling of trucks for load and discharge; establish a short line for discharge of trucks requiring limited handling; and unload drop trucks (as defined in Schedule IB) within 72 hours of permit time.

C.7.3.1.2 Commodity Services. As determined by the Bill of Lading, the contractor will perform the duties in C.7.1.2. in accordance with minimum performance levels.

C.7.3.2 Truck Unloading:

C.7.3.2.1 General:

C.7.3.2.1.1 Truck unloading will include removal of cargo from the truck/trailer and, if required, placement on pallet boards, transport to, and tiering at the place of rest within the designated staging area.

C.7.3.2.1.2 Contractor will establish a "short line" to expedite the discharge of trucks that require limited handling (i.e., can normally be unloaded in 1 hour or less).

C.7.3.2.2 Truck Receiving Procedures. Contractor will:

C.7.3.2.2.1 Receive trucks by having the driver of the truck report to the warehouse office with an envelope (job bag) containing the Vehicle Time Check Card, MT Form _____, expected receipt listings (ERLs) and TCMDs.

C.7.3.2.2.2 Review Vehicle Time Check Card, TCMD, and related documents contained in the "job bag" for evidence that the truck has reported to the correct warehouse with proper documentation to receive the load.

C.7.3.2.2.3 Time stamp the Vehicle Time Check Card with the time the driver reported in and log the truck in on the Daily Arrivals Sheets, MT Form _____.

C.7.3.2.2.4 Retain the Vehicle Time Check Card in the truck receiving office.

C.7.3.2.2.5 Follow the procedures in 7.1.2:

C.7.3.2.2.6 Stamp the Vehicle Time Check Card with the time the truck finished discharging.

C.7.3.2.2.7 If there were any problems with the discharge or any delay of the truck, ensure that the details have been annotated on the back of the Vehicle Time Check Card and that both the checker and the Contracting Officer's Representative have signed the card.

C.7.3.2.2.8 Give the truck driver copies of the ERL and cargo release pass for pallets or undeliverable (rejected) cargo, as appropriate, to use as release documents. Ensure the driver was given Vehicle Time Check Card time-stamped with the time of departure.

C.7.3.2.3 No truck will be rejected without approval of the Contracting Officer.

C.7.3.3 Drop Trucks:

C.7.3.3.1 Contractor will provide all labor and equipment to pick up the trailer in the drop truck area, spot the trailer at the unloading area, perform complete discharge, segregate and palletize, document and move cargo to point of rest, and return the unloaded trailer to the designated area.

C.7.3.3.2 Discharge of trailer must be accomplished within scheduled permit time.

C.7.3.4 Handling and Documentation for Classified/Protected Cargo:
Upon receipt of cargo contractor will:

C.7.3.4.1 Accept "job bag" containing documents from carrier's truck driver and determine if the driver has a Signature and Tally record, DD Form 1907, (TE-___). If DD Form 1907 is not available, annotate Expected Receipt Listing (ERL).

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C.7.3.4.2 Check documents for security stamps and special handling and exception codes (Classified Code 2, Sensitive Code 4, Pilferable Code 5, and Controlled Code 6).

C.7.3.4.3 Notify the Contracting Officer immediately when the contractor becomes aware, via documentation, that classified, sensitive, or controlled cargo is present in an arriving conveyance to ensure that a Government guard is present. This cargo requires immediate transfer to the security area (Bldg __) and transportation will be arranged by the contractor.

C.7.3.4.4 Advise assigned checker if classified, sensitive, or controlled cargo is indicated on DD Form 1907.

C.7.3.4.5 While in the presence of the guard and Contracting Officer's Representative, ensure the seal on the truck is intact and the serial number corresponds with the serial number on the documents. Break the seal and proceed to unload the truck.

C.7.3.4.6 Thoroughly examine cargo to ensure seals are intact and there has been no tampering with boxes or re-coopering. If boxes are strapped to a pallet, count number of boxes on pallet.

C.7.3.4.7 Receive cargo with special handling Codes 2, 4, 5, 6, or pilferable cargo, and stage in warehouse security cribs.

C.7.3.4.8 In case of discrepancies such as overage, shortage, damage, signs of pilferage, initiate the following actions:

C.7.3.4.8.1 Immediately cease truck unloading.

C.7.3.4.8.2 Notify Contracting Officer.

C.7.3.4.8.3 Hold cargo until the Government inspector has inspected the cargo and determined disposition.

C.7.3.4.8.4 Obtain verification of the discrepancy by having the Contracting Officer's Representative annotate the TCMDs and ERLs, and the truck driver acknowledge by signing the ERL. Annotate all corrections on all documents by circling the incorrect entry and writing the correct entry below it. Also sign DD Form 1907 and attach to ERL.

C.7.3.4.9 If there are no discrepancies and the cargo is classified, sensitive and/or controlled, load the cargo for movement to the security vault.

C.7.3.4.9.1 Contractor will prepare a Form _____ or the cargo.

C.7.3.4.9.2 Retain #3 copy of TCMD for suspense.

C.7.3.4.9.3 Transfer cargo in the presence of the security guard.

C.7.3.4.9.4 The tractor driver returns the signed MT Form ____ and #5 copy of TCMD which is matched against the #3 copy in suspense. If there are no discrepancies, #3 copy is destroyed.

C.7.3.4.9.5 The #2 copy of TCMD remains with the cargo and is retained on file in the security vault.

C.7.3.4.10 Upon the unloading of a truck, any cargo which has no TCMD and which may be sensitive, controlled, or classified, follow the procedures in C.7.1.4.4.7.1 in addition to the following:

C.7.3.4.10.1 Upon arrival of a guard, arrange for loading and transfer of the cargo to the security area (Bldg ____).

C.7.3.4.10.2 Prepare Load List, Form ____, keeping one copy in suspense.

C.7.3.4.10.3 Send Load List, Form ____, along with cargo.

C.7.3.4.10.4 Upon return of tractor driver from security vault, match signed TCMD against load list copy in suspense file. If there are no discrepancies, destroy suspense copy. Discrepancies will be brought to the attention of the Contracting Officer immediately.

C.7.3.5 Truck Loading:

C.7.3.5.1 General. Loading will include breaking down or untying of cargo, transporting of cargo from place of rest within the designated cargo staging area or from any conveyance within the designated cargo staging area to the truck, and loading on to the truck.

C.7.3.5.2 Truck Loading Procedures. Contractor will:

C.7.3.5.2.1 Receive shipping documents (TCMDs or Government Bills of Lading with attached #2 copies of TCMDs) from FTD.

C.7.3.5.2.2 When remarking/stenciling is completed, notify the carrier by telephone that the shipment is ready for pick-up and file the shipping documents in a suspense file pending carrier pick-up. If the carrier has not picked up the cargo within 48 hours, renotify carrier and seek assistance from Freight Traffic Division.

C.7.3.5.2.3 Receive carrier's truck by having the driver of the truck report to the warehouse office with a Vehicle Time Check Card, MT Form _____.

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C.7.3.5.2.4 Stamp the Vehicle Time Check Card with the time the driver reported in, and log the truck in on the Daily Shipping Operation Sheet, MT Form _____, (TE-_____).

C.7.3.5.2.5 Remove the shipping documents from the suspense file.

C.7.3.5.2.6 Ensure that the carrier's driver has signed all copies of the GBL. Ensure that the checker has stamped his name, annotated the Julian date, and signed block 27K of the #2 copy of each TCMD.

C.7.3.5.2.7 Prepare a cargo release pass, MT Form ____, (TE-____), for loose pallets, on the carrier's truck, which are not accounted for on other documents.

C.7.3.5.2.8 Stamp the Vehicle Time Check Card with the time the truck was finished loading, and complete the Daily Shipping Operation Sheet.

C.7.3.5.2.9 Give the driver the original #2, #3, and #4 copies of the GBL, the Vehicle Time Check Card, and Individual Property Pass, DA Form 1818, (TE-____), to use as release documents.

C.7.3.5.2.10 Forward the #5 copy of the GBL and #2 copy of the TCMD to Cargo Documentation Division. The #6 copy of TCMD and the GBL are to be forwarded to the FTD.

C.8 CONTAINER FREIGHT STATION:

C.8.1 General:

C.8.1.1 Management. Contractor will manage a Container Freight Station for the handling, loading (stuffing), and unloading (unstuffing) of container compatible cargo with compensation provided for in Schedule X. The contractor will be liable to the Government for all loss of and/or damage to cargo when caused by contractor negligence.

C.8.1.1.2 Inspection by the Government Loss Prevention and Damage (LPAD) Team. IAW MIL-STD-105D the LPAD team will randomly select cargo transporters to inspect from a group of cargo transporters that have been stuffed and sealed but have not yet had shipping documents processed by the contractor. If no errors are found, the cost of unstuffing and restuffing of cargo transporters, caused by this inspection, will be paid at extra labor rates.

C.8.1.2 Commodity Services:

C.8.1.2.1 The following will be included in the commodity rates in schedule IF:

C.8.1.2.1.1 Duties such as stuffing and unstuffing cargo, to include clerking, checking and preparing necessary documentation, receiving cargo, palletizing, sorting cargo, segregating cargo, staging cargo, packing, relabeling, marking, shipping, and certification of general cargo and hazardous materials, of cargo transporters (containers, Seavans, CONEXs and multiwalls) and the unitizing of loads.

C.8.1.2.1.2 CONEX/SEAVAN/MILVAN movement between the staging areas and work area of the contractor.

C.8.1.2.2 Ensure cargo transporters are not filled with cargo weighing in excess of the indicated maximum weight capacity or any lesser weight limit determined by the Contracting Officer for specifically identified transporters or ports of discharge. If cargo exceeding the specified weight limitation has been placed in the cargo transporters, the contractor will remove, or pay the costs of removing, the excess cargo. In the event overweight cargo transporters are released for delivery to the ship operator prior to the discovery of excess weight, contractor will be liable for any costs, penalties, or fines paid by the Government resulting from the moving or handling of the overweight cargo transporters between the place of stuffing and aboard ship.

C.8.1.3 Performance Requirements. Contractor will:

C.8.1.3.1 Achieve a monthly average time-in-port for container-compatible cargo shipments of no more than 15 days. The contractor will promptly notify the Contracting Officer of any cargo that will not meet the 15-day time requirement. Shipments will not remain in port in excess of 30 calendar days unless waived, in writing, by the Government.

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C.8.1.3.2 Comply with the transportation priorities contained in DOD Regulation 4500.32R (MILSTAMP).

C.8.1.3.3 Observe the "first-in, first-out" (FIFO) concept of cargo movement. In the event of any priority or RDD conflicts, the transportation priorities contained in the MILSTAMP regulation will control in preference over the FIFO concept.

C.8.1.3.4 Achieve at least 80 percent cube utilization per container (including the cube of pallets) except POV and military vehicle containers. A waiver must be granted by the Contracting Officer before closing any container with less than 80 percent cube utilization. Containers will be returned to the contractor for additional cargo unless a waiver has been granted by the Government. In such cases, movement of the container and rehandling of the cargo will be at the expense of the contractor.

C.8.1.3.5 Stuff each container for single consignee discharge within the constraints cited above relating to time-in-port and cube utilization. The contractor will not sacrifice a favorable single consignee rate to achieve a lower time-in-port and/or higher cube utilization rate.

C.8.1.3.6 Stuff cargo so that it will not be damaged while being loaded in transit, or so it will not be in violation of Title 49 CFR, parts 100-199 and/or IMO regulations.

C.8.1.3.7 Unstuff retrograde containers within ___ hours of receipt notification and move general cargo received within _____ calendar days of receipt when disposition instructions are received. Shippable household goods and baggage will be moved through the terminal within _____ calendar days of receipt. Contractor will obtain disposition instructions from the FTD for each type of cargo received.

C.8.1.4 Stuffing and Unstuffing Cargo Transporters. Contractor will:

C.8.1.4.1 Prepare transporters for receiving cargo; untie, sort, segregate, check, stow, lash, chock, block, and brace cargo in the cargo transporter. Inspect transporters at time of receipt from and delivery to drayman; accomplish Interchange Agreement or other documents, ratifying carriers and/or drayman of empty and loaded transporters to be transported between outport and locations in the _____; and seal containers; document, stencil, transfer, and spot loaded or empty cargo transporters using the contractor's equipment to or from storage areas. When emptying transporters the procedure is reversed.

C.8.2 Cargo Transporter and Cargo Planning and Management:

C.8.2.1 Contractor will place orders for SEAVAN containers with the _____ based upon cargo on hand, normal anticipated receipts, and advance information of shipments due in. Orders will be put on locally prepared forms, container offering, prepared in METS II format, and submitted to the Cargo Documentation Division. Contractor will supply other available information, as requested, by cargo schedulers and/or steamship lines. Container commitments which cannot be fulfilled will be cancelled at least 48 hours prior to sailing.

C.8.2.2 Load Planning. Contractor will assure:

C.8.2.2.1 Each cargo transporter consists of shipments for a single consignee, whenever possible. With the Contracting Officer's approval/waiver, the use of consolidated loads for breakbulk points will be used.

C.8.2.2.2 Compatibility of items (e.g., hazardous and label cargo, wet and dry commodities, items subject to heat, and stackability of cargo).

C.8.2.2.3 Loaded cargo weight does not exceed van capacity.

C.8.2.2.4 Transportation priorities 1 and 2 and personal property have preference to priority 3 cargo.

C.8.2.2.5 Maximum utilization of cube.

C.8.2.2.6 Commitment cutoff time and date is met.

C.8.2.2.7 Shipment lots that require more than one van are loaded consecutively.

C.8.3. Transporter Stuffing:

C.8.3.1 General. Contractor will plan and supervise container stuffing operations to assure that:

C.8.3.1.1 Cargos stuffed in transporters are stowed in a manner ensuring safe arrival of the cargo at the destination and ensuring maximum cube utilization of the transporter. Vehicles stuffed into containers will be so blocked as to ensure that no lateral or longitudinal movement will occur during shipment, considering the projected mode(s) of travel. Blocking will be in accordance with the diagram shown in Attachment _____. All material for blocking, bracing, and securing general cargo or vehicles in containers will be furnished by the contractor.

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C.8.3.1.2 The cargo transporter weight capacity is not exceeded and cargo weight is equally distributed within the cargo transporter. Cargo in cargo transporters will be blocked and braced or lashed, as necessary.

C.8.3.1.3 Palletized/unitized loads will not be placed in CONEXES unless otherwise directed by the Contracting Officer.

C.8.3.1.4 To achieve maximum utilization of space, SEAVANS will be topped off by hand, as necessary, with loose cargo; however, palletized loads will not be broken for this purpose.

C.8.3.1.5 Contractor will comply with the provisions of applicable dangerous/hazardous cargo regulations (IMO, Title 49 CFR) when stuffing dangerous cargo and will segregate, sort, stage, label and execute required certificates and prepare Dangerous Cargo Load Lists.

C.8.3.1.6 Contractor will stuff hazardous cargo into the tail end of the cargo transporter last.

C.8.3.1.7 Contractor will stuff cargo transporters to maintain shipment integrity and provide necessary supervision to ensure same.

C.8.3.1.8 Contractor will maintain security of cargo while stuffing. When it is necessary to stop stuffing prior to completion, cargo transporter doors will be closed and locked until loading can be resumed.

C.8.3.1.9 Transporters will be marked and/or tagged in accordance with MILSTAMP procedures and MIL-STD 129.

C.8.3.1.10 Contractor will, in accordance with 49 CFR, apply appropriate labels and/or placards to the outside of all four sides of each cargo transporter for loads containing hazardous cargo.

C.8.3.1.11 Split shipments of household goods (HHG) will be made only as approved by the Contracting Officer.

C.8.3.1.12 Payment for the stuffing of cargo transporters includes all operations, material and equipment necessary to stuff the cargo. The operations include cargo transporter spotting, dunnaging, blocking, bracing, marking, labeling, sealing, tagging, and documentation.

C.8.3.1.13 Seals will be applied by checkers to transporter doors. Seal logs will be maintained by Contractor in accordance with _____ Reg ____.

C.8.3.2 Procedures. Contractor will:

C.8.3.2.1 Select shipments to be stuffed using the automated On Hand Cargo Listings and the warehouse inventory file TCMDs as the basic planning tools.

C.8.3.2.2 Prepare Load Lists (LL), MT Form ____ (TE-__), original and six copies for each van to be stuffed, and annotate the following data onto the LL: Date stuffed, carrier, vessel, voyage number, POD, and shipments to be loaded.

C.8.3.2.3 Identify the SEAVAN to be stuffed and annotate the van number, size, and internal cube on the LL.

C.8.3.2.4 Check the SEAVAN prior to loading to ensure it is free of debris and does not contain holes that would expose the cargo to damage. The Contractor will reject the container if not suitable for loading.

C.8.3.2.5 Identify shipments to be stuffed and move cargo from place of rest to the van or prestaging area near the van.

C.8.3.2.6 Stuff the van, ensuring that all preplanned cargo is loaded. Remove the appropriate TCMD from the cargo and ensure the cargo loaded in the van matches the documents pulled.

C.8.3.2.7 For partial shipments, retain the #7 copy of TCMD or prepare a split envelope as the load document and annotate on the #6 copy of TCMD the number of pieces, weight, and cube loaded, van number, and A number. The #6 copy of TCMD for partial shipment will be affixed to the cargo remaining on hand. In all other cases, the #6 copy of TCMD will be the load document.

C.8.3.2.8 Complete entries on the LL, adding data from load documents for loaded cargo not preplanned on the LL, to include the totaling of pieces, weight, and cube column of LL. Prepare a Dangerous Cargo Load List, MT Form 225, for all dangerous cargo loaded.

C.8.3.2.9 Annotate seal number(s) on the LL.

C.8.3.2.10 Upon completion of stuffing, verify the LL for completeness as follows:

C.8.3.2.10.1 Ensure that all shipments listed on the LL in the initial planning stage have been loaded. If a shipment selected for loading cannot be found, it will be deleted from the LL by drawing a straight line through the entire line item and initialing it. The deletion will be reported to the Government representative. If a search fails to locate or account for the cargo, a Report of Export Inventory Discrepancy (REID), MT Form __ (TE-__) will be initiated.

C.8.3.2.10.2 Ensure that a #6 load copy of TCMD is attached to the LL for each shipment unless a partial shipment is involved, in which case a #7 of TCMD or split envelope will be attached to the LL.

C.8.3.2.11 Place one copy of validated LL in the SEAVAN on the inside of the rear, right hand door and apply seals to van door(s). Placard and label van, as appropriate.

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C.8.3.2.12 Place five copies of the LL, the load copies (#6 or #7 of TCMD or split envelope) and dangerous cargo lists, as applicable, into the SEAVAN "job bag."

C.8.3.2.13 Prepare a Military Shipping Tag, DD Form 1387-1, (TE-___), and place the completed tag in the SEAVAN "job bag."

C.8.3.2.14 Forward the SEAVAN "job bag" containing the LL, TCMDs, and Military Shipping Tag and dangerous cargo documents to the _____ Division by messenger.

C.8.3.2.15 Utilizing one copy of the LL, pull the #2 copy of TCMD from the warehouse file for each shipment stuffed into the SEAVAN. In the case of partial shipments, annotate on the #2 copy of TCMD the date, van number, voyage number, pieces, weight, and cube of cargo loaded, and return the #2 copy to the action file. In all other cases, the #2 copy will be filed in completed files.

C.8.3.3 Shipping of classified, controlled, or sensitive cargo via SEAVAN.

C.8.3.3.1 Contractor will position the SEAVAN and advise the security vault custodian that the van is ready for stuffing.

C.8.3.3.2 In the presence of the Government representative and the guard, receive and examine the cargo and accompanying documents at the SEAVAN loading site. Ensure that the number of containers or pallets are accurately reflected on the documentation. On palletized cargo, count the number of containers or pallets and annotate on the LL the number of boxes, containers, etc., on the pallet.

C.8.3.3.3 Ensure the shipping containers are properly stenciled or labeled in accordance with MILSTAMP/MIL-STD-129.

C.8.3.3.4 If there are no discrepancies, sign accompanying LL and give it to the guard for return to the security vault custodian.

C.8.3.3.5 The cargo will be loaded into the SEAVAN from the transferring vehicle immediately. Cargo will NOT be placed on the floor.

C.8.3.3.6 Upon preparation of LL for the SEAVAN, the cargo will be highlighted on the LL by putting the special handling code and exception code in the commodity block. An asterisk will be placed in the left hand column preceding the TCN number.

C.8.3.3.7 Ensure a copy of the LL is taped or otherwise secured to the inside right hand door of the van. Close and seal both doors.

C.8.3.3.8 The SEAVAN will then be staged in a secure area designated by the Government.

C.8.3.4 CONEX/MILVAN/MULTIWALL Container Loading. Contractor will:

C.8.3.4.1 Obtain TCMDs from the Container Freight Office; load cargo in the container as indicated on the TCMDs; initiate terminal containerization LL, (indicate ultimate consignee in the clear in "remarks block"); complete applicable spaces on the LL. Doors of a CONEX container will be closed and ball-type seal or cable seal will be applied, noting seal number at bottom of "remarks" block of the TCMD. Each multiwall container will be capped in order to secure all four sides and to protect the material from strap tensions. Multiwall containers will be banded, using four strips of 5/8" banding to secure the containers. A CONEX container will be stenciled with shipment markings on four sides and a multiwall on two sides. The address plates will be stenciled by contractor, as follows: TCN, Project, Required Delivery Date (RDD), From: (POE), To: (POD), ultimate consignee or mark for consignee (in the clear), pieces, weight, and cube.

C.8.3.4.2 Affix one copy of the LL inside the door of the container.

C.8.3.4.3 Prepare a prime TCMD for each CONEX/MILVAN/ MULTIWALL container. The #1 copy of the prime TCMD will be submitted with the LL to the Cargo Documentation Division within 24 hours. The #6 copy of the prime TCMD will be submitted to Cargo Documentation Division at load time.

C.8.3.4.4 Send the original LL and #6 copy of TCMD to Cargo Documentation Division within 2 hours after completion of loading.

C.8.3.4.5 Unitizing Loads. As required by the Contracting Officer, contractor will furnish all necessary services, material, and equipment for unitizing loads on 40 X 48 inch pallets. The load will be strapped and marked in accordance with MIL STD-129. The basis for compensation under this item will be aggregate M/T of cargo loaded on the pallet at the applicable rate in Schedule IF. If the contractor is required to furnish pallets and other materials for unitizing cargo, he will be compensated at actual out-of-pocket cost.

C.8.4 Transporter Unstuffing:

C.8.4.1 General:

C.8.4.1.1 Contractor will receive from the Government a daily listing of transporters received. All transporters will be unstuffed within ___ hours of notification of receipt. In the the event that cargo documentation is not made available to the contractor within the ___ hour period, the transporter will be discharged and the contractor will prepare receipt documents. Contractor will, not later than 4:00 p.m. daily, notify Cargo Documentation Division, in writing, of containers received that day without documentation.

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C.8.4.2 The contractor will assist the Agriculture Department during required Agriculture inspections. Approximately ___ percent of all shipments will be inspected.

C.8.4.3 Procedures. Contractor will discharge and process retrograde (import) cargo received in cargo transporters, as follows:

C.8.4.3.1 Acknowledge receipt of the loaded cargo transporter by annotating the Julian date received and affixing checker "stamp and signature" on the TCMD.

C.8.4.3.2 Verify the seal number listed on the prime TCMD against the seal on the transporter. Any discrepancy will be reported to the Government and annotated on the prime TCMD for the transporter.

C.8.4.3.3 Forward the #3 copy of TCMD to the Cargo Documentation Division and file the #5 copy of TCMD in a suspense file.

C.8.4.3.4 Give the remaining copies of the prime TCMD for the cargo transporter and the content TCMDs to the checker assigned to unstuff the van.

C.8.4.3.5 Discharge the cargo transporter of all cargo, identifying the cargo by comparing the TCN on the cargo to the TCN on the top line of the content TCMD and inspecting the cargo for quantity and condition.

C.8.4.3.6 Move the cargo to a place of rest, ensuring cargo with special handling Codes 2, 4, 5, 6, or any pilferable cargo is staged in the security crib or vault area, as applicable.

C.8.4.3.7 If no exceptions are noted, receive the cargo and verify the shipment receipt on all copies of the documentation (content TCMD), as follows:

C.8.4.3.7.1 Enter the Julian date received in Block 25b on the TCMD.

C.8.4.3.7.2 Enter staging location of cargo in Block 25c.

C.8.4.3.7.3 Stamp or print checker's name in Block 25k and affix "checker's signature" directly above checker's stamp.

C.8.4.3.7.4 If the cargo is personal property (HHGs or baggage) and the member's name, rank, and social security number are not present, annotate them in the remarks area of the TCMD.

C.8.4.3.7.5 Pull the #4 copy of the TCMD, place it in a Government-furnished clear plastic envelope, and secure the envelope to the cargo.

C.8.4.3.8. If exceptions are noted, receive the cargo and verify shipment receipt on all copies of the TCMD, as follows:

C.8.4.3.8.1 When the discrepancy is due to damage and/or pilferage, notify the Contracting Officer. When authorized by the Contracting Officer, proceed with the receiving operation, as specified for shipments with no exceptions, except that the damage and/or pilferage will be annotated on all copies of the TCMD and, prior to moving the cargo to its final place of rest, contractor will obtain the signature of the Government inspector authenticating the report.

C.8.4.3.8.2 When the discrepancy is due to "no documentation," prepare a handwritten receipt TCMD for the shipment IAW MILSTAMP _____.

C.8.4.3.8.3 For all other discrepancies, circle the incorrect data and write the correct data directly below the circled entry on all copies of the TCMD. All discrepancies in pieces, weight, or cube will be verified by the Government on the TCMD. Proceed with receiving operations, as specified for shipments with no exceptions.

C.8.4.3.9 Distribute the individual content TCMDs, as follows:

C.8.4.3.9.1 Copies #4 and #7 of prime TCMDs and #3 copy of content TCMDs to Cargo Documentation Division. Copies #2 and #6 of prime TCMD to Freight Traffic Division.

C.8.4.3.9.2 Copy #5 of content TCMDs and the #5 copy of the prime TCMD for the van will be filed in the office file.

C.8.4.3.9.3 Individual content documents and the remaining copies of the prime TCMD for the van will be used for checking.

C.8.4.3.10 After unstuffing the cargo transporter, the remaining documents will be returned to the receiving clerk. The transporter will be cleaned of all trash and debris (chocks, blocks, nails, strapping, paper, etc.).

C.8.5 Cooperage/Repair:

C.8.5.1 Contractor will perform minor repair, such as replacement of bolts, bolt tightening, renailing, and reboarding. Costs for this function will be included in the commodity rate.

C.8.5.2 Cooperage services required as a result of contractor's negligence, will be accomplished at no cost to the Government.

C.9 VEHICLE PROCESSING OPERATIONS:

C.9.1 General:

C.9.1.1 Management. Contractor will manage and operate a POV processing facility consisting of a POV Receiving Customer Service Center and a POV Vehicle Processing Center. Contractor will provide the level of management necessary to assure that the services (i.e. customer service, documentation, vehicle processing, staging, and shipment of POV) are performed in accordance with the terms of the contract. Contractor will perform all POV processing services _____ days a week, _____ through _____, including holidays, during the hours of _____ to _____ and _____ to _____ hours, and on all legal Government holidays within the standards prescribed in paragraph C.9.1.5.

C.9.1.2 Commodity Services. Specific duties, such as POV receiving (customer service), vehicle processing, and transfer to and from drayage contractors will be paid at the applicable commodity rate in Schedule IF. Processing of military vehicles, including preparation for shipment, will be included in the commodity rates in Schedule IB.

C.9.1.3 Man-hours. If the contractor performs services on an overtime basis, such straight time and overtime differential costs will be at the expense of the contractor, unless specifically authorized by the Contracting Officer in advance, as being solely for the convenience of the Government, and only when actually paid for by the contractor. For Government-approved overtime, the contractor will be authorized the overtime differential rate listed in Schedule IVA, and will be paid in addition to the commodity rates in Schedule IF.

C.9.1.4 Loss Prevention Assurance Team (LPAT) Inspection:

C.9.1.4.1 LPAT inspectors will make periodic inspections of contractor's facilities, equipment, and operations. These inspections are in addition to those required in day-to-day operations. The contractor will be required to unstuff no more than _____ percent of monthly loaded SEAVANS/MILVANS. The contractor will be reimbursed at the hourly rates for his efforts and for materials used if no deficiencies are found.

C.9.1.5 Routine Requirements:

C.9.1.5.1 During operational hours, individual customer services, incidental to POV processing, will be performed within 1 hour or less of the customer's arrival at the POV processing facility.

C.9.1.5.2 Processing of export and import POVs will be at a rate of no less than _____ vehicles per day, when vehicles are available, and within 2 working days of receipt.

C.9.1.5.3 Contractor will achieve a monthly time-in-port of no more than 8 days for export POV and 15 days for export military vehicles after bookings are received from the Government.

C.9.1.5.4 Contractor will comply with transportation priorities contained in AR 55-71 and DOD Regulation 4500.32R (MILSTAMP) and will observe the "FIFO" concept of cargo movement for export POV and military vehicles. If regulations conflict, MILSTAMP will prevail.

C.9.1.5.5 Contractor will assure that POV documentation, DD Form 788 is accurate and complete in accordance with AR 55-71.

C.9.1.6 Contractor personnel operating in-transit Government vehicles (in-transit POVs, military vehicles) for which the Government is responsible, must possess a valid state driver's license, except that when driving specialized equipment (tracked, tanks, etc.) a valid Government permit, U.S. Government Motor Vehicle Operator's Identification Card, SF 46, (TE-___), is also required.

C.9.2 POV Processing Center - General Management and Administrative Requirements. Contractor will manage all matters connected with the receipt, staging, and shipment of POVs. These include:

C.9.2.1 Operating a POV receiving and delivery center for export and import POVs.

C.9.2.2 Ensuring compliance with POV shipping regulations and changes which may occur (e.g., DOD 4500.32R (MILSTAMP), AR 55-71, DOD 4500.34R, MTMCR 55-64, AFR 75-25, NAVSUPPUB 490, and MTMCR 56-69).

C.9.2.3 Expeditiously answering telephones and providing information requested by customers. Sending arrival notices and follow-up correspondence to vehicle owner.

C.9.2.4 Answering letters and electrical messages on the status of POV shipments and receipts.

C.9.2.5 Maintaining booking status information and providing reports of on-hand POVs by POD.

C.9.2.6 Maintaining coordination and status reports for Department of Agriculture clearance prior to release of POVs to customers.

C.9.2.7 Ensure U.S. Customs clearance is obtained prior to release of import POVs to customers. Maintain information on POVs directed to be held by U.S. Customs officers.

C.9.2.8 When required, arranging for the boxing of POVs and crating of motorcycles prior to shipment.

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C.9.2.9 Upon receipt of booking information, select POV for shipment, in accordance with MTMCR 56-69 and DOD 4500.34R, observing required delivery date (RDD) and FIFO concept of cargo movement, and coordinate staging for method of shipment.

C.9.2.10 Vehicle Securing: Contractor will be responsible for the security of POVs, vehicle tools and accessories and equipment in contractor's custody. The POV doors and trunk will be kept locked and windows closed at all times, except when services are being performed or when loaded in a sealed van. Keys will be maintained under double lock, i.e., in a locked cabinet or box within a locked room or building. All POVs will be stored in a secure building or in a fenced, outside storage area. Motorcycles, not in crates, will be placed in a secure building or will be placed under cover and secured by use of steel cable running through the wheels or frame and affixed by a lock to a permanent fixture.

C.9.2.11 Locksmith Service: Contractor will procure the services of a locksmith, as required. Reimbursement to the contractor will be as an out-of-pocket cost.

C.9.2.12 Physical Inventory of Export/Import POVs: The contractor will, on a monthly basis, perform a physical inventory of all POVs under his control as of the close of business on the last day of the month.

C.9.2.12.1 Within 2 working days after completion of the inventory, the contractor will give the original signed copy of the inventory to the Contracting Officer.

C.9.2.12.2 The costs of performing the physical inventory will be included in the commodity rates.

C.9.3 POV Processing Center - General Commodity Service Requirements:

C.9.3.1 Contractor's POV Processing Center Operation will include: mobile fuel storage/dispensing units; mobile pumps for draining fuel; equipment for movement of vehicles; equipment for washing vehicles. All fuel tanks will be grounded for safety and will be secured after duty hours to deter pilferage.

C.9.3.2 Export POV Receiving (Customer Service) Procedures: Contractor will perform the following at the applicable rate in Schedule IF.

C.9.3.2.1 Require owners or their authorized agents to present proper identification, three copies of valid orders (including amendments), a power of attorney or letter of authorization (when necessary), and a set of keys to fit the ignition and all locks. Distribution of the orders by the contractor will be:

- One copy to the member's POV jacket file.
- Two copies airmailed to the POD along with two copies of completed DD Form 788.

C.9.3.2.2 Determine, in accordance with applicable regulations, whether the POV meets operational requirements for shipment to the requested location. Contractor will be held responsible for excess costs associated with accepting a POV which does not meet operational requirements without the specific approval of the Contracting Officer. Contractor will request a member or his agent to wash an extremely dirty vehicle prior to processing to eliminate errors during POV inspection. If the request is refused, the DD Form 788 will be annotated accordingly.

C.9.3.2.3 Prepare DD Form 788, Private Vehicle Shipping Document, in accordance with the Personal Property Traffic Management Regulation (PPTMR) DOD 4500.34R, Chapter 4, Transportation of Privately-Owned Vehicles. Annotate a daily register for all POV transactions to include the name of POV owner, time of arrival, and the assigned Transportation Control Number (TCN).

C.9.3.2.4 The contractor will be liable for damages to a POV due to freezing.

C.9.3.2.5 Provide a Vehicle Tag Key Card, DD Form 1864, (TE-___), and Windshield Sticker, (TE-___), for completion by the owner or agent. One complete set of car keys will be secured to the Vehicle Key Tag Card.

C.9.3.2.6 Counseling: Advise the customer of the following:

C.9.3.2.6.1 Any restrictions on entitlements or authorizations, special or unique storage or handling requirements, and usual transit time.

C.9.3.2.6.2 Catalytic Converters. If the POV is from vehicle model year 1976 or later and the contractor determines it is equipped with a catalytic converter, explain the DOD Privately-Owned Vehicle (POV) Control Program, in accordance with information provided by the Government, and furnish the necessary forms to the customer. Ensure members indicate the correct declaration regarding participation/nonparticipation in the DOD POV Import Control Program.

C.9.3.2.6.3 If the POV being shipped is of foreign manufacture, explain the importance of retaining an annotated copy of DD Form 788 for the necessary proof of purchase when return transportation is required.

C.9.3.2.6.4 If the POV is oversized (exceeding 800 cu ft), explain the excess charges required. Measure the vehicle, compute the excess charges, and complete DD Form 139, (TE-___), Pay and Adjustment Authorizations, and submit to the Government representative.

C.9.3.2.6.5 Perform a POV condition survey, in accordance with the inspection standards in DOD 4500.34R, jointly with the owner or his agent. The survey results will be entered on DD Form 788 which will then be signed by both parties.

C.9.3.2.6.6 With the owner or his agent present, inventory all accessories. If POV is to be loaded on breakbulk/RO/RO vessel, detach all removable accessories such as wheel covers and ashtrays. As these articles are removed, the number and/or description shall be entered on DD Form 788. Contractor will furnish a minimum of one container into which all stripped accessories and vehicle tools will be placed. The container will be a corrugated cardboard box 26 inches long X 10 inches wide X 14 inches deep inside dimensions, style regular slotted, 350 lb test, single wall, 90/90 liners, stitched, plain, "B" fluted, knockdown type. The container will be sealed with metal banding (nylon or wire-reinforced gummed tape may also be used). The container(s) will then be placed in the trunk of the car and the trunk locked, in the rear of station wagons, or in the back seat of compact cars. Any loose personal property, not authorized to be shipped in the POV, will be removed by the owner or his representative. Accessories which cannot be readily removed or easily packed will be noted on DD Form 788. Radios will be indicated by type (i.e., AM/FM). Annotate all built in or attached tape decks or cassette players. Accessories will not be removed if vehicle will be stuffed in a SEAVAN.

C.9.3.6.7 Release the owner or his agent after all processing is completed. The owner or agent will be advised of the location where bus, limousine, or taxi service is available. Transportation is the responsibility of the owner or agent.

C.9.3.6.8 DD Form 788 Distribution. Distribute eight copies of DD Form 788, as follows:

C.9.3.6.8.1 First tissue copy is to be given to owner.

C.9.3.6.8.2 Two tissue copies, along with two copies of member's orders; will be forwarded by the contractor via airmail to the POD.

C.9.3.6.8.3 Original and one copy will be placed in the glove compartment of the POV.

C.9.3.6.8.4 One copy will be retained for Contractor's use.

C.9.3.6.8.5 One copy to the member's permanent jacket file.

C.9.3.6.8.6 One copy to the Cargo Documentation Division

C.9.3.6.8.7 Reproduce additional copies, as required.

C.9.3.6.9 Booking Procedures: Contractor will offer POVs for booking via _____. Offerings will be made within 1 work day after receipt. If bookings are not received within ____ days, contractor will contact _____ for status.

C.9.3.3 Export POV Shipment Preparation Procedures:

C.9.3.3.1 When required, drain gasoline from tank and run engine to exhaust fuel supply. Fuel tanks will be emptied by disconnecting the fuel line at the pump and using an electric motor to pump fuel out of the tank until dry. Run engine to exhaust balance of fuel in the system. Drained fuel will be placed in contractor-owned containers. Diesel fuel will not be drained.

C.9.3.3.2 Disconnect battery cables, tape (electrical) ends of cables, and tape (electrical) cables to vehicle structure.

C.9.3.3.3 If accessories are not boxed and the POV is going breakbulk or RO/RO, box accessories and other pilferable items, as described in (C.9.3.2.6.6).

C.9.3.3.4 All keys will be securely fastened to a key tag and all doors locked. Keys will be kept in locked storage except when required for movement of the POV.

C.9.3.3.5 Place a Government-furnished label on the inside windshield indicating that processing has been accomplished, in accordance with existing regulations.

C.9.3.3.6 Correct flat tires by adding air or by remounting the spare tire. In the event a tube requires replacement the contractor will supply tubes at actual out-of-pocket cost. Tubeless tires will be repaired, if required, at actual out-of-pocket cost.

C.9.3.3.7 Move POV to parking area. All windows will be closed and doors and windows locked.

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C.9.3.4 Processing and Transfer of Export POV to Drayage Contractor. When an export POV is turned over to a Government drayage contractor for delivery to a commercial pier for export, payment for such services will be at the rate specified in Schedule IF. Contractor will:

C.9.3.4.1 Drive POV from staging area to interchange location.

C.9.3.4.2 Perform a joint inspection with the Government contract carrier and verify odometer reading on DD Form 788.

C.9.3.4.3 Prepare and stamp gate pass, "Cargo Release Form," DA Form 1818.

C.9.3.4.4 Process documentation (DD Form 788), as necessary.

C.9.3.4.5 Record the release of the POV to the drayage in a log and confirm delivery to a commercial pier. Report unconfirmed deliveries to the Government representative by 1500 hours daily.

C.9.3.5 Car Carrier. If a POV is turned over to a Government-arranged car carrier or is received for export from a Government-arranged car carrier, follow procedures outlined in MTMC Reg 56-69.

C.9.3.6 Loading Containers:

C.9.3.6.1 Contractor will load vehicles into containers using contractor-furnished labor and equipment. Vehicles will be blocked, braced, and lashed, in accordance with TE-_____, to prevent shifting in transit. Vehicle damage caused by movement, due to inadequate blocking and bracing, will be charged to the contractor.

C.9.3.6.2 Contractor will prepare a van master TCMD for the container, send the #1 copy of the TCMD along with DD Forms 788 to the Cargo Documentation Division and distribute the remaining copies, as necessary.

C.9.3.7 Motorcycles. Motorcycles will be processed for shipment in the same manner as a POV. If required, the contractor will palletize the motorcycle and, if stuffed into a container, will ensure it is properly blocked, braced, and lashed, in accordance with TE-___. Keys will be left in the ignition with key tags attached. Two copies of DD Form 788 will be attached to the motorcycle seat.

C.9.3.8 Import POV Receiving and Processing:

C.9.3.8.1 From Drayage Contractor. When a POV is received from a Government drayage contractor, payment for such services will be at the rate specified in Schedule IF. Contractor will:

C.9.3.8.1.1 Perform joint inspection with Government contract carrier and verify odometer reading.

C.9.3.8.1.2 Deliver POV to holding area.

C.9.3.8.2 From Vessels Discharged at _____. Receive labels and TCMDs from the Cargo Documentation Division. Labels and TCMDs will be sorted alphabetically by vessel.

C.9.3.8.3 From Government Car Carrier. Follow procedures in MTMCR 56-69.

C.9.3.8.4 From a Van.

C.9.3.8.4.1 Transporters will be unstuffed within ___ hours of notification of receipt. In the the event cargo documentation is not made available to the contractor within the ___ hour period, the transporter will be discharged and the contractor will prepare receipt documents. Contractor will, not later than 4:00 p.m. daily, notify Cargo Documentation Division, in writing, of containers received that day without documentation.

C.9.3.8.4.2 Vehicles will be inspected immediately after removal from the van and any new damages or evidence of pilferage noted on DD Form 788 and reported to the Contracting Officer. Checker's printed name and signature will be applied in the appropriate box on DD Form 788.

C.9.3.8.4.3 A #3 copy of the van master TCMD and each content TCMD will be annotated with the date and checker's signature and forwarded to the Cargo Documentation Division. The #2, #4, #6, and #7 copies of the content TCMD and DD Form 788 will be placed in the vehicle glove compartment or affixed to the sunvisor.

C.9.3.9 POV File. Upon receipt of documentation for an import POV, contractor will establish a folder for each vehicle to contain keys, DD Form 788, vehicle TCMDs, orders, and other documents. If there is no DD Form 788 in a POV, prepare a new DD Form 788 IAW DOD 4500.34R.

C.9.3.10 Customer Notification. A completed Customer Notification Card is to be sent to the owner's address on the day the import POV is received but not later than 2 work days after receipt of the vehicle. If the owner fails to pick up his POV within 15 days, a second notice is to be mailed. If, after 45 days, the POV has not been picked up, the contractor will notify the Contracting Officer so that abandonment proceedings may be initiated.

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C.9.3.11 Import POV Processing. When the owner or his agent arrives to pick up his POV, the contractor will:

C.9.3.11.1 Place a minimum of two gallons of clean contractor-furnished fuel into fuel tank if the POV is received with less than two gallons of fuel. If required, close radiator drain cock, fill radiator with water and antifreeze, remove tape from battery cables, and connect cables to battery terminals.

C.9.3.11.2 Check the motor and transmission oil levels and start the POV. If POV fails to start, the contractor will attempt to start it using jumper cables.

C.9.3.11.3 Correct flat tires by adding air or by mounting spare tires. In the event a tube requires replacement, the contractor will supply tubes or repair tires at actual out-of-pocket costs.

C.9.3.11.4 Start motor with a booster battery or otherwise assist the owner in starting the motor.

C.9.3.11.5 Unbox POV/motorcycles, install equipment, wheels, etc. Dispose of box, as directed by Government representative.

C.9.3.11.6 Drive POV from staging area to owner for joint inspection. With owner, jointly inspect the POV and annotate damage not reflected on DD Form 788. Conduct a joint inventory of the contents of the accessory container. For 1976 and subsequent vehicle model years, determine if the vehicle is equipped with a catalytic converter. If it is, the contractor will advise the customer about the DOD Privately-Owned Vehicle (POV) Import Control Program (see DD Form 788, Item 12), provided by the Government, and furnish the necessary forms to the customer (MT Form 303, Catalytic Converter/Catalyst Refit Verification, (TE-___)).

C.9.3.11.7 Reinstall accessories while the owner or his agent completes the administrative processing and files exceptions to the condition of the POV.

C.9.3.11.8 Release the vehicle to the owner, co-owner spouse, or the member's agent, as authorized by a current Power of Attorney or a letter of authorization, and upon presentation of a picture ID. The original copy of the Power of Attorney or letter of authorization will be retained in the individual POV file. The person picking up the POV will be required to sign across the face of the TCMD. Comparison of signatures on the TCMD and ID will be made. All disputes regarding an individual's authority to pick up a POV will be referred to the Contracting Officer or his designated representative.

C.9.3.11.9 The DD Form 788 will be used as a receipt for pickup when the owner or agent signs for the POV. It will be placed in the POV jacket file.

C.9.3.11.10 Contractor will be accountable for damage or loss incurred while the POV was in the contractor's custody. Under no circumstances will a POV be released if it does not have clearance from customs and U. S. Department of Agriculture. If such a POV is released, the contractor may be held liable for any fines incurred.

C.9.3.12 Wash POVs. Contractor will wash POVs when requested by the Contracting Officer, in accordance with Department of Agriculture Regulations. Contractor will rid POVs of residue deposits of industrial waste and other foreign matter when directed by the Contracting Officer. Washing includes all documentation, clerking, and the movement of POV from the staging location and subsequent return to a staging location. Compensation for this service is at the rate specified in Schedule IF.

C.9.4 Preparing Government Vehicles For Shipment. Contractor will perform the services listed below which are included in the applicable commodity rates.

C.9.4.1 Reduce cube, as directed, and, when necessary, remove accessories. Secure windshield, when required.

C.9.4.2 Disconnect battery cables, tape/cap battery terminal (posts), tape ends of battery cables, and tape both cables to the vehicle structure.

C.9.4.3 Determine, from vehicle specifications, the capacity of the fuel tank and drain diesel fuel if the amount exceeds 110 gallons. Drain gasoline from the fuel tank and run engine to exhaust the remaining fuel supply. This service will include the placing and segregating of diesel fuel and gasoline in contractor-owned containers.

C.9.4.4 Preparation of tracked vehicles for shipment will include the following processes:

C.9.4.4.1 Open the hatch cover.

C.9.4.4.2 Connect master battery relay cable from inside the vehicle.

C.9.4.4.3 Check fuel and add fuel or defuel, if required. Diesel fuel will not be drained unless the amount in tank exceeds 110 gallons.

C.9.4.4.4 Start the vehicle and drive to appropriate staging area.

C.9.4.4.5 Test the braking and steering system.

C.9.4.4.6 Ensure that all loose equipment is secured and replace broken strapping, if required.

C.9.4.4.7 Disconnect master battery relay cable at shipside, as required, and tape to the vehicle structure.

C.9.4.4.8 When required on tracked vehicles, e.g., M-1 tanks, the contractor will disconnect battery cables and secure vehicle in cargo storage areas and reconnect battery cables for movement to shipside. After vehicle is stowed aboard ship, the contractor will ensure: All hatches are secured in a closed position; the loader's hatch is secured by means of a nut and bolt and has its edges taped; and all drain valves are in the open position. The following openings: Air intake port, pre-cleaner doors, top deck left grill doors, engine access cover, and top deck right grill doors will be covered with Class 3 barrier material (Government-furnished).

C.9.5 Control and Disposition of Drained Fuel from Government Vehicles and POVs.

C.9.5.1 Government Vehicles. Government-owned fuel siphoned from Government vehicles will be measured, reported on a DA Form 3161, Request for Issue or Turn-In (TE-___), and turned into the Government on a weekly basis.

C.9.5.2 Privately-Owned Vehicles. All fuel drained from processed POVs will become the property of the contractor. Contractor will, at his option, store drained fuel on Government property. Storage tanks will be provided by the contractor at his own expense. The easement afforded the contractor will be limited to the following:

C.9.5.3 Storage tanks placed on Government property will comply in all respects with Occupational Safety and Health Administration standards and other applicable Federal laws.

C.9.5.4 Security for such storage tanks will be the sole responsibility of the contractor.

C.9.5.5 Contractor will agree to indemnify the U. S. Government for any property damage, personal damage, personal injury, fines, or penalties assessed in accordance with any law or regulation from the use of said easement by the contractor.

C.9.5.6 In consideration for title to the fuel drained from POVs, the contractor will provide AT HIS OWN EXPENSE AND AT NO COST TO THE GOVERNMENT a minimum of two gallons of clean leaded, unleaded, or diesel fuel (as appropriate) per import vehicle with less than two gallons of fuel when received. The fuel will be of sufficient octane, in accordance with manufacturer's specifications, to enable the person to whom the POV is released to drive to a local gasoline station. Contractor will be required to annotate DD Form 788 with the amount of fuel issued and signature of employee issuing said fuel. The contractor will have an examination program to assure that no water or fuel sludge is being dispensed with the fuel. Procedures will be established for water and sludge removal. For water removal, periodically drain the settled water from the dispensing tanks. For sludge removal, equip the dispensing tanks with a nozzle equipped with a final filter.

C.9.5.7 Ensure that the contractor's work area is clean and free of debris at the end of each work day. This includes cleaning debris generated by the contracting personnel on the vessel (i.e., coffee containers, etc.).

C.9.6 Washing of POVs - Documentation For Payment. A DD Form 788 will be submitted to the Cargo Documentation Division for each POV washed. It will be stamped, dated, and signed by the Government representative responsible for authorizing the washing.

C.10 EXTRA LABOR (GENERAL).

C.10.1 Extra Labor: When ordered by the Contracting Officer, contractor will supply extra labor for miscellaneous services within the scope and intent of the contract. Unless services are occasioned by the fault or negligence of the contractor, the contractor will be compensated for such services on a man-hour basis (Schedule II). Among the miscellaneous services for which such extra labor may be required are: Cleaning ships' holds and decks; handling excess dunnage and debris; handling cabin baggage; rehandling, removing or securing tank lids when secured by more than four bolts for each lid; handling ship's stores and materials; dunnaging over cargo loaded elsewhere; or lashing and securing, including blocking of cargo loaded directly from ship to railcar, barge, or truck for import cargo.

C.10.2 Coopering and Marking. As ordered by the Contracting Officer, the contractor will cooper and mark cargo and will be compensated at the applicable man-hour rates, except when coopering and marking is made necessary by the negligence of the contractor or his employees.

C.10.3 Welding and Burning. When ordered by the Contracting Officer, the contractor will furnish welding and burning equipment, services, and materials, compensation for which is included in man-hour rates.

C.10.4 Transportation. Contractor will, with compensation included in the commodity rate, provide for transportation of his employees between the stevedore gate and work sites, as a routine duty.

C.10.5 Messenger Service. Contractor will, with compensation included in commodity rate, provide messenger service. Messengers will pick up and deliver documents generated in performance of this contract, at intervals of not less than _____ hours, to and from all applicable contractor/Government activities.

C.10.6 Docking, Undocking, and Shifting of Ships. When ordered by the Contracting Officer, contractor will handle lines for docking, undocking, and shifting of ships. The Government shall compensate the contractor therefor at the applicable rates set forth in Schedule VI.

C.10.7 Shifting of Barges, Lighters, Scows, and Carfloats. When operational conditions make movement by ship's gear impracticable, the contractor will furnish personnel to perform the shifting of barges, lighters, scows, and carfloats at the direction of the Contracting Officer, as a nonroutine duty, and will be compensated therefor at the applicable rates set forth in Schedule VI. Contractor will utilize personnel from available ship's gang to handle lines when barges, etc., are placed alongside. When barges, etc., are shifted from hatch to hatch, the contractor will do so at his own expense unless operational conditions make movement by ship's gear impracticable, in which event the operation will be at the expense of the Government. The costs, including detention time, for turning barges around with a tug or for the convenience of the contractor, will be borne by the contractor.

C.11 **APPLICABLE DOCUMENTS.** Certain Government directives are required for performance under this contract and will be made available for contractor use, with the exception of CFR's, IMO, and IATA regulations for which the contractor is responsible for acquiring. Contractor will comply with their provisions, and the Government will provide changes thereto. Contractor will maintain these directives in a current status upon receipt of change. Supplements and amendments to these directives will be considered to be in full force and effect immediately upon receipt by the contractor, unless there is a cost impact. If there is a cost impact, the effective date will be that stated in the change order or contract modification issued concerning the supplements and amendments. See below for listing of applicable documents.

(NOTE: Directives required for performance under this contract are indicated on the list below by "M" (Mandatory). Those directives which are merely advisory are indicated by "A" (Advisory).

C.11.1 Regulations.

C.11.2 Publications.

C.11.3 Forms.

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- Monitor and evaluate cargo routing and take necessary action to modify contracts.
- Implement plans, policies, and procedures developed by HQMTMC.
- Review and recommend changes to work estimates developed by terminals.
- Monitor and report on terminal and contractor performance.

GLOSSARY

ACO - Administrative Contracting Officer

CFR - Code of Federal Regulations

CFS - Container freight station

COA - Cargo Operations Area

CONUS - Continental United States

DDN - Defense Data Network

DSN - Defense Switched Network

*

DTS - Defense Transportation System

ETA - Estimated Time of Arrival

FIFO - First-In, First-Out

GBL - Government Bill of Lading

IAW - In accordance with

IMO - International Maritime Organization

LO/LO - Lift-On/Lift-Off

LRU - Less release unit

MHE - Materials handling equipment

MILSTAMP - Military Standard Transportation & Movement Procedures

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MOTBA - Military Ocean Terminal Bay Area

MOTBY - Military Ocean Terminal Bayonne

MSC - Military Sealift Command

MTON - Measurement ton - 40 cubic feet

MTMCEA - Military Traffic Management Command Eastern Area

MTMCWA - Military Traffic Management Command Western Area

OCCA - Ocean Cargo Clearance Authority

OCBO - Ocean Cargo Booking Office

OSHA - Occupational Safety and Health Act

POD - Port of Debarkation

POE - Port of Embarkation

POV - Privately Owned Vehicle

PWS - Performance Work Statement

RDD - Required Delivery Date

RO/RO - Roll-On/Roll-Off

S&RTS - Stevedoring & Related Terminal Services

SOCAL - Southern California Outport

TCMD - Transportation Control Movement Document

TCN - Transportation Control Number

TDR - Transportation Discrepancy Report

TID - Terminal Inventory Discrepancy

VPC - Vehicle Processing Center

SECTION II - Terminology

Documented and Verified (DoVe) Cargo	Cargo which has been receipted into the port, requires no maintenance prior to shipping, and after scanning has been verified to be in the host computer.
Frustrated cargo	Cargo which is incorrectly marked or documented, requires maintenance, is being diverted, or for some other reason requires action before it can be shipped.
Portable Bar Code Reader (PBCR)	A piece of portable equipment used to automatically read LOGMARS labels.
Undocumented cargo	Any piece of equipment arriving at the terminal that is not listed on the final AUDEL/UEL or is not in the data base.
Secondary load	Cargo loaded on a prime mover by the original shipper. Any weight and dimension changes are allocated to the prime mover in the shipper's documentation.
Nested/de-nested cargo	Cargo uploaded or downloaded by <u>MTMC</u> to or from the prime during shipment.
Terminal operator	The MTMC activity responsible for terminal operations to include both active and reserve components.
Terminal Support Module (TSM)	A microcomputer based terminal management and cargo documentation system that implements LOGMARS technology for automated data capture.
Computerized Deployment System (CODES)	A microcomputer based automated stow planning system that assists in loading unit equipment on vessels.

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DEPARTMENT OF THE ARMY
HEADQUARTERS, MILITARY TRAFFIC MANAGEMENT COMMAND
5611 Columbia Pike
Falls Church, VA 22041-5050

17 MAR 1994

MTMC Regulation
No. 56-69 Change 2

Surface Transportation
TERMINAL OPERATIONS

This is a change to MTMCR 56-69, 15 August 1989, to amend policy pertaining to independent government cost estimates and adds three appendixes in support of Stevedore and Related Terminal Service (S&RTS) Contracts: Appendix H (Milestone Plan); Appendix I (Standard Schedule of Rates); and Appendix J, (Performance Work Statement). Chapters 14 and 15 are revised to reference the above appendixes.

1. Remove old pages and insert new pages as follows:

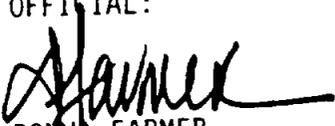
Remove pages	Insert pages
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(MTOP-0)

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DEPARTMENT OF THE ARMY
 HEADQUARTERS, MILITARY TRAFFIC MANAGEMENT COMMAND
 5611 Columbia Pike
 Falls Church, VA 22041-5050

22 Nov 95

MTMC Regulation
 No. 56-69 Change 3

Surface Transportation
 TERMINAL OPERATIONS

This change to MTMCR 56-69, 15 August 1989, clarifies policy in regard to the applicability of this regulation to include all MTMC terminals worldwide. This change also identifies distribution requirements of all Stevedore and Related Terminal Service (S&RTS) contracts, establishes roles and functions for the S&RTS Program Manager, adds a new chapter on security, adds procedures for notification of the MTMC Command Group of potential problems with S&RTS contracts, and makes other administrative changes.

1. Remove old pages and insert new pages as follows:

Remove pages	Insert pages
i thru vi	i thru ix
1-1	1-1 thru 1-2
2-1	2-1 thru 2-10
3-1 thru 3-2	3-1 thru 3-2a
3-15 thru 3-16	3-15 thru 3-16a
8-1 thru 8-2	8-1 thru 8-2a
8-13 thru 8-15	8-13 thru 8-16
9-1 thru 9-2	9-1 thru 9-2a
10-3	10-3
11-1 thru 11-2	11-1 thru 11-3
14-1 thru 14-5	14-1 thru 14-9
16-1 thru 16-2	16-1 thru 16-3
17-1 thru 17-2	17-1 thru 17-2
19-1 thru 19-2	19-1 thru 19-2
20-1 thru 20-2	20-1 thru 20-2
22-1 thru 22-2	22-1 thru 22-2a
D-1 thru D-13	D-1 thru D-13
I-1 thru I-2	I-1 thru I-2

I-17 thru I-18

I-17 thru I-18

I-19 thru I-20

I-21 thru I-22a

I-21 thru I-22

I-23 thru I-24

K-1 thru K-2

Glossary 1 thru 3

Glossary 1 thru 3

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