

CHAPTER 405

RATES, CHARGES, AND BILLINGS

A. PURPOSE

This chapter provides:

1. Guidance and establishes procedures for the use of rates and the application of related charges in the personal property program.
2. Procedures for cost comparisons to be used in determining the best service method and mode for shipping personal property worldwide.
3. Guidance for the solicitation and processing of one-time-only (OTO) rates and establishes the criteria for using those rates.
4. Procedures for requesting volume movement rates and procedures to be used when a destination change is required after initial pickup.

B. PROCEDURES

1. Rate Filing. HQ MTMC and theater CDRs are the sources for all DOD rate solicitations for the movement of personal property.
2. Acceptance of Rate Filings.
 - a. General.
 - (1) Domestic rate cycles are 1 May-31 October (summer) and 1 November-30 April (winter).
 - (2) International rate cycles are 1 April-30 September (summer) and 1 October-31 March (winter).
 - b. Intrastate. Individual intrastate rate tenders are filed and maintained at HQ MTMC/MTPP-PP-R. The initial filing rate abstract is provided to the TO each rate cycle and will be posted for the carriers' review. Final rates are provided to the TO electronically.
 - c. Interstate/International. Rates are received by HQ MTMC/MTPP-PP-R and provided to the TO electronically.
 - d. European Intratheater Rates. TOs will compare door-to-door container rates shown in MTMC Personal Property – Europe (MTPP-E) solicited TOS with those ITGBL rates solicited by HQ MTMC and determine the most economical, best service method of shipment.
3. LOI Verification. Upon receipt of rates, HQ MTMC/MTPP-PP-R will verify LOIs with the TO prior to the acceptance of carrier's rates.

4. Linehaul Charges for a Consolidated Shipment. Refer to rate solicitation for guidance, policy, and rates.

C. COST COMPARISONS

1. General. Selection of the method of shipment generally will be based on the member's/employee's requirements and publications of the DOD components.
2. Code/Mode Selection Guide. The Code 3 Ocean Compensation Factors may be viewed on the HQ MTMC website: <https://www.mtmc.army.mil>, then select Personal Property, International, Rate Solicitation, and Code 3 Ocean Compensation Factors. To view DPM Commercial Air Rates, enter <https://www.mtmc.army.mil>, then select Personal Property, International, and DPM Commercial Air.

D. OTO RATES

1. General. The TO will request all OTO rates from HQ MTMC and may not solicit or accept OTO rates directly from an ITGBL carrier.
2. OTO Request Format. When the need for an OTO rate exists, the TO will submit a message, fax, telephone (immediate response) Internet request to HQ MTMC, Attn: MTPP-PP-Q IAW procedures provided in the International Rate Solicitation. The message request format and instructions are provided in Figure 405-1.
3. OTO Rates. OTO rates are effective on the date the carrier is notified of the shipment award by HQ MTMC. Carriers normally indicate this date as the issue date of the tender. HQ MTMC reviews the tender, and administrative acceptance is noted on the tender.

E. VOLUME MOVES

1. General. HQ MTMC is the sole negotiating authority for volume moves worldwide.
2. Criteria for Requesting Volume Move Rates.
 - a. The TO will request rate negotiations for a volume move when there is a confirmed group PCS or TDY move of personnel or dependents from a single origin (commuting area) to a single destination (commuting area) normally within a 90-day period. HQ MTMC reserves the right to waive the 90-day period. The estimated weight of personal property to be moved will be a minimum of the following:
 - (1) Member/Employee HHG - 200,000 net lbs, or
 - (2) Member/Employee UB - 50,000 gross lbs, or
 - (3) TOs having special operational requirements may request a volume move for lesser tonnage, e.g., base closures.
 - b. Volume Move Request Format, Figure 405-2. The TO will request each volume movement by letter or priority message at least 30 days before the scheduled pickup date for the first shipment. The original of the request will be forwarded to HQ MTMC, ATTN: MTPP-PP-,

and one copy will be furnished to the destination TO. In addition to providing the information listed in Figure 405-2, the TO will give the reason for the volume move request (change of home port of ship, school graduation, Base Realignment and Closure, or unit relocation.).

c. Volume Movement TDR.

- (1) HQ MTMC will perform a comparison of all accepted rates to determine the overall best value carrier(s). The origin TO will be notified immediately of the results.
- (2) The TO will maintain a separate TDR for volume move tonnage. Shipments will be distributed to the best value carrier(s) that can provide the required service based upon:
 - (a) The percentage of tonnage that can be handled daily.
 - (b) The percentage of total tonnage that can be handled.
- (3) TOs may continue to tender shipments to the extent of the carrier's ability to service the shipments, even though the volume may exceed the maximum percentage.
- (4) When offering shipments to carriers, the TO will consolidate shipments whenever practical.

3. Final Reports. Both the origin and destination TO will provide a final report to HQ MTMC, ATTN: MTPP-PP, within 30 days after completion of the volume movement. The final reports will include the following:

a. Origin TO.

- (1) Total number of shipments.
- (2) Total weight shipped.
- (3) Total charges.
- (4) Information concerning the quality of origin service provided by participating carriers.

b. Destination TO.

- (1) Total time that shipments were in SIT, reported in daily increments.
- (2) Information concerning the quality of destination service provided by participating carriers.

4. Each shipment in a volume move is scored in compliance with TQAP.

F. TRANSPORTATION AND ACCESSORIAL CHARGES

1. Statement of Accessorial Services Performed.
 - a. DD Form 619 (Figure 401-2) and/or DD Form 619-1 (Figure 401-3) must be used by the carrier to support billings for materials and services not included in the linehaul transportation or single factor rate (SFR), e.g., SIT, reweigh, and accessorial services provided in conjunction with the delivery. The carrier's representative will prepare and submit each DD Form 619 and/or DD Form 619-1 to the member/employee, member's/employee's agent, or the TO representative for verification and signature. DD Form 619 and/or DD Form 619-1 will be signed only after verification that materials and services specified on the form were actually provided. Unless the DD Form 619 and/or DD Form 619-1 is annotated differently, the member/employee, member's/employee's agent, or the TO representative signature signifies all charges are verified and billable. The member/employee, member's/employee's agent, or the TO representative will not, under any circumstances, sign a blank or partially completed DD Form 619 and/or DD Form 619-1. The only blanks that may be left void are the "unit price" and "charge" columns. The "number" block will reflect either the quantity or the word "none". Original DD Forms 619/619-1 must be promptly returned to the carrier for billing purposes.
 - b. The carrier must furnish the member/employee and origin TO one copy each of the DD Form 619 and/or DD Form 619-1 itemizing accessorial services performed and materials furnished. Additionally, the carrier must forward a copy of all subsequent DD Forms 619 and/or DD Forms 619-1 prepared in connection with the shipment to the TO ordering the service.
 - c. All approved accessorial services must be entered into TOPS.
2. Third Party Service. Items serviced by a third party will be supported by an invoice stating the type of service performed. See rate solicitation for specific service or billing information.
3. Payment of Transportation and Accessorial Charges Upon Placement of the Shipment in SIT - PPGBL/BL Termination Upon Expiration of Authorized Period of SIT. The PPGBL/BL automatically terminates at midnight on the last day of the authorized SIT period. Payment for delivery services at government expense after the PPGBL/BL has terminated will be made under local invoicing or purchasing procedures.
4. SIT Delivery and Reweigh (DD Form 619 and/or DD Form 619-1). DD Forms 619 (origin) and/or DD Forms 619-1 (destination) submitted for services rendered at either the origin or the destination will indicate:
 - a. The accessorial services ordered and furnished.
 - b. Receipt of the shipment by the member/employee or the member's/employee's agent.
 - c. The SIT control number of the shipment.
5. Reweigh Procedures. The government will pay for an ordered reweigh when the reweigh net weight is greater than the initial net weight or when the difference between the initial weight and the reweigh weight is less than the tolerance specified in the governing document. The carrier will submit two copies of a completed DD Form 619 and/or DD Form 619-1 to the TO, indicating that a reweigh was requested and the service was performed. The TO will certify the reweigh

only when the reweigh weight is within the authorized tolerance. The TO must promptly return the original to the carrier for billing purposes. The second copy will be retained by the TO in the shipment file.

6. Payment of Excess Costs for Special Routing and Services.
 - a. IAW the JFTR, Paragraph U5340-A, Excess Charges or the JTR Paragraph C8010-B, Employee Paid Expenses, the member/employee may elect to use special or accessorial services that may involve additional expenses not authorized for payment by the government. Examples of such services include the following:
 - (1) Multiple shipments to the same destination.
 - (2) Services such as additional valuation, specific routing, and special loading.
 - (3) Shipment to or from points not specifically authorized in the member's/employee's orders.
 - b. Excess costs arising from the selection of unauthorized services will be borne by the member/employee. The PPSO will require a written request and agreement to pay excess costs from the member/employee or member's/employee's agent before ordering services that will result in excess costs. DD Form 619, showing entries for special or unusual services that will involve excess costs, will be signed by both the PPSO and the member/employee or the member's/employee's agent. If the member/employee or the member's/employee's agent is not available for signature, the PPSO will sign the DD Form 619 and will attach a full explanation of the requirements for any services provided.
 - c. When not indicated on the PPGBL/BL, charges for partial pickup or delivery will be shown as separate items on the DD Form 619 when authorized by the PPSO.

G. SHIPMENT DESTINATION CHANGES AFTER PICKUP

1. General. When a properly supported request for destination change is received, the TO will determine the action to be taken based on the status of the shipment and the type of change required. See Domestic Personal Property Rate Solicitation, and International Personal Property Rate Solicitation, for the rules for shipments diverted after commencement of transportation services.
2. Preparation and Distribution of Certificates of Delivery and Diversion. Figure 405-3 and Figure 405-4 provide formats and specify the information needed to issue Certificates for Delivery from SIT and Certificates for Diversion. Certificates for Delivery from SIT and Certificates for Diversion will be distributed as follows:
 - a. The home office of the carrier will be listed as the action addressee.
 - b. All origin or destination TOs will be listed as information addressees.
 - c. One copy will be provided to the member/employee or member's/employee's agent.
 - d. One copy will be retained by the issuing TO.

OTO MESSAGE REQUEST

The following format and data sequence is mandatory:

FROM: TO//

TO: CDR MTMC ALEXANDRIA VA//MTPP-PP//

SUBJECT: REQUEST FOR ONE-TIME-ONLY PERSONAL PROPERTY SHIPMENT

1. MEMBER'S/EMPLOYEE'S NAME, RANK/GRADE, SSN, MILITARY SERVICE/AGENCY.
2. CODE OF SERVICE.
3. ORIGIN (INCLUDE CITY, STATE/COUNTRY, BLOC).
4. DESTINATION CITY, INSTALLATION, STATE/COUNTRY, AND DESTINATION BLOC.
5. PICKUP DATE.
6. REQUIRED DELIVERY DATE.
7. ESTIMATED WEIGHT IN NET POUNDS FOR HOUSEHOLD GOODS AND GROSS POUNDS FOR UNACCOMPANIED BAGGAGE.
8. DATE OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES.
9. ROUTING FOR CODE 5/T SHIPMENTS.
10. LIST SUSPENDED CARRIERS.
11. REMARKS (INCLUDE INFORMATION, I.E., SHIPMENT PACKED AND CRATED, SHIPMENT IN NTS, USE OF SPECIFIC AGENTS AT ORIGIN OR ANY OTHER UNUSUAL CIRCUMSTANCES).

Figure 405-1. OTO Message Format

VOLUME MOVE REQUEST FORMAT

The following is a sample of the format and data sequence of volume move request.

1. Number of individual shipments.
2. Estimated weight of each shipment.
3. Estimated total weight of all shipments.
4. Date first shipment is to be moved.
5. Anticipated date last shipment is to be moved.
6. Shipping officer controlling volume movement, city, state/country of origin, and destination (including approximate mileage of any commuting area).
7. Full business name and Standard Carrier Alpha Code (SCAC) of all carriers (not agents) qualified to serve the origin and destination points.
8. Estimated weight that may require SIT at origin/at destination.
9. Lowest current applicable transportation rate.
10. Local pack and crate and overflow rates (international movements only).

Figure 405-2. Volume Move Request Format

SAMPLE MESSAGE

CERTIFICATE FOR DELIVERY FROM STORAGE IN-TRANSIT (SIT)

FROM: CPPSO NORFOLK VA// (First Destination PPSO)
TO: NORTH AMERICAN VAN LINES// (Carrier Tendered Shipment)
INFO: ABC WAREHOUSE INC// (SIT Facility)
416BMW GRIFFISS AFB NY//LGTT// (Origin PPSO)
CDR USAARMC FT KNOX KY//DIO-TRANS// (Second Destination PPSO)

UNCLAS

SUBJECT: CERTIFICATE FOR DELIVERY FROM STORAGE IN-TRANSIT (SIT)

1. SHIPMENT INFORMATION:

A. PERSONAL PROPERTY SHIPMENT OF: (Member's/Employee's Name) ,
(Social Security Number) , (Member's/Employee's Rank/grade) ,
TENDERED TO PPGBL/BL NO. (PPGBL/BL Number) , (Code Number) ,
TO (Name of Carrier & SCAC) , BY PPSO AT (Origin PPSO)

B. PLACED IN SIT ON (Date) AND ORDERED OUT ON (Date)
FROM (SIT Facility) , SIT NUMBER (Number) ,
TO BE DELIVERED TO (City & County of Final Destination) ,
WITH A RDD OF _____.

C. SIT USED AT FIRST DESTINATION: (Number of days at first destination);
REMAINING SIT AUTHORIZED: (Authorized days remaining) .

2. NO OTHER PPGBL/BL WILL BE ISSUED. ALL CHARGES WILL BE COMPUTED IAW DELIVERY FROM SIT RATE CONTAINED IN APPLICABLE MILITARY BASIC TENDER SUPPORTED BY DD FORM 619.

3. AUTHORIZING OFFICIAL:

Drafter Typed Name, Title, Office Symbol, And Phone

Typed Name, Title, Office Symbol, And Phone.

Figure 405-3. Sample Message, Certificate for Delivery from Storage In Transit (SIT)

CERTIFICATE FOR DIVERSION

FROM: JPPSOWA FT BELVOIR VA// (Requesting PPSO)

TO: ABC MOVING AND STORAGE INC// (Carrier Tendered Shipment)
344 OAK STREET NEWTON MI 48217//

INFO: NAS MAYPORT FL// (New Destination PPSO)
NAF SIGONELLA SICILY// (Origin PPSO)

UNCLAS

SUBJECT: CERTIFICATE FOR DIVERSION//

1. THE PERSONAL PROPERTY SHIPMENT: (Member's/Employee's Name) ; SSAN: (Member's/Employee's SSAN) ; RANK/GRADE: (Rank/Grade) , TENDERED ON PPGBL/BL NUMBER: (PPGBL/BL Number) , TO (Name of Carrier & SCAC) , BY THE PPSO AT (Origin) , ON (Pickup Date) , WITH DESTINATION OF (Destination) , WAS DIVERTED AT (Diversion Point) , ON (Diversion Date) TO (New Destination) , WITH A NEW RDD OF (New RDD) .
2. Identify letter or other authority or reason for diversion and new RDD, e.g., MODIFIED PCS ORDERS, DATED 20 AUG 03, ARE AUTHORITY FOR DIVERSION.
3. NO OTHER PPGBL/BL WILL BE ISSUED. ALL TRANSPORTATION COST, DIVERSION CHARGE, AND ADDITIONAL COSTS, IF ANY, WILL BE COMPUTED IN ACCORDANCE WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION SHOWN ON THE ORIGINAL PPGBL/BL.
4. AUTHORIZING OFFICIAL:

Drafter Typed Name, Title, Office Symbol, Phone

Typed Name, Title, Office Symbol, and Phone

Figure 405-4. Sample Message, Certificate for Diversion

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