



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
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DepO 4600.6
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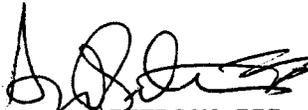
23 MAR 1999

DEPOT ORDER 4600.6

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR TRAFFIC MANAGEMENT (SHORT TITLE: SOP
TRAFFIC MANAGEMENT)

1. Purpose. To promulgate policies and procedures regarding Traffic Management.
2. Cancellation. DepO 4600.5.
3. Recommendations. Recommendations concerning Traffic Management procedures are invited and should be submitted to the Commanding General, Marine Corps Recruit Depot, Western Recruiting Region (Director, Service and Supply) via the appropriate chain of command.
4. Action. Address shall comply with Traffic Management procedures contained in this manual and take appropriate action to ensure that personnel become familiar with it's content.
5. Certification. Reviewed and approved this date.


H. W. PETERSON III
By direction

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SOP FOR TRAFFIC MANAGEMENT

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RECORD OF CHANGES

Log Completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Changes

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CHAPTER 1

INFORMATION

1000. **GENERAL.** The Traffic Management Office (TMO) is responsible for the movement of freight, personal property and personnel. TMO is also responsible for the processing of official passports (No-Fee Passports) for officials or employees of the U.S. Government who are proceeding abroad in the discharge of their official duties. Freight movement includes shipping and receiving of all items used to support the Depot mission. Personal Property involves the movement of household goods and property for Depot permanent personnel, 12th Marine Corps District, Recruiter School, Drill Instructor School, and MECEP students in support of PCS moves. The movement of personnel function involves arranging transportation for Marines and civilian personnel on "official" orders.

1001. **FUNCTIONS.** The Traffic Management Officer is under the cognizance of the Director, Service and Supply Division. Transportation functions of the Traffic Management Officer are under the technical supervision of the Commandant of the Marine Corps (LFT) and Commander, Military Traffic Management Command (MTMC).

1002. **TRANSPORTATION AGENTS.** Transportation agents are appointed by the Commanding General to assist the Traffic Management Officer. The Traffic Management Officer is responsible for all actions of transportation agents. In the performance of assigned duties, transportation agents will review and sign transportation documents as authorized.

1003. **RESPONSIBILITY.** The Traffic Management Officer is tasked with those responsibilities and duties outlined and specified in DOD 4500.9R Defense Transportation Regulations Part I (Passenger Movement), Part II (Cargo Movement), MCO P4600.39 and other Department of Defense, Navy, Marine Corps, Air Force, Army and Coast Guard directives pertaining to traffic management functions. Specific responsibilities aboard this Depot include:

1. **Personal Property Shipment Program.** Interview, counsel and prepare the required documentation for members requesting personal property shipments and/or storage, Do-It-Yourself (DITY) moves, boat shipments, privately owned vehicles (POV) and the shipment of mobile homes. Assist members in preparing personal property claims against the commercial carrier and the U.S. Government. Chapter 2 of this order covers the Personal Property Program.

2. **Passenger Transportation/Passenger Control Point (PCP).** The responsibility of this section is to provide transportation arrangements for Department of Defense personnel requesting "official travel", i.e., TAD and PCS within CONUS or overseas. Additionally, the PCP is tasked by the State Department to process and issue Official Passports (No-Fee Passports) to officials or employees and their dependents of the U.S. Government who are proceeding abroad in the discharge of their official duties. Chapter 3 of this order covers the passenger transportation/passenger control point procedures and the processing of No Fee Passports.

3. **Freight Shipping, Receiving and Distribution.** The responsibilities of this section are to ensure that correct transportation procedures are followed for outbound shipments, receiving inbound freight, and the ultimate distribution to consignee. Chapter 4 of this order covers the responsibilities of freight shipping, receiving and distribution.

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CHAPTER 2

PERSONAL PROPERTY SHIPMENT PROGRAM

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CHAPTER 2

PERSONAL PROPERTY SHIPMENT PROGRAM

2000. **SHIPMENT AND STORAGE.** Arrangements for the shipment and storage of personal property, Do-It-Yourself Move (DITY), transportation of boats, privately owned vehicles (POV) and of mobile homes shall be completed per the current editions of MCO P4600.39, Joint Federal Travel Regulations (JFTR), and DOD 4500.34.

2001. **PROCEDURES FOR OUTBOUND SHIPMENTS.** Arrangements for outbound shipments may be initiated upon presentation of competent orders or a release from active duty statement. When the above data is provided to a Household Goods Shipment Clerk, an application for shipment will be completed. In order for these arrangements to be completed, the following procedures must be followed:

1. **APPOINTMENTS.** An appointment system has been established to prevent individuals from spending needless time waiting to be counseled regarding their household goods entitlement and application for shipment. Appointments should be arranged a minimum of 21 to 30 working days prior to the date on which the services are required (actual pick up date). During the period of 1 May through 30 September, this time frame is extended to 35 working days. Each appointment is approximately one hour long which normally permits sufficient time for the counselor to prepare the application and to go over the Personal Property Counseling Checklist in depth. Those persons who do not make an appointment will be accommodated on a "**time available**" basis. Personnel with appointments always have priority.

2. **INTERVIEW.** The counselor will furnish the individual a copy of the booklet "**It's Your Move**" at the time of the interview. This booklet has all the necessary information needed to prepare for a personal property shipment. The counselor will inform and explain various entitlements to the member during the interview. Also, individuals will be informed of the responsibility the carrier has in handling the shipment. It should be noted that on a monthly basis a period of instruction is presented by a representative of the TMO to inform Command personnel of all aspects of movement and storage of personal property. It is highly encouraged that all personnel anticipating a move attend one of the Smooth Move Work Shops. The Marine Corps Recruit Depot, Family Service Center schedule reflects dates, times, and location of the Smooth Move Workshops.

3. **AUTHORITY TO EFFECT SHIPMENT (ORDERS).** Each shipment effected will be supported by orders or other written instruments which authorize the shipment per the JFTR. Examples of written instruments of authority which may be used in lieu of Permanent Change of Station Orders (PCSO) for shipping of HHG are as follows:

a. **Certificate in Lieu of Orders (CIL).** May be accepted from the member if signed by the Marine's order writing authority or designated representative and if the CIL provides the correct accounting data. Authority for this is contained in the JFTR, and will be in the format outlined in figure 1-1 of MCO P1900.16 D.

(1) When a CIL is issued, the member must sign a written agreement to comply with the provisions of the JFTR.

(2) A copy of this agreement will be made and attached to the CIL. (Figure 2-1 contains a sample agreement)

b. **Official Notification of Pending Orders.** The orders writing activity may issue a notification or certificate of intent to issue orders for use by

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Marines requesting shipments of their HHG prior to receipt of PCSO's. The provision of the above paragraphs a and b apply.

c. **Report of Casualty (DD Form 1300)**. This form may be used by the dependent, next of kin, or legal heir to support the request for shipment of HHG under the conditions specified in the JFTR, paragraph U5372A.

4. **Unit Commanders**. Unit commanders are required to provide the service member sufficient copies of orders prior to member reporting to the TMO for personal property shipment. Six complete sets of orders are required for each shipment. All unit commanders are reminded that the pay entry base date is required on orders or travel certificates issued to member in the rank of corporal (pay grade E-4) and below.

2002. **TRANSPORTATION OF HHG PRIOR TO ISSUANCE OF ORDERS**. Shipment of HHG prior to issuance of orders is authorized provided written approval is received from CMC (MM) and the Marine agrees to the conditions specified in the JFTR.

2003. **UNACCOMPANIED BAGGAGE (UB)**. A separate UB shipment is authorized for shipment to, from and between overseas areas. Separate UB shipments are not authorized for shipments originating and ending in CONUS or for Marines serving 12 month unaccompanied and all-other tours on mainland Japan and Okinawa. UB shipments are to be utilized for articles that are essential to the immediate health and comfort of the member and dependents, or professional books, paper, and equipment urgently needed in the performance of official duties.

1. When a separate UB shipment is authorized, the weight of the shipment is not included in the Administrative Weight Restriction (AWR).

2. When a separate shipment of UB is authorized, the UB weight limits are limited to the following:

a. Marine's entitlement: 600 pounds (lb).

b. Each dependent transported to the overseas location: 200 lbs.

3. Marines serving a 12-month unaccompanied and all-others tours on mainland Japan and Okinawa are limited to one shipment of HHG or UB. If additional shipments are made to or from the overseas area, the Marine is subject to excess charges over what it would have cost the Government to ship the net weight as one lot.

4. The limits imposed in paragraph 2 above, do not restrict the TMO from shipping the Marine's administrative weight allowance via UB mode.

5. Shipments of UB made by commercial air are limited to 1,000 lbs (net).

6. When both husband and wife are members, both are entitled to separate UB shipments.

2004. **ADMINISTRATIVE WEIGHT RESTRICTION (AWR)**. The AWR is defined as the HHG weight limitation (2,000 lbs or 25 percent of PCS weight allowance, whichever is greater). Okinawa, Japan has been designated by the Marine Corps as a place where family housing is furnished with Government-owned furnishings and where the AWR is applicable.

1. The Commanding General, Marine Corps Base, Camp Butler, Okinawa, Japan, will compute individual AWR based on 2,000 lbs or 25 percent of the maximum PCS weight allowance, whichever is greater, plus the weight of those items of Government-owned furnishings listed in the area clearance instructions as

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unavailable and data furnished by each Marine per MCO P1000.6E. The AWR will be determined in advance and will be shown in the HHG paragraph of the Marine's area clearance instructions.

2. The AWR does not include the weight of UB or professional books, papers, and equipment (PBP&E) shipped to or from Okinawa, Japan.
3. The Marine will be responsible for ensuring that a copy of the area clearance instructions is furnished to the origin TMO.
4. When husband and wife are both members and will occupy the same quarters, only one administrative weight allowance is authorized. The allowance will be based on the senior member's allowance. Both members are entitled to a UB allowance.
5. The origin TMO will ensure that the AWR, as shown in the Marine's area clearance instructions, is entered in the remarks section (block 25) of the PPGBL or on the face of any other applicable transportation document used which will be provided to the origin carrier/contractor for submission to the Commander (Code 470), Marine Corps Logistics Base, Albany, GA 31704-5000, for payment.
6. Upon completion of the accompanied-by-dependents tour, the AWR from Okinawa, Japan will, as a minimum, be the same weight the Marine was authorized to ship to Okinawa, Japan. The Commanding General, Marine Corps Base, Camp Butler, Okinawa, Japan, may increase the return AWR when justifiable circumstances exist to warrant the increase. After-the-fact increases will not be granted. The manner in which the weight will be entered on the transportation documents will be the same as shown in paragraph 2004.5 of this order.

2005. WEIGHT RESTRICTIONS FOR 12-MONTH UNACCOMPANIED AND ALL-OTHERS TOURS ON MAINLAND JAPAN AND OKINAWA. Shipment of HHG to the overseas duty station for Marines serving 12-month unaccompanied tours and all-others tours on mainland Japan and Okinawa are limited as follows:

<u>Grade</u>	<u>Allowance to Overseas PDS</u>
E-4's (with 2 years service) and members serving in a lower grade	500 lbs net weight
E-4's (with over 2 years service) and members serving in higher grade	10 percent of the member's PCS weight allowance

1. Per the provisions of paragraph 2003.3 of this Manual, a separate UB shipment is not authorized to or from the overseas location.
2. Per paragraph 2003.4 of this manual, the Marine's weight allowance may be shipped via a UB mode.

2006. AGENTS ACTING ON BEHALF OF MEMBERS

1. **General Information.** An agent acting on behalf of a Marine will be required to furnish a current notarized power of attorney or other written authority signed by the member, indicating that the agent has the member's permission to act on the member's behalf for shipping HHG.
2. **Certificate in Lieu of Signature (JFTR U5330D).** When the signature of the Marine or an agent is not obtainable, block 16 of the DD Form 1299 may be completed by the Marine's commanding officer or the local TMO as deemed appropriate.

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2007. PROCEDURES FOR INBOUND SHIPMENTS/SERVICES

1. **Consignment.** TMO Receiving, Building 149, consigns inbound shipments up to 70 pounds marked for the owner. No other facility or unit aboard the Depot is authorized to receive these shipments. Should a commercial carrier attempt to deliver to any other facility or unit, the shipment is to be refused and the driver directed to TMO.

2. **Delivery instructions.** Upon reporting aboard, all personnel who shipped personal property (Unaccompanied Baggage) 70 pounds or less to MCRD are required to contact TMO and furnish delivery instructions. Personal property that has been separated from the individual due to an improper shipment will be located and directed to MCRD by TMO. TMO will notify the individual to make arrangements for delivery.

3. **Delivery of Inbound Household Goods.** Immediately upon arrival it is the sole responsibility of the service member to report to the Fleet Industrial Supply Center (FISC) at 937 N. Harbor Dr., San Diego, CA, or notify them by telephone at 556-6683 and inform them of the service members arrival. FISC should be contacted regardless of whether a residence has been obtained or not. Timely notification often results in reduced handling of personal property and eliminates unnecessary storage charges. Deliveries may not be accomplished on Saturdays, Sundays, or holidays unless the individual agrees in writing to bear the overtime and other related excess charges.

4. **Personal Effects and Baggage Separated from the Owner.** Personal effects and baggage separated from the owner aboard this Depot remain the responsibility of the unit commander and will be processed per the current edition of MCO P4050.38 (Personal Effects and Baggage Manual). The property will not be delivered to TMO until ultimate destination or disposition has been determined.

2008. CLAIMS. A Claims Section has been established within TMO to assist Marines and other service component personnel in submitting claims for loss and/or damage of HHG against the carrier and Government.

1. **Service Members (Marines) Responsibilities.**

- a. Act promptly in identifying all lost or damaged property.
- b. Record all loss or damage on DD Form 1840 at the time of delivery. If the carrier fails to provide the DD Form 1840 at the time of delivery the Marine should immediately contact the destination TMO.
- c. Record any lost or damaged items noted after delivery on DD Form 1840R (reverse side of DD Form 1840) and submit to the TMO office within 70 days of the delivery date. Failure to do so will result in the Marine's claim being reduced by the amount for lost carrier liability.
- d. **Determine the Dollar Value of Loss or Damage.** Obtain a written estimate of repair for damaged but repairable items or, if repairs are made, a copy of the repair bill. Regardless of the total amount of the claim, the requirement for written estimate for the cost or repair of any item for which the amount claimed is less than \$100 normally will be waived, providing that the claims investigating officer has personally inspected the property or evidence otherwise available is sufficient to support the claim.
- e. If the Marine has insurance with a private insurance company, the Marine must submit a claim to the private insurance company, providing the policy was in effect or purchased at the time the HHG were moved.

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f. Keep the Claims Investigating Officer (Claims Processing Office) advised of all correspondence or settlement received from the carrier or insurance company.

g. The carrier has the right to inspect any damaged item within 45 days from the date that the DD Form 1840/1840R was dispatched or within 75 days from delivery date, whichever is later.

h. Obtain disposition instructions immediately from the TMO for those items which can cause health hazards.

i. Complete DD Form 1843 (Demand Against the Carrier) and submit claim package.

j. Hold items marked Salvage Value Turn-in (SV/T) on the adjudicated DD Form 1844 for pick up by the carrier or return to the TMO as specified on the adjudicated DD Form 1844. Coordinate with the TMO prior to delivering the items to the property disposal office.

k. Make an appointment with claims investigating officer, when assistance is needed or submission of claims package to MHP-40.

2. Carrier's Responsibilities

a. Provide service member with DD Form 1840/1840R at the time of delivery.

b. In conjunction with the service member, sign the DD Form 1840 after completing section B thereon, at the time of delivery.

c. Provide the service member with three jointly signed and completed copies of DD Form 1840.

d. Provide a copy of the DD Form 1840 to the TMO with 30 days of the delivery date.

e. Pay, decline, or make firm settlement offer in writing to the HQMC (MHP-40) within 120 days after receipt of the claim.

3. Claims Officer Responsibilities. The Claims Officer will provide all necessary advice and assistance to the service member and provide a claim package to the service member when requested. This includes:

a. Ensuring all forms and supporting documents have been properly signed, are in order and meet requirements necessary for filing a claim.

b. Providing direction regarding obtaining estimates for repair and/or replacement of damaged/lost items.

c. Preparing Claims Investigating Officer (CIO) reports for each claim.

d. Arranging for inspection of damaged property. Disposition instructions for those items which cause health hazards should be provided as quickly as possible.

e. Advising the Marine that payment of personal property claims for active duty members are paid via the JUMPS/MMS system.

f. Monitoring for fraudulent claims. If a fraudulent claim is suspected, the incident should be referred to the NIS/CID, as appropriate.

4. HQMC (MHP-40) RESPONSIBILITIES. HQMC MHP-40 is responsible for:

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- a. Receiving and adjudicating claims from CIO.
- b. Processing payment for active duty Marines through JUMPS/MMS. Pay Inactive/RELAD Marines via hard check.
- c. Notifying the Claims Office of final settlement amount.
- d. Providing the claimant with a copy of the adjudicated DD Form 1844 containing an explanation of the claims settlement.
- e. Reconsideration procedures.
- f. Identifying items to be turned over by salvage/disposal.
- g. Lawsuits from third parties incident to the loss and/or damage of personal property will be forwarded to the CMC (MHP-40). The CMC (MHP-40) will further notify Legal Counsel (CL) and/or Judge Advocate General (JAG) as appropriate.

5. **Inconvenience Claims**. Inconvenience claims may be filed by the Marine against the carrier for bona fide expenses caused by the late delivery of HHG. Although there are no legal requirements for the carriers to honor these claims, the carrier industry has shown a willingness to honor reasonable inconvenience claims.

6. **Emergency Payments**. When loss or damage to personal property results in undue hardship to a Marine and/or family, the claims section can request an emergency payment from HQMC (MHP-40). Emergency payments are only to be requested when the claimant needs funds to feed, clothe, or house themselves and/or their families as a result of a compensable loss.

2009. **LOCAL MOVES**. Local moves are authorized at government expense, providing they fall within the entitlements specified in paragraph U5355 of the Joint Federal Travel Regulation (JFTR), which are as follows:

1. Reassignment or PCS.
2. Moving to or from Government quarters.
3. Vacating local economy housing.
4. Involuntary extension to tour.
5. Separation.
6. Retirement.

2010. **DO-IT-YOURSELF (DITY) MOVE PROGRAM**. The DITY program is applicable to Marine Corps members who are eligible to move HHG at Government expense between points in CONUS, between a point in the CONUS and ALASKA via the ALASKA ferry, or enroute to or from Canada via oceangoing ferry. The DITY program is also applicable to local moves at overseas commands in accordance with locally established procedures. This includes Marines in receipt of orders for PCS, TAD/TDY, separation, retirement, and local moves in and out of Government quarters, when entitled to the shipment of HHG at Government expense.

1. **DD FORM 2278 Preparation and Distribution**. The DD Form 2278 with appropriate copies of orders, is the primary source document for the counseling and authorization of a DITY move.

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2. **Counseling**. Each member (or next of kin of deceased Marine) who elects and is authorized to participate in the DITY program will be counseled before moving. Counseling will include but is not limited to the following:

- a. The fact it is a voluntary program.
- b. Estimated moving costs involved.
- c. The rental agency's responsibility in connection with the move to include what assistance and materials will be furnished the member or next of kin.
- d. The responsibility of the member or next of kin concerning weight tickets, payment of excess cost, liability in case of accidents.
- f. Combination DITY move/Government Move.
- g. Unauthorized items.
- h. Temporary Storage.
- i. Taxes.
- j. Marine's responsibility.

3. **Approval (U5320E.1)**. Prior to performing a DITY move, a Marine must first obtain approval and counseling from a TMO/TO. Marines who fail to obtain TMO/TO approval **WILL NOT be paid an incentive**. In such cases, reimbursement is limited to actual expense incurred as specified in the JFTR (U5320D) and MCO P4600. 39 (chapter 5).

4. **Professional Books, Papers and Equipment**. There are no provisions in the JFTR for deducting the weight of professional books, papers, and equipment when performing a DITY move.

5. **Final Settlement**. Final incentive payment computations for other than locally funded moves are paid by the Commander (Code 470), Marine Corps Logistics Bases, Albany, GA.

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CHAPTER 3

PASSENGER TRANSPORTATION /GENERAL TRAVEL PROVISIONS

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CHAPTER 3

PASSENGER TRANSPORTATION/GENERAL TRAVEL PROVISIONS

3000. ISSUANCE OF TRANSPORTATION DOCUMENTS. TMO is responsible for issuing all passenger transportation documents and providing the traveler with adequate information and instructions. All orders or travel certificates authorizing a member to travel by Government Transportation Request (GTR) are delivered to the Passenger Transportation Section, TMO building 129.

3001. ROUTING AND MODE. The routing and mode of travel to be used will be as specified in the orders. When travel orders do not direct a specific mode of transportation or the mode directed is not available, the TMO will route passengers using "best value and contract air fares" that meet mission requirements within established DOD policy (normally contract air fares). Per diem, costs, travel time (most direct route) nearest airports serving duty stations, and rental car cost in conjunction with alternate airports will be considered in the factoring of "best value". Transportation of dependents will be done in accordance with JFTR U5200 and JTR, Chapter 7, or other DOD and Services regulations governing travel. Air Mobility Command (AMC) procured channel airlift (Category B) shall be used in connection with international travel when it is available and meets mission requirements.

3002. ORDERS REQUIRING COMMERCIAL/AIR MOBILITY COMMAND TRANSPORTATION (AMC).

1. **Travel Orders.** A copy of travel orders directing air travel by GTR should be delivered by the service member to the Passenger Section of TMO no later than two working day after the member signs the receiving endorsement. Unit commanders will be responsible for ensuring the service member complies with the above request. Additionally, Unit Commanders will provide the TMO with a signed copy of the receiving endorsement with orders within 24 hours. This will allow TMO to monitor the service member and allow sufficient lead time for the procurement of discount airfares. Furthermore, the service member will immediately contact Commercial Travel Office (CTO) for travel arrangements for TAD/TDY travel within CONUS.

2. When the foregoing is impractical, the Passenger Section of TMO should be notified at 524-5362/5367 and provided with travel needs, dates, and names. This should be followed up by delivering the orders directing air/surface travel by GTR to the Passenger Section as quickly as possible.

3003. PORT CALLS. Unit Commanders aboard the Marine Corps Recruit Depot, (to include Expeditionary Warfare Training Group Pacific (EWTGP) Coronado, Marine Barracks North Island, I-I 4th tank Battalion, USMC, NAS Miramar, and the Western Recruiting Region) should submit a request for Port Call form (MCRD 4650/3) to Passenger Control Point (PCP) upon receipt of travel orders or transferring directive, containing assignment involving transoceanic travel in accordance with MCO 4650.30K and DOD 4500.9R. Port Call requests are to be completed as shown in Appendix A by the member's administrative office.

1. **Submission of Port call request while TAD/TDY and TEMINS.** Personnel assigned to MCRD while TAD/TDY and TEMINS, from an overseas command without return reservations will be required to have joining command submit a port call to PCP. Port call shall be submitted immediately upon completion of TAD/TDY and TEMINS date is known.

3004. CANCELLATION OR MODIFICATION OF PORT CALL. Upon receipt of cancellation or modification of travel orders, Unit Commanders should immediately notify PCP by telecommunication. Cancellation or modification of Port Call must also be in writing, as shown in Figure 3-1.

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3005. QUALITY SURVEILLANCE BY THE PASSENGER CONTROL POINT (PCP). The current edition of and MCO 4650.30K directs the PCP to establish and maintain a quality surveillance program for the purpose of identifying errors/deficiencies and requesting corrective action. Figure 3-2 requests activities respond in writing within 7 days to the Traffic Management Office (Attn: PCP) and a copy to the Assistant Chief of Staff, G-1 (Military Personnel), identifying the corrective action taken. A copy of quality surveillance discrepancy report will be forwarded to the Assistant Chief of Staff, G-1, when units fail to comply with MCO 4650.30K (Figure 3-3).

3006. COMMERCIAL TRAVEL OFFICE (CTO). A CTO is located in Building 118. The CTO offers a full range of travel services for both official and unofficial travel. Travel services include air, bus, rail, lodging and rental car. Personnel traveling on official orders may contact the CTO for travel reservations prior to reporting to the TMO. The TMO is responsible for ensuring that the CTO obtains government contract air fares/discounts when scheduling official travel. Anyone may schedule unofficial travel through CTO. Additionally, a Leisure Travel Office (LTO) located at Tickets and Tours, Building 16, provides a full range of unofficial travel services. Hours of operation for the CTO are Monday-Friday 0730-1630 and for the LTO hours are Monday-Friday 0900 to 1700, closed federal holidays.

3007. GROUP MOVEMENTS. TMO has the authority to route any size group that does not require a planeload charter in accordance with the policy of the DOD Component concerned. In exercising this authority, maximum use will be made of the capabilities of the CTO. DOD Components have the option of obtaining group travel service or related assistance from MTMC/MTOP-OM. Definition of "Group Movement" (to justify the use of published fares obtained by your CTO) is 21 or more.

1. **Procedures for Arranging Group Moves.**

a. **Submission of Requests.** Requests shall be submitted to the TMO at least 72 hours prior to the proposed departure.

SOP FOR TRAFFIC MANAGEMENT

REQUEST FOR CANCELLATION/INCREASE/DECREASE SEAT REQUIREMENT

4600
4D4

From: Commanding Officer
To: Traffic Management Officer

Subj: **ADJUST OF PREVIOUS PORT CALL FOR**

Ref: (a) MCO 4650.30_
(b) Port Call Request for

1. Per reference (a), request that reference (b) be amended for the following reason (s):

- a. Orders Cancelled.
- b. Orders modified to new date.
- c. Other (explain).
- d. Ensure you include the month of detachment.

2. Explain what action you desire the Traffic Management Office, Passenger Control Point to initiate. Also, ensure that you send all supporting documents for cancellation or modification.

Figure 3-1. Format of a Request for Cancellation/Increase/Decrease Seat Requirement

SOP FOR TRAFFIC MANAGEMENT

QUALITY SURVEILLANCE

4650

4D4

From: Traffic Management Officer

To:

Subj: **QUALITY SURVEILLANCE FOR OVERSEAS-BOUND MARINES**

Ref: (a) MCO 4650.30_

Encl: (1) Quality Surveillance Discrepancy Report

1. The Passenger Control Point (PCP), Passenger Transportation Section maintains a Quality Surveillance Program to monitor and report on port call procedures for Marines ordered to overseas commands.
2. The items checked off on the enclosure identify administrative errors/deficiencies noted by the PCP while processing a member of your command for overseas movement.
3. Per the reference, it is requested that you respond in writing, within seven days from the date of this letter to the Traffic Management Office (Attn: PCP), with a copy to the Assistant Chief of Staff, G-1, identifying all corrective actions taken to preclude any further errors/deficiencies relevant to processing Marine Corps personnel and/or their dependents for overseas movement.

Copy to:
AC/S, G- I

APPLICATION FOR TRANSPORTATION FOR DEPENDENTS

DOD COMPONENT

THE PRIVACY ACT OF 1974. AUTHORITY: 37 U.S.C. 406 (Military); 5 U.S.C. 5724 (Civilian). THE PRINCIPAL PURPOSE: Application for transportation-in-kind of dependents with CONUS used as an authority to issue transportation requests in absence of dependent travel orders. ROUTINE USES: Used in lieu of dependent travel orders by transportation offices to issue transportation requests within CONUS. VOLUNTARY: However, if information is not furnished, transportation would not be furnished.

NAME OF APPLICANT (Last, First, MI)	RANK	GRADE	FILE or SERVICE NO./SSN
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SHIP OR STATION

NAME OF DEPENDENT FOR WHOM TRANSPORTATION IS REQUESTED (Last, First, MI)	RELATIONSHIP* (Adopted son, step-dau., etc.)	DATE OF BIRTH (Children) (YYMMDD)	LOCATION AT TIME OF RECEIPT OF ORDERS** (City, State)

**If other than a lawful spouse or unmarried legitimate child under 21 years of age of a member, complete applicable certificates below.*

PRESENT ADDRESS OF DEPENDENTS (Street Address, City, State and ZIP Code)

OLD PERMANENT STATION	NEW PERMANENT STATION	DATE OF ORDERS (YYMMDD)
-----------------------	-----------------------	-------------------------

TRANSPORTATION REQUESTED (FROM) (City, State)	(TO) (City, State)	(VIA) (ROUTE) (City, State)
-----------------------------------------------	--------------------	-----------------------------

DATE OF DEPARTURE (YYMMDD)	BY (Air, Rail, etc.)	FOR TRAVEL OUTSIDE THE U.S., IS GOVERNMENT AIR TRANSPORTATION ACCEPTABLE FOR YOUR DEPENDENTS? YES <input type="checkbox"/> NO <input type="checkbox"/>
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***If travel is from other than vicinity of old station or to other than vicinity of new station, state reasons; if orders were received during temporary absence of dependents from old duty station, explain necessity for their return thereto prior to proceeding to new station.*

I CERTIFY THAT TRANSPORTATION FOR PERSONS LISTED ABOVE, WHO WERE MY DEPENDENTS ON THE EFFECTIVE DATE OF APPLICABLE ORDERS, IS BEING REQUESTED WITH THE INTENT OF ESTABLISHING A BONA-FIDE RESIDENCE. I FURTHER CERTIFY THAT I HAVE NOT MADE APPLICATION OR SUBMITTED CLAIM FOR TRANSPORTATION OF MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS FOLLOWS:

I CERTIFICATE OF PROOF OF DEPENDENCY	<p><i>(Required for dependent parents, adopted children, stepchildren and for mentally or physically incapacitated children over 21 years of age.)</i></p> <p>I CERTIFY THAT MY DEPENDENT(S) (Relationship) _____, NAMED ABOVE, IS/ARE IN FACT DEPENDENT UPON ME AND THAT A CERTIFICATE OF DEPENDENCY WAS APPROVED BY THE APPROPRIATE AGENCY, I FURTHER CERTIFY THAT THERE HAS BEEN NO CHANGE IN THE CONDITIONS OF DEPENDENCY SINCE THE CERTIFICATE WAS APPROVED.</p> <p><i>(NOTE: In the case of a dependent parent, the certificate of dependency must be approved annually.)</i></p>
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II CERTIFICATE OF RESIDENCE OF PARENT	<p><i>(Required for a dependent parent in addition to I.)</i></p> <p>I CERTIFY THAT MY DEPENDENT(S) (Relationship) _____, IS/ARE RESIDING AS A MEMBER OF MY HOUSEHOLD AND WILL RESIDE AS A MEMBER OF MY HOUSEHOLD ESTABLISHED INCIDENT TO THIS CHANGE OF STATION.</p>
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III CERTIFICATE FOR STEPCHILD	<p><i>(Required for a step child in addition to I.)</i></p> <p>I CERTIFY THAT (Name of child's other parent) _____, THE MOTHER/FATHER OF THE STEPCHILD/STEPCHILDREN NAMED ABOVE, WAS MY LEGAL SPOUSE ON THE EFFECTIVE DATE OF APPLICABLE ORDERS.</p>
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DATE (YYMMDD)	SIGNATURE OF APPLICANT
---------------	------------------------

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA		1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT	2. MAJOR SERVICE COMPONENT	
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME		4. APPLICANT'S DATE OF BIRTH	5. APPLICANT'S PLACE OF BIRTH	
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME (If same as Item 3, X block)		7. SPONSOR'S MILITARY RANK/CIVILIAN GRADE	8. SPONSOR'S SSN	
9.a. APPLICANT'S CURRENT HOME ADDRESS (Include ZIP Code)		b. HOME TELEPHONE NUMBER (Include area code)		
		c. OFFICE TELEPHONE NUMBER (Include area code/DSN)		
10.a. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include ZIP Code)		b. NAME OF PERSON WITH WHOM RESIDING		
		c. TELEPHONE (Incl. area code)	d. AGENT ID CODE (If applicable)	
11. DESTINATION (Country or Countries)	12. SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See Note)	13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address, building number, room number, ZIP Code, and telephone number/DSN)		
14. ESTIMATED DATE OF DEPARTURE (From country in which applicant is currently residing)	15. PROPOSED LENGTH OF STAY	16. AUTHORIZING OFFICIAL		
		a. NAME (Last, First, Middle Initial)		
17. ADDITIONAL INFORMATION (Attach continuation sheets if necessary)		b. GRADE	c. TITLE	
		d. COMPLETE MAILING ADDRESS (Include ZIP Code)		
		e. TELEPHONE NUMBER (Include area code/DSN)		
		f. SIGNATURE OF AUTHORIZING OFFICIAL		g. DATE
FOR USE BY ISSUING OR RECEIVING AGENT (Suspense Control)				
18. DATE APPLIED FOR PASSPORT	19. PLACE APPLIED FOR PASSPORT	20. NAME OF COURT OR PASSPORT AGENT		
21. DATE PASSPORT RECEIVED FROM DEPARTMENT OF STATE	22. PASSPORT NUMBER	23. DATE OF PASSPORT ISSUE	24. PASSPORT EXPIRATION DATE	
25. DOCUMENT(S) INCLUDED WITH PASSPORT	26. COUNTRY AND DATE VISA REQUESTED	27. DATE PASSPORT RECEIVED WITH VISA	28. DATE PASSPORT MAILED	
PRIVACY ACT STATEMENT				
<p>AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC; 22 CFR 51.63; EO 9397.</p> <p>PRINCIPAL PURPOSE: To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.</p> <p>ROUTINE USES: Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.</p> <p>DISCLOSURE: Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.</p>				
<p>*NOTE: If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."</p>				

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b. Need for Unclassified Travel Information. When any type of commercial transportation is requested, the origin, destination, and movement date must be unclassified so that negotiations can be conducted with commercial carriers.

c. Information to Include in Request. Requests will contain the following information:

(1) Identification of group (such as unit designation, students, Reserve Officer Training Corps).

(2) Type of travel (permanent change of station, temporary duty, or temporary additional duty travel).

(3) Number of persons; show officers, enlisted, or other separately; for movement of patients, show number of litter patients or ambulatory patients and attendants separately; for prisoner movements, show prisoners and guards separately; indicate separately when female personnel are included.

(4) Origin and destination of travel.

(5) One-way or round-trip travel.

(6) Date and time of availability for movement; include return movement information if round-trip; when specific time and date of departure are requested, regardless of the comparative cost, furnish reason.

(7) Deadline for arrival at destination, if any.

(8) Estimated weight of personal baggage per person.

(9) Estimated weight and cube dimensions of largest articles, and brief description of military impedimenta to accompany troops in passenger service; (ammunition should be indicated separately and whether small arms or high explosive).

(10) Particular mode of transportation, when it has been directed in orders; when mode of transportation is not directed in orders and a particular mode is desired, the reason will be furnished.

(11) Method of subsistence during travel; meal tickets, cash, or dining car.

(12) Class, type, and capacity of motor carrier equipment required, if commercial highway transportation is desired.

(13) Number and type of transportation units required for baggage and impedimenta to accompany troops in passenger service, or required to be used when a training and loading exercise is contemplated; when equipment is to be used for training and loading exercises, the request for routing should so specify. DOD Components are responsible to ensure baggage is made available to loading crews regardless to mode of transportation used.

(14) Positioning requirement for loading of carrier equipment.

(15) Special passenger equipment or special accommodations for patient and attendants or prisoners and guards; serial number of government-owned equipment, if known, will be included.

(16) Statement to the effect that the requester is not attempting to arrange government air and fully intends to use the commercial air being requested.

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(17) Complete accounting data dedicated to the movement. Ensure funds are available and will be approved.

(18) Name/rank or grade, address, and duty and home telephone numbers for the points of contact.

d. After the transportation arrangements have been made, the TMO must provide the requester all pertinent transportation information, commercial carrier, flight number(s), schedules, dates, costs, movement symbol and number, and meal service. The TMO then prepares the required transportation documents, e.g., GTRs and tickets, and completes appropriate items of DD Form 1341, Report of Commercial Carrier Passenger Service.

e. **Reporting Changes**

(1) Reporting changes is extremely important, as there are a variety of penalty charges imposed by common carriers for failure to cancel a scheduled move properly. Once a group move has been finalized, the unit is responsible for reporting to the TMO any changes that would affect the move, e.g., an increase or decrease in passenger count, changes in baggage or impedimenta requirements, changes in dates or time, or cancellation of all or part of arranged transportation.

(2) The group leader must assure that the TMO is advised of any changes to passenger group movements in scheduled service arranged by MTMC as soon as possible, but not later than 24-hours prior to scheduled flight departure time.

f. **Designating a Group Leader**. A responsible member of the group, usually the senior ranking individual, is designated as the group leader. The group leader serves as the intermediary between all members of the group and the carrier representatives and is responsible for reporting to the TMO any changes or problems encountered by the group during travel.

g. **Briefing the Group Leader**. The group leader and, if possible, the entire group must be thoroughly briefed prior to commencement of travel. Written instructions should be provided in connection with the briefing. The briefing should include, but not be limited to, the following:

(1) The group leader is not authorized to make changes or to cancel any travel arrangements unless specifically authorized by the origin TMO.

(2) A review of the travel documents provided and their proper use, e.g., GTR(s), commercial airline tickets, meal tickets (as applicable), and the DD Form 1341.

(3) Accuracy of passenger manifests.

(4) Scheduled date and time of departure, route, symbol and numbers (when applicable), and scheduled date and time of arrival at destination.

(5) On all group movements the original GTR must be presented to the carrier representative or aircraft pilot/bus operator upon boarding.

(6) The disposition of all unused transportation requests, totally and partially unused tickets, and other transportation documents.

(7) Number and types of meals to be provided. (When meal tickets are used, address the need for certifying the meal ticket for the exact number of meals served by the vendor.)

(8) Handling of baggage.

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(9) Completing and distributing DD Form 1341.

(10) Procedures to be followed when personnel are hospitalized, deceased, or missing en route.

(11) Action to be taken in the event of an unusual delay en route.

(12) Requirement to observe the condition of carrier equipment prior to departure, en route, and at destination. All damage should be noted and called to the attention of the carrier representative. If damage was inflicted by member(s) of the group, the "Remarks" portion of DD Form 1341 must be completed following the instructions shown there.

(13) The availability of flight insurance forms and the requirement that completed forms be mailed prior to flight departure.

(14) That completion or alteration of carrier tickets by personnel other than bona fide employees of common carriers is prohibited.

(15) Responsibility to ensure all weapons are unloaded prior to movement by any mode.

3008. DUAL COMMITMENT TRANSPORTATION. Commercial transportation will be used for group movements of DOD passengers in CONUS except when military transportation is essential to meet training or mission requirements, or when opportune capability is generated as a result of training or logistics support requirements. Commercial transportation **WILL NOT** be requested or scheduled unless all actions to obtain military transportation are terminated.

3009. DEPENDENT TRAVEL. This paragraph prescribes air, rail, and bus accommodations to be provided to dependents of military members and DOD civilian employees for travel by commercial and AMC transportation.

1. **Authority**

a. Family of military member. Transportation of dependents is authorized by JFTR and appropriate DOD regulations.

b. Family and civilian employee. Transportation is authorized by JTR and appropriate DOD regulation.

2. **Transportation of Military Dependents.** Application by military member. Transportation furnished to military dependents will be supported by dependent travel orders; or member orders which include the name, relationship, and dates of birth of dependents; or DD Form 884 (Application for Transportation for Dependents) supported by proper travel authority, i.e., member's travel orders. When concurrent travel is authorized, dependents may travel with military service member and DOD civilian employee on official travel varies between modes.

3010. MILITARY PRISONER WITH GUARD. When commercial transportation is used for moving prisoners under guard, the movement will be accomplished in a manner which permits the least possible contact with the general public. Consideration will be given to all modes in selecting the type of transportation which best meets military requirements.

3011. ABSENTEE, STRAGGLERS, OR OTHER MEMBERS WITHOUT FUNDS. Members on leave without funds or members who become separated from the remainder of the group while in a travel status will be furnished travel on a cost charge basis. Travel will be in accordance with JFTR. There are no provisions for

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transportation of civilian employees under these conditions. Personnel requesting such request from this command must report to Depot Military Personnel for appropriate travel orders.

3012. CIRCUITOUS TRAVEL. Is defined as travel by a route other than the one that would normally be prescribed by a transportation officer between the places listed in travel orders. Military members and their accompanying dependents may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. The TMO approves/disapproves requests for circuitous travel (for Navy, approval authority is commanding officer). The traveler assumes responsibility for all costs exceeding those of the normally prescribed route (JFTR, U5116E). Appropriate cash collection voucher will be issued for excess cost that is incurred as a result of circuitous travel via AMC airlift. Approval authority for circuitous travel should review applications on an individual basis. Requests should be approved when it is in the best interest of the member's morale and welfare and applicant has indicated sufficient funds to defray the cost of travel where government-expense transportation is not available. Applicant must understand and accept responsibility for complying with the travel requirements outlined in the DOD Foreign Clearance Guide for countries visited.

3013. GIFTS, GRATUITIES AND MILEAGE CREDIT IN PERFORMANCE OF OFFICIAL TRAVEL

1. Promotional items of normal intrinsic value and benefits received, which the government cannot use, may be kept by the traveler/member.

a. Items of nominal value (\$20.00 or less) may be kept for personal use.

b. Benefits incident to official travel that cannot be used by the Federal Government, such as on-the-spot upgrades, may be kept for personal use if they fall under one of the gift exceptions of 5 CFR 2635.203 and 204, the Standards of Ethical Conduct for Employees of the Executives Branch found in Chapter 2 of DOD 5500.7-R, the Joint Ethics Regulation (JER). These exceptions include benefits that are broadly available to the public, to all Government employees, to all military personnel regardless of rank, and those that are available to a group in which membership is unrelated to government employment.

2. Frequent flyer credits earned on official travel are the property of the Federal Government and may not be used for personal travel. First priority should be given to using them for free airline tickets, hotel rooms, and rental cars. They may also be used for airline, hotel, and rental car upgrades, but they may not be used for upgrades to first-class airline accommodations. They may be used for upgrades to premium-class-less-than-first-class (e.g., business class). If there is no premium-class-other-than-first-class, the credits may not be used for airline upgrades at all. Reference JFTR U3125 and U2010, and JTR C2205.

3. Travel bonuses carrying expiration dates and nontransferable coupons will be turned into the travelers' supporting TMO.

3014. HUMAN REMAINS (BLUEBARK). The TMO will work with mortuary affairs/decedent affairs office for arranging transportation of human remains.

3015. ACCOMPANIED/ PERSONAL BAGGAGE. Transportation of baggage by air will be limited to the amount carried free by the carrier. Free baggage entitlements vary according to the carrier being utilized. Most carriers use the piece concept, others apply weight limitations. Industry standards for free baggage allowance consist of two (2) checked pieces (not to exceed 70 pounds each) and two (2) carry on pieces, which must be securely stowed in the passenger compartment aboard the aircraft. Baggage allowance for international travel on foreign carriers vary by country and may use kilos to

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monitor weight versus pounds. Authorized excess baggage must be in the travelers orders. The orders must specify the weight and number of pieces authorized. For scheduled commercial air service traveler will pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. TMO may issue a GTR if this procedure imposes an unwarranted hardship on the traveler.

3016. PET AUTHORIZATION. Movement of pets (dog and cat) are authorized on a AMC flight; however, the following will apply:

1. Pet shipment is limited to passengers in PCS status only.
2. Travelers are limited to two (2) pets only.
3. Pet movement is at members expense.
4. Request for pet reservations will be handled on a first-come-first-serve-basis via port call request.
5. A pet is limited to a total of 100 pounds (including carrier).
6. Waivers for more than two pets must be submitted to HQMC LFT-2.
7. Member must insure all shots and medical records are available.
8. **Detaching unit must provide the following.** Unit commanders are responsible for submitting port call when a pet movement is required. Port Call will include Dimensions of pet carrier and weight of pet.

3017. EMERGENCY TRAVEL

1. **General.** The following guidance is provided for processing travel in connection with bona fide emergencies for military members, and their dependents.
2. **Funded Emergency Travel and Related Space Available Travel.** The member's commander is responsible for granting or denying emergency travel. Once it has been determined that emergency travel is appropriate, such travel will not be denied because of insufficient funds. Nor will a member or dependent who is entitled to space required government funded travel be advised he or she must travel in a space available status.
3. **Travel Authorization and Entitlement.** These entitlements are complex because they are dependent upon circumstances involved and the member's duty station and domicile. The TMO will make the determination by using the current edition of DOD 4500.9-R and Joint Federal Travel Regulations (JFTR will take precedence).
4. **Emergency Travel of Department of Defense Civilians.** JTR will determine entitlements.

3018. LOST COMMERCIAL AIRLINES TICKETS. Procedures in this paragraph are applicable to all DOD Components. Additional procedures for Air Force, Navy, and Marine Corps procedures, see AFI 24-1, NAVMILPERSCOMINST 4650.2 and DOD 4500.9R respectively.

1. **Lost GTR or Commercial Ticket.** When a GTR or ticket is lost, stolen or destroyed, duplicate transportation will not be furnished by a TO/TMO, except under conditions described in paragraph 5. below.
2. **In Custody of ITO.** When a GTR or ticket is lost, stolen, or destroyed, while in the custody of a TO/TMO, a report will be immediately sent by message

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to the appropriate Defense Finance and Accounting Service. Report should include a complete description of the documents including:

- a. Payee.
- b. Serial number.
- c. Complete statement of facts concerning loss or theft. If the lost, stolen, or destroyed document(s) is partially or fully completed with the point of origin, carrier or type service, the TMO also should immediately notify the designated carrier and other local carriers of the loss or theft.

3. **In Custody of Traveler.** Travelers who lose GTRs or tickets should immediately notify the designated carrier and the issuing TO/TMO. TO/TMO should assist the traveler by preparing a report which includes the following information, as appropriate:

- a. Serial number(s) of lost or stolen GTRs or tickets.
- b. Serial number(s) of GTRs issued and exchanged for the lost or stolen tickets.
- c. Name of activity where issued.
- d. Date, place, and circumstances relating to loss.
- e. Points between which ticket was used.
- f. Approximate baggage weight and points to which baggage was checked, if any.
- g. Action taken to recover tickets.
- h. Action taken to notify carrier or agent. (Note: When lost ticket refund forms are issued by the carrier, the traveler will ensure that the following address is shown on the form: Treasurer of the United States, c/o of Unit Finance Officer).
- i. Serial number(s) of replacement GTR and/or tickets.
- j. Name of activity where replacement tickets were issued (when applicable).
- k. Copies of receipts and lost ticket refund application.
- l. For tickets issued under local payment of airlines (LOPA) procedures, copy of DA Form 4556 (airline service request).
- m. TO/TMO, upon receipt of the above, will immediately notify the designated carrier on an SF 1170, Redemption of Unused Tickets, requesting reimbursement for the amount paid for the transportation.
- n. If applicable, the ITO will initiate tracer action on SF 1170 with the carrier until case is closed.

4. **Obtaining Duplicate Transportation.** The traveler will be informed to use personal funds to purchase transportation services necessary to complete authorized travel. Receipts will be obtained from the carrier to support claim for reimbursement. Military personnel without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis.

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5. **Recovery of Lost Documents.** If documents reported as lost or stolen and are later found, the traveler will immediately notify the issuing TO/TMO. The notification should include serial numbers of the documents. Documents reported as lost, but subsequently found, must not be used but given to the TO/TMO.

6. **Tracing.** TO/TMO will initiate refund action.

7. **Reimbursement for Cost of Transportation at Traveler's Expense.** When duplicate transportation has been purchased by the traveler from personal funds, or has been furnished to a military member on a cost-charge basis, the following procedures must be used.

a. **Traveler.** The traveler should submit a request for reimbursement, through the local transportation officer, to the appropriate finance office. Copies of tickets purchased by the traveler and all receipts received from the carrier should be included with the request. The TO will provide a copy of the SF 1170 to the finance office and to the member. The member will submit a copy of the SF 1170 with the travel voucher, DD Form 1351-2, for immediate reimbursement. After TO verifies that the original GTR(s) ticket(s) was not used, the TO will notify the local finance office and close out the file. If it is determined that the document reported as lost or stolen was used, the traveler may be required to refund the government for the cost of the fraudulently used transportation.

b. **TO/TMO.** TO/TMO will ensure that the traveler complies with this paragraph (3018). TO/TMO will also forward any refund checks received from the carrier with the traveler's request for reimbursement so that appropriate adjustments can be made by the finance office.

c. **Refund Received by TO/TMO or Traveler.** Refund checks received by TO or traveler from a carrier will be forwarded to the local finance office or to the appropriate Defense Finance and Accounting Service for adjustment and reimbursement to the traveler. If it is later determined that lost or stolen documents were used, the traveler may be required to refund the cost of the tickets to the government.

3019. **RENTAL CAR SERVICES.** This paragraph provides instructions and guidance for the selection of rental cars by individual travelers, TMO, or Commercial Travel Offices when authorized in travel orders. Many rental car companies have agreements with Military Traffic Management Command (MTMC) that provide special rates. A list of approved vendors and updates will be distributed by MTMC to each TMO responsible for obtaining travel services. These provisions do not apply when motor vehicles are leased or rented by an activity to fill or augment established allowances for administrative use vehicles.

1. **POLICY**

a. **Travel Orders.** A statement authorizing the rental of commercial vehicles will be contained in travel orders to expedite processing at rental locations.

b. **Selecting Rental Vehicles.** When selecting commercially rented vehicles TMOs, CTOs, and travelers will select the lowest cost rental service that meets the member's official requirements. It is mandatory to obtain rental vehicles through the CTO, when available. Generally, this will be commercial rental vehicles available under MTMC negotiated agreements. Accordingly, rental companies having a negotiated agreement with MTMC should be considered, unless another car rental company can provide better service at a lower cost which meets the traveler's requirements.

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c. **Justification.** Travelers disregarding rental car arrangements made by a TMO or CTO may be required to provide justification for additional rental car costs before reimbursement is allowed.

2. **ARRANGING FOR RENTAL**

a. **Government Rates.** Many rental car companies have agreements with MTMC that provide special rates for government travelers.

(1) Individuals may obtain these rates by presenting travel orders, major credit card, or government-issued credit cards.

(2) Names of companies participating in the rental car program, current maximum rates offered, and terms and conditions of the U.S. Government Rental Car Agreement, are published in the Official Airline Guide (OAG) Official Traveler, Travel Guide, Government and Military Edition.

b. **Credit Cards**

(1) Payment for car rental services will be made with travel advance funds, an individual's personal credit card, individually issued government charge card, or personal funds. GTRs will not be used to pay for rental cars.

(2) "Authorized Representative" credit cards issued by rental car companies to government agencies will not be used to procure services in connection with DOD sponsored travel.

3. **INSURANCE**

a. **Coverage.** Liability coverage, as well as full comprehensive and collision coverage, will be in accordance with negotiated agreements. Neither the government nor the employee is liable for loss or damage to the vehicle unless the loss or damage is caused by the willful and reckless negligence of the employee and is an exception named in the U.S. Government Rental Car Agreement.

b. **Claims**

(1) Traveler will report any accident or incident to the appropriate DOD Component in accordance with their procedures.

(2) When loss or damage is due to willful or reckless misconduct, the rental car company will submit its bills directly to the employee's agency and not to the employee.

(3) The rental car company may handle a claim directly with the government employee if the agency denies liability on the basis that at the time of the loss, the employee was not operating within the scope of employment.

c. **Reimbursement.** Reimbursement of personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. Purchase of optional full coverage collision damage waiver is not reimbursable to the traveler, except under conditions specified in JTR, Volume II, C3420, C.2.a, and JFTR U2102 D1.

4. **OPERATOR PERMIT.** Travelers authorized to rent automobiles are required to possess a valid state or District of Columbia automobile driver's permit or license. An international drivers license, in conjunction with an expired U.S. state-issued drivers license, may be considered an allowable operators permit.

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5. **COMPLAINTS.** Complaints in connection with vehicles rented under MTMC-negotiated agreements should first be addressed by the traveler at the rental car location. If the traveler does not receive a satisfactory response, report incident to local TMO.

3020. OFFICIAL PASSPORTS (NO-FEE-PASSPORTS). A passport is an internationally, recognized travel document attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. In essence, it is a request on the part of the issuing government that officials of foreign government permit the bearer to travel or sojourn in their territories and afford them the all lawful aid in protection. Official passports are no-fee passports issued to officials or employees of the U. S. Government who are proceeding abroad in the discharge of their official duties. Official passports may also be issued to the dependents of such officials or employees. An official passport is normally valid for a period of 5 years from the date of issue, as long as the bearer maintains an official status.

1. Persons Authorized to accept applications for U. S. Passports (No-Fee Passport)

a. Passport Agent (**TMO MCRD approved by the Secretary of the United States**).

b. A clerk of any Federal court.

c. A judge or clerk of any probate court.

d. A clerk of any State court record.

e. A postal employee designated by the postmaster.

f. A diplomatic consular officer abroad.

g. Any person specifically designated by the Secretary.

2. **Authority to issue passports.** The Traffic Management Office has been authorized by the Secretary of State to accept applications for official U. S. Passports (No-Fee Passport).

3. **Who may be issued a passport.** A U. S. passport may be issued to a citizen or national of the United States. A person who is not a citizen or national should apply for documentation to a representative of the country of which that person is a citizen and should contact the U. S. Immigration and Naturalization Service for requirements to reenter the United States. Unless specifically authorized by a passport issuing office, no person may have more than one valid, U. S. passport of the same type at any time. All U. S. citizens are required to obtain individual passports in their own name.

4. **Issuing of a Diplomatic Passport.** Diplomatic passports are no-fee passports issued to Foreign Service Officers and to certain other officers and employees of the U. S. Government who are proceeding abroad. When appropriate, the dependents of such persons may also be issued diplomatic passports. When diplomatic passports are required it will be so stated in the service members official orders and DD Form 1056 No Fee Passport Application Request. Figure 3-6).

5. **Passport Application.** Passport applications are accepted at the Traffic Management Office, Building 129, from the hours of 0730-1630 Monday through Friday. No appointment required. Turn-around-time for a passport is approximately 12 weeks; therefore, it is imperative for service member or

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employee to apply as soon as dependent entry approval has been granted and a copy of the official orders have been received. Passport application "must be completed by the applicant and executed in person before a Passport Agent". The following documents will be required when submitting for an official passport (No-Fee Passport):

a. Original passport application (DSP-11) may be obtained from TMO, or Main post office in local community.

b. DD Form (1056) MC. Unit commanders are responsible for maintaining and completing form.

c. Proof of Citizen

(1) Birth Certificate (original with state seal) or other certification of the official custodian of such record.

(2) Previous Passport.

(3) Original naturalization certificate for naturalized citizen who do not hold a U. S. passport. Alien spouses can not be issued U. S. passports without Certificate of Naturalization.

(4) Questions pertaining to applicants who cannot obtain a birth certificate, adopted children and citizens at birth when born abroad, can be answered by contacting the TMO at extension 524-5362 or 5367.

d. Photograph requirements. Photos may be taken at TAVSC, Building # 1, aboard the Marine Corps Recruit Depot, Monday and Tuesdays. Appointments are required. Call extension 524-6704 for appointments. Normally photographs which do not meet the requirements listed below should not be accepted:

(1) Submission of photographs will only be accepted at the time the application is executed.

(2) Two identical photographs sufficiently recent (taken within the last 6 months).

(3) Photographs shall be 2 x 2 inches in size.

(4) Color or black and white.

(5) Photographs should be portrait type prints. Applicants should be relaxed and smiling is encouraged.

(6) If glasses, a hearing device, a wig, or similar articles are normally worn, these articles should be worn when the photograph is taken. Dark glasses or non prescription glasses with tinted lenses are not acceptable, unless for medical reasons. Passport agents require a medical certificate to support the wearing of such glasses in passport photographs.

(7) Photographs should be taken in normal street attire without a hat or other headgear unless the head gear is part of religious attire worn daily.

(8) Official Travel Orders.

e. Passport Services considers a minor who is 13 years or older to be of sufficient maturity to execute the application as bearer of a passport. Therefore, a minor in this category shall appear in person and must execute the application. A child under 13 years of age is not required to appear in person. However, all children under 13 years of age must be physically present in the United States when a passport application is executed.

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f. Again, any question pertaining to official passports (No-Fee Passports) can be answered by contacting the Traffic Management Office at extension 524-5362 OR 5367.

SOP FOR TRAFFIC MANAGEMENT

CHAPTER 4

FREIGHT SHIPPING/RECEIVING AND DISTRIBUTION

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SOP FOR TRAFFIC MANAGEMENT

CHAPTER 4

FREIGHT SHIPPING/RECEIVING AND DISTRIBUTION

4000. FREIGHT SHIPPING. Freight shipments will be accomplished per the instructions and procedures contained in current editions of Defense Transportation Regulation Part II of DOD 4500.9-R and MCO 4610.19_. Shipments will be made on the basis of a shipping document (DD Form 1348-1) and letter of authorization from command to TMO. Upon receipt of the cargo, TMO will return two signed copies of the DD Form 1348-1, as a receipt, to the unit initiating the shipment. Those shipments that are of a routine nature will be held for consolidation in order to effect a possible savings in shipping cost. High priority shipments will be processed and shipped to meet the required delivery date (RDD).

4001. FREIGHT RECEIVING AND DISTRIBUTION. All inbound shipments from commercial transportation companies will be processed as follows:

1. **Responsibility.** TMO is responsible for the receipt and distribution of all shipments destined for units aboard the Depot and for the processing of all related transportation documents. Marine Corps Exchange material, perishable subsistence items, and certain medical supplies are exempt from this procedure.
2. **Central Receiving.** Building 149 is designated as the central receiving warehouse. The hours of operations are from 0730-1130 and 1300-1630 for receipt of shipments from commercial transportation companies and for pick-up of inbound shipments by units.
3. **Consignment.** All shipments destined for units aboard the Depot will normally be consigned to TMO. Procurement and supply documents will contain instructions for shipper or vendor to ship material to: Traffic Management Officer, Building 149, Marine Corps Recruit Depot, San Diego, California 92140-5000 marked for (Ultimate Customer). These documents should also include the proper address to whom the shipper should mail the bill to preclude unnecessary interest expense incurred as result of misdirected mail.
4. **Distribution.** Upon arrival of carload, truckload or volume shipments, TMO will inspect for transportation discrepancies. If no discrepancies are found, TMO will notify the ultimate customer (**except accountable items which are turned over to the Property Control Officer**) and arrange for direct delivery. If the customer is unable to receive the shipment on the arrival date, it will be off-loaded at Building 149 and temporarily stored for **no more than three working days**. All accountable items received by the Freight Receiving Section will be turned over to the Property Control Officer (PCO) and be distributed by the PCO. Shipments consisting of less than a carload or truckload will be off-loaded at Building 149 for subsequent distribution to the customer. **All unit commanders and sections are responsible for arranging transportation to pick-up their shipments within three working days after notification of arrival.**
5. **Documentation.** The supporting documents accompanying each shipment will be processed as follows:
 - a. Transportation documents will be processed and completed by TMO per the current editions of DOD 4500.9-R, MCO P4610.19_ and MCO 4600.14_.
 - b. Supply documents received by TMO will accompany the shipment to the ultimate customer, who is responsible for processing and completing the supply documents.

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4002. INSPECTION OF SHIPMENTS

1. The shipping documents for shipments received with obvious discrepancies, to include visible external damage, mislabeling, open containers, improper loading, or other obvious discrepancies, will be annotated by the TMO and recorded in complete detail. TMO will initiate and distribute the Transportation Discrepancy Report (DD Form 361) when obvious discrepancies, to include visible external damages are noted at time of delivery in accordance with current edition of MCO P4610.19_ .
2. When a discrepancy is found upon inspection of items by the unit that was not previously noted by the TMO, the unit will expeditiously report the discrepancy to the TMO.

4003. RELEASE OF SHIPMENTS. Only authorized personnel may access Building 149, i.e., Traffic Management personnel and those individuals authorized to receive items for their units. (Commercial carriers and government drivers will be escorted in warehouse area at all times). Prior to release of any cargo a valid U. S. Armed Forces military Identification Card or Government Identification Card with photo will be required both for Military and civilian personnel. Secret, Confidential and Classified material will be handled only by a qualified transportation individual. Units will be advised when Secret, Confidential or Classified material is received. Unit commanders will be required to provide a letter indicating those individuals authorized to sign and pickup Secret, Confidential and Classified material. Letter will include the individual complete name, social security number and type of clearance authorized. Units will ensure roster(s) are updated when changes occur.

1. **Small Arms Ammunition.** Arrangements are coordinated with the Depot Armory for all incoming/outgoing shipments, due to inadequate storage space and security measures at building 149.

4004. OUTBOUND PROCESSING OF DOD CARGO. All units requiring the shipment of gear by the TMO office must submit a request letter containing the following information to include a DD Form 1348-1 for system items:

1. Complete destination address/point of contact.
2. Required delivery date (RDD).
3. Estimated value of shipment.
4. Appropriation data to be charged to.
5. Priority of shipment.
6. Item description.
7. Request for shipment to be signed by competent authority.

All gear received will be properly packed by the unit prior to delivery to TMO. However, item(s) will not be sealed prior to the receipt of shipment. TMO will be responsible to verify the content(s) to preclude any possible shipment of hazardous or any unauthorized items. All containers will be sealed with a unit representative and TMO freight transportation clerk present.

4005. PAYMENT OF BILLING FOR FREIGHT SHIPPING AND RECEIVING

1. Freight items negotiated by Contracting and Purchasing will be paid through DFAS San Diego OPLOC for payment.

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2. Government Bill of Lading (GBL) is a prepaid document and will be paid through Marine Corps Logistics Base, Albany, Georgia.

3. Federal Express bills will be paid within 5 workdays upon receipt of the bill. NAVCOMPT Form 2277 (Voucher for Disbursement) along with Federal Express bill will be mailed to Marine Corps Logistics Base, Albany, Georgia for payment.

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CHAPTER 5

PERSONAL EFFECTS AND BAGGAGE

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SOP FOR TRAFFIC MANAGEMENT**CHAPTER 5****PERSONAL EFFECTS AND BAGGAGE****5000. SCOPE**

1. This chapter contains brief instructions for administration and disposition of personal effects and baggage when:

a. Members of the U. S. Marine Corps and personnel assigned to Marine Corps units that are deceased, missing, hospitalized, absent without leave (AWOL), incarcerated, on annual or emergency leave, on extended temporary additional duty (TAD) (7 days or more and the unit remains in place), or participating in a unit deployment.

b. Lost abandoned or unclaimed personal property is recovered (comes into the custody or control of a military unit installation/unit).

c. Processed at a personal effects and baggage center (PEBC) Traffic Management Office, Marine Corps Base Camp Pendleton, CA.

d. Held by commercial carriers.

2. Disposition of personal effects/household goods incident to an alert notice is covered in the Joint Federal Travel Regulations (JFTR).

5001. COMMAND RESPONSIBILITY. In accordance with MCO 4050.38 the commander is charged with the responsibility of collecting, inventorying, safekeeping appropriate disposition of personal effects and baggage of all service members who cannot or do not care for their own property. This responsibility is to be at the lowest level possible, usually battalion, squadron, or separate company having an organic supply account.

5002. ASSISTANCE. The local Traffic Management office has the JFTR and other Department of Defense regulations to provide assistance.

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APPENDIX A

PREPARATION INSTRUCTIONS FOR PORT CALL REQUEST

1. Purpose and Coverage. This appendix provides guidance in the preparation of Port Call Request/Confirmation (MCRD form 4650/3) in accordance with MCO 4650.30k.
2. Applicability. These procedures apply to the movement of individuals and groups of Marine Corps military personnel, civilian employees, and dependents traveling incident to official orders or travel authorization, including, but not limited to, permanent change of station orders (PCS), temporary duty/temporary additional duty (TDY/TAD), separation and retirement, invitational travel (other than space -available), and travel of dependents to home of selection upon death of members.
3. The following information shall be used in preparing Port Call Request/Confirmation (MCRD Form 4650/3). (See page A-3).
 - a. Block 1 (Activity requesting port call).
 - b. Block 2 (Date of Request).
 - c. Block 3 (Complete name).
 - d. Block 4 (New unit assignment with MCC).
 - e. Block 5 (Last name, space, first initial, space, middle initial).
 - f. Block 6 (Grade/title code. (See page A-4 and A-5).
 - g. Block 7 (Total number of seats required (e.g., 001 for 1, 002 for 2, etc).
 - h. Block 8 (Leave blank unless special passenger category applies. (See page A-6).
 - I. Block 9 (Leave Blank).
 - j. Block 10 (Remains the same, unless excess baggage is authorized. (See page A-6).
 - k. Block 11 and 12 (Leave blank).
 - l. Block 13 Transportation priority (See page A-7).
 - m. Block 14 (Type travel/category of travel. (See page A-8).
 - n. Block 15 (Remains the same).
 - o. Block 16 (Month of travel (e.g., 01 for January, 02 for February, etc.).
 - p. Block 17 (Julian date that passenger(s) can be available at the port of embarkation).
 - q. Block 18 (Leave blank).
 - r. Block 19 (Julian date that passenger(s) must depart port of embarkation for timely arrival at destination).

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- s. Block 20 (Remains the same).
 - t. Block 21 and 22 (leave blank).
 - u. Block 23 (Remains the same).
 - v. Block 24 (Social Security Number).
 - w. Block 25 (Leave blank).
 - x. Block 26 (Leave blank).
 - y. Block 27 (Leave blank).
 - z. Block 28 (Additional Passengers/group travel/dependents).
 - aa. Block 29 (Complete Leave address and phone number).
 - bb. Block 30 (Place of duty and phone number (including zip code)).
 - cc. Block 31 and 32 (self explanatory).
4. Port Call Confirmation. Upon receipt of port call confirmation from Air Mobility Command (AMC) Scott, AFB IL the PCP will submit a port call confirmation to appropriate unit. (See page A-9).

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Grade and Title Code

ARMY

General GEN
 Lieutenant General LTG
 *Major General MG
 *Brigadier General BG
 Colonel COL
 Lieutenant Colonel LTC
 Major MAJ
 Captain CPT
 First Lieutenant 1LT
 Second Lieutenant 2LT
 Cadet CDT
 *Officer Candidate OC

AIR FORCE

General GEN
 Lieutenant General LTG
 Major General MG
 Brigadier General BG
 Colonel COL
 Lieutenant Colonel LTC
 Major MAJ
 Captain CPT
 First Lieutenant 1LT
 Second Lieutenant 2LT
 Cadet CDT
 Flight Officer FLO

Chief Warrant Officer CW5, CW4, CW3, CW2
 Warrant Officer 1 W01
 Warrant Officer Candidate WOC
 Sergeant Major of the Army SMA
 Command Sergeant Major CSM
 Sergeant Major SGM
 First Sergeant ISG
 Master Sergeant MSG
 Sergeant First Class SFC
 Staff Sergeant SSG
 Sergeant SGT
 Corporal CPL
 Specialist SPC
 Private First Class PFC
 Private PV2
 Private PV1

Chief Master Sergeant CMS
 Senior Master Sergeant SMS
 Master Sergeant MSG
 Technical Sergeant TSG
 Staff Sergeant SSG
 Sergeant SGT
 Senior Airman SRA
 Airman First Class AIC
 Airman AMN
 Airman Basic AMB
 OSI Agents OSI

MARINES

NAVY/COAST GUARD

Admiral ADM
 Vice Admiral VAD
 Rear Admiral RAD
 Commodore COM
 Captain CPN
 Commander CDR
 Lieutenant Commander LCD
 Lieutenant LT
 Lieutenant Junior Grade LJG
 Ensign ENS
 Midshipman MID

General GEN
 Lieutenant General LTG
 *Major General MG
 *Brigadier General BG
 Colonel COL
 Lieutenant Colonel LTC
 Major MAJ
 Captain CPT
 First Lieutenant 1LT
 Second Lieutenant 2LT
 Chief Warrant Officer W05, W04, W03, W02
 Warrant Officer 1 W01
 Sergeant Major SMJ
 Master Gunnery Sergeant MSG
 First Sergeant ISG
 Master Sergeant MSG
 Gunnery Sergeant GST
 Staff Sergeant SSG

Chief Warrant Officer W04, W03, W02
 Warrant Officer 1 W01
 Master Chief Petty Officer CPM

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Grade and Title Code

Navy and Coast Guard

Senior Chief Petty Officer	CPS
Chief Petty Officer	CPO
Petty Officer First Class	P01
Petty Officer Second Class	P02

DEPENDENTS
(All Services)

Dependent of DoD civilians	CVD
Officer dependents	OFD
Enlisted dependents	END

DOD CIVILIANS

Senior Executive Service (SES) Employees

SES-1	SES-2
SES-3	SES-4
SES-5	SES-6
ES1	ES2
ES3	ES4
ES5	ES6

General Manager (GM) or General Schedule (GS) Employees

GS/GM-18	GS/GM-17
GS/GM-16	GS/GM-15
GS/GM-14	GS/GM-13
GS-12	GS-11
GS-10	GS-09
GS-08	GS-07
GS-06	GS-05
GS-04	GS-03
GS-02	GS-01

Wage Board (WG) Employees

Allgrades WB

OTHER CIVILIANS

Mister	1
Miss	2
Madame	3
Foreign Indigenous	F

SOP FOR TRAFFIC MANAGEMENT

Special Passenger Category

- A. Civilians and/or dependents (not otherwise described).
- B. The request contains space available passenger(s) who are traveling on a space required reimbursable status.
- C. Military personnel traveling with military spouse.
- J. School teacher.
- K. School key official.
- M. Retirees
- N. Separatees.
- P. Prisoner.
- R. Armed escort(s) for passenger (s)
- S. Board actions.
- U. Unarmed escorts accompanying other passengers.
- W. Passenger (other than prisoner) being escorted by armed or unarmed escort.
- X. Armed escort accompanying a special shipment being moved on the same aircraft.
- Y. Unarmed escort accompanying a special shipment being moved on the same aircraft.

Excess Baggage

If excess baggage over and above the normal baggage allowance is authorized, code to indicate the amount of excessive baggage authorized;

- A. from 1-50 lbs.
- B. from 51-100 lbs
- C. from 101-150 lbs
- D. from 151-200 lbs
- E. more than 201 lbs

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Passenger Movement Priority

<i>Space Required</i>	<i>Transportation Priority</i>
Acute Emergency Medical Evacuees Emergency Leave (Military active duty and/or their command-sponsored dependents, only. Includes dependents residing in the overseas area and entitled to station allowances.)	1
Urgent Deadline--Essential Mission Emergency TDY or TAD PCS (to "mobile" or moving final assignment duty station)	2
Urgent Nature--Essential Mission Urgent Nature--Important Mission Returnees from Emergency Leave (Military active duty and/or their commandsponsored dependents, only) Returnees from routine TDY or TAD PCS (to "fixed" or stationary final assignment duty station)	3
All other Space Required (Duty) Eligibles Unaccompanied Dependents Non-DoD Passengers	4

Space Available

- Category I Emergency Leave Unfunded Travel. (Priority 5).
- Category II Environmental and Morale Leave (EML) (Sponsors and sponsors accompanied by dependents also in EML status.) (Priority 6).
- Category III Ordinary Leave, Close Blood or Affined Relatives, House Hunting Permissive TDY, Medal of Honor Holders and Others. (Priority 7).
- Category IV Unaccompanied Dependents on EML and DODDS Teachers on EML During Summer. (Priority 8).
- Category V Permissive TDY (Non-House Hunting), Foreign Military, Students, Dependent and Others. (Priority 9).
- Category VI Retired, Dependents, Reserve, ROTC, NUPOC, and CEC. (Priority 10).

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Type/Category of travel

Code	Categories
PT	Military personnel in TDY/TAD status.
CT	Civilian personnel in TDY/TAD status.
OA	Military officer personnel, PCS status accompanied by dependents.
EA	Military enlisted personnel, PCS status accompanied by dependents.
CC	Civilian personnel, PCS status accompanied by dependents.
PU	Military personnel, PCS not accompanied by dependents.
CU	Civilian personnel, PCS not accompanied by dependents.
DA	Family members accompanied by military principal.
DU	Dependents not accompanied by military principal.
CS	Family members accompanied by civilian principal.
CD	Dependents not accompanied by civilian principal.
HR	Human remains.
PR	Prisoners.
FM	Foreign military.
DS	Dependent student(s)
EL	Funded emergency leave, (sponsor.
DL	Funded emergency leave, (dependents).
CK	Cost-charge (checkage) travel.
FS	FMS travel.
PM	Active duty or retired members of the military departments in an armed forces patient status.
RL	Renewal agreement travel for leave (civilians).
SL	Individuals authorized space required travel under the overseas tour extension incentive program.
RS	Special combat leave.
RT	Authorized reimbursable air travel for Non-DoD sponsored passengers.
RC	Space available passengers traveling reimbursable space required.
TT	Team (Group) Travel

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**UNITED STATES MARINE CORPS
TRAFFIC MANAGEMENT OFFICE
SERVICE AND SUPPLY DIVISION
MARINE CORPS RECRUIT DEPOT/WRR
SAN DIEGO, CALIFORNIA 92140-5298**

4650
4D4
Date

From: Traffic Management Officer
To: (Appropriate Unit)

Subj: PORT CALL CONFIRMATION

Ref: (a) (Units Port Call Request Confirmation case of:) Warrior, Marine E
of 880408

1. Per the reference the following confirmation is provided.

- a. Passenger name:
- b. Passenger control number:
- c. Report to:
- d. Place of departure:
- e. Show time:
- f. Flight number:
- g. Departure date/time:
- h. Arrival time/date:
- i. Place of arrival:
- j. Air Movement designator (AMD):
- k. Remarks:

2. Questions pertaining to port call request will be directed to the Passenger Control Point (PCP), Traffic Management Office at extension 524-5362/5367.

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APPENDIX B

DEFINITIONS

The following word/phrase definitions are provided for use in conjunction with this Depot Order.

1. **Acquired Dependent**. A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member or children born of a marriage that existed before the beginning of a current overseas tour.
2. **Active Duty**. Full-time duty in a military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not include full-time National Guard duty.
3. **Airlift Clearance Authority (ACA)**. A Service activity which controls the movement of cargo (including personal property) into the airlift system under the provisions of DOD 4500.32-R, MILSTAMP.
4. **Armed Forces (Military Services)**. The Army, Navy, Air Force, Marine Corps, and Coast Guard.
5. **Baggage, Accompanied**. All baggage carried or accompanying a passenger traveling on an aircraft.
 - a. **Carry-On Baggage**. Accompanied baggage carried aboard the aircraft by a passenger. This includes cosmetic cases, briefcases, shaving kits, or other packages to which a passenger may desire access during flight.
 - b. **Checked Baggage**. Accompanied baggage accepted and checked for a flight at the time a passenger is processed. It normally is stored in the aircraft in such a way that it is not available to the passenger during the flight.
6. **Best Value**. Selection of contractors/carriers to support Defense Transportation System requirements will be based on a trade-off between cost and other factors, such as past performance and ability to perform service within stated requirements. Low cost will not be the primary factor and it is possible that the low cost carrier will not receive the award in a best value selection. Past performance factors could be: on-time pick-up and delivery percentage, lost or damaged cargo percentage, and number of claims. Service factors could be: in-transit visibility (ITV) ability; response time for requirement, and routing ability.
7. **BlueBark**. U.S. military personnel, U.S. citizen civilian employee of the Department of Defense and the dependent of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts with the death of an immediate family member. Furthermore the term is used to designate dependents of deceased military members.
8. **Category B and M Airlift**. Category B is AMC-procured planeload charter on commercial carrier. Category M is travel on military aircraft.
9. **Channel Airlift**. Common-user airlift service provided on a recurring basis between two points.
10. **Close Blood Affined Relative**. A permanent member of a household, a resident in the household of a military member, a DOD civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. B-1

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11. Commercial Travel Office (CTO). The commercial activity providing full range of commercial travel and ticketing services as a DOD installation under a contract or memorandum of understanding.
12. Continental United States (CONUS). The 48 contiguous states and the District of Columbia.
13. Customer Identification Code (CIC). A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through Defense Business Operations Fund-Transportation.
14. Date HHG are Acquired. The term "acquired" in connection with shipment of HHG is the date "title" to the goods is passed to the member. Title passes when physical delivery of the HHG is accomplished unless there is explicit agreement to the contrary, specifying some other date. In cases where the member orders or contracts for articles of HHG to be manufactured, and in the absence of other explicit agreement or conclusive evidence, such articles will be considered as "acquired" for entitlement purposes when manufacturing has been completed and the articles are physically available for shipment (52 Comptroller General 765, 1973 decision applies). In the case of marriage, the date HHG are acquired is the date the HHG become part of the Marine's possessions (i.e., date of marriage).
15. Department of Defense (DOD) Aircraft. An aircraft owned or controlled by any DOD activity or component, includes planes chartered or leased for periods greater than 90 days.
16. Department of Defense (DOD) Foreign Clearance Guide. A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.
17. Dependent. The use of the word "dependent" in this Regulation shall be as defined in Joint Federal Travel Regulation, Volume I, Appendix A, for uniformed Service members; and Joint Travel Regulation, Volume 11, Appendix D, for civilians.
18. Designated Location. To receive entitlements for a designated location, the Marine must certify that the designated location is the place where the dependents will establish a bona fide residence until further transportation of the dependents is authorized at Government expense. If there are no dependents, shipment to a designated location is not authorized.
19. Destination Station. A base or airport where the mission ends as shown in the schedule.
20. Domicile. An individual's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence.
21. Group Movement. A movement of 21 or more members traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by government conveyance or government travel request (GTR) from the same origin to the same destination. Movement could include locations en route as specified on the orders.
22. HHG. All personal property associated with the home and all personal effects belonging to a Marine and the Marine's dependents on the effective date of the Marine's temporary or PCS orders which can be legally transported and accepted as HHG by an authorized commercial carrier per the rules and

SOP FOR TRAFFIC MANAGEMENT

regulations established or approved by an authorized commercial carrier and per the rules and regulations established or approved by an appropriate Federal or State regulatory authority. "HHG" includes the following items:

a. Engines and spare parts for a POV (extra tires, wheels, tire chains, tools, battery chargers, accessories, etc.) and pick up tailgate when removed.

b. Vehicle parts which are an integral or attached part of a vehicle which must be removed due to high threat of possible pilferage and/or vulnerability to damage during transit, such as seats, tops, winches, spare tires, portable auxiliary gas cans, and miscellaneous hardware.

c. Snowmobiles, golf carts, motorcycles, mopeds, and riding lawn mowers.

d. The following items are not eligible for shipment as HHG:

(1) Personal baggage when carried free on tickets.

(2) Automobiles, trucks, vans, and similar motor vehicles, airplanes, mobile homes, camper trailers, campers, and farming vehicles.

(3) Live animals not required in the performance of official duties.

(4) Articles of HHG acquired subsequent to the effective date of PCS orders except when purchased in the United States for shipment to a duty station outside the United States with the approval of CMC (LFT-4) when they are bona fide replacements of articles which have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders but prior to the date of release of the bulk of HHG to the TMO or carrier for shipment; or replacement items of HHG, not to exceed the Marine's authorized weight allowance, in cases when a Marine's original shipment of HHG is destroyed or lost during transportation incident to change of temporary/permanent duty station.

(5) Cordwood and building materials.

(6) Property for resale, disposal, or commercial use.

(7) Privately-owned live ammunition.

(8) Property that could saturate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable, and corrosive matter, poison, etc.).

(9) Articles which cannot be taken from the premises without damage to the article or the premises.

(10) Perishable articles, including frozen food, articles requiring refrigeration or perishable plants, unless;

(a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading.

(b) No storage of the shipment is required.

(c) No preliminary or enroute services or watering or other preservative method is required of the carrier.

(11) Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. Members and their dependents are advised to personally transport these types of items.

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23. **High Value.** High value is the term used for those items of personal property which in the member's opinion have a value of \$200 or more (per item) which normally would not appear as separate line items on the carrier/contractor prepared inventory.

24. **Organic Airlift.** Airlift provided by aircraft owned/operated by each Service.

25. **Overseas.** Any country or place beyond the limits of the continental United States. For purposes of this Regulation, Alaska, Hawaii, Puerto Rico, and U.S. territories and possessions are considered overseas.

26. **Passenger Reservation Center (PRC).** The AMC activity which makes reservations for international air passenger travel.

27. **Personal Property.** Personal property, as used in this Depot Order HHG, UB, POV, boats, and mobile homes as defined in appendix "A" of the JFTR.

28. **Planeload.** Planeload is determined by the configuration and model of each aircraft as any regularly scheduled commercial route. Local CTO's can provide exact number of passenger seats available on any given aircraft, to ensure the TO does not exceed their authority for less-than-planeload bookings or routings.

29. **Port of Debarkation (POD).** The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

30. **Transportation Account Code (TAC).** A four-digit code by which the appropriate Service, agency, or contractor identifies the account to be charged for transportation.

31. **Transportation Officers (TO).** Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer (ITO), Traffic Manager (TM), Traffic Management Officer (TMO), Passenger Transportation Officer (PTO), Movement Control Team (MCT), or Branch Movement Control Team (BMCT).

32. **Unaccompanied Baggage.** That portion of a member's prescribed weight allowance which is normally shipped separately from the major bulk of HHG. If shipped by an expedited mode, it will be because it is needed immediately or soon after the Marine's or dependent's arrival at destination. UB will include items in the following categories:

(a) Clothing.

(b) Linens, dishes, cooking utensils, and other light housekeeping articles.

(c) Cribs, playpens, baby carriages, and articles necessary for the immediate care and comfort of infant dependents.

(d) Small radios, small portable televisions, portable sewing machines, portable phonographs, small tape recorders, and like items.

(e) Other articles essential to the health of the Marine and their dependents.

(f) Professional books, papers, and equipment (PBP&E). Urgently needed in the performance of official duties. (Weight of PBP&E items does not count against the Marine's HHG weight allowance).

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(g) Items other than those shown in items (1) through (6) above, or items which are determined by the TMO to be inappropriate for separate shipment (e.g., when only one or two items of all those desired to be shipped by the member) do not qualify as UB.

(h) UB will not include the following items: refrigerators, freezers, or other major appliances, basic items of furniture, items of extraordinary value, hobby material or other such items not essential to the health and welfare of the member and/or dependents.

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APPENDIX C

ABBREVIATIONS AND ACRONYMS

ACA	Airlift Clearance Authority
AMC	Air Mobility Command, Army Materiel Command
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APS	Aerial Port Squadron
AWOL	Absent Without Leave
CAM	Commercial Air Movements
CIC	Customer Identification Code
CIL	Certificate in Lieu
CONUS	Continental United States
CTO	Commercial Travel Office
DITY	Do-It-Yourself Move
DOD	Department of Defense
DOT	Department of Transportation
DTS	Defense Transportation System
EAS	End of Active Service
EMBO	Embarkation Officer
FMS	Foreign Military Sales
GBL	Government Bill of Lading
GSA	General Services Administration
GTR	Government Transportation Request
HAZCOM	Hazardous Commodity
HHG	Household Goods
HOR	Home of Selection
ITO	Installation Transportation officer
IVS	Involuntary Separation
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
LOA	Letter of Authorization
MBR	Member
MATA	Military Air Transportation Agreement
MBA	Military Bus Agreement
MCO	Marine Corps Order
MCT	Movement Control Team
MILSTAMP	Military Standard Transportation and Movement Procedures
MO	Mobility Officer
MOTO	Mobile Home One Time Only
MOU	Memorandum of Understanding
MRO	Military Route Order
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NTS	Nontemporary Storage
OAG	Official Airline Guide
OCONUS	Outside Continental United States
OTO	One Time Only
PBP&:E	Professional Books Papers and Equipment
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PEBC	Personal Effects and Baggage Center
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately-Owned Vehicle
PPGBL	Personal Property Government Bill of Lading
PPSO	Personal Property Shipping office
PPTMR	Personal Property Traffic Management Regulation
PRAMS	Passenger Reservation and Manifesting System

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PRC	Passenger Reservation Center
PSRO	Passenger Standing Route Order
PTO	Passenger Transportation Officer
QC	Quality Control
RELAD	Release from Active Duty
RDD	Required Delivery Date
RIC	Reservation Identification Code
SAAM	Special Assignment Airlift Mission
SIT	Storage in Transit
SSAN	Social Security Account Number
TA	Transportation Agent
TAC	Transportation Account Code
TAD	Temporary Additional Duty
TDY	Temporary Duty
TCMD	Transportation Control Movement Document
TM	Traffic Manager
TMO	Traffic Management officer
TM	Traffic Manager
TVCB	Transportation Voucher Certification Branch
UB	Unaccompanied Baggage

