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TRANSPORTATION OF
NATIONAL GUARD TROOPS
MATÉRIEL, AND SUPPLIES

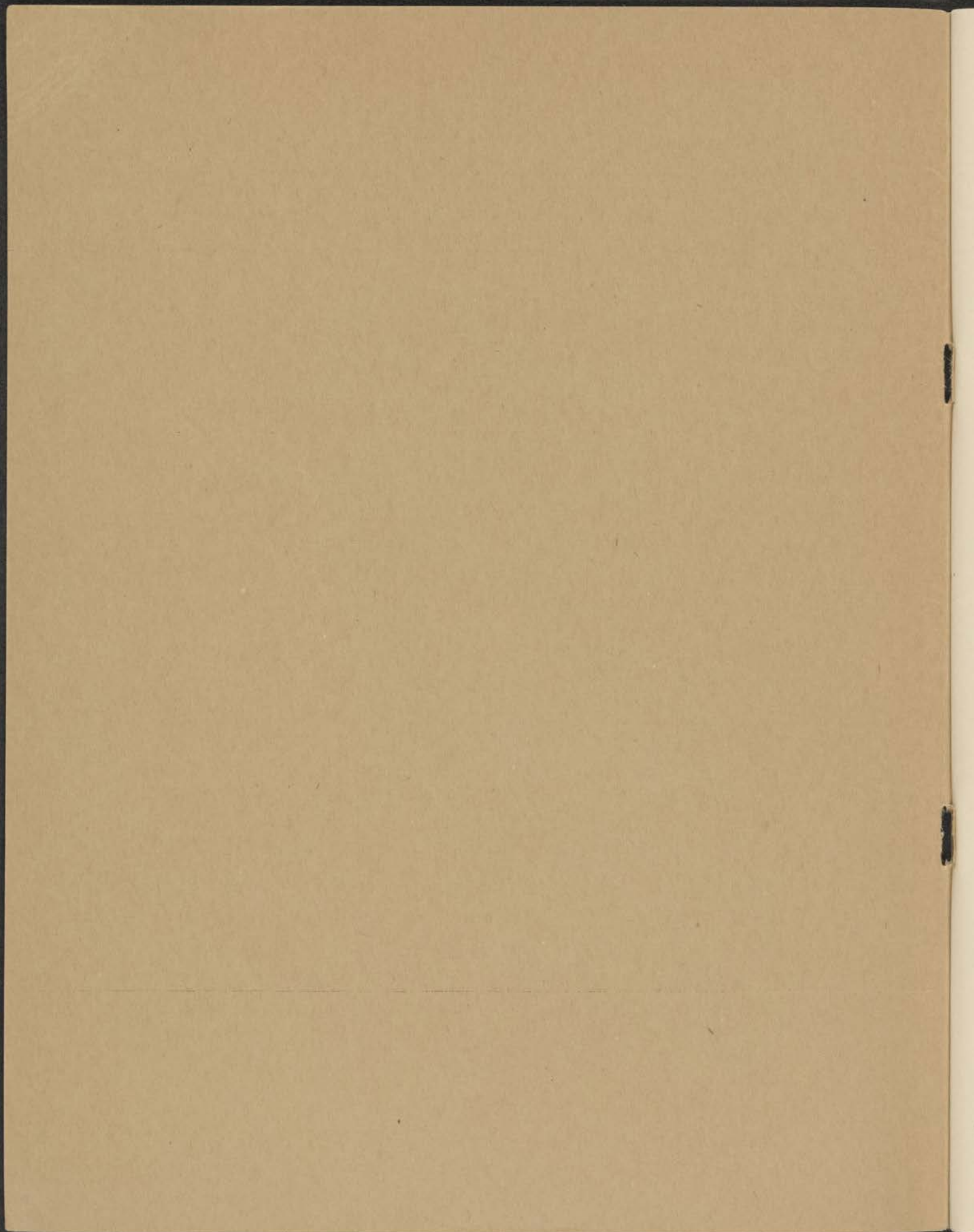
WAR DEPARTMENT

MARCH 1947

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WAR DEPARTMENT TECHNICAL MANUAL
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TRANSPORTATION OF
NATIONAL GUARD TROOPS
MATÉRIEL, AND SUPPLIES



WAR DEPARTMENT

MARCH 1947

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WASHINGTON 25, D. C., 25 March 1947

TM 55-590, Transportation of National Guard Troops, Matériel, and Supplies, is published for the information and guidance of all concerned.

[AG 300.7 (26 Sep 46)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL

EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

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CHAPTER 1

TRANSPORTATION REQUESTS AND TRANSPORTATION OF INDIVIDUALS

Section I. GENERAL

1. Standard Forms

The following Standard Forms of Government requests for transportation are prescribed for general use, effective 1 December 1925, by General Regulations No. 46, 1925, General Accounting Office, Office of the Comptroller General of the United States:

Standard Form 1028 (Cover of Transportation Book) (front, outside and inside, and back, outside).

Standard Form 1029 (Tabulation Sheet) (insert).

Standard Form 1030 (Transportation Request) (original on light green paper).

Standard Form 1031 (Transportation Request) (memorandum on white paper).

The serial numbers are preceded by the symbol letters WQ. None other than the standard form of request will be used, the use of improvised forms being strictly prohibited.

2. Officer Charged with the Issue of Transportation

Each United States Property and Disbursing Officer is charged with the issue of transportation for his State.

3. Transportation Requests, From Whom Obtained

a. REGULAR ARMY PERSONNEL ON DUTY WITH NATIONAL GUARD. Transportation requests for travel of officers and enlisted men of the Regular Army on duty in connection with the National Guard should be obtained from the nearest Regular Army transportation officer or from the United States Property and Disbursing Officer of the State.

b. NATIONAL GUARD PERSONNEL. Transportation requests for the use of officers, warrant officers, and enlisted men of the National Guard

will normally be furnished by the United States Property and Disbursing Officer of the State concerned, except that in the case of National Guard personnel on training duty at service schools, National rifle competitions, and Regular Army stations, the station transportation officer may issue the necessary transportation.

4. Transportation of Persons by Common Carrier; How Obtained

a. WHEN NOT IN MILEAGE STATUS. In those cases in which the expense of travel is payable from National Guard Bureau funds, except when the payment of mileage is authorized, transportation of persons, and of personal and public property by excess baggage service, when authorized, and the transfer thereof between carrier's stations en route, over the lines of any common carrier, will be obtained by means of transportation requests drawn on the initial carrier. These requests will be used for both land and water transportation, including ocean travel, as well as for parlor and sleeping car service. Land and water transportation embraces transportation by any common carrier, holding itself out and commonly recognized, as such, which maintains a service for the general public. Transportation requests may be issued in certain cases for travel by commercial air carriers, subject to the provisions of AR 55-120. If transportation requests cannot be obtained, reimbursement will be made, in the amount that would have been charged the Government if transportation requests had been used, upon approval by the Chief, National Guard Bureau, as evidenced by the issuance of a National Guard Bureau allotment of funds to cover the disbursement.

b. ON MILEAGE STATUS. For officers traveling in a mileage status, the use of transportation requests is optional, except that transportation requests will not be issued for sleeping and parlor car accommodations in such cases. When transportation requests are used, there shall be deducted

from the officer's mileage account by the finance officer paying the same, 3 cents a mile for the distance for which transportation has been furnished.

c. **ARRANGEMENTS FOR MOVEMENTS.** Arrangements for movements of individuals and groups of 14 or less persons will be made by the United States Property and Disbursing Officer subject to the provisions of the current Joint Military Passenger Agreement, War Department Commercial Traffic Bulletin No. 6, 1946, and such other special instructions as may be issued by the Chief of Transportation. For movements of 15 or more persons traveling as one group, on one order from the same point of origin to the same destination, see paragraph 85.

5. Travel Orders

a. **COPIES REQUIRED.** An individual requiring transportation will present to the issuing officer a travel order, in triplicate, from an authority competent to order the travel.

b. **VERIFICATION.** Before signing the transportation request the issuing officer will personally verify the transportation specified thereon with that called for by the original travel order.

c. **DISPOSITION OF COPIES OF TRAVEL ORDERS.** The original travel order will be given to the person to whom the transportation is issued, and the other two copies retained, one of which will be attached to issuing officer's copy of transportation request.

6. WD AGO Form 55-101 (Transportation Certificate for Passenger Travel)

When transportation requests are issued for authorized dependents (and only then) the issuing officer will execute and sign WD AGO Form 55-101 in accordance with provisions of AR 55-120.

7. Exchange for Tickets

a. **GENERAL.** Except as provided in *b* below, transportation requests will be receipted in the manner prescribed in paragraph 8, and presented to the agent of the initial carrier in exchange for tickets before commencing the journey as conductors are not, in all cases, authorized to accept transportation requests in lieu of tickets. If ticket can not be procured from the agent of the carrier, the transportation request will be pre-

sented to the conductor on the train and the following procedure will obtain:

(1) If the destination is a point on conductor's run, the request may be honored to destination without exchange and the passenger's receipt secured in the space provided.

(2) If the destination is a point beyond the conductor's run, the conductor will honor the request to the first station en route at which proper form of ticket can be issued in the usual way, indorsing on back of request over his signature the points between which request was honored without ticket. When request is exchanged at an intermediate ticket office the passenger's receipt will be filled out and signed to show clearly that transportation was furnished from the point of origin as shown on request and not from the intermediate point at which the ticket was issued.

(3) When a request presented on the train calls for transportation beyond the line of the initial carrier or beyond the train conductor's run and it is impossible to exchange it before reaching the station at which the traveler leaves the train or before reaching the end of the conductor's run as the case may be, the conductor will obtain a statement signed by the traveler completely describing the transportation request and certifying the points between which the passenger has been carried thereon and the reasons why request could not be exchanged, such record to be turned in with the conductor's train collections. After securing such signed statement the conductor will indorse on request over his signature the stations between which honored and return it to traveler, with request that it be presented immediately after leaving train to the ticket agent of the line on which the request is drawn and on which it was honored by the conductor, for exchange for a ticket to the destination named therein. Such request will not be honored by ticket agent of the connecting line, as payment thereon by the Government in that case would necessitate securing a waiver from the initial carrier on which it is drawn.

b. **PARLOR-CAR OR SLEEPING-CAR.** (1) Transportation requests for parlor-car and sleeping-car service, for less than special car or train movements, will be receipted in the manner prescribed in paragraph 8 and will, except under the conditions set forth in (2) below, be surrendered by the traveler to the proper agent, within the time limit

designated by the agent at the time the advance reservation was made, for a ticket through to destination. Whenever a ticket is issued on short notice and the agent is able to assign space only to a transfer point, coupon(s) of ticket reading beyond the transfer point will be indorsed by the agent to show the type and class of accommodations that are to be furnished. In such cases the traveler will request the agent to arrange by wire for reservation of space beyond the transfer point, and the traveler will apply for the reservation immediately upon arrival at the transfer point.

(2) Whenever the Pullman company reserves berth accommodations in a room due to neither lower nor upper berths in an open car being available at the time the request for berth accommodations was made (see par. 36), the transportation request will be issued for the berth accommodations authorized and will be presented to the sleeping car conductor without being exchanged for a ticket. If advance reservations could not be made, or if for any other reason the traveler is unable to exchange the request at the railroad ticket office for a ticket before boarding the train, the traveler may be furnished accommodations called for, if available, upon presentation of the request to the parlor-car or sleeping-car conductor on the train. In such instances, if the journey is beyond the conductor's run he will give the traveler a transfer ticket good in connecting car. Whenever change is made en route from one car to another, the traveler should arrange to make reservations for space in connecting car. (See also par. 36.)

(3) If under unusual circumstances a traveler should miss a train upon which an advance reservation was made, the traveler should consult the proper agent of the carrier regarding the honoring of ticket on a succeeding train.

(4) Tickets will not be issued in exchange for requests covering groups requiring a special car or special train. In such cases the request will be receipted in the manner prescribed in paragraph 8 and will be exhibited to the proper agent when requesting the reservation of space in order that accommodations may be definitely assigned and notation to that effect placed upon the request by the agent. Such requests will be surrendered to the conductor of the parlor-car or sleeping-car on commencement of the journey.

8. Receipting for Transportation Furnished by Carrier; Instructions To Be Given

a. HOW ACCOMPLISHED; DATA REQUIRED. The traveler will receipt to the carrier for the transportation furnished by inserting in the spaces provided for that purpose on the face of the request—

(1) Exact date on which the transportation is actually furnished.

(2) Name of the place at which the transportation is actually furnished.

b. RECEIPT TO BE SIGNED. The receipt will be signed by the traveler in his own bona fide handwriting; if he cannot write his name he will make his mark, which must be witnessed.

c. INK OR INDELIBLE PENCIL TO BE USED. Ink or indelible pencil will be used not only for the signature, but also for entering the data required by *a* above.

d. INSTRUCTIONS; WHEN AND BY WHOM GIVEN. The traveler will, at the time a transportation request is issued, be instructed by the issuing officer as to the requirements of *a*, *b*, and *c* above.

9. Transportation Not in Accordance With Request

a. CARRIER'S RESPONSIBILITY. A transportation company must adhere strictly to the stipulations of requests upon it issued by the proper officers of the Government and may not receive payment of increased cost due to a deviation therefrom, although such deviation was in obedience to verbal instructions. (24 Comp. Dec. 90.)

b. ACTION BY TRAVELER. If unforeseen conditions make it necessary to obtain transportation at variance with that called for on the face of the request, a notation showing the actual transportation furnished and explaining the variation will be made by the traveler in the space provided for this purpose on the back of the request and will be signed by him. However, the cost of the transportation furnished must never exceed the cost of that called for on the face of the request, unless the difference is collected from the traveler, and in no case will a receipt be given for the transportation of a greater number of persons than that called for by the request, except as authorized by AR 55-145 in the case of movement of troops.

10. Unused Requests and Tickets

The following procedure will obtain and the traveler will, at the time a transportation request is issued, be instructed by the issuing officer as to the importance of strictly complying with such procedure.

a. UNUSED TRANSPORTATION REQUESTS. All unused transportation requests will be returned without delay to the issuing officer for cancellation. (See par. 29.) Wherever a traveler has been furnished a transportation request for sleeping-car or parlor-car accommodations and such transportation request will not be used, but coach transportation will actually be used, the traveler will, as required by paragraph 9, make an appropriate signed notation thereof on the back of the transportation request, issued for the rail travel, before exchange is made for the railroad ticket. However, if the transportation request for the rail travel has already been exchanged for a ticket, the traveler will have the conductor indorse the railroad ticket to show that coach class was actually used, and at the same time the traveler will advise the Finance Officer, U. S. Army, Washington 25, D. C., of such indorsement citing the transportation request serial number.

b. UNUSED TICKETS. All unused tickets or parts of tickets, including unused sleeping-car or parlor-car tickets and transfer tickets, procured on a transportation request, when need therefore has ceased, will be turned in to the officer issuing the request. The traveler or person in charge of party travel will attach to each unused sleeping-car, parlor-car, or transfer ticket, or parts of such tickets, a signed statement as to whether or not the space specified thereon was canceled prior to departure of train on which reservation was made, and if not, the reason therefor. (See also par. 36.) The officer receiving unused tickets will furnish his receipt therefor and forward such unused tickets, together with any required statements attached thereto, to the disbursing officer charged with the payment of transportation account, noting on the ticket, if not already shown, the serial number of the transportation request on which procured. The disbursing officer will make proper adjustment or file claim for the value of such unused tickets with the issuing carrier. (See par. 3c, AR 35-4895.) Where such tickets show a baggage punch mark, the number of pieces of

baggage, weight of each piece, and points between which actually carried by carrier will be ascertained from the traveler and will be reported to the disbursing officer charged with the payment of the transportation account.

11. Lost or Destroyed Tickets

a. GENERAL. Whenever military personnel lose a transportation ticket, sleeping-car ticket, parlor-car ticket, transfer ticket, or parts of such tickets, issued in exchange for a transportation request, they will immediately notify the nearest agent of the carrier of that fact. Except as set forth in *b* below, military personnel losing or destroying any of the foregoing kind of tickets should purchase from personal funds the transportation necessary to complete the travel enjoined by the travel orders, such transportation to read via the same route as that via which the original transportation was issued. In each such case of cash purchase the traveler will obtain a separate receipt for each ticket purchased, which receipt(s) will be forwarded to the Chief of Transportation as required by *c* below. A traveler making payment from personal funds for such transportation may file a claim for reimbursement with the Chief of Transportation for consideration if, and when, a refund is secured from the carrier under the provisions of *d* below. Regardless of whether a new ticket is purchased from personal funds, or a new transportation request is issued under the provisions of *b* below, the traveler will take the action required by *c* below.

b. MILITARY PERSONNEL WITHOUT FUNDS TO PURCHASE NECESSARY TRANSPORTATION. (1) *Lost ticket(s).* In the event an officer or enlisted person traveling under orders having lost his ticket(s) is without funds to purchase the necessary transportation, the commanding officer of the nearest post, camp, or station may authorize the officer or enlisted person to be furnished with transportation necessary to enable him to complete the travel enjoined by the travel orders, except that persons traveling in a mileage status will not be furnished a transportation request for sleeping-car and/or similar accommodations. (See par. 20b.) In case of an officer without funds, he will be required to execute a certificate in duplicate stating he agrees, as a condition precedent to being furnished such transportation request, that,

upon receipt of a statement showing the cost of the transportation furnished as stated by the issuing transportation officer, he will either remit an amount sufficient to cover such cost, or permit the application of so much of his pay as may be necessary to cover such cost. The issuing transportation officer will attach the original of this certificate to the report prescribed in (2) below, and will retain the duplicate in his files. Transportation furnished under the authority contained in this subparagraph will be via the same route as that specified on the transportation request issued and exchanged for the original ticket. Under similar conditions, the necessary transportation may be furnished by an officer on recruiting duty who is provided with transportation requests. (See (2) below.)

(2) *Reimbursement of Government.* Whenever transportation is furnished under the authority contained in (1) above the cost thereof will be charged against the person to whom furnished. (See *d* below.) The action set forth in paragraph 23*b*, *c*, *d*, and *e*, AR 55-120, for charging the cost of transportation against enlisted persons will be taken with respect to both officers and enlisted persons furnished transportation under (1) above, except that in the case of officers the issuing transportation officer will forward the report prescribed in paragraph 23*b* thereof, together with the certificate prescribed in (1) above, to the finance officer at the current permanent station of the officer for collection, who will acknowledge receipt of the report and the certificate to the issuing transportation officer. (See par. 7*b*, AR 35-6120.)

c. TRAVELER'S REPORT TO CHIEF OF TRANSPORTATION. A report of the loss or destruction of a transportation ticket, sleeping-car ticket, parlor-car ticket, or transfer ticket exchanged for a transportation request will be made to the Chief of Transportation by the traveler who will state therein the serial number of the transportation request issued and exchanged for the original ticket; the name of the Army installation at which the transportation request was issued; the date, the place, and the circumstances attending the loss or destruction of the ticket; the form and number of the ticket, if such information is available; points between which the ticket was used; whether baggage was checked on the ticket; and if so, the point to which checked and the approximate weight thereof; and in the case of a lost

ticket, what effort was made to locate same and whether the nearest agent of the carrier was notified of the loss. Where the traveler purchased new transportation from personal funds under the provisions of *a* above, the receipt(s) obtained from the carrier's agent for the transportation purchased will be attached to the traveler's report. If a new transportation request was issued under the provisions of *b*(1) above, the traveler will include in the report the serial number of the transportation request so issued and the name of the army installation at which it was issued. In either case, any item, such as ticket envelope, passenger's check, etc., that will serve to identify the lost or destroyed ticket should also be attached to the traveler's report.

d. ACTION BY CHIEF OF TRANSPORTATION. Upon receipt of the reports required by *c* above, and any potential claims for reimbursement that may be submitted under the provisions of *a* above, the Chief of Transportation will take up the matter with the issuing carrier to ascertain whether or not any refund can properly be made by the latter. Any refund checks that might be received by the Chief of Transportation will be forwarded, together with potential claims for reimbursement, to the Finance Officer, U. S. Army, Washington 25, D. C., for such adjustment as that office may be empowered to make with the traveler.

12. Transportation, When Forms not Available, How Obtained

If the officer in charge of a party has failed to provide himself with the necessary transportation requests, he has two alternatives:

a. He may pay for the transportation from his personal funds and file a claim for reimbursement.

b. If the action outlined in *a* above is not taken, he should telegraph to the United States Property and Disbursing Officer of his State requesting that a transportation request be issued to cover the travel necessary and that it be deposited with the agent of the carrier at the point of issue; also that the agent with whom it is deposited be requested to telegraph the agent of the station from which the travel is to be performed that he has received a transportation request to cover, and to furnish the ticket.

c. The issue of improvised transportation requests is prohibited.

13. Issue of Duplicates Prohibited

Duplicate requests for transportation will not be issued unless the cost of the duplicate is charged against the traveler.

14. Issue After Travel Performed Prohibited

The issue of a transportation request after the travel has been performed is prohibited.

15. Issue in Blank Prohibited: Exception

Transportation requests will not be issued in blank, except as provided in paragraph 91, in which case certain spaces only thereon may be left blank for the future insertion of data then unknown.

16. Scrip Books; Use Prohibited

Transportation requests will not be used for scrip books. The use of scrip books for the procurement of transportation is prohibited.

17. Loss or Theft

a. GENERAL. Great care must be exercised in safeguarding transportation requests. If they get into unauthorized hands through loss or theft and tickets are procured thereon, the carrier is entitled to payment for the transportation furnished, and it will be incumbent upon the transportation officer or traveler charged with the care of the requests to prove that every precaution was taken to prevent such loss or theft.

b. ACTION REQUIRED. (1) *When requests are lost or stolen.* (a) *By transportation officer or traveler.* When a United States Property and Disbursing Officer or traveler discovers the loss or theft of transportation requests, he will immediately notify the local carriers thereof, giving the serial numbers of the requests and instructing them not to honor the requests if presented to them. A report giving the numbers and series of the missing requests and the circumstances attending the loss or theft will also be made at once to the Chief of Transportation, through the Army transportation officer, and the National Guard Bureau, and a copy thereof forwarded direct to the disbursing officer designated to pay transportation accounts.

(b) *By Army transportation officer.* Upon receipt of the report required by (a) above and before transmitting it to the Chief, National Guard

Bureau, the Army transportation officer will notify the transportation lines in the Army area not to honor the missing requests.

(2) *When loss occurs after issue of ticket by carrier.* When a transportation request is reported by a carrier as lost after the service has been performed, the issuing officer will advise the agent of the carrier that the auditor of said carrier should submit to the disbursing officer designated to pay transportation accounts, an affidavit explaining the loss and showing:

(a) That request No. _____ was honored for passage of _____ between _____ and _____.

(b) That ticket No. _____ Form No. _____, dated _____ was furnished on this request.

(c) That the request has been lost or mislaid.

(d) That if it is afterwards found, it will be surrendered to the proper disbursing officer of the United States and no claim made thereon.

Upon receipt of this affidavit, the disbursing officer will take proper action relative to payment of the account involved.

c. DISPOSITION IN CASE OF RECOVERY; CANCELLATION. If lost or stolen transportation requests are later recovered, they will not be used but will be canceled and disposed of as prescribed in paragraph 29.

Section II. PREPARATION AND ISSUE

18. Class of Passenger Transportation To Be Furnished

a. STATUTORY RESTRICTIONS OF ALLOWANCES. Section 10 of the Act of March 3, 1933 (47 Stat. 1516) reads as follows: "Whenever by or under authority of law actual expenses for travel may be allowed to officers or employees of the United States, such allowances, in the case of travel ordered after the date of enactment of this Act, shall not exceed the lowest first-class rate by the transportation facility used in such travel."

b. BY RAIL. The class of transportation to be furnished via rail lines is prescribed in War Department regulations and other publications and will not exceed the lowest first-class rate except as authorized in (1) and (2) below.

(1) *Extra-fare train.* Where it has been determined by the authority directing the travel of military personnel that the mission cannot be accomplished by use of regular-fare train but can

be accomplished by the use of an extra-fare train, the orders directing travel of such military personnel, other than in a mileage status, will authorize transportation to be furnished by that particular extra-fare train, specifying the identifying name or number of the train and the name of the railroad(s) over which it is operated and explaining the necessity for travel by that train. (See 23 Comp. Gen. 532.) A separate transportation request will be issued for each extra-fare ticket for each extra-fare train and the issuing transportation officer will annotate the block space on the right-hand side of the face of the request as follows: "Extra-fare ticket for (insert name of carrier(s) and identifying name or number of train) only." Except as provided in (2) below, whenever transportation is authorized by an extra-fare train, parlor-car and sleeping-car accommodations may be furnished on the basis prescribed in this manual, but only on the following conditions:

(a) If the train used includes berth accommodations, no accommodations costing more than a lower berth will be furnished at public expense, even though berth accommodations are not available. If superior accommodations are used, the traveler should arrange to pay the carrier for the excess cost.

(b) Whenever the train used is made up exclusively of superior accommodations such as roomettes, bedrooms, compartments, or drawing rooms, no accommodations for one person costing more than the lowest cost room on the train will be furnished at public expense even though such lowest cost room is not available. Where a particular party consists of two or more persons, no accommodations will be furnished at public expense which cost more than the most economical arrangement which could be made in rooms operated on the train even though the space required in computing the most economical arrangement is not available. If superior accommodations are used in either of the foregoing cases, the travelers should arrange to pay the carrier for the excess cost.

(2) Use of superior accommodations for transportation of top secret and/or secret documents; also valuable War Department property transported as hand baggage. Where officer messenger, traveling in other than a mileage status, is to transport top secret and/or secret documents, or where personnel of the Military Establishment, traveling in other than a mileage status, are to

transport War Department property (other than top secret and/or secret documents) as hand baggage, either by regular-fare train, or by extra-fare train when the use of the latter is authorized under the conditions of (1) above, the authority directing the travel will make request to The Adjutant General, Washington 25, D. C., for authority under the current appropriation act to provide in the order directing the travel for the furnishing of superior accommodations, that is, roomette, bedroom, compartment, or drawing room, whichever may be the most economical available at the time of travel and meets the military needs, and for furnishing any additional transportation that may be required under the carriers' tariffs for exclusive occupancy of such superior accommodations. Such request will be accompanied by a statement of justification for use of the superior accommodations. Travel orders issued based upon the approval of the Secretary of War will state that "The use of superior accommodations is directed by the Secretary of War under authority contained in (citing radio or letter including date such request was approved)." The transportation request issued for the rail transportation will include any additional transportation that may be required under the carrier's(s') tariffs for exclusive occupancy of the superior accommodations.

c. BY COMMERCIAL VESSEL. (1) *First class.* Transportation of the lowest first-class rate and lowest first-class berth in stateroom by the facility used will be furnished the following personnel, provided that two authorized dependent children under 6 years of age will be placed in one lower berth (see also *e* below): Commissioned officers; cadets, United States Military Academy; aviation cadets; noncommissioned officers of the first three grades; members of Reserve Officers' Training Corps while traveling to and from training camps when not paid travel allowances; civilian candidates, Citizen Military Training Camps, en route to and from training camps when not paid travel allowances; authorized dependents; and civilian officials and employees.

(2) *Second class.* (a) Second-class transportation will be furnished to—

1. Enlisted persons below the third grade.
2. Applicants for enlistment or enrollment.
3. Rejected applicants for enlistment or enrollment.

(b) Second-class water transportation of minimum cost will be furnished when available. If not available on the particular vessel which of necessity must be used, then the next higher charge available will be furnished, subject to statutory limitations to lowest first-class rate. (See also *e* below). The term "second-class water transportation" as used herein refers to the second-class charge published in the carrier's tariff. Third class, steerage, or any other class of accommodations lower than second class will never be used, except in case of military necessity in time of war. Where the passage rates do not include berth in stateroom, a berth in a stateroom, in addition to passage, will be furnished when the journey involves spending a night on the boat, on the basis of one person to each berth.

(3) Frequently the steamship company makes a separate charge for staterooms. When dependents are traveling on these boats, and the party consists of both males and females over 6 years of age, berths in separate rooms may be furnished for each sex. One dependent will be placed in each berth except when there are two or more children below the age of 6, in which case two children will be placed in a lower berth.

d. RESERVATIONS. For travel via commercial steamship to points beyond the continental limits of the United States, application will be made to the Chief of Transportation for reservations. For all other travel by commercial steamship, officers furnishing transportation will arrange with the carriers' agents, where practicable, to reserve accommodations of minimum costs of the class authorized in advance, in which case Standard Form 1030 (Transportation Request) will be drawn on the carrier for such service "at lowest rate" in accordance with the terms printed on the face of the transportation request except as indicated in *a* above and *e* below. Where a standard form of Government transportation request is not in use beyond the continental limits of the United States, the foregoing principles will nevertheless obtain in making reservations and in requesting transportation. Reservations will be released sufficiently in advance when some unusual circumstance arises which will prevent their use.

e. BALTIMORE STEAM PACKET COMPANY; NORFOLK & WASHINGTON STEAMBOAT COMPANY. Under the principle set forth in the Comptroller

General's Decision A 50504, September 23, 1933, berth accommodations in the lowest first-class rate outside stateroom on boats operated by the Baltimore Steam Packet Company, and on boats operated by the Norfolk & Washington Steamboat Company will be furnished personnel enumerated in *c* (1) above, and berth accommodations in the lowest first-class rate stateroom available not to exceed berth accommodations in the lowest first-class outside stateroom on boats operated by the above-named lines will be furnished personnel enumerated in *c* (2) above.

19. Through Transportation

a. GENERAL. Through transportation will be issued for the entire journey directed in the travel orders except as otherwise provided in *b*, *c*, *d*, and *e* below or in other regulations. When section IV authorizes sleeping-car accommodations, the transportation requests will be issued for the accommodations authorized from starting point to destination unless only coach accommodations are available at the beginning or end of the journey. See special instructions in paragraph 91, regarding troop trains.

b. POINTS OFF TRANSPORTATION LINES. When transportation to a point not located on a transportation line is required, the transportation request will be issued only to that point on the transportation line which is nearest to destination.

c. GOVERNMENT TRANSPORTATION. Whenever Government means of transportation by air, land, or water are to be used for all or a portion of the journey, transportation requests will not be issued for so much of the journey as may involve such Government means of transportation.

d. OUTSIDE UNITED STATES. (1) *To or from oversea points.* Where travel is to or from oversea points, a separate transportation request will be issued for the portion of the travel within the continental United States exclusive of Alaska, except that one through transportation request may be issued for the portion of such travel both within and outside the continental United States exclusive of Alaska to the extent that through fare applies, subject to the provisions of paragraph 20a. Transportation requests will be issued for through journeys to or from oversea points in cases where cash payment is impracticable, even though cash payment may result in lesser cost to the Government. (See MS Comp. Gen. B 16018, 28 April

1941.) Whenever United States Government transportation requests will not be honored by carriers outside the continental United States or in Alaska, such requests will not be issued for service by those carriers.

(2) *From or within Mexico or Canada by certain railroads.* (a) *Mexico.* The National Railways of Mexico-Interoceanic Railway of Mexico have agreed to honor the standard form of United States Government Transportation Request (Standard Form 1030 (printed in English)) for rail transportation, as well as separate transportation requests for berth or seat accommodations in Pullman cars or National sleeping coaches. Transportation requests may be issued to cover rail transportation between points within Mexico, also for berth or seat accommodations when authorized by section IV, but transportation requests will not be issued for through rail transportation and/or berth or seat accommodations from points in Mexico to or through points within the United States. Where travel from a point in Mexico to a point within the United States is to be performed, separate transportation requests will be issued to the United States border in connection with the transportation requests that are issued to cover travel from the United States border to destination. The usual procedure will be followed in the issuance of such transportation requests. (See (c) below.)

(b) *Canada.* Canadian railroads that are members of the Canadian Passenger Association have, through that association, agreed to honor the standard form of United States Government requests for transportation. This agreement does not modify the terms of the Joint Military Passenger Agreement (see Commercial Traffic Bull. 6 C. S.) nor the provisions of paragraph 6, AR 55-105. The usual procedure will be followed in issuance of such transportation requests. (See (c) below.)

(c) *Annotation as to disbursing officer.* All requests issued for travel in Mexico or in Canada will, in the space provided on the face thereof for insertion of the department and bureau or service to be billed, be annotated "Finance Officer, U. S. Army, Washington 25, D. C."

e. *STOP-OVER EN ROUTE.* Temporary duty. Whenever travel orders direct the performance of temporary duty en route either one-way, round-trip, or circuit journeys, separate transportation requests will be issued only for such portions of the

journey as to which stop-over, for the required duty time at the intermediate temporary station or stations, may not be made free under the tariff rules of the carriers.

f. *CHANGES EN ROUTE.* Whenever the journey requires a change en route on one transportation request from standard to tourist sleeper, or vice versa, for persons entitled to tourist, whenever available, the block space on the right-hand side of the face of the request will be indorsed to show, for example, "one standard upper berth A to B and one tourist upper berth beyond," or vice versa. Whenever the transportation officer is unable to determine the points between which tourist cars are in operation, transportation requests will be indorsed in the same space "tourist whenever available." (See par. 26h(3).)

20. Separate Requests

a. *WHEN REQUIRED.* When a journey involves transportation of more than one of the following kinds, a separate transportation request will be issued for each.

(1) Rail transportation. In order that a request for sleeping-car or parlor-car accommodations may be drawn on the proper company, the issuing transportation officer will, prior to issue, ascertain from the agent of the carrier over whose line or lines the travel is to be performed whether the sleeping cars or parlor cars are operated by the Pullman Company or by the rail carrier.

(2) Sleeping-car or parlor-car accommodations, even if furnished by the same company which furnishes the rail transportation.

(3) Travel on commercial steamer to or from oversea points subject to provisions of paragraph 19d.

(4) Berths on commercial vessels, if authorized, whenever the passage rates do not include berths. This situation may obtain either on local port to port travel or on through travel in connection with commercial vessels. (See par. 26h(4).)

(5) Transportation of property by excess baggage service, when authorized.

b. *WHEN NOT AUTHORIZED; PERSONS IN MILEAGE STATUS; SLEEPING-CAR OR PARLOR-CAR ACCOMMODATIONS.* Officers and others traveling in a mileage status who are authorized to be furnished transportation for which deduction is made from their mileage allowance will not be furnished a transportation request for sleeping-

car or parlor-car accommodations, except as provided in paragraphs 32 and 33.

c. **WHEN NOT REQUIRED.** Separate transportation requests are not required for persons of different classes or grades traveling at the same time on one travel order, including attendants accompanying remains, nor for dependent(s) accompanying individual(s) changing station, but they will all be included on the same transportation request.

21. Return Transportation

Whenever the travel order directs travel to any given point and return, one transportation request will be issued for the round trip for transportation service, except as provided in paragraph 19. Separate transportation requests will be issued in each direction for parlor-car or sleeping-car accommodations, except that whenever round-trip parlor-car or sleeping-car rates are in effect and available for the journey, one request will be issued for the round trip for such accommodations. (See also pars. 19c and 26h(1).)

22. Transportation Requests

A transportation request, when issued, has three component parts, as follows:

- a. The original (light green).
- b. The memorandum copy (white).
- c. Transportation officer's copy (white).

23. Memorandum Copy

a. **DEFINITION.** The present supply of transportation requests being furnished includes two copies (Standard Form 1031) for each original. In these and other regulations one of these copies will be designated the "memorandum copy" as being the copy to be turned over to the traveler, or person in charge of a group, for disposition in accordance with provisions of paragraph 28b. The other copy will be designated the "transportation officer's copy" as being the one to be preserved in the permanent records of the office from which the requests were issued.

b. **HOW AND WHEN PREPARED.** The memorandum copy and the transportation officer's copy will be made at the same time as the original, by the use of carbon paper. The original, memorandum copy, and the transportation officer's copy are arranged alternately in the book to facilitate the preparation of the memorandum and transportation officer's copies. All copies will show all

the entries made on the original, and care will be taken to see that such entries are identical, including the ones in the block spaces in the upper right hand corner of the transportation requests showing accommodations furnished. All copies will be legible. Where officers (or other persons entitled to the same mileage allowance) traveling in a mileage status are furnished transportation via a circuitous route, the transportation officer issuing the transportation request will place on the back of each memorandum copy and the transportation officer's copy thereof the words "Circuitous route requested by the traveler." Such notation will not be placed on the original copy of the transportation request.

24. Persons Authorized To Sign

When transportation requests are issued they must be personally signed by the United States Property and Disbursing Officer responsible for issue or by one of his commissioned assistants, except that, in case of emergency arising during the absence of the United States Property and Disbursing Officer and all of his commissioned assistants, a transportation request may be signed by any commissioned officer on duty at the place of issue, but in every such case the request must be issued in the name of the United States Property and Disbursing Officer.

25. Typewriter, Ink, or Indelible Pencil To Be Used

In the preparation of transportation requests, the typewriter will be used when practicable, otherwise, ink or indelible pencil. The use of ordinary lead pencil is prohibited.

26. Items To Be Shown

The following items will be entered on the face of a transportation request by the issuing officer:

a. **DATES.** (1) Date until which valid for presentation to carriers for tickets.

(2) Whenever a transportation request is issued in one fiscal year for travel to begin in the succeeding fiscal year, the following notation will be made thereon: "Ticket not to be dated or used prior to July 1 (insert year)."

b. **DISBURSING OFFICER.** Name of disbursing officer designated to pay the carrier's account.

c. **CARRIER.** Name of carrier to furnish transportation.

d. NAME OF TRAVELER. Name of person to be furnished transportation; if a party, the name of person in charge and the number of other persons in the party.

e. ORGANIZATION. Organization to which the person belongs, if any, or the arm, service, or bureau, if unassigned to an organization.

f. POINT OF ORIGIN AND DESTINATION. Points between which transportation is to be furnished.

g. ROUTE. Initial letters of each road or line, and names of gateways or junctions via which the ticket is to be issued. On transportation requests issued for the round-trip travel of escorts accompanying a troop movement on the going journey for the purpose of administrative control, mess crews, or other escort duty, and returning independently, the route via which the troop movement will travel will be shown thereon for the going journey, and a usually traveled route for the return journey. When such escorts will travel independently on the going journey for the purpose of accompanying a troop movement on the return journey, a usually traveled route will be shown on the transportation request for the going journey, and the route via which the troop movement will travel for the return journey, if known. In such instances the Government will be given benefit of the lowest round-trip fare which would be applicable had the going and return trips been via the same route. If in the latter case, the actual route of the troop movement, to be accompanied by such escorts on the return journey, is not known at the time of issuing the transportation request for the escorts the usually traveled route shown on the transportation request for the going journey will also be shown as the route for the return journey. Upon arrival at destination of the going journey, the person in charge of the cadre will present the return portion of ticket to the transportation officer thereat, who will, if necessary, request the special railroad representative assigned to his post, or the carrier's local agent if a special representative has not been assigned thereto, to arrange for an exchange of the ticket to read via the same route via which the troop movement will travel.

h. DESCRIPTION. Full and specific description of the transportation requested, in the block spaces at the right.

(1) Class or character of transportation to be furnished. Class or character will be in accord-

ance with provisions of War Department Commercial Traffic Bulletin No. 6, 1946. Whenever round-trip transportation is requested, the time limit within which the round-trip travel is to be performed will also be indicated, for example, "Return limit 30 days."

(2) Number of persons.

(3) When sleeping-car or parlor-car accommodations are requested the berths required will be enumerated in detail, standard and tourist separately and upper and lower separately, except that in the case of troop movements (15 or more persons traveling as a group) annotations will be in accordance with provisions War Department Commercial Traffic Bulletin No. 6, 1946.

(4) When separate requests are issued for berths only on commercial vessels (par. 20*a* (4)), the word "Transportation" will be lined out in the block spaces on such requests.

(5) In many cases, one-way railroad tickets allow a final limit of 30 days in addition to date of sale. Where military personnel are authorized delay en route in connection with official one-way travel to new station to which being assigned and the delay together with travel time may exceed the foregoing limit in certain cases, and they desire transportation requests under the provisions of Army regulations, the rail carriers are willing to extend the limit of the one-way tickets issued on transportation requests up to 3 months at no additional cost to the traveler or the Government. In such cases the rail transportation request for one-way travel will be annotated as follows: "3 mos. limit a/c delay en route."

i. REDUCED RATES FOR CHILDREN. When dependent children are of such age as to be entitled to reduced rates under transportation tariffs, the transportation request will show separately the number of tickets required for adults and the number of tickets required for children at reduced rates. No transportation request is necessary for children who, under such tariffs, are transported free of charge.

j. BAGGAGE. Weight of property, if any, to be transported by excess baggage service and baggage transfers required, including the number and description of pieces to be transferred, for example, 1 trunk or 1 hand bag.

k. STEAMER; MEALS AND BERTHS. When travel is by commercial steamer, whether meals, or meals and berths, are included.

l. CONTRACT OR RATE TENDER REFERENCE. When settlement is to be made under the terms of a contract, or an accepted rate tender, each transportation request will be annotated with complete identifying reference to the contract or accepted rate tender, in addition to cross referencing each transportation request when more than one request is issued for transportation in the same movement. (See *m* below.) In such cases the original and one copy of the contract, or rate tender together with letter of acceptance, will be forwarded to the disbursing officer designated to pay the transportation account; one copy of each instrument to be forwarded to the Chief of Transportation; and one copy of each instrument to be retained in the files of the transportation officer concerned.

m. CROSS-REFERENCE TO TRANSPORTATION REQUESTS. When more than one request is issued at one time for the travel of the same person or persons, or when more than one request is involved in the same proceeding, for example, shipment of remains as baggage with an attendant, a notation will be made on the face of each transportation request, other than the first number of the group, showing the serial number of the first number of the group for example "In connection with T/R (insert serial number)." The foregoing notation must be placed on every rail transportation request issued in connection with parlor-car or sleeping-car (standard, tourist, or troop sleeper) accommodations (except for persons in a mileage status), inserting the number of the transportation

request issued for the parlor-car or sleeping-car accommodations.

n. CROSS-REFERENCE TO BILL OF LADING. Reference to the bill of lading involved in cases in which both a bill of lading and a transportation request are involved in the same proceeding, for example, the return transportation of attendants with animals.

o. GENERAL. In general, all facts necessary to enable the paying officer to decide as to the regularity or propriety of the proceedings.

p. PLACE; DATE. Place and date of issue.

q. SIGNATURE. Signature of issuing officer. (See par. 24.)

r. VALUE. No value will be shown on the original copy of the request. The value of the transportation furnished is to be inserted by the carrier in the space reserved therefor on the request.

s. AUTHORIZATION OR OBJECT. After the words "authorization or object" show the authority for the travel and add thereto the abbreviated designations for the travelers and the number covered under each designation as prescribed in *t* below.

t. ABBREVIATIONS. Immediately following the data prescribed in *s* above, add the number of persons and their class or status, shown separately, in accordance with the classification given below, the abbreviated designations being followed by the number of persons covered thereby under each grade or class, for example, "Com off 2," "Com off 3, EM grade one 4, grade seven 5," or "Dependent wife, 1 son 7 years, 1 daughter 4 years."

<i>Abbreviated designations</i>	<i>Persons covered thereby</i>
Com off.....	Commissioned officers.
Res off.....	Reserve officers in active service.
Nurses.....	Army nurses.
Ret nurses.....	Retired Army nurses en route home after retirement.
WO.....	Warrant officers, including those in the Army Mine Planter Service.
USMA cadets.....	Cadets, United States Military Academy not discharged.
Disch USMA cadets.....	Discharged USMA cadets en route home.
Avn cadets.....	Aviation cadets after enlistment or appointment as such.
EM (showing grade).....	All enlisted men, including noncommissioned officers.
Res EM (showing grade).....	Members of the Enlisted Reserve Corps or Regular Army Reserve in active service.
Enl recruits.....	Recruits who have been enlisted.
Civ Emp (showing pay roll designations).	All civilian employees of the military service not forming part of a moving army or detachment.

Abbreviated designations

Persons covered thereby

Dependent (showing father, wife or mother, and number, relationship, and age at last birthday of children, if any).	Fathers, wives, mothers, and dependent children of commissioned officers, warrant officers, and enlisted men of first, second, and third grades.
Disch mil pris-----	Discharged military prisoners en route to home or to place elected, as authorized by regulations.
Paroled mil pris-----	Paroled military prisoners en route to home or to place elected, as authorized by regulations.
Disch EM-----	Discharged enlisted men en route to home or to place elected, as authorized by regulations.
Accep app-----	Accepted applicants for enlistment, not yet enlisted.
Rej app-----	Rejected applicants for enlistment.
Rej sel-----	Rejected selectees.
Ret EM (showing grade)-----	Retired enlisted men en route home after retirement.
Fur EM-----	Enlisted men on furlough traveling at their own expense.
Ret off-----	Retired officers en route home after retirement.
NG (showing grade)-----	Members of the National Guard not in the service of the United States.
NG Fed serv (showing grade)-----	Members of the National Guard when in the service of the United States.
Citizens-----	Citizens not in military employ.
Remains-----	Remains of deceased military personnel.
Relative-----	Relatives accompanying remains.

27. Alterations

a. CHANGES ABOVE SIGNATURE PROHIBITED. No change in any particular will be made above the signature of the issuing officer.

b. ERRORS REQUIRING ERASURES, CANCELLATION. In case of errors requiring erasures, the request will be canceled and a new request issued. The canceled request will be disposed of as provided for in paragraph 29.

c. EXPLANATIONS. If explanations are required they will be made on the back of the request.

Section III. DISPOSITION

28. Upon Issue

a. ORIGINAL. The original (light green) copy of a transportation request will be turned over to the traveler or to the person in charge of a party.

b. MEMORANDUM COPY. The memorandum copy of all transportation requests, regardless of point of issue, will be turned over to the traveler or to the person in charge of party travel, as provided in *a* above in the same manner as the original, to be filed in his official records or with the disbursing officer in connection with mileage or reimbursement vouchers, if so required by Finance Department Regulations.

c. FILE COPY AND TABULATION SHEET. The file copies of all transportation requests issued and the tabulation sheets pertaining thereto will be preserved in the permanent records of the issuing office.

29. Cancellation

a. HOW EFFECTED. Cancellation is effected by stamping or writing the word "Canceled" in ink across the face of the original and all copies of the request.

b. DISPOSITION. (1) General. (a) Unused sleeping-car or parlor-car transportation requests. Transportation requests issued for sleeping-car or parlor-car accommodations which are returned to the issuing officer for cancellation (par. 9) will be forwarded by him to the disbursing officer charged with the payment of the transportation request used for rail travel, in order that any adjustment of the carrier's bill may be made. The serial number of the related transportation request used for rail travel will be furnished the disbursing officer in all such cases. The canceled "memorandum and transportation officer's copies" of the sleeping-car and parlor-car requests will be retained in the records of the issuing officer. After

such canceled sleeping-car and parlor-car transportation requests have served the purpose regarding any necessary adjustment of carrier's bills, the disbursing officer will dispose of the canceled requests in the manner prescribed in (2) below.

(b) *Other transportation requests.* Transportation requests issued for other than sleeping-car or parlor-car accommodations which are returned to the issuing officer for cancellation (par. 10), transportation requests canceled in books containing less than five unused requests, transportation requests canceled due to errors made requiring erasures (par. 27), and lost or stolen transportation requests which are recovered and canceled (par. 17) will be disposed of by the issuing officer in the manner prescribed in (2) below.

(2) *Final disposition.* At the close of each quarter (30 September, 31 December, 31 March, and 30 June), issuing officers will prepare a statement in triplicate listing thereon by serial numbers numerically all canceled original transportation requests on hand upon which the final action prescribed in (1) above has been completed. The statement, in duplicate, together with such canceled requests will then be forwarded direct to the United States Treasury Department, Procurement Division, Printing and Binding Section, Washington, D. C. Upon return of the receipted original statement it will be maintained in the files of the accountable officer as evidence of the disposition of the requests. All canceled "memorandum and transportation officer's copies" of transportation requests will be retained in the records of the issuing officer.

30. By Transfer

a. Blank transportation requests will not be removed from the office to which they have been furnished, except on instructions from the National Guard Bureau. A United States Property and Disbursing Officer relieved from duty will turn over to his successor all blank transportation requests in his possession taking therefor a receipt in duplicate which will show the number of requests turned over and the serial numbers of the same. This receipt will be obtained on appropriate form (WD AGO Form 410 (Receipt for Accountable Item)) the original of which will be forwarded to the depot from which transportation requests were received. In case no successor is detailed, the

United States Property and Disbursing Officer relieved will forward all unused transportation requests to the depot from which transportation requests were received.

b. Receipts and other papers covering the transfer of transportation requests will bear the name, title, and signature of the person to whom the requests were originally charged and the person to whom the transfer is made. These receipts and other papers must be signed personally by those persons.

Section IV. SLEEPING CAR AND SIMILAR ACCOMMODATIONS

31. When, and to Whom Furnished: Allowances

a. **STANDARD ACCOMMODATIONS.** (1) The following-named persons, when traveling under orders, are entitled at public expense to a lower berth in a standard sleeping car, a seat in a parlor-car, or the customary stateroom accommodations on commercial vessels when an extra charge is made therefor.

(a) Officers and warrant officers, when traveling on duty under competent orders, except when traveling in a mileage status.

(b) Noncommissioned officers of the first, second, and third grades, when traveling individually, or included in parties of nine persons or less (in counting the party there will be included noncommissioned officers of all grades, and other enlisted personnel, but not officers).

(2) In certain cases, as prescribed in *b* below, standard accommodations may be furnished when tourist accommodations are not available.

b. **TOURIST ACCOMMODATIONS.** Tourist accommodations will be furnished on the following basis when journey exceeds 12 hours and is scheduled to terminate after midnight, or when journey involves spending night on train.

(1) *Nine persons, or less.* (a) In counting the party to determine accommodations under (b) and (c) below, there will be included noncommissioned officers of all grades and other enlisted personnel, but not officers.

(b) Noncommissioned officers below the third grade are entitled to a separate berth each in a tourist sleeping car, except as provided in (2) below, an upper if available, otherwise a lower.

(c) Enlisted persons (other than noncommis-

sioned officers) are entitled to accommodations in a tourist sleeping car, except as provided in (3) below on the following basis:

1. One person traveling individually will be furnished an upper berth, if available; otherwise, a lower.
2. Parties of two to nine persons, both inclusive, will be furnished accommodations on the basis of two persons in a lower berth, the "odd number" person, if any, to be furnished an upper. If an upper is not available for the "odd number" person, he will be furnished a lower.

(2) *Ten persons or more (not counting officers in party).* Enlisted persons (including all noncommissioned officers) are entitled to accommodations in a tourist sleeping car, except as provided in (3) below, on the basis of two persons in a lower berth. The "odd number" person, if any, is entitled to an upper berth. If there are more than a sufficient number of persons to occupy all lower berths of an entire car on the basis of two persons in a berth, then the remaining persons will be furnished an upper berth each in the same car until its capacity is reached. Each additional car will be filled in the same manner. In special train movements, one upper berth will be left unassigned for the use of the pullman conductor. (See (4) below.) When tourist sleeping cars containing drawing rooms are furnished by the carriers, the drawing room will be used as a section; that is, one lower berth and one upper berth. For example: When a party of 49 enlisted persons is traveling in tourist sleeping cars of the twelve-section, one-drawing-room type, they will be furnished a transportation request for 18 lower and 13 upper tourist berths.

First car ----	{ 13 lower berths for 26 persons.
	{ 13 upper berths for 13 persons.
Second car ..	5 lower berths for 10 persons.
Total	18 lower berths and 13 upper berths for 49 persons.

When special tourist sleeping cars of the drawing-room type are furnished, the sofa in the drawing room of a car will be used on the basis of one upper berth if the use of the sofa will obviate the operation of an additional sleeping car. Whenever a party consists of 15 or more persons, and there are neither regular section type sleeping cars nor troop sleepers available to accommodate the entire

party, the carrier may, to the extent necessary, furnish the so-called Pullman Company three-tier tourist sleeper(s), if available. Each person assigned to space in a Pullman Company three-tier tourist sleeper will be furnished an individual berth, and the transportation request addressed to the Pullman Company will specify the total number of "Pullman Company three-tier tourist berths" to be furnished. When it is necessary for the carrier to furnish the Pullman Company three-tier tourist sleeper(s) in addition to other kind(s) of sleeping cars, in order to accommodate a particular movement, the Pullman Company three-tier tourist sleeper(s) will not be used until other kind(s) of sleeping car(s) have been utilized to full capacity. If the carrier must furnish more than one kind of sleeping car in order to accommodate a particular party, one transportation request will be issued for the sleeping-car accommodations and show the number of each different kinds of berths involved.

(3) *Standard accommodations in lieu of tourist.* Whenever tourist-car berths are not available, standard-car berths will be furnished under the same conditions and on the same basis as set forth in (1) and (2) above. (See also (4) and (5) below.)

(4) *Alternative allowances.* The alternative allowances (upper or lower berths; tourist or standard accommodations) provided for in (1), (2), and (3) above contemplate furnishing the most economical accommodations available on the train (and connecting trains en route) and authorized. The higher cost berths and accommodations will be utilized only to the extent that those of lower cost are not available. (See par. 37.)

(5) *Troop sleepers.* Whenever troop sleepers are used in lieu of tourist sleepers, see War Department Commercial Traffic Bulletin No. 6, 1945, regarding the use of troop sleepers.

32. Physically Disabled Patients Not Traveling in Mileage Status

a. *KIND OF ACCOMMODATIONS.* It will be the policy to furnish accommodations for physically disabled patients, and any authorized attendants while accompanying such patients, in air-conditioned sleeping cars or air-conditioned parlor cars whenever possible under the conditions set forth in this paragraph, in cases where U. S. Army hospital cars are not used. The term "physically

disabled patients" as used in this paragraph includes evacuees under Executive Order No. 9066 sec. II, WD Bull. No. 10, 1942), but it does not include dependents in view of decision of the Comptroller of the Treasury (27 Comp. Dec. 1042) that no extra traveling expenses occasioned by disability will be paid by the Government in case of dependents. No air-conditioned accommodations will be requested for attendants while not actually accompanying physically disabled patients but in such circumstance they will be furnished any authorized accommodations to which they may be entitled for normal travel under the provisions of this manual.

b. MOVEMENTS OF LESS THAN 15 PERSONS (PATIENTS, INCLUDING ATTENDANTS). (1) Except as set forth in (2) below, physically disabled patients in movements of less than 15 persons (patients, including attendants) will be furnished one lower berth each or one upper berth each, whichever may be determined by the responsible medical officer. For persons (patients) restricted to tourist accommodations whenever available, under the provisions of this manual the berths will be requested in sleeping cars, air-conditioned tourist where operated, otherwise air-conditioned standard where operated for the distance that such tourist is not operated. Where no air-conditioned sleeping cars of either kind are operated for any portion of the distance, the berths will be requested for such distance in non-air-conditioned standard where operated. For persons (patients) entitled to standard accommodations under the provisions of this manual, the berths will be requested in air-conditioned standard sleeping cars where operated and in non-air-conditioned standard where operated any portion of the distance that such air-conditioned cars are not operated. The foregoing will not be construed to require a change of cars other than at the terminus of the car occupied. Whenever the condition of a physically disabled patient warrants the use of a seat and daylight sleeping-car or parlor-car schedules are available and adequate, as determined by the responsible medical officer, each such patient will be furnished a seat in such sleeping-car or parlor-car observing the same rules with respect to air-conditioned cars as apply above to furnishing a berth. Attendants will be provided for such physically disabled patients whenever the responsible medical officer determines that such is necessary. Regardless of grade or

status, attendants will be furnished accommodations in the same car with the patients, a seat in the case of seat service or the berth accommodations to which they are entitled under the provisions of this manual, in the case of berth service. The United States Property and Disbursing Officer will make advance requests to the local agent for accommodations in harmony with the provisions of this subparagraph and *a* above. Transportation requests drawn on the sleeping-car or parlor-car companies for accommodations under this subparagraph will be annotated on the face thereof as follows: "Air-conditioned tourist where operated, otherwise A-C standard, otherwise non-A-C standard for berths" for persons restricted to tourist accommodations whenever available, or "Air-conditioned standard where operated, otherwise non-A-C standard" for berths for persons entitled to standard accommodations, or "Air-conditioned accommodations where operated, otherwise non-A-C standard or parlor" for seats under this subparagraph. Transportation requests for such accommodations for officer attendants traveling in a mileage status may be furnished only under the circumstances and conditions set forth in *e* below.

(2) Whenever a physically disabled patient in movements of less than 15 persons (patients, including attendants) may be expected to be noisy, ill-mannered, unpresentable, or otherwise objectionable to the public, or is in such physical condition as to require exclusive accommodations, the responsible medical officer will furnish the transportation officer issuing the transportation request a certificate, in duplicate, stating that the condition of the patient(s) requires exclusive accommodations. Attendants will be provided at all times for such physically disabled patients. Accommodations will be furnished for such physically disabled patients and their attendants (*e* below) in drawing rooms in air-conditioned parlor-cars or roomettes, bedroom, compartments, or drawing rooms in air-conditioned sleeping cars, where such air-conditioned cars are operated; otherwise such room accommodations will be furnished in non-air-conditioned parlor or sleeping cars, where operated. The responsible medical officer, in coordination with the transportation officer, will determine in each case the number of attendants required, the class of accommodations required (that is roomettes, bedrooms, compart-

ments, or drawing rooms, whichever is the most economical, available and meets the needs), and the total number of persons (physically disabled patients and attendants), not less than two to occupy each double bedroom, compartment, or drawing room. Superior room accommodations will not be requested in any case where lower class room accommodations are adequate and available. For example, a drawing room will not be requested if a compartment is adequate and available. Further, if any of the classes or room accommodations authorized herein are adequate and available, the authority of I. C. C. Service Order No. 213 to dispossess passengers in order to secure space for invalid, disabled, or infirm military personnel and their attendants, en route to or from a point of hospitalization, will not be invoked to secure lower or higher class room accommodations. The medical officer and transportation officer will also give due consideration to the use of special cars under the provisions of *c* below, if feasible and more economical. A statement of the foregoing determinations will be included by the medical officer in the above-mentioned certificate furnished the transportation officer. The transportation officer will make advance requests to the carrier's local agent for accommodations in harmony with the provisions of this subparagraph and *a* above. Transportation requests drawn on the sleeping car or parlor car companies for accommodations under this subparagraph will be annotated on the face thereof as follows: "Air-conditioned accommodations where operated."

c. MOVEMENTS OF PARTIES OF 15 OR MORE PERSONS (PATIENTS, INCLUDING ATTENDANTS). See paragraph 6c, TM 55-525.

d. MEDICAL OFFICERS' CERTIFICATES; DISPOSITION. The certificates of the medical officer furnished under *b* above will be annotated on the upper right-hand corner by the transportation officer with the serial numbers of the transportation requests issued, and he will forward the annotated original certificates on the date the requests are issued to the disbursing officer designated to pay the carrier's bill, attaching no papers or letter of transmittal thereto.

e. OFFICER ATTENDANTS IN MILEAGE STATUS. Where officers (or other persons entitled to the same mileage allowance) traveling in a mileage status act as attendants under the provisions of *b*(2) or *c* above, they will be included on the same

transportation request for the accommodations as that covering the physically disabled patients, except that where such attendants will occupy room accommodations for their exclusive use they will not be included on the transportation request for accommodations for the patients nor will a separate request be issued for accommodations for such attendants. The transportation officer issuing the request will collect in advance from officer attendants for their share of the accommodations on the basis of one seat in the case of drawing rooms in parlor cars, and one lower berth in case of double bedrooms, compartments, or drawing rooms, in sleeping cars, for each officer attendant at the regular commercial charge, provided that in the case of special sleeping or parlor cars, collection will be made for the space actually occupied. The amount collected will be forwarded by the transportation officer, together with a copy of the attendant's travel order, annotated with the serial number of the transportation request involved, to the disbursing officer designated to pay the carrier's bill.

33. Insane Patients Not Traveling in Mileage Status

a. KIND OF ACCOMMODATIONS. It will be the policy to furnish accommodations for insane patients, and attendants while accompanying such patients, in air-conditioned sleeping cars or air-conditioned parlor cars whenever possible under the conditions set forth in this paragraph, in cases where U. S. Army hospital cars are not used. The term "insane patients" as used in this paragraph means patients who are insane or who are undergoing observation for insanity or mental disorders. The term includes evacuees under Executive Orders No. 9066 (sec. II, WD Bull. No. 10, 1942), but it does not include dependents (27 Comp. Dec. 1042). No air-conditioned accommodations will be requested for attendants while not actually accompanying insane patients but in such circumstance they will be furnished any authorized accommodations to which they may be entitled for normal travel under the provisions of this manual.

b. MOVEMENTS OF LESS THAN 15 PERSONS (PATIENTS INCLUDING ATTENDANTS). The provisions of paragraph 32b(2) will also apply to patients certified by the responsible medical officer as being insane within the meaning of this

paragraph, when movements consist of less than 15 persons (patients, including attendants). Attendants will be provided in all cases.

c. **MOVEMENTS OF PARTIES OF 15 OR MORE PERSONS (PATIENTS, INCLUDING ATTENDANTS).** The provisions of paragraph 32c will also apply to movements of parties of 15 or more persons (insane patients, including attendants). Attendants will be provided in all cases. Special cars only will be used.

d. **MEDICAL OFFICER'S CERTIFICATES, DISPOSITION.** The provisions of paragraph 32d, will also apply.

e. **OFFICER ATTENDANTS IN A MILEAGE STATUS.** The provisions of paragraph 32e will also apply.

34. Attendants With Remains

Attendants accompanying remains will be furnished the authorized accommodations to which entitled, except that transportation requests for parlor-car or sleeping-car accommodations will not be furnished for officer attendants or other attendants entitled to the same mileage allowances, traveling in a mileage status.

35. Charter of Sleeping or Parlor Cars

Special sleeping or parlor cars will not be chartered when the expense exceeds the cost of the berths and seats authorized to be furnished.

36. Procedure To Obtain Berths or Seats

a. **RESERVATION OF SPACE.** The transportation officer will reserve the required accommodations for the entire journey, so far as practicable, except that the Chief of Transportation will arrange for accommodations in the case of movements which are routed by him under existing regulations. If request is made for berth accommodations at a time when neither lower nor upper berths are available on the train to be used, the Pullman Company has agreed to reserve, under the serial number of the transportation request issued for such accommodations, the required berth accommodations in a room at berth rates, if available, in the understanding that should berth accommodations in an open car become available before departure of the train, the transportation request will be honored in the berth accommodations in the open car, or if berth accommodations in an open car become available en route the traveler(s) will be transferred to the

berth accommodations in the open car. (See par. 7 regarding presentation of transportation request to sleeping-car conductor on train). Where under the foregoing conditions berth accommodations in a room are furnished, any remaining berths in the room will be reserved or sold by the Pullman Company for the accommodations of other passengers of the same sex.

b. **SURRENDER OF TRANSPORTATION REQUEST TO AGENT OR CONDUCTOR.** See paragraph 7.

c. **RECEIPT FOR ACCOMMODATIONS FURNISHED.** Travelers will be informed of the pertinent requirements of paragraph 7. Whenever the face of the transportation request is indorsed by the transportation officer, "Tourist whenever available," the traveler will be instructed to indorse over his signature in the space provided on the back of the request a statement as to the points between which tourist accommodations are furnished. In case tourist accommodations become available en route and the transportation request cannot be indorsed on account of its having been lifted by the agent or by the first conductor (there having been a change of conductors), then the traveler will promptly forward the statement to the disbursing officer designated to pay the carrier's bill. The statement will also cite the serial number of the transportation request. Travelers will be instructed to advise the foregoing disbursing officer promptly whenever the accommodations used are less than those called for by sleeping-car or parlor-car tickets or transfer tickets.

d. **RELEASE OF RESERVATIONS NOT USED.** Reservations will be released at the earliest possible moment when some circumstance arises to prevent their use. Such release of reservations will be made by the Chief of Transportation or by the transportation officer who made the reservations, under the foregoing regulations except that transportation officers will instruct individual travelers or persons in charge of party movements not traveling in special sleeping cars that it is their responsibility to release the reservations, and take the action directed in paragraph 10.

37. Accommodations at Variance with Transportation Request

Excess space of lower class is prohibited. The allowances hereinbefore authorized are on a space basis and the procurement from a carrier on a transportation request of excess space of a lower

class than that called for by the request is prohibited, even though no additional cost to the Government is involved, for example, two lower tourist berths in lieu of a double berth in a standard sleeping car or seats in a parlor car in lieu of berths.

38. Accommodations Erroneously Furnished

a. NOT TO BE CHARGED AGAINST ENLISTED MEN. If accommodations to which he is not entitled, or in excess of allowance to which he is entitled, are erroneously furnished an enlisted man and are actually used by him, the cost thereof cannot be charged against him.

b. RESPONSIBILITY. The cost of accommodations erroneously furnished must be paid for by the officer responsible for the error.

39. Cancellation of Transportation Requests

a. ABANDONMENT OF JOURNEY. Whenever the journey is abandoned, the transportation request will be returned to the issuing officer for cancellation.

b. ACCOMMODATIONS ARE NOT OBTAINABLE. Whenever the accommodations called for by the transportation request are not obtainable, the request will, on termination of the journey, be similarly returned for cancellation, and a statement of the reason for nonuse will be furnished the issuing officer.

c. METHOD OF CANCELLATION. See paragraph 41.

d. DISPOSITION OF CANCELED REQUESTS. See paragraph 29.

Section V. MISCELLANEOUS

40. Checkable Personal Baggage

a. DEFINITIONS. (1) Checkable personal baggage consists in general of trunks and hand baggage usually carried by travelers.

(2) Current Joint Military Passenger Agreement with the carriers provides that the following articles will be carried in baggage service under terms and conditions specifically authorized in current baggage tariffs, the tariffs to be consulted to ascertain terms and conditions:

- (a) Officers' bed rolls.
- (b) Kit bags (including aviators' kit bags).
- (c) Trunk lockers.
- (d) Shoulder packs.

(e) Squad boxes.

(f) Desks, field (company and regimental).

(g) Dispensaries (battalion and regimental).

(h) Litters with sling.

(i) Tools, cobblers' kits.

(j) Typewriters, properly inclosed.

(k) Ranges and rations.

(3) Railroad tariffs contain a provision that baggage must be inclosed in receptacles provided with handles or other suitable means for attaching checks. When tendered to carriers for transportation as checked baggage, trunk lockers or other receptacles without handles will either be provided with securely fastened handles or will be bound securely around both lengths with rope.

b. WEIGHT OF BAGGAGE USUALLY CARRIED FREE. Tickets issued by carriers usually, though not always, provide for the free carriage of 150 pounds of baggage.

c. WHEN LESS THAN 100 POUNDS CARRIED FREE. When the tickets obtainable by enlisted men traveling under orders without troops provide for the free carriage of less than 100 pounds baggage, the transportation request will provide for the transportation of sufficient excess baggage to make a total of free and excess not to exceed 100 pounds per man.

d. TRANSFER BETWEEN STATIONS. (1) *When authorized.* When the authorized route involves transfer of baggage, at additional cost, between stations en route, transportation requests issued to persons other than those traveling in a mileage status may provide for the necessary transfer of the baggage carried free.

(2) *Limitations.* (a) *Number of pieces.* The number of pieces of baggage to be transferred, as authorized in (1) above, will not exceed two.

(b) *Alternative route.* When the cost of transportation over an available route not involving additional cost for transfer of baggage between stations is less than the cost over a route that does involve such transfers, the former route will be chosen.

e. EXCESS ON TRANSPORTATION REQUEST. (1) Except as authorized above, transportation requests will not provide for the transportation of baggage in excess of that transported free by carriers.

(2) Public property of any description will not be transported as baggage, nor will the weight of excess baggage called for by a transportation re-

quest include the allowance transported free by the carrier.

41. Cancellation of Transportation Requests: How Effectuated

Cancellation of transportation requests is effected by writing the word "Canceled" in ink across the face of the request. (See par. 29.)

42. Requisitions for Blank Transportation Requests

a. WHEN AND TO WHOM SUBMITTED. Requisitions for blank transportation requests will be submitted quarterly, to the Chief, National Guard Bureau, Washington 25, D. C., in sufficient time to allow distribution from appropriate depot prior to exhaustion of supply on hand.

b. FORM USED. WD AGO Form 17 (Requisitions for Blank Forms and Publications) will be used in making requisitions.

43. Settlement of Transportation Accounts

All transportation accounts pertaining to War Department transportation requests issued within the continental limits of the United States will be paid by the Finance Officer, United States Army, Transportation Division, Washington 25, D. C. Transportation accounts pertaining to War Department transportation requests issued outside the continental limits of the United States will be paid by the finance officer specifically designated to perform such duty in the department or territory concerned.

44. Report of Transportation Requests Issued

Report of Transportation Requests Issued (NGB Form 36a) will be prepared as of midnight of the last day of the month and forwarded to the Chief, National Guard Bureau, Washington 25, D. C., not later than the 20th of the following month. Negative reports will be rendered.

CHAPTER 2

TRANSPORTATION OF TROOPS AND SHIPMENT OF PROPERTY INCIDENT THERETO

Section I. GENERAL

45. Definition of Troops

The term "troops" as used herein means 15 or more military personnel and/or other persons traveling by commercial carrier, at public expense, as one group under one group order from the same point of origin to the same destination.

46. Methods

a. National Guard troops may be transported by rail or by bus over commercially operated lines, or, in certain cases, commercial steamship lines or Government transports are used instead of commercial railway or bus transportation. The term "rail" as used herein includes all methods of travel utilizing rails, regardless of motive power. (See par. 85.)

b. Subject to the limitations prescribed in paragraph 70, NGR 45, officers, warrant officers, and enlisted men are entitled to an allowance of 3 cents per mile for travel by privately owned conveyance whenever such mode of travel is authorized or is approved after having been performed.

47. Function of United States Property and Disbursing Officer

The movement of National Guard troops and their equipment over commercially operated lines in time of peace is the function of the United States Property and Disbursing Officer accredited to the State to which the troops pertain. While the detail of properly qualified officers to assist the United States Property and Disbursing Officer in handling the details incident to the movement of National Guard troops is desirable and should be made whenever necessary, the responsibility for the proper performance of such duties rests with the United States Property and Disbursing Officer.

48. Railway Facilities Not To Be Used Without Authority

Troops will not occupy railway buildings or use railway, bus, or steamship line property or facil-

ities without authority from the carrier's officials or agents.

49. Timely Notice of Movements To Be Given United States Property and Disbursing Officers

In order that proper and sufficient transportation may be in readiness, commanding officers will give the United States Property and Disbursing Officer timely notice of all contemplated movements of troops.

50. Basic Authority for Training

The training authority issued by the National Guard Bureau directing the participation of specified National Guard organizations in a field training encampment at a given camp or station during a specified period constitutes the basic authority for expenditures for transportation incident to such training.

51. Estimate of Transportation Required

a. GENERAL. As soon as orders or instructions requiring the movement of troops are received, an estimate of the transportation required, in letter form, will be furnished the United States Property and Disbursing Officer by the commanding officer of the troops to be moved.

b. INFORMATION TO BE INCLUDED IN ESTIMATE. The following information will be included in the estimate of transportation required:

(1) Number and date of covering training required.

(2) Organization(s) to be moved.

(3) Point(s) of entrainment and designation of officer as transportation officer for each train.

(4) Number of officers, warrant officers, and enlisted men involved in the movement, each shown separately for each entraining point.

(5) Date and hour at which troops will be ready to move from each entraining point.

(6) Destination. When the movement is accompanied by camp impedimenta and material

sufficient to require the use of freight cars, the following additional information will be furnished:

(a) Number of ambulances, field guns, trailers, motor vehicles (exclusive of motorcycles), and motorcycles, each shown separately for each entraining point.

(b) Estimated number of boxcars, flatcars, etc., required, each shown separately for each entraining point. (See pars. 62 through 69.)

(c) Estimated weights of checkable baggage and freight, each shown separately for each entraining point.

(7) Date(s) on which the freight equipment should be placed for each entraining point if in advance of the passenger equipment.

52. Space Required

Space required is determined as follows: In sleeping or parlor cars, in accordance with paragraph 31; or if restricted to day coaches, on the basis of three enlisted men to each two seats in day coaches; or, if reclining chair cars are furnished in lieu of day coaches, on the basis of 90 percent of capacity of each car unless the military situation in either case dictates otherwise.

53. Use of Commercial Vessels

a. WHEN USED. When commercial water lines are available between the points of origin and destination for all or part of the distance, the use of such lines should be given consideration in comparison with available all-rail routes for the transportation of troops and their property, giving due weight first to military requirements and second to total cost. Whenever commercial water lines are used the provisions of paragraph 18 will apply.

b. MEALS AND SLEEPING ACCOMMODATIONS. In transportation by commercial vessel, the United States Property and Disbursing Officer must ascertain whether the rates quoted include meals, or meals and sleeping accommodations.

c. ISSUE OF TRANSPORTATION REQUESTS AND BILLS OF LADING. Transportation requests and bills of lading will be issued for transportation by commercial vessels in the same manner as for transportation by rail, but transportation requests must show whether meals, or meals and berths, are included in the fare.

54. Use of Government-Operated Boat Service

a. ARRANGEMENTS FOR TRANSPORTATION OF NATIONAL GUARD TROOPS. All arrangements for transportation of National Guard troops on vessels operated by the Transportation Corps will be made with the Chief of Transportation through the National Guard Bureau.

b. ARMY HARBOR-BOAT SERVICE. Application for harbor-boat service and the Army mine-planter service for the transportation of National Guard troops will be addressed to the Army or department commander, except for vessels at ports of embarkation in which case applications will be addressed to the port commander.

c. APPLICATIONS FOR GOVERNMENT-OPERATED BOAT SERVICE; HOW MADE. Applications for transportation on Government-operated vessels must include all pertinent information called for in paragraph 51b.

55. Transportation of Individuals Traveling Without Troops

The transportation of members of the National Guard traveling under competent orders without troops is covered by chapter 1.

56. Arrangements for Troop Movements: How and by Whom Made

See paragraphs 98 through 108.

57. Notification of Arrangements for Transportation

See paragraph 88.

58. Orders for Movement of Troops

The following should be clearly stated in orders issued by commanding officers for the movement of troops:

a. Number and date of covering training authority.

b. Date(s) and place(s) of entraining.

c. Destination and route(s) to be followed.

d. Hour(s) of departure of train(s) and time(s) at which troops should reach entraining point(s).

e. Designation of transportation officer for each train. (See par. 51b(3).)

f. Designation of train commander for each train section. (See par. 112.)

g. Date(s) on which the freight equipment will be placed for loading at entraining point(s) if in advance of the passenger equipment.

- h. Details in regard to feeding of troops en route.
- i. Places of assembly near entraining and detraining points.
- j. Assignment of troops, and vehicles to each train.

59. Time at Which Equipment Should Be Furnished

a. GENERAL. All equipment should be furnished in ample time to permit the inspection required by paragraph 102.

b. FREIGHT AND BAGGAGE EQUIPMENT. (1) In addition to the requirement of *a* above, freight and baggage equipment should be called for sufficiently in advance to permit careful and methodical loading without hurry or confusion, and to allow ample time for assembling the fatigue details between the conclusion of the loading of freight and baggage and the time fixed for the entraining of the troops.

(2) As a rule, railroads have little difficulty in furnishing freight and baggage equipment in advance of the passenger equipment, but, when the command is small or there is only a small amount of freight and baggage, it will be found simpler to place the entire equipment at one time. However, this is undesirable when there are several trains to be moved, as they would occupy so much trackage that the freight and baggage cars would very likely be in a place inconvenient for loading. In the latter case the freight, baggage, and stock cars should be placed in advance, convenient for loading.

c. DELAY IN FURNISHING EQUIPMENT. See paragraphs 89 and 101b.

60. Drayage

a. GENERAL. In movements of National Guard troops full use should be made of organizational truck transportation, where available, with a view to reducing commercial truckage fees from armories to entraining points, from detraining points to camp sites, and vice versa.

b. MOTORIZED AND MOUNTED ORGANIZATIONS. Motorized organizations should, in general, provide their own drayage with a minimum of outside assistance.

c. USE OF MOTOR VEHICLE POOLS. Where pools of motor vehicles are maintained in the immediate locality of troop movements, arrange-

ments should be made to utilize such transportation to assist in the transfer of impedimenta.

d. USE OF VEHICLES PRIOR TO LOADING. Where trucks are to be shipped to encampments by freight, they should not be loaded on cars until other organizational equipment to accompany the shipment has been transported by them to the entraining point while the reverse should apply on detraining.

61. Supplies Obtained En Route

a. WRITTEN ORDER FOR SUPPLIES. Whenever commanding officers of troop trains desire that supplies be ordered by any railroad representative they will, when pecuniary responsibility is involved, give a written order for the supplies required.

b. RECEIPT FOR SUPPLIES. Whenever a railroad company furnishes troops with supplies for which payment is to be made, a receipt therefor will be given when called for unless payment is made at time of delivery.

Section II. RAILWAY EQUIPMENT

62. Dimensions and Capacities

See paragraphs 217 and 218, FM 101-10.

63. Messing En Route—Methods

The following methods are used for subsisting troops while en route:

a. WD AGO Form 10-130 (Meal Tickets—U. S. Army).

b. Kitchen baggage cars.

c. Cooked rations supplemented by liquid coffee procured at wayside stations en route.

64. Meal Tickets—When Used

Meal tickets ordinarily will be issued when one or more enlisted persons are moved under orders and rations in kind are not furnished. Meal tickets will not be used for commissioned officers, warrant officers, or civilians. Meal tickets will not be used when travel by privately owned automobile is authorized, or for large parties where it is practicable to furnish either cooked meals or to operate a mess en route. The determination as to whether meal tickets, monetary allowance in lieu of rations, or rations in kind will be prescribed will be made by the officer issuing the order directing the travel.

In all movements of 100 or more persons for a journey of 24 hours or more duration, kitchen baggage cars will be used for subsisting persons en route. For detailed instructions relative to issuance of meal tickets, see AR 30-2215.

65. Kitchen Baggage Cars

a. WHEN USED. When a journey of 24 hours or more is involved, kitchen baggage cars will be provided for movement of 100 or more persons in accordance with provisions of AR 55-135. Unit field kitchen equipment will be installed and used for the journey.

b. HOW USED. Instructions for setting up and using field kitchen equipment in kitchen baggage cars are found in TM 10-205 and TM 10-206.

66. Cooked Rations—When Used

Where only a short journey is involved, cooked rations sufficient to cover the entire journey should be provided prior to departure, and arrangements made in advance with agents at way stations en route for the supply of liquid coffee. No special equipment is required for this purpose except suitable containers for receiving liquid coffee.

67. Ordering Cars

a. FREIGHT CARS. (1) *Length to be specified.* In ordering cars the length of car desired will be specified, taking into consideration the articles to be shipped and the weight and bulk thereof. The standard open-top car is generally 41 feet 6 inches long, and the standard closed car generally 40 feet 7 inches long, inside measurement, and those lengths are used as a basis for establishing weights of minimum carloads, the minimum increasing with the length of the car. Transportation officers will assist in meeting car supply problems by ordering cars as far in advance as efficiently possible. The date car is required will always be specified.

(2) *Wartime equipment restrictions.* Following outbreak of war, shippers' rights in connection with cars ordered and furnished were sharply curtailed, and up-to-date information on the subject should be obtained locally from carriers' classifications, tariffs, or representatives so that shipping officers will not rely upon obsolete rules.

b. SPECIAL PASSENGER CARS. (1) *Ordering.* In ordering special passenger equipment for the

movement of troops, special attention should be given to effective railroad tariffs covering the use of extra equipment and the transportation that must be issued to cover.

(2) *Minimum fares required.* See current Joint Military Passenger Agreement (W. D. Commercial Traffic Bulletin No. 6, 1946.) The term "special car" refers to a car used exclusively by troops.

(3) *Limitation on request for special equipment.* Request will not be made for special equipment if the carrier requires a minimum charge in excess of the cost of fares for the actual number of troops in the movement.

68. Types of Cars Suitable for Various Vehicles

a. FOR MOTOR VEHICLES, INCLUDING TANKS AND TRACTORS. Flatcars, drop-end gondolas, or open-end boxcars will be used.

b. FOR VEHICLES OTHER THAN MOTOR VEHICLES. The drop-end gondola is the most suitable type of car for all kinds of vehicles which are shipped on their own wheels, except motor vehicles.

c. GONDOLAS WITH RIGID ENDS. Gondolas with high sides and rigid ends will not be used in the absence of advice that a crane is available for unloading at destination.

d. METHODS OF LOADING. See paragraphs 76 through 84.

69. Calculating Trackage

In calculating trackage, increase the lengths given in paragraphs 217 and 218, FM 101-10, 4 feet per car for end sills and couplers, and allow 70 feet for the locomotive and tender.

Section III. PREPARATION AND LISTING OF PROPERTY FOR SHIPMENT

70. Packing and Marking of Baggage and Property

a. PACKING. (1) *Packing material.* National Guard organizations should be provided at all times with suitable containers for property that normally accompanies them to camp. In this connection it is often feasible to have on hand a number of specially prepared boxes with hinged covers, of convenient size and of sufficient capacity to hold articles of property which, because of their small size, value, or fragility, require a protective covering in shipment. The packing of such boxes will be greatly facilitated by affixing to the inside

of the lid of each box a list of the property it is to contain.

(2) *Explosives and inflammables.* (a) *Not to be packed with other property.* No explosives, inflammables, or substances liable to ignite by friction, such as matches, will be packed in any container with property of a nonexplosive or noninflammable character.

(b) *Oils, cleaning materials, etc.* Such oils, cleaning materials, and other substances of like character as are required to accompany troops will be packed separately and each container plainly marked to show its contents.

(c) *Not to be shipped on troop trains; cleaning and preserving materials and small-arms ammunition excepted.* Explosives, inflammables other than those specified in (b) above, and similar dangerous articles, except small-arms ammunition, will not be shipped on the same train with troops unless an emergency exists which requires them to be so shipped, in which case provisions of paragraph 109b(6) will be observed.

(d) *How shipped.* Regulations governing the transportation of explosives, inflammables, and other similar dangerous articles are prescribed by the Interstate Commerce Commission and must be complied with. Copies of these regulations may be obtained from the National Guard Bureau.

(e) *Not to be shipped on Government transport.* It is impracticable, after arrival at a port of embarkation, to repack or segregate baggage or property, and special care should therefore be taken not to pack or ship with other property any explosive, inflammable, or similar substance whose shipment on transports is prohibited by AR 55-470. See paragraph 75b as to certificate required on the shipping ticket in such cases.

b. MARKING. (1) *Marks required.* (a) Every article of baggage or organization property will be indelibly marked or labeled as follows:

Name or organization (or owner).

Place to which shipped (when necessary).

Weight.

Serial number.

Capacity in cubic feet is shipment is by air or water.

(b) If the article is large, it will be marked or labeled on each end and also on the top.

(c) In the case of organization property, an itemization of the contents of the package will also be included in the marking. If impracticable

to mark the contents of a package thereon by other means they may be listed on heavy paper, using typewriter or pen and ink, the list being then attached to the package by tacks or paste.

(d) Packages containing fragile articles or delicate instruments must be so marked as to indicate that they require careful handling for example, *FRAGILE—HANDLE WITH CARE.*

(2) *How marked.* (a) Baggage or organization property will be plainly marked with sufficient permanency and in such a manner that the marking may be readily visible and facilitate prompt identification.

(b) The use of chalk or easily eradicable stencil paste is prohibited.

(c) If tags are used, they must be sufficiently strong and durable to withstand the wear and tear of shipment.

71. Checkable Baggage

a. DEFINITION. See paragraph 40a.

b. LIMITATION ON WEIGHT. Tickets issued by carriers usually, though not always, provide for the free carriage of 150 pounds of baggage. Any weight in excess of that carried free by the carrier must either be covered by a bill of lading or paid for prior to shipment from other than Federal funds.

c. SHIPMENT BY GOVERNMENT TRANSPORT: BAGGAGE LIST. (1) In order that baggage may be properly manifested and checked aboard the transport, an accurate list thereof is required; this list will be prepared at the time of preparation of the baggage for shipment.

(2) In preparing the baggage list the names of the individuals in the organization will be arranged alphabetically, with the baggage of each definitely enumerated opposite his name, for example, trunk, trunk locker, barrack bag, etc.

72. Freight

a. DEFINITION. Freight consists in general of all property not classed as baggage in existing baggage tariffs of carriers. In these regulations the term "freight" refers to all property except checkable baggage.

b. CLASSIFICATION. Freight transported at Federal expense in connection with the movements and operations of the National Guard is subdivided into two general classifications, as follows:

(1) Wheeled matériel, such as vehicles, guns,

trailers, pontoons, grain, hay, straw, ammunition, and other straight carloads of one commodity.

(2) Military impedimenta, which comprise all items of military freight not included in (1) above.

73. Property Lists

a. BY WHOM PREPARED. Each officer charged with responsibility for property to be shipped in connection with troop movements will, prior to turning the property over for shipment, prepare a property list of all such property except checkable baggage, naming himself in the heading of the first sheet as both the shipping and receiving officer.

b. HOW PREPARED. Property lists will be prepared in quintuplicate and the property itemized in sufficient detail to enable the responsible officer to determine the extent of shortage in the event of losses in transit. All copies will then be signed in the lower left-hand corner of the final sheet by the shipping officer.

c. PURPOSE. These property lists will be used in preparing bills of lading, will serve as check lists for both the loading of the property into cars and its subsequent unloading at destination, and will constitute the basis for relief from responsibility and accountability for property lost in transit. Property lists of property shipped as military impedimenta will not be types on, attached to, referred to, or inclosed with original copy of bills of lading. A copy, however, should be attached to each copy of the memorandum bill of lading.

d. DISPOSITION. When property is turned over to the transportation officer for shipment, that officer will cause the property to be checked into cars against the property list and, after adjusting any discrepancies that may develop as a result of this check, will receipt all copies in the right-hand margin of the final sheet and return the original to the officer charged with responsibility for the property, retaining the four remaining copies for attachment to the four memorandum copies of the bill of lading.

74. Preparation and Listing of Wheeled Material for Shipment

a. NONMOTORIZED VEHICLES. Nonmotorized vehicles should be stripped of all readily removable accessories and parts prior to shipment. Such

removable parts should then be boxed or tagged and shipped as separate items.

b. MOTOR VEHICLES, INCLUDING TANKS AND TRACTORS. All accessories such as extra tires or tubes, extra wheels, fire extinguishers, towlines, etc., all readily removable parts and all small tools will be removed from motor vehicles and securely boxed prior to shipment. Chests or boxes, such as tools boxes, which are part of the vehicle and usually locked, will be emptied and left unlocked so that it will not be necessary to break them open in order to see inside. If secured with a hasp and staple, the lid will be fastened by means of a piece of wood through the staple. Pneumatic tires will be fully inflated.

c. MARKING OF BOXES CONTAINING REMOVABLE PARTS. The boxes containing the accessories, tools, and removable parts of vehicles will be so marked as to identify each box with the particular vehicle to which it belongs and will be included in the same shipment as the vehicles. All such boxes will be separately listed on property lists.

d. VEHICLES; HOW DESCRIBED. Vehicles will be described on bills of lading and property lists as "Complete" or "Complete, except -----." In the absence of an exception, such vehicle will be understood to be complete in the sense this term is used in nomenclature lists of the appropriate technical service.

75. Preparation and Listing of Military Impedimenta for Shipment

a. SYSTEM TO BE FOLLOWED. The following system will greatly simplify the preparation of both the property list and the bill of lading:

(1) Do not begin to number the containers until everything is packed and the contents of each container listed thereon. (See par. 70b(1)-(c).)

(2) Segregate the boxes, barrels, and other containers.

(3) After packing and segregation are complete, begin the numbering, giving consecutive numbers to the packages of the same kind.

(4) Make up the proper list as follows:

Box 1.—60 bars, mosquito; 10 blankets
O. D.; 90 pounds.

Box 2.—1 range finder, comp., 105 pounds.

Box 3.—1 radio set, SCR-77B, 80 pounds.

Barrel 4.—14 batteries, BA-9; 3 signal lamps.

EE-6.—2 thermometers, ML-7; 190 pounds.

Crate 5.—Electrolyte, 5 gallons, 45 pounds.

Bale 6.—25 breeches, cotton; 25 blouses, cotton; 60 pounds.

Bale 7.—10 raincoats, mtd; 22 shirts, flannel; 28 stockings, L. W., pairs, 55 pounds.

Bundle 8.—2 shovels, S. H.; 2 mops; 4 brooms; 35 pounds.

b. CERTIFICATE REQUIRED FOR SHIPMENTS BY TRANSPORT. On property lists covering organization property to be shipped by Government transports, the organization commander will certify that nothing prohibited by paragraph 70a(2) is included therein.

Section IV. SHIPMENT OF PROPERTY

76. Transportation of Property: How Procured

The transportation, except by parcel post, of public property or other property transported at public expense, will usually be procured by means of a Government bill of lading. Further exceptions such as local switching, commercial drayage, local hauling, etc., are covered in detail in TM 55-550.

77. Responsibility for Property Turned Over for Shipment

An officer who turns over property to another for shipment in the best condition in which it is possible to put it is relieved of any further responsibility therefor by the receipt of the officer to whom the property is entrusted for shipment. Procedure in case of shortage or damage found on arrival at destination is described in chapter 3.

78. Assembling Carloads

Where two or more organizations are to move from the same place at the same time to the same destination, all accompanying property will be consolidated in order to enable it to be loaded into the least possible number of cars. If more than one car is necessary, the first car or cars will be loaded to available capacity. Where there are sufficient vehicles, guns, and other wheeled matériel, pontons, straw, etc., to make carload lots of any of these items, loading will be done in that manner, that is, like articles will be loaded in the same car whenever possible.

79. Loading of Cars

a. HOW ACCOMPLISHED. The loading of cars is accomplished under the directions of the train transportation officer, who is responsible for the orderly and efficient performance of such duties. (See par. 98.)

b. USE OF VEHICLES THAT ARE TO BE SHIPPED. Where military impedimenta are to be hauled in vehicles which are to be shipped with it in the same train section, the hauling should be completed in ample time to permit the proper loading and blocking of the vehicles prior to departure.

c. LOADING DETAILS. An organization shipping property in connection with troop movements will habitually provide the necessary details to load such property into cars.

d. ORDER OF LOADING. (1) The general rule is to load a single car in the inverse of the order in which its contents will be needed for use on arrival at destination, that is, to load first those articles which will be needed last.

(2) The same general rule applies to the cars in a train, the normal order of loading being as follows:

(a) Property.

1. Organization property.
2. Small-arms ammunition.
3. Rations not needed en route.
4. Medical stores.
5. Tentage.
6. Cooking utensils not needed en route.

(b) Transportation.

1. Guns.
2. Pontons.
3. Tractors.
4. Ambulances.
5. Motortrucks.
6. Automobiles.
7. Motorcycles.

(c) Baggage.

1. Checkable personal baggage.
2. Rations for use en route.

e. MAXIMUM LOADING. Freight and baggage cars should always be loaded to full visible capacity, not only for reasons of economy in the use of railroad equipment but also because railroad tariffs usually prescribe a minimum weight which must be paid for, even if not equaled.

f. CHECKABLE BAGGAGE. (1) Checkable baggage will be loaded in cars with freight only when

the quantity of either alone is not sufficient to make a carload. (See par. 40a for description of checkable baggage and par. 82b (8) for special notations on bills of lading when checkable baggage and freight are loaded in the same car.)

(2) It is not practicable to furnish individual baggage checks, and the baggage of different organizations should therefore be so segregated as to avoid confusion in unloading and distribution.

(3) All baggage, except the light hand baggage of officers and warrant officers and the packs of enlisted men, must be loaded prior to entrainment leaving nothing to go into the passenger cars with the troops except that which is carried in the hand or on the back, so that when the troops detrain the passenger equipment will be left entirely free of impedimenta that would hinder its prompt switching away from the detraining point.

g. RATIONS FOR USE EN ROUTE. Whenever kitchen baggage cars are furnished for subsisting en route (see par. 65), rations to be consumed en route will be carried in such cars.

h. MILITARY IMPEDIMENTA. Where the military impedimenta of more than one organization are consolidated for shipment, the loading should be performed in such a manner as to segregate the property of the several organizations so far as practicable and economical to the end that confusion in unloading and subsequent distribution may be avoided.

i. GUARDS FOR BAGGAGE, RATIONS, AND FREIGHT. (1) At least two men should ride in each unsealed car containing baggage or rations. Unsealed cars containing wheeled matériel or military impedimenta should be supplied with adequate guards.

(2) Transportation for attendants or guards with property in troop movements should be supplied by means of transportation requests in the same manner as other members of the organization to which they belong.

80. Methods of Loading Vehicles

a. MAXIMUM LOADING; TWO OR MORE VEHICLES TO CAR. Whenever more than one vehicle is to be shipped, requests should be made for cars of a size that will permit economical loading, and the cars used will be loaded to maximum capacity whenever possible. The method of loading, that

is, the arrangement of vehicles on a car, will be in accordance with the standard instructions issued by the carriers, due regard being given to the existing railway clearances.

b. CONSERVATION OF SPACE. Vehicles should be so distributed as to leave the least possible amount of unused space. In this connection it is often possible to load the smaller vehicles in the bodies of the larger ones.

c. USE OF END RAMP. Flatcars or drop-end gondolas should, whenever practicable, be loaded by means of an end ramp, that is, the cars are all coupled together and a ramp placed at one end of the string of cars, the vehicles being run up on the end car and pushed to the other end of the train until all are loaded.

d. BLOCKING AND CHOKING. Vehicles must be secured against shifting in transit by means of blocks and chocks nailed to the floor of the car. One block outside of each wheel is ordinarily sufficient to prevent lateral movement, but security against longitudinal movement requires two chocks to each wheel, one front and one in rear. As an additional precaution, whenever the material is available, use an inside block also and pass a rope or strap of burlap or canvas over the felloe, giving it one turn around each block. Chocks must be at least 3 inches high and lumber used for blocking must not be less than 2 inches by 4 inches. Five-inch spikes or forty-penny nails should be used in the nailing of blocks and chocks to the floor of the car. Instructions for loading military equipment are issued by the carriers in pamphlet form and will be followed.

e. LASHING. When flatcars are used, vehicles will be lashed, with their own lash ropes, to the car and also to each other. As there is considerable vibration in transit, especially on poor roadbeds, the lash rope should be wrapped with burlap or other suitable padding wherever chafing or cutting is liable to occur.

f. PROTECTION OF PNEUMATIC TIRES. Pneumatic tires will be fully inflated prior to loading. The sharp corners and edges on blocks will be so rounded as to reduce the liability of chafing or cutting the rubber.

g. DRAINING. Radiators, pumps, gasoline tanks, carburetors, and leads thereto will be drained prior to shipment, unless contrary to military necessity.

81. Loading of Property

a. **HOW ACCOMPLISHED.** See paragraph 79 and 80.

b. **CHECKING OF PROPERTY.** Whenever organization property, exclusive of checkable baggage, is shipped in connection with troop movements, the transportation officer will cause such property to be checked into the cars against the property list. (See par. 73.)

c. **DETAIL OF CHECKERS.** In such cases a competent noncommissioned officer will be detailed for each car as checker. (See par. 99c.)

d. **METHOD OF CHECKING.** The checker will identify each package as it passes into the car, making a check mark opposite that item in the column headed "In" of the property list to indicate that the package was actually loaded.

e. **DISCREPANCIES.** Any discrepancies that may develop as a result of this check must be adjusted prior to the turning in of the property lists preparatory to making out the bill of lading.

f. **LOADING BY ORGANIZATION.** When property belonging to more than one organization is to be loaded in the same car, the loading will be done by organization to prevent confusion and to facilitate proper segregation. (See par. 79h.)

g. **NOTATIONS.** The initials and number of the car in which the property of an organization is loaded will be noted on the property list against which the property was checked into the car.

h. **PROTECTION OF PROPERTY AFTER LOADING.** The checker will remain with the car to which assigned until it is either sealed or placed under proper guard.

82. Bills of Lading—How Prepared

a. General instructions governing the preparation of bills of lading are given in chapter 3.

b. Special instructions in the case of property transported in trains with troops or in connection with troop movements. The following instructions apply to all shipments of property transported in trains with troops or shipped in connection with troop movements:

(1) Where such property is to be moved from the same place at the same time to the same destination, in one train section, only one bill of lading is necessary. If the property pertains to more than one organization, it will be consolidated prior to shipment. (See par. 78.)

(2) Where such property is to be picked up en

route, a separate bill of lading is required for each shipment. The same procedure will obtain in the case of property shipped on one train but destined for separate stations en route.

(3) If the property loaded in a single car pertains to more than one point of origin or destination, each bill of lading will refer by notation thereon to all other bills of lading covering property loaded in that car.

(4) Checkable baggage will not be included on bills of lading. (See par. 71.)

(5) Vehicles, guns, tanks, tractors, and other wheeled matériel, any quantity; pontons, grain, hay, straw, ammunition, and other straight carloads of one commodity will be described as such on bills of lading, together with the required detailed descriptions and weights.

(6) All other property than that named in (5) above will be described on bills of lading as "Military impedimenta," for example, 143 pkgs.—Military impedimenta—21,730 lbs.

(7) Bills of lading must show in every case the initials and number of the car in which the particular property is loaded, and if more than one car is used the contents of each car will be shown following the initials and number of the car in which loaded, as follows:

Car B. & O.—758964—143 pkgs.—Military impedimenta—21,730 lbs.

Car P. R. R.—164732—3 ea.—Escort wagons, comp., except tools—6,330 lbs.

Car N. Y. C.—98427—3 ea.—Tractors, 5-ton, comp., except tools, accessories, and spare parts—27,000 lbs.

(8) In all cases where military impedimenta or other articles of organization property are loaded in the same car with checkable baggage, notation must be made on the bill of lading to that effect, for example, "Loaded in same car with checkable baggage."

(9) Under no circumstances will a carload minimum weight be shown in either the body of a bill of lading or in the certificate of delivery. The weight shown should always be the actual weight and the office settling the transportation account will determine whether the carload minimum will govern.

(10) Under no circumstances will property lists for military impedimenta be typed on, attached to, referred to, or inclosed with original copy of

bills of lading. A copy, however, should be attached to each copy of memorandum bill of lading.

83. Disposition of Bills of Lading

a. GENERAL. When property is turned over to the carrier for shipment in connection with troop movements it will be accompanied by—

- (1) Original bill of lading.
- (2) A memorandum copy on which has been printed "For the Chief, National Guard Bureau" or, when no copy has been so printed, a legible copy other than the "property shipped" or the "property received" copy. Property list to be attached.
- (3) A memorandum copy on which has been printed "For the Chief of Transportation" or, when no copy has been so printed, a legible copy other than the "property shipped" or the "property received" copy.
- (4) "Property shipped" copy. Property list to be attached.
- (5) Shipping order.
- (6) Freight waybill—original.
- (7) Freight waybill—carrier's copy.

b. ACTION BY CARRIER'S AGENT. The agent of the initial line-haul carrier will receipt the original, the "property shipped" copy, and the other two memorandum copies, including the date of receipt, and return all four of these receipted copies to the consignor, but will retain the shipping order, the freight waybill—original, and the freight waybill—carrier's copy. When carbon-interleaved sets are used, the three copies to be retained by carrier should be withdrawn before carrier's agent signs. Then, if practicable, carrier's agent may sign original in such a way that legible carbon impressions of his signature will appear on desired memorandum copies. Insertion of the carrier's name and the date may be by rubber stamp, at the carrier's option.

c. THE "PROPERTY RECEIVED" COPY. The "property received" copy, accompanied by the property list (par. 73), will be turned over to the officer designated to accomplish the original bill of lading at destination.

d. THE ORIGINAL. The original bill of lading will be turned over to the officer designated to accomplish it upon arrival at destination.

e. MEMORANDUM COPY FOR CHIEF, NATIONAL GUARD BUREAU. A memorandum copy of bill of lading will be forwarded to the United States

Property and Disbursing Officer for transmittal to the Chief, National Guard Bureau, Washington 25, D. C.

f. MEMORANDUM COPY FOR CHIEF OF TRANSPORTATION. A memorandum copy of bill of lading will be forwarded to the United States Property and Disbursing Officer for transmittal to the Chief of Transportation, Washington, D. C.

g. THE "PROPERTY SHIPPED" COPY. The "property shipped" copy, with attached property list, will be forwarded to the United States Property and Disbursing Officer.

h. FINAL DISPOSITION OF "PROPERTY RECEIVED" COPY. When the "property received" copy, with attached property list, has served the purpose specified in paragraph 84, it will be retained by the train transportation officer for his file.

84. Unloading of Property

a. HOW ACCOMPLISHED. The unloading of property will be accomplished under the direction of the officer designated to accomplish the bill of lading covering same.

b. UNLOADING DETAILS. See paragraph 114f.

c. CHECKING OF PROPERTY. As in the case of loading, a checker will be stationed at the door of each car and the property checked out of the cars and into the hands of the responsible officers against the property lists appended to the "property received" copy of the bill of lading.

d. DETAIL OF CHECKERS. See paragraph 114g.

e. METHOD OF CHECKING. The checker will identify each package as it leaves the car, making a check mark opposite that item in the column headed "Out" of the property list to indicate that the package was actually unloaded.

f. DISCREPANCIES. Any discrepancies that may develop as a result of this check will be handled in the manner described in chapter 3.

g. RECEIPT OF RESPONSIBLE OFFICERS. Immediately upon completion of the check out of property the signature of the responsible officer should be obtained in the lower right-hand corner of the final sheet of the property list.

Section V. DUTIES OF UNITED STATES PROPERTY AND DISBURSING OFFICER

85. Arrangements for Troop Movements

a. BY WHOM MADE. The United States Property and Disbursing Officer is charged with respon-

sibility for making all necessary arrangements for the movements of National Guard troops and their equipment. (See par. 47.)

b. HOW MADE. Upon receipt of the commanding officer's estimate of transportation required (par. 51) or, in the absence of such estimate, upon receipt of official notification that a movement of troops is imminent, the United States Property and Disbursing Officer, after assuring himself that the contemplated movement is in conformity with the covering training authority, will make or cause to have made all necessary arrangements in accordance with methods outlined below:

(1) For movements of parties of 14 or less persons, arrangements will be made with carriers by the United States Property and Disbursing Officer. (See par. 4c.)

(2) For movements of 15 or more persons, the United States Property and Disbursing Officer will make request for routing and equipment for the movement, to the office of the Chief of Transportation, through the Chief of the National Guard Bureau, giving the information listed below:

(a) Designation of troops.

(b) Number of officers, warrant officers, enlisted men, and civilian employees involved in the movement, each shown separately.

(c) Point of entrainment.

(d) Date and hour on which troops will be ready to entrain, or the date and hour for arrival at destination if departure time from origin is predicated thereon.

(e) Destination. Where the movement is covered by round-trip travel orders, such information will be furnished.

(f) Equipment desired, that is, standard or tourist sleeping cars, day coaches, and baggage cars for checkable baggage.

(g) Where the number of persons in a movement is such as to authorize a baggage car for kitchen purposes (see par. 65), the following information will be furnished: "Baggage car(s) desired for kitchen purposes if the duration of the journey via the route designated will not be less than 24 hours."

(h) Date on which baggage cars for kitchen purposes, if authorized will be placed, if desired in advance of passenger equipment.

(i) When travel by bus is desired, the United States Property and Disbursing Officer, in re-

questing same, will state that such means of transportation is more satisfactory.

(3) When the movement involves transportation of impedimenta, equipment, and personal property sufficient to require the use of freight cars, the following information will be included with that required by (2) above:

(a) Class of freight equipment required.

(b) Exact amount and approximate size of freight equipment required.

(c) Whether movement will be made in mixed train or solid passenger and solid freight trains.

(d) Date on which freight equipment for each train will be placed. Date each freight train (solid) will depart and destination of each freight train.

(4) If circumstances or conditions arise which affect the information under items in (2) and (3) above, it is important that the matter be reported immediately by electrical communication to the Chief of Transportation, at the same time notifying the representatives of the carrier in order that any necessary changes may be made in the routing or other arrangements for the movement, except that no report is necessary if the only change is an increase or decrease in the number of personnel, amount of impedimenta, equipment, or personal property which does not involve a change in the number of cars or minimum requirements for special train movement, provided that if there is a decrease in the original number of persons above 14 to a number below 15, the report is necessary.

86. Ordering Cars

a. TYPE AND CAPACITY. See paragraphs 62 through 69.

b. SIX-DAY NOTICE REQUIRED. In order to allow the carrier ample time to make the necessary arrangements to provide the required equipment, the order for such equipment must reach the Chief of Transportation at least 6 days prior to the date on which such equipment is to be in place ready for inspection and loading.

87. Bids—When Invited

Bids for transportation of troops will be invited only when specifically directed by the Chief of Transportation.

88. Notification of Arrangements for Transportation

a. **WHEN GIVEN.** Upon completion of arrangements for equipment required in the movement of National Guard troops the United States Property and Disbursing Officer or other designated official will furnish the commanding officer of the troops

to be moved and the transportation officers involved in the movement with copies of the schedules of the train service, together with such other information as may be necessary to enable these officers to make their arrangements therefor.

b. **SUGGESTED SCHEDULE.** The following type-written schedule is suggested:

MAIN NO. _____

Movement of _____ to _____ on _____, 19____

Train No. _____, _____, GOING MOVEMENT.

Station _____, Hour of departure _____ A. (P) M.

Organizations: _____ Passengers: Officers _____ Enlisted men _____

TOTALS _____

Passenger equipment: _____ coaches; _____ tourist sleepers; _____ Standard sleepers.

Freight and baggage equipment: _____ baggage cars; _____ box cars; _____ stock cars; _____ flat cars (etc.).

Remarks: Baggage and freight cars to be placed on siding at _____, by _____ A (P) M, _____ 19____, ready for loading. Passenger equipment to be placed ready for inspection and loading at _____, by A (P) M, _____ 19____.

Train No. _____, _____ RETURN MOVEMENT _____ 19____

Station _____, Hour of departure _____ A* (P) M.

Remarks: Same equipment required. Baggage and freight cars to be placed on siding at _____, by _____ A (P) M, _____ 19____, ready for loading. Passenger equipment to be placed ready for inspection and loading at _____, by _____ A (P) M, _____ 19____.

89. Delay in Furnishing Equipment

If there is any delay in furnishing equipment or in placing it at the proper point for loading, the transportation officer will at once wire the general manager of the railroad, stating the facts and asking that action be taken by him to expedite the movement or placing of the equipment. The address of this official can be secured from the Official Railway Guide or the local agent. The Chief of Transportation will be similarly advised at the same time.

90. Instructions to Transportation Officers

The United States Property and Disbursing Officer should issue such special instructions to train transportation officers as may be necessary to assure that such officers understand their functions and are able to perform them in a satisfactory manner.

91. Transportation Requests

a. **COMPONENT PARTS.** A transportation request has three component parts as follows:

(1) The original (light green), Standard Form 1030.

(2) The memorandum (white), Standard Form 1031.

(3) The transportation officer's copy (white), Standard Form 1031.

b. **WHEN PREPARED.** Upon receipt of the necessary information as to the arrangements made for train accommodations, the United States Property and Disbursing Officer will prepare one transportation request for rail transportation for each separate movement. When sleeping- or parlor-car accommodations are authorized and used, an additional transportation request for such accommodations for each separate movement will also be prepared.

c. **HOW PREPARED.** Such transportation requests will be prepared to show all the necessary information prescribed in paragraphs 18 through 27, except that the number of persons on transportation requests for rail transportation and the number of tourist and standard sleeping-car berths, or parlor-car chairs, on transportation requests for

sleeping- and parlor-car accommodations, should be left blank. Where troops move to and return from camp by the same method of travel other than by road march or Government transport, transportation requests will habitually be issued for the round-trip journey. In the latter case, a sufficient time limit must be allowed for the completion of the journey.

d. DISPOSITION. The original transportation request, prepared as indicated above, will be transmitted to the appropriate train transportation officer, with the letter of instructions set forth in paragraph 92, the memorandum copy and transportation officer's copy being retained by the United States Property and Disbursing Officer

until the post card report (NGB Form 36) is returned. Immediately upon receipt of the post card report, both the memorandum and transportation officer's copies will be completed and the transportation officer's copy will be filed as a permanent record in the office of the United States Property and Disbursing Officer.

92. Letter of Instructions To Accompany Transportation Request

Whenever transportation requests in blank are issued to members of the National Guard, they will be accompanied by the following letter of instructions:

SUBJECT: Instructions for Preparation of Government Transportation Requests.

To:

1. The inclosed Government transportation request(s) No(s). _____ have been completed by this office, except that the number of tourist, standard, and parlor-car accommodations have been left blank, and are transmitted to you as _____ for the going and return movement of the following units: _____

between _____ and _____

2. After the number of persons for whom transportation is required has been determined, there will be inserted with pen and ink or indelible pencil, in the proper blocks on the face of the transportation request(s), the number of persons to be transported and, in case the request covers sleeping- or parlor-car accommodations, the number of upper and lower berths, or number of seats in parlor car, required. Whenever sleeping-car accommodations are furnished you will indorse on the back of the sleeping-car transportation request, over your signature, the kind of accommodations actually furnished as ascertained from the sleeping-car conductor, namely: tourist, non-air-conditioned standard, troop sleeper, or air-conditioned standard.

3. If prior to the surrender of a transportation request to the ticket agent or conductor it is found that a lesser number of persons will travel than the number shown thereon or that accommodations furnished differ from those called for on transportation request, such differences will be fully explained over your signature and rank in the blank space under paragraph 2 of the instructions on the back of the form. This procedure will not be followed where a greater number will travel than the number shown on transportation request. In such cases the train commander will execute certificate in accordance with instructions shown in paragraph 112 of TM 55-590.

4. After boarding the train you will make a personal check, in conjunction with the conductor, for the purpose of ascertaining the number of persons actually traveling as members of your group. If discrepancies are discovered in the number of persons actually traveling or the sleeping- or parlor-car accommodations actually occupied when compared with the tickets obtained, the conductor will be requested to note the necessary changes on the tickets. You should also make a note of such discrepancies for the purpose of completing the postal card report prescribed in the following paragraph.

5. The inclosed postal card report (NGB Form 36), addressed to the United States Property and Disbursing Officer, will be filled in to show all the information called for thereon and mailed immediately upon arrival at destination.

6. In view of the fact that all accommodations in excess of those authorized by regulations, when actually used must be charged against the officer responsible for the error, the suggestion is made that, prior to leaving, you familiarize yourself with the provisions of TM 55-590.

(Signature)

(Grade)

93. Bills of Lading

a. WHEN PREPARED. Upon receipt of the necessary information from both the commanding officer of the troops to be moved and the Office of the Chief of Transportation, the United States

Property and Disbursing Officer will prepare a Government bill of lading for each separate shipment of property as prescribed by paragraph 82.

b. HOW PREPARED. Bills of lading covering shipments of property transported in connection

with troop movements will be prepared as prescribed in paragraphs 123 through 128, except as follows:

- (1) The date in the heading will be left blank.
- (2) The name, rank, and title of the train transportation officer designated to handle the shipment will be inserted in the first blank space of the shipping instructions as shipper.
- (3) The shipment will be consigned to the "Transportation officer" at destination.
- (4) The routing will be inserted in the space provided therefor.
- (5) The table designed for the description of property comprising the shipment will be left vacant.

(6) The number and date of the National Guard Bureau training authority which authorized the movement will be quoted as "authority for shipment" in the lower left-hand corner of the form.

c. DISPOSITION. Bills of lading, prepared as indicated above, will be forwarded to the transportation officers concerned, with the letter of instructions set forth in paragraph 94.

94. Letter of Instructions To Accompany Bill of Lading

Whenever bills of lading are issued in blank to members of the National Guard, they will be accompanied by the following letter of instruction:

SUBJECT: Instructions for Preparation of Government Bills of Lading
To:

1. Pursuant to orders designating you as train transportation officer at your station, I am inclosing original Government bill(s) of lading No(s) _____, together with four memoranda, two freight waybill and one shipping order copies (thereof) (of each) which have been filled in as far as possible to cover the going movement of all organization and company property from _____

to _____
All organizations at your station which are going to the same destination at the same time will be instructed to turn over to you all property to be shipped in order that it may go forward as one consolidated shipment.

2. When you have ascertained what property will be shipped, you will complete the above bill(s) of lading by inserting on the original(s) and all copies thereof, by carbon process, all the data and information required to be shown thereon by paragraph 82 of TM 55-590.

3. Checkable baggage will not be included on bills of lading as per capita allowance is transported free by the carriers. The carriers' tariffs should be consulted to ascertain what constitutes checkable baggage and the allowance per individual. Vehicles, guns, tanks, tractors, trailers, etc., any quantity, and pontoons, grain, hay, straw, ammunition and other straight carloads of one commodity will be described as such on bills of lading, together with the required detailed descriptions and weights. All other property than that named above in this paragraph will be described on bills of lading as "Military impedimenta," e. g., 143 pkgs. Military impedimenta—21,730 lbs. Whenever military impedimenta are to be transported in passenger train service as distinguished from freight or mixed freight-passenger train service, the Government bill of lading covering the military impedimenta will be annotated in the space for "Routing (Via)" on the face thereof with the words "Passenger train service required."

4. The original bill of lading and all copies thereof must show the initials and the number of the car in which the particular property is loaded and, if more than one car is used, the contents of each car will be shown following the initials and number of the car in which loaded. The original and all copies of the bill of lading must also show thereon the length (in feet) of each freight car ordered, if any, and, if ordered, then as well the length (in feet) of each car furnished and whether or not each particular car was loaded to full visible capacity. Contents and separate weights of each car must also be shown.

5. It is also important in case military impedimenta or other articles of organization property are loaded in the same car with checkable baggage, that notation is made to that effect on the original and all copies of the bill of lading covering same. Also, when property loaded in a single car pertains to more than one shipment, each bill of lading must refer by notation thereon to all other bills of lading covering property loaded in that car.

6. After the original bill of lading and all copies thereof have been completed as described above, the original, the shipping order, property shipped copy, copies for the Chief, National Guard Bureau and Chief of Transportation, and the freight waybill, original and copy, will be given to the carrier's agent at point of shipment, who will receipt thereon and return them to you, except that shipping order and waybill copies will be retained for his records.

7. You will send me on the date of shipment, the property shipped, and memorandum copies for the Chief, National Guard Bureau, and Chief of Transportation. It is important that a copy of the property list accompany each of the above-mentioned copies of the bill of lading. However, no copy of the property lists for military impedimenta should be typed on, attached to, or referred to in the original copy of the bill of lading.

8. You or your agent will then take the original bill of lading (white) and the memorandum copy stamped "Property received copy" (yellow), with attached property lists, to destination, and upon arrival of the shipment and immediately after completion of the checking of property, you or your agent will accomplish the original bill of lading (white) and

deliver it to the agent of the last carrier at destination, noting on the reverse side thereof any loss or damage to the shipment and the weight and approximate value of items so lost or damaged, provided such loss or damage occurred en route. You will retain the memorandum copy stamped "Property received copy" (yellow), with attached property list, for your records after noting thereon the same data as to accomplishment and loss or damage as was noted on the original bill of lading (white).

9. There is also inclosed original Government bill(s) of lading No(s). _____, together with four memoranda, two freight waybill and shipping order copies (thereof) (of each) which have been filled in as far as possible by me to cover the return movement. You will follow the same procedure in handling the return shipment as that prescribed above for the going movement.

10. There are also inclosed several blank copies of "extra sheets" to be used as an additional sheet to each of the above-mentioned eight component parts of the bill of lading in case there is not sufficient space on the face of the bill of lading to list all of the articles comprising the shipment. The extra sheet used in each case must be of the same color as the form to which it is an extra or continuation sheet. All unused blank copies of these extra sheets will be returned to me.

(Signature)

(Grade)

95. Data To Be Kept by the United States Property and Disbursing Officer

a. COMPLETE RECORD OF ALL TRANSPORTATION REQUESTS AND BILLS OF LADING ISSUED. The United States Property and Disbursing Officer will maintain a complete record of all Government transportation requests and bills of lading issued by him, which will include the following:

(1) *Transportation requests.* File copies (par. 91a(3)) of all transportation requests issued posted to include the information obtained from the post-card report (WD NGB Form 36).

(2) *Bills of lading.* "Property shipped" copies of all bills of lading issued, annotated to show the respective dates on which the corresponding memorandum copies were forwarded to the Chief, National Guard Bureau, and Chief of Transportation, and in case of bills of lading covering shipments in connection with troop movements accompanied by the property lists required by paragraph 73.

b. EQUIPMENT REQUIRED TO TRANSPORT SEVERAL COMMANDS. In order to have complete data available at all times for expeditious rail movements, every United States Property and Disbursing Officer should maintain on file in his office data showing the rail equipment necessary to transport the several commands as a whole, as well as by separate units. He should consult the commanding officers with reference to the arrangement of train sections and should complete his files by listing the principal items of supplies and equipage required to accompany the troops under varying conditions.

c. RECORD OF PREPARATION FOR TROOP MOVEMENTS. See paragraph 107.

96. Demurrage

a. CERTIFICATION OF BILLS. If it becomes necessary to retain railroad equipment for more than 48 hours after the hour of constructive placement, the bill covering the resulting demurrage charge will be referred by the railroad company to the officer ordering the retention of the equipment for certification.

b. FORM OF CERTIFICATE, WHERE PLACED. The certificate of the officer will be placed on the back of the bill in substantially the following form:

I certify that the cars shown on this bill have been held between the dates and hours as stated, that such service was a military necessity, that the charge is proper and payable from public funds, and that the detention of this equipment was due to (state the exact cause for failure to return the cars to carrier within the free time limit).

(Signature)

(Grade and organization)

(Place and date)

97. Switching Services: Certificates Covering

a. ROAD-HAUL MOVEMENTS OF PASSENGERS. If switching service or other terminal transportation service is required and performed in connection with a road-haul movement of passengers at point of origin and/or destination, a certificate in duplicate will be executed by the transportation officer at the place at which such service is performed. Where intermediate switching service between railroad terminals is required and performed en route in connection with a road-haul movement of passengers, a certificate in duplicate will be executed by the train commander, or person in charge in case of a smaller party moving in

special car(s), upon request of the train conductor or other representative of the carrier performing the switching service. The certificate will cover such service for passenger coaches and/or sleeping cars and/or baggage cars or other cars loaded with checkable baggage only, or with impedimenta or other freight only, and/or baggage cars or other cars loaded with both checkable baggage and impedimenta or other freight. These certificates

will be executed even though the transportation request and/or bill of lading calls for service through from actual point of origin (for example, camp, etc.) to destination (for example, camp, etc.). The execution of these certificates is for the purpose of evidencing that the physical service was performed as a military necessity, and does not obligate the executing person. The following typewritten certificates will be executed:

CERTIFICATE COVERING SWITCHING SERVICE

(Main or association routing number)

I certify that the following described loaded cars were switched this date as a military necessity under my direction by the -----
(Name of carrier)

(Complete item (1), (2), or (3), whichever is applicable, on one certificate.)

(1) Switching at point of origin.

from ----- to -----
(Military or naval activity) (Railhead)

(2) Switching en route

from ----- to -----
(Railroad terminal and city) (Railroad terminal and city)

(3) Switching at destination

from ----- to -----
(Railhead) (Military or naval activity)

for the purpose of effecting original pick-up (intermediate switching en route) (delivery) in connection with a road-haul movement of passengers covered by rail transportation request No(s) ----- and bill of lading (covering impedimenta for other freight) No(s) ----- The charge therefor is properly payable from public funds unless existing tariffs or special agreements provide for its absorption, and chargeable against the same allotment or appropriation as that covering the road-haul movement:

Kind	Initials	Serial No. or name	Contents
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

(Signature of local transportation officer for switching at origin or destination only)

(Rank)

(Name of military or naval activity)

----- 19
(Date)

(Signature of train commander or person in charge for switching en route between railroad terminals only)

(Rank, grade, or rating)

----- 19
(Date)

Note. If two or more road-haul movements of passengers are consolidated into one switching movement, only one certificate will be made showing thereon, separately, the

data pertaining to each road-haul movement, but stating that only one switching movement was made.

The transportation officer and/or the train commander or person in charge in case of a smaller party moving in a special car(s) executing the switching certificate, will give the original thereof to the carrier performing the switching service or other terminal transportation service and will

forward the duplicate copy thereof to the United States Property and Disbursing Officer.

b. LOCAL MOVEMENTS. (1) If railroad switching service of a purely local nature is required and performed (usually applicable to freight), the following typewritten certificate will be executed (see also (2) below):

LIBRARY

(Date)

I certify that car _____ No. _____ containing (description of contents) _____
 (Initials)
 weight _____ pounds was switched this date as a military necessity under my
 direction by the _____
 (Name of carrier, or carriers, if joint service)
 from _____ to _____ for the purpose of (describe
 (Specific place) (Specific place)
 briefly) _____. This switching was not connected with a road-haul movement. The charge
 therefor is properly payable from public funds and chargeable against allotment _____.
 (Full symbol numbers)

 (Signature) (Grade) (Title)
 Note. No bill of lading or transportation request will be issued to cover such switching. Payment will be made by _____
 at _____ (Specify disbursing officer)

The certificate described above will be executed by a person and in the manner authorized for the issuance of bills of lading and will be prepared in duplicate whenever payment is to be made by the Finance Officer, United States Army, Washington 25, D. C. The original certificate will be given the carrier performing the service and the other copy forwarded to the United States Property and Disbursing Officer. Whenever payment is to be made by other than the Finance Officer, United States Army, Washington 25, D. C. (see AR 35-6120), the certificate will be executed in triplicate and the third copy will be sent to the disbursing officer named in the certificate.

(2) Intracity railroad switching, when the charges therefor are based on published rates filed with the Interstate Commerce Commission or State regulatory commissions, may also be procured by Government bills of lading, provided the bills of lading so used show the tariff authority and show that the switching involved was not connected with a road-haul movement.

c. RECORD. A proper record of each certificate executed in connection with switching service or other terminal transportation service performed in connection with a road-haul movement of passengers at point of origin and/or at destination, and a proper record of each certificate executed under the provisions of *b* above will be filed in the office of the United States Property and Disbursing Officer. This record will be made on WD AGO Form 55-102 (Car Record Book) (old TC Form 208) opposite the applicable car record entered therein. (See AR 55-175.)

d. RESPONSIBILITY. Transportations officers making arrangements for special cars for group

travel or for troop movements will bring the provisions of *a* above to the attention of the officer in charge of each such movement.

Section VI. DUTIES OF TRAIN TRANSPORTATION OFFICER

98. Train Transportation Officers.

a. BY WHOM APPOINTED. Officers qualified to act as train transportation officers will be selected from among the troops to be moved and will be appointed as such by commanding officers in their orders for the movement, one such officer to be detailed for each train. (See pars. 51b(3) and 58e.)

b. FUNCTION. Train transportation officers will act as agents for the United States Property and Disbursing Officer in all matters relating to the transportation of troops on their respective trains and the shipment of property incident thereto.

99. Preliminary Arrangements

a. GENERAL. Upon receipt of notification of their appointment, train transportation officers will familiarize themselves with the provisions of these regulations and will make such preliminary arrangements as may be necessary to insure the orderly and efficient performance of the duties hereinafter prescribed.

b. RECONNAISSANCE OF ENTRAINING POINTS. Before formulating plans for the loading of property and the entraining of troops, the train transportation officer should make a careful reconnaissance of existing facilities at the entraining point, consulting the local agent as to the best method of handling the movement under the instructions received.

c. **NONCOMMISSIONED ASSISTANTS.** When the preliminary details of loading have been worked out, the train transportation officer will call on the senior local commander of the troops to be moved for the detail of competent noncommissioned officers to act as checkers and to assist in the preparation of bills of lading if the movement involves the shipment of freight. One of these noncommissioned assistants should be able to use a typewriter.

d. **ORDER OF LOADING.** As soon as the plan for loading has been determined upon, the train transportation officer will furnish the organization commanders concerned with full information, preferably in writing, as to their relative positions in the order of loading and the time at which the property of each organization, accompanied by its loading details, should be at the entraining point in readiness for checking into the cars.

100. Make-Up of Train Sections

The train transportation officer will ascertain the wishes of the commanding officer as to the relative positions of the cars in the train sections and will communicate this information to the local agent prior to the arrival of the railroad equipment. (See par. 108.)

101. Railroad Equipment

a. **CHECK UPON ARRIVAL.** Upon arrival of the railway equipment the train transportation officer will check such equipment against the information furnished by the United States Property and Disbursing Officer (see par. 88) to assure himself that the railroad company has furnished accommodations in full compliance with its contract or agreement.

b. **DELAY IN FURNISHING EQUIPMENT.** If there is any delay in furnishing equipment or in placing it at the proper point for loading, the train transportation officer will at once notify both the local agent and the United States Property and Disbursing Officer, stating the facts and asking that action be taken to expedite the movement or placing of the equipment. (See par. 89.)

c. **NOTIFICATION OF DELAY.** Whenever delay is necessary in order to complete transportation arrangements, the commanding officer of the troops involved in the movement will be duly notified by the train transportation officer as early as practicable.

d. **DATA TO BE RECORDED.** See paragraph 107.

102. Inspection and Marking of Cars

a. **WHEN AND BY WHOM DONE.** Both freight and passenger equipment will be inspected and marked by the train transportation officer.

(1) *Inspection.* The inspection will be made as early as practicable and will cover the following (see par. 101a):

(a) *Passenger equipment.*

Car floors free from dirt and in sanitary condition.

Seats clean and free from dust and rips.

No broken windows or doors.

Passageways used by passengers between cars to be guarded by diaphragms; if not, arrangements to be made for equipping with chains or heavy ropes, signal cord, and emergency break cord.

Fire apparatus.

Ventilators in proper order.

Lavatories in working order and properly supplied with water.

Toilets clean and sanitary, flushing apparatus in working order, and sufficient quantity of toilet paper.

Water tanks filled and iced and, in hot weather, extra barrels or G. I. cans of water on platforms.

Lighting fixtures in working order and car properly lighted for night travel.

Platforms and steps of cars safe and secure.

Baggage cars, used as kitchen cars, to have end doors for free passage to troop cars with food.

(b) *Freight equipment.* Stock cars clean and sanitary; floors sanded or bedded with sawdust; sides free from nails or loose boards; and tight floors. Boxcars to have doors which can be closed and sealed. Other freight equipment suitable and safe for the purpose for which required.

(2) *Marking.* The marking will be done as follows:

(a) Freight and baggage cars will be marked as soon as placed for loading.

(b) The marking of passenger cars will not be done until the train sections are made up but will be completed before entraining time.

b. **HOW MARKED.** Marking will be done with chalk in order to permit of easy eradication after loading and before departure.

c. **MARKING REQUIRED.** (1) Freight and baggage cars will be marked in a convenient place

with the letter or other designation of the organization to which assigned.

(2) Passenger cars will be marked on the steps, with the letter or other designation of the organization and also the number of men assigned to each.

103. Loading

The train transportation officer will direct and personally supervise the loading operations of the troops (see par. 79a), will take the necessary steps to prevent delay in the loading of property, and will assure himself by frequent inspection that the loading instructions contained in paragraphs 76 through 84 are carried out.

104. Shipper's Load and Count

When the carrier accepts property for transportation on the basis of "shipper's load and count" care will be taken to insure that an agent of the carrier not only seals the car prior to departure but that the seals are not broken by other than the carrier's agent after arrival at destination. (See pars. 108a(1) and 114e.)

105. Preparation and Disposition of Bills of Lading

a. PREPARATION. The train transportation officer is charged with the duty of completing the partially prepared bills of lading furnished him by the United States Property and Disbursing Officer. It is very important, in the performance of his work, that the provisions of paragraphs 73, 82, 93, and 94 be thoroughly understood and strictly complied with by all concerned.

b. DISPOSITION. See paragraph 83.

106. Handling of Transportation Requests

See paragraphs 91 and 92.

107. Record of Movement

a. BY WHOM MADE. In order that any question in connection with any movement of troops may be answered, transportation officers will keep a complete record of each movement as follows:

- (1) Date and hour cars were ordered.
- (2) Date and hour cars were placed ready for loading.
- (3) Condition of cars when inspected.
- (4) Date and hour loading was completed for each train section.

(5) Date and hour each train section was made up ready to move.

(6) Date and hour of departure of each train section.

(7) Type, initials, and numbers (or names) of all cars in each train section.

(8) Causes of delays, if any.

(9) Any other circumstances affecting the movement.

b. TO WHOM SUBMITTED. Upon completion of the return movement of troops at their respective stations, train transportation officers will furnish the United States Property and Disbursing Officer with a copy of the above record, complete for both the going and coming movement.

108. Additional Duties at Origin, Destination, and En Route.

a. LISTING AND CHECKING FREIGHT CARS.

(1) In order to have a record of freight cars which may go astray or be cut out en route, the train transportation officer will, prior to departure, prepare a list of the initials and numbers of all freight cars in the train section and will keep a record thereon of the seals placed on such cars by the carrier's agent at the point of origin.

(2) Freight cars will be frequently checked against this list while en route.

b. TRANSPORTATION REQUESTS. (1) *Record to be kept.* Before disposing of the transportation requests turned over to him, the train transportation officer should make a record of the following data:

- (a) Serial number.
- (b) Date.
- (c) Name of issuing officer.
- (d) Number of officers, warrant officers, and enlisted men to be transported, each shown separately.
- (e) Quantity and kind of sleeping-car accommodations called for.

(2) *Disposition.* (a) The train transportation officer will, if possible, arrange with the local agent to have the transportation requests taken up by the conductor on the train. This is the normal procedure and can usually be arranged for.

(b) If such an arrangement can be made, he will turn over transportation requests to the train conductor or other railroad representative on the train as soon as possible after the passengers have been counted. (See *d* below.)

(c) If such an arrangement cannot be made, he must obtain tickets, as prescribed in *c* below.

c. WHEN TICKETS REQUIRED; USE AND DISPOSITION. (1) When arrangements cannot be made to have the transportation requests taken up en route, the train transportation officer must present them to the station agent and obtain tickets therefor prior to departure.

(2) A sufficient number of single tickets should be obtained to enable delivery to the conductor of the exact amount of transportation required, for example, if the transportation request covers 300 persons, 1 ticket for 290 persons and 10 single tickets should be obtained.

(3) Tickets obtained for absentees will not be delivered to the conductor, but will be promptly returned to the United States Property and Disbursing Officer for transmission to the finance officer who will settle the transportation account, in order that the value thereof may be deducted from the amount to be paid on the transportation request.

d. CHECKING PASSENGERS. (1) As soon as practicable after departure, and prior to the accomplishment of the transportation requests, the train transportation officer and the train conductor will jointly count the passengers.

(2) With the view of facilitating the settlement of carrier's bills, a report has been adopted by the carriers and its use concurred in by the War Department. This form is supplied to conductors by the carriers. After a joint check has been made by the conductor and the officer or other person in charge of the movement, it will be executed jointly and disposed of in the manner indicated thereon. This report should be made and signed in duplicate, ink or indelible pencil to be used for the purpose. Any changes on the report should also be made with ink or indelible pencil, and initialed in like manner by the persons signing the report. The duplicate copy of the report is to be given to the person signing as "officer or other person in charge" for transmission to the United States Property and Disbursing Officer of his respective State.

e. ACCOMPLISHMENT OF TRANSPORTATION REQUESTS. (1) *Absentees.* Should the count show the number of passengers to be less than the number called for by the transportation request, the request will be receipted for the actual number only, not including those whose transportation has

been provided for on bills of lading, and proper notation will be made on the back thereof.

(2) *Excess passengers.* Should the number of passengers be found to exceed the number called for by the transportation request, the request will be receipted in full and the excess accounted for by the certificate required by paragraph 112f(1).

f. CHECKING PROPERTY UPON ARRIVAL AT DESTINATION. As soon as practicable after arrival at destination, the officer who is to accomplish the bill of lading will cause all property covered thereby to be checked out of the cars and into the hands of the responsible officers as prescribed in paragraph 84.

g. ACCOMPLISHMENT OF BILLS OF LADING. Upon arrival of troops and their property at destination, the train transportation officer will accomplish the original bill of lading covering such shipment and deliver it to the agent of the last carrier as soon as the property has been checked out of the cars in conformity with *f* above. (See sec. V, TM 55-550.)

Section VII. ENTRAINING, DUTIES EN ROUTE, AND DETRAINING

109. Making Up Trains and Train Sections

a. SIZE. (1) *How determined.* Train sections of moderate size, capable of making good speed, are preferable to long trains of low speed.

(2) *By whom determined.* There are so many determining factors to be considered in fixing the size of train sections that this should be left, to a great extent, to the judgment of the railway officials.

b. MAKE-UP. (1) *By whom determined.* After the size of the train sections has been fixed, the make-up thereof, that is, the relative positions of the cars therein, will be determined by the railroad representatives, complying so far as practicable with the wishes of the military authorities.

(2) *Personnel.* (a) Organizations should not, whenever it can be avoided, be broken up by assignment to more than one train section.

(b) Whenever organizations must be broken up, it is essential that the commanding officers thereof receive the earliest possible notice of the assignments made, in order that adequate arrangements may be made for feeding and caring for the troops in each section.

(3) *Baggage.* Troops must never be separated

from their baggage, and whenever there are two or more sections, the proper baggage cars must accompany each section.

(4) *Rations.* See paragraph 79g.

(5) *Freight.* (a) Cars containing the freight belonging to the troops assigned to a train section should, if practicable, be attached to that section. This method has the advantage of insuring the arrival of the troops and their freight at the same time.

(b) Where the number of cars containing freight is too great to move in the same section as the troops to which such freight pertains, the freight equipment should be made up in solid train sections containing no baggage, and no troops except the personnel in charge.

(6) *Explosives and dangerous articles.* (a) All cars containing any explosives, ammunition other than small arms ammunition, or other dangerous matériel will be placed to the rear of troops. Such cars will be separated from any car containing personnel, and from the caboose if the movement contains sufficient cars, by at least one car of non-dangerous content. If enough nondangerous cars are not available among the cars in the movement to provide a buffer car for the caboose, insertion of a buffer car for the caboose will be left to the discretion and responsibility of the railroad authorities. Small arms ammunition may, unlike other dangerous articles, be carried on the head end of the train, but will be so placed only if the cars will pass heat and hot water to the cars carrying troops. In all cases, cars equipped for heating must have the heat disconnected.

(b) It will be the responsibility of the train transportation officer while train is at point of origin and of the train commander en route to see that no requests contrary to (a) above are made upon railroad personnel. (See (1) above.)

c. *INFORMATION TO BE FURNISHED RAILWAY AUTHORITIES.* In order to avoid unnecessary shifting of cars or changing of their relative positions in the train sections after delivery for loading, the fullest possible information as to the make-up of the train sections will be given the railway authorities as early as practicable.

d. *NUMBERING TRAINS.* Whenever a movement to one destination consists of more than one train, the trains should be designated by numbers in the order in which they will depart, thus Train No. 1, Train No. 2, etc.

110. Information Concerning Movement of Troops

As soon as practicable after arrangements with the carrier have been completed, the commanding officer of the troops and the train transportation officers involved in the movement will be advised by the United States Property and Disbursing Officer, or other designated official, as to where the freight and passenger equipment for each train section will be placed and as to the time at which the equipment will be in position for inspection and loading. (See par. 88.)

111. Assignment of Troops to Trains

See paragraph 58.

112. Commanding Officer of Train Sections

a. *GENERAL.* (1) The commanding officer of the train section is the sole intermediary between the troops and the railroad personnel after the movement has commenced, and, in case of deficiencies or other matters requiring correction, he will deal with the official in charge only.

(2) Neither the schedule nor the operation of the train will be interfered with.

(3) The proper railroad employees will be permitted to inspect the water and ice supply of the train and to replenish it when necessary.

b. *STOPS EN ROUTE.* (1) Cooperation between troop-train commanders and the operating officials of the railroads is of great importance.

(2) Necessary stops en route for resting or exercising the men, or for any other purpose, will be made only in accordance with definite prior arrangements.

c. *DELAY EN ROUTE.* (1) If there is any unusual delay en route, troop-train commanders will first request the conductor or train escort to take necessary action to have original schedule of train maintained.

(2) If after taking the action directed in (1) above, improvement in schedule is not evident, the train commander will communicate with the Office of the Chief of Transportation by telephone. Whenever it is necessary for a train commander to make such telephone call, the charge may be reversed.

d. *PROHIBITED PRACTICES.* Prior to the beginning of the journey, troop-train commanders will issue orders prohibiting—

(1) Detraining without specific authority.

(2) Riding on the platforms, steps, or tops of the cars.

(3) Extending the head or limbs out of car windows, and will take such other proper measures, including the establishment and maintenance of guards, as may be necessary to prevent such practices.

(4) Damaging or unlawfully removing railway property.

(5) The throwing from cars of hot ashes, fire, lighted cigarettes, cigars, or matches, garbage, paper plates, or any dangerous or unsightly articles.

(6) Washing mess kits or allied equipment in drinking or bathing water or in lavatories.

(7) Smoking in berths at night or throwing lighted cigarettes into car aisles.

(8) Guards on open-top cars from riding at or near ends of cars or in other dangerous positions.

(9) Communications by telephone, mail, radio, or telegraph, with anyone, except as may be necessary to the administration or successful completion of the movement.

e. SAFETY AND ORDER EN ROUTE. Troop train

commanders will also take such other proper measures as will insure safety and order aboard the train, including—

(1) Railings nailed across side doorways of baggage cars used as kitchen cars in cases where doors will be opened en route.

(2) Other necessary temporary restraining or safety barriers.

(3) Necessary guards and personnel to insure compliance with orders.

(4) Necessary measures to insure sanitation on train, including kitchen equipment in baggage cars.

(5) Appointment in each group of two or more enlisted men of one as "in charge" who will be responsible that instructions having to do with the movement are carried out in a proper manner. Enlisted men will not be allowed to move from car to car unless granted special permission to move through the train by the person in charge.

f. CERTIFICATE TO COVER EXCESS PASSENGERS.

(1) Should there be excess passengers (see pars. 108d and 108e(2)) the troop-train commander will execute the following typewritten certificates, in triplicate:

I certify that _____ transportation _____ has been
furnished by _____ (Rail or sleeping-car) _____ (State class) _____
_____ (Initial carrier or sleeping-car company) _____ for _____ and
_____ (Number of enlisted men) _____ in addition to the _____ (Total number) _____
issued by _____ USP&DO for _____ (State) _____ (Name of command) _____ en route
from _____ to _____
per _____ (Order directing the movement) _____
Date _____, 19____.

(Commanding)

(2) Whenever both rail transportation and sleeping-car accommodations are furnished excess passengers, as will frequently be the case, separate certificates are required.

(3) The original of the certificate will be delivered to the train conductor and the two copies will be forwarded to the United States Property and Disbursing Officer named in the certificate, who will retain one copy for his file and forward the other to the finance officer charged with the settlement of account.

g. DETRAINING EN ROUTE; FOR WHAT PURPOSE PERMITTED. Detraining en route will be permitted only by details or individuals on duty

under proper orders, or for the purpose of exercise under proper supervision.

h. USE OF SLEEPING-CAR ACCOMMODATIONS.

(1) The transportation request is the basis of payment for accommodations in sleeping or parlor cars.

(2) Commanding officers will not permit the use of military passengers under their command of accommodations in excess of those authorized by this manual or provided for by the transportation request.

(3) The accommodations to be provided for officers on troop trains are prescribed in paragraph 31a. If an officer desires to use an entire section

or additional space of any other character, he must pay the excess cost thereof from personal funds. All space actually used is charged for even though it would otherwise remain vacant.

(4) No space in excess of that called for in the transportation request and the certificate referred to in f above can be paid for from National Guard Bureau funds. If space in excess thereof and not covered by tickets is used en route and not paid for as required by (3) above, the commanding officer of the train section will be called upon for a remittance to cover the excess cost.

i. OCCUPANCY OF SLEEPERS AFTER ARRIVAL.

(1) If the troops arrive at their destination after

midnight, sleeping cars may be occupied until 7 AM, but in some cases there will be an extra charge for such additional occupancy.

(2) If they arrive before midnight and the sleeping cars are not vacated promptly, there will be an extra charge for such additional occupancy.

(3) In case of arrival before midnight, there must always be a good reason for continuing to occupy the sleeping cars for the remainder of the night.

(4) If the sleeping cars are not vacated promptly after arrival, the commanding officer of the train will furnish the sleeping-car conductor with the following typewritten certificate:

I certify that my command arrived at this place _____ at _____ o'clock.
That I held the men on the cars for the following reasons _____
That the command detrained at _____ M _____, 19____,
having occupied the cars _____ hours _____ minutes after arrival. That the service was
rendered by _____ Company in connection with transportation requests No. _____
issued by _____, United States Property and Disbursing officer, for

(Name)

(State)

(Commanding)

(5) Two copies of the certificate required by (4) above will be forwarded to the United States Property and Disbursing Officer named in the certificate, who will mail one copy to the finance officer designated to settle the account and retain the remaining copy for his file.

j. RECORD OF DELAYS EN ROUTE. Commanding officers of train sections should keep records of delays en route and any other occurrences which compel the use of railway equipment after the scheduled hour of arrival at destination. A reasonable length of time should be allowed for detraining and unloading, and similar record kept of delays therein.

k. DAMAGE TO, OR UNLAWFUL REMOVAL OF, RAILWAY EQUIPMENT. (1) *Inspection and report required.* Upon detraining, the troop train commander, with the train and Pullman conductors, will inspect the railway equipment which has been vacated, with the object of determining whether any railway property has been damaged or unlawfully removed, and will report the result of this inspection, in writing, to the commanding officer to whom he reports, or to whom he turns

over the troops that have been under his command during the journey.

(2) *When no damage or unlawful removal.* When no damage or unlawful removal has occurred, the report will affirmatively so state.

(3) *When damage or unlawful removal.* In case of damage or should damage or unlawful removal have occurred en route, the troop train commander will determine and state in his report—

(a) The value of the property damaged or unlawfully removed.

(b) The responsibility for the damage or unlawful removal.

(c) The name of all known witnesses.

(4) *Conductors to sign report.* The report should be signed by both the train and the Pullman conductors. The railroads also have a form of report which will be signed by the train commander, or person in charge, and the conductor.

(5) *In case of disagreement.* Should either of the conductors disagree with the report and decline to sign it, he should prepare a separate report to accompany it.

(6) *Action by commanding officer at destination.* The commanding officer to whom the report is rendered will take the necessary disciplinary and administrative action and will forward the report by indorsement to the State Adjutant General concerned, stating the action taken.

(7) A copy of the report, together with copies of the reports of the conductors, if any, will be forwarded to the United States Property and Disbursing Officer who issued the transportation.

l. SWITCHING SERVICES; CERTIFICATES COVERING. See paragraph 97.

113. Mess Officers

a. BY WHOM DETAILED. A mess officer for each train section will be detailed by the commanding officer thereof whenever necessary.

b. SUPERVISION OF MEALS. The mess officer will supervise the preparation and serving of meals.

114. Detraining

a. Train schedules are, whenever practicable, so arranged as to provide for arrival at destination during daylight.

b. Troops should be notified of the hour of arrival in ample time to enable them to prepare to detrain promptly.

c. It is desirable, particularly in the case of large camps, to have a number of the advance detachment meet each train section as it arrives at the detraining point for the purpose of conducting the troops to their assigned areas.

d. The officers and the guard will detrain first.

e. Upon arrival at destination the doors of baggage cars and boxcars, if sealed, will not be opened until the train transportation officer, by personal inspection, has assured himself that the contents of the car have not been disturbed en route. If, as a result of this inspection the train transportation officer is led to believe that the seals have been changed or tampered with, he will immediately make a record of the condition of such seals, showing initials and number of the car concerned on both the original and "property received" copy of the bill of lading prior to unloading, which record must be certified to by the carrier's representative. (See pars. 104 and 108a(1).)

f. Upon detraining, the troops will be marched to camp upon completion of inspection of the train, leaving suitable details to unload and bring up the property, except that when the camp is distant from the detraining point, arms may be stacked and placed under guard and the property unloaded by the entire command, or so much thereof as may be required.

g. The noncommissioned officers who acted as checkers when the property was loaded (see par. 99c) should, if practicable, be assigned to the same duty in unloading.

h. It is sometimes necessary, for various reasons, to unload at places where no permanent facilities for unloading exist. In such cases, the train should be stopped in a low cut, if there is one in the vicinity.

CHAPTER 3

BILLS OF LADING AND TRANSPORTATION OF SUPPLIES

Section I. GENERAL

115. Transportation of Property—How Procured

The transportation, except by parcel post, of Federal property and of authorized State and organization-owned property transported at the expense of National Guard Bureau funds, will usually be secured by means of a Government bill of lading. Further exceptions such as local switching, commercial drayage, local hauling, etc., are covered in detail in TM 55-550.

116. Bills of Lading, by Whom Issued

A bill of lading involving the shipment of United States property, the cost of which is properly payable from National Guard Bureau funds, will be issued by a United States Property and Disbursing Officer or by a Regular Army transportation officer.

117. Cost of Transportation of Supplies

a. BY WHOM PAID. All payments of accounts for bills of lading for services rendered within the continental United States will be made by the Finance Officer, United States Army, Transportation Division, Washington 25, D. C. For services rendered beyond the continental United States, settlement will be made by specially designated finance officers.

b. TO WHOM AND ON WHAT PAID. Payment of transportation charges will be made to the last carrier, unless otherwise provided for in the bill of lading, on the accomplished original Government bill of lading, but never on memorandum copies or shipping orders.

118. Forms To Be Prepared

a. BASIC SET. Whenever a United States Government bill of lading is to be issued, other than in conversion of a commercial bill of lading, a basic set of forms consisting of the following eight parts will be prepared:

Part No.	Description	Standard Form No.
1	Original.....	1103
2	Shipping Order.....	1104
3	Freight waybill—original.....	1105
4	Freight waybill—carrier's copy..	1106
5	Memorandum—Chief of Transportation.	1103a
6	Memorandum—property shipped..	1103a
7	Memorandum—property received..	1103a
8	Memorandum—Chief, National Guard Bureau.	1103a

Note. Where assembled carbon-interleaved forms are used, one additional memorandum copy will be included in each set of bill-of-lading forms when assembled by the printers, and certain memorandum copies will carry markings to facilitate distribution of the "Chief of Transportation," "property shipped," and "property received" copies. Such printed markings will be followed regardless of particular part numbers indicated herein. Varied uses of the additional copies are described in c below.

b. CONTINUATION SHEETS. Whenever the basic set of forms will not accommodate the data for the articles to be shipped, one or more sets of continuation sheets will be prepared. The basic sets of continuation sheets, corresponding to the basic set of "header sheets," is as follows:

Description	Standard Form No.
Continuation sheet—original.....	1109
Continuation sheet—shipping order.....	1110
Continuation sheet—freight waybill, original.	1111
Continuation sheet—freight waybill, carrier's copy.	1112
Continuation sheet—memorandum (for the "Chief of Transportation" header sheet.)	1109a
Continuation sheet—memorandum (for the "property shipped" header sheet.)	1109a
Continuation sheet—memorandum (for the "property received" header sheet.)	1109a
Continuation sheet—memorandum (for the "Chief, National Guard Bureau" header sheet).	1109a

c. ADDITIONAL MEMORANDUM COPIES, WHEN REQUIRED. Certain types of shipments require the preparation of memorandum copies of bills of lading in excess of those listed in *a* above. The following types of shipments are those for which the preparation of additional copies is authorized.

(1) *Personal property.* Whenever a shipment consists of personal effects such as baggage or household goods (AR 55-160), one extra copy will be furnished the owner.

(2) *Partial unloading.* Whenever carload shipments are to be stopped in transit at one or more intermediate destinations for partial unloading, one extra copy will be furnished to each such destination.

d. EXCESS COPIES PROHIBITED. Memorandum copies or substitutes therefor, in addition to those prescribed herein, will not be prepared for movements in continental United States and Canada, except those which may be in the future be permitted in promulgations of The Adjutant General, and except that additional copies contained in preassembled carbon-interleaved sets need not be withdrawn before preparation.

119. Definition of Consignee

The consignee as the word is used herein and as generally understood by transportation companies, is the person to whom the last carrier turns over the shipment, and therefore, is not necessarily the person to whom the property is invoiced or for whose use it is intended.

120. Ordering Cars

a. ORDERING CARS. The length of car desired will be specified, taking into consideration the articles to be shipped and the weight and bulk thereof. The standard open-top car is generally 41 feet 6 inches long, and the standard closed car is generally 40 feet 7 inches long, inside measurements, and those lengths are used as a basis for establishing weight of minimum carloads, the minimum increasing with the length of the car. Transportation officers will assist in meeting car supply problems by ordering cars as far in advance as efficiently possible. The date car is required will always be specified.

b. WARTIME EQUIPMENT RESTRICTIONS. Following the outbreak of war, shippers' rights in connection with cars ordered and furnished were sharply curtailed, and up-to-date information on

the subject should be obtained locally from carriers' classifications, tariffs, or representatives, so that shipping officers will not rely upon obsolete rules.

121. Issue of Duplicate Government Bills of Lading for Same Shipment Prohibited

a. The issue of a duplicate of the original part of a Government bill of lading is prohibited. In case of loss of an original bill of lading, the carrier is enabled to obtain payment through issuance of a Standard Form 1108 (Certificate in Lieu of Lost United States Government Bill of Lading—Original) and Standard Form 1108a (Certificate in Lieu of Lost United States Government Bill of Lading—Memorandum). (See par. 168.)

b. The issue of a Government bill of lading after the service has been performed is prohibited, except when issued in conversion of a commercial document.

122. Tank Cars

See paragraph 13, AR 55-105.

Section II. PREPARATION OF BILLS OF LADING

123. Copies Required

a. GENERAL. See paragraph 118.

b. COMMERCIAL BILLS OF LADING. One original and two memorandum Government bills of lading will be issued to convert a commercial bill of lading.

124. Method of Preparation

The forms comprising a set of bills of lading will be made simultaneously by the use of carbon paper or by other efficient method. When carbon impressions of handwriting are to be taken, indelible pencil is preferable to pen and ink, and ordinary lead pencil will not be used. When a number of sets of bills of lading bearing identical information are to be prepared, duplicating machines are often used to advantage. Since subsequent records are made photographically in most cases, care will be exercised that bills of lading, including copies, are amply legible for microfilming purposes. When loose or "cut" forms are used, one legible memorandum copy will be stamped "property received" and another "property

shipped," since those words are not printed on memorandum copies furnished by the Government Printing Office in loose form.

125. Serial Numbers

a. UNASSEMBLED CUT FORMS. The correct symbol and serial number appearing on the original bill of lading will be transcribed on the shipping order, the freight waybill—original, freight waybill—carrier's copy, and on all memorandum copies at the time the bill of lading is issued.

b. PREASSEMBLED SET. Each part in each carbon-interleaved set bears the serial number of the bill of lading. If any authorized memorandum copies are added to the carbon-interleaved set, the correct symbol and serial numbers will be added to such extra memorandum copies.

c. QUOTING SYMBOLS. Whenever the serial number of a bill of lading is shown, in correspondence or otherwise, the symbol must also be shown. The symbol is part of the bill-of-lading number.

126. Alterations and Corrections

a. BY ISSUING OFFICER. (1) When original bill of lading is available, corrections on a bill of lading will be made as provided in *c* below and initialed by the authorized person responsible for the action.

(2) When possession of the original bill of lading has been permanently relinquished. When found necessary, any change of weight, description of property, appropriation chargeable, disbursing officer, or any correction which may affect charges on a bill of lading, will be described by the issuing officer to the consignee in writing, requesting action under paragraph 135. No copy of such communication will be forwarded to the Chief of Transportation or to the disbursing officer unless specifically requested.

b. BY OTHERS. Any remarks found necessary by anyone other than the issuing and accomplishing officers will be entered on the reverse of the bill of lading, and such remarks will be signed.

c. HOW MADE. Corrections are authorized to be made by neat obliteration of the incorrect matter (point of insertion to be marked with a caret or typewriter diagonal mark). Each correction must leave no reasonable doubt of its meaning. Alterations of trifling typographical mistakes in letters or unimportant words need not be specifically directed or initialed, provided the character of

corrected matter and its context preclude dispute about its authenticity in connection with charges or the handling and delivery of shipment. Since corrections made after bills of lading have been surrendered to destination carrier cause much extra work, all concerned will take necessary action to correct bills of lading with the utmost promptness.

d. INCREASE IN QUANTITY SHIPPED. Whenever an increase in quantity shipped is to be effected by correction at any time after the original bill of lading has been receipted by the initial carrier, either the initials of carrier's agent must be obtained approving the correction on the original bill of lading, or a supplemental receipt signed by carrier's agent must be obtained and forwarded to the consignee.

Exception: Shipments subject to "Shipper's load and count." "Quantity shipped" does not mean "weight" unless the shipment is in bulk or the number of packages is not shown.

127. Separate Bills of Lading—When Required

a. CARLOADS OR TRUCKLOADS; EXCEPTIONS. (1) Except as provided in (a), (b), (c), (d), (e), (f), or (g) below (see par. 128aa (6)), a separate bill of lading will be issued for each carload or truckload. Whenever a completed article is shipped in several cars, with each car containing portions that are useless without all the other components, the several bills of lading issued in connection therewith will be cross-referenced to each other.

(a) All freight shipped in one train section from one point of origin to one destination in connection with troop movements may be covered by one bill of lading, unless it is desirable to issue more than one bill of lading.

(b) Where a car larger than available is ordered, and two cars are furnished by the carrier in lieu thereof, it will not be necessary to cancel or modify a bill of lading already prepared. (See par. 128.) However, careful attention will be paid to up-to-date rules for assessment of charges in such cases, the former liberal rules having been amended to discourage excessive use of equipment during wartime.

(c) Where more than one refrigerator car is used in lieu of a boxcar or where length of articles requires use of idler car.

(d) Where the movement is within the immedi-

ate area of a port, and the consignee approves the practice.

(e) Where all the following circumstances exist:

- (1) When the movement is not destined to a port and the property shipped is not prepared, marked, or known to be destined for export.
2. When all cars move on the same train or all trucks move on same day, from one station, from one shipper to one consignee and destination.
3. When it is definitely known that none of the freight cars will be diverted or reconsigned en route.

(f) When an assemblage is loaded on more than one car, one bill of lading may be issued for all the cars carrying shipment. The definition of "assemblage" contained in TM 55-235 will control.

(g) As otherwise specifically excepted by the Chief of Transportation.

(2) In the excepted cases enumerated in (1) above, the practice of billing more than one car or truckload on one bill of lading will never be permitted to result in detention of cars or other equipment pending receipt of entire shipment covered by such bill of lading. Receivers of freight will not delay unloading on such account. Officers issuing bills of lading will provide an adequate supply of bills of lading to move cars from point of origin expeditiously, arranging appropriate modifications of bills of lading when necessary in emergencies. The contents of each car or other vehicle will be described as prescribed in paragraphs 128o and aa.

(3) Whenever more than one bill of lading is issued for freight tendered a highway carrier, upon which a volume (greater-than-truckload quantity) rate will apply, all such bills of lading will be cross-referenced so that charges may be determined on the basis of the volume rate. The same principle will apply if trainload or other volume rates apply on a rail shipment (rare).

b. CONSOLIDATED SHIPMENT. Except as provided in a above, all shipments from one place to one consignee for one or several persons at his billing destination will be included on one bill of lading as separate items whenever it may be practicable to forward such shipments at the same time.

128. Items To Be Shown by Issuing Officer

a. CHARGES TO BE BILLED TO. The official designation and address of the officer to whom charges accruing on a bill of lading should be billed will be shown. (See AR 35-6120.) That officer is referred to herein as "the disbursing officer." On bills of lading on which only "Finance Officer, U. S. Army," has been printed, the name of city in which located will be added. Payment of transportation charges will be made on the accomplished original Government bill of lading, but never on memorandum copies or shipping orders, except that when the original bill of lading has been lost, payment may be made on a certificate in lieu of lost bill of lading. (See par. 168.) When property of departments of the Government other than the War Department is turned over to a transportation officer for shipment, the department and, where possible, the bureau by whom the charges are to be paid will be shown, and any printing to the contrary will be obliterated.

b. APPROPRIATION CHARGEABLE. The full allotment symbol against which the cost of transportation is chargeable must be shown. Where the cost is chargeable against an appropriation of either the War Department or other Government agency which is not handled under the allotment method, the appropriation chargeable and the name of the Government agency will be shown. (See a above.)

c. ISSUING OFFICE. The official name of the depot, office, post, station, or other installation at which the bill of lading is issued will be shown. The address also will be shown if not reflected under "From" and if name of issuing office is not carried in War Department Commercial Traffic Bulletin No. 2. When continuation sheets are used the name and location of issuing office will be shown on the lines provided for "Department or Establishment and Bureau or Service" and "Location."

d. NAME AND TITLE OF ISSUING OFFICER. The name and title of the issuing officer will be shown.

e. DATE BILL OF LADING ISSUED. The date of issue will be shown.

f. FROM (FULL NAME OF SHIPPER). The issuing officer's title and the name of the shipping establishment will be shown (for example, "Trans. Off., Fort Bragg"), except that in cases where he issues a bill of lading for use of a contractor or other authorized shipper to cover a shipment from a point at which no transportation officer is avail-

able, only the name and designation of the actual shipper will be shown in this space.

g. NAME OF INITIAL TRANSPORTATION COMPANY. (1) The name, in full, of the initial line-haul carrier will be shown.

(2) In case of shipments via freight forwarders (see WD Circulars, Commercial Traffic Bulletins, and other directives from Office of Chief of Transportation), the name of the freight forwarder will be shown as the initial line-haul carrier (as distinguished from the name of the carrier, highway, railroad, or other type, employed by the freight forwarder for physical handling of the shipment).

h. FROM (SHIPPING POINT). The name of the point at which the shipment is actually turned over to the initial line-haul carrier, or to a switching carrier as its agent, as the case may be, will be shown. Name of initial line-haul carrier's station, or of industry or military installation when outside switching district, will be used.

i. DESTINATION. (1) Except as otherwise prescribed in (2) below, the ultimate destination will be shown in all cases. The name of the point at which shipment will actually be received at the conclusion of movement, even located on a switching carrier, will be shown. (See WD Commercial Traffic Bulletin No. 2.) In the event any carrier refuses to accept a through bill of lading involving service beyond his lines, specific instructions will be obtained from the Chief, National Guard Bureau.

(2) For shipments consigned to water or aerial ports for export or transshipment, the name of the point at which the port is located will be shown.

j. CONSIGNEE. The designation or title of the consignee of the instant shipment (not a later transshipment) will be shown. (See also WD Commercial Traffic Bulletin No. 2.) When the consignee is a military person whose shipping allowance for authorized baggage or private mounts is involved, his Army serial number will also be shown. The consignee is not necessarily the person to whom the property is invoiced or for whose use it is intended. At points where a transportation officer or an acting transportation officer is located he will be shown on the bill of lading as the consignee. "Transportation Officer," "Port Transportation," "Trans. Off.," "Port Trans. Off.," or other specified term will be used, identified by the name of his installation unless the latter is obviated by appearance under "Destina-

tion." Consignee's post office address will be added in parentheses whenever it differs from the address shown under "Destination." Where shipment is consigned for transshipment or delivery to a different place or person, the "for" designation used in such case will appear under "Marks" to conserve labor. (See *l* below.) Where more than one successive transshipment is to be made, each transportation officer will consign to the next, until the last, who will consign direct to the ultimate consignee. If necessity arises, the Chief of Transportation may authorize a different procedure.

Note. The provisions of this paragraph do not apply to papers pertaining to property accountability and procurement, such as invoices, contracts, War Department shipping documents, etc. Such documents normally will not be addressed to the consignee as such but to the person responsible for those matters. In some cases the consignee happens also to be the person for whose use the shipment is intended, or he may be specified in pertinent instructions as the addressee of property and custom papers, etc.

k. ROUTING (VIA). (1) *Government property.* (a) *Carload freight shipments and certain other shipments* (see also pars. 13 and 16, AR 55-105, and WD Commercial Traffic Bulletin 17, 1946). The complete routing (that is, initial letters of each carrier forming the route to be used) will be shown in the space for route (or "via") on bills of lading covering carload shipments of Government property (including Government animals, and Government-owned tank cars, empty and loaded) by rail freight service or other shipments not otherwise covered in this subparagraph. In instances wherein some particular carrier other than the destination line-haul carrier is required in order to effect proper private siding delivery at destination, and for good reason it is intended that such "delivering" carrier is to receive the switching movement only and not a line-haul, the initials of such switch-delivery carrier will be shown in parentheses following and separate from the route, followed by the words, "Switch delivery," thus (ZZ RR switch delivery). Since reciprocal switching arrangements do not apply in all cases, special care must be exercised not to restrict carriers to switch movements at destination if such restriction would incur a switch charge which might otherwise have been absorbed. Government-owned tank cars must be returned loaded over the same route as that via which forwarded

empty as all loaded and empty mileage made by such tank cars must equalize. Regulations of carriers governing tank cars are found in their tariffs and will be observed, otherwise the Government will be charged with all excess empty miles earned at commercial rates, plus mileage paid by the carriers. The names of junction points will not be inserted between the initials of carriers except in the routing of tank cars, or when necessary to protect the interest of the Government, or when so directed in particular instances by the Chief of Transportation.

(b) *Less-than-carload shipments via all-land routes.* The following classes of less-than-carload shipments will be routed as indicated:

1. Shipments loaded to full legal or visible cubic capacity of car—route as in (a) above.
2. Shipments of 20,000 pounds or more loaded in closed cars—route as in (a) above.
3. All other shipments—show only the initial letters of originating carrier followed by the words, "or necessary connections—package car if available" (abbreviated). In instances where some particular carrier is required to effect proper delivery at destination, such delivering carrier will also be shown. This provision facilitates co-operation in the objectives of the Office of Defense Transportation.

(c) *Shipments by highway carrier.* Bills of lading issued for shipments to move by highway carrier will be routed as provided in (a) above except that names of carriers beyond the initial carrier may be omitted when lack of accurate information makes insertion of such names impracticable, or choice of service routes doubtful. Shipping and receiving transportation officers should take appropriate measures toward checking any abuses by carriers in avoiding furnishing reasonable services under the pretext of complying with orders issued by the Office of Defense Transportation or regulatory bodies (orders most susceptible of such abuse are those relating to transferring freight to other carriers).

(d) *Freight forwarder shipments.* Bills of lading covering shipments via a freight forwarder will show the name of the freight forwarder in the space for "route (or via)." (See g above.) A

bill of lading issued to a freight forwarder covers through transportation of the shipment by such freight forwarder.

(e) *Express shipments.* No routing will be shown in the space for route (or "via") on bills of lading when ordinary express service is desired.

(2) *Personal property.* (a) *Freight shipments.* Except as shown in 1, 2, and 3 below, no routing will be shown in the space headed "Via" on bills of lading covering shipments of personal property (household goods, personal effects, private automobiles, or private mounts) by freight service.

1. Whenever shipments involve one or more carloads, the complete routing as specified in route order covering will be shown.
2. Whenever shipments involve less than one carload and Commercial Traffic Bulletin No. 2, War Department, or conditions require that delivery be made by a particular carrier at destination, such information will be shown, for example, "B & O Delivery."
3. Whenever shipments involve less than one carload and are to be forwarded via routes involving water carriers (AR 55-105), and the initial carrier is a rail line, the names of the first port of transshipment and of the water carrier will be shown.

(b) *Express shipments.* No routing will be shown on bills of lading covering shipments of personal property by express service.

l. **MARKS.** Under the heading of "Marks" will be shown the markings which are common to the various packages in the shipment. All markings will be shown which have any bearing on the transportation or delivery of the shipment. Any marks will be shown which are necessary or valuable to identify the packages at destination or en route. From the "Marks" space on bill of lading may be omitted items which appear identically under "Consignee" or "Destination." In every instance wherein the shipment is intended for some person other than the "Consignee," or from transshipment, the word "for" and the designation or name of deliverer or ultimate consignee and destination will be added. The address of the deliverer will be included whenever possible. In the case of authorized baggage, the Army serial number, if any, of such deliverer will be included

if he is the person whose shipping allowance is chargeable. (See also *j* above and *o*(2) and *ad* below.) When a shipment is made direct or for reforwarding to a port for export, the words "for export" will be shown, and when a port bound shipment is not for export the word "domestic" will be shown.

m. NUMBERS ON PACKAGES. When packages are required to be serially numbered (AR 55-155), these serial numbers will be shown opposite the related descriptions required by *o* below.

n. NUMBER AND KIND OF PACKAGES. The number of each different kind of package or container for each different kind of article will be shown opposite the related descriptions required by *o* below, including the indication of the manner of packing, such as barrels, boxes, crates, etc. If articles are shipped loose, the number of pieces or units will be shown opposite the descriptions. The number of articles, or inner containers, in any box, barrel, crate, or other receptacle will not be shown. In the case of carload shipments of bulk freight, such as coal, gravel, loose grain, riprap stone, loose nondescript scrap, etc., no entry is necessary regarding number and kind of packages. Each class will be shown opposite the related descriptions.

o. DESCRIPTION OF ARTICLES. (1) (*a*) Opposite the related data required by *m* and *n* above, the freight classification or tariff description of each of the different articles will be shown. (See *aa*(6) below.) Bill-of-lading descriptions will be obtained by reference to Freight Billing Guides (War Department Supply Bulletin 55 series). Freight Billing Guides have been compiled in order to provide uniform translation of Army nomenclature for War Department material procured by the several technical services and the Army Air Forces. In the left-hand column is shown the name of the commodity or the Army nomenclature. Opposite the name of the commodity the proper bill-of-lading description is shown in the right-hand column. When the bill-of-lading description shown in the right-hand column of the Freight Billing Guide contains the term "noibn" or is otherwise different from the commodity name shown in the left-hand column, there should be included in parentheses the complete name of the article using the exact wording or other terms as published in the Freight Billing Guide in the column to the left of, and on the same line, as the

proper bill-of-lading description. The purpose of showing both descriptions on the bill of lading is to facilitate the determination of the lowest applicable basis—whether classification, or commodity tariff. The bill-of-lading descriptions shown in the Freight Billing Guides are in accordance with those in Consolidated Freight Classification and are designed not only to secure benefit of the lowest properly applicable classification ratings but also to assist in determining lower rated freight descriptions provided in other tariffs. However, classification exceptions and commodity rates very frequently are based upon different terminology, and the names appearing in the left-hand column headed "Commodity" or "Nomenclature" often will indicate the actual character of the article more specifically and enable charges to be assessed and audited based on the lower classification exceptions or commodity rates. For example, SB 55-7 lists "Ringers" to be described as "Telephone Parts," "noibn" in accordance with item 16190 of Consolidated Freight Classification No. 16. Carriers' territorial exceptions, however, provide lower rated descriptions for "Ringers" than those carried in Consolidated Freight Classification No. 16.

(*b*) Special, exceptional instructions are provided for certain categories of classified matériel, in War Department Commercial Traffic Bulletin No. 30, 1944.

(*c*) Shipping names of explosive, inflammable, corrosive, or other dangerous articles as prescribed by regulations governing their transportation will be shown first on the bill of lading, followed in parentheses by the bill-of-lading description and name of commodity or nomenclature as provided above, where the bill-of-lading description differs from the shipping name prescribed in explosives regulations.

(*d*) General terms, such as subsistence stores, merchandise, organizational equipment, radio equipment, X-ray supplies, etc., will not be used as bill-of-lading descriptions unless specified in a Freight Billing Guide.

(*e*) The degree or type of assembly (loose, set-up (SU), knocked down (KD), flat folded, nested, etc.), or the type of container in which articles are packed, must be shown.

(*f*) If articles offered for shipment are old, used, second-hand, or in other similar condition, that condition must be shown.

(g) Tank cars that have been made empty and are moving to a fill point for further load should always be billed "empty, free, charge to mileage." (See *k*(1)(a) above.)

(h) Animals will be described by their appropriate classes. (See also *q* below.)

(i) See chapter 2 for provisions peculiar to "military impedimenta" and other property in connection with troop movements.

(j) Special notations relating to technical property will be placed on bills of lading, when necessary, to conform to shipping instructions issued by the technical service or force on whose behalf the shipment is being made, provided such notations are furnished to the transportation officer who issued the bill of lading.

(k) When article shipped is not listed in Freight Billing Guides and lowest applicable classification description is not known, a clear, nontechnical description (not manufacturer's trade name) will be used, and the Office of Chief of Transportation, Washington 25, D. C., will be notified through channels. Notice should contain reference to bill of lading and, if practicable, a copy of that document should be attached. In addition, the items of information indicated in (*l*) below will be furnished.

(l) Where the transportation officer is in doubt as to the propriety of the bill-of-lading description shown in Freight Billing Guide or the reasonableness of the rating attaching thereto, the following information should be submitted through channels to the Office of Chief of Transportation, Washington 25, D. C.

1. Complete description of article, including material from which made.
2. Manner of shipment (set up, knocked down, folded flat, nested, etc.).
3. Kind of shipping package (box, crate, barrel, drum, etc.).
4. Over-all dimensions of shipping package (length, width, height).
5. Contents and gross weight of filled shipping package.
6. Actual value of article, if known.
7. Quantity and weight generally loaded in or on a standard 40-foot railway car or 24-foot truck or trailer.
8. Photographs of article, if available.
9. Name and address of manufacturer, if known.

(2) *Other information.* When required by pertinent War Department directives, carriers' tariffs, this manual, or when otherwise necessary, certain other information will be shown in this space. Among such items are—

(a) Authority for making shipment alternatively. (See *ab* below.)

(b) Certificate for shipment of explosives or inflammables.

(c) Authority for shipment by express instead of ordinary rail freight. (See *u* below.)

(d) Any information that varies with different items in the shipment; for instance, in some cases, "Marks" (*l* above), car initials and number (*aa* below). Such information should be clearly correlated to the items or groups of items concerned.

(e) Other information for which no other space has been specifically provided on the form or in pertinent instructions.

p. WEIGHTS. (1) *General.* Opposite the related data required by *m*, *n*, and *o* above, there will be shown separately the aggregate actual gross weight in pounds of the total number of each different kind of loose piece, package, or container of the different kinds of articles. The so-called "gross weight" designated for vehicles (that is, tare weight of vehicles plus rated payload) will not be shown under "Description of Articles" or "Weights." Where War Department weight agreement is in effect with the carrier concerned, weights will be in conformity therewith, if applicable. Shipments of bread by express will show both the gross weight of the package and the net weight of bread which it contains. Where shipments are made in connection with commercial water carriers to or from points beyond the continental limits of the United States, including points in Alaska, or in connection with Army transports to or from any points, there will be shown, whenever practicable, in addition to the weights, the three dimensions of each item, or of the units of groups of uniform items, or of pieces having one or more extraordinary dimensions. When the showing of individual dimensions is not practicable, the cubic measurement in cubic feet or fractions thereof will be shown for each item. The methods of taking, computing, and expressing measurement will be prescribed by the War Department.

(a) The weights of animals will not be shown. (See *q* below.)

(b) See chapter 2 for weights in connection with troop movements.

(c) Vehicular weights which appear in TM 9-2800 are not official shipping weights and are not to be used for shipping purposes. Official vehicular shipping weights are contained in SB-9-0 ssc-G.

(2) *War Department traffic weight agreement.* (a) The pertinent portion of current blanket traffic

weight agreement the War Department and carriers (primarily rail and water) members of the various freight weighing and inspection bureaus in the several sections of the United States is given below. A similar agreement is in effect with the Railway Express Agency and with the Canadian Freight Association, Eastern Lines, and Canadian Freight Association, Western Lines, representing most Canadian railroads.

1. The Government agrees to insert, or cause to be inserted, on Government bills of lading (or on commercial bills of lading issued in emergency and annotated thereon "For conversion to Government bill of lading"), weights of carload or less-carload shipments designated as either "Tariff Weight" or "Actual Weight" as defined in *a* to *h* below.

"Tariff Weight."

a. Will signify that weight is derived from weights authorized to be used for the billing of charges according to tariffs, classifications, or other publications currently in effect and filed with the Interstate Commerce Commission or other regulatory body having jurisdiction over the shipment.

"Actual Weight."

Will signify one or more of the following:

b. Entire shipment or the item so designated was weighed in its entirety by the War Department or under War Department supervision or direction.

c. That weight is derived from the average gross weight of units as packed or loaded for shipment taken from test weights made by the War Department of a representative number of like standard units.

d. That weight is derived from standard unit gross weight used by the manufacturer or packer of the commodity either under an agreement with an inspection bureau or obtained by test weights of like standard units.

e. Weight is derived from measurement or calculation by the War Department, in the case of bulk or solidly packed commodities.

f. Weight is derived from unchallenged weights on in-bound freight billings.

g. Weight is derived according to special tenders or agreements purporting to govern weights to be used for particular commodities or in particular places or cases, provided that appropriate references to such tenders or agreements will be made on the bill of lading.

h. Weight of dunnage is included in carload weights, whether shown separately or not, and has been determined either by weighing or by a fair and honest estimate.*

2. The Government further agrees that it will exercise due care and diligence to determine weights under paragraph 1, and to declare such weights on bills of lading in accordance with this agreement.

3. The Government further agrees that track, platform, or warehouse scales used by the War Department for weighing shipments will be checked periodically and any proper adjustment of weighing equipment will be made promptly, and that when weights are obtained by use of track scales the gross, tare, and net weights of the shipment will be shown on the bill of lading.

4. The Carriers agree that the "Tariff Weight" or "Actual Weight" as determined in the manner set forth in paragraph 1 herein, will be accepted for use in computation of charges (less authorized weight allowances which shall be made on rendering bill), subject to challenge, track-scale weighing, and adjustment in individual cases where no material delay to the shipment will result.

5. It is mutually agreed that shipments may be weighed by the Carriers on railroad track scales and billed at such weights in cases in which weights cannot be determined by any of the means stated in paragraph 1 herein.

6. It is understood and agreed between the parties hereto that the authorized representative of the Carriers shall be allowed to inspect the true and original records necessary to verify the weights and descriptions of commodities certified in the shipping orders or bills of lading, provided, nothing herein contained shall authorize the Carriers or representatives of the Carriers to examine, see, or demand the disclosure of any secret or any confidential papers, matériel, or information.

7. This agreement becomes effective and supersedes all previous weight agreements in effect between the Government and the Carriers as of July 27, 1942.

8. This agreement may be canceled by 10 days' notice in writing to either party.

*Whenever dunnage is used for carload shipments, "Actual Weight" signifies not only "h", but one or more of "b, c, d, e, f, and g."

(b) Item *a* (Tariff Weight), paragraph 1 of the agreement, will be used only when shipping officer has definite and up-to-date knowledge that shipment is subject to a tariff weight, and of the proper

figures to use. "Tariff Weight" does not refer to minimum carload weight, and the latter will not be used on bills of lading. "Tariff Weight" refers to provisions in certain publications which require

freight charges to be based on specifically stated weights (usually per unit) for the commodity named regardless of actual weight.

(c) Of the various means of determining "actual weight" (items *b* through *h*, par. 1 of agreement), shippers will choose the most accurate method which will not seriously interfere with speed or efficiency of important operations. The agreement does not require a repetition on the bill of lading of subparagraph chosen, but merely the words "Actual Weight" or "Actual" in the "Weight" column. Determination of weight by the means chosen will be the most accurate possible. The Agreement is of much benefit to the War Department, and all shipping offices will abide strictly by its terms and spirit. All personnel concerned with weights shown on bills of lading will be cautioned of the importance of diligence and accuracy in use of the agreement.

(d) Contractors furnished bills of lading which lack weights will be appropriately instructed. See scope of agreement in paragraph 1(a) above.

(3) *Dunnage*. Rule 30 of the Consolidated Freight Classification provides certain allowances for dunnage when closed cars are loaded to certain percentages above the minimum carload weight and when open cars are loaded to minimum carload weight, or when any car is loaded so that all practicable stowage space is occupied and utilized. No allowance is made unless shipper specifies weight of dunnage on bill of lading. The actual weight of dunnage used will be shown separately on all bills of lading covering open or closed cars when the lading meets the full-loading-of-space requirement described, or, in the estimation of the shipping officer, equals or exceeds the minimum carload weight. If there is any doubt whatever, the dunnage will be shown separately. Dunnage weight will be segregated; for example, 56,300 pounds, dunnage 350 pounds, total 56,650 pounds. Weights of dunnage will be obtained by best means available. Where more precise practices than those foregoing are possible because of superior facilities or tariff information, as in case of certain commercial shippers and large Government shipping establishments, the more precise practices are authorized. In all cases, weight of dunnage will be billed, whether or not shown separately, and accomplishing officers will never be left in doubt with respect to total weight to be accomplished.

q. ANIMALS. In the shipment of animals, the following notations will be shown:

(1) "Mallein tested (insert date)."

(2) "Registered livestock shipped for breeding purposes only" when applicable.

(3) When unloading en route is necessary for feed, water, and rest under the provisions of AR 55-165, an appropriate and applicable notation will be shown.

(4) When the carrier at point of origin is requested to sandpaper or further disinfect cars under the provisions of AR 55-165, an appropriate notation that such service was requested and performed.

r. ATTENDANTS WITH SHIPMENTS. (1) When the character of the property shipped or the circumstances attending the shipment require that one or more attendants accompany freight shipments, the following notation will be made:

(a) *Transportation from point of origin to destination*. "Transportation required for the following attendants. -----

(Give names and addresses if practicable)

in charge of shipment, from ----- to -----

The fare of attendants when not carried free under carrier's tariffs, to be paid for in connection with the settlement of freight charges on this bill of lading." (See also AR 55-165.) When more than one bill of lading is used for an attended shipment (such as several cars), care will be exercised that notations do not increase the apparent total number of attendants, resulting in improper charges.

(b) *Reference to transportation request, or free transportation furnished*. Reference to serial number of the transportation request, if any, issued to cover the return journey of the attendants, or the fact that the attendant is to be furnished free transportation for the entire return journey.

(2) Besides attendants accompanying livestock or perishables in certain cases as provided by freight tariffs, railroads permit personnel of the Army or War Department to accompany other freight shipments on solid freight trains upon displaying to freight agent at origin a copy of excerpt of official travel orders directing such travel. (See AR 55-155.)

(3) Guards accompanying express shipments are not charged for on the bills of lading, nor are they carried free. They should not be listed on the bill

of lading. Issuance of transportation requests is required.

s. SPECIAL OR CONTRACT RATES. When it is known that the transportation of a shipment will be subject to a tender of the carriers (see AR 55-105) which provides for free, special, or contracts rates, such rates, together with suitable references to the tender and date thereof, will be shown. Similar reference will be made to the agreement of a contract motor carrier to assume common carrier liability, or to any other special arrangements made with carriers.

t. VALUATION OF SHIPMENTS. (1) *Statute*. Under the provisions of the act of July 8, 1937 (50 Stat. 479), no money shall be expended, or obligation incurred, for insurance against loss, destruction, or damage in the shipment of any article or thing or representative of value in which the United States has any interest, or in connection with which it has any obligation or responsibility, direct or indirect, except as specifically authorized by the Secretary of Treasury. (Other citations: 17 Comp. Gen. 139 and 17 Comp. Gen. 741.)

(2) *Public property*. (a) No valuation of public property (including original money accounts of disbursing officers, which will be described as "Office records"), public animals, or remains of deceased persons will be shown on bills of lading covering shipments by carriers (including express companies) within the United States. In any area, whenever carriers have different rates based on different values to be declared by shippers for particular shipments, a notation will be made on the bills of lading in such cases to the effect that the shipment is made at released valuations at the lowest rate.

Exception: Express tariff provisions (Rules 40 through 44, Railway Express Agency Classification No. 33) require that the actual value of certain limited kinds of shipments must be stated on the bill of lading or express receipt. The principal examples are money, uncoined gold and silver, bonds, and negotiable papers. Rates are based directly upon actual value. This statement of actual value is a prerequisite to acceptance of such shipments by the express company.

(b) On shipments of the specific types of articles which cannot be accepted by express without statement of actual value, the true value will be shown on the outside of the package and on the bill of lading in the following manner:

In the case of money:

"Said to contain \$....."

In the case of other articles:

"Said to contain value."

Such a statement is not primarily for the purpose of securing care in handling commensurate with the real value of such articles (see below), nor is it to be confused with the general privilege of an express shipper to declare a value which is higher than the lowest released valuation, and pay a special fee on such excess. The latter type of declaration is not normally authorized for War Department shipments, the Government being a self-insurer.

(c) Express shipments consisting of exceptionally frail or costly property or certain classified property or records will be shipped under special procedure published in War Department Commercial Traffic Bulletin No. 26, 1946. That procedure prescribes special annotations on bills of lading, relating to kind of service required.

(d) No provision relating to valuation will be construed to authorized use of express service on any shipment if other less costly service will suffice. (See AR 55-105 and AR 55-155.)

(3) *Personal property*. Personal property, including authorized baggage, professional books and papers, and personal effects (AR 55-160), and private mounts (AR 55-165) will be shipped at released valuation at the lowest rate by carriers (including express companies if and when express service is authorized), and a notation to that effect will be shown on the bills of lading covering such shipments; provided, that a specified higher valuation to such extent as permitted by carriers may be shown by notation on a bill of lading, and on the outside containers or packages comprising the shipment if required by carriers, upon the written request of the owner of the personal property and upon his written agreement to bear the excess cost. (See AR 55-160.) Such notation in either case will be in the form required by the carriers.

(4) *Where no transportation officer is available*. In issuing a bill of lading for use of a contractor or other person to cover a shipment from a point at which no transportation officer is available, the issuing officer after complying with (2) and (3) above, as the case may be, will instruct the actual shipper not to make any notations on the bill of lading with respect to valuation nor on the outside containers or packages comprising the shipment

except only to such extent as may be directed by the issuing officer under conditions in (2) or (3) above.

u. EXPRESS SHIPMENTS. On bills of lading covering express shipments, the authority for use of express (see sec. VII, AR 55-155, and sec. II, WD Commercial Traffic Bulletin 29, 1945) will be indicated in the certificate of issuing officer, except that on shipments moving under an express transportation order the "ETO" number shown in the space headed "Traffic Control Nos." will suffice. (See *v* below.)

v. TRAFFIC CONTROL NUMBERS. In the space headed "Traffic Control Nos." will be shown traffic control or authorization numbers assigned to the movement, such as those prefixed "TS," "TCR," "ET," "MI," "Main," "FAS," etc.; all the symbols attached to such numbers, and dates of validity when specified, must be shown.

w. EMBARGO; AUTHORITY NUMBER. When a shipment is made to a transportation point at which an embargo has been declared by the Chief of Transportation, the number of the authority for the shipment will be shown in the space headed "Traffic Control No." (See *v* above and AR 55-170.)

x. RECONSIGNMENT AND DIVERSION. See paragraph 165.

y. SWITCHING SERVICE AT POINT OF ORIGIN. Where switching service is required and performed at point of origin on carload express shipments, or by carrier or carriers other than the initial line-haul carrier in connection with a line-haul movement of freight, the following notation will be made in the "Description of Articles" column: "Switched at origin by (name of line(s) performing switching)." A record of switching service will be made on WD AGO Form 55-120 (old WD TC Form 208) (Car Record Book). (See par. 171 and AR 55-175.)

z. PICK-UP SERVICE. The statement, "Pick-up Service at origin _____ by the Government," will be completed by insertion of the word "was" or the words "was not" and will be initialed by any authorized person who has accurate knowledge of the facts. Completion of the statement may be omitted in the following cases only:

(1) When a car is loaded by shipper with a shipment which is unquestionably a carload quantity.

(2) When shipment is to move from an Army shipping establishment (not a vendor's plant) by

highway carrier, provided the issuing officer definitely knows that no provision for pick-up allowance is carried in tariffs and has authorized the omission.

(3) When a shipment is loaded in carrier's trap car or ferry car, provided the bill of lading so indicates.

aa. SIZES, INITIALS AND NUMBERS, AND SEALS OF CARS OF OTHER VEHICLES. The following notations will be made in case of carload or truckload shipments only (par 127):

(1) Length in feet and inches of car(s) ordered.

(2) Length in feet and inches of car(s) furnished.

(3) Type of car(s) ordered.

(4) Type of car(s) furnished. The types of cars may be indicated by symbols if desired for convenience. The following symbols serve the purposes of the Government, and no other symbol will be used:

Plain boxcar.....	B
Automobile.....	A
Flatcar.....	F
Gondola solid bottom.....	G
Gondola, dump.....	GD
Hopper.....	H
Refrigerator.....	R
Stockcar.....	S
Ventilator.....	V

(5) Date each car was furnished.

(6) Car or other vehicle number(s) and initials. Where a bill of lading covers property loaded on more than one car or other vehicle (par. 127), the related data required by *m*, *n*, and *o* will be shown separately for each car or vehicle, the initials and number of which will precede such data instead of being entered in the printed space on the bill of lading. When continuation sheets are used, all car numbers on continuation sheets must also appear on the header sheet (Standard Forms 1103 to 1106).

(7) Record of seals on all doors of closed cars, or of highway equipment when sealed. The word "Seals" will be used to identify this notation. This record will show—

(a) Seal numbers, including indication of ownership.

(b) When carrier's seals are used, whether they were applied at actual point of loading, and if so, by whom.

ab. CERTIFICATE OF ISSUING OFFICER. (1) *Authority for shipment.* The authority for making

the shipment (to be distinguished from authority for method shipment) will be shown on the first line in the certificate of issuing officer. Valueless references, or those which would be meaningless to consignee, should be omitted. Whenever one bill of lading covers more than one shipping document, each appropriate identifying reference should be shown next to the respective item or group of items in the "Description of Articles" column, correlating clearly.

(2) *Contract or purchase order reference.* On any bill of lading used for a shipment covered by a contract, purchase order, or equivalent instrument, the number of such document and the f. o. b. point of the shipment will be entered in the appropriate spaces provided. Date of contract, purchase order, or other document numbered similarly, need not be shown, and that space may be used for other information after deleting the printed word "dated". If the procuring instrument provides that the Government shall pay transportation charges to carriers, the point beyond which these charges are to be paid by buyer under the contractual arrangements will be entered as the f. o. b. point. Questions of doubt should be submitted to the contracting officer, and of further doubt to higher authority. In such cases, if undue delay to shipment would otherwise result, the bill of lading will be marked "information follows," and the required data will be furnished the disbursing officer named on the bill of lading, with full reference to bill of lading. Retained shipping records will be carefully annotated accordingly. (Purpose of naming f. o. b. point is to enable accounting officers to prevent payment of transportation charges twice by the Government, once to a carrier and once to vendor in price of purchase, any allowances considered.)

(3) *Signature of issuing officer.* Certificate of issuing officer will be signed on every set of bills of lading issued. The issuing officer need sign only once on each set of carbon-interleaved forms on the original. A legible carbon-impression signature on the shipping order is acceptable to carriers. Since the grade and title of issuing officer appear elsewhere on the bill of lading, they need not be repeated in connection with his signature. The signature of another authorized person signing for the transportation officer need merely be followed by the phrase "for T. O." Under their responsibility for all bills of lading issued,

issuing officers may sign master sheets or stencils from which duplicated copies are to be printed. Rubber-stamped signatures are not authorized.

ac. GROUNDED AIR FREIGHT SHIPMENTS. Bills of lading covering reshipment of property for which priorities have been assigned for movement via Air Transport Command, but which is necessarily diverted to surface transportation, will be annotated "Diverted from air transport."

ad. PERSONAL PROPERTY; INDIVIDUAL FROM WHOM SHIPPED. In the "Description of Articles" column will be shown the name, rank, and Army serial number, if any, of the owner or other person in whose behalf authorized baggage is shipped, if he is a different person from the owner or other individual who will receive the shipment, or for whom it will be received from the carrier by a transportation officer or consignee. This designation will be preceded by the words "Shipped for." (See *j* and *l* above.)

ae. ASSEMBLAGES. When an assemblage (the definition in TM 55-235 will control) is loaded on more than one car, the one or more bills of lading covering the shipment will be annotated as indicated below:

(1) When the first destination is to a port: "This shipment must not be separated. Any diversion order should cover all cars. (If any cars are bad-ordered, all cars must be set out.)"

(2) When destined to points in the United States other than to ports: "The cars in this shipment form an assemblage and are to travel together, so far as practicable."

(3) When separate bills of lading are issued to cover each car carrying a complete assemblage, the several bills of lading will be cross-referenced to each other.

af. EXCLUSIVE-VEHICLE SERVICE. When expedited service involving exclusive use of vehicle is requested of motor carriers, the bill of lading must be indorsed "Exclusive use of truck requested by the Government," in order to authorize and facilitate payment for such service by the disbursing officer. The issuing officer (or other shipper in his behalf) will also place on such bill the following certificate:

I certify that exclusive vehicle service was furnished
from _____ to _____

(Agent or destination carrier) (Date)

If exclusive-vehicle service is requested after the shipment has been picked up and the bill of lading is not available for proper annotation, written confirmation of such request should be furnished the originating carrier. This confirmation will contain the same indorsements as would have appeared on the bill of lading.

Note. It is important that, before expedited truck service is used, the minimum charges which may accrue be considered in comparing the cost of other fast services. Where applicable minimum weight is not met by the shipment, the use of expedited truck service would be warranted under paragraph 4, AR 55-105, only if express or other fast service were more costly or would not meet the needs of the traffic.

ag. RUBBER STAMP MARKINGS. Any markings, particularly rubber stamp markings which are inserted on a bill of lading will be placed where they will not interfere with its use as a document for procuring or billing transportation. All mail handlers will be cautioned in connection with improper use of stamps on bills of lading.

Section III. ACCOMPLISHMENT OF BILLS OF LADING

129. How and by Whom Accomplished

a. A bill of lading will, in general, be accomplished by the consignee. In the absence of the consignee, or when he fails to receipt for the property delivered, the person executing the receipt will certify that he is authorized to do so and will quote his authority.

b. Accomplishment is effected by executing the certificate of delivery on the original bill of lading. In cases of loss of or damage to the property while in transit, appropriate remarks in reference thereto must be made. (See par. 133.)

c. A record will be made on the "property received" copy of the bill of lading of the execution of the certificate of delivery on the original bill of lading, including all data shown in the certificate and any exceptions noted, as well as the date the accomplished bill of lading is surrendered to the carrier.

130. Evidence Upon Which Accomplished

a. Incident to the accomplishment of the original bill of lading, the receipt of the receiving officer will be taken on a copy of one of the following:

- (1) War Department Shipping Document.

- (2) Vendor's Shipping Document.

- (3) Purchase Order or Delivery Order and Voucher for Purchases and Services Other than Personal (or similar form).

- (4) Carrier's freight bill.

- (5) "Property received" copy of bill of lading.

b. On shipments for which documents enumerated in (1), (2), and (3) above are received with shipment or are prepared at destination to tally-in the shipment, the receiving officer will receipt a copy of such document and furnish it to the transportation officer (together with the retained copy of the carrier's freight bill if requested by the transportation officer). In such cases, the "property received" copy of bill of lading will be retained by the transportation officer and not furnished the receiving officer.

c. On shipments for which documents enumerated in (1), (2), or (3) above are neither received with shipment nor prepared at destination to tally-in the shipment, the receiving officer will receipt either the retained copy of the carrier's freight bill or the "property received" copy of the bill of lading.

d. If the check required by paragraph 132 reveals any loss, damage, or discrepancy, the receiving officer will make appropriate and detailed notation on the document receipted in accordance with *b* or *c* above, as the case may be. All facts relating to circumstances of receipt, evidence possibly affecting responsibility, etc., must be furnished.

e. The paper receipted by the receiving officer in accordance with this paragraph provides the evidence to the transportation officer upon which the bill of lading is accomplished.

131. Condition of Property on Delivery

The bill of lading must show the actual condition of the property as to loss or damage, as revealed at the time of delivery; and information as to the exact nature or full extent of any loss or damage, if not then known, will be furnished the carrier as soon as possible thereafter.

132. Checking of Shipments at Destination

The receiving officer should verify the correctness of bills of lading by carefully checking the number of articles or packages received from carriers. Shipments made in carload quantities and unloaded by the consignee should have a careful

check made of the car seals to determine whether they have been tampered with en route. If, upon arrival at destination, it is found that other shipments were loaded in same car en route, the Finance Officer, Transportation Division, Washington 25, D. C., should be immediately informed of such fact and furnished the numbers of the bills of lading covering such other shipments for consideration in making settlement of freight charges.

133. Shortage and Damage

a. **SHORTAGE—NOTICE TO CARRIER.** In every case in which delivery of a less-than-carload or less-than-truckload shipment shows a net shortage of one or more entire packages, the consignee will notify the agent of the delivering carrier, to which bill of lading would normally be accomplished. The following pattern will be followed, modified if necessary to meet local conditions:

Shipment under your pro. number _____
dated _____ Government Bill of Lading
No. (show symbol and number), from (point of origin) to
"this installation," or exact consignee and destination if
needed) was received with the following shortage from
quantities shown on the bill of lading:

Accomplishment of original Government bill of lading will be delayed as much as 30 days from date of receipt of shipment, to afford an opportunity to locate shipment. If shortage is found, this office should be informed promptly and delivery made just as soon as possible.

b. **SHORTAGE-DELAYED ACCOMPLISHMENT.** Accomplishment of the bill of lading will be delayed as indicated. If shortage is delivered, bill of lading will be accomplished at once. If shortage still exists when bill of lading is accomplished, notation thereof will be made on the reverse as and if required below. The delay may be extended a reasonable time, not to exceed an additional 30 days, if the carrier specifically requests. (See also *h* below.)

c. **NOTATIONS.** Whenever the consignee is informed, as required by paragraph 130, of loss or damage, he will make notation in the appropriate space on reverse of bill of lading in connection with his accomplishment thereof, showing the following, and sign the report:

(1) Any shortage from shipment as described in bill of lading, after considering all lots received up to time of accomplishment.

(2) Any damage to shipment which was not shown on bill of lading when shipment was made. This will reflect condition at time of delivery, including concealed damage discovered later. (See *f* below.)

(3) A detailed, itemized description of the shortage or damage in (1) and (2) above, showing separately the weight, quantity, and value of each item lost or irreparably damaged. These must be stated in exact terms, avoiding indefinite ones such as "estimated" and "approximately." In the event information from the receiving officer concerning value is not readily available, transportation officers will not postpone accomplishment of bills of lading beyond a period of 15 days. If the receiving officer informs that the value cannot be stated nor information concerning it be obtained within that time, transportation officers are authorized to make a discrepancy notation on the reverse of the bill of lading as follows:

"Amount of loss (or damage) undetermined. Will be stated as soon as developed by survey action."

In case of wholly reparable damage, the weight, quantity, and value need not be shown, but the actual cost of repairs of any reparable damage will be shown and an itemized statement of repair cost, supported by available receipts or other evidence, will be turned over to the receiving officer to support a report of survey.

(4) Occasionally miscount or misloading at point of origin causes packages in one item to be short, with an identical number of packages over in another item. Where only one bill of lading is involved, notations of such discrepancies are not required on the reverse of a bill of lading unless material aggregate difference in weight is indicated, or tampering or substitution while in hands of carrier is evident. In case material aggregate difference in weight is indicated, notation should show respective weights of both overage and shortage, and value is not necessary, thus:

Short 1 cs. picks	295#
Over 1 cs. shovels	135#
Difference	160#

In case tampering or substitution in carrier's hand is evident, explanation will be furnished, and value of both items stated in notation. Where more than one bill of lading is involved, paragraph 164 should be followed.

(5) In cases of carload or truckload shipments,

all available information as to seals. (See *h* below.)

d. CLAIMS AND SUPPORTING EVIDENCE. (1) *Basis of claims.* A claim against a carrier is based upon the notation on the bill of lading required by *c* above, which may be subsequently adjusted as prescribed in TM 38-275, and is supported by available evidence of carrier's responsibility. Such evidence will be obtained and furnished as herein provided.

(2) *Filed by disbursing office only.* Claims against carriers for loss in or damage to shipments of Government property will be made by the disbursing officer designated to pay carrier's transportation charges for each such shipment involved. (See AR 35-6120.) No other office or person will file any such claim, unless specifically authorized by the Chief of Transportation.

(3) *Communications concerning.* Except as hereinafter required, no communication concerning claims or inquiries as to their status, date of settlement, etc., will be addressed to the disbursing office by either consignees or receiving officers. The disbursing office is solely responsible for the collection from the carrier of the amount due the United States and for the proper disposition of the funds so collected.

e. SHORTAGE OR DAMAGE EXCEPTION; ACKNOWLEDGMENT OF RESPONSIBILITY BY CARRIER. (1) A signed carrier's "exception" will be obtained in every instance of loss or damage discovered upon delivery (in the case of carloads, upon inspecting or unloading car). This is a certificate that there is damage or shortage at time of delivery (exception to full delivery in good order) and may be very brief and informal. Signature by any responsible employee of carrier, including drivers or deliverymen, is satisfactory. Exceptions will be included among papers supporting reports of survey, and are valuable claim papers.

(2) When loss or damage occurs in a shipment, carrier's destination agent is rarely in a position to acknowledge responsibility, an investigation by carrier's claim department usually being necessary. The consignee will request carrier's destination agent to acknowledge responsibility only when special circumstances, such as the restricted scope of carrier's organization or damage in destination terminal, make the obtaining of such acknowledgment reasonably probable. The acknowledgment should be in the form of a written,

dated, and signed statement, and not a mere admission of shortage or damage. If acknowledgment of responsibility is obtained, it will be filed as supporting evidence to the report of survey. (See TM 14-904.)

f. CONCEALED LOSS AND DAMAGE. (1) When shortage in or damage to a shipment was not revealed at time of delivery but is later discovered, and its occurrence in hands of carrier is indicated, the carrier will at once be notified fully of the facts and requested to inspect the physical evidence of loss or damage, and the consignee will—

(a) Obtain copy of carrier's inspection report.

(b) Obtain, fill out, and execute carrier's concealed loss and damage form (in coordination with receiving officer, if appropriate).

(c) Have these papers filed as supporting evidence to a report of survey. (See AR 35-6640.)

(2) When a shortage was not discovered at time of delivery because bill of lading was missing, and the temporary receipt given carrier reflected no more property than actually received, the procedure in (1) above need not be followed, but may be as in *c* above.

(3) If loss or damage is discovered after bill of lading has been accomplished clear and surrendered to carrier, procedure will be as in (1) above, but the notice required therein—

(a) Will be in writing.

(b) Will contain reference to the bill of lading involved and an itemized list of all property lost or damaged, with complete and detailed information of weight and value.

(c) A certified copy will be furnished the disbursing officer named on the bill of lading, through the Office of the Chief of Transportation.

(4) Whenever a bill of lading notation covers loss or damage which was not revealed at time of delivery, the term "Concealed Loss" or "Concealed Damage" must be shown.

(5) Consignee transportation officers will be responsible that justified complaints are not received of bills of lading being accomplished with loss and damage notations after carrier has been given a full and clear delivery receipt when shipment was delivered, and of similar irregularities. Carriers unquestionably have the right to insist that goods be counted and inspected upon delivery, or that all discrepancies subsequently discovered be treated as concealed loss or damage.

This right will be considered asserted in all cases unless definitely modified by carrier. Reasonable local "ground rules" may be arranged to cover extraordinary local conditions, but any such special rules must be specifically agreed to by each carrier to whom they will be applied. Any alleged errors in temporary receipts must be thoroughly and clearly substantiated, and preferably agreed to by the carrier.

g. CARLOAD OR TRUCKLOAD SHIPMENTS. (1) Notation on reverse of a bill of lading covering a shipment in a sealed car or other vehicle will include all currently available information concerning seals and whether the original loading seals were intact upon arrival. Accomplishment and surrender to carrier of bills of lading will not be delayed pending completion of investigation herein provided, but will be performed promptly when verification required by paragraph 132 has been finished. When subsequent completion of the investigation indicates that loss or damage occurred in the hands of the carrier, action will be taken as prescribed in *f*(3) above. If a vehicle arrives under intact original loading seals and the shipment checks short, immediate steps will be taken by the consignee to determine—

(*a*) Whether vehicle moved under shipper's or carrier's seals (bill of lading usually adequate). (See par. 128*aa*.)

(*b*) If under carrier's seals and the loading took place at a Government warehouse or at the plant of a vendor, whether or not the vehicle was sealed before it was moved from the warehouse or other place at which loaded (bill of lading usually adequate).

(*c*) Any other obtainable facts concerning the sealing or loading of the vehicle that would be of value in proving a claim for the shortage.

(2) Whenever shortage or damage appears in a carload shipment or a truckload shipment which apparently was sealed at point of origin, and the original loading seal record has not been placed on the bill of lading by the shipper as required by paragraph 128*aa*, the bill of lading will be accomplished and notation made on the reverse in the usual manner, specifying the seals under which the shipment arrived, and whether intact or broken, or specifying "Seals missing" if that is the case.

h. CLEARANCE WHEN PROPERTY CHECKED SHORT IS LATER RECEIVED. When shortage has

been noted on a bill of lading which has been surrendered to the carrier, and the property checked short is later received, the consignee will, after the property has been checked and its receipt verified by the receiving officer, notify the Chief of Finance if report of survey has already been forwarded, otherwise state circumstances in report of survey. (See par. 140, TM 14-904.) Since shortages later received are likely to lack proper references to enable matching with bill of lading or other War Department documents, all concerned will take particular care with such shipments. Transportation officers will arrange to be notified promptly of any "unconnected" deliveries. Full cooperation should exist between consignees and carriers delivering shipments. Carriers will be cautioned that in their own interest special attention should be given such deliveries to assure their being matched with shortages. A carrier should prefer to obtain the receipt of the transportation officer, acting transportation officer, assistant transportation officer, or transportation agent for deliveries thought to apply on shortages, and in any event should notify the transportation office at the installation. (See *a* above.)

i. ENTIRE SHIPMENT LOST. If no part of the shipment is received at its destination after a reasonable time has elapsed, or if carrier's investigation has disclosed loss of shipment, the agent of the last line-haul carrier (or, in the case of unrouted shipments, the initial carrier) will be notified in writing by the consignee, using a letter similar to the one provided in *a* above, appropriately modified. This notification will in no case be delayed beyond 30 days from the date of shipment. After the carrier is notified, an additional 30 days will be allowed to permit opportunity to locate the shipment. If at the end of the extended period (not more than 60 days from date of shipment) delivery has not been made nor information received that the shipment has been located, the original unaccomplished Government bill of lading will be forwarded promptly by the consignee to the Office of the Chief of Transportation. The value of each item of the shipment will be shown on the reverse of the bill of lading, and a copy of the notice to the carrier's agent will be attached. Appropriate record of these actions will be made on the "property received" copy of the bill of lading. The report of survey required by AR 35-6640 will be forwarded, if practicable, con-

currently with the forwarding of the unaccomplished bill of lading.

j. COMMERCIAL SHIPMENTS. When a shipment is received on a commercial bill of lading or other form (not for conversion to Government bill of lading), charges on which are paid by commercial shipper, the procedure will differ from that prescribed above, and will be as follows:

(1) Settlement of claim for loss or damage will be a matter for adjustment wholly between the shipper and carrier. However, certain precautions will be taken and certain evidence obtained.

(2) Particular care will be taken that receipt given the carrier for shipment will reflect the actual condition and quantities received.

(3) An exception showing any shortage or damage will be signed by carrier's representative at time of delivery. This exception may be made on carrier's prepaid freight bill covering the shipment or in other convenient form.

(4) In cases of concealed loss or damage, carrier will be notified in writing, and carrier's inspection and report thereof (*f* above) will be obtained.

(5) The exception in (3) above or the papers in (4) above, including copy of notice to carrier, will be turned over to the receiving officer for transmittal to shipper and suitable action relative to property accountability.

134. Weight

a. ONLY WEIGHT ACCOMPLISHED TO BE PAID FOR; EXCEPTION. Payment can be made for no more than the weight properly accomplished, except that when shrinkage in weight has occurred en route without or independent of loss or damage to property, payment will be based on bill of lading shipping weight, modified if necessary according to tariff provisions.

b. WEIGHT TO BE RECEIPTED FOR. Except as indicated below, the weight to be shown in the certificate of delivery will be the aggregate of the weights shown in the body of the bill of lading (par. 128*p*) less the weight of lost or irreparably damaged property, if any. The weight of excess articles, if any, will not be included, the procedure in such cases being as prescribed in paragraphs 162 through 164. Actual delivery weights, when taken because of evident loss or damage or patent error in weight shown in body of bill of lading, will be used in accomplishment in all such cases, including those arising under *d*(1) and (2) below, and no

attempt will be made by accomplishing officer to adjust weight in accordance with shrinkage, tolerance, temperature, or dunnage allowances.

c. MINIMUM CARLOAD OR OTHER ARBITRARY WEIGHTS. In no case will the minimum carload or other arbitrary weight be inserted in the certificate of delivery as the weight of the shipment.

d. RAILROAD SCALE WEIGHTS. Railroad scale weights determined as authorized in paragraph 128*p* on both loaded and empty cars may, in such cases, be used in accomplishment of bills of lading, unless—

(1) The seals placed on cars at point of origin show evidence of having been tampered with, or

(2) There is some visible evidence of accident or of shortage having occurred between the time of weighing and the time of delivery of the shipment at destination. (See *b* above.)

135. Alterations and Corrections

a. BY CONSIGNEE. (1) *When original bill of lading is available.* (a) *Corrections authorized by issuing officer.* Any correction on original bill of lading authorized by issuing officer (see par. 126) will be annotated, "Authority of issuing officer, _____"
Date

The correction will be signed by the person who signs the consignee's certificate of delivery, or in his name by another person duly authorized, showing identification. "Property received" copy will be corrected accordingly.

(b) *Corrections not authorized by issuing officer.* Consignee will take up proposed corrections with issuing officer unless it is obvious that the correction is necessary to reflect true facts relating to the shipment. If reply from the issuing officer is not received within 30 days, the correction will be made as prescribed. Changes in descriptions will be based upon definite information and conform to description, if any, prescribed by the War Department. (See par. 128.) Questionable cases will be submitted to the Chief of Transportation. Excepting changes in the consignee's certificate of delivery and excepting trifling mistakes (see *c* below), any corrections which consignee finds necessary to make in material on the face of a bill of lading, but which are not authorized by the issuing officer, will be made as follows:

1. The material to be corrected will be stricken out in such a manner as to retain its legibility.
2. The new matter will be inserted next to

the stricken matter, together with the words, "Corrected WITHOUT authority from issuing officer." The correction will be signed by the person accomplishing the bill of lading, or in his name by another duly authorized, showing identification.

3. The consignee will send the issuing officer a notice of the correction, showing the bill of lading symbol and number, and a quotation of the corrected material before and after the change.

(c) Any erasure or alteration in the consignee's certificate of delivery or in notations placed on reverse of bill of lading will be made and initialed only by the person who signs such certificate or notation, or in his name by another person duly authorized, showing identification.

(2) *When bill of lading has been surrendered to carrier and cannot be recalled.* (a) In case of correction on reverse of bill of lading or consignee's certificate reflecting shortage or damage, see paragraph 133.

(b) In case of overage, see paragraph 164.

(c) In case of correction affecting charges or changing disbursing officer, consignee will notify carrier's local agent in writing. One copy of such notice will be furnished the disbursing officer specified on the bill of lading, and another copy will be attached to the "property received" copy of the bill of lading.

(d) In case of other significant changes, such as appropriation chargeable, or information of contract or purchase order, notice will be given only the disbursing officer for the bill of lading, and a copy attached to the "property received" copy of bill of lading.

(e) If the change does not affect charges and is merely to perfect the bill of lading or is insignificant, no notice will be initiated unless it appears desirable to notify the issuing officer, but a record will be attached to or noted on "property received" copy of bill of lading.

(f) The issuing officer will be notified of any change initiated by consignee which is necessary to complete his records.

b. **BY OTHERS.** Any remarks found necessary by anyone other than the issuing and accomplishing officers will be entered on the reverse of the bill of lading, and such remarks will be signed.

c. **HOW MADE.** Corrections are authorized to

be made by neat obliteration of the incorrect matter (point of insertion to be marked with a caret or a typewritten diagonal mark). Each correction must leave no reasonable doubt of its meaning. Alterations of trifling typographical mistakes in letters or unimportant words need not be specified, directed or initialed, provided the character of corrected matter and its context precludes dispute about its authenticity in connection with charges or the handling and delivery of shipment. Since corrections made after bills of lading have been surrendered to destination carrier cause much extra work, all concerned will take necessary action to correct bills of lading with the utmost promptness.

d. **INCREASE IN QUANTITY SHIPPED.** The consignee may correct a bill of lading by increasing the quantity shipped to, but not exceeding, the quantity actually received, in case of obvious error in preparing the bill of lading. In the event it appears that the quantity on a bill of lading should be corrected to show more than the actual quantity received, thus creating a delivery shortage, the consignee will not make such a correction but will refer the matter to the issuing officer to be taken up with the initial carrier. In the event the carrier authorized such a correction, a letter from carrier to that effect will be forwarded by the issuing officer (or his agent) to the consignee, who will make the correction and attach the carrier's letter. Brief reference to the attachment will be made on the face of the bill of lading. The usual rules relating to accomplishment and loss and damage will be followed based on the quantity as directed. "Quantity shipped" does not mean "weight" unless the shipment is in bulk or the number of packages is not shown.

136. Delay in Accomplishment: Temporary Receipt to Carrier

a. **TEMPORARY RECEIPT.** If the bill of lading is not accomplished and delivered to the carrier upon receipt of the shipment, carrier's freight bill or other appropriate document will be signed in duplicate upon delivery of shipment. Pertinent notation will be made thereon concerning any loss or damage which is apparent, and the original of such document will be returned to carrier to serve as a temporary receipt pending location or delivery of the original Government bill of lading. In the event signature on such freight bill or other docu-

ment presented by carrier is not adequate or acceptable, Standard Form 1107 (Temporary Receipt in Lieu of United States Government Bill of Lading) will be executed in duplicate for the property actually received. The original will be surrendered to the carrier and a carbon copy will be retained for consignee's record. In the event truck trailers are left spotted at unloading docks and the driver requires a receipt prior to actual unloading, whatever receipt is furnished carrier will be annotated in substantially the following form: "This receipt is subject to inspection and count upon unloading," unless the vehicle was sealed by shipper and the seals are still intact. Temporary receipts of any form may not be used alone as basis for the payment of transportation charges by the disbursing officer charged with the payment of carrier's bill.

b. ORIGINAL BILL OF LADING LOCATED. If delivery of the shipment is effected on a temporary receipt (Standard Form 1107), and the original bill of lading is located by the consignee prior to the issuance of a certificate in lieu of lost bill of lading (par. 168), the original bill of lading will be accomplished and exchanged with the carrier's agent for the temporary receipt which temporary receipt will then be marked "Canceled" and filed in the consignee's office records.

c. ORIGINAL BILL OF LADING NOT LOCATED. See paragraph 168.

137. Transportation Charges, Chargeable to Shipper or Contractor

When the rejection of a shipment is due to defects in the property or failure of the vendor or contractor to fulfill the terms of the purchase order or contract, the transportation lines, having performed the service required under the conditions of the bill of lading, are not to be penalized by refusal of the Government to pay for the service rendered by them in good faith.

138. Accomplishment of Bills of Lading in Certain Cases

The issuance of Government bill of lading is prima facie evidence of liability of the Government for payment of transportation charges, even though the property may have been purchased subject to inspection and final acceptance at point of delivery. When the service requested in a

Government bill of lading has been properly performed, the consignee or receiving officer will accomplish and surrender the original bill of lading to the carrier making delivery, being careful to note on the reverse side of the bill of lading complete information as to any loss or damage that may exist, the accomplished bill of lading then becoming evidence upon which settlement of transportation charges will be made. Where there is sufficient loss or damage in transit to cause rejection of the entire shipment, the property will be left in the hands of the carrier for such disposition as it may elect, and the original bill of lading, instead of being surrendered to the carrier, will be forwarded to the Finance Officer, United States Army, Transportation Division, Washington 25, D. C., with information noted thereon as to loss or damage and amount to be collected therefor.

139. Commercial Bill of Lading in Emergency

a. A collect commercial bill of lading (including the uniform straight commercial bill of lading form, express receipts, and other receipt forms customarily provided by commercial carriers) may be used in an emergency, as when a Government bill of lading is not obtainable by the proper issuing officer, or when a Government bill of lading cannot reach a contractor or other distant shipper by the time the shipment must go forward. In general, use of a commercial bill of lading in lieu of a Government bill of lading will be considered a last resort. So far as practicable, use of commercial bills of lading will be avoided by using air mail to transmit Government bills of lading, by furnishing an advance supply of partially completed Government bills of lading (under reasonably safe conditions), or by requesting a transportation officer closer to point of origin to issue and furnish a Government bill of lading to the shipper.

b. The use of a commercial bill of lading in lieu of a Government Bill of lading does not exempt the shipment from the requirements of National Guard Regulations and instructions thereunder applicable to National Guard traffic such as those pertaining to routing, selection and use of carriers, indorsements, releases, notification, reports, and similar matters.

c. Use of "shipper's order" bill of lading is prohibited. No shipments of property will be forwarded on "shipper's order" bills of lading,

which are commercial bills of lading with draft attached.

140. Commercial Bills of Lading and Shipping Documents, Conversion (see also par. 139)

Every precaution should be taken to guard against the shipment of Government property on a commercial bill of lading or commercial express receipt, since payment to the carrier of the transportation charges will not be made by the Government on such commercial document alone. If, however, Government property unavoidably moves on a commercial bill of lading or commercial express receipt, the words "TO BE CONVERTED TO A GOVERNMENT BILL OF LADING" must be placed on the original commercial document and on all copies thereof in a conspicuous manner and the original commercial document must be immediately forwarded by the shipper to the Government official who authorized the shipment or may, by agreement with the carrier receiving such shipments, be surrendered to the carrier, or its agent, to accompany the shipment or, at the discretion of the carrier, to be transmitted to destination by such other means as the carrier may elect. The procedure to be followed by the shipper, by the Government official who authorized the shipment, and by the consignee in connection with the shipment of Government property which unavoidably moves on a commercial bill of lading or commercial express receipt is as follows:

a. Whenever the original commercial bill of lading or commercial express receipt is surrendered to a carrier, a certificate must be placed on the original commercial document and on all copies thereof as follows: "INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES THAT HE RECEIVED THE ORIGINAL OF THIS DOCUMENT," and a memorandum copy of the original commercial document must be immediately forwarded by the shipper to the Government official who authorized the shipment. Upon receipt of the memorandum copy of the commercial document, said official should promptly prepare, or cause to be prepared, a Government bill of lading covering the property involved, sign same as issuing officer, and forward it to the consignee without delay, retaining the memorandum copy of the commercial document for his files. When the shipment and the original com-

mercial document are delivered to the consignee by the carrier, the consignee should cross-reference the Government bill of lading received from the Government official who authorized the shipment, and the original commercial document, securely attach the commercial document to the Government bill of lading, execute consignee's certificate of delivery on the Government bill of lading, and promptly surrender same to the destination carrier for billing.

b. Whenever the original commercial bill of lading or commercial express receipt is forwarded by the shipper to the Government official who authorized the shipment, said official should immediately prepare, or cause to be prepared, a Government bill of lading covering the shipment involved, which should be signed by him as the issuing officer. The commercial document on which the property was shipped should be securely attached to the Government bill of lading and both the Government bill of lading and the commercial document should be cross-referenced and then forwarded to the consignee without delay for execution of consignee's certificate of delivery on the Government bill of lading and surrender thereof to the destination carrier upon delivery of the shipment.

c. In either of the above cases the signature of the agent of the initial carrier will not be required on the Government bill of lading, as it will appear on the commercial document.

141. Certificate in Lieu of Bill of Lading—Accomplishment of

See paragraph 168.

Section IV. DISPOSITION OF BILLS OF LADING

142. Copies of Bills of Lading Turned Over to Carrier

a. WHEN PROPERTY IS TURNED OVER TO CARRIER. When property is turned over to the initial line-haul carrier for shipment, it will be accompanied by at least the following copies (when carbon-interleaved sets are used, it is permissible for other authorized copies to remain in the sets if locally found more efficient):

- (1) Original bill of lading.
- (2) A memorandum copy on which has been printed "For the Chief of Transportation" or,

when no copy has been so printed, a legible copy other than the "property shipped" or the "property received" copy.

(3) A memorandum copy on which has been printed "For the Chief, National Guard Bureau" or when no copy has been so printed, a legible copy other than the "property shipped" or the "property received" copy.

(4) "Property shipped" copy.

(5) Shipping order.

(6) Freight waybill ----- original.

(7) Freight waybill ----- carrier's copy.

b. ACTION BY CARRIER'S AGENT. (1) *Receipting*. The agent of the initial line-haul carrier will receipt the original, the "property shipped" copy, and the other memorandum copies (see *a* above), including the date of receipt, and return all four of these receipted copies to the consignor, but will retain the shipping order, the freight waybill ----- original, and the freight waybill ----- carrier's copy. When carbon-interleaved sets are used, the three copies to be retained by carrier should be withdrawn before carrier's agent signs. Then, if practicable, carrier's agent may sign original in such a way that legible carbon impressions of his signature will appear on desired memorandum copies. Insertion of the carrier's name and the date may be by rubber stamp, at the carrier's option. (See also par. 143a so far as it concerns transmittal of bills of lading in carriers' hands.)

(2) *Switching service*. Where the original pickup of the shipment involves switching service to be performed by a carrier other than the initial line-haul carrier, the consignor will require a separate receipt in the form of a switching ticket or other appropriate document for the shipment from the switching carrier, in addition to the action required in *a* above. This receipt will be retained with the "property shipped" copy of the bill of lading. By arrangement between carriers, the switching carrier may sign bills of lading as agent of the initial line-haul carrier. In such cases the signature will be accepted, and the switch ticket will not be required.

(3) *Condition No. 7 on bill of lading*. In the United States (and perhaps in other places where Government bills of lading are used) the carrier's agent receiving a shipment often will, in accordance with instructions from the carrier, delete Condition No. 7 in connection with receipting for

the shipment, and sign or initial such deletion. Any instance in which a carrier delays the dispatch or handling of a shipment because of disagreement over the time limit for filing claims will be brought at once to the attention of the Office of Chief of Transportation.

143. Disposition of Copies by Consignor

a. ORIGINAL. (1) Except as provided in (2) below, the original bill of lading when receipted by carrier's agent will be mailed by the issuing officer without delay to the consignee. Commercial bills of lading used in an emergency, as authorized in paragraph 139, will be disposed of in the same manner as corresponding original Government bills of lading. Where shipments are billed to a transportation officer, the bills of lading covering such shipments will be mailed direct to the transportation officer, whether the property is actually intended for him or for some other person at his station, or for reshipment.

(2) (a) Bills of lading covering troop movements will be forwarded as prescribed in paragraph 83.

(b) In cases where it is apparent to the person dispatching the original bill of lading that mailing of the bill of lading will result in arrival of the shipment at destination prior to arrival of the bill of lading (as for example, shipments by air and many shipments by railway express or by highway), the original and "property received" copy of the bill of lading may, by local agreement with the carrier receiving the property, be inclosed in a heavy sealed manila envelope and securely affixed by the shipper to the shipping container or, at carrier's option, may be conveyed to destination in the hands of the transportation crew. The envelope will be marked with the name and address of the consignee and a statement of what it contains. Whenever the original bill of lading accompanies a shipment of property (except when carried in the hands of shipper's personnel) a certificate reading ----- "Initial carrier's agent, by signature below, certifies he received the original BL," will be placed on the "shipping order," the "freight waybill—original," the "freight waybill—carrier's copy," and the "property shipped" and "property received" memorandum copies of the bill of lading. The autographic signature of the carrier's agent on the "property shipped" memorandum copy, in the block headed "Signature of agent," will constitute a proper execution

of the prescribed certificate. (MS Comp. Gen., A 24222, 23 June 1943.)

(c) Bills of lading covering shipments moving under military guard (see pars. 8, AR 55-155 and AR 380-5) may be transmitted to destination in the hands of person in charge of guards.

b. "PROPERTY SHIPPED" COPY. The "property shipped" copy, when receipted by the carrier's agent, will be retained and filed by the consignor as an office record.

c. "PROPERTY RECEIVED" COPY. The "property received" copy will be sent to the transportation officer (or consignee) to whom the shipment is billed. (See *a* above.) Separate envelopes will not be used for original and "property received" copies, unless use of but one envelope would necessarily cause delay to one of those copies, in which case it will be sent in a separate envelope without delay.

d. MEMORANDUM COPY FOR CHIEF OF TRANSPORTATION. A memorandum copy of all bills of lading issued for service to, from, and within the continental limits of the United States, Alaska, and Canada (except those described in *f* below) after being receipted by the carrier's agent, will be mailed direct to the Chief of Transportation, Washington 25, D. C. No other papers will be attached to such copies and no communications relating to particular bills of lading sent the Chief of Transportation under this requirement will be forwarded to his office unless specifically requested. Such memorandum copies of bills of lading sent to the Chief of Transportation by installations will be mailed flat whenever practicable. In order to conserve handling and envelopes, copies may be accumulated for 1 week, but for no more than 1 week, before mailing. Upon receipt in the Office of the Chief of Transportation, memorandum copies are microfilmed and must, therefore, be legible.

e. MEMORANDUM COPY FOR CHIEF, NATIONAL GUARD BUREAU. A memorandum copy of all bills of lading issued for service to, from, and within the continental limits of the United States, Alaska, and Canada, after being receipted by the carrier's agent, will be mailed direct to the Chief, National Guard Bureau, Washington 25, D. C.

f. MEMORANDUM COPY FOR FINANCE OFFICER, U. S. ARMY, WASHINGTON 25, D. C. A memorandum copy of each bill of lading covering a shipment of authorized baggage or other personal

effects and authorized private mounts except personal effects of enlisted men in cases in which the cost of transportation is chargeable to them (see par. 23, AR 55-120) issued for service to, from, and within the continental limits of the United States, Alaska, and Canada, will be mailed by the consignor, on the date of issuance, direct to the Finance Officer, U. S. Army, Transportation Division, Washington 25, D. C. When carbon-interleaved sets of bills of lading are used, in which one copy is printed "Copy for the Chief of Transportation, War Department (when required by regulations)," that copy will be sent to the Finance Officer, for shipments specified above, not to the Chief of Transportation. The papers which will accompany such memorandum copies of bills of lading are summarized below.

(1) In connection with shipments of authorized baggage (except shipments for enlisted men of the fifth, sixth, and seventh grades, under approval of post, camp, or station commanders in accordance with paragraph 2, AR 55-160):

(a) Copy of travel orders or other authority for shipments, as required by AR 55-160.

(b) Copy of WD AGO Form 55-109 (old WD TC Form 219) (Request for Shipment of Authorized Baggage) as required by AR 55-160, or certificate in lieu thereof when used under conditions specified by War Department directives on subject.

(c) Copy of authority for shipment by means other than ordinary rail freight in cases where reference notation on bills of lading does not constitute complete evidence of authority for such shipments.

(2) In connection with shipments of authorized mounts:

(a) Copy of travel orders for the owner, and for the attendant, if any, or other authority for shipment.

(b) WD AGO Form 55-94 (old TC Form 197) (Certificate for Authorized Private Mounts) (required by par. 26, AR 55-165).

(c) Copy of WD AGO Form 8-128 (old MD Form 101) (Veterinary Health Certificate) (required by par. 3d, AR 605-135, and par. 11b, AR 40-2235).

g. TRANSMITTAL. No letter of transmittal is required in forwarding any of the memorandum copies referred to in *d*, *e*, and *f* above, and all such copies intended for one address will be consoli-

dated in one envelope whenever practicable. It is of the utmost importance that such copies be forwarded promptly, and they will not be delayed for the purpose of consolidating (except as permitted under *d* above), transmitting with memoranda, or forwarding with periodical or special reports.

144. Disposition of Copies by Consignee

a. ORIGINAL. Upon accomplishment of the original bill of lading, the consignee will surrender it to the agent of the last line-haul carrier without delay.

b. "PROPERTY RECEIVED" COPY. After being utilized as prescribed by paragraphs 129 and 130, the "property received" copy will be filed in the transportation officer's file, by system enabling ready access from bill of lading number references.

Section V. EXPRESS SHIPMENTS

145. Limitation

Transportation by express, when the cost thereof is in excess of that by ordinary freight, must be limited to emergencies and to shipments of delicate instruments, public funds, and other public property of such small weight or dimensions that it is likely to be damaged or lost when shipped by ordinary freight.

146. Authority for Shipment

a. GENERAL AUTHORITY. (1) Use of express service for shipments of public property and remains is authorized only in the following cases and only with the prior approval of the Adjutant General of the State. Surface express shipments of public property aggregating 1,000 pounds or more, covered by (*h*) below, and all shipments by air aggregating 1,000 pounds or more are subject to the requirement for express transportation order set forth in paragraph 147.

(*a*) Public funds. (See also par. 151.)

(*b*) Original money accounts of United States Property and Disbursing Officers required to be forwarded to Washington, D. C., when transmission by mail under Government frank is impracticable.

(*c*) Valuable supplies subject to loss by theft, such as opiates, narcotics, etc.

(*d*) Delicate instruments, such as ammeters,

mercurial barometers, clocks, electrical instruments, theodolites, voltmeters, X-ray apparatus, etc.

(*e*) Small packages which might become lost or damaged if shipped by freight.

(*f*) Perishable food supplies, such as fresh meat, dairy products, fresh bread, etc., in less-than-carload lots, when conditions require early delivery and less-than-carload refrigerator service or adequate motor freight service is not available.

(*g*) When cost of shipment by freight, including delivery at destination, would exceed the cost of shipment by express.

(*h*) Emergency shipments. When shipment by less-than-carload rail or motor freight, including freight forwarder service, will not answer the purpose. The Adjutant General of the State will decide when an emergency exists.

(*i*) Shipment of remains from authorized National Guard encampments and military service schools. After approval by the Adjutant General of the State, shipping orders will be issued by organization commanders.

(*j*) Shipment of remains of members of the National Guard in a flying status killed while making ordered flights during armory training periods. After approval by the Adjutant General of the State, shipping orders will be issued by organization commanders.

(2) A copy of this authority will be annotated with the bill of lading number and mailed to the disbursing officer designated to pay the transportation account.

b. BAGGAGE OF PERSONNEL TRAVELING BY AIR. See AR 55-160.

147. Shipments Requiring Express Transportation Order

a. All shipments of public property aggregating 1,000 pounds or more moving by air, or emergency shipments covered by paragraph 146*a*(1)(*h*) moving by surface express, will not be made without obtaining an express transportation order from the Chief of Transportation, through the Chief, National Guard Bureau. Application for an express transportation order may be made by electrical communication.

b. Mailed applications for express transportation orders will be submitted to the Chief of Transportation in duplicate on WD AGO Form 55-100 (Application for Express Transportation

Order), giving all data called for thereon, and fully explaining the necessity for express shipment.

c. The following data will be given in all applications:

- (1) Name of consignor.
- (2) Point of shipment.
- (3) Description of supplies to be shipped.
- (4) Weight.
- (5) Name of consignee.
- (6) Destination.
- (7) Date of shipment.
- (8) Date required at destination.
- (9) Explanation of reason why lower cost means of transportation will not suffice.

148. Air Express

Use of air express will be confined to the most extreme emergencies. Authority for express shipment (par. 146) and express transportation orders (par. 147) will not be construed to include air transportation unless air express is specified therein. Nothing herein will be construed to contravene instructions which may be issued covering transportation by military aircraft.

149. Released Valuation

See paragraph 128t.

150. Claims, Released Valuation

When valuation has been released, claims for loss or damage will not exceed the valuation to which released, regardless of the actual valuation.

151. Shipment of Public Funds

a. FORM OF RECEIPT TO BE GIVEN. (1) In receipting for packages of public funds turned over for shipment, a transportation officer will receipt only for so many sealed packages said to contain so much public money.

(2) When an absent disbursing officer sends his check to the order of a transportation officer, requesting shipment by express of the amount named in the check, the transportation officer will receipt for the actual amount to be transported.

b. LOSS IN TRANSIT. (1) *Shipping officer not responsible.* The shipping officer is not responsible for loss due to an unavoidable accident.

(2) *Relief—how obtained.* The officer accountable for the funds must seek relief through application to the Court of Claims or to Congress. If

the funds were turned over for shipment by an agent officer, he must likewise seek relief, being pecuniarily responsible to the United States under the provisions of the act approved May 12, 1917 (40 Stat. 50).

152. Shipment of Remains

a. BY WHOM DIRECTED. When directed by the Adjutant General of the State, remains shipped to the home of the decedent or to a national cemetery may be shipped by express. (See AR 55-120.) When it is impracticable to ship the remains at the time of death, or if it is impossible to communicate with the relatives before interment, the remains may, at the request of the relatives, be subsequently disinterred and shipped home in the same manner.

b. CASKET AND SHIPPING CASE. A casket which will prevent the escape of offensive odors must be provided. The shipping case will be provided with at least six handles. When oversea shipment is involved, the name of the decedent, as shown on the accompanying certificate of death, will be plainly and indelibly marked on the top side and at the head end of the shipping case at the time the casket containing the remains is placed therein. The flag will be placed inside the shipping case and on the top of the casket, and the words "flag inside" will be plainly and indelibly marked on the top side of the shipping case.

c. SANITARY LAWS AND REGULATIONS. The sanitary laws and regulations of all countries or States to, or through, which remains are to be shipped must be strictly complied with.

d. PAPERS TO ACCOMPANY. (1) *Death certificate or burial permit.* Remains must be accompanied by a certificate of death, signed by a physician or health officer, stating the cause of death and that death was not due to contagious or infectious disease.

(2) *Bill of lading.* Under the conditions named in a above, Government bills of lading will be issued so that charges will be collected from the Government and will be delivered to local agent of the express company at point of origin at time of acceptance of remains by the express company. To enable accomplishment of bill of lading at destination to insure early release of remains, action will be taken as prescribed in (3) below.

(3) *How forwarded.* (a) The original of the

certificate of death will be attached to the waybill.

(b) The following papers will be inclosed in a heavy manila envelope tacked on the top of the shipping case:

1. Original and "property received" copy of the bill of lading.
2. Copy of the certificate of death.
3. Burial permit, when required.

e. INSTRUCTIONS ON ENVELOPE. The envelope referred to in d(3)(b) above will be addressed to the consignee and will contain brief instructions on how to accomplish the bill of lading and dispose of the copy thereof.

f. TELEGRAPHIC NOTICE TO CONSIGNEE. The consignee will be advised by telegraph of the date and route of shipment, the probable date and hour of arrival at destination, and also that Government bill of lading covering all express charges is attached to the shipping case.

Section VI. SHORTAGE OR DAMAGE

153. Check To Be Made Upon Delivery

a. BY WHOM MADE; OBJECT. (1) In order to ascertain whether or not the carrier has fully carried out all obligations under the law and the carriers' rules and regulations, all shipments of supplies will be carefully checked with the bill of lading by the receiving officer upon delivery at destination.

(2) When carload shipments are made, if a car arrives under original seals and the shipment checks short, immediate steps will be taken by the consignee to determine—

(a) Whether car moved under shipper's or carrier's seals.

(b) If under carrier's seals and the loading took place at a Government warehouse or at the plant of a vendor, whether or not the car was sealed before it was moved from the warehouse or other place at which loaded.

(c) Any other obtainable facts concerning the sealing of the car that would be of value to proving a claim for the shortage.

b. RECEIVING OFFICER; TERM DEFINED. The receiving officer is the person to whom the supplies are invoiced or for whose use they are intended, and is, therefore, not necessarily the consignee, as defined in paragraph 119.

154. Notation on Bill of Lading

a. BY RECEIVING OFFICER. Should the check required by paragraph 153 reveal any loss, damage, or discrepancy, the receiving officer will advise the consignee thereof by notation on the "property received" copy of the bill of lading as required by paragraph 130.

b. BY CONSIGNEE. See paragraph 133d, e, and f.

155. Claims

a. UPON WHAT BASED. See paragraph 133d(1).

b. BY WHOM FILED. See paragraph 133d(2).

c. NOT TO BE FILED BY CONSIGNEE. See paragraph 133d(2).

d. COMMUNICATIONS CONCERNING. See paragraph 133d(3).

156. Adjustment of Discrepancies Incident to Shipment

a. Whenever a carrier fails to deliver all of the packages of property listed on a Government bill of lading or War Department Shipping Document, or when the property is not delivered in as good a condition as when accepted for shipment by the carrier, and the shortage or damage is discovered in the checking-in operation at the receiving point, the shortage or damage is considered as being a "discrepancy incident to shipment," adjustment for which will always be made by means of a WD AGO Form 15-1 Report of Survey (Discrepancies Incident to Shipment). The provisions of this section are applicable to discrepancies in shipments made on War Department bills of lading, commercial bills of lading when converted to War Department bills of lading at destination, and under War Department administered contract for transportation services.

b. The shipper's (contractor's) responsibility for a shortage will be deemed as "obvious" in the following instances:

(1) When carload or truckload lots, which are shipper's load and count, arrive with original loading seals intact, and there are no other circumstances to which the shortage may be attributed.

(2) When packages or boxes arrive with no external evidence of tampering, repackaging, or re-coopering in transit, and there are no other circumstances to which the shortage may be attributed.

c. Determination as to "obvious" responsibility for shortages in shipment from War Department installations will be made in accordance with *b*(1) and (2) above, and will be basis for recommending relief from property responsibility and accountability on the report of survey, provided there is no question as to liability of the carrier.

d. Recommendation as to carrier liability will always be made by the surveying officer.

e. Detailed instructions regarding preparation and action required in connection with WD AGO Form 15-1 are published in section XII of TM 38-275.

157. Entire Shipment Lost

See paragraph 133i.

158. Discovery After Bill of Lading Has Been Accomplished Clear

See paragraph 133f(3).

159. When Supplies Checked Short Are Later Received

See paragraph 133h.

160. Supplies Purchased F. O. B. Point of Origin

When supplies are purchased f. o. b. point of origin, they are shipped either on a Government bill of lading or on a commercial bill of lading which is to be converted into a Government bill of lading. (See par. 139.) In case of shortage or damage, the procedure is as hereinbefore prescribed.

161. Supplies Purchased F. O. B. Destination

See paragraph 133i.

Section VII. OVERAGE

162. Notation on Bill of Lading

Should the check required by paragraph 153a reveal an overage, notation similar to that required in case of shortage or damage will be made on both the "property received" copy and the original of the bill of lading, except under the circumstances stated in paragraph 163.

163. When Overage Proves To Be Identical With Shortage on Another Bill of Lading

When the articles checked over on a bill of lading prove to be identical with those checked

short on another bill of lading, the procedure will be as follows:

a. If neither bill of lading has been surrendered to the carrier, no notation relative to shortage or overage will be made on either original bill of lading, as it would only confuse the settling office and cause that office to engage in useless correspondence and to make unnecessary cross-reference on vouchers covering payment of these bills of lading. Such notations as will clarify the retained records may, however, be made thereon.

b. When the bill of lading on which the shortage existed has been surrendered and cannot be recalled, see paragraph 133h.

164. Procedure To Enable Carrier To Obtain Payment

a. LETTER TO CARRIER'S AGENT. If it develops that there was an actual overage which must be taken up on the property account of the receiving officer, a letter in the following form will be sent to the local agent of the delivering carrier:

In connection with Government B/L No. _____, dated _____, covering shipment of _____, weight _____, from the transportation officer at _____ to the transportation officer at _____, received by this office on _____, you are advised that this shipment checked over _____ (Date) _____ (Article)

upon delivery and that said overage was contained in Car No. _____ shown on that B/L, but is not included in amount or weight shown thereon. The overage has been taken up on the property accounts of this office. This letter is addressed to you for your information in connection with your account for services rendered on B/L No. _____ and, if possible, should be attached to that B/L when the account is presented to the disbursing office for payment. It will therefore be immediately forwarded to your auditor, in order that the charges on that B/L may be rendered on the proper basis. Investigation has clearly established the fact that this overage pertains to B/L No. _____, was contained in car No. _____, and is not a shortage in connection with any other B/L shipment.

(Signed) _____

If the weight of the overage is included in the weight shown in the body of the bill of lading, the necessary change in the wording of the above letter will be made.

b. COPY TO OFFICE. A copy of the letter required by (a) above will be furnished the Office of the Chief of Transportation.

c. SEPARATE CERTIFICATE OF DELIVERY NOT

TO BE ISSUED. A separate certificate of delivery will not be issued to cover the excess weight transported by the carrier, for the reason that the freight charges thereon will be paid in connection with the bill of lading covering the shipment, and in many instances the excess will result in no additional cost.

Section VIII. MISCELLANEOUS

165. Reconsignment, Diversion, Tracing, and Expediting

a. WHEN PERMISSIBLE. (1) *Carload shipments.* A carload shipment of supplies may be reconsigned or diverted to a new consignee or another destination when necessary, and when—

(a) The shipment is still in transit.

(b) Having arrived at destination, the shipment has not yet been removed from the carrier's possession.

(2) *Less-than-carload shipments.* A less-than-carload shipment of supplies may be reconsigned or diverted to a new consignee or destination, when necessary, and when carriers' tariffs so provide. After a less-than-carload has reached destination, reshipment, if feasible, is preferable to reconsignment to a different destination.

b. TIME LIMIT. Carriers allow only 24 hours free time in which to accomplish a reconsignment or diversion of carload freight and action must therefore be taken promptly. Storage charges accrue on less-than-carload freight in accordance with tariff provisions of the carrier involved. Therefore, unnecessary delay will be avoided.

c. REQUESTS—BY WHOM PLACED. (1) *General.* (a) This paragraph applies to all freight and express traffic shipped by, or on which shipping instructions are issued by, any agency of the Army, or the War Department, except troop movement traffic, and except with respect to requests issued by officers in charge of general field maneuvers in connection with such maneuvers.

(b) Requests for priority and special service will be kept to a minimum consistent with efficient operation.

(2) *Expedited service; special train service.* (a) All requests for expedited service will be placed only with the Office of the Chief of Transportation, through the Chief, National Guard Bureau.

(b) All requests for special train service will be placed only with the Office of the Chief of Transportation, through the Chief, National Guard Bureau.

(3) *Reconsignment, diversion, tracing, and holding.* Requests for tracing (passing and arrival reports and other information of movements), diverting, reconsigning, and holding will be made only as follows:

(a) In connection with shipments to a port for export or to an intransit storage point to be re-forwarded to a port for export, such requests will be placed only with the Office of the Chief of Transportation, through the Chief, National Guard Bureau.

(b) Cars which already have arrived within the port area may be diverted or reconsigned to points within the port area, or held by the port transportation officer concerned through direct contact with the carrier involved.

(c) In connection with shipments other than those described in (a) and (b) above, requests may be made—

1. By consignor or consignee direct to the carrier involved.

2. Through the Office of the Chief of Transportation, by any officer authorized to make such requests, including representatives of other offices of the War Department.

d. HOW ACCOMPLISHED. (1) *Written instructions to carrier.* Written instructions directing the reconsignment or diversion will be given the proper representative of the carrier who has physical charge of the shipment at that time. When issued in connection with commercial prepaid shipments, see (3) below.

(2) *Action in connection with Government bills of lading and collect commercial documents* (see also TM 55-550). (a) The responsible officer who directs reconsignment or diversion of a shipment will communicate with the original consignee and either obtain from him both original bill of lading and the "property received" copy thereof and take the action described in (b) and (c) below, or authorize and instruct the original consignee to take the action described in (b) and (c) below.

(b) Both the original bill of lading and the "property received" copy will be indorsed as follows:

This shipment diverted (or reconsigned) to -----

(New consignee and new destination)

on this Bill of Lading. No other B/L issued for any portion of this movement. Additional transportation costs, if any, including those for diversion, chargeable to procurement authority cited herein.

(Signed) -----

Other available information, such as point of diversion, back hauls involved, authority for diversion, etc., should be included in indorsement if practicable. The indorsement may be securely attached to the bill of lading, but reference thereto must be placed on the face of the bill of lading itself.

(c) Both the original bill of lading and the "property received" copy will be forwarded, indorsed as required by (b) above, to the new consignee.

(3) *Action in connection with prepaid commercial shipments.* The responsible officer who directs diversion or reconsignment of a prepaid shipment will send a copy of his written instructions (see (1) above) to the new consignee. A Government bill of lading will be issued in connection with a diverted or reconsigned prepaid commercial shipment unless the consignee knows definitely and unquestionably or is informed by the Chief of Transportation that such diversion does not create an additional cost chargeable to the Government. It will be issued by the new consignee, who will attach thereto the diversion or reconsignment order and the freight bill issued by the carrier at destination and accomplish and surrender the Government bill of lading in accordance with TM 55-550. Such Government bill of lading will show—

(a) Reference to authority given carrier for diversion or reconsignment.

(b) Full reference to the original shipment, including carrier's waybill number.

(c) That the through rate from point of origin to the new destination, or if applicable, the rate to original billed destination plus "back-haul" or "out-of-line-haul" charge, is to be protected, unless a lower charge to the Government would result from application of appropriate combination of local rates.

(d) That the shipment was originally consigned "Prepaid" to -----

(Original destination)

and that no portion of charges applicable on ship-

ment to that point is to be included in charge against the Government.

166. Cancellation of Bills of Lading

All original parts of Government bills of lading which have become mutilated or otherwise un-serviceable (except for duplicate numbered forms, see par. 168a) before being receipted by a carrier (par. 142b) will be destroyed, and notation of the serial numbers thereof will be attached to the issuing officer's retained copy of WD AGO Form 410 (Receipt for Accountable Item) as prescribed in paragraph 10, AR 310-100. (See par. 170b.)

167. Duplicate Numbered Bills of Lading

a. DETECTED PRIOR TO RECEIPT BY CARRIER. If duplicate numbered bills of lading are received, and the duplication is detected before one or both of the duplicates are receipted by carrier, one set of bills of lading (the hand-numbered set if practicable) will be canceled and the original filed with the "property shipped" memorandum copy of the set which is used. No investigation or report is necessary.

b. DETECTED AFTER BOTH BILLS OF LADING HAVE BEEN RECEIPTED BY CARRIER. If the duplication is detected after both bills of lading have been receipted by carriers, one or both sets will be annotated near the number, "Duplicate number, but valid," and the annotation will be signed by the officer responsible for the statement. If both bills of lading have permanently left the possession of the issuing officer, he will address a letter to the Finance Officer, Transportation Division, Washington 25, D. C., saying, substantially: "I issued two bills of lading which both bear the number ----- Both are valid." The symbol of bills of lading will be shown invariably, whenever the number is quoted.

168. Certificate in Lieu of Lost U. S. Government Bill of Lading

In the event that the original Government bill of lading cannot be found after diligent effort has been made to locate same, and it is evident that it has been lost or destroyed, Standard Form 1108, and memorandum thereof, Standard Form 1108a, are provided for use only by authorized Government employees as a basis for settlement of the charges for transportation of the property shipped on the lost original bill of lading. When it has

been ascertained that the original Government bill of lading has either been lost or destroyed, a certificate in lieu of lost bill of lading may be issued by the consignee, provided that the consignee is an agency of the Government, or an official thereof, having access to such forms and with office records which will permit the maintenance of a permanent record of the issuance of such certificates by means of the memorandum copies thereof; and that the consignee has in his possession a memorandum copy of the lost original bill of lading, Standard Form 1103a or 1131a, or the carrier's freight waybill, Standard Form 1105 or 1133, on which the shipment moved, thus enabling him to accomplish the certificate in lieu of lost bill of lading in every detail. In any other circumstance, the matter of lost original Government bills of lading must be brought to the attention of the issuing officer who, from the memorandum copy of the lost original bill of lading in his possession, or from the shipping order, Standard Form 1104 or 1132, on which the shipment moved, obtained from the initial carrier, will issue the necessary certificate in lieu of lost bill of lading and forward same immediately to the consignee for execution of consignee's certificate of delivery and prompt surrender thereof to the destination carrier for accomplishment of its certificate and waiver, and for billing. The following certificate which has been incorporated in the Certificate of Issuing Officer and in the Certificate of Consignee printed on the face of the Standard Form 1108, must be executed by the consignee or the issuing officer who issues the certificate in lieu of lost bill of lading:

"ISSUED IN EXACT CONFORMITY WITH STANDARD FORM NO. IN MY POSSESSION"

Until such time as the supply of (old) certificates in lieu of lost bill of lading now on hand is exhausted, a certificate in the exact words, *supra*, stamped or otherwise placed on the face of the certificate in lieu of lost bill of lading, must be executed by the consignee, or by the issuing officer, who issues the certificate in lieu of lost bill of lading. If a temporary receipt was issued by the consignee for delivery of the property shipped, he should indorse such fact on the certificate in lieu of lost bill of lading, and when such certificate is received by the carrier for accomplishment of its certificate and waiver, reference to such certificate in lieu of lost bill of lading should be made on the temporary receipt, and the certificate and receipt securely attached together for billing. A memorandum copy of every certificate in lieu of lost Government bill of lading issued by the consignee must be immediately forwarded by him to

the issuing officer who should note the issuance thereof, as well as all other certificates in lieu of lost bills of lading issued by himself, on the proper Standard Form 1121 (Bill of Lading Accountability Record) (prescribed by General Regulations No. 100, issued October 4, 1943), in the column opposite the number of the bill of lading used, and promptly forward the memorandum copies of such certificates to the administrative accounting office concerned, where a system of controls designed to avoid duplicate payment of the transportation charges involved must be maintained. It is to be understood that if the original bill of lading is located by either the consignee or the carrier before settlement is made on the certificate in lieu of lost bill of lading, said original bill of lading will be substituted therefor and the certificate in lieu of lost bill of lading will be immediately marked with the notation

CANCELED—ORIGINAL BILL OF LADING
LOCATED AND DELIVERED TO THE DESTINATION CARRIER

and returned to the office which originally issued the certificate in lieu of lost bill of lading. If the original bill of lading is located after settlement is made on the certificate in lieu of lost bill of lading, it will be forwarded, with appropriate advice, to the administrative office concerned, there to be properly voided and inscribed with the name of the disbursing officer and his voucher number (or the General Accounting Office certificate of settlement number) and the date on which the certificate in lieu of lost bill of lading, issued in its stead, was paid, and then transmitted to the General Accounting Office.

169. Lost Commercial Bills of Lading

a. In the event that the commercial bill of lading or commercial express receipt on which Government property was unavoidably shipped should become lost or destroyed, but the consignee has in his possession the carrier's "Shipping Order," or the carrier's "Freight Waybill" (A. A. R. Standard Form AD-129-Part 3), or the Railway Express Agency "Delivery Sheet," the consignee may convert such commercial document to a Government bill of lading which he must obtain from the Government official who authorized the shipment, provided that a procedure exists in the issuing office designed to preclude the issuance of more than one Government bill of lading for the same shipment; and that a system of controls designed to avoid duplicate payment of the transportation charges involved is maintained by the administrative accounting office concerned.

b. Under the same conditions the consignee will also be permitted to convert a photostat copy of the carrier's "Shipping Order," or the Railway Express Agency "Delivery Sheet," to a Government bill of lading which he must obtain from

the Government official who authorized the shipment, provided that before photostating such commercial document the carrier will place thereon a notation as follows:

PHOTOSTAT COPY OF THIS DOCUMENT
FURNISHED CONSIGNEE ON _____
(Date)
TO BE CONVERTED TO A GOVERNMENT B/L.

c. A certified true copy of such commercial documents furnished by the carrier may likewise be converted to a Government bill of lading by the consignee, provided said certified true copy contains a carbon impression thereon obtained by typing or otherwise placing on the carrier's "Shipping Order," or the Railway Express Agency "Delivery Sheet," the following statement:

CERTIFIED TRUE COPY OF THIS DOCUMENT
FURNISHED CONSIGNEE ON _____
(Date)
TO BE CONVERTED TO A GOVERNMENT B/L.

d. It is to be understood that if the lost original commercial bill of lading or lost commercial express receipt is located subsequent to the conversion of the carrier's "Shipping Order," or the carrier's "Freight Waybill" (A. A. R. Standard Form AD-129-Part 3), or the Railway Express Agency "Delivery Sheet," to a Government bill of lading, it will be forwarded, with appropriate advice, to the administrative office concerned, where, after payment has been effected on the carrier's "Shipping Order," or the carrier's "Freight Waybill" (A. A. R. Standard Form AD-129-Part 3), or the Railway Express Agency "Delivery Sheet," it will be properly voided and inscribed with the name of the disbursing officer and his voucher number (or the General Accounting Office certificate of settlement number) and the date on which paid, and then transmitted to the General Accounting Office.

170. Lost, Stolen, or Uncontrollable Blank Bills of Lading

a. ACTION UPON DISCOVERY. As soon as blank original bills of lading are discovered to be lost, stolen, unaccountably missing, or otherwise definitely beyond the control of the issuing officer, a list of the serial numbers thereof, with appropriate explanation, will be forwarded by the transportation officer direct to the disbursing officer designated to pay transportation accounts (Finance Officer, U. S. Army, Transportation Division,

Washington 25, D. C.). (See AR 35-6120.) Serial numbers not printed or not shipped, as reflected in packing slips accompanying shipments, or not charged on WD AGO Forms 410 (Receipt for Accountable Item) and serial numbers still subject to the control of the transportation officer, will not be reported. Should a box of bill-of-lading forms be received with missing numbers and the Form 410 charges the missing numbers, the receiving office will not originate correspondence on the subject unless there is evidence that the forms were removed after leaving the manufacturer. In the absence of such evidence, all that is necessary is appropriate notation in the transportation officer's record of forms charged to him.

b. RECOVERY OF LOST, STOLEN, OR UNACCOUNTABLY MISSING BILLS OF LADING. If bills of lading reported as lost or stolen, or unaccountably missing are later recovered, they will not be placed in stock for use but will be canceled and disposed of as prescribed in paragraph 166 unless 20 or more are recovered at one time, in which case the issuing officer will report to the disbursing office the numbers of the bills of lading which have been recovered and will be used.

171. Car Record Book

See AR 55-175.

172. Demurrage

See AR 55-175.

173. Storage Charges

See AR 55-175.

174. Reducing Number of Shipments

a. In order to reduce the number of less-than-carload shipments, property from one point destined to a single point should be assembled and shipped in one or more carload lots. In case there is not sufficient property to make up a carload lot, property should be billed as a less-than-carload shipment. In such cases bills of lading should show only one consignee, such consignee to be mailed documents necessary to enable him to distribute shipments to each organization.

b. Whenever practicable, less-than-carload shipments destined to direct intermediate points should be loaded in the same car. In such cases bills of lading will be made so as to distinguish each consignment as if shipped in separate cars.

175. Evidence To Accompany Tracers

When tracers for delivery of freight are started, they must be accompanied by evidence that the property has not been delivered.

176. Transportation of Federal Property—Cost of

a. UPON ISSUE BY UNITED STATES ARSENALS OR DEPOTS. The cost of transportation incident to the issue of Federal property by United States arsenals or depots to the National Guard is a proper charge against the appropriation for the National Guard.

b. WHEN UNSERVICEABLE PROPERTY SHIPPED TO DEPOT. The cost of transporting unserviceable, damaged, or unsuitable Federal property issued to the National Guard, when turned in to an arsenal or depot for repair or replacement, is properly chargeable to National Guard Bureau funds under section 67, National Defense Act. If such apportionment is insufficient as to unexpended balance, no shipment will be made until the expense thereof has been arranged for by the State concerned.

c. WHEN SHIPPED IN CONNECTION WITH ENCAMPMENTS. The cost of transportation of property in connection with encampments, maneuvers, etc., is properly chargeable against funds under the National Guard Appropriation.

177. Intrastate Shipments; When Chargeable to National Guard Bureau Funds

a. WHEN SHIPPED BY OR RETURNED TO UNITED STATES PROPERTY AND DISBURSING OFFICER. The cost of transporting Federal property issued by a United States Property and Disbursing Officer to an organization as a matter of replacement as well as the cost of returning unserviceable, damaged, or unsuitable Federal property from an organization to the United States Property and Disbursing Officer, is properly chargeable against funds placed to the credit of a State, provided sufficient funds reserved for the purpose remain to the credit of the State.

b. WHEN SHIPPED IN CONNECTION WITH DISBANDMENT, CONVERSION, OR REORGANIZATION. The cost of intra-State shipments of Federal property from disbanded organizations, or when made in connection with the reorganization or conversion of organizations of the National Guard

is not chargeable to National Guard Bureau funds unless the expenditure therefor has been specifically approved by the Chief, National Guard Bureau, as evidenced by the issuance of a National Guard Bureau allotment of funds to cover.

178. Route Orders for Domestic Carload Shipments

a. REQUIREMENT. Except as provided in *b* below, a "TS" route order will be obtained from the Chief of Transportation through the Chief, National Guard Bureau, prior to forwarding of any shipment falling within the following description:

(1) One carload or more if moved by rail, or the equivalent of one carload or more (as usually loaded) if moved by other means.

(2) Moving by any commercial means of transportation (rail, water, or highway, including drive-away, or any combination of more than one such means).

(3) Destined to any point in the United States, Canada, or Mexico, including United States port areas only when not for direct movement to shipside for ocean movement. (Such shipments require T. C. R. permits as provided in par. 16, AR 55-105, and WD Commercial Traffic Bulletin 48, 1945.)

b. EXCEPTIONS. (1) When shipments consist of perishable subsistence.

(2) When moving in connection with a troop movement under routing number (corresponding to main number) or "MI" number (military impedimenta in separate trains or train sections) issued by the Chief of Transportation.

(3) Five carloads or less, when point of destination is not a depot; or a point used by the War Department only for freight to be subsequently reforwarded, and—

(a) Either when distance from origin to destination does not exceed 200 miles air-line distance.

(b) Or when rail transportation best suits requirements of the movement, and only one rail route is available from origin to destination.

(4) A single carload, in an emergency, when time does not permit contact with the Office of the Chief of Transportation by fastest mail. Confirmation of all such routings by the Chief of Transportation will be requested immediately by fastest mail. Such requests for confirmation will include consignor, point of origin, commodity,

quantity, consignee, point of destination, route, and any unusual reason for use of route.

c. **REPORT OF EXCEPTED ROUTINGS.** The exceptions referred to in *b*(1) and (3) above may be employed provided a report titled "Excepted Routings" is submitted by mail to the Chief of Transportation, Washington 25, D. C., through the Chief, National Guard Bureau, as of the close of business each Friday. The report will indicate the consignor, point of origin, commodity shipped, number of cars or vehicles, consignee, point of destination, and carrier or carriers via which routed. (Reports Control Symbol TOT-27 has been assigned to the above-mentioned report.)

d. **APPLICATIONS.** Application for the required "TS" route orders will be made through the Chief, National Guard Bureau, to the Chief of Transportation, by regular mail, air mail, or messenger. Such applications will be prepared on WD AGO Form 55-103 (Request for Routing) in quintuplicate. Telephone, telegraph, or teletype requests may be made only in exceptional cases. Applicants will not confirm applications made by electrical communication. Each request will furnish information in the following form and order:

- (1) Consignor (actual shipper).
- (2) Point of origin.
- (3) Rail carriers serving consignor's facilities, if known. At installations where various buildings are served by different carriers, the building in which the property is stored will be designated.
- (4) Commodity (described as provided in Freight Billing Guides), number of carloads, and weight. In addition, whenever there is any possibility whatever of Pacific coastal or inter-coastal water movement, the number of cubic feet.
- (5) Consignee.
- (6) Point of destination.
- (7) Rail carriers serving consignee's facilities, if known. At installations where various buildings are served by different carriers, the building to which the property is to be delivered will be designated.
- (8) In every case of an outbound transit shipment, the inbound "TS" number or, in lieu thereof, the initial origin and route used into transit point.
- (9) Date shipment will start.
- (10) Required date, if any, of arrival at destination.
- (11) Date of request.
- (12) In special cases, unusual conditions pos-

sibly influencing routing. If movement by desired form of transportation will involve higher cost than other means of transportation, justification for use should be furnished. (See par. 4, AR 55-105.)

(13) Name and address of requesting installation.

(14) Identification number assigned by the requesting installation.

e. **RECURRING MOVEMENTS.** (1) In case of recurring movements, an estimate should be made of the approximate number of cars to move during a 90-day period, and one application for routing submitted to cover the period in lieu of a separate application for each individual shipment.

(2) Report under Reports Control Symbol TOT-25 will be made at expiration of the 90-day period as to the number of cars actually shipped, if different from that specified on the route order. Shipments of more than two carloads in excess of total number of cars specified on the route order will not be made without authorization from Office of the Chief of Transportation.

f. **BILLS OF LADING.** The serial number of each "TS" route order will be shown on each bill of lading issued under its authority. For shipments routed under the four exceptions in *b* above, the following terms will be shown as appropriate, instead of a "TS" number:

- (1) Perishable.
- (2) The routing number or "MI" number.
- (3) Local.
- (4) Emergency.

g. **AUTHORITY OF CHIEF OF TRANSPORTATION.** "TS" route orders issued will be subject to cancellation or revision at the discretion of the Chief of Transportation. Any policy decisions of the Chief of Transportation will be final with respect to all traffic, including that excepted under *b* above.

179. Shipments to Seaboard Ports

No shipment of materials, supplies, or equipment of any character, consisting of one carload or more, by rail, or when moving by truck, the equivalent of one carload or more (as usually loaded), under the direct or indirect control of the War Department, will be made by any means to any United States seaboard port for transshipment overseas or for storage at the port prior to transshipment, without first obtaining a shipping release and

routing from the Chief of Transportation, through the Chief, National Guard Bureau.

180. Transfer of Blank Bills of Lading

a. LIMITATIONS ON TRANSFER. A United States Property and Disbursing Officer relieved from duty will turn over to his successor all blank original bills of lading or preassembled serially numbered sets of bills of lading. In case no successor is detailed, the United States Property and Disbursing Officer relieved will forward all unused bills of lading to the depot from which bills of lading were received.

b. RECEIPT TO BE TAKEN; DISPOSITION THEREOF. In making such transfers, a receipt will be obtained on appropriate form (WD AGO Form 410 (Receipt for Accountable Item)). The portion marked "sign and return immediately" will be forwarded to the depot from which bills of lading were received.

181. Requisitions for Blank Bills of Lading

a. WHEN AND TO WHOM SUBMITTED. Requisitions for blank bills of lading will be submitted quarterly to the Chief, National Guard Bureau, Washington 25, D. C., in sufficient time to allow distribution from appropriate depot prior to exhaustion of supply on hand.

b. FORM USED. WD AGO Form 17 (Requisition for Blank Forms and Publications) will be used in making requisition.

182. Parcel Post Shipments

a. Property not entitled to transmission under the penalty envelope or label will be shipped by parcel post, subject to postal regulations governing, whenever that method is more economical than shipment by express or freight or the more expeditious transmission by parcel post justifies the greater cost thereof.

b. Postage stamps for use in making shipments by parcel post will be purchased from the same funds as would be available had shipment been made by express or freight.

c. Parcel post shipments will not be insured, except that exceptionally fragile and costly articles shipped by that method will be shipped as insured parcel post at the actual value of such articles whenever it shall be determined and certified by the property officer charged with accountability therefor that such action is desirable to secure

care in handling commensurate with the real value of such articles. The charges therefor are payable in the same manner as indicated in *b* above. (See JAG 523.04, July 21, 1938 Military Affairs.)

Section IX. EXPLOSIVES

183. Regulations Governing; by Whom Prescribed; How Obtained

The regulations governing the transportation of explosives, inflammable, and other similar dangerous articles are prescribed and published by the Interstate Commerce Commission. One copy of these regulations will be furnished each United States Property and Disbursing Officer. Replacement of these regulations may be obtained by the submission of a requisition direct to the National Guard Bureau.

184. Responsibility for Strict Compliance with Regulations

The regulations referred to in paragraph 183 apply to Government shipments. The responsibility for strict compliance with the regulations lies with the United States Property and Disbursing Officer of the State concerned. No shipment of explosives should be made by any member of the National Guard unless he has been fully instructed in the provisions of the regulations governing the specific shipment.

185. Labels and Placards; Use of; How Obtained

The use of certain conspicuous and distinctive labels and placards is required by the regulations referred to in paragraph 183. These will be furnished, on requisition, by the National Guard Bureau and must be attached before shipment.

186. Damage by Explosion or Fire, Investigation and Responsibility

Every case of damage by explosion, fire, or otherwise will be investigated, and if due to failure to comply with the regulations governing the transportation of explosives, the shipping officer will be held responsible.

187. Commercial Highway Carriers or Drayage
Explosives and other dangerous articles will not be shipped by any commercial highway carrier

nor will local drayage thereof by commercial concerns be engaged, unless the carrier or drayage concern files a certificate with the transportation officer arranging for such services, that said carrier or drayage concern will comply with all laws and regulations promulgated by Federal, State, and local governments and municipalities that may be applicable to govern each particular shipment of explosives and other dangerous articles. (See also ch. 3, TM 9-1900.)

188. Government-Operated Vehicles

If shipment of explosives, toxic gases, and other dangerous articles is made by U. S. Government-

operated motor vehicles, the shipping officer will take all necessary and reasonable precautions to insure safe transit. Except in time of emergency, the shipping officer will be responsible that all Interstate Commerce Commission regulations governing the transportation of explosives are observed. In case of an emergency, so declared by any commanding officer of an arsenal or depot, or a general or field officer of the line, the shipping officer will take every reasonable precaution to insure safe movement of his cargo of explosives, toxic gases, or other dangerous articles while in transit by motor vehicle on Government reservations and on the public highways.

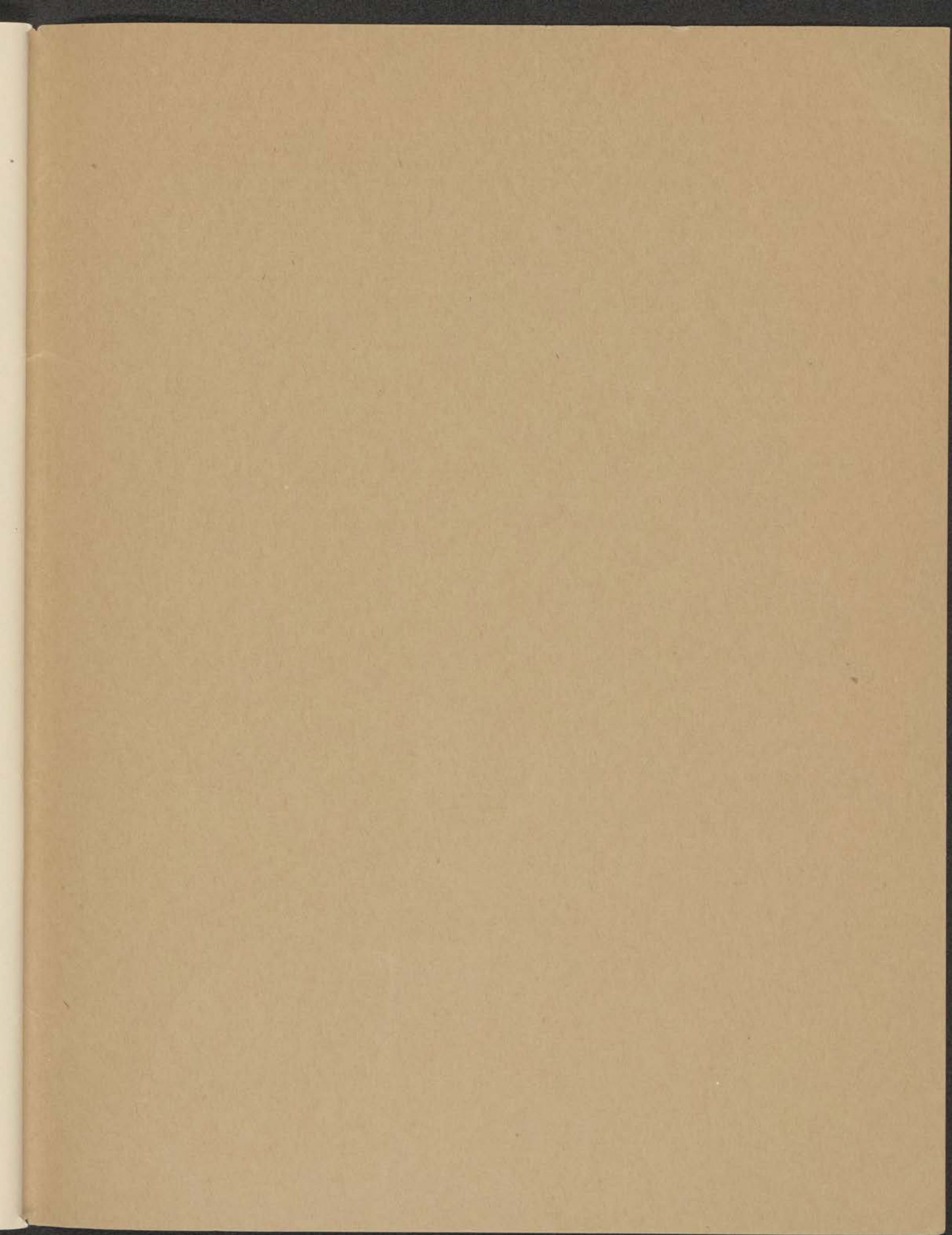
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