CHAPTER 3

TGBL WEIGHING AND SHIPMENT MARKING PROCEDURES

3000. Purpose and Scope. This chapter establishes procedures for weighing and marking of shipments.

3001. The Initial Weight Determination and Reweigh.

a. General. The initial weight of each shipment of HHG and UB moving in interstate or international commerce shall be determined in accordance with ICC procedures.

(1) The carrier shall determine the tare weight of each van by having it weighed before pickup of the shipment, the gross weight of the van by having it weighed with the shipment loaded thereon, and the net weight of the shipment by subtracting the tare weight from the gross weight. When determined, the weights shall be entered on the PPGBL.

(2) The weight of each shipment shall be obtained by determining the difference between the tare weight of the specific vehicle before loading and the gross weight of the same vehicle after the shipment is loaded or, if suitable scales are not reasonably available at the point of loading, the gross weight of the vehicle with the shipment loaded thereon and the tare weight of the same vehicle after the shipment is unloaded (backweighing).

(3) At the time of the tare and gross weighing, the van shall have installed or loaded thereon all pads, dollies, handtrucks, ramps, and other equipment required to transport the shipment. No packing or crating materials or supplies may be loaded on the vehicle at the time of the tare weighing. Neither the driver nor the crew may be on the vehicle at the time of either the tare or the gross weighing.

(4) The fuel tanks on the vehicle may be full at the time of each weighing or the vehicle may be weighed without the fuel tanks being full; however, no fuel may be added to the vehicle fuel tanks between the time of the tare weighing and the time of the gross weighing when the tare weighing is the first weighing performed. (This applies in reverse for backweighing.)

(5) The carrier shall obtain a separate weight ticket for the tare and gross weighing unless both weighings are performed on the same scale. Then one ticket may be used to record both weights. Every weight ticket shall be signed by the person performing the weighing and shall contain the information required by the ICC.
(6) When no certified scale is available at origin, reverse or 
backweighing shall be permissible except when an origin weight is required. 
When an origin weight is required, the carrier shall obtain a gross weight at 
the nearest certified scale either in the direction of the movement of the 
shipment or in the direction of the next pickup or delivery in the case of 
part loads.

(7) The gross weight of the van transporting one or more part loads 
shall be used as the tare of the van for part loads picked up after departure 
from origin.

(8) The PPSO, the member, or the member’s agent shall be permitted to 
be present at the weighing station to observe the weighing of the shipment 
after loading. The carrier shall use a certified scale that will permit the 
shipper or owner to observe the weighing without causing delay.

(9) For containerized shipments, containers may be weighed 
individually. The net weight of containerized shipments shall be the 
difference between the tare weight of the empty container and the gross weight 
of the packed container.

b. Use of Government Scales. The PPSO is encouraged to make the maximum 
practicable use of Government scales for weighing HHG shipments. The PPSO may 
request the carrier to weigh or reweigh on Government scales those shipments 
originating or terminating at installations where such scales are located and 
available to the carrier without undue delay. Government scales shall be 
inspected, tested, and approved when required by responsible State or local 
authority. Further, the PPSO shall ensure that all weighing procedures 
specified by the State or local authority are adhered to strictly. When 
required by State or local authority, personnel authorized to operate 
Government scales will be licensed or certified.

c. PBP&E. PBP&E shall be weighed separately on either a platform or 
bathroom scale. When platform or bathroom scales are not available, a 
constructive weight of 40 pounds per cubic foot may be used. The weight of 
PBP&E shall be annotated separately on the PPGBL. This weight will not be 
subtracted from the total shipment net weight.

d. Use of Constructive Weights. A constructive weight may be used 
only for PBP&E when bathroom or platform-type scales are not reasonably 
available. A constructive weight of 40 pounds per cubic foot may be used.

e. Requirements for Reweigh.

(1) The PPSO shall order reweighs on a quarterly basis as follows: 

(a) Ten percent of all CONUS, including Alaska, HHG or UB 
shipments, or both.
(b) Ten percent of all international UB shipments.

(c) Ten percent of all inbound international HHG shipments weighing between 500 and 2000 pounds.

(d) One-hundred percent of all inbound international HHG shipments weighing 2001 pounds or more.

(e) No reweigh on HHG shipments weighing less than 500 pounds, unless the member is near or has exceeded the authorized weight allowance.

(f) No reweigh on UB shipments weighing less than 100 pounds.

(2) The PPSO shall order reweigh of a shipment before it is delivered when:

(a) Reweigh is requested by the member.

(b) Doubt exists as to the correct weight of the shipment.

(c) It is known by the PPSO that the weight of the shipment, or total net weight of all shipments made under the same orders, exceeds the member’s prescribed weight allowance.

(3) Shipments that will be placed in SIT at destination normally shall be reweighed before being placed in SIT. As an exception, door-to-door containerized shipments shall be reweighed upon removal from SIT.

(4) Whenever possible, the PPSO shall annotate the PPGBL in block 25 "REWEIGH REQUIRED" when that is not possible requests for reweighs or weighs shall be made by whatever means of communication message or telephone that will reach the destination PPSO in sufficient time to make arrangements with the delivering carrier.

(5) MTMC periodically shall furnish PPSOs a list of carriers participating in Codes 1 and 2, upon which greater reweigh emphasis should be placed.

f. Witnessed Weights and Reweighs.

(1) When selecting shipments for witnessing weighs and reweighs, use the following criteria:

(a) Domestic HHG . . . . . . . . 5,000 pounds or over

(b) International HHG. . . . . . 2,000 pounds or over

(c) International UB . . . . . . 1,000 pounds or over
(2) When the weighing of a shipment of HHG at origin is witnessed by the PPSO or PPSO's authorized representative or weighed on a Government scale, or both, the back of all copies of the weight ticket shall be annotated with the statement "Weight Observed" or "Weighed on Government Scale," and verified by the signature of the PPSO or authorized representative. The PPSO will not require carriers to reweigh shipments unless:

(a) The member requests a reweigh;

(b) The PPSO knows that the member is near to or has exceeded the maximum weight allowance entitlement; or

(c) Doubt exists as to the accuracy of the original weight.

(3) All reweighs performed on Government scales shall be witnessed by the PPSO or the PPSO's authorized representative. The PPSO is encouraged to witness as many other reweighs (performed on other than Government scales) as possible, consistent with manpower availability and other duties.

(4) When a reweigh is witnessed at origin, the new gross, tare, and net weights shall be entered in the reweigh certification block on the DD Form 619 (Figure 5-4). The stamp, as a minimum, shall be as follows:

SHIPMENT REWEIGHED (Letters shall be at least 3/8-inch high)

GROSS. .......................................................... (Readable size)

TARE. .......................................................... .

NET. ..........................................................

(g) **Reweigh of Personal Property, DD Form 1671 (Figure 3-1).**

(1) Purpose. DD Form 1671 provides Headquarters, MTMC, and the military service headquarters with information concerning the accuracy of weight determinations on personal property shipments. DD Form 1671 shall be used to report the results of shipment reweighs.

(2) Forms Supply. DD Form 1671 is available through normal publications distribution channels.

(3) Preparation and Distribution. The PPSO shall prepare an original and three copies of DD Form 1671 for each reweigh. Upon completion, DD Form 1671 shall be distributed as follows:

(a) The original shall be forwarded to the Headquarters, MTMC, ATTN: MTPP-MA, 5611 Columbia Pike, Falls Church, VA 22041-5050.

(b) When the reweigh is less than the origin weight, the first copy, along with a copy of the reweigh weight ticket, shall be forwarded to the paying finance center. If the reweigh was witnessed and the PPGBL was stamped and certified, this copy will not be forwarded to the finance center.
(c) The second copy shall be forwarded to the origin PPSO for placement in the carrier’s performance file and for use in evaluating the carrier’s performance.

(d) The final copy may be retained by the destination PPSO in a reweigh file.

h. **Analysis of Reweigh Data.** The PPSO periodically shall review DD Forms 1671 retained in the reweigh file and other reweigh data to identify undesirable trends in shipment reweighs. If a significant history of weight discrepancies is discovered for shipments by a particular carrier, carrier’s agent, or shipments reweighed on a particular scale, the PPSO may direct future reweighs toward the problem area to determine and resolve the cause of the discrepancies. Situations that cannot be resolved at the local level shall be brought to the attention of Headquarters, MTMC.

3002. Shipment Preparation and Marking.

a. **Preparation for Shipment.** TGBL HHG and UB shall be prepared and packed for shipment in accordance with the provisions of the Tender of Service (see Appendix A).

b. **Marking of Codes 2, 4, 5, 6, 7, 8, J, and T Shipments (Figures 3-2, 3-3, and 3-4).**

   (1) Containerized TGBL HHG shipments shall be marked in the upper left-hand corner of two surfaces (one side and one end panel) of the container. Markings shall be stenciled with at least 1-inch lettering. Freehand marking is not acceptable. Any markings not applicable to the current shipment shall be obliterated permanently before the container’s arrival at the member’s residence.

   (2) Markings for TGBL UB shipments shall be placed on two surfaces of trunks, footlockers, and similar containers. Markings on duffel bags and similar packages shall be placed on one surface. All markings shall be clear and legible, and lettering shall be of equal height and proportional to the available space on the container. The address marking will be the most conspicuous marking on the container and shall be as large as available space permits. One copy of the member’s orders shall be placed in each duffel bag, footlocker, or other container used to ship UB. When an order applies to more than one member, the name of the member to whom the baggage belongs shall be identified.

   (3) All surfaces of containers to be marked shall be clean and entirely free of oil or grease. Old markings that are not applicable to the current shipment shall be obliterated with lacquer, enamel, or paint. The information prescribed in subparagraph c., below, shall be stenciled on each container. If the surface of a container will not accommodate stenciling, a Military Shipment Label, DD Form 1387 (Figure 3-5), shall be used.
(4) Carriers will be given the option of either stenciling or labeling Code J shipments.

c. **Stenciled marking shall be as follows:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPGBL</td>
<td>US Government Bill of Lading - Privately Owned Personal Property</td>
</tr>
<tr>
<td>TCN</td>
<td>Transportation Control Number (if applicable)</td>
</tr>
<tr>
<td>RDD</td>
<td>Required Delivery Date (Julian date)</td>
</tr>
<tr>
<td>FROM</td>
<td>PPSO, Name of Shipping Installation (Include DODAAC on Code J shipments)</td>
</tr>
<tr>
<td>TO</td>
<td>Name of Destination Shipping Installation (Include DODAAC on Code J shipments)</td>
</tr>
<tr>
<td>FOR</td>
<td>Member’s last name, first name, middle initial, rank, military service, and SSN. Include direct delivery address, if applicable.</td>
</tr>
<tr>
<td>HHG</td>
<td>Household Goods</td>
</tr>
<tr>
<td>UB</td>
<td>Unaccompanied Baggage</td>
</tr>
<tr>
<td>GROSS</td>
<td>Gross Weight</td>
</tr>
<tr>
<td>TARE</td>
<td>Tare Weight</td>
</tr>
<tr>
<td>NET</td>
<td>Net Weight</td>
</tr>
<tr>
<td>Cu</td>
<td>Cube (Exterior cubic ft of container)</td>
</tr>
<tr>
<td>PIECE NO</td>
<td>O F (number and total number of pieces)</td>
</tr>
<tr>
<td>CARRIER NAME</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>CODE OF SERVICE</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>TP NO</td>
<td>Transportation Priority Number (if applicable)</td>
</tr>
<tr>
<td>POE/POD</td>
<td>When applicable</td>
</tr>
</tbody>
</table>
### REWEIGH OF PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>REPORT CONTROL SYMBOL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mime-s8(Ra)</td>
<td></td>
</tr>
</tbody>
</table>

| MEMBER'S NAME, RANK   |      |
|                       |      |

<table>
<thead>
<tr>
<th>NAME OF ORIGIN INSTALLATION</th>
<th>GLOC CODE</th>
</tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF DESTINATION INSTALLATION</th>
<th>GLOC CODE</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARRIER NAME</th>
<th>SCAE CODE</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTROL NUMBER (GOL)</th>
<th>ORIGIN WEIGHT</th>
<th>DESTINATION WEIGHT</th>
<th>REWEIGH WITNESSED (Y OR N)</th>
<th>CODE OF SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**DD FORM 1671**

**FIRST PAGE**

**SECOND PAGE**

**THIRD PAGE**

**FOURTH PAGE**

*First* page --- Copy 1 -- MTMC ADP Operations Division

*Second* page --- Copy 2 -- Finance Office

*Third* page --- Copy 3 -- Origin ITO

*Fourth* page --- Copy 4 -- ITO "Reweigh rile"

(figure 3-1)

3-7
CONTAINER MARKING FOR HOUSEHOLD GOODS

GBL: AB 456 189
TCN: A5063186123344HXX
RDD: 123
FROM: ITO(GBLOC)
FT HOOD TX
TO: ITO(GBLOC)
FULDA MIL COM GER
% BECK'S INT'L M&S
MAIN STRASSE
FULDA GERM
FOR: SMITH, MAX, MAJ, USA
186 12 3344 916th SBN
HHG: HOUSEHOLD GOODS
GROSS: 1360
TARE: 450
NET: 910
CU: 166

PIECE NO: 1 of 6
CODE OF SERVICE: DPM
TP: 3
POE: 20C
POD: JFI

GBL: AB 456 189
TCN: A5063186123344HXX
RDD: 123
FROM: ITO(GBLOC)
FT HOOD TX
TO: ITO(GBLOC)
FULDA MIL COM GER
% BECK'S INT'L M&S
MAIN STRASSE
FULDA GERM
FOR: SMITH, MAX, MAJ, USA
186 12 3344 916th SBN
HHG: HOUSEHOLD GOODS
GROSS: 1360
TARE: 450
NET: 910
CU: 166

PIECE NO: 1 of 6
CODE OF SERVICE: DPM
TP: 3
POE: 20C
POD: JFI

UP
DPM
EXPEDITED

FORKLIFT HERE:

FORKLIFT HERE:
MARKING OF UNACCOMPANIED BAGGAGE SHIPMENTS (CODE J)

(figure 3-4)
3-10
<table>
<thead>
<tr>
<th><strong>1. TRANSPORTATION CONTROL NUMBER</strong></th>
<th><strong>2. POSTAGE DATA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A50631861123344BXX</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3. FROM</strong></th>
<th><strong>(GBLOC)</strong></th>
<th><strong>FT HOOD TX</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>4. TYPE SERVICE</strong></th>
<th><strong>5. SHIP TO/POE</strong></th>
<th><strong>6. TRANS. PRIOR.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>DPM</td>
<td>APOE - DOV</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>7. POD</strong></th>
<th><strong>8. PROJECT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>APOD - FRF</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>9. ULTIMATE CONSIGNEE OR MARK FOR</strong></th>
<th><strong>10. WT (Pounds)</strong></th>
<th><strong>11. RDD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ITO - (GBLOC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FULDA MIL COM GER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZBEC~ K'S INT'L M&amp;S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAIN STRASSE, FULDA, GER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOR: SMITH, MAX, MAJ, USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>186 12 3344, 916TH S&amp;N</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>12. CUBE (Feet)</strong></th>
<th><strong>13. CHARGES</strong></th>
<th><strong>14. PACE SNIPPED</strong></th>
<th><strong>15. FMS CASE NUMBER</strong></th>
</tr>
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<table>
<thead>
<tr>
<th><strong>16. PIECE NUMBER</strong></th>
<th><strong>17. TOTAL PIECES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DDForm 1387, NOV 86**

*Previous editions are obsolete.*

S/N 0102 LF-001 3871

(figure 3-5)

3-11