

CHAPTER 5

TRANSPORTATION AND SHIPPING

5000 INTRODUCTION

Transportation is a broad and complex area of logistics requiring specialized training. This chapter provides an introduction to the concepts and key components of transportation that are required for MOMAG logistics personnel. Detailed information on transportation is available in DODINST 4500.9-R. Logistics personnel are also encouraged to liaison with supporting station transportation personnel for required assistance.

5100 MAIL/FEDEX/DHL

1. Mail is a primary and preferred means of moving material. Mailable material includes any papers or materials that meet U.S. Postal Service standards relative to weight, size, and physical properties. Materials that specifically are not authorized for mailing are listed in par. [5104](#). Special instructions for mailing classified matter are addressed in this section. The different types of special mail services and mailing procedures include registered mail, insured mail, certified mail, and military official mail.
2. When mail will not meet the time lines required, Federal Express (FEDEX)/DHL may be used. Lack of planning is not an authorized use of express shipment over the postal system.

5101 WEIGHT AND SIZE LIMITATIONS

1. General. U.S. Postal Service standards relative to weight, size, and physical properties are contained in the U.S. Postal Service Regulation. To compute length and girth, measure the longest side of the parcel to get the length; measure around the thickest part of the parcel to get the girth; add the length and girth. GSA Express Small Package contract should be used whenever possible for shipments over 11 ounces or Issue Group I and II. The weight limitations for mailable material, as specified in the U.S. Postal Service Domestic Mail Manual, are outlined in [Table 5-1](#).

Table 5-1. Weight Limitations for Mailable Material

Weight	Type of Shipment	Postal Class
0-11 ounces	All mailable material	Use first class mail
over 11 ounces	NMCS, PMCS, CASREP, and material critical to flying or marine safety	Use priority mail
over 11 ounces	Issue Group I or II (TP1 or 2) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) e.g., activities served by FPOs.	Use priority mail
over 11 ounces	Issue Group III (TP3) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) e.g., activities served by FPOs.	Use standard mail A or B
over 11 ounces	Issue Group I, II or III (TP1, 2 or 3) shipments consigned to activities within CONUS, consignee located within 300 miles of shipper	Use standard mail A or B
over 11 ounces	Issue Group I or II (TP1 or 2) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Use priority mail
over 11 ounces	Issue Group III (TP3) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Use standard mail A or B

5102 EXTERNAL MARKINGS

The "Postage and Fees Paid Department of the Navy DOD 316" has been deleted due to the metering of all government mail. It will not be imprinted in the upper right corner of envelopes, labels, tags or wrappers used to transmit official mailable matter, including that sent by any of the special services described in Section III. "Official Business" will be imprinted in the upper left corner below the sender's return address. Markings indicating the mail classification and/or type of special service, when appropriate, will be stamped on the address side of the parcel. Ensure the city, state, and zip code are on the last line of the address and that no other information appears below it. For shipment within your local area do not apply postage. For additional information and guidance see reference (s).

5103 CLASSIFIED MATTER

1. Matter classified as Top Secret will be transmitted as prescribed in Chapter 8 of the Department of the Navy Information Security Regulation, reference (t). Material classified as Secret and lower may be sent via mail as prescribed in Chapter 6 of reference (s). All classified material must remain under U.S. custody and control at all times. Material classified as Secret or Confidential will be transmitted by one of the following means:

a. Registered mail shall be used for the transmission of all Secret material, NATO Confidential, and all other Confidential material mailed to an FPO/APO address.

b. Certified mail shall be used for the transmission of Confidential (other than NATO Confidential) addressed to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any non-DOD agency of the Executive Branch.

5104 UNMAILABLE MATERIAL

1. Unmailable material includes all material, which by statute, regulation or treaty stipulation, is prohibited from being sent through the U.S. Postal System. Such unmailable matter includes:

a. Poisons, caustics, acids and alkalies

b. Oxidizing materials, flammable liquids and flammable solids

c. Materials, which while being transported, are likely to cause fires due to friction, absorption of moisture, spontaneous chemical changes or heat retained from manufacturing or processing

d. Ammunition and explosives

e. Containers previously used for shipping high explosives such as dynamite

f. Intoxicating liquors

g. Materials subject to damage from freezing and permanently magnetic materials with unconfirmed fields, unless such materials are moved by surface transportation

h. Radioactive, combustible, gaseous, liquid, perishable materials, and items subject to plant quarantines are either unmailable or subject to special mailing conditions. Additional information may be obtained from local postal authorities and the U.S. Postal Service Domestic Mail Manual.

5105 COMMERCIAL AND FLEET TRANSSHIPMENT PROCEDURES

COMOMAGINST 4000.1P
14 Aug 02

For other than mailable material requiring shipment, the material and copies of the invoice will be delivered to the fleet unit designated to handle the transshipment of material or the nearest supply officer of a shore based supply/shipping activity for forwarding to the destination as specified in NAVSUP P-485. The Supply Department Head must refer to NAVTRANS for guidance. When such action is impossible, supply personnel will make required shipments in accordance with instructions obtained from either the nearest shore based naval activity (U.S. naval attachés included), other military service commands, or United States consular officials in the order listed. When material is turned over to a U.S. Navy ship for transshipment to a third ship, a fleet unit designated to handle transshipment material or a shore based supply/shipping activity, it will be covered only by an invoice, DD Form 1149 or DD Form 1348-1A, issued to the final consignee activity.

5200 DEFENSE TRANSPORTATION SYSTEM (DTS)

1. The Defense Transportation System (DTS) is that portion of the worldwide transportation infrastructure that supports DOD transportation needs in peace and war. The DTS consists of those military and commercial assets, services, and systems organic to, contracted for, or controlled by the Department of Defense, except for those that are service unique or theater assigned.

2. CONUS shipments generally move by a commercial carrier on GBL/CBL and do not use Transportation Control Movement Document (TCMD), DD Form 1384. The TCMD is normally used to ship material in the DTS (shipments originating from an overseas point). When a TCMD is not available, a DD Form 1348-1A may be used if the essential transportation data is included. The TCMD/DD Form 1348-1A must be turned into the fleet unit designated to handle transshipment to its final destination.

3. Most of the data elements needed to prepare transportation documentation are available from supply (MILSTRIP) documentation. Extensive information on DTS shipping paper work may be found in Military Standard Transportation and Movement Procedures (MILSTAMP), DOD 4500.9-R-II. The DD Form 1348-1A or the DD Form 1149 is used as the primary source document.

5300 FINANCIAL ASPECTS OF MATERIAL TRANSPORTATION MANAGEMENT

OPNAVINST 4600.24C, reference (u), assigns responsibility for centralized financial management of O&M,N Service-wide Transportation (SWT) funds to Naval Supply Systems Command (NAVSUP). There are two major categories of SWT, first and second destination. Definitions are provided and discussed in reference (a). The responsibility for financing transportation charges is determined by the category of transportation and, with few exceptions, the fund or appropriation financing the procurement of the material transported.

5301 FUNDING RESPONSIBILITY

Each unit/detachment shall use their funding for the "transportation of things" to COMOMAG and to other MOMAU and MOMAG activities.

5400 TRANSPORTATION ACCOUNT CODES (TACS)

Transportation Account Codes (TAC) consists of a four-position alphanumeric code. The first position identifies the sponsoring military shipper service, DOD/non-DoD agency, or contractor who will be charged (billed) for all services performed incident to movements in the DTS. The second, third, and fourth positions are assigned and controlled by each sponsoring service/agency; these positions may be alpha, numeric, or both. They are assigned to identify the appropriate fund citations, functional identity of the cargo, commodity, or any other description that relates to the accounting classification that is applicable to the transportation costs. Detailed information on TAC assignment is available in Volume II of DOD 4500.9-R. Shipping required in support of an exercise will be charged to the TAC provided at planning conferences for the exercise by the customer requesting support. Neither COMOMAG nor COMINWARCOM has a TAC code to do so.

5401 USE OF TAC N12A

Commander, Mine Warfare Command (COMINWARCOM) TAC N12A will not be cited for transportation of any material. The only person authorized to cite this TAC for use by COMOMAG is the COMOMAG Supply Officer once they have obtained specific permission from the COMINWARCOM Comptroller. Any unit/detachment desiring to use this TAC must provide a detailed description of items being shipped and estimate of expected shipping costs to COMOMAG Supply Officer. After review and liaison with COMINWARCOM, COMOMAG will give permission in writing for usage of TAC N12A. If you do not have written permission, do not use.

5402 USE OF TAC N132

TAC N132 should be used for transportation of all 6T cog material that is not in support of fleet exercises.

5403 ODD COG SHIPPING

Shipment of odd cog material must be funded by MOMAG transportation of things funding unless otherwise directed, i.e., demil funding provided, DLR turn-in, etc.

5404 DETAILED INFORMATION ON TACS. Refer to reference (r).