THE OPERATION OF AN ARMY AIR FORCES
TRAINING COMMAND COMMERCIAL (BASE)
TRANSPORTATION OFFICE

APPROVED:

M.J. Leininger
Major Professor

J.B. McAlister
Minor Professor

O. J. Lurvey
Director of the Department of Business Administration

Chairman of the Graduate Council
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Jane Sewell, B. S.
First Lieutenant, Air Corps

Midlothian, Texas

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Having the right amount of supplies in the right spot at the right time is the prime objective of the science of logistics operating in time of war. The realization of that objective cannot be the product of any single mind or force. It is the result of superlative coordination of many minds and forces. The job of supplying our Army is shared by all of the components of Army Service Forces: Ordnance, Quartermaster, Medical Corps, Chemical Warfare, and the rest procure the goods, and in the right amounts. But the responsibilities of taking those supplies and getting them to the right spot at the right time rests with the Transportation Corps.

The task of transporting Army personnel and supplies is stupendous in size and complexity. It is, basically, a matter of annihilating distance. The Continental United States is long and wide, and even in times of peace, the hauling of goods over it is a challenge to the ingenuity of transportation specialists. In time of war, the Continent is little more than a stepping stone to the seas and oceans over which men and material pass to meet the enemy.

The Continent and the domestic shores of the seas and oceans that bound it are the workshops of the transportation officer operating in the zone of the interior. It is he who must take the products of the war factories, wherever they may be, and speed them on their way. To do so, he must know the mechanics of his trade—routes, tariffs, forms, rules and regulations, both civilian and military.
But he must know more than these things, for often in wartime he is faced with circumstances beyond routine control. Here resourcefulness becomes his chief ally, and for him it must be a resourcefulness arising out of a full knowledge of the practical operating techniques of his business and wide experience in their application.

The Army's use of commercial transportation in the Continental United States is too large a subject to be absorbed and applied even in a lifetime of experience. It is too practical to be learned effectively from a book. Genuine understanding requires an acquaintance with theory as well as personal experience.

This study has been prepared both to precede and to parallel experience. It presents the principles that govern commercial transportation, and it shows their relationship to military transportation. In the light of these principles, some concrete methods and procedures are presented. From the mass of available information the most useful basic facts have been selected for emphasis.

Army transportation is simply the civilian practice of transportation molded to Army regulation. Therefore this study should serve as an authority and as a useful guide to the transportation officer experienced in Army transportation methods. For those whose preliminary training and experience has been in commercial traffic management and administration, it should provide a convenient transition bridging the differences between civilian and Army transportation. Further this is intended as a manual for those who have had no previous transportation experience.
The differences concern the basic authorities governing operations, and the details of methods and procedures. They are explained in the pages that follow. The material has been organized to give both the broad picture and the important details. The various subjects discussed in this study must be but a foundation upon which a transportation officer will build his fund of knowledge and informed judgment. A decision made without first carefully considering the problem in all of its ramifications is to be avoided. The first chapter provides an over-all view. The next two chapters deal with the principles of transportation control. Subsequent chapters develop the details of freight and passenger movements in the light of commercial and Army traffic rules.

J. S.

Denton, Texas
August 1945
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CHAPTER I

MILITARY TRANSPORTATION IN CONTINENTAL UNITED STATES

Transportation During Wartime

The railroad system of continental United States is without equal in any area of like size in the world. Together with the highways and waterways, it provides a huge and efficient transportation network. Vast as the system is, however, it must operate at peak capacity in time of war. Emergency restrictions necessary for conservation of rubber and petroleum products impose on the commercial carriers a transportation burden usually accommodated by private vehicles. Increased wartime manufacture and civilian business travel impose further burden on carriers already overtaxed by Allied armies. Some idea of the enormity of the transportation problem may be obtained when it is realized that the transportation of a triangular infantry division of approximately 15,000 men, with their equipment, requires 65 trains with a total of 1,350 cars. To move the men and the vehicles and other impediments of an armored division requires 75 trains of from 28 to 45 cars each, depending upon the length of the freight cars used for the division's equipment.

**Military transportation requirements**—Following the outbreak of World War II, military transportation requirements were greater than ever before in history. Shipments for oversea supply moved daily to ports of embarkation, as did freight shipments for lend-lease and for
the supply of civilians in conquered territories. Heavy tonnages had

to be moved constantly to supply widely separated military installations

within the continental United States. Troops were transported both

from point to point in the interior and to ports of embarkation. The

problem of transportation, therefore, was more complex than it had ever

been before. Yet in many ways our facilities for transport at the out-

break of World War II were more limited than they were during the first

World War.

The transportation equipment available.—During the first World War,

the quantity of American railroad equipment available was nearing its

peak. In 1918 the railroads had more cars, more men, and more miles of

track than they had in 1942, due in part to the effects of depression in

the years between the wars, and in part to competition from highway

carriers.

Very little new railroad equipment could be manufactured in a period

when the Nation's productive capacity was taxed to the limit by the

essentials of war production. In order to meet the emergency, the rail-

roads were forced to make the equipment on hand suffice. This they set

cut to do by establishing new standards of operation. Every car in ser-

vicable condition was used to the utmost by taking measures to prevent

the use of cars for storage on railway sidings, by reducing loading and

unloading time, and by increasing the payload ratio. Rigid inspection

and repair kept the available cars in constant use. Old equipment was

reconditioned and put into service. In every way, transportation was

speeded up and made more efficient. The vitality and flexibility of the

railroads in adapting themselves to the war's demands contributed greatly
to the successful mobilization of the nation's resources. More, the limitations in quantity of available equipment were balanced by the increased capacity of modern railway cars and the increased power of modern locomotives.

The Transportation Corps, Government agencies, and the various carriers work together to stretch the capacity of our transportation system to the utmost. As long as abnormally heavy loads must be transported with present equipment plus what little can be added, cooperation and planning on the present large scale will continue to be necessary, and difficult transportation problems will continue to arise.

Sharing Transportation Facilities

The problem of military transportation in the zone of interior is largely one of using most efficiently those heavily burdened transportation facilities. The railroads, highways, and waterways carry the essentials of our national economy; the coal and oil, the food and clothing, the raw material and the finished products which sustain the civilian population and military personnel alike, and supply the needs of production for both civilian manufacture and militant destruction. The Nation's commerce, swollen as it is by the enormous needs of the times, must have at its disposal the means of movement freely or the national economy as a whole will suffer. Transportation facilities, therefore, must be shared. Military requirements must be met in full without throwing our industrial schedules out of gear. That is a problem which calls for control and planning on a large scale.
Factors in the Transportation Efficiency

The Transportation Corps works constantly through the commercial carriers, having continuous contact with their representatives. In these contacts, genuine cooperation is necessary for success. This cooperation is freely given by the carriers, who are aided by and, in turn, aid the representatives of the Army.

Within the Transportation Corps itself, organization highly developed and carefully thought out, provides the smoothly functioning machinery by which the objectives are accomplished. By means of organization, maximum use of equipment is obtained; ports are kept unblocked by feeding supplies into them in carefully controlled, timed shipments; routing is planned to avoid congestion on the routes of the various carriers; troop movements are carried out smoothly with the proper equipment. In this organization, the Office of the Chief of Transportation and the field transportation officers have well-defined interlocking functions.

The transportation officer in the field handles the innumerable details so essential to the proper functioning of the entire organization. In handling these details, the importance of keeping accurate records cannot be overstated. In addition, his day-to-day duties require thoroughness, foresight, and frequently a great deal of ingenuity. The accomplishments of the Transportation Corps depend upon the exercise of these qualities by its personnel. In the last analysis, it is up to the field transportation officer to get the material and troops to their destination and to get them there on time. This objective is summed up by one transportation officer in a statement printed on his letterhead,
which reads, "Keep the supply lines open—not a minute to lose."
CHAPTER II

CONTROLS OF COMMERCIAL TRANSPORTATION

Nature of American Transportation

Though American commercial carriers are for the most part owned by private capital, they are controlled much more closely by the Government than most other commercial enterprises. This control is the inevitable outcome of the importance of transportation to the Nation, and goes back to Constitutional sources. The framers of the Constitution, aware of the weaknesses of petty political trade barriers as exemplified in Europe, made interstate commerce the exclusive concern of the Federal Government rather than the State governments. The wisdom of this policy has been reflected in innumerable ways and has contributed greatly to our unique national strengths. In order to carry out the policy, broad controls of commerce, and naturally of the agencies carrying the articles of trade, have been set up within the Federal Government. The courts have upheld this Federal authority consistently, denying to the States the power to regulate interstate commerce except for reasonable police and taxation purpose.

Realizing the necessity of a strong, flourishing transportation system, the Government has aided the carriers by generous grants of land, by rates for carrying mail which lent encouragement to them, and in general by an attitude favorable to their growth. That attitude is exemplified further by the Government's action in eliminating state lines as
barriers, by rate regulation, and by strict supervision of business methods. This control has served to keep the transportation system working for the public interest and to keep it healthy.

Permanent Federal Controls of Transportation

The Interstate Commerce Commission has been directly responsible for Federal control of transportation. Land-grant laws and agreements made in connection therewith, also may be classed as controls of transportation. These agreements are the freight land grant equalization agreements, the related Joint Military Passenger Equalization Agreement, and the Joint Military Passenger Agreement.

Interstate Commerce Commission

In administering Federal control, the Interstate Commerce Commission issues orders direct to the carriers over which it has jurisdiction. The classifications and tariffs of these carriers must be filed with the Commission. Other activities of the railroad, highways, and waterway carriers are carried on under its close supervision.

Land-Grant Laws

Certain railroads in the central, southern, and western portions of the United States were aided in their construction by grants of land from the Federal Government. In consequence of such grants, these railroads are required by law to transport certain types of Government passenger and freight movements at reduced rates. In order to participate freely in the transportation of such movements, most of the railroads in the United States have entered into agreements with the War Department.
whereunder the Government received such benefits as would be derived from use of the cheaper land-grant roads. These agreements are discussed in following paragraphs.

**Emergency Federal Control of Transportation**

The Interstate Commerce Commission has certain emergency powers under the Interstate Commerce Act which have been exercised during the present war by means of Service Orders relating to car supply and use of equipment.

During wartime, much more far-reaching control of transportation has been necessary than in time of peace. An emergency controlling agency, the Office of Defense Transportation, was therefore established by Executive Order.

The War Department is vitally concerned in the matter of control of transportation in time of war since its requirements are a substantial proportion of the requirements of the country as a whole. Such controls have been applied by the Chief of Transportation through various media designed to achieve maximum utilization of the nation's transportation facilities. Exercise of these controls by the War Department is vitally essential.

**Office of Defense Transportation**

The Office of Defense Transportation in the Office of Emergency Management was created by the President on 18 December 1941 by Executive Order No. 8989, for the purpose of insuring the greatest possible efficiency in the use of domestic transportation facilities. Supplementary Executive Orders No. 9156, 2 May 1942, No. 9214, 5 August 1942, and No.
9294, 4 January 1943, extend the powers, functions, and duties conferred by the Executive Order No. 8989.

The Office of Defense Transportation studies and develops plans for the coordination and most effective use of existing domestic transportation facilities. It has issued a number of general and specific orders to eliminate waste in operation and use of equipment, and to conserve rubber and petroleum products.

Office of Defense Transportation general orders cover such matters as the following:

Railroad minimum weight limits on merchandise traffic.
Maximum loading of freight cars.
Loading and operating requirements for common, contract, and private carriers of property by motor vehicle.
Regulations governing operation of bus lines.
Limitations on speed of motor vehicles.
Operating requirements for taxicabs and taxi service.
Restrictions on traffic on the Great Lakes.
Transportation of coal between certain Atlantic ports.
Restrictions governing the use of tank cars.
Requirements that permits be secured before export freight may be accepted for transportation to ports.

Office of Defense Transportation special orders cover such matters as:

Coordinated operation of motor vehicle passenger carriers.
Operation of carriers on inland waterways.
Suspension of service or reduction of mileage by local passenger carriers.

Exemptions are contained in some of the general orders which provide that the orders will not apply to certain military traffic or to vehicles operated by or under the direction of the Armed Forces. Notwithstanding these exemptions, the War Department cooperates by following the spirit of such orders whenever practicable. All concrete questions with regard to Office of Defense Transportation orders may be submitted to the Office of the Chief of Transportation.
War Department Traffic Weight Agreement

One of the emergency wartime controls formulated by the Chief of Transportation is the "War Department Traffic Weight Agreement". This agreement made with the carrier members of the various Freight Weighing and Inspection Bureaus throughout the United States, is of great advantage to the War Department. The New England Freight Association and the Short Line Railroad Association have concurred in the agreement, and a similar one has been made with the Railway Express Agency. In effect, this agreement results in acceptance by the carriers for billing purposes of the War Department's statement of shipping weight, and makes for greater efficiency and speed in handling freight shipments. The physical weighing of all War Department freight, moving on Government bills of lading or on commercial bills of lading to be converted to Government bills of lading at destination, would be necessary without this agreement, thus lessening materially the speed and efficiency in transportation which are essential to the prosecution of the war.

State Transportation Controls

Although the States' power to regulate transportation is limited to intrastate traffic, they do have certain statutory authority as to the regulation of interstate transportation. This authority is exercised in the interest of public safety and welfare. They also have reasonable taxation powers over carriers. The transportation officer frequently encounters these varying State controls in the conduct of his duties.

1Army Regulation 55-150.
Associations of Commercial Carriers

The commercial carriers have long recognized the need for mutual cooperation in order to promote efficient and economical operation. To a great extent, the carriers are interdependent. This they have emphasized by their formation of Carrier's Associations and Committees.

Association of American Railroads

Almost every phase of railroading is affected by the Association of American Railroads. The principal activities of this Association are conducted through five departments: Law; Operations and Maintenance; Traffic; Finance, Accounting, Taxation, and Valuation; and Planning and Research. The Military Transportation Section (MTS), Car Service Division, is of major interest to the transportation officer. 2

Military transportation section.—The Military Transportation Section is a voluntary organization created by the railroads of the country to assist themselves in providing transportation facilities as required by the United States Army. As an organization of the Association of American Railroads it represents the railroads and assists the Transportation Corps in the movement of troops and supplies, giving counsel in any matter pertaining to rail transportation. It is believed that military transportation requirements can best be met by means of centralized control and direction and decentralized operations. The Military Transportation Section plays an important part in putting this concept into effect. The Chief of Transportation, Traffic Manager for

2See Traffic Glossary—"Association of American Railroads"
the War Department, with the assistance of the Military Transportation Section constitutes the centralized control and direction. The decentralized operation is effected by transportation officers in the field working in conjunction with the field representatives of the Military Transportation Section.

The headquarters of the Military Transportation Section is located in the Office of the Chief of Transportation, and its field representatives are stationed at various critical points throughout the zone of the interior. In time of war, there is a representative of the Military Transportation Section accredited to transportation officers at all strategic points, or as determined by the Chief of Transportation. The ultimate object of these representatives is to relieve the transportation officer of the burden of having to contact numerous local agents of the carriers. Military Transportation Section representatives will serve as liaison agents between the transportation officers and all railroads in the vicinity of their stations, and in connection with all matters involving both freight and passenger transportation. They will assist the officers to whom they are assigned, not only in matters pertaining to transportation of troops and supplies, but in any other matters pertaining to transportation where their assistance may be required.

The field representatives work in close cooperation with the initial railroads in making arrangements for obtaining equipment; and coordinate also with the chairmen of the territorial passenger association territories in which they are located.
Freight Committees

Railroads in the United States are required by law to establish freight rates and to publish them, making them available for public inspection. The railroads have established a number of freight committees located in various geographical zones of the United States.

These committees are maintained by the carrier in order to provide a medium of establishing and maintaining just, reasonable, and otherwise lawful rates for the transportation of freight. They determine the rates, or the Interstate Commerce Commission substitutes its judgement for that of a committee in instances where such rates become involved in formal proceedings before that body.

The freight rates are generally published in so-called agency tariffs and participation is affected by means of powers of attorney or concurrences of the carriers. The tariffs contain rates from, to, within, or between the various freight territories.

The various freight territories and freight committees are as follows:

- Trunk Line Territory (Trunk Line Association).
- Central Freight Association Territory (Central Freight Association).
- Southwestern Territory (Southern Freight Association).
- Western Trunk Lines Territory (Western Trunk Line Committee).
- Southwestern Freight Bureau Territory (Southwestern Freight Bureau).
- Transcontinental Freight Bureau Territory (Transcontinental Freight Bureau).

Passenger Committees

The railroads have established passenger committees similar to freight committees in various sections of the United States. The
passenger committees handle problems of passenger traffic on a regional basis. Their work and the work of the freight committees coincide only in the case of transportation of military impedimenta to accompany troop movements.

A comparison of the following list of passenger committees with the list of freight committees b(4) above will show the similarity in territorial organization. The boundaries within which each passenger committee has jurisdiction are indicated in the current Joint Military Passenger Agreement.

- New England Passenger Association
- Trunk Line Association
- Central Passenger Association
- Southern Passenger Association
- Western Passenger Association
- Southwestern Passenger Association
- Transcontinental Passenger Association
- Western Military Bureau for Military Movements

American Trucking Associations, Inc.

This organization, with headquarters in Washington, D.C., is the national representative of the trucking industry. Its members are state trucking associations rather than individual carriers; so it actually is an association of associations. It maintains a National Traffic Committee and a Traffic Service Department.

The National Traffic Committee provides guidance in the establishment of national trucking policy in regard to tariffs and traffic matters. Its responsibility includes guidance of policy and maintenance of the National Motor Freight Classification is used by many, but not all motor carriers.

The Traffic Service Department assists Government agencies,
cooperating with them as circumstances require. It handles matters involving motor carrier rates, tariffs, freight classification ratings, routes, service arrangements, expedition of freight movements, and special operating authorities.

**Bus Associations**

Various associations representing the highway passenger carriers have been formed, such as The American Transit Association, New York; National Bus Traffic Association, Inc., Chicago, Illinois; National Association of Motorbus Operators, Washington, D. C.; and the National Trailways Bus System, Chicago, Illinois. These associations are authorized to act and to publish rates, rules, and regulations on behalf of the motor bus carriers who are members. They are an invaluable aid in the coordination of motor bus travel for both military and non-military traffic of the War Department.

**Domestic Water Carriers' Association**

Several of these associations have been formed since the passage by Congress of the Transportation Act of 1940. The Act gave the Interstate Commerce Commission jurisdiction over most interstate operations of common carriers by water, and also over a considerable number of operations of contract carriers by water. Some of these associations are: Inland Water Carriers Freight Association, New Orleans, Louisiana; Mississippi River System Carriers Association, Washington, D. C.; and the National Water Carriers Association, Inc., Washington, D. C.

Of the associations listed above, only the Inland Water Carriers Freight Association is a tariff-issuing agency under its name for the
account of its common carrier members. The tariffs issued by this agency contain all-water or port-to-port rates and also water-truck rates. The association negotiates for its members with rail carriers for the establishment of joint, through water-rail rates. It also compiles tariffs for its contract carrier members who, under the Transportation Act of 1940, must issue tariffs under their own names and file them with the Interstate Commerce Commission.
CHAPTER III

CONTROL OF ARMY TRANSPORTATION

The Chief of Transportation

The Chief of Transportation is Traffic Manager for the War Department, and is charged with directing, supervising, and coordinating all transportation by common carrier (except air carrier) for the War Department. In carrying out these duties, the Office of the Chief of Transportation has many vitally important functions. Among these functions are the following:

1. Staff functions.
   (a) Prepares plans to meet War Department transportation requirements.
   (b) Participates in controlling a block release system which regulates movements of shipments to ports for export.
   (c) Prepares and disseminates information regarding the status of troop and freight movements.
   (d) Maintains liaison with the carriers.

2. Operating functions.
   (a) Issues releases under a block system to regulate movements to ports of shipments for export.
   (b) Routes movements of War Department freight of one or

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1 Army Regulation 55-5.
more carloads, truckloads of 10,000 pounds or more, and all inland movements of troops in groups of 40 or more.

(c) Negotiates agreements with carriers for military traffic.

(d) Computes freight rates for procurement officers in the field.

3. Field functions.

(a) Operates ports of embarkation, and transportation zones and districts.

(b) Performs specific operating duties in connection with utility railroads assigned to the Military Railway Service.

It is necessary that communications, other than routine, on the following subjects be referred to the Chief of Transportation:

1. Negotiations with carriers relative to--

(a) Classification of commodities, including raw materials as well as finished products.

(b) Terminal and switching charges.

(c) Rates and fares.

(d) Matter in tariffs.

2. Adjustments in connection with the matters listed above.

3. Policies pertaining to--

(a) Freight shipments.

\(^2\text{Army Regulation 55-105.}\)
(b) Passenger shipments.

(c) Express shipments

Other communications, which will be submitted promptly to the Chief of Transportation are all those received from carriers by officers, either in the field or in Washington, D. C., concerning the following subjects:

1. Special rate quotations.
2. Rate equalization.
3. Embargoes.
4. Terminal facilities.
5. Switching or delivery arrangements.
6. Unusual traffic conditions.

The Chief of Transportation is fully cognizant of the extent to which Interstate Commerce Commission orders affect War Department traffic. Any questions relating to these regulatory matters should be referred to him.

The Transportation Officer

General duties.—The transportation officer in the field is a vital link in the transportation system of the Army. He is the man who sees to it that plans are carried out and that the necessary material gets there on time. In addition to accurate record-keeping, knowledge, dependability and cooperation, the exercise of his duties frequently requires ingenuity and the will to get the shipment through.

An example of an actual emergency shipment is sketched below to

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3Army Regulation 55-105.
show how ingenuity and planning work together to accomplish an out-
standing feat of transportation.

Fifty boxed airplanes awaited shipment on Long Island. These
airplanes were scheduled for delivery to a nearby port of embarkation
for water shipment eastward, but orders arrived transferring the ship-
ment to the west coast to meet an early sailing date. This necessitated
a rush transcontinental freight shipment on a schedule that seemed barely
within the realm of possibility.

The transportation officers on the scene, having ascertained the
widest transcontinental railroad clearance of the various routes, measured
the boxed airplanes and found the boxes about 3 inches too wide. In-
quiry disclosed that if the airplanes were unboxed the removal of a pin
would permit the saving of just about the necessary 3 inches. To meet
the necessary clearance limits, the wooden sides of the boxes could not
be used because of their thickness. Thin sheets of metal were substituted
for the wooden sides when the airplanes were reboxed.

A special routing for widest clearances was being planned while the
shipment was being readied for movement. Flat cars capable of passenger
train speeds had to be obtained. At the last minute orders arrived to
include a car of small arms in the train. Arrangements were made to
pick up this car en route. When the shipment was loaded and ready to
move, only 6 days remained to get it across the continent to meet the
sailing date. The usual transcontinental freight shipment at the time
required 19 days.

In spite of the many difficulties, the train made the transconti-
nental run not in 6 days, but in 5 days and 2 hours. The airplanes got
there and got there in time.\footnote{War Department Technical Manual 55-205.}

Such an extreme case is unusual. But this example indicates a high degree of cooperation, planning, ingenuity, and will to win that are necessary, though perhaps usually in lesser degree, if the transportation officer is to meet successfully the problems he will face.

Ability to handle the unusual, to make the right decision on the spur of the moment, are prerequisites for the work of the transportation officer, for in dealing with the carriers, as in dealing with people, things do not always go according to a preconceived plan.

Specific duties.—Transportation officers of posts, camps, and stations are members of the staff of the commanding officer, and perform their duties under the supervision of their immediate commander. In general, they are charged with the arrangements necessary for the movement of troops and supplies transported by commercial carriers.\footnote{Army Regulation 55-5.}

The following list of duties of a transportation officer is partial only, and is suggestive of the general nature of his duties.

1. Acquiring information.

Familiarizing himself with:

(a) Traffic conditions out of his post, camp, or station.

(b) Publications showing land-grant equalization agreements applicable to freight and passengers, and with the map showing land-grant railroads.

(c) The routing circular for posts, camps, and stations,
War Department Commercial Traffic Bulletin No. 2, which contains information on terminal facilities at the various establishments, and instructions for the guidance of officers in issuing transportation requests and bills of lading.

(d) The demurrage and storage rules and charges issued in tariff form, applicable at this station. Tariff regulations and rules should be on file for inspection at the carrier's station.

2. Cooperating with others.

(a) Acting as technical adviser to the commanding officer.

(b) Cooperating in transportation matters with commanding officers of units to be moved from his station.

(c) Maintaining close and friendly liaison with the Military Transportation Section representative accredited to his office.

(d) Maintaining friendly relationships with local carriers.

(e) Maintaining close cooperation with supply officers who will receive or ship supplies.

3. Planning to meet transportation requirements.

(a) To see that proper loading and unloading facilities are available at this station.

(b) To maintain files of all information pertinent to his present and anticipated duties.

(c) To have complete data available at all times indicating rail equipment necessary to transport the entire
command, as a whole by separate units; to complete his
files by listing the supplies and equipment to accom-
pany the troops under varying conditions. 6

4. Maintaining contact with the Chief of Transportation.

(a) Submitting promptly to the Chief of Transportation a
report accompanied by a draft of a proposed page for
insertion in War Department Commercial Traffic Bulletin
No. 2, indicating traffic location if the installation
where he is assigned is newly established, or if
changes in conditions have occurred at an existing
station which change routing considerations.

(b) Preventing rail congestion and making an electrical
communication report to the Chief of Transportation of
any threatened or actual transportation congestion at
his station.

(c) Reporting immediately to the Chief of Transportation
any violation of embargo placed against shipments for
his station. 7

(d) Securing from the Chief of Transportation routing in-
struction for War Department tank cars, whether loaded
or empty. 8

(e) Securing proper routing instructions and routing from
the Chief of Transportation.

6Army Regulation 55-130.

7Army Regulation 55-170.

8Army Regulation 55-105.
(f) Submitting necessary reports to the Chief of Transportation.

(g) Reporting to the Chief of Transportation when available transportation is adequate.

(h) Reporting all unusual situations to the Chief of Transportation.

5. Observing laws and rules pertaining to shipping.

(a) Observing proper loading of cars.

(b) Observing Interstate Commerce Commission tariff and classification provisions.

(c) Seeing that all packages are properly packed and marked.9

(d) Observing traffic weight agreements.

(e) Observing and arranging for average agreement.10

(f) Observing special requirements when livestock and dangerous articles are shipped.


(a) Preventing demurrage and shortage.11

(b) Informing the proper authorities, through channels, of instances coming to his attention where cross-hauling could be avoided.

7. Keeping and using records.

(a) Maintaining a car record book.

(b) Keeping a record of all property shipped.

9 Army Regulation 55-155.

10 Army Regulation 55-175.

11 Army Regulation 55-175.
(c) Keeping a record all property received.

(d) Using the car record book to check all demurrage bills prior to certification for payment. 12

8. Making arrangements for special types of transportation.
   (a) Arranging for transportation of remains. 13
   (b) Arranging for shipment of animals. 14

9. Arranging for transportation of personnel.
   (a) Routing passengers in groups of less than 40. 15
   (b) Inspecting and marking railroad equipment when used for outbound movement of troops, their impediments, and supplies. 16
   (c) Issuing transportation requests upon order from competent authority. 17
   (d) Instructing traveler at time of issuance of transportation requests as to accomplishment of same. 18

10. Handling bills of lading. 19
    (a) Preparing bills of lading.

12 Army Regulation 55-165.
13 Army Regulation 55-155.
14 Army Regulation 55-165.
15 Army Regulation 55-130.
16 Army Regulation 55-145.
17 Army Regulation 55-110.
18 Army Regulation 55-110 and 55-120.
19 Army Regulation 55-150.
(b) Accomplishing bills of lading.
(c) Converting commercial bills of lading when transportation is properly chargeable to the government.

11. General administration.

(a) Organizing his office at an installation which is in the process of development.

(b) Reviewing at frequent intervals the work of personnel assigned to his office with particular attention to the issuing and recording of bills of lading and transportation requests.

(c) Instructing personnel and making sure that they have sufficient technical knowledge of transportation to perform their duties competently.

Principles of transportation efficiency.—In time of war, special care is needed to avoid any impairment, however minor, of the means of transportation. The following rules and principles should be observed scrupulously by the transportation officer, and he should impress upon others with whom he deals, this supreme necessity:

1. Never use freight or other care for storage purposes.

Such use not only tends to create congestion of terminals, but seriously diminishes the available car supply. Conservation of railroad freight equipment is imperative.

Extraordinary care should be exercised to avoid delays in loading or unloading, and arrangements should be made locally to insure prompt notification of arrival of all freight and to release unloaded equipment immediately.
2. The nature of the shipment and the attendant conditions at both point of origin and destination should be considered in order to determine the most advantageous mode of transportation.

3. Utilize railroad cars to their cubic or other capacity as far as practicable.

4. Try to make one freight car do the work of two. This goal can be reached by prompt loading and release, prompt unloading and release (preferably within one working day after the time of placement of loading or unloading), together with maximum use of the car's capacity.

5. Remove damage and other debris from cars at the time of unloading to permit immediate reuse. A delay in cleaning a car has the same effect as a delay in loading or unloading it. Speed in returning the car is of little value if the car is dirty and must go to the railroad cleaning yard before being put back into service.

6. Consider the representative of the Military Transportation Section or other representatives of the Association of American Railroads as friends, not antagonists.

7. Determine the time shipments will be ready for pick-up before requesting a motor carrier to call for the shipments.

8. As far as practicable, motor trucks should be loaded to the full cubic or weight capacity, consistent with the laws.

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20 Army Regulation 55-105.
of the states through which the vehicle must pass.

9. Prompt loading and unloading of motor carrier's equipment will increase the available supply.

Making plans of operations.—The key to efficient, expeditious operations is careful planning on the basis of sound information. Care should be taken to anticipate future developments and to be prepared for them.

1. Troop movements. The transportation officer should anticipate orders to move a unit and have a plan already prepared. This plan shows the rail equipment necessary to transport any or all the units at this station or the command to which he has been assigned. 21 He makes certain that this information is also available in connection with possible movements by motor transport. He also makes the following survey:

(a) Names of railroads serving the station; the nearest cities with which they connect; the number of tracks of each line; detraining and entraining places; freight yards; facilities; schedules.

(b) Names or route numbers of main highways; distances to other cities from the station; applicable traffic laws; large parking places available; entrucking and detrucking facilities.

2. Shipment of impedimenta. Animals, vehicles, guns, and other impedimenta may accompany troop movements. Some of

21 Army Regulation 55-130.
these require transportation equipment of a type difficult
to procure. Matters of this sort should be anticipated
and provisions for meeting them should be made in advance.

3. Shipment of supplies. Close cooperation must be maintained
with the supply division or the supply officer of the arm
or service concerned in order to arrange for prompt,
orderly, and efficient handling of shipments of supplies.
Plans will vary, depending upon whether shipments expected
are incoming, outgoing, or both.

Sources of information.—The transportation officer must continually
explore every possible source of information. Information necessary to
the conduct of Army transportation may be found in a wide variety of
sources.

1. Army Regulations. Army Regulations will ordinarily con-
tain sufficient basic information to enable a transportation
officer to accomplish what is expected of him in general.
An inexperienced officer may find difficulty in discovering
just what Army Regulation covers a particular point. To
assist him, Army Regulations 1-5 and 1-10 are available.
Appendix II lists the Army Regulations to which reference
will most frequently be required.

2. Office of the Chief of Transportation. The transportation
officer should not hesitate to ask the Office of the Chief
of Transportation for information pertaining to transporta-
tion affairs. However, purely abstract and hypothetical
questions should be avoided.
3. Nonmilitary sources. Certain transportation officers will have had civilian or military transportation experience and will bring with them informed judgment as to where to look in nonmilitary sources for necessary information. An appendix at the close of this study contains a partial list of nonmilitary references which will serve as a reminder to those with experience, and as an information list to those whose previous transportation experience has been limited.

4. Personal contacts. The representative of the Military Transportation Section accredited to the office of the transportation officer will prove a valuable source of information. Though the transportation officer is not obliged to reveal all transportation matters to his representative, he will do well to have a thorough understanding with him concerning his duties. It is imperative that the Military Transportation Section representative have a thorough understanding of a situation so that he and the transportation officer will not work at cross-purposes. The representative's duty is to act as an adviser in any transportation matter which the transportation officer desires to discuss with him.

Contacts with railroads.—The transportation officer will be in constant contact with the railroads, either directly or through the local Military Transportation Section representative. The following aspects of these contacts are singled out for comment.
1. Routing. The chairman of the several territorial passenger associations of the railroads are authorized to submit suggested routing periodically directly to transportation officers at military posts for the movement of individuals and groups of less than 40. The transportation officer, however, is not obliged to use these routes. He is the sole judge of their desirability. 22

2. Function of Military Transportation Section representative. While routine matters may be handled and routine business transacted between the personnel of the railroads serving the station and the personnel of the transportation office, better results will be obtained if the transportation officer is guided by the advice of the Military Transportation Section representative in the more important matters. Among the functions of the Military Transportation Section representative are the following:

(a) He has full authority to act for and in the name of the railroads in all matters pertaining to military transportation.

(b) He will work in close cooperation with the initial lines in making arrangements for required equipment.

(c) Acting jointly with the transportation officer, he will inspect equipment tendered by the carrier and arrange to replace any unserviceable or damaged

22 Army Regulation 55-130.
equipment.

(d) He will make his records available to the transportation officer upon request.

(e) He will render whatever assistance the transportation officer desires.

Coordination of Transportation Functions

The system of control of Army transportation outlined in this section provides for the dovetailing of all factors into one integrated organization under the central direction of the Chief of Transportation. It is necessary, therefore, to the coordinated functioning of the plan that each transportation officer carry out these duties as outlined by the Office of the Chief of Transportation.
CHAPTER IV

THE ORGANIZATION OF A BASE TRANSPORTATION OFFICE

Organization

The Passenger and Freight Transportation Division of an average air base will normally consist of: (See Figure 1 for organization Chart)

Administrative Section

The administrative section will consist of: transportation officer, chief clerk, passenger clerk, passenger clerk-typist, freight clerk, inbound freight clerk-typist, and outbound freight clerk-stenographer.

Warehouse, Freight, Express, Baggage Section

The warehouse, freight, express, baggage section will consist of: freight foreman and basic laborers.

Switching—Operational Section

The switching—operational section will consist of: yardmaster (where government-owned locomotive is in operation), locomotive engineer (where government-owned locomotive is in operation), locomotive fireman (where government-owned steam locomotive is in operation), brakeman (where government-owned locomotive is in operation), track foreman (where necessary to maintain government tracks and switches), laborer (s) (where necessary to maintain government tracks and switches).
 FREIGHT AND PASSENGER TRANSPORTATION DIVISION

Transportation Officer

Chief Clerk

Freight Handling Section

Freight Foreman

Laborers

Operational Section

Yardmaster

Loco. Eng.-Fireman  Track Foreman

Brakeman-Switchman  Laborers

Adm. Freight Section

Freight Clerk

Clerk-Typist  Clerk-Steno

Adm. Passenger Section

Passenger Clerk

Clerk-Typist

Figure 1. Organization of a Base Transportation Office
Functions

The passenger and freight transportation division is charged with the responsibility of:

1. The efficient and expeditious movement of personnel and material by governmental, contractual, or commercial means.

2. Determining the method of shipment for all shipments from the station both by air (military and commercial—subject to establishment of priorities) and by surface means.

3. The supervision of prerequisite functions (administrative procedure, packing, crating, loading, marking, etc.) prior to movement of organizational equipment in connection with troop movements, especially on port-bound shipments.

4. The contracting and operational supervision of government-owned buses in conformity with the policies as set forth in War Department Memorandum 55-15-43, dated 27 April 1943, and War Department Circular 80, 1943.

5. The custody, issuance, and accountability for government transportation requests, Army meal tickets, and government bills of lading.

6. Effecting the necessary coordination of all organizations concerned for a successful accomplishment and discharge of a transportation officer's duties.
Duties of Personnel

Administrative Section

Duties of transportation officer:

1. Supervises, manages, and coordinates all base passenger and freight transportation activities and facilities incidental thereto.

2. Acts in an advisory capacity to the base supervisor of transportation on all traffic functions and problems peculiar to and allied with base operations.

3. Conducts surveys to determine the necessity for proper allocation of government-owned buses for use in transporting civilian and military personnel within and between military installations and/or nearby areas as outlined in War Department Memorandum 55-15-43, dated 27 April 1943.

4. Acts as supervisor where buses are allocated for leasing to private concerns and conducts periodic inspections of the maintenance and proper operations thereof.

5. Be thoroughly familiar with and maintain an up-to-date file on all Army publications and reference data pertaining to military transportation procedure and practices.

6. Personally inspects all equipment used in troop movements including freight equipment when shipped with organizations.¹

7. Determines the method and routing to be used in the

¹Army Regulation 55-145, par. 4.
transportation of material by the most expeditious and economical means, consistent with delivery requirements.

8. Handles military and civilian passenger routings, arranging for the securing of individual pullman and coach accommodations required by military and government employees when traveling under competent orders, including accommodations on connections through to destination.

9. Handles troop movements in conformity with appropriate MF and AF directives.

10. Maintains close liaison with local railroad, bus, truck, and airline agents thereby ensuring current information on changes effecting carriers, local service, and territorial conditions.

11. Designates responsibility for the proper placement and removal of car seals from tank, refrigerator, and box cars, and the accurate recording thereof.

12. Is responsible for the safekeeping and authorized issuance of government bills of lading, transportation requests, meal tickets, and Office of Price Administration Form R544.

13. Acquaints base organizations with the necessity of moving men going on furlough en masse.

14. Directly responsible for the prompt submission of required reports.

15. Responsible for the duties and procedures required in maintaining a car record book.²

²Army Regulation 55-175.
Duties of chief clerk:

1. Coordinates and expedites all mail, correspondence, and the transmission of the transportation officer's instructions.

2. Supervises all civilian and enlisted personnel.

3. Acts as advisor to the transportation officer.

4. Supervises preparation of transportation requests, bills of lading, meal tickets, Office of Price Administration Form 544, and correspondence prior to signing by the transportation officer.

5. Be conversant with all phases of traffic.

Duties of passenger clerk:

1. Figures routings, schedules, and estimated time of arrival of all passenger travel.

2. Estimates requirements for troop movements.


4. Estimates number of meal tickets to be issued in connection with travel of enlisted men.

5. Estimates number of Office of Price Administration Forms 544 to be issued.

6. Must be thoroughly acquainted with Army publications pertaining to travel of military personnel, dependents, and civil service employees.

7. Is conversant with procurement authorities involving "Travel of the Army".
8. Conforms with War Department Commercial Traffic Bulletin No. 2 on all routings.

9. Compiles necessary information for monthly report of transportation activities, to be mailed to Chief of Transportation, Headquarters, Second Air Force only.

10. Initiates pullman and airline reservations for use by military and civilian personnel.

11. Checks transportation requests, meal tickets, Office of Price Administration Form 8544 prior to signature of the transportation officer.

**Duties of passenger clerk-typist:**

1. Prepares and maintains files on transportation requests, meal tickets, Office of Price Administration Forms 8544, and correspondence.

2. Sets up and maintains filing systems, cross-references, and follow-up records peculiar to passenger section.

3. Prepares correspondence and inter-office memoranda pertaining to passenger section.

**Duties of freight clerk:**

1. Determines mode of shipment and routings for most expedi-
tions and economical movement of freight.

2. Properly classifies freight to ensure correct classification.


4. Checks freight bills against bills of lading for overages, shortages, and differences in weight.
5. Supervises preparation of bills of lading for accomplishment by transportation officer.

6. Compiles monthly tonnage report to be included on monthly report of transportation activities.


8. Institutes tracers on overdue shipments.

9. Handles shipments of household goods and authorized baggage for military personnel.

10. Orders cars for loading.

11. Coordinates with yardmaster on releasing empty cars.

12. Makes final check against railroad to determine whether or not demurrage is applicable and prepares any demurrage bills for certification by the transportation officer when validated.

13. Must be thoroughly familiar with procurement authority account numbers.

14. Checks bills of lading, diversion and conversion notices prior to signature of transportation officer.

Duties of freight clerk-typist (inbound):

1. Matches freight bills with bills of lading.

2. Prepares bills of lading for accomplishment.

3. Files "Property Received Copies" of bills of lading.

4. Converts commercial bills of lading and original express receipts to government bills of lading.
Duties of freight clerk-stenographer (outbound):

1. Prepares government bills of lading.
2. Prepares forms pertinent to shipment of household goods.
4. Prepares daily "Tank Car Report". (T.C. Form 201)
5. Prepares correspondence pertinent to freight section.
6. Prepares return shipping orders on tank cars.
7. Issues "Certificate in Lieu of Lost government Bill of Lading".

Warehouse, Freight, Express, and Baggage Section

Duties of freight foreman:

1. Supervises loading and unloading of all carload freight.
2. Responsible for checking all incoming cars, in respect to the security of seals, condition of contents (indication of rough handling by carrier enroute), and notes any exceptions thereon.
3. Notifies actual consignee when carload shipment arrives.
4. Where delivery service by carrier is not in effect, arranges pick-up from carrier's terminal for delivery to base.
5. Supervises the receipt and distribution of all LCL freight.
6. Checks all LCL freight for OS & D's.
7. Must be familiar with proper handling methods of freight.
8. Responsible for securing consignee's signature on receipt of freight.
9. Inspects all blocking and bracing prior to release of car.
10. Ascertain shipper's compliance with all regulations for proper preparation of vehicles for shipment.
11. Sees that all marking and packing requirements are adhered to, especially on outbound shipments.
12. Seals all cars immediately after loading and keeps record thereof.
13. Notifies carriers for "pick-up service".
14. Where pick-up service is not in effect, assembles LCL freight for delivery to carriers.

Duties of laborers:
1. Helps load and unload carload and LCL freight.
2. Assists foreman in CS & D inspections.
3. Accompanies delivery of LCL shipments to insure proper delivery.

Switching--Operational Section

Duties of yardmaster:
1. Coordinates the placement of loaded and empty cars at given points in yard and sidings of area under jurisdiction of base.
2. Notifies consignor when cars are ready for loading.
3. Responsible for switching and location of cars to proper designation.
4. Checks cars daily.
5. Contacts freight clerk when cars are ready for shipment or ready for release.

6. Arranges for placement of all railroad equipment used in connection with troop movements.

7. Responsible for the removal of all placards and markings from unloaded cars prior to release.

8. Enforces regulations concerning rail operations on base.

**Duties of locomotive engineer:**

1. Operates government-owned locomotive.

2. Responsible for first and second echelon maintenance on locomotive.

3. Must be thoroughly familiar with rules and regulations of American Association of Railroads on intra-plant switching service.

4. Must know base rail operating regulations.

**Duties of locomotive fireman:**

1. Fires steam locomotive. Maintains water level at proper point and controls temperature and pressures of steam fuel and water so that proper levels and relationships are maintained. Regulates lubricating system and checks its operation. Work is performed under close observation of engineer.

2. Is expected to know signals system and yard track and switch lay-out to assist engineer.

3. Assists in lubrication of engine and in routine repairs.
Duties of brake-switchman:

1. Performs braking and switching operations within base under supervision of locomotive engineer.

2. Turns switches, guides locomotive engineer by hand signals, and sets brakes and places blocks on standing cars. Is frequently required to ride tops of moving cars to signal locomotive engineer.

3. Stops motor traffic when engine is passing road crossings.

4. Does not close, load, or seal cars, but is responsible for seeing that cars are sealed before releasing them to carrier.

5. Acts as flagman at road crossings.

Duties of track foreman:

1. Inspects tracks and switches for defects.

2. Supervises and works with laborer(s) in the maintenance of tracks and switches.

Duties of track laborer(s):

1. Works under the supervision of the track foreman.

2. Performs various tasks in connection with the laying and repair of track and maintenance of right of way including bolting up, spiking, tamping, and leveling.
CHAPTER V

BILLS OF LADING

Procurement, Accountability Certificate in Lieu
of Lost Government Bill of Lading

Procurement and accountability.—A bill of lading is a document or instrument accounting for goods shipped. In other words, it is a contract between the government and the carrier. This document, signed by the agent or owner of the transportation line, constitutes a receipt for the goods and provides further the information on which the carrier bases the charges for the transportation rendered. The word "lading" means loading, hence the expression "bill of lading". When the government property is shipped by commercial carrier, an example of which is railroad, motor, or Railway Express, the government and the carrier jointly execute a transportation agreement known as the United States Government Bill of Lading. The Government Bill of Lading differs from the Commercial Bill of Lading and is made up as a set of standard forms which consist of original standard form 1103; shipping order standard form 1104; waybill original standard form 1105; waybill copy standard form 1106; property received standard form 1103A; property shipped standard form 1103A; and 2 memorandum copies 1103A. The transportation officer must always keep on hand a sufficient number of bills of lading (as the use of commercial bills except in emergency is frowned upon and transportation officers must report use to the Chief of their particular
sections); he also decides on the number necessary for a period of 60 days. Obviously it is better to overestimate than underestimate the needed quantity.

To obtain the government bills of lading, the transportation officer writes a letter to the publications officer requesting a specified number. The publications officer in turn requests the bills of lading from the supply depot, and upon their receipt the publications officer issues them to the transportation officer on WD AGO Form No. 410. One-half of the WD AGO Form No. 410 is signed by the transportation officer, which relieves the publications officer of accountability. The other half is retained by the transportation officer who files this form setting his accountability on it. The same WD AGO Form No. 410 is also used when bills of lading are transferred. These bills of lading can be transferred only from one transportation officer to another upon competent orders or in the emergency of sudden transfer of the transportation officer, whereupon the new transportation officer signs the WD AGO Form No. 410 thereby relieving the old transportation officer of accountability for the bills of lading. In view of their intrinsic value and the damage which can be done by their falling into the wrong hands, transportation officers must keep bills of lading under lock and key.

Sample bills of lading.--The regulation covering the preparation of a government bill of lading is Army Regulation 55-150. The bill of lading will be prepared and signed by the transportation officer on the basis of information obtained from a War Department Shipping Document,
or Army Air Forces Shipping Ticket, when shipment is made by War
Department installation, or from contractual documents, notice of
availability, and/or reports of inspectors when shipment is made by
a contractor for a War Department installation, or by a shipping request
accompanied by any of the above, if properly filled out.

Usually one copy of original shipping order, freight waybill
original, freight waybill carrier's copy, and at least six legible
copies of the memorandum will be prepared. (See Figure 2 for completed
set of a government bill of lading.) These nine copies will be made
simultaneously on forms already prepared and stapled together. The
property shipped copy and the property received copy, if they have not
already been labeled should be stamped as such.

The transportation officer must be careful not to write in space
marked for destination carrier (only) as this space is for the sole use
of accounting official of destination carrier who inserts class and/or
commodity rate and charge. It is important that the words "military or
non-military" be properly placed on the bill of lading as it is necessary
to indicate whether shipment is subject to land-grant rates. Shipment
of airplane parts is an example of a military shipment. Shipment of
barracks bags as personal property would be non-military. The determina-
tion of whether land grant rights designating lower shipping rates are
applicable is based on actual "military" government property and not on
property during transit which belongs to vendor contractors regardless
of bill of lading used. Both military and non-military articles may be
shipped on the same bill of lading but must be clearly marked and listed.¹

¹Army Regulation 55-150.
U. S. GOVERNMENT BILL OF LADING
ORIGINAL

NO. WV-1228855

DO NOT WRITE IN THIS SPACE

NAME OF INITIAL TRANSPORTATION COMPANY
INTERNATIONAL FORWARDING COMPANY, INC.

TRAFFIC CONTROL NO.

RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, SUBJECT TO CONDITIONS NAMED ON THE REVERSE HEREOF, THE PUBLIC PROPERTY HEREBEFORE DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE.

CONSIGNEE
TRANSPORTATION OFFICER
PERRIN FIELD

POTTSTORO, TEXAS

INTERNATIONAL FWD. CO., INC.

DESTINATION

PICK-UP SERVICE AT ORIGIN
"WAS NOT" BY THE GOVERNMENT OR ITS AGENT
INITIALS OF SHIPPER'S AUTHORIZED AGENT OR EMPLOYEE

PACKAGES
DESCRIPTION OF ARTICLES
(USE CARRIERS' CLASSIFICATION OR TARIFF DESCRIPTION IF POSSIBLE, OTHERWISE A CLEAR NONTECHNICAL DESCRIPTION)

NO. KIND

MILITARY
1-3 90

(Tendered as LCL)

WDSD 59384-34

CERTIFICATE OF ISSUING OFFICER

NAME OF TRANSPORTATION COMPANY
INTERNATIONAL FORWARDING COMPANY, INC.

DATE OF RECEIPT OF SHIPMENT

SIGNATURE OF AGENT

CONSIGNEE'S CERTIFICATE OF DELIVERY — CONSIGNEE SHOULD PAY NO CHARGES ON THIS SHIPMENT

INTERNATIONAL FORWARDING COMPANY, INC.
POTTSTORO, TEXAS

NAME AND TITLE OF ISSUING OFFICER
ARTHUR D. SULLIVAN, CAPT. TC

CHARGES TO BE BILLED TO
(U.S. GOVERNMENT DEPARTMENT OR ESTABLISHMENT AND BUREAU OR SERVICE AND LOCATION)
Finance Officer, U. S. Army, Washington, D. C.

APPROPRIATION CHARGEABLE
509-905 P 470-03 A 2152409

ISSUING OFFICE
ST. LOUIS MEDICAL DEPOT, ST. LOUIS, MO.

SIGNATURE OF ISSUING OFFICER

I FURNISH THIS INFORMATION IN CASE OF CARLOAD SHIPMENTS ONLY.
*SHOW ALSO CUBIC MEASUREMENTS FOR SHIPMENTS VIA OCEAN CARRIER IN CASES WHERE REQUIRED.

CHARGES TO BE BILLED TO

CLASS
GROSS
NET
DOLLARS CT.

FOR USE OF DESTINATION CARRIER ONLY

OTHERS MUST NOT WRITE IN THESE COLUMNS

NINETY (90)
(GROSS WEIGHT IN BOTH WORDS AND FIGURES)

90

21 MAY 1945
(DATE)

CONTRACTORS WILL RETURN UNUSED OR CANCELLED BILLS OF LADING TO WAR DEPARTMENT OFFICE FROM WHICH RECEIVED

JANE UESELL, 1ST LT. AIR. TO
Figure 2. Government bill of lading (complete set), showing freight forwarding agency.
Preparation of certificate in lieu.—When for some reason a government bill of lading after being issued cannot be found, an instrument called "Certificate in Lieu of Lost Bill" Standard Form 1108, is prepared. Generally this is done when original bill of lading is not received 15 days after receipt of shipment or when known to have been lost or destroyed. A certificate in lieu of lost bill of lading will be issued by the officer who issued the original bill of lading after every effort to locate the bill of lading has been exhausted. One original and two carbon copies are required. Carrier’s pro number and waybill number will be shown. These may be obtained from the carrier. The importance of properly making out a government bill of lading cannot be over-emphasized. The slightest discrepancy will result in many instances in the bill of lading going to the wrong place, the shipment going to the wrong place, or the confusion of the carrier’s and issuing officer’s names. Therefore, extreme care must be exercised in the actual typing of a government bill of lading.

Rate Structure and Classification

Explanation of freight rate structure.—In order to understand classification of articles to be shipped and relation to freight rates it is necessary to go into the history, structure, and organization of rate territories. History is too complex to be discussed here and the structure is complicated because it is based on geographical consideration, on classification of commodities, upon agreement by carriers, on volume of traffic by geographical section, or cost of operation, as well as many technical considerations of the particular type of equipment.
Essentially, however, the rate or charge for freight is based upon the point of origin of that particular shipment in any geographical district.

The Interstate Commerce Commission plays an important part in supervising the scale of rates; they also police the rates and see to it that certain shippers are not discriminated against by excessive rates, in such cases as shipping bad odor material as raw hides, fertilizer, et cetera.

It is important to remember particularly that the freight rate structure is not static; therefore it is necessary either to keep daily informed, or better still consult the local freight agent. He knows them and will keep the transportation officer informed. Actually the transportation officer is not authorized to have tariffs in his office.

There are 9000 items in the Consolidated Freight Classification No. 16, a commercial volume published exclusively for freight information. The freight rates are designed to distribute the burden of transportation costs to the various commodities in direct proportion to their ability to bear their share of the cost. For example, the actual worth of a carload of sand is very little, while a carload of finished shoes may be of high value. Therefore, it is reasonable to assume the shoes will take a higher rate than sand. To carry this example further the carload of shoes weighs considerably less than the sand, yet the cubic volume of the car has been entirely filled by the sand; therefore, although weight is a primary factor the question of volume must also be given full consideration. It might be stated the amount of space in proportion to the weight of like commodities
determines the rate. Further, many other factors must be taken into consideration; first, how far the shipment is going; second, special service necessary, as: refrigeration, shipment of oil, gasoline, milk in tank cars, shipment of live stock, et cetera; and third, likelihood of damage to fragile objects.

Major freight territories—use of Consolidated Freight Classification No. 16.—The United States is divided into a series of geographic units or territories as a basis upon which Consolidated Freight Classification No. 16 formulates a freight class scale. The five major freight territories are Southern, Official or Eastern, Western Trunk Lines, Southwestern, Mountain Pacific.

The three most important geographic classifications contained in the Consolidated Freight Classification No. 16 are: Official, Southern, and Western, plus one other, the Illinois Classification which is nearly the same as Official.

The pages of this classification book are divided into various columns of information breaking types of freight down into various "classes". For example, Class 1 (column 100) is the basis of all rate scales. Class 2 charges 85% of class 1 on the shipped article; class 3 charges 65%, et cetera. Commodities rate are judged on different basis. The Finance Officer, Washington, D. C., determines the proper freight rate and pays same.

Classification of government freight.—The proper freight classification descriptions and ratings as applied to the various items being shipped by the government are of utmost importance. These matters
affect materially the cost of transportation to the government.

It is to be noted that the prime duty of the transportation officer is the exact classification of a shipment only to obtain the cheapest class possible with consequent low cost to the government.

The previously mentioned Consolidated Freight Classification and the supplements thereto give packing specifications, ratings, carload minimum weights, and rules and regulations which provide specifically for numerous items of government freight. Since the transportation officer is acting as a traffic manager for the War Department, it is his duty to observe strictly the provisions of the Consolidated Freight Classification in order to facilitate the settlement of transportation charges.

The items of freight which are not specifically listed in the Classification, and which are doubtful cases as to classification and rating, should be referred for further consideration to the Office of the Chief of Transportation, Washington, D. C.

Since the transportation officer is responsible for the preparation and issuance of bills of lading, he should observe strictly the carrier's freight classification description and avoid nicknames and trade names. It is the duty of every transportation officer to see to it that the cost of transportation services rendered is kept at a minimum. By adhering carefully to the proper descriptions such delay and confusion and many unnecessary complications and disputes in connection with the assessment of the proper freight charges will be

\(^2\text{Army Regulation 55-150, par. 140(2).}\)
eliminated.

Use of AAF Manual 75-2.—AAF Manual 75-2 was prepared for use of transportation officer and should be used in all matters pertaining to the proper classification of freight for Air Corps property. The Army description plus the Consolidated Freight Classification No. 16 description is shown, and should be religiously followed. For example, a "Fuse, Hydraulic" is nomenclature from a stock list of the Air Corps, while "Valves, Pressure Reducing", is a description from Consolidated Freight Classification No. 16. Item No. 30230 in Consolidated Freight Classification indicates the merchandise takes a class 2 rate.

If public funds are shipped by express, the bill of lading will have the words "Said to contain $______".

Personal property including authorized baggage, professional books, papers, and personal effects will be shipped with the statement, "Released value at the lowest rate". (See Figures in Chapter IX.) This includes express shipments, the only deviation from this being if the owner agrees in writing to pay excess charges.

In the case of shipments of authorized baggage and other personal property, the following notation will be stamped on the memorandum copy furnished the owner and on the property shipped copy:

In the event property is lost, damaged or destroyed, owners are advised that Army Regulations and contractual conditions under which the shipment is made necessitate the filing of a claim by them in writing, against the common carrier at point of destination within 9 months from date of delivery, as well as against the common carrier at port of transshipping to an Army transport in cases where shipment moves enroute partly by an Army transport.

3 Army Regulation 55-150.
Traffic weight agreement.---Traffic weight agreement is an agreement between various carrier members of freight weighing and inspection bureaus and the government. The ruling is of tremendous value to the War Department as it eliminates the necessity for physical weighing of all freight, saving time and double handling.

Annotation on bill of lading "actual" weight, is notice to carrier not to weigh; rubber stamp impression will not be used to show weight agreement is in effect.

The shipping document should show actual weight. Transportation officer should encourage shippers to weigh shipments before the goods are accepted by them.

Damage agreement.---Rule 30 of the Consolidated Freight Classification authorizes certain allowances for damage (materials used in bracing and blocking the lading) when closed cars are loaded to certain percentages above the minimum carload weight, and when open cars are loaded to minimum carload weight. This allowance is authorized only when the shipper specifies the weight of the damage on the bill of lading. Therefore, the weight of the property and the damage used should be shown as separate items on bills of lading; for example, property 56,000 pounds, damage 350 pounds, total 56,350 pounds. (See Figure 3.) When the weight of the property is unquestionably less than the minimum carload weight, the weight of the damage need not be shown separately. The consignee must receipt for the total weight (without adjustment for damage allowance) in accomplishing the bill of lading and should never be left in doubt as to the proper weight to be shown.4

4Army Regulation 55-150, par. 14p(3).
Securing and Indicating Proper Routings on Government Bills of Lading, Airway Bill and Manifest

It is necessary that centralized control be exercised over all carload shipments to prevent congestion over the railroads. The following figures prove this statement:

<table>
<thead>
<tr>
<th></th>
<th>1939</th>
<th>1943</th>
</tr>
</thead>
<tbody>
<tr>
<td>1918</td>
<td>2,307,226,195</td>
<td>3,026,000,000</td>
</tr>
<tr>
<td>Total Revenue Ton Miles Class 1 Railroad</td>
<td>1,636,000,000</td>
<td></td>
</tr>
<tr>
<td>2,325,673</td>
<td>1,650,021</td>
<td>1,745,495</td>
</tr>
<tr>
<td>Number of Freight Cars Owned by Class 1 Railroad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41.6 tons</td>
<td>49.7 tons</td>
<td>50.5 tons</td>
</tr>
<tr>
<td>Average Capacity Per Car</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Therefore, as shown above, it is possible to load more freight with fewer cars and in a better manner where there is adequate central control. It is necessary to call the Chief of Transportation for carload routing in most instances. The reason transportation officers are required to call Washington for routing if an entire carload is to be shipped is simple—in order to avoid congestion and allow centralized control to dovetail movement of all cars over the United States.

Domestic Shipments—Freight.—When it is evident that the transportation officer has a carload to ship, the Office of Chief of Transportation will be notified and release number called a "T. S." number will be given his car or cars as the case may be. (See Figure 3.) This T. S. number will be placed on the bill of lading as well as the complete routing given by the Office of Chief of Transportation. In the event

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5Army Regulation 55-150, par. 14.
**REQUISITION AND SHIPPING TICKET (DOMESTIC)**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ORDERED</th>
<th>STOCK RECORD ACTION</th>
<th>WAREHOUSE ACTION</th>
<th>NO. ACTION</th>
<th>UNIT OF ISSUE</th>
<th>STOCK NUMBER</th>
<th>NOMENCLATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>11,120</td>
<td></td>
<td>Qts</td>
<td>9900-999999</td>
<td>Alcohol, Solvent</td>
<td></td>
</tr>
</tbody>
</table>

**SAME**

**SAMPLE**

<table>
<thead>
<tr>
<th>SAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 lbs</td>
</tr>
</tbody>
</table>

**DATE SHIPPED:** 20 March 1945

**TOTAL NO. PKGS.** 46

**TOTAL WEIGHT** 46,000 lbs

**I CERTIFY THAT PROPERTY ON HAND AND ON ORDER, INCLUDING QUANTITIES IN THIS REQUISITION, DOES NOT EXCEED AUTHORIZED STOCK LEVELS.**

**REQUISITIONING OFFICER:** (TYPE NAME AND RANK AND SIGN)

**POSTED BY:**

**INCHECKER (TRANSPORTATION):**

**INCHECKER (PROPERTY WISE):**
TRANSPORTATION OFFICER
Doe Field

PORT SNELLING, MINNESOTA
VIA ROUTE JOURNEY ONLY WHEN SOME SUBSTANTIAL INTEREST OF THE GOVERNMENT IS SUSCEDED THEREBY.

DESCRIPTION OF ARTICLES
(USE CARRIERS' CLASSIFICATION OR TARIFF DESCRIPTION IF POSSIBLE, OTHERWISE A CLEAR NONTECHNICAL DESCRIPTION)

<table>
<thead>
<tr>
<th>NO. KIND</th>
<th>DESCRIPTION OF ARTICLES</th>
<th>ACTUAL WEIGHTS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-40</td>
<td>DENATURED ALCOHOL SOLVENT</td>
<td>46,000</td>
</tr>
<tr>
<td></td>
<td>DUNNAGE</td>
<td>$90</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>46,500</td>
</tr>
</tbody>
</table>

SAMPLE OF CL OR TL SHIPMENT ALSO HOW DUNNAGE SHOULD BE SHOWN. REF: RULE 30, CFC #16.

SEALS: MKT Ry 12446/47

CERTIFICATE OF ISSUING OFFICER

DATE OF RECEIPT OF SHIPMENT
20 March 1945

SIGNATURE OF AGENT
Figure 3. Army Air Forces shipping ticket; government bill of lading showing "TS" routing number for a "cl" shipment and dunnage.
that any car load shipment has freight which is high or wide (higher than normal height of a box car and wider than the normal weight), this must be specifically mentioned so that routing may be properly given. In this connection, truck loads equivalent to carload must also have a release number.

**Shipment to ports.**—If a shipment consists of one carload or more bound for any United States port for overseas shipment, or for storage at any port, a release called "C. D. T." permit is obtained from the Office of Chief of Transportation. This is very important as ports often become crowded and it is necessary for the Office of Chief of Transportation to place an embargo on shipments to this particular port. An embargo means the stopping of a shipment to a port or other crowded point.

**Express—domestic.**—If an express shipment over 5000 pounds is to be sent to a port, it is necessary to obtain an Express Transportation Order (See Figure 4) number as well as a "C. D. T." permit—again this is important because of the crowded conditions of the ports. 6

There are certain exceptions to the above. If domestic shipments of five or less cars are shipped from one point to one destination, over the only possible route, it is not necessary to obtain a "T. 3." number. If shipments are made daily from one point to another, even though over different routes, available permission may be obtained from Office of Chief of Transportation to have blanket authority for a certain specified time to make these shipments, and a transportation shipment number is assigned.

6 *Army Regulation 55-155*, par. 33.
U.S. GOVERNMENT BILL OF LADING
MEMORANDUM

NO. WV-1228852

STOP THIS CAR AT

RECEIVED BY THE TRANSPORTATION COMPANY
NAMED ABOVE, SUBJECT TO CONDITIONS
NAMED ON THE REVERSE HEREOF, THE PUBLIC
PROPERTY HEREAFTER DESCRIBED, IN APPEAR-
ENT GOOD ORDER AND CONDITION (CON-
TENTS AND VALUE UNKNOWN), TO BE FOR-
WARD ED TO DESTINATION BY THE SAID COM-
PANY AND CONNECTING LINES, THERE TO BE
DELIVERED IN LIKE GOOD ORDER AND CONDI-
TION TO SAID CONSIGNEE.

CONSIGNEE

TRANSPORTATION OFFICER

SIOUX FALLS ARMY AIR FIELD

DESTINATION

SIOUX FALLS, SOUTH DAKOTA

VIA ROUTE JOURNEY ONLY WHEN SOME SUBSTANTIAL INTEREST OF THE GOVERNMENT IS SUSPECTED THEREBY

REASSIGNED

WAS NOT

INITIALS OF SHIPPER'S AUTHORIZED AGENT OR EMPLOYEE

PACKAGES

DESCRIPTION OF ARTICLES

(CASES: CARRIERS' CLASSIFICATION OR TARIFF DESCRIPTION IF POSSIBLE, OTHERWISE A CLEAR NONTECHNICAL DESCRIPTION)

NUMBERS ON PACKAGES

WEIGHTS

STANDARD FORM NO. 1103e

CAR INITIALS AND NO.

NAME OF INITIAL TRANSPORTATION COMPANY

RAILWAY EXPRESS AGENCY

TRAFFIC CONTROL NO.

E.T.O 6789

ORDERED

FURNISHED

ORDERED

FURNISHED

DATE B/L ISSUED

20 MARCH 1945

FROM

(SHIPPING POINT)

SHERMAN, TEXAS

FROM (FULL NAME OF SHIPPER)

TRANSPORTATION OFFICER

PERRIN FIELD

MARKS

FOR: AAP SUPPLY OFFICER

CHARGES TO BE BILLED TO (DEPARTMENT OR ESTABLISHMENT AND BUREAU OR SERVICE AND LOCATION)

Finance Officer, U.S. Army, Washington, D.C.

APPROPRIATION CHARGEABLE

509-901 P 470-03 2152409

ISSUING OFFICE

OTO, PERRIN FIELD, SHERMAN, TEXAS

NAME AND TITLE OF ISSUING OFFICER

JANE SEWELL, 1ST LT., AC

Transportation Officer

FURNISH THIS INFORMATION IN CASE OF CARLOAD SHIPMENTS ONLY.

*SHOW ALSO CUBIC MEASUREMENTS FOR SHIPMENTS VIA OCEAN CARRIER IN CASES WHERE REQUIRED.

THE OCT, WASH., D.C., IS
CONTACTED ON REA SHIPMENTS
OF 5,000 LBS. OR MORE FOR
AN ETO NUMBER. IF THE
EXPRESS SHIPMENT IS CONSIDERED
TO A PORT, AN OCT UNIT
NUMBER IS OBTAINED IN ADDI-
TION TO ETO NUMBER.

CERTIFICATE OF ISSUING OFFICER

AS ABOVE

DATED

JANE SEWELL, 1ST LT., AC, TO

NAME OF TRANSPORTATION COMPANY

RAILWAY EXPRESS AGENCY

DATE OF RECEIPT OF SHIPMENT

20 MARCH 1945

SIGNATURE OF AGENT

PER

MEMORANDUM COPY

20

RIS GUN SIGHTS

MILITARY

1-20

5,050

RELEASED VALUE AT THE LOWEST RATE

ST8051

8
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEWOKUNDUM COBA</td>
<td>20 MARCH 1945</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>NAME OF SHIPPER</td>
<td>OWNER OR OPERATOR</td>
<td>VALUE OF CARGO</td>
<td>TOTAL VALUE</td>
</tr>
<tr>
<td>NAME OF CONSIGNEE</td>
<td>TRANSPORTATION OFFICER</td>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>O RODS</td>
<td>LYNCHBURG AIR TRAFFIC OFFICER</td>
<td>SICKS FALLS ARMY AIR FIELD</td>
<td>SICKS FALLS, SOUTH DAKOTA</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>CHARGES TO BE BILLED TO</td>
<td>FINANCIAL OFFICER, U. S. ARMY WASHINGTON, D. C.</td>
<td>500-001 P 070-00 2165</td>
</tr>
<tr>
<td>MO/KIND</td>
<td>APPROPRIATION CHARGEABLE</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>KG/KG</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Figure 4. Government bill of lading showing "970" number for a "RED" shipment.
Express to ports.—Shipments to ports must always have "O. D. T." block permit numbers, and shipments of express over 5000 pounds always have Express Transportation Order numbers. On shipments of unusual weight or those requiring special equipment to handle, notice must be given to consignee in advance of shipment in order that he may prepare necessary unloading arrangements for arrival.

Advance notice of shipments.—It is important that Army Regulation 55-105, paragraph 7, concerning advance notice by a wire of shipment, be followed closely inasmuch as wires are required in the following cases:

1. Shipments of one carload or more to air force installations and ports of embarkation.

2. Shipments of ammunition and/or gasoline of one carload (or equivalent) or more consigned to any war department installation or unit of the army.

3. All shipments (to all War Department installations) of ten or more carloads.

4. When notice is not required, the property received copy of bill of lading will serve as notice.

5. Chief of Technical Service may require such wire by giving advance notice.

Military impedimenta moving with troops will move under the same main number as the troops. Military impedimenta moving alone (that is without troops) will obtain appropriate release number.

Block permits.—When block permit "O. D. T." numbers are authorized
over a certain period of time, the transportation officer must insert, when permit expires, initial numbers of bill of lading, in space provided for "Traffic". The same number will be used on all bills until time for use of "C. D. T." number expires.

Less than carload shipments of property which cannot be consolidated into carload lots by the transportation officer may be forwarded by less than carload lots, or less than truck load lots, whichever is available.

In billing less than carload lots shipment, the transportation officer in most cases merely shows the originating carrier, and necessary connecting lines. This is done because it is left up to the carrier to select proper routing. The finance officer will pay lowest rate.

Use of Commercial Traffic Bulletin No. 2.—The War Department Commercial Traffic Bulletin No. 2 is considered reliable for all shipments from War Department installations and it is of utmost importance that the transportation officer understands its proper use. There are instances where several carriers serve a town and an installation but with one particular carrier being better suited to the needs of a particular installation. The Commercial Traffic Bulletin No. 2 will have the above information: In these cases, originating and last carriers will be shown on the government bill of lading. The transportation officer is responsible for keeping the Commercial Traffic Bulletin No. 2 up-to-date. If this is not done, delay and extra handling of equipment is oftentimes necessary and of great expense to the government.

Airway bills.—Airway bills are used to identify cargo forwarded
by air, to provide an identification number for tracing and other pur-
poses, to supply the shipper with a receipt, and to provide a basic
record for the station accepting cargo for forwarding by air. It is
used for freight shipped by airplanes operated by, for, or under control
of the Air Transport Command. Manifests are merely a recording by
number of what is on a particular flight.

Traffic to, from, for, or in the interest of the War Department may
be shipped on Air Transport Command cargo planes to destination inside
or outside the continental limits of the United States. Before shipment
can be made, priorities will be established on all traffic except auto-
matic priorities and will be granted only when: (1) movement of traffic
is necessary to successful prosecution of the war, (2) the need of the
mission is of such urgency that travel by air is necessary, and (3) the
mission cannot be accomplished by other means of transportation.

When the transportation officer contacts the regional air priori-
ties central office nearest his base, the three factors listed above
must be taken into consideration. The transportation officer must indi-
cate the type of priority on the air freight shipment.

There are three types of priorities on air freight shipments—A,
B, and C. Class A priority is for cargo only and is granted only when
the urgency is such that a delay in transportation will seriously and
directly impair the war effort. Class B priority will include only
cargo—the transportation of which by air is absolutely necessary to the
accomplishment of a mission essential to the prosecution of the war.
Class C priority will include only cargo that is important but not as
important as Classes A or B. There are certain automatic priorities
such as airplanes grounded for parts which take an automatic "B" priority; other automatic priorities are granted on established necessity by the transportation officer contacting the nearest regional board. The urgency must be explained when the transportation officer requests the priority; size of shipment, distance and importance determine first the priority is to be established, and second if it is to be A, B, or C.

**Conversions and accomplishments.**—The transportation officer is responsible for all incoming material and supplies, and he maintains this responsibility until the property is released or turned over to the proper supply officer, and the transportation officer thereby obtains a receipt for it.

**Receiving bill of lading.**—All personnel at an Army installation must be educated to the fact that the bill of lading must be turned over to the transportation officer even though other officers receive them through the mail. This happens when freight is shipped and the bill of lading is consigned to the supply officer of Air Corps supply officer instead of the transportation officer as it should be. If the transportation officer does not get the bill of lading, he cannot trace shipments in some instances. Further, he cannot effect proper delivery of freight, as this bill of lading in some instances is the only place where the name of the ultimate consignee is properly marked.

**Method of receiving freight.**—It is of prime importance that after the bill of lading comes to the transportation officer all freight clear through the transportation office. This can be accomplished in the following manner with the cooperation of the Commanding Officer. Publish
a memorandum stating the following requirements:

1. All inbound freight destined for any section shall physically clear through transportation office or warehouse. (This does not imply that freight be actually unloaded at transportation officer's office or warehouse, but that a representative of the transportation officer, if the manpower is available, actually checks the freight unloaded.)

2. No freight will be accepted by any section until it has cleared transportation officer's warehouse—(in some instances commercial truck drivers, not properly instructed by Military Police at gate, will attempt to deliver directly to ultimate consignee). Supply officers must insist that their personnel refuse this shipment.

3. Practice of supply officers sending trucks to the railroad to pick up less than carload lots (urgent shipments) will cease. It is easy to understand the difficulty in accomplishing bills of lading, if this practice is allowed. It can be stopped by informing railroads that delay will result in accomplishment of the bill of lading if they allow any but proper representative from transportation officer to pick up freight.

After the shipment has been delivered to the proper consignee, a signature should be obtained for it from the supply officer or his commissioned assistant. A supply officer may sign the tally-in sheet,
freight bill, war department shipping document, or vendors shipping document as the receipt of freight.

Shortages and damages.—In accordance with Army Regulation 55-150, Change 1, there is no authority for a transportation officer to refuse a shipment because of damage in transit. A damage of ten dollars or less is considered inconsequential and will not be noted on the reverse side of the bill of lading. If a check upon delivery reveals that there is loss, short, or damage, this will be entered on the shipping document and the property received copy of bill of lading—this is the basis for entering same on reverse side of bill of lading as well as instigating a report of survey as described in War Department Technical Manual 38-403. The reverse side of the bill of lading will show the weight and actual cost of each article lost or damaged if the cost is greater than ten dollars.

The carrier or a responsible employee will sign an exception—which is a certificate that there is damage or shortage at time of delivery. This does not acknowledge responsibility as this comes after investigation. However, exceptions are valuable claim papers. If concealed loss or damage to shipment is discovered after delivery, the carrier will be notified and asked to make an inspection.

If loss is discovered after bill of lading has been accomplished, carrier will be notified in writing. A true copy of this will be sent to the disbursing officer. As well as filling necessary forms, the following should be accomplished:

7Army Regulation 55-150, par. 28.
1. Obtain copy of carrier's inspection report.

2. Fill out carrier loss and damage form.

3. Turn over all papers to surveying officer.

If shipment is carload or truckload, check should be made of seals and facts pertaining to seals be placed on reverse side of bill of lading. If sealed by shipper and moving entire distance under these same seals, in most cases, carrier will not be liable. If sealed by railroad at time, or later date, this must be included in report.

When shipped is responsible for shortage and acknowledges same, this will be noted on bill of lading and weight taken off when accomplished.

If entire shipment is lost the following will be done:

1. The agent of the delivering carrier will be notified in writing by the transportation officer.

2. The original copy of bill of lading will be mailed to disbursing officer, with notation on reverse side, showing value of each item.

3. A copy of letter sent to agent will be inclosed with bill of lading to disbursing officer.

Conversion commercial bill of lading to government bill of lading.—
A "collect" commercial bill of lading may be used for shipment from a contractor when a government bill of lading cannot be obtained by the shipper in time for the shipment to go forward, also by the transportation officer in emergencies. The commercial bill will have placed on it an annotation stating for reconversion to government bill of lading.

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8 Army Regulation 55-150, par. 28.
9 Army Regulation 55-150, par. 11, 33.
When a shipment is received on a commercial bill of lading or commercial freight receipt, original or a fully completed carbon, photostatic, certified true copy may be converted, providing a local system of filing exists, which will make the issuance of two government bills of lading impossible. Express forwarding receipts, but not express delivery receipts, prepared at destination, may be converted. Commercial bills will be converted as follows:

1. A serially numbered government bill of lading will be prepared. The officer to which charges are to be billed will be shown, appropriation chargeable, issuing office and officer, date of issue, and information called for in consignee's certificate must be shown in all cases. Full information must be placed on the government bill of lading just in case the attached commercial bill of lading becomes lost.

2. Government bill of lading will be marked "converted from commercial bill attached". Transportation officer should satisfy himself that shipment is properly chargeable to government funds. The transportation officer must not convert just because the commercial bill of lading says "to be converted". Such things as welfare property, special service property, and personal baggage unless there are present the special order and War Department T. C. Form 219, are examples of commercial bills of lading which cannot be converted into a government bill of lading.

3. Commercial bills of one type, covering shipments from
point of origin and reconsigned via the same route re-
ceived in one day may be converted to one government
bill of lading. Before accomplishment of Railway Express
Agency shipments, the number of the Railway Express Agency
delivery sheet will be shown on the face of the bill of
lading. The converted bill of lading will then be accom-
plished and surrendered to the carrier.

Accomplishment of bills of lading.—Before bill of lading is ac-
complished, 10 the receipt of the receiving officer will be checked.
If check reveals any loss, damage, or discrepancy, the receipt will be
appropriately marked, then bill of lading may be accomplished. The
following items will be shown: name of last carrier; if freight for-
warder is used (see Figure 2), bill of lading will be accomplished to
him, even though other carrier may have been directed by him to do
hauling; if switching service is required, bill of lading will be accom-
plished to last carrier, the name of switching company will be shown in
parenthesis following; bill of lading will show actual point of delivery;
delivery by government or not, will be shown; the weight to be receipted
for will be actual weight on bill of lading minus any loss or irrespon-
sible damage, if the addition is incorrect, it may be changed afterward.

Disposition of Government Bills of Lading

Distribution of government bill of lading.—As previously stated,

10 Army Regulation 55-150, par. 23.
the completed bill of lading is made up of standard forms which are
all typed at once. These are as follows: (see Figure 2) original,
#1103, shipping order #1104, way bill original #1105, way bill copy
#1106, property received copy #1103A, property shipped copy #1103A,
and three memorandum copies #1103A. These forms are stapled together,
and the entire bill of lading is taken by the issuing transportation
officer to the origin carrier who signs the original bill of lading,
property received, property shipped copies, and other memorandum copies
which may be necessary. The carrier retains the shipping order, the
waybill original, the waybill copy. The carrier files the shipping
order, gives the original waybill to the freight conductor, and sends
the waybill copy to the origin carrier's auditing department. 11

The issuing transportation officer gets the received, original,
property received, property shipped, and memorandum copies, all of
which have been signed. The original and property received copies are
sent to the consignee. The property shipped copy is filed by the con-
signor and the memorandum copy is sent to the office of Chief of
Transportation, Washington, D. C. In this connection if authorized
baggage is shipped, this memorandum copy instead of being sent to the
Office of Chief of Transportation is sent to the Finance Officer,
Washington, D. C., together with a copy of War Department T. G. Form
219 and the special orders. This is the only case when the memorandum
copy is sent to the Finance Officer. In certain cases an extra memoran-
dum copy will be sent. They are as follows:

11 Army Regulation 55-150, par. 20.
1. When shipment is made by contractor to or for War Department installation, one extra memorandum copy will be sent to contractor.

2. When shipment is consigned to consolidating station, holding a reconsignment point or freight distributing agency, extra memorandum copy will be prepared and sent to consignee with original and property received copies.

3. When a shipment consists of authorized baggage, that is, baggage or household goods, one extra copy will be furnished to owner of items shipped.

Certificates which are issued in lieu of lost government bill of lading having been prepared in triplicate, are disposed of as follows: original and duplicate to the consignee, and the third copy filed by the consignor. The original is accomplished by the consignee to the destination carrier.

A converted commercial bill of lading is prepared in triplicate. The issuing officer converts the commercial bill and sends original government bill of lading with commercial bill of lading attached to the carrier. One memorandum copy is filed in the property received file; the others are sent to Chief of Transportation, Washington, D. C.

**Filing of outbound bill of lading.**—The property shipped copy of bill of lading is filed in numerical sequence by month or year. As it is often necessary to refer to this file, files must be kept neat and up-to-date. All pertinent papers pertaining to a particular bill of

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12 *Army Regulation 55-150*, par. 31.
Lading must be stapled to that bill of lading for future reference. For example, the authority for making the shipment, or in many cases information to be furnished for tracing purposes, or other information may be taken from the property shipped memorandum copy for the making of a certificate in lieu of lost bill of lading. A register must be kept on all outbound shipments, which can be used as a ready index for the file. This index should include the following: date, bill of lading typed, bill of lading number, consignee, consignor, contents, commodity, weight, how shipped or method of shipment, whether carload or less than carload lot, remarks.

**Filing register of incoming bills of lading.**—The method for maintaining proper records for property received copies of inbound bills of lading is a bit more complicated than a file on outbound bills of lading as it is impractical and almost impossible to file by numerical sequence. The Army Air Forces Training Command policy is to file by the last two numbers of the bill of lading from double 00 to 99. When this method is used, providing the bill of lading number is known, it is merely a matter of going to the proper file and picking out the desired bill of lading. However, a register must be kept on this file in order to quickly determine whether or not a certain shipment has arrived at destination. This register is very similar to the one described above with the exception that an additional column must be included giving the date when the particular bill of lading was accomplished. This register and the file gives a short history of what actually happened to inbound freight on a particular base or installation.
Lost or stolen bills of lading.—Bills of lading must be carefully safeguarded for if they get into the wrong hands, the transportation officer is held accountable and liable for any expense which is incurred against the government unless he takes proper action to prevent same.\textsuperscript{13} Immediately upon discovery that original bill of lading has been lost or stolen, the complete report showing the circumstances of the loss or theft will be forwarded by the transportation officer to the service command transportation officer. A copy of this report will also be forwarded directly to the Finance Officer, United States Army, Washington, D.C. The transportation officer should also notify the local carriers immediately so that they will not accept shipment on lost or stolen government bills of lading. In the event that lost or stolen bills of lading are later recovered, they will not be used but will be cancelled.

In the event that it becomes necessary to cancel a government bill of lading for any reason the following procedure should be used: record the numbers to be cancelled on the SP 300 Form 410, save a memorandum copy for the files, then cancel all others by ripping into tiny pieces. In this manner a numerical sequence is constantly maintained in the files.

\textsuperscript{13} \textit{Army Regulation} 55-150, par. 22.
CHAPTER VI

TRANSPORTATION OF PUBLIC PROPERTY

This country has the greatest inter-connected transportation system in the world. Goods may be shipped by rail, air, motor, or water to every point in the land. Even so there are 49,000 communities within the continental limits of the United States which have no rail service; so it is easy to see that that particular transportation which would be ideal for one shipment would be valueless for another. The transportation system of this country is so set up that all methods of transportation, rail, air, motor, and water, serve definite purposes. It is the function of the transportation officer to pick the best service, at the cheapest cost, which will perform the job most efficiently. Listed below are some of the advantages and disadvantages of various types of common carriers.

Rail Advantages and Disadvantages

For long-range, inter-connected, fast-moving, heavy-freight transportation, rail cannot be equaled.¹ For example, if an entire bomber group should move from one part of the United States to another with all its equipment consisting of many hundreds of tons, certainly a trainload for heavy freight would be the most effective and efficient method of shipping. Also the railroads have equipment to meet almost

¹War Department Technical Manual 55-205.
any needed, a few of which are listed: standard box cars suitable for carload or less than carload of any ordinary freight; container cars which are made up of several large boxes within a car if containing less than carload freight; depressed center flat cars; tank cars used for hauling of oil, gasoline and essential fuels; all steel gondola cars used to haul sand or coal; stock cars for the moving of live animals; refrigeration cars to move goods which must be kept on ice, such as perishable fruits and vegetables to mention a few. Railroads have convenient loading and unloading platforms to expedite the prompt loading, also ramps and switching yards. All the rolling stock equipment is interchangeable between railroad companies and may be used without any undue red tape. It is conceivable for a rush shipment to get to a destination promptly, due to the fact that the railroads own their own roadbeds, can clear the track, and "highball" vital was materials through to destination. It is usually possible to operate during weather which would stop other types of common carriers. The through railroad service is dependable.

Railroad rates are higher than water carrier rates. As a standard-operating procedure truck and rail are the same since controlled by the Interstate Commerce Commission. Railroad transportation operates on a schedule which does not at time meet the convenience of shippers. Trucks on the other hand can be hired as requested. Although lines selected may be fact-moving, railroad operations are interdependent and the failure of one railroad terminal to operate properly could possibly result in clogging and confusion. The decision for the use of rail must be based solely on the particular shipment.
Advantages and disadvantages of motor truck.—Motor trucks are available at any time during the day or night. The delivery is usually made directly to the ultimate consignee, whereas railroad delivers only to terminal point. Motor trucks are able to serve communities which have no rail service or at the best, poor rail service. Motor trucks are still in their infancy in comparison to railroading and will often perform services which railroads will not perform. Trucks are often suitable for small loads where the use of the box car would not be justified and would result in waste. In many instances, dunnage which is required in freight car shipments would not be necessary in motor shipment. Also packing crating is often not required in motor truck and is on the railroad. (See Figure 5 as example of less than carload shipped via motor freight.)

The disadvantages of trucks have been outlined in showing the advantages of railroad shipments.

Advantages and Disadvantages of Railway Express, Air Freight, and Water Shipments

Railway Express shipments are fast and thorough. As soon as the agent is given a shipment, it is rushed to destination through fastest possible means using a combination of motor truck and fast train service. Railway Express Agency is by far the best type of shipper for medium or long distances for certain types of freight, particularly fragile instruments, bomb sights, x-ray machines, delicate instruments, or the types of articles which require care in handling. Railway Express is

2 War Department Technical Manual 55-205.
**U.S. Government Bill of Lading Memorandum**

**No. WV-1228781**

<table>
<thead>
<tr>
<th>Car Initials and No.</th>
<th>Traffic Control Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name of Initial Transportation**

*Company: Johnson Motor Lines*

**Stop This Car At**

**For**

**Received by the Transportation Company Named Above, Subject to Conditions Named on the Reverse Hereof, the Public Property Hereinafter Described, in Appearance Good Order and Condition (Contents and Value Unknown), to Be Forwarded to Destination by the Said Company and Connecting Lines, There to Be Delivered in Like Good Order and Condition to Said Consignee.**

**Consignee**

*Transportation Officer, Ashburn General Hospital*

**Destination**

*Mckinney, Texas*

**Via**

*Only When Some Substantial Interest of the Government Is Sustained Thereby*

**Johnson Motor Lines**

**Charges to Be Billed To**

*Finance Officer, U.S. Army, Washington, D.C.*

**Appropriation Chargeable**

*500-005 P 470-05 2152409*

**Issuing Office**

*OTO, Perrin Field, Sherman, Texas*

**Name and Title of Issuing Officer**

*Jane Sewell, 1st Lt., AC*

**Pick-Up Service at Origin**

*Was Not*

**By the Government or Its Agent**

**Initials of Shipper's Authorized Agent or Employee**

**No. Kind**

**Description of Articles**

(Use Carrier's Classification or Tariff Description if Possible, Otherwise a Clear Nontechnical Description)

**Military**

*Transformer or Transformer Parts NoIBN*

1 | 1.15 | **THIS IS A SAMPLE OF A SIMPLE LCL OR LTL SHIPMENT.**

**Cubic Measurements**

WDSD C-1305-45

**Certificate of Issuing Officer**

*Jane Sewell, 1st Lt., AC*

**Name of Transportation Company**

*Johnson Motor Lines*

**Contract No. or Purchase Order No.**

*See Above*

**Dated**

*28 June 1945*

**Place of Receipt of Shipment**

*28 June 1945*

**Signature of Agent**

*Jane Sewell, 1st Lt., AC*

**Memorandum Copy**
Figure 5. War Department shipping document; government bill of lading used for "lcl" shipment via motor freight.
unquestionably recognized as the best and fastest ground method for small shipments.

The primary disadvantage of Railway Express is the high cost of the shipment. The company cannot handle articles which are bulky, or which require special equipment.

Air freight is of course the fastest method of shipment, also the most expensive. Its use if restricted by urgency of the need and, of course, by the size of the particular article.

Water shipment has as an advantage, the cheapest form of shipping. The big disadvantage is that there are so many places neither available nor accessible to delivery.

Advantages and Disadvantages of Freight Forwarders

A freight forwarder is a person or organization which holds itself out (not as a carrier subject to the Interstate Commerce Act) to the general public to transport any class of property. It assembles and consolidates such property and provides for the performance of breaking bulk and distributing such consolidated shipments. It assumes responsibility for transportation of such property from point of receipt to point of destination; uses every type of carrier to perform its mission.

The advantages of freight forwarder service is that it expedites movement of less than carload freight. Ordinarily, movements of

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3 *War Department Technical Manual 55-205.*

4 *War Department Commercial Traffic Bulletin No. 24, 1945.*
shipments are faster than by ordinary less than carload rail service with the attendant transfers and interchanges. In many instances the rates of freight forwarders are less than the rates of railroads or highway motor freight carriers, their rate being based on actual weight—not 100 pounds minimum as is rail freight. The only specification necessary in shipping papers would be the name of the freight forwarder who handles from that point on, 5 (See Figure 2 for example of government bill of lading favoring freight forwarder.)

The main disadvantage of a freight forwarder is that oftentimes this service is available in only one direction. Possibly the freight forwarder may not ship through to the particular destination in which the transportation officer is interested. It is essentially a long distance service. Freight forwarders are generally of service and use transportation agencies such as railroads, motor carriers, and water carriers. Thus, they are liable to the same disadvantages and advantages which relate to other carriers.

The utilization of freight forwarder service is authorized in the handling of War Department less than carload freight, providing such service will be considered to be as economical as any other commercial carrier service. 4

Army and Navy Consolidating Stations

Army and Navy consolidating stations are set up for the purpose of expeditiously moving less than carload shipments. 5 These shipments are

4Army Regulation 55-105, par. 4.

5War Department Commercial Traffic Bulletin No. 14, 1944.
shipped by the transportation officer to one particular consolidating station. The government bill of lading is issued showing the transportation officer of the consolidating station as the consignee and giving as destination the consolidating station where this transportation officer is located. It is then rebilled by the consolidating station and shipped either as carload or less than carload to point of actual destination. The main purpose of the consolidating station is to expedite the movements of less than carload shipments. Also by using them, a saving is effected in view of the fact that carload rates may sometimes be obtained. In some instances the shipping of less than carload freight from a particular point to the consolidating station is mandatory. All points in the state of Virginia, except Alexandria and Arlington, having shipments going to California or Nevada must pass through the consolidating station. This is true in many other cases. Complete instructions as to the method of shipping will be found in the circular mentioned above. The nature of the commodity will in most instances determine the method of shipment. If short hauls are to be made, motor truck in most instances will prove satisfactory. For example, a distance of 50 miles covered by rail intrastate could possibly involve going through a freight terminal, thus keeping the less than carload lot for a long period. A truck company on the other hand could have made this delivery directly without any undue delay.
Express Transportation Order for Railway Express

As previously mentioned in the Chapter on Bills of Lading, Railway Express shipments are used when it is necessary for the express to go from one point to another by fastest possible means next to air freight. On shipments of 5,000 pounds or over, an Express Transportation Order number must be obtained from the Office of Chief of Transportation in Washington.7 When this is requested the nature of shipment and the urgency of the arrival must be shown. After this "ETO" number has been given it is placed in the upper right-hand corner of the bill of lading in the space provided thereon. (See Figure 4 as an example.) If 5,000 pounds or over are to be shipped to a port, an "ETO" and an Office of Defense Transportation block permit number must be obtained and shown.

For example, articles which may be shipped by express are fragile instruments, x-ray machines, information secret or confidential requiring armed guard service, and in some instances authorized baggage.8 The Railway Express Agency has established two special services. The Railway Express will provide many valuable services for War Department special shipments, which are extraordinarily fragile, unusually costly, confidential, or secret. This service sometimes called money waybill service includes carrying under armed messenger and exchange of written receipt whenever the shipment changes to and from point to point of pick-up or delivery. Another express service is the offering of delivery of fragile, unusually costly or confidential shipments, which are so large

7 *Army Regulation 25-155*, par. 33.
8 *War Department Circular No. 377*, 1944.
they cannot be processed through money waybill service, consists of
providing a special car which will be locked, sealed and guarded by
an armed messenger who is in direct custody of the shipment. The
above type of shipment will be used only in unusual circumstances and
when other means are impractical.\textsuperscript{9} It is now possible to ship free
of postage official matter of the War Department within the prescribed
limits of 70 pounds weight. This does not mean that all less than car-
load shipments will be shipped by parcel post, but only such articles
as publications, pamphlets, and other literature pertaining to the War
Department.

\textit{Commercial Traffic Bulletin No. 2}

The \textit{War Department Commercial Traffic Bulletin No. 2} must be con-
sulted in many instances in determining the method of shipment, as it
often happens that rail service is not practical to serve the installa-
tion where a particular motor carrier may have service.

\textit{Reconsignment, Diversion, Expediting, and Tracing of Government Property}

\textbf{Reconsignment and diversion.}\textsuperscript{10} A shipment on which the original
destination is changed by proper authority before it reaches the destina-
tion railhead, is said to have been diverted. A shipment on which the
original destination is changed after reaching destination railhead,
but not yet in physical possession of original consignee may be con-
sidered to have been reconsigned.\textsuperscript{11} The steps to be followed in

\textsuperscript{9} \textit{Army Regulation 55-155}, par. 30-42.

\textsuperscript{10} \textit{Army Regulation 55-155}, change 8.
diverting a shipment are: The original destination transportation officer writes, wires, or telephones to the carrier who has physical possession, which he has discovered by tracing, and informs him to divert the shipment to the proper destination. This must be done quickly as the carrier allows only 24 hours free time in which to accomplish this reconsign. As this is done, the original consignee will stamp on the government bill of lading:

This shipment is diverted to (new destination). No other bill of lading issued for any portion of this movement. Additional transportation charges, if any, including those for diversion, are chargeable to procurement authority cited herein—Army Regulation 55-155.

The transportation officer making the diversion or reconsign then signs the above quotation which is stamped or stapled to the original copy of the government bill of lading. In some instances it is preferable to reship less than carload shipments rather than reconsign, the reason being that the rate will be the same, and different types of carriers, motor and rail express, not be involved, especially in the one shipment. In this case the transportation officer will accomplish the original government bill of lading and issue a new one to proper destination.

If a shipment has been consigned to a port, it cannot be reconsigned or diverted except by the Traffic Center Division Office, Chief of Transportation, or regulating stations. Shipments to a port originating or moving in territory west of the Mississippi River can be directed. Prime example is the diversion of east bound shipments on V-E Day, 1945. If shipments have arrived within the port area, the transportation officer concerned may reconsign or deliver within the area only.
Expediting.—The best method of expediting a shipment is to pick the proper method of shipment for that particular type of article, and then request the Traffic Control Division, Office of Chief of Transportation to expedite this shipment. For example, some vital serum needed to save a life would not be sent by less than carload freight. There are instances, however, when the proper method of shipment is by freight such as certain types of Special Chemical Warfare Spray Trucks. If there is prime need for speed, the transportation office may request the Traffic Control Division, Office of Chief of Transportation to give a particular shipment expedited service; that is the only channel available. Such requests for priority of expedited service must be kept to a minimum as it is evident that if everyone requested special service, freight or express actually needing it will suffer. The carrier will expedite to some extent, particularly the local carrier in most cases, as the channel outlined above is the only authorized method. The Traffic Control Division will inform the transportation officer every 24 hours of the location of the expedited shipment.

Tracing.—Tracing of a shipment is a different matter. The transportation officer sends a letter or calls the shipper informing him that a particular shipment moving on government bill of lading (such and such number) shipped a certain date has not arrived and requesting it be traced. The shipper will go to the carrier, giving him the information necessary, so the carrier can very easily trace from carrier to carrier until the

shipment is located or inform the transportation officer what happened to that shipment.

Demurrage

Demurrage is a charge for undue detention of railroad cars by consignee and consignor. Its primary purpose is to prevent hampering of vital rolling stock by unnecessary delays. Secondly, its purpose is to collect payment for the use of the car. Demurrage accrues after the expiration of a specified time; the longer detained, the greater the charge. Some demurrage may be offset by an "Average Agreement" which is a "must" at all stations. The transportation officer at a station not having an operating "Average Agreement" will write to his carrier requesting he be included in the Master Average Demurrage Agreement, and he will send copy of that correspondence as directed by the Commercial Traffic Bulletin No. 17 to the Chief of Transportation through channels. Thus, his station will fall under "Average Agreement".

Average agreement.—Average agreement is the actual offset of debits incurred by credits. In other words, any car spotted before 7 A.M. has 48 hours from that 7 A.M. to unload without incurring any demurrage. If car is unloaded in 24 hours one credit will be gained. If unloaded after 48 hours, one debit will incur each day. Only one credit can be gained on either incoming or outgoing cars. Also incoming credit and debit accounts cannot be offset by outgoing credit and debit accounts, each being separate in operation of "average agreement". Sundays and

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14 Army Regulation 55-175, par 4h; Commercial Traffic Bulletin No. 17.
holidays are free days providing demurrage has not started. It takes 2 days' credits to offset one debit. After 4 days of debits on a particular car, debits cannot be offset. Credits and debits are balanced against each other every month. If credits offset debits—no demurrage.

In some instances, due to the vital importance of certain equipment, other rules are in effect. For example, at present tank cars and refrigerator cars are allowed only 24 hours free time, after which demurrage time starts and cannot be offset. The first day of demurrage on a tank car is $5.50, the second day is $11.00, and the third day is $22.00.

Car record book.—In order to keep an accurate account of the monthly situation of the yard (tracks on post known as yard), number of cars loaded or unloaded, plus the demurrage record, it is required that the transportation office keep on hand an up-to-date car record book. This book shows the bills of lading number, date and time car actually placed for unloading or loading, date and time released, identifying commodity. In the event that any demurrage is incurred for the month the railroad submits a bill, accompanied by an abstract in duplicate, of all cars handled under "average agreement" during entire month. Prior to certification all bills must be carefully checked. In certifying for payment, all bills will be certified or otherwise disposed of as soon as possible after presentation by the carrier. They may be signed for only by the person authorized to issue bills of lading which is the transportation officer.

15 Army Regulation 55-172, par. 6.
In addition to the car record book mentioned above, the transportation officer must prepare a WD QIC Form 201 on tank cars in accordance with paragraph 13f, Army Regulation 55-105. This report will be sent to AAF District Transportation Office and the AT3C District Petroleum Office, so that these two offices may be informed of the location of all vital cars at all times.
CHAPTER VII

TRANSPORTATION REQUEST

Issuing of transportation requests is one of the two main implements of the transportation officer’s duty assignment. The transportation request is about the size of a bank draft and as equally negotiable. With the transportation officer’s signature on it, it becomes a demand upon the railroad to furnish transportation which can easily cost several thousands of dollars, as in the case of a large main movement. With the signature of the transportation officer on the transportation request it is authenticated to the satisfaction of the railroad and is binding upon transportation officer for "personal financial responsibility" for the accuracy of the accommodations requested. It is a commercial paper comparable to a bank draft except that the railroad pays in transportation instead of dollars and cents.

Standard Forms

The official designation given to the transportation request is in typical Army clarity, brevity, and lack of color. Standard Form No. 1026 is the cover of the transportation request book, itself a serially numbered form. The cover is employed for the sole purpose of making the mass of transportation requests more easily handled, accounted for, and

1 *Army Regulation 55-5*, par. 5.
2 *Army Regulation 55-110*, par. 2.
controlled through various transfers until they reach the desk of the individual who will ultimately issue them.

Form No. 1030 is the original copy and is the transportation request itself. Green in color, it is the only negotiable form of the four copies. It is this copy which bears the signature of the transportation officer, the signature of the traveller indorsing it to the original carrier, and all pertinent data and instructions necessary to order the travel prescribed by the special orders authenticating it. This sheet is the agent which carries personnel from one station to another and on which the railroad collects from the Finance Officer in Washington, D.C., for services rendered.

Form No. 1031, in duplicate, is the memorandum copy of the original, one of which is put into the transportation officer’s file and the other given to the traveller for his reference. (See Figure 6.) Officers use this memorandum copy in collecting mileage and per diem, and enlisted men use it in reporting to their new stations. It should be kept in possession of the traveller at all times to authenticate his government travel and to supplement his orders and to prove he is travelling on government business.

Accountability for transportation request is vitally important because of the high potential money value attached, and is further necessary because being a serially numbered government form the transportation request is subject to the various regulations controlling the procurement, issue, and record of such forms.  

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3 Army Regulation 55-110, par. 4.

4 Army Regulation 55-110, par. 26.
The United States of America
WAR DEPARTMENT - TRANSPORTATION CORPS

21 AUGUST 1945

Billed: FINANCE OFFICER, Washington, D.C.

Requests the MISSOURI KANSAS & TEXAS RR Company to furnish

PFC BRUCE F. RILEY

(Name of traveler)

From: DENISON, TEXAS

To: SAN ANTONIO, TEXAS

via:

MKT DEST

Ticket Agents Will Not Accept This

Value

Audity that transportation has been furnished as above except as noted on reverse hereon.

Authorization or receipt:
P 10 SO 179 Hq Perrin Fld.

Sherman, Tex 21 July 1945

Appropriation: 601-31 P 431-02 A 0425-26

PCS (MIL): 1 PFC

JANE SEWELL, 1st Lt, AC, Base Transportation Officer

Signature or issuing officer:

PFC BRUCE F. RILEY

(Principal of traveler)

10. Pfc (835)(244) Bruce F. Riley, 16048655, 2537 AAFBU, (Sq C) (AC)(W)(AFTRC) is trfd in gr and WP to 4530 AAFBU, Kelly Fld, Tex. on 22 July 45 rptg to the GO thereat on 28 July 45 for asgmt to Project XY-B, trainable in SSN 581. (Auth: TWX 29E 1547G, Hq AAFPTC Randolph Fld, Tex, 4 July 45) EDMCR 29 July 45.

TSFNT. In accordance with AR 35-4310 the PD will pay in advance the prescribed monetary alws in lieu of rations at the rate of $1.00 per meal for 2 meals to EM traveling to Kelly Fld, Tex. via rail. TDN: 601-31 P 431-02 A 0425-26.

By Order of Colonel Cole:

R. L. CHADWICK, Capt, AC

Adjutant.
8. F/O JAMES A BRIDGES, T68397, AC, is granted a 1v of abs for a period of 7 days plus 4 days travel time, eff o/a 22 July 45.

9. HRS 20 July 45 in compliance with Par 13, 30 170, Hq AAFCCFTC Randolph Fld, Tex, 17 July 45, 1ST LT FRANK P LANDIS, 0717457, AC, is atchd unasgd to 2537 AAFBU, (Sq A), as Chemical off (7514)(Asst) (Pri Dy).

10. Pfc (835)(244) Bruce F Riley, 18048655, 2537 AAFBU, (Sq C) (AC)(W)(AFTRC) is trfd in gr and WP to 4530 AAFBU, Kelly Fld, Tex, on 23 July 45 rpltg to the CO thereat on 23 July 45 for asgmt to Project XY-E, trainable in SSN 581. (Auth: TWX 29E 1547G, Hq AAFCCFTC Randolph Fld, Tex, 4 July 45) EDCMR 29 July 45.

TSFNT. In accordance with AR 35-4810 the PD will pay in advance the prescribed monetary alws in lieu of rations at the rate of $1.00 per meal for 2 meals to 1 EM traveling to Kelly Fld, Tex, via rail. TDN, 601-31 P 431-02 A 0425-26.

BY ORDER OF COLONEL COLE:

R. L. CHADWICK, Capt, AC, Adjutant.
21 July 1945

SPECIAL ORDERS

NUMBER 179)

1. The VOPO 19 July 45 relieving T/Sgt William C Queer, Jr., 35698558, AC, fr atchd unasgd and assigning him as permanent party personnel to 2537 AAFBU (Sq C) is hereby confirmed and made of record.

2. The following named EM, 2537 AAFBU, (Sq B), (AC)(W)(AFTRC), (MOS 970) are trfd in gr and WP to AAF ORD, Kearns, Utah on 23 July 45, rptg to the CO threat not later than 25 July 45 for asgmt to Project Item 0725. EM is being trfd to ORD for further movement outside continental U.S. (Auth: TWX 29E 1732G, Hq, AAFCFTC, Randolph Fld, Tex, 15 July 45) EDCMR: 26 July 45.

Due to the exigencies of the serv and rptg date contained in order no furlough or delay enroute auth.

TSFNT. In accordance with AR 35-4810 the FD will pay in advance the prescribed monetary alws in lieu of rations at the rate of $1.00 per meal for 6 meals to 2 EM, each, for subs while traveling to Kearns, Utah, via rail. Automobiles, dependents, relatives, friends, or pets will not accompany nor join individuals included in this movement to Kearns, Utah, or join him at destination. Immunization records, classification cards, serv record, and all allied papers will accompany EM direct to destination. EM will be equipped only to the extent provided by current regulations. Unauthorized articles of clothing and equipment will be sent to, or carried to ends left at home. Compliance

HEADQUARTERS
PERRIN FIELD
SHERMAN, TEXAS

EXTRACT
21 July 1945

SPECIAL ORDERS)
NUMBER 179)

1. The VCOO 19 July 45 relieving T/Sgt William C Queer, Jr., 35698558, AC, fr atchd unasgd and assigning his as permanent party personnel to 2537 AAFBU (Sq C) is hereby confirmed and made of record.

2. The following named EM, 2537 AAFBU, (Sq B), (AC) (W) (AFTRC), (MOS 970) are trfd in gr and WP to AAF ORD, Kearns, Utah on 23 July
Because a transportation request is an accountable form, it must be kept under lock and key, preferably in a fire-proof safe, for storage. Books should never be left carelessly about the office and whenever the office is closed, they must be locked in a safe or strong box, not in a desk.

Responsibility

Transportation requests must not be signed in advance. The transportation officer's signature makes it a valid document, negotiable for whatever is written above the signature. No one is "stupid" enough to sign all the blank checks in his check book, and the same principle applies to the transportation requests.

There can be only one accountable officer for a specific group of transportation requests. He is the officer who signs the WD ACO Form 410, accepting accountability for the transportation requests, and it is in his name that the requests are issued. If the officer himself is not present to sign at the time of issue, the Form 410 signifying receipt of all accountable office records may be signed "for" him by any other officer on duty at the office of issue, or by a civilian designated as transportation agent for the express purpose of signing transportation requests and bills of lading. Regardless of who signs the transportation for the responsible officer, responsibility for the accommodations issued thereon remain in the name of the responsible officer alias the transportation officer. Frequently officers will hesitate to sign for another, fearing being involved in expensive errors. By the same token, transportation officers have been

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5 Army Regulation 55-110, par. 12.
known to shirk the responsibility of signing their names, passing the responsibility to a subordinate, so thinking the junior officer would take the blame for inaccuracies and carelessness. The accountable officer is the responsible officer, no matter who signs for him. If the forms are properly safeguarded, unauthorized persons will not have access to them.

Preparation and Distribution of a Transportation Request

Preparation of the transportation request is not a complicated matter. There are numerous vitally important details to be entered thereon, but with proper care and attention to details there is no reason why any officer should be involved in an unpleasant fashion.

As in the issue of any government property—and the transportation covered by a transportation request is government property in just as real a sense as an issue of clothing, subsistence, or any other commodity—there must be a basic authority providing the issue of specific transportation to a specific individual under a set of specific circumstances. This information is all set forth in the special orders written by the Personnel Officer. When the Personnel Officer is efficient, the issuance of a transportation request is a routine translation of the facts presented in the special orders into transportation terminology integrating various additional data as indicated in regulations.

Typewriter, ink, or indelible pencil must be used in writing a transportation request. Ink or indelible pencil applies generally to

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6Army Regulation 55-110, par. 19.
transportation requests written in the field when blanks are carried, for example, by an inspector on a circuitous routine trip. In the office of the transportation officer the transportation requests are prepared by a stenographer and instances where anything else other than a typewriter is used should be non-existent.

Separate requests are issued under certain circumstances. One transportation request will be issued for rail transportation and another for the pullman or parlor car accommodations, even when the same company furnishes both. Travel by commercial steamer or air, including separate transportation requests for berth on steamer, requires separate requests. Persons subject to land-grant deductions must have separate requests when travelling in the same party with individuals whose travel is not subject to land-grant deductions; for example, an officer travelling with dependents at government expense would have one transportation request while his dependents would have another. Aliens, evacuees, and escort, as for example, escort to the remains of military personnel shipped home, and a host of other similar classes of travel require separate transportation requests.

The first step in the preparation of a simple transportation request is the presentation of the orders. The special orders contain all the information necessary. The transportation officer, his assistant, or a competent assistant, will edit the orders to insure the inclusion of all pertinent data.

The second step is the actual preparation of the transportation request. The date "good until" is flexible. A good rule of measure is to show this date approximately fifteen days or thirty days in advance of the

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7 Army Regulation 55-110, par. 20.
date on which it is written. This allows for a margin of error in travel time such as illness immediately prior to planned departure, a postponement of departure due to inability to clear property, or any one of an unusual number of things. Too short a time allowance here will frequently necessitate cancellation and reissue of the transportation request. The date "good until" is the date until the transportation request itself becomes valid and not the time limit on the railroad ticket.

All transportation requests written at Army installations on Army orders are paid by the Finance Officer, United States Army, Washington, D.C., and will be so designated on said line. There are few exceptions to this rule and a time saver is a one-line rubber stamp. The messenger or an idle person in the office can stamp through a book in short order and thus save one line of typing on every transportation request when it reaches the typewriter in process of being issued.

Next comes the name of the carrier. The transportation officer requests the initial carrier to furnish the following listed transportation to the traveller named on the line below. Enter here the rank or grade, name, and the branch of the traveller.

Next come the "from" and "to". "From" is, of course, the initial point, and "to" is the ultimate destination of the traveller to be covered by this transportation request. War Department Commercial Traffic Bulletin No. 2 must be checked at every instance for the determination

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8 *War Department Commercial Traffic Bulletin No. 15, 1944.*

9 *Army Regulation 55-120, change 11.*
of the proper destination. The line "via" next below must show the initials of all railroad carriers involved as listed in the War Department Technical Manual 14-510, "Official Mileage Tables of the War Department", with the names of necessary gateways.

The box on the upper right-hand corner contains the description of the transportation being requested and is vitally important. The information set forth in this box sets the rate on the travel. Great care must be exercised that proper class of travel, the correct number of persons when more than one is travelling on the request, and the proper designation of necessary accommodations is entered here. Superior accommodations erroneously entered will cost the transportation officer money, while inferior accommodations will short-change the traveller. The transportation officer has a definite responsibility to himself on one hand, and an equally definite professional responsibility to protect the rights and interests of the traveller on the other hand; therefore, the "accommodation" box must be correct.

Next is entered the place and date of issue. This is the office address in which the transportation is issued; the date the transportation request is actually issued as opposed to the "good until" date in the upper left-hand corner.

The signature of the transportation officer must be hand written in ink or indelible pencil. Ink, of course, is preferable. On the line "title" the transportation officer's name will appear as he will sign it together with his rank, branch, and serial number.

Immediately below is a line for place and date of signature by the traveller followed by a line for the traveller's signature. The last
line is to have the traveller's rank or grade, full name, branch, and serial number typed exactly as it appears in the orders. His signature thereon is comparable to an indorsement on the back of a bank check. It signifies he is receiving the transportation called for. It is wise to caution all travellers that their signature is in the nature of an indorsement and warn them not to sign until the transportation request is surrendered to the initial carrier.

The authorization data is entered in the box at the lower left. It shows the authority for the travel and the nature of the journey as set forth in special orders.

Once the transportation request is written, changes above the signature are naturally prohibited. However, it is a frequent but unwise custom to make an erasure and initial the change. In case of any errors requiring erasures, the transportation request will be cancelled and a new one issued.

But what guarantee does the transportation officer have that someone, somewhere up the line, will not make another erasure and put in something that suits him better? It is an erasure, but the transportation officer's initials are there. In order to make it airtight, a good rule is "no erasures". (See Figure 6 as example of normal rail travel.)

The traveller gets the original or green copy and one white memorandum copy. The other white copy goes into the transportation officer's file—a permanent record.

10 Army Regulation 55-10, par. 21.
Pullman Accomodations

Pullman accommodations, which are sleeping accommodations for night travel, and parlor car for day travel, are furnished for most personnel travelling on transportation requests under a variety of conditions. Certain classes of travel are not authorized pullman, particularly for day travel, and under certain circumstances pullman is not available for any class of travel—or rather, pullman classes of travel are not available on certain trains. As a general rule, when pullman accommodations are authorized, it will be for the entire journey unless coach class only is available at either the beginning or the end of the travel. (See Figure 6 as example of pullman travel.)

Classes of Travel

The following chart shows just how the various classes of pullman travel integrate with the remaining classes of rail travel:

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Rail</th>
<th>Pullman</th>
<th>Cost Per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer and</td>
<td>1st</td>
<td>Standard</td>
<td>3.3¢ and berth</td>
</tr>
<tr>
<td>1st 3 grades</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th - 7th grades</td>
<td>Intermediate</td>
<td>Tourist</td>
<td>2.25¢ + 10% + berth</td>
</tr>
<tr>
<td>4th - 7th grades</td>
<td>Coach</td>
<td></td>
<td>2.2¢</td>
</tr>
<tr>
<td>Troops</td>
<td>Troop Sleeper</td>
<td>7/5</td>
<td>2.2¢ and berth</td>
</tr>
</tbody>
</table>

Tourist service is operated, generally speaking, "west" of a line from Chicago to St. Louis to Memphis to Vicksburg to New Orleans. Travel entirely between or east of these points takes first class fare regardless of grade of traveler. All travel west of this line, either in whole or in part, will be covered by a transportation request for intermediate fare for entire distance. The railroads will honor this intermediate
transportation request in first class service where no intermediate is available, except in the cases of specific exceptions which are listed in the Joint Military Passenger Agreement No. 21, the Joint Military Passenger Equalization Agreement No. 21, and Joint agreement T-2.

Standard Pullman is the highest class of travel available short of the luxury extra-fare trains which are not allowed at government expense. The average standard car is called a 12-section 1-drawing room car containing 6 opposite sections consisting of an upper and lower berth down the sides of the car. The drawing room is at one end of the car and is composed of a section and a sofa, with private toilet facilities. Usually the fixtures of a standard car, such as lights, fans, carpeting, upholstery, and decorations are a little more luxurious than other categories. There are also variations of the 12-and-1 cars. Some have 10 sections with the additional space being occupied by bed rooms or compartments.

Allowances

Sleeping car accommodations at government expense are, with berth allowances, dependent on the grade or rank of the traveler.11 Officers traveling in other than a mileage status are authorized standard accommodations at government expense, as are first three grades of enlisted men. It is of course assumed that an upper will be utilized by those entitled to standard lower accommodations if a lower is not available.

Transportation requests written for officers traveling in a mileage status will cover rail transportation only, with sleeping accommodations

11

Army Regulation 55-125.
to be purchased from private funds. Transportation requests so written will be endorsed "Purchased" and an annotation on the reverse side will show "FUNDING SPACE TO BE PURCHASED FROM PRIVATE FUNDS." This indicates to the railroad that necessary pullman space to match the transportation request will be purchased, and indicates to the finance office paying the account that the government is not paying for a first class ticket when the traveler to save himself some expense may have gone by coach.

In the case of physically disabled persons, insane, patients with contagious diseases, or other hospital cases which require private accommodations, these accommodations will be furnished in standard pullman cars at government expense regardless of the grade of the traveler upon proper certification of proper medical authority.

Many trains in this country do not carry tourist accommodations. Army Regulation 55-125 specifically states the accommodation which will be provided for enlisted men below the first three grades; so transportation requests for these men will be annotated to provide for standard where tourist is not available: "STANDARD IF NO TOURIST AVAILABLE".

Tourist accommodations are prescribed for enlisted men below the first three grades on the basis of a journey lasting 12 hours or more and extending beyond midnight. Tourist accommodations were originally instituted for the exact reason implied by the name—to attract tourist travel by offering sleeping accommodations at a slightly lower rate. Tourist cars are actually older model standard cars which have been replaced by new equipment. About the only material difference is the fact that they are composed of 12 sections and a dressing room with a few 16
section cars in which the drawing room has been eliminated.

As mentioned above, all intermediate transportation requests will be annotated "STANDARD IF NO TOURIST AVAILABLE". This protects the enlisted men by authorizing the railroads to provide superior accommodations rather than none at all. And this is important, because the enlisted men are apt to be sleeping on the platforms unless the transportation officer protects them, not to mention protecting the government against the charge of a higher fare when the railroad actually caused the enlisted men to travel coach.

In return for being protected with standard space if no tourist is available, the enlisted traveler has an obligation to the government. He must endorse the back of the transportation request, on the lines provided for such purposes, showing the class of travel used between the various gateways if said class of travel is different from that specified on the face of the transportation request. If the transportation request has already been picked up, he will be instructed to see that the conductor indorses the ticket and, in addition, the enlisted man is obligated to make a report to the disbursing officer.

For day-time first class travel, parlor car accommodations operated by Pullman company or railroad are authorized for travelers entitled thereto by virtue of their grade or rank. This includes the top three enlisted grades, warrant officers, and all commissioned officers. For officer-travel on a mileage status, accommodations will of course be purchased from private funds just as are sleeping accommodations.

\[\text{\textit{Army Regulation 55-125}, par. 2.}\]
For any one of several reasons space actually furnished may not agree with space requested on the transportation request. The case of enlisted men being furnished standard instead of tourist accommodations has already been mentioned. Officer traveling on a per diem status may want a bedroom and find that it is available. They are authorized to pay the difference in cash from personal funds. A government transportation request is not exchangeable for space of a higher cost. The railroads will furnish only what the transportation request calls for. This regulation protects both the railroads and the traveler.

Respectibility.—Instances may occur in which enlisted men are furnished space in excess of the allowances set forth in Army Regulation 55–125 through clerical error or administrative oversight. Such excess costs are not chargeable against the enlisted man, but are a direct responsibility of the transportation officer signing the transportation request. The enlisted man is not charged with calling the officer’s attention to excess accommodations; the officer is directly charged with knowing what a traveler is or is not entitled to have.

Mixed Class, Intermediate Exceptions and Troop Sleeper Tickets

As a part of the complicated rate structure of the American railroad, there exists a series of agreements between the government and the railroad governing the affairs charged to the government, especially for official travel over various lines. These agreements are set forth in legal contract form in the joint military passenger agreement number 21,

13 *Army Regulation 55–125*, par. 14.
the joint military passenger equalization agreement number 21, and joint
agreement T-2, covering troops sleepers and troop kitchens. These agree-
ments are all written in more or less technical language, but War Depart-
ment Commercial Traffic Bulletin No. 6, dated 27 June 1944, is a digest
or interpretation of the above mentioned agreements, presented in the
language of a layman and understandable by anyone with a little study.

Every transportation officer must secure and study a copy of the
various joint agreements, and a thorough study and understanding of
Commercial Traffic Bulletin No. 6 is practically a "must" to operate
effectively and in accordance with existing agreements.

As previously stated the nation is roughly divided by the Mississippi
River, one section being referred to as eastern territory and the other
as western. While for all practical purposes, the river is the dividing
line, for rate purposes the line extends from Chicago to St. Louis to
Memphis to Vicksburg to New Orleans, and this is an important factor to
remember when travel in the Mississippi valley is involved.

Tourist sleeping accommodations are available in the western terri-
tory but are almost non-existent in the eastern territory. The eastern
territory, however, does have reduced fares for coach transportation for
persons restricted thereto. The general rule that tourist accommodations
are available in the western territory is also subject to certain specific
exceptions which will be mentioned later.

Mixed class.—Many instances will arise where for one reason or
another standard or tourist accommodations are either not authorized or
are not operated. Situations of this type require a particular kind of
ticketing involving a "MIXED CLASS" transportation request. Where standard or tourist accommodations either are not operated or are definitely not to be used either at the beginning or end of a journey, and coach transportation is to be used in lieu thereof, the transportation request will be annotated "MIXED CLASS" followed by a complete description. (See Figure 7 for example of mixed class.)

Intermediate exceptions.—As set forth in the Joint Agreements and Commercial Traffic Bulletin No. 6, the eastern territory does not operate tourist service or list intermediate fares. When the entire travel involved is within this territory, the transportation request will be annotated "first class" regardless whether tourist or standard equipment is used and regardless of class of fare in the tariffs. Existing agreements between the operating carriers and the government adjust these rates. Troop sleeper service, however, is an exception to these agreements, being covered separately by the Joint Agreement T-2.

The general rule that first and intermediate service is operated "west of the river" is subject to certain exceptions in the northern section and on the west coast.

Intermediate class tickets are not honored in standard service on Chicago, Milwaukee, St. Paul and Pacific, Great Northern, Milwaukee, St. Paul, Sault Ste Marie (Soo Line), and Northern Pacific west of St. Paul and Duluth and east of Butte, Helena and Harve, Montana, either for local or interline travel. If tourist accommodation is selected and reservations are definitely made and confirmed, the transportation request

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14 War Department Commercial Traffic Bulletin No. 6, par. 6.
Figure 7. Transportation requests used for mixed travel with pullman.
should be annotated "intermediate". If, however, tourist reservations
are not definite and the travel is local, the rail transportation request
should be annotated "INTERMEDIATE IF AVAILABLE, OTHERWISE FIRST CLASS".

The west coast exception which does not honor intermediate travel
is confined to six Southern Pacific trains from California to Portland,
Oregon. They are Southern Pacific "Cascade" No. 23 and No. 24 between
San Francisco and Portland, Southern Pacific "Oakland Lark" No. 73 and
No. 74 between Oakland and Los Angeles, and the Southern Pacific "Lark"
No. 75 and No. 76 between San Francisco and Los Angeles.

Whenever transportation requests are issued involving travel in
these territories, be doubly certain to instruct the traveler that
transportation request must be carefully annotated or Finance Officer
notified or transportation received at variance with transportation request.

Troop sleeper class—Troop sleeper fares are covered by Joint
Agreement T-2, and transportation requests written involving travel in
troop sleepers are written differently than any of the other classes
because of the special agreement covering the travel.

The troop sleeper is an emergency measure, ingeniously devised by
the railroads as one answer to the critical equipment shortage. It is
more or less of a mechanical abortion, being a sleeping car mounted on
express running gear, a fact which is not easy to understand after a
night or two spent in one running over an old roadbed. Actually these
cars are old Pennsylvania steel box cars converted into sleepers. Despite
the fact that they are frequently termed "cattle cars", to which they
bear a fair resemblance, they fill a critical gap when the nation needs
something with wheels, and they do have advantages.

The car contains ten sections of three-tiered bunks and accommodates 29 men, reserving for the porter one berth which opens from the washroom. The cars are without vestibules and boast 2 wash basins at each end, plus adequate toilet facilities. To counterbalance the fact that they do not ride as smoothly as standard or tourist cars because they are shorter and much lighter, is the comfort of having provided an individual bed for each person. This is really an advantage if one has ever watched a couple of out-sized enlisted men attempt to fit themselves into a lower berth. For day-time travel the 2 upper beds in each section are set up, leaving three sets of sofas facing each other. Frankly, the accommodations for the indoor sports so popular for passing time on a troop train are definitely superior here.

These troop sleepers are used for party travel of 15 or more men, or as fill-in space on regular train service. Where troop sleepers are furnished from embarkation point, the rail transportation request will be annotated "Troop Sleeper Tickets" and the Pullman transportation request will specify the total number of "Troop Sleeper Berths". If the equipment is mixed, as will happen from time to time when the Pullman company is not always able to make up complete standard or tourist equipment for a group move or a troop train, separate transportation requests will be issued for each class and both transportation requests will show the actual number of men travelling in each class. In instances of this kind the Joint Agreements provide for a filling the tourist or standard cars first before men are loaded in the troop sleepers.
Accommodations not available.—Occasionally pullman sleeping accommodations are authorized but are not available at the point of origin in time for entraining but it is known or later becomes known that sleeping accommodations will become available enroute. In instances of this nature the rail transportation request will be issued "Coach Only" for origin to destination, to protect the government against the possibility that no sleeping accommodations will be made available during the entire journey. The train commander will, upon receiving sleeping accommodations while enroute, execute the certificate.\(^{15}\) Copies are given to the railroads and one is sent to the disturbing office. This applies to group travel only. (See Chapter VIII on Group Travel.)

Individual travel is written in accordance with full authorizations and any variation therefrom is handled by appropriate annotations on the back of the transportation request or the ticket with corresponding necessary notice to the Finance Officer, Washington, D. C.

Routings

Military and non-military traffic coming under the jurisdiction of the transportation officer will be equally apportioned among the carriers subject to various reservations by the government as to the most economical, usually traveled route. Routings for individuals and groups of less than 15 are the responsibility of the transportation officer, but the guides available to every transportation officer make this a relatively simple task.

\(^{15}\) *Army Regulation 55-155*, change 4, par. 14n.
There are five good sources of material from which a transportation officer can determine, verify routings, and check schedules received from outside sources. They are: Official Railway Guide, Official Land-Grant and Equalization Routings, War Department Commercial Traffic Bulletin No. 2, Russell's Official National Motor Coach Guide, and Rand McNally Standard Highway Mileage Guide. Also the distinct advantage of competent professional advice from the local railroads cannot be overestimated.

Official railway guide.—The Official Railway Guide is probably the main reference for determining schedules and checking routes, connections, accommodations, etc. It is published monthly and contains all the information on railways, steam navigation lines, and air lines in Canada, the United States, Mexico, Central America, and Cuba. The front section of the guide is also a traffic man's "Book of Facts". It sets forth general traffic and railway information and many interesting facts concerning the organization and set-up of the country's rail system. Next follows a general index of all transportation lines. The following section is an index of all points served by air traffic. There is also an index of the points served by water routes, and a complete index of all railroad stations from Canada through Central America and Cuba, arranged alphabetically by station name.

Before using the Official Railway Guide in determining a routing the Commercial Traffic Bulletin No. 2 must be checked for proper destination and delivering carrier. Consulting a large wall map to locate the origin and destination and noting all apparent connecting lines and
gateways is also a great aid. After determining the routing, the Official Land-Grant and Equalized Routings should be used to ascertain and confirm the cheapest and best routing.

**War Department Technical Manual.**—The Official Land-Grant and Equalized Routing tables, War Department Technical Manual L4-510, 1 July 1944, contains the official mileage tables of the War Department. Bound in the front is a map showing the land-grant roads and connecting lines. It contains extracts of permanent laws governing mileage and allowances on basis of distances, a collection of facts the knowledge of which will enable the transportation officer to explain many of the problems and answer numerous questions referred to him by his "customers". The manual is more than a little handy in giving advice on mileage to officers who may be debating the relative advantage of traveling on a $5 (with transportation request) or $3 (without transportation request) basis.

**Land-grant history.**—While land-grant is a common term to most transportation officers, it has a background that might be worth mentioning. The term originated from the fact that the government granted (hence "land-grant") tracts of land to the early railroad promoters as an incentive to them to promote the development of the roads and hence bring industry to the wilderness. These grants were located along the rights-of-way, and were given to the promoters or organizers of the roads with the intention that they sell them to help pay the bill for building the roads. In return for this much needed governmental assistance the roads in turn agreed to give the government a fifty per cent land-grant deduction on all official travel over the road. This has developed into
a fine investment on the part of the government. They gave the railroads land which was not worth a "bale of hay" in return for building a railroad which made the land worth considerably more, particularly as years passed, and in return have received many times the original value of the land in traffic discounts. During the present emergency the government saves more money each year than the land was worth originally; consequently the railroads have been working for a considerable number of years to revoke the agreement.

*War Department Commercial Traffic Bulletin No. 2.*—The War Department Commercial Traffic Bulletin No. 2 is absolutely essential to the efficient operation of a traffic office with reference to both passenger and freight work. Reference to this bulletin was previously made in the chapter on Transportation of Public Property. The War Department Commercial Traffic Bulletin No. 2 lists each post, camp and station in the United States; describes its terminal facilities; post office, telegraph, teletype and radio facilities; pertinent remarks; express address; less than carload and carload freight address; mailing address for bills of lading; passenger destination; local transportation; and any other necessary data relative to any sort of traffic into the installation. The data contained in this War Department Commercial Traffic Bulletin No. 2 is kept up-to-date with constant changes, additions, and recissions, and is the final and official guide for travel information.

*Bus travel guide.*—Russell's Official National Motor Coach Guide is to bus travel what the Railroad Guide is to rail travel, and contains approximately the same information. Formerly a heterogeneous conglomeration of cut-throat competitors, organized companies of motor coach travel
are gradually supplying the entire nation with a network of passenger facilities augmenting the present splendid railroad system.

**Highway mileage guide.**—The Rand-McNally Standard Highway Mileage Guide is a complete highway atlas of the United States. It shows every city, town, village, and hamlet, down to and including the spots which have no railroad or post office facilities. The guide also contains a very comprehensive mileage chart showing highway distances between principal points and is a ready reference in answering many of the questions frequently referred to the transportation officer.

**Card file on routings.**—In connection with routings, a complete card file of the routings for which transportation requests are written is very advantageous. Most stations have numerous routes or destinations which are used with greater or lesser frequency, and once a route has been set up, the various schedules possible (with return schedules also) checked and verified with the railroad guide and the roads themselves, a transportation officer is foolish not to make that information a permanent part of his office records in a simple card file. The next time that destination turns up, one of the typists can type the transportation request without further ado. Each time a new routing or destination comes up, it is added to the file after it has been completed, checked, and verified; before long the transportation officer will find the detail work of routine transportation requests materially reduced. The cards can contain practically anything the individual transportation officer desires: the railhead designation and base name—cross-indexed, the routings, connections, schedules going and returning, number of meals
involved in each schedule, and the date the routing was last re-checked
and re-verified with the guide and railroad offices. A card reference
file must be kept up-to-date or it is not a dependable reference.

Pullman equalization.--While the Pullman company is not a party to
the Joint Agreements, a letter from the Pullman company on file with the
association of Railroads agrees that "Short Line Pullman rates will be
applied on military transportation requests issued for continuous trips
via routes over which short line military fares apply".

Circuitous Routes, Round Trip, Delay Enroute, To and
From Schools, and Movement of Patients

Circuitous routing.--Before circuitous routing can be established
the special orders must specify a delay enroute or a leave or "CIFAP",
otherwise it is incumbent upon the transportation officer to route the
traveler by the most direct route.

An officer traveling a circuitous routing with a leave or delay
enroute is traveling in one of two categories: Mileage or per diem.
When such travel is being performed in mileage status no collection of
funds in advance is necessary because the finance officer paying the
mileage account will make the necessary deduction from final payment.
The transportation request, however, should be annotated "Routing at
Request of Traveler" for the protection of the transportation officer.
Never, under any circumstances, will the transportation request be routed
for a distance of more than double the official distance between the two
points involved in the official travel. Where a stop-over not permitted

16 Army Regulation 55-120, par. 7 and 8.
free on the regular ticket is requested and involves the issue of two
or more transportation requests, the transportation officer will collect
a deposit of $10 for each such stop-over requested.

In an actual expense or per diem status, the traveler may be fur-
nished a circuitous routing or a routing with stop-overs not permitted
free on regular ticket, as desired, upon payment to the transportation
officer of the excess cost involved. The excess cost involved is deter-
mined on the basis of the commercial cost of the circuitous route over
the commercial cost of the direct official route. In this connection
payment should be made in the form of a certified check, money order, or
bank draft made payable to the Treasurer of the United States. These
are the preferred methods of payment as the transportation officer is
financially responsible for the traveler's personal check. These methods
greatly facilitate forwarding of the funds and completely eliminate any
possibility of stigma being attached to the transportation officer's name
for money or government transportation.

Dependents are authorized by regulations to travel a circuitous
routing if so desired. The usual procedure is for the transportation
officer to suggest that the dependents first perform the travel and then
put in a claim for reimbursement from the Finance Officer, United States
Army, Washington, D. C.

Paragraph 23, Army Regulation 55-120 outlines the necessary action
for forwarding the funds mentioned above to proper recipient. The regula-
tion states that the transportation officer will forward money so collected
together with copies of the orders annotated with numbers of the transporta-
tion requests involved, to the disbursing officer designated to pay the
account who is the Finance Officer, United States Army, Washington, D. C. He will make any necessary over or under adjustment with the individual concerned.

**Round trip travel.** Round trip transportation imposes on the transportation office the responsibility of reading through thoroughly the special orders directing the travel and issuing the required round trip travel where authorized. To quote from a decision of the Comptroller of the Treasury,

The officer upon whose written request therefore a service is procured should be held accountable for any excess over authorized expenditure for services furnished in good faith in accordance with said request.

In other words the transportation request must call for round trip transportation where authorized, or the transportation officer is liable (financially) for the excess difference between a round trip fare and two one-way fares. Temporary duty almost invariably involves round trip travel. Frequently round trip rates with an alternate return are in effect in certain territories.

**Delay enroute.**—For officer travel a delay enroute involves either a circuitous routing or a stop-over, both of which have already been discussed. The problem for enlisted men is not so easily dismissed and involves considerably more complication. When enlisted men are furnished round trip travel and authorized a delay enroute on either the going or return journey, he may be furnished rail transportation and sleeping accommodations on the leg of the journey where no delay is to be made. On the portion where delay is to be taken he will be entitled to "Coach"
only; therefore the transportation request will be made "Mixed Class".17

It is interesting to note why the mixed class involving first class
one way and coach the other is used when round trip first class is
apparently cheaper. The reason is that a special agreement exists be-
tween the railroads and the government providing for this particular
circumstance, and an adjustment is made when the Finance Officer settles
the account. The fare is based on round trip coach plus difference be-
tween coach and first class one way.

Recently published War Department Circular 22, 18 January 1945,
amends Army Regulation 55-120 to provide that an enlisted man on orders
overseas may be furnished a round trip furlough fare transportation re-
quest on a "Cost Charged Entered" basis if he lacks the necessary funds
to buy the ticket himself. Railroads will honor such a ticket and bus
companies should be contacted to confirm the fact that they will honor
it also. In order to grant an enlisted man the above, transportation re-
quest, the authority must be specifically stated and the circular quoted
in the orders issued over the Commanding Officer's signature.

Travel to and from schools.—Groups of students are sent to schools
on a group round trip transportation request. The transportation request
should be written specifying individual round trip tickets. This should
be coordinated with the local carrier to prevent trouble if one member
of the party becomes ill and returns at a different time than the rest
of the party. When no round trip pullman fares are in effect, the
transportation officer will issue one transportation request for the

17Army Regulation 55-120, change 7.
going journey and the transportation office at destination will supply
return pullman request. If round trip pullman fares are in effect, the
originating transportation officer will issue the appropriate transporta-
tion request and the transportation officer at destination will make the
necessary notation on the return portion of the party ticket and issue
the necessary transportation requests for those returning separately.
Generally there are no round trip pullman rates in effect.

Patient travel.—Patients are moved from one hospital to another
for medical reasons of varied importance. Speed of handling and accomo-
dations necessary are governed by medical necessity. Special railroad
representatives have been designated to assist in making these arrangements.

For purposes of handling this class of travel, the patients have
been placed in the following classification: Class I. Acutely sick or
injured requiring immediate movement to reach special facilities or
skills. Class II. Acutely sick or injured requiring movement within
48 hours to reach special care or skill, or when it is impossible to pre-
dict transportability or to avoid hazard of residual disability. Class
III. Requiring movement within 72 hours for purpose of special treat-
ment. This class includes debarkation hospitals. Class IV. Transfer
from one hospital to another for the convenience of the patient and may
be delayed 6 days. Class V. Leaving hospital temporarily for sick
leave or permanently on return to duty or separation—may be delayed
96 hours.

It is important that carriers should be informed of litter patients

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18 War Department Circular 405, 14 October 1944.
in order that necessary arrangements may be made. In connection with patient travel, it is the responsibility of the transportation officer to secure the necessary space, see that the nearest military installation at transfer points are ready with ambulance, litter-bearers, necessary attendants, hospitalization, et cetera. Prompt cancellation of space is of course required when plans change.

Air Travel and Priorities, Bus Travel, Shipment of Remains

Air travel. - From time to time the exigencies of the service will require transportation by air. The transportation officer is frequently called upon to issue commercial air travel, particularly if he is located at an installation possessing no aircraft. In circumstances of this nature, air travel, if authorized or directed in the orders, may be written without regard for comparative cost of surface travel, and any command authorized to issue travel orders may direct travel by air where other means do not fit the situation.

In preparing an air transportation request, the air line schedules are in the railway guide, as well as a list of all points serviced by air. After the schedule has been determined the originating air line must be contacted as there may be weather or operating conditions of which the transportation officer is unaware. Round trip fares where required should be investigated and where air travel is authorized for both legs of the journey. Separate transportation requests are necessary where through transportation is not available by air. Most air lines now exchange tickets as do the railroads, but separate requests are necessary where there is a rail or a bus connection, as frequently happens.
Baggage is more of a problem by air since the free allowance under the tariff is only 45 pounds as against a free checking allowance on the railroads of 150 pounds. Provisions have been made for the transport of official baggage at government expense under the following circumstances: Air transport personnel are allowed 100 pounds above free allowance for flying equipment, and other personnel whose orders so provide may be allowed any amount not to exceed 100 pounds of public property provided other means of shipment will not accomplish the mission when the transportation request is annotated, "Transportation of ___ pounds excess baggage under the provisions of Army Regulation, paragraph 3d".

No transportation request will be issued for transportation between air ports or for other local ground travel in connection with air. Reimbursement for this expense may be obtained.

Priorities is a method of controlling traffic both passenger and freight via air lines, either commercial air lines, army feeder line service, or Air Transport Command. With reference to passenger travel, priorities #1 and #2 are usually high officials of the Federal Government and the War Department, so all effort will be made by the transportation officer to see that the issuance of transportation requests and other office procedure operates smoothly and that the travelers concerned are well handled. The #3 or "directed" priority is automatically included by the phrase in the orders "Travel by commercial air is directed and is necessary to accomplish an emergency war mission". A #4 or "authorized" priority is automatic upon inclusion in the special orders of the phrase.

19 Army Regulation 35-4820.
"Travel by commercial air is authorized". The #4 priority is now authorized for leave or furlough travel upon receipt of a certificate from the Commanding Officer, when the traveler is alerted for overseas and it is his last furlough, when the traveler is on leave from overseas and will return immediately upon expiration of leave, emergency leave, death or serious illness of a relative, or a similar situation of comparable urgency. A certificate from the Commanding Officer is absolutely required in the mentioned cases.

Bus travel.—Bus travel is at times the only practical means of transportation. Russell’s Official National Motor Coach Guide is the same to bus travel that the Official Railway Guide is to rail travel. Usually this type of travel is for use in the immediate vicinity, say 200 miles or so where train schedules are inadequate. It is also frequently required in connection with rail or air travel. Officially bus transportation can be used only when travel from origin to destination is between the hours of 0600 and the following midnight, unless military necessity dictates otherwise. Frequently bus schedules will be hours shorter than train time due to direct routes, and these possibilities must be searched out and made an integral part of the routing files.

The bus transportation requests are checked and handled as are rail transportation requests, except that round trip fares must be closely checked and separate transportation requests issued where there is no through rate or interchange of tickets. All this information is contained in Russell’s Guide and is further available through any motor coach ticket office.

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20 War Department Circular 372, 1944.
Receiving.—There are 2 methods of shipment provided for remains, one by express without an attendant, which is seldom used in this country as it is the policy of the War Department to have an escort accompany the remains; the second method is to ship the body as baggage with an escort. When shipment is made as baggage a transportation request must be written for the remains and also appropriate transportation requests for the attendant. (See Figure 8.) They cannot be put on the same transportation request because they travel in a different status. Complete particulars are given in Army Regulation 55-120, paragraph 20, with pullman accommodations according to the grade or rank of the attendant as set forth in Army Regulation 55-125. If a relative elects to act as attendant, he or she is entitled to the pullman accommodations under the appropriate section of Army Regulation 55-120. Transportation request for the remains will be written straight through to destination regardless of transfer with no indorsement to cover transfers. The attendant will call upon the baggage agent of the carrier for assistance in making any necessary transfers. No special services will be requested by attendant, but charges, if any, will be receipted for by him and submitted by the baggage agent direct to the Finance Officer, Washington, D. C., for payment.

The transportation officer, first coordinating with the post adjutant to avoid any duplication, will also dispatch a telegram to the receiving undertaker or family, as specified in orders, announcing train and hour of departure, and train, hour and station of arrival. Inasmuch as the transportation officer is usually the last point of contact before the

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21 *Army Regulation 55-155.*
Figure 8. Transportation requests used for attendant travel and remains.
attendant departs and the attendant has seldom had previous experience, it is in the interest of protecting the escort's own commanding officer that the transportation officer check to make certain all small details are coordinated. One point to stress is, inform the attendant as to whether or not the casket may be opened for view at destination. In case of crashes the result is apt to be a shock to relatives who may not have been completely informed as to the circumstances surrounding the death, and considerable embarrassment can thus be avoided. The attendant should be briefed on information such as whether or not he is invited to stay for the funeral, which of course is the prerogative of the relatives. Upon return to the installation the attendant should report back to the transportation officer giving suggestions where the mission could have been improved.

Proper Procedure in the Disposition and Handling of Transportation Requests and Tickets

Because the transportation request is an accountable form, it is absolutely essential that a permanent record be kept in the office of issue of the transportation requests issued and all pertinent data. The transportation requests should be bound in numerical sequence, using the original cover of the book as the cover of the file. Filed with the memorandum copy of the transportation should be the special orders authenticating the travel, and all correspondence which may develop prior to the actual issue of the transportation request or subsequent to it. Attached also should be the office memorandum showing space reservation,
train and time of departure and other pertinent information. In the case of hospital or patient travel, a copy of the medical certificate and a memorandum copy of the hospital report requisitioning the special space under the provisions of War Department Circular 405, 1944, should also be attached. Thus, there is attached to the memorandum transportation request, and immediately available for examination in case of future reference, all the allied papers covering the details of arranging for the travel. It is also advisable to make the file on the specific "SQ" number absolutely complete. Attach thereto office copies of the certificates issued on returned or unused transportation requests together with a copy of the letter forwarding unused tickets issued on the "SQ" in question to the Finance Officer, United States Army, Washington, D. C.

Cancellation of transportation request.—When unused original transportation requests are returned to the office, the file copy will be stamped or marked "Cancelled" and the date received in the office noted thereon. These books of filed transportation requests are themselves filed in numerical sequence to facilitate the location of a particular transportation request by "SQ" number. Here again the advantages of a systematic use of the numbers in issuing is apparent, in order to preserve the chronological record of issue in the numerical file. As mentioned a moment ago, transportation requests are cancelled by stamping or writing in ink across the face the word "Cancelled".

In this respect, transportation requests for rail transportation and

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22 Army Regulation 55-110, par. 26.

23 Army Regulation 55-110.
transportation requests for pullman accommodations are handled differently. It is suggested that all small stations where the volume is not large the cancelled rail transportation requests be forwarded monthly; at other stations with a greater volume of traffic and hence cancellations, it may be necessary to forward to Washington, D. C., weekly or semi-monthly. Unused sleeping or parlor car requests will be sent to the disbursing officer for any necessary adjustment with the carriers. The Finance Officer will dispose of the requests in accordance with his instructions when they have served his purpose and further action on the part of the transportation officer is not necessary.

All other requests turned in to the issuing transportation officer for cancellation will be duly processed, including file copy notations. A quarterly report, on the last day of March, June, September, and December, will be submitted in duplicate together with the unused and cancelled requests to the United States Treasury Department, Procurement Division, Printing and Binding Section, Washington, D. C. Upon return of the original receipted statement it will be placed in the file as evidence of proper disposition. \textsuperscript{24}

\textbf{Unused Tickets.}—Unused tickets or parts of tickets will be turned into the transportation officer at destination. When these tickets are turned into the transportation office, a receipt will be furnished the traveler, and the ticket will be forwarded to the Finance Officer, Washington, D. C., noting the "Washington, D. C." maker if not already shown. Tickets should not be held more than 30 days in the transportation office before

\textsuperscript{24} \textit{Army Regulation 55-110}, par. 26b (3).
forwarding. In cases where an unused ticket or portion thereof is turned in lacking a "52" number and the number is not available for endorsement thereon, the ticket must be forwarded to the transportation officer issuing the original transportation request with the request that he insert the serial number and forward to the Finance Officer, Washington, D. C. 25 Frequently an unused ticket or portion thereof will be turned in showing baggage punch marks indicating that baggage has been checked all or part way through on the ticket, regardless of personnel travel. In cases of this sort, Army Regulation 55-110, change 3, requires that the number of pieces of baggage, the weight, and the points between which the baggage was carried will be reported to the Finance Officer.

Lost tickets.—When a ticket is issued on a transportation request and is subsequently lost by the traveler, the loss falls entirely on the traveler and no relief can be secured from the carrier. The enlisted man must then purchase his ticket from his own funds or apply for another transportation request on a basis of "Cost Charge Enterered" so that appropriate deduction can be made on the next payroll. Loss should be reported to the Chief of Transportation, Washington, D. C., giving the serial number of the transportation request, the points between which the ticket has been used, and the class and type of ticket.

Lost transportation requests.—Occasionally a transportation request will be lost by an individual after issue. It should always be reported to the transportation officer immediately. The responsibility for protecting the bulk transportation requests in his possession is

25Army Regulation 55-110, par. 7.
on the shoulders of the transportation officer and he must take all necessary steps to prevent their loss or theft.

When the transportation officer discovers the loss or theft of one or more transportation requests, he will immediately report the numbers to the local carriers with instructions to them for not honoring the missing forms. Next, a full report will be forwarded to the Chief of Transportation without delay, through the Service Command Transportation Officer, and a duplicate sent to the Finance Officer, Washington, D. C. The report to the Chief of Transportation clears through the Service Command Transportation Officer to inform him of the loss so that he, in turn, can issue general instructions to all carriers not to honor the numbers.

Occasionally, in the mass of business pouring through the railway ticket offices, one of them will lose or misplace a transportation request belonging to transportation which has already been honored and for which tickets have been issued. When the commercial office cries for help, the local transportation officer can advise the carrier to have his own auditor submit an affidavit, to the Finance Officer, Washington, D. C., explaining the loss and giving the necessary data. This disbursing officer will then make the necessary adjustments.

When any transportation requests which have been reported lost or stolen are recovered there is only one course of action—"Cancellation". Do not issue them for obvious reasons.

26 Army Regulation 55-110, par. 26b (2).
Instructions to travelers.—The transportation officer, in issuing travel requests to individuals or groups, is charged with the responsibility of instructing the travelers in the proper use of the requests. It is well for the transportation officer to explain verbally to each individual the fundamental points of indorsing the transportation request in exchange for the ticket, indorsing the back to show accommodations actually received if at variance with the request, and to make certain that the traveler understand these basic requirements. A mimeographed sheet of instructions for the traveler to take with him is a far better method.
CHAPTER VIII

TRANSPORTATION OF GROUPS

Methods of Obtaining Routings and Equipment for Groups

The term "groups" means any body of men or women numbering 15 or more traveling from one point to another. For the purpose of this study the first group will include from 15 to 39 men and the second group will include over 39 persons.

First group.—When more than 9 enlisted men are traveling, they are entitled only to tourist accommodations regardless of rank (not counting officers and warrant officers) on the basis of 2 persons to a lower berth and the odd man, if any, to an upper. As previously mentioned in the Chapter VII, transportation requests, first class accommodations, can be furnished if tourist is not available. However, in cases of more than 15 men, the carrier must furnish tourist sleepers or furnish standard sleepers at tourist rates. On journeys of less than 12 hours duration ending before midnight only coach is authorized. The railroads 1 have agreed to furnish sleeping cars for a minimum of 15 intermediate fares or 12 first class fares in the case of officers; also they will furnish extra coaches for a minimum of 22 1/2 coach fares. This same Commercial Traffic Bulletin No. 22 further explains the minimum fares required for hospital cars.

1Commercial Traffic Bulletin No. 22.
The railroad passenger associations\(^2\) have been authorized by the Chief of Transportation to suggest routings and to assist local transportation officers in arranging transportation for individuals and parties. The passenger associations are subdivided geographically into the Western Military Association, Transcontinental Passenger Association, Southwestern Passenger Association, Southern Passenger Association, New England Passenger Association, and the Central Passenger Association. The representative from any one of these associations can be much help to the transportation officer, especially in obtaining equipment and making routings of groups of 15 to 39 persons. He will assign a passenger association number to the movement and furnish a routing to be followed. This number should be placed on the transportation requests issued for the movement and used to identify the movement while enroute. The obtaining of a passenger association number is necessary for groups of 15 to 39 in order to obtain special cars.

In handling a group movement several problems arise which do not appear in individual movements. Chief problems are the handling of baggage and feeding of passengers enroute. If at all possible, baggage should be checked well in advance of train time by the person in charge. If this is not possible, baggage will have to be taken in the cars with the man. As for food, the passenger association representative will help again. He can wire ahead to dining car stewards or to restaurants and arrange for feeding enroute. The important thing is to make some plan for feeding. In these wartime conditions, do not expect a group

\(^2\)Commercial Traffic Bulletin No. 16.
of 15 men to be able to find a place to eat in a town between trains. Advance preparations must be made. The men in charge of each group must be familiar with the arrangements made by the transportation officer and the passenger association representative.

Second group.—This group consists of movements over 39 men and requires special consideration since a movement of this size is controlled by the Chief of Transportation, Washington, D. C. The accommodations due a group this size are determined by the same rules that was used for the smaller group. The Commanding Officer of the installation should inform the transportation officer in writing as far ahead as possible of the group departure, as the Chief of Transportation, Washington, D. C., in turn must be notified at least 72 hours in advance of the move. The Chief of Transportation, Traffic Control Branch, Washington, D. C., may be notified by wire or other electrical communication and he will require the following information: (1) information contained in basic order directing the move, not Shipping Order but order from higher headquarters; (2) date and time of day move desired; (3) destination and purpose; (4) equipment desired; (5) date special equipment such as kitchen cars or baggage cars desired; (6) identifying number in case of secret move.

The Chief of Transportation will then make arrangements with the carriers for the equipment and will return to the transportation officer all pertinent information as to the routing and time of departure and a main number identifying the move. Reason for above procedure is that the Chief of Transportation can coincide the date to fit in better with existing

3 Army Regulation 55-130 and War Department Circular 358, 1944.
conditions of the carriers, but the prime reason is that the Chief of Transportation is the controlling agency over all troop movements and he alone can order equipment from the carriers.

The local carrier must next be contacted. He will receive information on the movement through railroad channels, but it is important that the transportation officer coordinate his planning with him to insure that the equipment ordered by the Chief of Transportation is furnished in a way the transportation officer can use it. It is well to remember that the Chief of Transportation must be contacted if any last minute changes of equipment is to be made.

Now as to the method of feeding groups of over 39 men. First, if the journey covers only one or two meals, the transportation officer can arrange for box lunches. Box lunches are advantageous since feeding while enroute is made easier. The chief disadvantages are: (1) mess halls must prepare lunches before departure and (2) men must eat cold meals while on the journey. The second method is by meal tickets. If the movement consists of special cars added to regular trains, it is often possible to feed the men in the regular dining car. Possibly there will be lay-overs in large cities and arrangements can be made there for feeding the men. In either case, the transportation officer must make arrangements with the carriers. Often the carriers will arrange for a restaurant enroute to bring box lunches to the train in exchange for meal tickets. When this is to be done, the carrier will be requested in writing and will be given sufficient data to identify the movement and the men in charge of the

4 Army Regulation 35-2215.
movement. The third method of feeding is by the use of a kitchen car. Army Regulation 55-135 gives the conditions under which the carriers will furnish a baggage car to be used as a kitchen car or furnish a regular troop kitchen car. For journeys of not less than 24 hours duration, a kitchen car will be furnished provided at least 100 men are involved in the movement. For groups exceeding 100 men a car will be provided for each 250 men or fraction thereof. There is one exception to this. When groups originate at different points and are consolidated at intermediate points enroute, each group of more than 100 men may have their own kitchen car. In this case a train may consist of 200 men and have two kitchen cars. These cars are furnished by carrier at origin of each group. Often the use of so many cars can be avoided by proper coordination by the transportation officers at the two points of origin.

If the size of the group warrants, a special baggage car will be furnished by the carrier. If not, baggage will be checked or taken into the cars with the men.

Movement by truck or bus. Sometimes it may be more expedient for bus or government truck to be used for movements rather than by rail. It is mandatory for the use of rail in movements over 500 miles. Training maneuvers are an exception to this. Movements under 500 miles may be made by government vehicles, rail or other carriers. If bus is desired, the transportation officer should call the Chief of Transportation, Washington, D.C., and he will give a Motor Route Order number instead of the rail main number. He usually leaves the arrangements with the bus companies up to

5 War Department Circular 356, 1944.
the local transportation officer. This further points the necessity for
close coordination of the transportation officer with the local carriers.

Furlough travel.—Thus far the discussion has been concerning the
movement of men on official orders. Often a large group of men are re-
leased on furlough or delay enroute at the same time and the carriers are
not able to handle them on regular service. Commercial Traffic Bulletin
No. 25 outlines the procedure to be followed. The men should be grouped
according to major gateway cities through which they will pass and arrange-
ments made with the Chief of Transportation for necessary equipment as is
done on official movements. Each man pays his own passage and no trans-
portation request is issued. If necessary, a kitchen car can be set up
and notation made on the back of the furlough orders the number of meals
furnished.

Consolidation of small groups.—Often it will be possible for the
transportation officer to consolidate smaller groups of men going to the
same general locality into groups of over 15 men. This should be done as
much as possible in order to obtain help from the Chief of Transportation
or the passenger association representative in getting equipment.

Troop Trains

The procedure for troop movements (40 or more men) is as follows:

1. The commanding officer will direct the transportation
   officer in letter form to arrange for the necessary trans-
   portation. This letter will cite reference to the orders
   authorizing the movement and will give full information as

War Department Circular 400, 1944.
to the name of the organization; strength in men and animals; number and types of vehicles with their weights; description, weights, and measurements of equipment and supplies; together with an estimate of the number and types of ordinary and special railroad equipment that will be required to affect the movement.

2. Upon receipt of movement orders, the transportation officer will communicate with the Traffic Control Division, Office of the Chief of Transportation to secure routing and main number and/or "IT" numbers. Provisions of Army Regulation 200-5 will be observed.

3. The Chief of Transportation, through the Traffic Control Division, assisted by Headquarters, Military Transportation Section, Car Service Division, Association of American Railroads, prepares routing instructions, arranges for equipment, sets the dates of departure within the limitations of the movement order, and transmits the information to the transportation officer.

4. Military Transportation Section Headquarters (located in Office of the Chief of Transportation, Traffic Control Division) after having assisted in the preparation of routing instructions:

(a) arranges for the supply of sleeping-car or similar accommodations from the Pullman Company.

7Army Regulation 200-5.
(b) Notifies Military Transportation Section representative at point of origin of the proposed movement together with full details; that is, strength of units to be moved, time of departure, time sleeping-car or similar accommodations will be available, and requirements for other types of cars (passenger, freight, stock, and baggage).

(c) Sends or wires information in "b" above to military traffic bureaus of the railroads.

(d) Sends copies of routing instructions to each of the rail lines over which the trains will be routed.

5. Military Transportation Section representative at point of origin, upon receipt of information in "b" above:

(a) Arranges for the placing of cars at time required, adjusts variations in car requirements caused by unforeseen developments, and makes certain that sleeping-car and similar accommodations have been provided.

(b) Arranges with originating lines the details of the movement schedules.

(c) Assists the transportation officer in the working out of details in connection with the movements.

(d) Sends copies of schedules discussed in "b" above to:
   Transportation officer at point of origin.
   All lines over which movements are to be made.
   Military Transportation Section representative at destination.
Headquarters, Military Transportation Section (in Traffic Control Division, Office of the Chief of Transportation, Washington, D.C.)

(e) makes certain that movement is affected in accordance with the wishes of the commanding officer at point of origin and the transportation officer on duty at the installation.

6. Train sections of moderate size, capable of making good speed, are preferable to long trains of low speed. The determining factors are number of locomotives available; kind and capacity of cars available; character of road bed, curves, and grades; strength of command in personnel, animals, and vehicles; quantity of freight, and the military necessities of the mission. The size of train sections must be left to a great extent to the judgment of the railway officials. However, when the make-up or the length of a train is otherwise satisfactory to the railroad authorities and the commanding officer of the troops, but the official representative of the railroad advises that such make-up or length is prohibited or restricted by the rules, regulations, or laws of a State through which the train is required to pass, the commanding officer of the troops will, if such prohibition or restriction runs contrary to the military necessity of the particular movement, issue to the railroad's representative through the transportation officer an appropriate written request giving military necessity as the
reason therefor. Some of the considerations which may on occasion be military necessities under the foregoing requirement are the placing of troop and kitchen cars in such position that heat and hot water may be obtained, the travel and arrival of troops and impedimenta together, and similar matters.

7. As soon as practicable after the number of trains has been determined, the transportation officer will inform the commander of the troops involved in the movement where the freight and passenger equipment for each train will be placed and the time at which the equipment will be in position for loading. This information is furnished on War Department T C Form No. 217 (Memorandum Covering the Movement of Troops), and a copy is given to the train transportation officer for his information and guidance.

8. Upon arrival of the railway equipment at the loading point, both freight and passenger equipment will be inspected by the transportation officer and the local railroad representative, and the inspection will cover the following:

(a) Passenger equipment.

(1) Car floors free from dirt and in sanitary condition.
(2) Seats clean and free from dust and rips.
(3) No broken windows or doors.
(4) Ventilators in proper order.

8Army Regulation 55-245.
(5) Lavatories in working order and properly supplied with water.

(6) Toilets clean and sanitary; flushing apparatus working and sufficient quantity of toilet paper.

(7) Water tanks filled and iced and, in hot weather, extra barrels or GI cans of water on platforms.

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

(9) Platforms and steps of cars safe and secure.

(10) Baggage cars used as kitchen cars to have end doors for free passage to troop cars.

(11) Signal cord and emergency brake cord.

(12) Fire apparatus.

(b) Freight equipment.

(1) Stock cars clean and sanitary; floors sanded; sides and bottoms free from protruding nails or loose boards; and tight floors.

(2) Box cars to have doors which can be closed and sealed.

(3) Other freight equipment suitable and safe for the purpose for which required.

9. Freight and baggage cars will be marked as soon as placed for loading. Passenger cars will not be marked until the trains are made up, but will be completed before entraining begins.

(a) Marking of equipment will be done with chalk in order
to permit easy eradication after loading and before departure.

(b) Freight and baggage cars will be marked in a convenient place with the letter or other designation of the organization to which assigned.

(c) 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. No marking will be made on the sides of cars.

(d) The marking of cars to indicate an overseas destination, the date of departure, or the name of the ship on which troops are to sail is prohibited.

(e) All permitted identification markings on railroad cars being used in connection with troop movements must be erased after loading and before departure.

10. Whenever property is shipped on the train on which the organization to which it belongs is traveling, the property is only constructively turned over to the local transportation officer, and the organization commander or the supply officer, if there is one, will exercise such supervision of the loading and unloading of the property as to insure that checking is properly done and that shipping tickets or loading sheets set forth the weight and description of the property loaded. The local transportation officer will detail a competent enlisted man or civilian employee to act as
yardmaster for the purpose of watching progress of loading; location of cars; listing cars in each train; and keeping the transportation officer generally informed as to the progress of the loading so that any necessary steps may be taken to facilitate movement.

11. The commanding officer of the troops involved in the movement will detail an entraining officer for each train. The entraining officer's duties will be, in general, to:

(a) Superintend the loading of both the property and the personnel to move in said train.

(b) Take the necessary steps to prevent delay in the loading of freight and baggage and to be responsible that it is properly done.

(c) Collect the checker's lists and transmit them to the transportation officer without delay, as the bills of lading must be prepared and in the hands of the train transportation officer before the train can depart.

(d) Assure himself that the passenger equipment has been properly assigned to the command.

(e) Proceed to the entraining point in advance of troop loading to inform each organization commander the car or cars assigned to his organization.

(f) Require the troops to be marched directly aboard the cars, using only one entrance to each car. The men will be instructed, as they enter the car, to proceed
directly to their seats.

12. The transportation officer, or his authorized representative, will be present at the entraining of the troops, to:
(a) Assure himself that the railroad company has furnished accommodations in full compliance with its contract.
(b) Adjust any controversies that may arise between the railroad representatives and the commanding officer of the troops.

13. Upon receipt of the shipping ticket or loading sheet covering the organization property loaded as freight, the local transportation officer will prepare the required number of bills of lading and deliver same to the train transportation officer for delivery to transportation officer at point of detrainment. If there is no established transportation officer at point of detrainment, the original bill of lading will be accomplished by the train transportation officer and delivered to the agent of the last carrier at destination. Checkable articles, as baggage, will not be included on bills of lading, as an allowance is transported free by the carriers. The carrier's tariff will be consulted to ascertain what constitutes checkable baggage and the allowance thereof.

14. Upon receipt of the list showing make-up of train sections, the local transportation officer will prepare the transportation requests for each train section, one for the rail
transportation and one for the sleeping-car accommodations, and will deliver both to the train transportation officer of that section. Attendants for animals, if any, must not be included in either of the above transportation requests, but transportation for them will be procured by means of a notation on the bill of lading covering the transportation of animals.

15. The transportation officer will make arrangements with the railroad officials, at or before the time when train schedules are prepared, for any stops enroute which the commanding officer expresses as necessary for exercising troops; feeding, watering, or resting animals; or for other purposes. Such stops will conform to the operating requirements of the railway service.

16. Reports of time of departure will be made as follows:

(a) The local transportation officer will instruct the train commander, in the case of troop movements or person in charge of personnel of less than an entire train movement, moving under routings furnished by the Chief of Transportation or under main routing numbers, military impedimenta (MI) routing numbers, to advise the Chief of Transportation, Traffic Control Division, Washington, D. C., by commercial telegraph on collect basis immediately prior to departure from point of origin as to the exact time and date of departure, and immediately
upon arrival at destination, the exact time and date of arrival, indicating movement by routing number only, without further identification in each case.

(b) The station commander (transportation officer) at the point of origin of each movement will inform the station commander (transportation officer) at destination by telephone or telegraph (not radio) of the unit designation, strength, date of departure, and the expected date and hour of arrival of each element. This notification will be given for the movements of units and detachments and will be made in sufficient time to permit proper arrangements to be made at new station for the reception of the troops. When movements are destined to staging areas or ports, instructions in basic orders will be followed.

17. The rail lines over which the special group trains are routed will perform such messenger service and will submit passing reports by telegraph to Headquarters, Military Transportation Section (in Traffic Control Division, Office of the Chief of Transportation), Washington, D. C.

18. The train commander exercises supervision over all matters pertaining to the safety of the train enroute, and intermediate services required by personnel and freight from the time train is accepted for movement by the railroad until it is delivered at destination. He appoints a train
transportation officer for each train and supervises their activities to assure satisfactory provision of all services incident to the movement. ⁹

19. The train transportation officer:

(a) Prepares a list of the initials and number of all freight cars, prior to departure of train, in order to have a record of freight cars that may be cut out enroute.

(b) Frequently checks freight cars against the list while enroute.

(c) Makes necessary arrangements with train conductor regarding transportation requests or obtains tickets therefor from the station agent, prior to departure, when arrangements cannot be made to have the transportation requests taken up enroute.

(d) Submits to the Chief of Transportation, through channels, a brief report only in the event unsatisfactory service is furnished by the railroad company. This report should give reference to the routing order or main serial number.

20. The Military Transportation Section representative at destination arranges with the destination commanding officer or his transportation officer those details in connection with the detraining which they require, and assists them in any manner desired. He supplies copies of incoming train schedules to them so that arrangements can be made for accommodations for the troops.

⁹War Department Pamphlet No. 20-7, Troop Train Commander's Guide.
21. Detraining will be conducted as follows:

(a) Inspection.—Upon detraining, the troop train commander, with the train the 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 results 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. When there is no damage or unlawful removal of property, the report will affirmatively so state. If, on the contrary, damage or loss to railroad property has occurred, the report will set forth in list form the value, the responsibility for the damage or unlawful removal, and names of all known witnesses. The signatures of both train and Pullman conductors will be obtained thereon. In case of disagreement, separate reports are necessary, the conductors' reports to serve as inclosures to the basic report of the train commander.

(b) Detraining of troops.—Train schedules, whenever practicable, are arranged so as to provide for arrival at destination during daylight. Troops should be notified of the hour of arrival in ample time to enable them to be prepared to detrain promptly. The instructions of
the local commander will be communicated to the troop train commander by a staff officer sent to meet the incoming train, who will also assist the arriving troops to become oriented. The officers and the guard will detrain first. Upon detraining, the troops will be marched to camp, after completion of inspection outlined in "a" above, leaving suitable details to unload and bring up the organization baggage and property. If, however, the camp or post is distant from the detraining point, arms may be stacked and the unloading effected by the entire command. The personnel which served as checkers at entraining point, should, if practical, be assigned to the same duty in unloading.

(c) Emergency detrainments.—It is sometimes necessary for various reasons to unload at places where no permanent unloading facilities exist. In such cases portable ramps, if available, will be used for unloading animals; if not available, ramps must be improvised, using railroad ties, timbers, baled hay, car doors, and turf. The train should be spotted in a low cut if one is in the vicinity.

22. Rail equipment should be released in the most expeditious manner.
CHAPTER IX

TRANSPORTATION OF AUTHORIZED BAGGAGE

Miscellaneous

Definitions

Authorized baggage is an individual's personal belongings which includes household goods and other personal property. It does not include baggage carried free on tickets, professional books and papers, or automobiles. Automobiles may be shipped with authorized baggage to enable the owner to obtain a carload rate though the owner pays for the transportation of the automobile. Groceries and provisions are now considered authorized baggage during wartime rationing; whereas no alcoholic beverages may be included in authorized baggage.

Checkable personal baggage on railroad tickets generally consists of handbags, trunks, footlockers, et cetera. It also consists of housekeeping equipment, subject to limitations of weight and dimension as provided in carriers' baggage tariffs. Railroad tickets usually provide for free checking of 150 pounds baggage on each ticket; commercial air travel tickets provide for 40 pounds of free baggage.

Handling of checkable baggage between stations at transfer points enroute for travelers on per diem basis only may be provided for by a notation written on the back of the transportation request. Not more than 2 pieces of baggage can be covered by the notation on the
transportation request,\textsuperscript{1} except in cases of graduates of gunnery school, who are entitled to have 2 additional pieces of baggage containing flying clothes and equipment.\textsuperscript{2}

Shipments in connection with travel by air and to and from hospitals.—Whenever travel is directed on either government aircraft or commercial air lines by competent authority, War Department personnel, military and civilian, are authorized to ship by railway express baggage not exceeding 100 pounds weight at government expense. This is allowed for both permanent and temporary changes of station. Orders directing air travel may specify 100 pounds allowance or other suitable weight allowance to be handled by air rather than railway express when the return of flying equipment and effects is necessary, for ferry pilots and their crews. When excess weight is authorized and carried by commercial air lines, the transportation request will be noted "Transportation of (insert exact weight) pounds of excess baggage". In cases where air travel is directed in connection with a permanent change of station, an express shipment of personal baggage is permissible equal to the difference allowed to be carried on the aircraft and the amount the traveler could have checked free on a railroad ticket.

In all instances mentioned above, excess weight can be shipped on the same government bill of lading carrying the allowable weight; however, the excess cost must be borne by the owner. Therefore, statement should be requested from the owner that he agrees to pay any excess cost involved.

\textsuperscript{1}Army Regulation 55-120, par. 22, change 9.
\textsuperscript{2}Army Regulation 55-120, par. 22.
If desired, MD AGO Form 55-109 may be used to provide the necessary certificate.

When persons are ordered to or from hospitals, every effort possible should be made to move their baggage with them. However, when this is not possible, transportation at public expense via express can be furnished, limited to 150 pounds. Army Regulation, change 5, paragraph 2 (2) must be cited on the face of the government bill of lading as authority for the shipment.

Shipments by freight for certain enlisted personnel when baggage does not accompany them on change of station or in connection with overseas orders.—In cases of either temporary or permanent change of station when it is impractical or inadvisable for enlisted men to take their baggage with them, it may be shipped by freight, not to exceed 150 pounds per man, between the stations named in the orders. Approval for this type of shipment is required from the Commanding Officer of the post, camp, or station.

Officers and enlisted men of the first four grades are normally entitled to shipments of authorized baggage on temporary change of station allowance. When enlisted men other than those of the first four grades are on overseas orders, and when they are limited to taking only a portion of their personal effects with them, they are entitled to a freight shipment at public expense, not to exceed 100 pounds from their last duty station, staging area or port of embarkation to any place designated by them within the continental limits of the United States, exclusive of
Alaska. No provisions are made for handling excess weight on the same bill of lading on the allowance just mentioned; therefore the owner should ship the excess weight prepaid on a commercial lading.\(^3\)

TC Memorandum 75-3 provides for the handling of "delay enroute baggage" for enlisted men of all grades. The men will be advised that transportation in kind may be furnished, that is, a transportation request issued for the lowest class of travel, with a stop-off privilege so that they may visit their homes; or the men can elect to travel on their own and receive monetary mileage allowance of three cents per mile. When transportation in kind is furnished, baggage will be checked through to destination on the railroad ticket under the supervision of the transportation officer and the shipping and receiving officer. The origin transportation officer will forward the baggage checks to the destination transportation officer by franked mail, the same day the bags are checked. When transportation in kind is not furnished, the transportation officer will ship the baggage via freight or Railway Express Service, up to an amount not exceeding 150 pounds. It is important that all efforts be made to insure that the baggage arrives by the time the enlisted men report to the new station. When forwarding baggage on government bill of lading, it will be classified as "Military Impediment, in barracks bags, (not subject to land-grant rates)", government bill of lading will also be marked "Non-Military." When the railway express is used, bill of lading must show the express authority, namely Army Regulation 55-160, change 7, paragraph 2a, 23 August 1944. Utmost care should be exercised in properly tagging

\(^3\) Army Regulation 55-160, par. 2; Army Regulation 55-160, change 5, par. 2b.
barracks bags. The government bill of lading with a copy of the special orders should be mailed immediately via franked mail to insure prompt delivery, with an enclosed list of the names of the men for whom bags were shipped on that particular bill of lading.

**General remarks.**—A well organized plan for prompt handling of baggage should be established, adapted to the particular local conditions. This plan should include an arrangement with all local railroad baggage masters serving the installation for a daily pickup of all checked government baggage, thus preventing storage charges on baggage when for some reason or other baggage checks are received late.

Oftentimes personal items of clothing of enlisted personnel are left in the laundry at the time of their transfer. These packages of laundry are usually small and can be readily prepared for a "franked" parcel post shipment.¹

There is in existence a baggage clearance agency located at New York City whose purpose is to arrange for the forwarding of baggage of personnel returning from overseas. The agency will arrange with the proper United States port of debarkation to forward the baggage as per instructions. For complete address of the New York agency and all other details reference is made to War Department Circular 22, 1945.

Astray baggage of United States Army personnel may be found frequently in possession of common carriers. The local transportation officer should make every effort possible to locate owners so that proper steps may be taken to forward their baggage to them. However, when it is impossible

¹*War Department Circular 346, 1944.*
to locate or determine the name of the owner, arrangements should be made to have the government equipment and clothing delivered to the local supply officer and have the personal effects of the owner forwarded to the Effects Quartermaster, Kansas City Quartermaster Depot, Kansas City, Missouri. This is the proper procedure if there are no storage or transportation charges accrued, or if the carrier will waive any of these charges. If the carrier will not waive the charges, then an inventory will be taken of all the effects, government equipment delivered to the supply officer, and a copy of the inventory of the personal effects forwarded to the Effects Quartermaster at Kansas City. In all cases the carrier must be given a receipt for all items received from him. This procedure is covered in detail in War Department Circular 61, 1945.

Shipment of Authorized Baggage of Military Personnel on Temporary Change of Station Allowance

The military definition of authorized baggage was given previously; namely, authorized baggage refers to household goods and personal belongings of persons entitled to ship authorized baggage. It does not include professional books and papers, automobiles, or personal baggage which can be checked on railroad tickets.

The temporary change of station allowance will be referred to throughout the remaining sections of this study as the "small move" of authorized baggage and the permanent change of station allowance will be referred to as the "large move" of authorized baggage. This distinction is made for the purpose of simplicity and it is an appropriate distinction as there is
considerable difference in the maximum weight allowance in connection with the "large move" and the "small move". The temporary change of station allowance or "small move" is covered in Army Regulation 55-60, section II.

When "small moves" are authorized and persons entitled to same, this "small move" allowance may be shipped at government expense on any change of station orders: both temporary change of station orders and permanent change of station orders. The number of "small moves" of authorized baggage is not limited as an officer may make "small moves" any and every time he receives change of station orders, whether the orders direct permanent change of station or whether they direct temporary duty.

Officers, warrant officers, flight officers, army nurses, aviation cadets, enlisted personnel of the first four grades, dieticians, physical therapy aids, and civilian employees are the persons entitled to make shipments of authorized baggage on the temporary change of station allowances. Civilian employees may make the "small moves" of authorized baggage when the travel is necessary in the military service. The range of weight allowances that may be shipped at government expense on "small moves" is as follows: 800 pounds for colonels, lieutenant colonels and majors; 600 pounds for captains, first lieutenants, second lieutenants, warrant officers, et cetera; and 400 pounds for cadets, enlisted personnel of the first four grades, and civilian employees.

Between what points "small moves" may be made and means of shipment,—

The prime purpose of the "small move" is to enable military personnel to
move their personal belongings, professional books, and necessary housekeeping equipment on every change of station. The "small move" should include those items a person needs at the new station in order to properly carry out his official duties. With two exceptions "small moves" of authorized baggage can only be shipped between the old station and the new station. These two exceptions are: (1) from a residence related to the old station to a residence related to the new station, (2) when a person receives overseas orders he may ship part of his allowance to the "POE" or "CRD" and the balance of his allowance to any point he designates within the continental limits of the United States.

The basic means of shipping "small moves" of authorized baggage is by freight. However, when in the judgment of the Commanding Officer, the necessity of the case requires, he may authorize 250 pounds of the allowance by Railway Express on a government bill of lading. The 250 pounds may be authorized for a sergeant or a colonel. This authorization should be attached to the file copy (property shipped) of the bill of lading. Also when the 250 pounds allowance by express is used, the following notation may appear over the issuing transportation officer's signature:

"Shipments of authorized baggage, not to exceed 250 pounds by railway express service was authorized by the commanding officer under the authority of Army Regulation 55-160, paragraph 8b." This "small move" cannot be handled by van carrier at government expense.

With two exceptions the "small move" allowance may only be shipped in one lot. These two exceptions are: (1) In the case of an overseas

5Port of Embarkation; Overseas Replacement Depot.
assignment the owner may make separate lot shipments, that is two lots, one to the new station and the other to a point he designates within the United States. (2) In the case where the commanding officer authorizes 250 pounds by express service, the remainder by freight, there will actually be 2 lots shipped.

Owners may have their entire allowance shipped by Railway Express agency when they request this service in writing. However, they will pay all excess cost incurred from shipping by railway express rather than utilizing the basic means which they are entitled to, freight. In a case where an owner requests that his authorized baggage be shipped by Railway Express agency and the commanding officer has not authorized the 250 pounds by express, this information will be shown on the government bill of lading. Also the authority for shipment on the government bill of lading should show that it is a shipment of authorized baggage on the temporary change of station allowance, and should show also the paragraph and special order directing the change of station.

In view of the fact that most "small moves" are shipped to military installations, the local transportation officer is cautioned to show on the government bill of lading the destination transportation officer as consignee, and in the "marks" block show "the owner".

The owner is required to furnish the transportation officer a certificate whereby the owner certifies to the necessity for making that shipment in connection with his change of station. The Army Air Forces Training Command policy is that all transportation officers require

6Army Regulation 55-160, par. 7.
30 AR Form 55-109 from the owner which is the certificate requesting the move and the necessity thereof. If the owner departs unexpectedly and has no opportunity to furnish this form, the commanding officer or his authorized representative may furnish the shipping transportation officer with a certificate in duplicate showing the necessity for the shipment, and give the reason why the 30 AR Form 55-109 was not available.

BAR Letter 75-12 and War Department Circular 386, 1944, emphasize and demand that under no circumstances will authorized baggage, or personal baggage be shipped to military installations on collect basis. The local transportation officer should instruct the local express agents not to accept shipments of personal effects on a collect basis consigned to an Army installation. (See Figure 9 for example of "small move").

Shipment of Authorized Baggage of Military Personnel on Permanent Change of Station Allowance

When authorized and what persons authorized.—Provisions authorizing "large moves" are contained in Army Regulation 55-160, Section III. One shipment only of the "large move" of authorized baggage may be made at public expense on or after 1 September 1942. This holds true regardless of what provisions are applied that entitle military personnel to make their "large move" of authorized baggage. There is an exception to this 1 September 1942 clause and that is when military personnel are returned to civilian life through retirement, discharge, or relief from active duty, or in the instance of a mass evacuation. This exception applies to every component of the Army except the Regular Army. Only enlisted men who have served 10 or more years and are discharged due to physical disability may
13. Having been found disqualified for further pilot tug, the following named Student Off, AC, (1035)(W), are reld fr atchd unasgd 2537th AAFBU, (sq K)(AFTRC) and dy at this sta, are asgd and WP to 2528 AAFBU, Midland AAF, Midland, Tex, (AFTRC), on 10 July 45 rtpg to CO thereat on 12 July 45, (Auth: Ltr AG 351.24 SE, Hq, AAFCFTC, Randolph Fld, Tex, 2 July 45, and 29 June 25) BDMR: 13 July 45.

1st Lt (01.340) CLEMENT L O'BRIEN, 0679190, AC

Off auth 2 days ES for travel by privately owned conveyance. PCS. TPA. TDN. 601-31 P 431-02 A 0425-26.

BY ORDER OF COLONEL COLE:

R. L. CHADWICK
Capt. AC
Adjutant

OFFICIAL:

/s/ R. L. Chadwick
R. L. CHADWICK
Capt, AC
Adjutant

"A TRUE COPY"

JANE SEWELL
1st Lt, AC
CERTIFICATE OF PERSONAL PROPERTY SHIPPED

I certify that the following shipments (including present shipment) have been or are intended to be made by me at public expense on **permanent (temp. allow)** change of station, and that said goods are household (permanent or temporary) or personal effects or automobile* belonging to me; that they were acquired prior to the effective date of my last order for change of station; that they are not intended, directly or indirectly, for any other person or persons, or for sale; that packages numbered  to both inclusive, contain professional books and papers, the total weights of which are stated below; and that they are necessary in the performance of my official duties (see par. 14 AR 55-160 regarding limitation on movement on and after 1 Sept. 1942).

Last order for change of station **Par Lk, ST # 164, 5 July 1945**, relieves me from duty at **Perrin Field, Sherman, Texas**, on (date of relief) and assigns me to duty at **Midland AAF, Midland, Texas** per certified copy attached.

<table>
<thead>
<tr>
<th>Remarks</th>
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<tr>
<td><strong>lb. prof. books</strong></td>
<td>from <strong>Sherman, Texas</strong> to <strong>Midland, Texas</strong></td>
<td><strong>REMARKS</strong></td>
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<tr>
<td>22 lb. other baggage</td>
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<td><strong>lb. automobile</strong> (actual weight)</td>
<td><strong>lb. (shipping weight)</strong></td>
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<td><strong>lb. automobile</strong> (actual weight)</td>
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</table>

If the shipment of my personal property on this change of station, whether it be shipped now or later, is in the aggregate in excess of the present prescribed allowance therefor, and/or includes an automobile,* and/or is made upon my written request in any way so as to involve additional expense, I hereby agree, as a condition precedent to such shipment, that, upon receipt of a statement showing the excess cost as determined by the finance officer paying the carrier's transportation account, I will either remit an amount sufficient to cover such cost, or permit the application of so much of my pay as may be necessary to cover such cost. It is understood that this agreement will not prejudice my right of appeal to the Comptroller General and the courts for adjudication after such payment or deduction has been made in case I feel that the amount thereof has not been properly determined.

---

6 July 1945

**Clement L. O'Brien**

**1st Lt., AC, 0679130**

**Attended to B/L No. WV-1228784, Perrin Field, Sherman, Texas, 9 July 1945**

**INSTRUCTION**—This certificate, in triplicate, with two certified copies of officer's order, will accompany each request for shipment of baggage and/or automobile* on change of station, of an officer, warrant officer, member of the Army Nurse Corps, non-commissioned officer, or civilian clerk. Enter shipment requested on line (1); other shipments already made on lines (2) and (3); and indicate under "Remarks" serial number and date of bill of lading covering shipments already made. The original of this certificate, with certified copy of officer's order, will be attached to the memorandum bill of lading and mailed to the officer charged with the settlement of the account for transportation, and the duplicate retained in the files of the transportation officer.

* Automobile, restrictions on (see par. 11 AR 55-160).

W. D. T. C. Form No. 219

*Authorized 10 Nov. 1942

*Revised 2 Oct. 1943

This form supersedes W. D., Q. M. C. Form No. 219, 13 July 1939, which may be used until existing stocks are exhausted.
REQUEST FOR SHIPMENT

Under the provisions of Par. 5 & 7, 55-180, it is requested that my personal baggage be shipped at Government expense from

Sherman, Texas to Midland, Texas weight 22 lbs

It is also requested that the remaining portion of my personal baggage be shipped to ____________ for storage at my expense as outlined in Change 5, Par. 5a (2) (b), AR 55-180.

Change of duty station covered by Par. 13 S. C. # 164.

Headquarters Perrin Fld, Sherman, Texas dated 5 July 1945.

"I certify that the baggage transported at Government expense is necessary for the accomplishment of my official duties in the Military Service."

Clement O'Brien

(Name)

1st Lt. AC, 0672180

(Rank)
**MEMORANDUM**

**NO. WV-1228784**

---

**CAR INITIALS AND NO.**

---

**NAME OF INITIAL TRANSPORTATION COMPANY**

RAILWAY EXPRESS AGENCY

---

**TRAFFIC CONTROL NO.**

---

**STOP THIS CAR AT**

---

**FOR**

---

**RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, SUBJECT TO CONDITIONS NAMED ON THE REVERSE HEREOF, THE PUBLIC PROPERTY HEREINAFTER DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FOWARD TO DESTINATION BY THE SAI COMAPNY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE.**

---

**CONSIGNEE**

TRANSPORTATION OFFICER

MIDLAND ARMY AIR FIELD

---

**DESTINATION**

MIDLAND, TEXAS

---

**VIA** (ROUTE JOURNEY ONLY WHEN SOME SUBSTANTIAL INTEREST OF THE GOVERNMENT IS SERVED THEREBY)

---

**REA**

---

**DEL. SHEET NO.**

---

**PICK-UP SERVICE AT ORIGIN WAS BY THE GOVERNMENT OR ITS AGENT INITIALS OF SHIPPER'S AUTHORIZED AGENT OR EMPLOYEE**

---

**NO.**

---

**KIND**

NON- MILITARY

---

**DESCRIPTION OF ARTICLES**

(USE CARRIERS' CLASSIFICATION OR TARIFF DESCRIPTION IF POSSIBLE, OTHERWISE A CLEAR NONTÉCHNICAL DESCRIPTION)

---

**PACKAGES**

---

**DESCRIPTION OF ARTICLES**

(USE CARRIERS' CLASSIFICATION OR TARIFF DESCRIPTION IF POSSIBLE, OTHERWISE A CLEAR NONTÉCHNICAL DESCRIPTION)

---

**NUMBERS ON PACKAGES**

---

**WEIGHTS**

---

**ACTUAL**

---

**22**

---

**TEMP. ALLOW ON PERN. CHANGE OF STATION**

---

**Personal property of Off., chang. sta. as per Par 13, 50 164, 5 July 1945, Eq. Perrin Fld., Sherman, Tex. To Form 219 & Cert of Bagg attached to memo copy B/L & fwd to F. O., U.S. Army, Wash. D.C.**

---

**SHIEMMENT OF NOT TO EXCEED 250 LBS. BY REA WAS NOT AUTHORIZED AS REQUIRED BY PAR 5b, AR 55-160.**

---

**RELEASED TO THE VALUATION PRESCRIBED BY TRAINERS TO OBTAIN THE LOWEST RATE**

---

**CERTIFICATE OF ISSUING OFFICER**

---

**NAME OF TRANSPORTATION COMPANY**

RAILWAY EXPRESS AGENCY

---

**DATE OF RECEIPT OF SHIPMENT**

10 July 1945

---

**SIGNATURE OF AGENT**

---

**PER**

---

**MEMORANDUM COPY**

---

**JANE SENEULL, 1st Lt., AC**

---
Figure 9. Transportation forms necessary for "small move" on permanent change of station.
ship their authorized baggage home at government expense.\textsuperscript{7}

The permanent change of station allowance, referred to as the "large move" of authorized baggage is authorized upon receipt of permanent change of station orders. Also competent orders directing military personnel to be returned to civilian life through retirement, discharge, or relief from active duty are accepted authority for making a "large move". These are the two most common type of orders authorizing the "large move".

The permanent change of station allowance may also be taken without orders. This provision is called the wartime regulation or storage provision for shipping authorized baggage.\textsuperscript{8} However, before this type of shipment can be made there are some definite requirements. First, the person requesting the move must have been in active Federal Service on or before 5 June 1942. Second, the owner must submit to the local transportation officer, in triplicate, the certificate as requested in Army Regulation 55-160, paragraph 14f. However, the Chief of Transportation, Washington, D. C., advises that only those officers, warrant officers and enlisted men of the first four grades, who were active in Federal service on 5 June 1942, and who, on that date, held a grade or rank for which an authorized baggage allowance is provided in Army Regulation 55-160, change 5, paragraph 12, are entitled to shipment of their household goods at government expense on the basis of the certificate published in Army Regulation 55-160, paragraph 14f (2).

The personnel entitled to "large moves" are: commissioned officers,

\textsuperscript{7} Controller General Decision B-35021 22 Oct 72.

\textsuperscript{8} Army Regulation 55-160, par. 14f.
warrant officers, flight officers, army nurses, cadets, and enlisted personnel of the first four grades. War Department civilian employees are authorized a "large move" also.

The range of the maximum weight allowance for persons entitled to ship "large moves" is: from colonels—11,000 pounds, to forth grade enlisted personnel—3,000 pounds.

Between what points shipment authorized.—On receipt of permanent change of station orders persons entitled to do so may ship from the old permanent station to the new permanent station. Also they may ship from the old permanent station to any point so designated within the continental limits of the United States, excluding Alaska, as a storage point for the duration of the war. Regular Army officers and enlisted personnel, upon retirement, may ship from their last permanent station to any point that they may designate within the United States, to which they desire to retire. On discharge of enlisted personnel of the first four grades having 10 years service, they may ship from their last permanent station to their home of record, designated as the place from which they were originally ordered to active duty. Similarly, Army of the United States Reserve Officers and officers terminating active duty may ship from their last permanent station to their home of record.

The above remarks concerning "between what points" the transportation office may ship "large moves" of authorized baggage are intended to point out "between what points" persons may ship wholly at government expense, as long as they keep within the maximum weight allowance. Persons may ship from any point to any point provided they agree to pay all excess
costs. Incidentally excess costs will be computed by the Finance Officer, United States Army, Washington, D. C., and he is the one who will send the bill to the owner when excess costs exist. In the case of a person returning from overseas duty he may have shipped, at government expense, his authorized baggage from a point of storage to his permanent station, to which he has been assigned in the United States. There are many variations in connection with "between points" as authorized in Army Regulation 55-160, paragraph 14. The decision of the Finance Officer, United States Army, Washington, D. C., is final in every case as to the excess cost which must be borne by the owner.

When handling "large moves" of authorized baggage, the transportation officer will require the owner to execute in triplicate WD Form 55-109, "Certificate of Personal Property Shipped" which was also required in the shipment of "small moves".

Separate lot shipments.—Separate lot shipments in connection with "large moves" may be made. For example: A captain entitled to ship 8,500 pounds receives permanent change of station orders directing a change of station from "A" to "B". He may make one shipment of 3,000 pounds, another of 2,000 pounds, and another of 3,000 pounds, et cetera, until he has reached his maximum weight allowance. One limitation to this rule is given in Army Regulation 55-160, paragraph 16b, which states that only one lot shipment may be made on termination of active duty.

It is the responsibility of the local transportation officer to annotate properly government bills of lading issued to ship authorized

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9 Army Regulation 55-160, par. 16.
baggage so that the Finance Officer, United States Army, Washington, D.C., immediately knows the basis on which the shipment has been made. The transportation officer will send the disbursing officer an extra memorandum copy of all government bills of lading issued to ship authorized baggage to which will be attached a copy of the "Certificate of Personal Property Shipped". (See Figure 10 for example of "large move").

Shipments of Authorized Baggage of Civilian Personnel on Temporary and Permanent Change of Station Allowance

The shipment of authorized baggage of civilian employees of the government is similar in many instances to shipments authorized for military personnel. The local transportation officers are primarily concerned with War Department civilian employees at the station or base level.

Shipments of Authorized Baggage of Civilian Personnel on Temporary Change of Station Allowance

Civilian employees are entitled to 400 pounds of their authorized baggage shipped at government expense whenever they receive permanent or temporary change of station orders, provided that the travel is necessary in the public service. They may ship from the old station to the new station, that is between the stations named in the order directing the travel. They may also ship part of this allowance to a designated point within the continental limits of the United States excluding Alaska.

10 Army Regulation 55-160, Sec. II.
HEADQUARTERS
PERRIN FIELD
SHERMAN, TEXAS

SPECIAL ORDERS
NUMBER 147

EXTRACT
16 June 1945

8. The following named EM 2537 AAFBU (Sq F)(AFTRG)(AC)(Negroes) are trfd in gr and WP to 316 AAFBU MacDill, Fld, Fla, on 18 June 45 rpg to the CO thereof on 20 June 45 for asgmt and dy. EM trfd for tng, in SSN Ind. (Auth: TWX 239E 1761F Hq, AAFCSFC, Randolph Fld, Tex, 13 June 45, and TWX 29E 1333F, AAFCSFC, Randolph Fld, Tex, 14 June 45 EXCMR. 21 June 45.

NAME RANK ASN MOS NCO TRAINABLE SSN

S/Sgt Walter E Lee, Jr. 835 590 059
342283269, (Courier)

* * * * *

TSFMT. In accordance with AR 35-5420 as changed the FD will pay in advance the prescribed monetary alms in lieu of rations at the rate of $1.00 per meal for 7 meals to 3 EM, each, traveling to MacDill Fld, Fla, by rail. TMN. 501-31 P 431-02-03 A 0625-25.

BY ORDER OF COLONEL COLE:

THOMAS A. LANCASTER
1st Lt. AC
Asst Adjutant

OFFICIAL:

/s/ Thomas A. Lancaster
THOMAS A. LANCASTER
1st Lt. AC
Asst Adjutant

CERTIFIED TRUE COPY

JUNE SCHEFF
1st Lt. AC
LETTER OF A PPLICATION FOR SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS

Place: Ferrin Field, Sherman, Texas
Date: 28 June 1945

TO: Transportation Officer
Ferrin Field, Sherman, Texas

1. The undersigned has been ordered to (X) permanent (check one)
   ( ) temporary
duty station by the following orders, copies of which are inclosed:

   Par. 8, S. O. No. 147, Hqs. Ferrin Field, Sherman, Texas 18 June 1945

2. It is requested that my household goods and professional books
   be moved at public expense on or about 27 June 1945
   (date)

POINT OF ORIGIN:
   Sherman, Texas

POINT OF DESTINATION:
   Dothan, Alabama
   (Give exact address at point of origin & destination)

3. Transportation by: (X) Commercial Motor Van
   ( ) Ordinary (Rail) Freight

4. Bidders may inspect goods daily between the hours of 0800 - 1200.

5. If shipment by commercial van is requested, I hereby agree to
   pay any excess cost of shipment by this means over cost of shipment
   by means of cheapest expense to the government.

6. If shipment is made before the effective date of my orders, I
   will pay any costs incurred as a result of change of orders.

7. I guarantee all storage, platform and handling charges.

8. I will arrange for reception and inspection of goods, and for
   receipt to carrier, at destination. I hereby designate the following
   person to perform these functions at destination.

   Transportation Officer, Napier Field, Dothan, Alabama
   For Mrs. Lillie Lee, FLO E. Burdeshaw Sr., Dothan, Alabama

9. I hereby designate (Name) Jane

   (Family Name)

   (Full Address)

   as my authorized agent to receive and execute Government Bill of Lading,
   after packing and crating have been completed; or, if van shipment has
   been requested, to prepare descriptive list and release goods to carrier,
   at point of origin.

10. The ESTIMATED WEIGHT of my property is as follows:

    Household goods already packed and crated......................... 157 lbs.
    Household goods NOT PACKED & CRATED.............................. 376 lbs.
    Professional books.................................................. 128 lbs.

11. I hereby certify that I have read Sec. VI, WD Circular 201
    1942, which restricts the shipment of authorized baggage at Government
    expense on or after September 1, 1942, and that this application is
    submitted in accordance with these restrictions.

Inclosures:
copies signed TC (W/BC) Form 218
_____________ copies Special Orders
_____________ inventory of goods
_____________ other papers:

Signed: [Signature]

Rank: [Rank]

[Signature]

[Signature]
CERTIFICATE OF PERSONAL PROPERTY SHIPPED

I certify that the following shipments (including present shipment) have been or are intended to be made by me at public expense on Permanent change of station, and that said goods are household or personal effects or automobile* belonging to me; that they were acquired prior to the effective date of my last order for change of station; that they are not intended, directly or indirectly, for any other person or persons, or for sale; that packages numbered ______ to ______, both inclusive, contain professional books and papers, the total weights of which are stated below; and that they are necessary in the performance of my official duties (see par. 14 AR 55-160 regarding limitation on movement on and after 1 Sept. 1942).

Last order for change of station Par 2. No. 147 16 June , 1945, relieves me from duty at Ferrin Field, Texas on (date of relief) ___________ and assigns me to duty at MacDill Field, Florida per certified copy attached.

<table>
<thead>
<tr>
<th></th>
<th>lb. prof. books</th>
<th>from</th>
<th>to</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>376</td>
<td>Sherman, Texas</td>
<td>Dothan, Alabama</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>lb. other baggage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>lb. automobile* (actual weight)</td>
<td>lb. (shipping weight)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>B/L No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>B/L No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

If the shipment of my personal property on this change of station, whether it be shipped now or later, is in the aggregate in excess of the present prescribed allowance therefor, and/or includes an automobile,* and/or is made upon my written request in any way so as to involve additional expense, I hereby agree, as a condition precedent to such shipment, that, upon receipt of a statement showing the excess cost as determined by the finance officer paying the carrier's transportation account, I will either remit an amount sufficient to cover such cost, or permit the application of so much of my pay as may be necessary to cover such cost. It is understood that this agreement will not prejudice my right of appeal to the Comptroller General and the courts for adjudication after such payment or deduction has been made in case I feel that the amount thereof has not been properly determined.

16 June , 1945

WALTER B. LEE

Sgt. 342892

Attached to B/L No. 122383

Ferrin Field, Sherman, Texas 23 June , 1945

INSTRUCTIONS. — This certificate, in triplicate, with two certified copies of officer's order, will accompany each request for shipment of baggage and/or automobile on change of station, of an officer, warrant officer, member of the Army Nurse Corps, non-commissioned officer, or civilian clerk. Enter shipment requested on line (1); other shipments already made on lines (2) and (3); and indicate under Remarks serial number and date of bills of lading covering shipments already made.

The original of this certificate, with certified copy of officer's order, will be attached to the memorandum bill of lading and mailed to the officer charged with the settlement of the account for transportation, and the duplicate retained in the files of the transportation officer.

* Automobiles restrictions on (see par. 11 AR 25-160).

W. D. T. C. Form No. 219

Authorized 10 Nov. 1945

This form supersedes W. D. Q. M. C. Form No. 219, 13 July 1939, which may be used until existing stocks are exhausted.
DISPOSITION OF PERSONAL EFFECTS
AND HOUSEHOLD GOODS AT DESTINATION

1. Under the provisions of Paragraph 14 a (2) AR 55-160, the undersigned hereby certifies that arrangements have been or will be made by me for the immediate disposition of my personal effects or household goods at the destination specified in this application, and within the free time allotted under carriers' tariffs.

2. Written shipping instructions will be furnished your office showing name and address of consignee.

Signature

WALTER E. LEE JR.

Rank

SHIP TO: TRANSPORTATION OFFICER
RAFIER FIELD
DOTHAN, ALABAMA

FOR:

MRS. LILLIE LEE
710 E. Burdeshaw St.
Dothan, Alabama
MEMORANDUM

CAR INITIALS AND NO.

NAME OF INITIAL TRANSPORTATION

COMPANY TEXAS & PACIFIC RY

TRAFFIC CONTROL NOS.

STOP THIS CAR AT

FOR

RECEIVED BY THE TRANSPORTATION COMPANY
NAMED ABOVE, SUBJECT TO CONDITIONS
NAMED ON THE REVERSE HEREOF, THE PUBLIC
PROPERTY HEREBEFER DESCRIBED, IN APPAR-
RENT GOOD ORDER AND CONDITION (CON-
ENTS AND VALUE UNKNOWN), TO BE FOR-
WARDED TO DESTINATION BY THE SAID COM-
PANY AND CONNECTING LINES, THERE TO BE
DELIVERED IN LIKE GOOD ORDER AND CON-
DIION TO SAID CONSIGNEE.

CONSIGNEE

TRANSPORTATION OFFICER

HAPPIER FIELD

DESTINATION

DOTHAN, ALABAMA

VIA ROUTE JOURNEY ORIGIN, WHEN SOME SUBSTANTIAL INTEREST OF THE GOVERNMENT IS SERVED THEREBY.

T&R NECESSARY CONNECTING LINES

FROM (SHIPPING POINT) SHERMAN, TEXAS

FROM (FULL NAME OF SHIPPER)

TRANSPORTATION OFFICER

PERRIN FIELD, SHERMAN, TEXAS

MARKS

FOR: MRS. LILLIE LEE

710 E. BURDSHAW STREET

DOTHAN, ALABAMA

CHARGES TO BE BILLED TO (DEPARTMENT OF ESTABLISHMENT AND BUREAU OF SERVICE AND LOCATION)

Fiscal Office, U.S. Army, Washington, D.C.

APPROPRIATION CHARGEABLE

501-31 P 431-03 A 0425-26

ISSUING OFFICE

OTO, PERRIN FIELD, SHERMAN, TEXAS

NAME AND TITLE OF ISSUING OFFICER

JANE SEWELL, 1st Lt. AC

TRANSPORTATION OFFICER

1. FURNISH THIS INFORMATION IN CASE OF CARLOAD SHIPMENTS ONLY.

SHOW THE FOLLOWING MEASUREMENTS FOR SHIPMENTS VIA OCEAN CARRIER IN CASES WHERE REQUIRED.

QUANTITIES AND NUMBERS ON PACKAGES

DESCRIPTION OF ARTICLES
(USE CARRIERS' DESCRIPTION OR TARIFF DEPARTMENT IF POSSIBLE, OTHERWISE A CLEAR NONTECHNICAL DESCRIPTION)

NO. KIND

1 CRT.

1 CRT.

HOUSEHOLD GOODS & PERSONAL EFFECTS

HOUSEHOLD GOODS & PERSONAL EFFECTS

TOTAL

1 246

2 150

376

NOTICE TO OWNER OF SHIPMENT

In the event property included in the present shipment is lost, damaged, or destroyed, owners are advised that the regulations and contractual conditions under which the shipment was made necessitate the filing of a claim by them, in writing, against the common carrier at point of destination within a period of 9 months from the date of receipt, as well as against the common carrier at point of transshipment to an Army transport in cases where shipment moves on route partly by Army transport. Owners failing to make such claim may jeopardize their rights. See AR 55-160.

RELIESE TO THE VALUATION PRESCRIBED BY TARIFFS TO OBTAIN THE LOWEST RATE

NoV. WV-1228783

26 June 1945

MEMORANDUM COPY
Figure 10. Transportation forms necessary for "large move" on permanent change of station.
whenever they receive overseas assignments. Also they may ship from a residence related to the old station to a residence related to the new station, keeping in mind that excess cost, if any, is borne by the owner. Freight is the standard means of shipment; however, the Commanding Officer may authorize shipment not exceeding 250 pounds weight be made by railway express. The appropriate notation will be shown on the government bill of lading. The owner will be required to furnish a certificate indicating necessity of making a "small move" of authorized baggage. Also a certificate of personal property shipped (WD ACO Form 55-109) must be executed by the civilian employee.

Shipment of authorized baggage for civilian employees on permanent change of station allowance.—An act of Congress of 1940 provided for the creation of public laws permitting the transporting of civilian employees' authorized baggage when they are ordered to transfer from one permanent station to another permanent station. This type of shipment will be referred to as a "large move" of authorized baggage for civilian employees.

"Large moves" are authorized to civilian employees upon presentation of permanent change of station order and in addition an approval to make a "large move" which is granted by the Commanding Officer of the station where the civilian employee works. This approval may be included in the orders directing the change of station. Civilian employees are bound by the 1 September 1942 clause which restricts them to one move only for the duration of the emergency. They must take the move within six months.

11Army Regulation 55-160, par. 7.
after a permanent change of station if they intend to utilize that particular order for the one move.

"large moves" of authorized baggage for civilian employees may be shipped to their new station from their old station. Also they may ship from any point to the station; however, they will have to bear any excess costs over and above what it would have cost had the entire amount of authorized baggage been shipped from the old station to the new station in one lot. The government will not ship authorized baggage of civilian employees if the transfer has been made for their own convenience.

The weight allowances for civilian employees without dependents are 2,500 pounds and with dependents are 5,000 if shipment is made by commercial van carrier. It is necessary when shipping authorized baggage by commercial van carrier for the civilian employee owner to furnish the transportation officer with certificates of dependency. When the shipment is made by freight, requiring packing and crating of all items, the above mentioned weight represents 80% of total weight allowance. The shipment of authorized baggage for civilians will be by the most economical means with any excess cost incurred paid by the civilian immediately upon completion of the shipment. Also the certificate of personal property shipped (WD AGO Form 55-109) will be executed in triplicate by the owner.

Problems Encountered in the Shipment of Baggage

The following points are problems and important remarks with respect to all shipments of authorized baggage that the local transportation officer may be called upon to make.

---

12 Army Regulation 55-150, par. 34.
Securing approval of Chief of Transportation for forwarding authorized baggage when it is improperly shipped.—When authorized baggage has been shipped to an improper destination through fault of someone besides the owner, and through no fault of the origin transportation officer, the local transportation officer may go to the Chief of Transportation, Washington, D. C., to secure approval to forward the authorized baggage to the proper destination. Possibly it was the fault of another transportation officer; nevertheless, approval can be secured for forwarding the authorized baggage. However, when it is a question of whether or not the Finance Officer, Washington, D. C., will waive the excess cost involved, then the origin transportation officer will have to pay the bill.

The local transportation officer may also secure approval of the Chief of Transportation for forwarding personal checkable baggage when it has been improperly shipped through no fault of the owner.

Reimbursement.—When authorized baggage is shipped at personal expense, reimbursement to military persons who have had their authorized baggage shipped at their personal expense is not ordinarily authorized unless it is due to an emergency or another good and sufficient reason exists for failure to have the transportation officer ship the household goods. It is a very rare case when military personnel can justify reimbursement.

Army Regulation 55-160, paragraph 34, which authorized "large moves" of authorized baggage of civilian employees states that civilian employees are entitled to the expense of having their authorized baggage moved via the cheapest method. Therefore, it is a relatively simple matter for the
civilians to be reimbursed when his authorized baggage is shipped at his personal expense, providing he employs the most economical means and properly complies with procedure in soliciting bids for packing and crating.

**Personal baggage allowance on overseas assignments.**—On overseas assignments, officer personnel are entitled to take with them 175 pounds of personal baggage. Rated flying officer personnel are entitled to an additional 55 pounds, that is an A-3 bag to take care of their flying equipment and flying clothing. Reference for this remark is FOM (Preparation for Overseas Movements, August edition of 1944). Further, officers should be advised that their 175 pounds allowance should be made up of the following pieces: 1 trunk locker or foot locker, 1 bedding roll (not over 50 pounds), 1 piece of hand baggage (not over 40 pounds), and 1 field or musette bag. Overseas personal baggage allowance for enlisted personnel will be governed by the January 1945 edition of FOM. Personnel should be instructed that it is possible that only part of their baggage will be accessible during their travel overseas; therefore, they should take the personal effects during the trip in the baggage that will be accessible. The above allowances have reference to travel by water. Allowances when travel is by air, will be governed by the particular shipping order.

Movement orders directing overseas assignments should be checked thoroughly for in many instances the movement order will specify exact weight allowance and number of pieces of baggage authorized in connection with that particular overseas assignment.
Procedure in the Shipment of Authorized Baggage on Permanent Change of Station Allowance by Rail, Motor Freight and Commercial Van

*Standard or basic means of shipping authorized baggage for military personnel and for civilian employees.*—The standard or basic means for shipping authorized baggage of military personnel is by rail freight, motor freight, and some times water freight. Military personnel are authorized to utilize freight service. Military personnel may make written requests to use means other than freight; however, when this is permitted they will have to pay the excess cost.

Shipments of authorized baggage on a permanent change of station allowance for civilian employees will be the most economical means. However, civilian employees may utilize a means other than the most economical by making a written request and by agreeing to pay any excess cost.

In the case of both military personnel and civilian employees applying a "small move" of authorized baggage, no separate lot shipments will be handled, except in the case of overseas assignment. When provisions of a "large move" are applied, both military personnel and civilians may make separate lot shipments; however, any excess cost incurred by making separate lot shipments, must be borne by the owner.

**Packing and crating.**—Persons making shipments of authorized baggage both on a "small move" basis and on a "large move" basis are entitled to the drayage, packing and crating, and unpacking and uncrating of their authorized baggage. At some installations the transportation officer has
under his personal jurisdiction his own packing and crating crew. At other stations facilities are not available and it is necessary to have the work done on commercial contract. In either case these services are authorized at government expense when shipping authorized baggage. For the benefit of those who have their own packing and crating crew it is important that a well organized plan of procedure by used in packing authorized baggage. For the benefit of those who utilize commercial concerns for doing packing and crating similarly it is important that the transportation officer satisfy himself that the work is being performed in accordance with proper commercial procedure and standard requirements. In all cases of efficient government packing and crating crews considerable savings are realized as compared to commercial packing.

The local transportation officer is obligated to handle excess weights in connection with the "small moves" of authorized baggage, and he may also handle excess weights in connection with "large moves" of authorized baggage except on discharge and termination of active duty. The local transportation officer will pack or will have packed the excess weight of the above shipment, but it is his responsibility before making the shipment to collect the charges of excess packing and crating from the owner. The form he will use in computing cost statements of packing and crating is covered in detail by Army Regulation 55-160, change 7, paragraph 28f (2).

If the transportation officer has his own packing and crating crew, he is required to maintain necessary cost records so he can determine the cost of packing and crating of each job he handles. If he uses the service
of a commercial concern on contract, the cost will be determined from
the bills as rendered by the commercial concern. The cost of drayage
at origin is also authorized in connection with both "large" and "small"
nooses of authorized baggage. Costs for drayage are considered as part
of the packing and crating costs so any excess costs of drayage will be
included in the cost of packing and crating. Drayage should be made by
government facilities whenever available; however, separate contracts
may be made for drayage or the commercial concern packing the crating
may include the services of packing and crating and drayage.

Responsibilities of transportation officer for drayage, unpacking
and uncrating when there are no government facilities available at
destination.—The local transportation officer is responsible for ad-
vising owners of their rights to drayage, unpacking and uncrating at
government expense at destination. Also he should make the necessary
arrangements or at least advise the owner of the proper procedure to
follow in making arrangements for drayage, unpacking, and uncrating at
destination. First, consider the case when the transportation officer
makes the actual arrangements. He will check War Department Commercial
Traffic Bulletin No. 2 and determine the nearest military installation.
He will send a letter of request to the transportation officer of that
station and ask that he make the necessary arrangements for delivery at
destination. An extra copy of the government bill of lading and a copy
of the certificate of personal property shipped will be enclosed with the
letter. If there is no military installation nearby, the appropriate
service command transportation officer will be called upon to handle the
disposition at destination. If the local transportation officer does not make actual arrangements himself, he should advise the owner that they should contact the nearest transportation officer or the appropriate service command transportation officer.

**Notation on government bills of lading issued for shipments of authorized baggage.**—Whenever a "small move" of authorized baggage is made on the government bill of lading it should be stated that it is a shipment of authorized baggage on a temporary change of station allowance. (See Figure 9.) Likewise whenever a "large move" is made on the government bill of lading, it should be shown that it is shipment of authorized baggage on a permanent change of station allowance. (See Figure 10.)

The Finance Officer, United States Army, Washington, D. C., should be sent an extra memorandum copy of government bill of lading whenever bills of lading are used for shipping the authorized baggage, and when proper notation is shown he will immediately know on what basis the shipment is being made. This is beneficial to the Finance Officer in that he can immediately determine what excess costs are involved.

When applicable authorized baggage should be classified as household goods. Effective 25 March 1945 there is an exception to the Consolidated Freight Classification No. 16 authorizing the use of the classification, "personal effects". When it is applicable, the transportation officer may use "personal effects" as a classification. (See Figure 9.) Incidentally, the classification "personal effects" will be used in connection with barracks bags forwarded when enlisted men transfer with a delay enroute. The minimum carload weight of "personal effects" is 12,000 pounds.
Shipments of authorized baggage by commercial van.—Military personnel may elect to have their authorized baggage shipped by commercial van rather than by freight, the standard means of shipment. When the owner so desires to ship by van he will make a request to that effect in writing, including all information necessary for the transportation officer to make arrangements for the shipment. 13 The owner must agree to pay any additional costs resulting from his choice to ship by van carrier.

In selecting the commercial van carrier to be utilized, bids will be solicited and the lowest bidder awarded the contract. At some stations the transportation officer will actually solicit bids, while at other stations the purchasing and contracting officer will solicit bids. War Department Circular 445, 1944, prescribes and makes mandatory that WD AGO Contract Form 55-123 be used when awarding the contract to the lowest bidder. Consummating the contract is definitely a function of the purchasing and contracting officer and it is illegal for the transportation office to consummate the contract.

Transportation officers should require owners to furnish a list of their household goods when the service of commercial van carriers are used. A representative of the transportation officer should check the list of household goods at the time shipment is loaded and should further obtain the weights of any of the household goods that are packed and crated. This list is quite valuable when disputes arise, is owner claims shortages. In selecting the commercial van carrier to be used, the transportation officer should make certain that the carriers have the

13 Army Regulation 55-160, par. 20b.
proper tariffs filed with the proper agency. In the case of interstate carriers the carrier must have tariffs filed with the State Regulatory Commission; in case of intrastate carriers, the carrier must have a published tariff filed with the Interstate Commerce Commission.

Before awarding any contract for motor van shipment on a specified date of household goods of military personnel, shipping transportation officers should determine from the carrier the minimum weight requirements of his tariff, and warn the owner that if the shipping weight of his property fails below this minimum, he will be liable for payment of the excess cost of shipment in expedited service over the cost of shipment at carriers' convenience, in addition to any normal excess cost of shipment by van over cost of shipment by rail.

Whenever shipments of authorized baggage by commercial van carriers are made, the transportation officer is required to make a computation of estimated cost rates. 

\[14\] War Department Circular 137, 1945.
CHAPTER X

TRANSPORTATION OF DEPENDENTS

The transportation of dependents of military and civilian personnel actually is a very small part of the work of a transportation officer, but it is a phase of his work where he must know the exact and correct answers at all times. It pays to know the regulation which authorizes an officer to derive benefit from the government.

Military Personnel

The basic rule for the movement of dependents of military personnel is: when military personnel above the fourth grade are ordered to make a permanent change of station, transportation can be furnished from any place to the new station, provided that if the cost exceeds that from the old to the new station, the excess cost must be paid by the man concerned. This interpretation is limited by the rule that only one such move after 1 September 1942 is authorized for the duration of the war, except in case of retirement or relief from active duty. In addition to this transportation for dependents of personnel above the fourth grade is authorized when (1) personnel are on duty at places ordered evacuated by the Secretary of War, (2) personnel are transferred permanently to a restricted place where dependents are not permitted to accompany them, (3) personnel are assigned to temporary duty outside the United States on orders which do not provide for return to permanent stations
or set any limit to period of absence, (4) personnel are ordered to a permanent station where the commanding officer has determined government quarters for dependents are not available (certificate to that effect signed by commanding officer in duplicate must be furnished transportation officer), and (5) personnel are assigned to temporary duty on orders which provide that the individual will not return to original station. In the above five cases, dependents can be moved from last permanent station to any place in the United States. All of these provisions are subject to the provision of only one move after 1 September 1942 except in the case of evacuation.

Civilian Personnel

The regulations governing the movement of dependents of military personnel are quite different from those for civilian personnel. There are very few cases when the dependents of civilian personnel can be furnished transportation at government expense. Transportation of dependents is not authorized upon normal changes of stations of civilian employees, except in the following cases: (1) transferred to a permanent station where dependents are not for military reasons permitted to accompany him, (2) duty in a zone where dependents are to be evacuated as ordered by the Secretary of War, and (3) transferred to temporary duty outside the United States where definite time for return to proper station is not stated in the orders. Then dependents are subject to the restriction that only one move is authorized after 1 September 1942 except in the case of mass evacuation.
If transportation is authorized according to the above, it may be furnished from the last permanent station to any place the employee may designate. In the case of evacuation, it may be furnished any place within the evacuation area.

Deceased Personnel

Under certain conditions, dependents of civilian employees or military personnel may be furnished transportation if the personnel are injured, dead, missing, interned, et cetera, as a result of enemy action or training for actual warfare. Crew members of aircraft killed in crashes come in this classification. Dependents and household and personal effects of any person on active duty\(^1\) who is officially reported as injured, dead, missing as the result of military or naval operation may be moved from any place where they may be located to the official residence of record for any such person, or upon application by such dependents, to such other location as may be determined by the Chief of Transportation. If they move as a result of evacuation, they must comply with the time limit set by the Secretary of War. In other cases, a time limit of one year from the proper authorization is set.

Accommodation, Certificates Required

First class rail is authorized dependents regardless of what the person claiming the move, is entitled to receive. Berths or parlor car seats in standard sleeping cars are authorized.\(^2\) For example, a lower

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\(^1\) *Mar Department Circular 140, 1945.*

\(^2\) *Army Regulation 55-125, par. 2b (2).*
berth can be furnished for a wife alone, child alone, wife and child under six years, wife and female child over six years, et cetera. A section can be furnished for wife and one male child over six years, wife and two children, et cetera. When the cost of total allowance of berths equals or exceeds cost of compartment or drawing rooms, the latter may be furnished if desired. Also the superior accommodations may be furnished upon deposit of excess cost. In making the comparison between the rates, commercial rates obtained from the carrier will be used.

There are certain certificates required to support transportation requests issued for dependents: (1) T.C. Form 207, (2) certificate for dependent children, (3) certificate for dependent father or mother, (4) certificate that no other transportation has been or will be requested on the change of station, (5) certificate that transportation requests will be used correctly or turned in to a transportation office if not used, and (6) certificate that transportation has not been furnished since 1 September 1942. These certificates will be executed in duplicate and given to the transportation officer with 3 copies of the travel orders. One copy of each certificate, with the orders, will be filed with the memorandum copy of the transportation request by the issuing officer and one copy will be forwarded to the finance officer designated to pay the account (Washington, D. C.). He makes a record of the move and forwards the papers to the General Accounting Office for audit.

In making the transportation request for dependents, the notation of "non-military" should be placed on it, since this type of move is
not entitled to land-grant rates. Also, a breakdown is required showing type of traveler, such as wife of commissioned officer. (See Figure 11.)

Application of War Department Circular 14, 1943

The War Department Circular 14, 1943, made provision for dependents of men overseas who are authorized transportation in the case of men who did not execute the proper forms before leaving. In general, the provisions are these: the certificates are signed by the dependent with an affidavit that all statements are correct. The Finance Officer last paying the man must certify that the man claimed allowance for the dependent, or if public quarters were assigned, a certificate by the officer in charge quarters to the effect that the officer or enlisted man had occupied the quarters with the dependents named. Of course, if the dependent has power of attorney, he can sign the certificate without going through this procedure.
TRANSPORTATION CERTIFICATE FOR PASSENGER TRAVEL

**Part A.** Certificate of officer issuing transportation requests (to be accomplished in quintuplicate):

I hereby certify that the following transportation request(s) were issued by me this date in connection with paragraph No. 10, special or travel order No. 161, issued by Hq Perrin Fld, Sherman, Tex, 2 July '45.

<table>
<thead>
<tr>
<th>T/R No.</th>
<th>TO WHOM ISSUED</th>
<th>FROM</th>
<th>TO</th>
<th>+ROUTE; ACCOMMODATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WQ 21,429,140</td>
<td>Mrs. Jane Swezy</td>
<td>Denison, Texas</td>
<td>Pittsburg, Pa.</td>
<td>MKT: PENN</td>
</tr>
<tr>
<td>WQ 21,429,144</td>
<td>Mrs. Jane Swezy</td>
<td>Denison, Texas</td>
<td>Pittsburg, Pa.</td>
<td>MKT: PENN</td>
</tr>
</tbody>
</table>

*Show in fifth column opposite each transportation request the detailed route, including junctions and initials of carriers, for transportation; and the class and kind of accommodations, such as lower standard berth, upper tourist berth, state room, seat, etc., as the case may be, for sleeping and parlor car and stateroom accommodations.*

There was collected as excess cost on the above transportation request(s) $________________________, which was forwarded this date to ____________________________.

**Signature:**

4 July 1945 Perrin Fld, Sherman, Tex

**Date:**

(4 July 1945 Perrin Fld, Sherman, Tex)

**Title:** JANE SEWELL, 1st Lt., AG, T.O.

**Part B.** Certificate for travel of dependents (to be executed and signed in quintuplicate by person making permanent change of station only in case of application for transportation of his dependents):

I hereby certify that the following-named persons are members of my immediate family, are dependent upon me for support, and are entitled, under the Act of May 18, 1930, as amended, to transportation at public expense on my last order for permanent change of station from Perrin Fld, Sherman, Tex to Ft. Dix, N.J., as authorized by paragraph No. 10, special or travel order No. 161, issued by Hq Perrin Fld, Sherman, Tex.

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>DATE OF BIRTH OF EACH CHILD</th>
</tr>
</thead>
</table>

I further certify that my last previous permanent change of station was from Blue Ridge Army Air Fld, (Old station) to Perrin Fld, Sherman, Texas (New station).

**Date:** 4 July 1945

**INSTRUCTIONS**

Copies of this form when executed will be disposed of by the issuing officer, as follows: Original and duplicate returned to person to whom transportation request is issued, together with travel order and transportation request(s); triplicate attached to tabulation sheet of transportation request; quadruplicate and quintuplicate attached to memorandum copy of transportation request, or the first number of the series if more than one transportation request is issued, and forwarded to the Finance Officer designated to pay the carrier’s bill.
CERTIFICATE

1. I, Angus Z Swezy, P/O, 07295423, AC, hereby certify that I will be responsible for the proper use of Transportation Requests WQ 21,423,140 and WQ 21,423,144 and tickets procured thereon, for the purposes for which they are obtained, and if neither are used they will be turned in immediately to a transportation officer.

2. I have not been granted transportation for my dependents since 31 August, 1942.

Angus Z. Swezy

P/O, AC
CERTIFICATE FOR TRANSPORTATION OR REIMBURSEMENT OF COMMERCIAL COST OF TRANSPORTATION FOR DEPENDENTS ON PERMANENT CHANGE OF STATION: ALSO CERTIFICATE REQUIRED IN CONNECTION WITH EACH ISSUANCE OF TRANSPORTATION OR EACH PAYMENT OF COMMERCIAL COST OF TRANSPORTATION ON DEPENDENT CHILDREN.

I hereby certify that:

My old permanent station was: PerrinFld, Sherman, Texas

My new permanent station is: Ft. Dix, N.J.

When my change of station orders were received, my dependents were located at:

216 South Austin St., Denison, Texas

Travel was actually performed by dependents from: Denison, Texas

to: Pittsburg, Pa. and between the

dates of: 4 July 1945 and 6 July 1945

Transportation in kind has not been and will not be requested and none has been furnished, except as follows:

I further certify that my dependents are: Mrs. Jane Swery

Note: If there are dependent children, the age, sex and relationship must be stated.

I was relieved from my duty station on:

I further certify that:

is (are) my legitimate (step adopted) child (children) and will be

years of age respectively, at their next birthday, and is a member (are members of my household; that said child is (children are) not possessed of property or income adequate of its (their) support and education; that it is (they are) not the beneficiary (or) beneficiaries either directly or through others, of any trust or estate entitling it (them) to income adequate for its (their) support and education; that said child (children) are in fact now and at all times solely dependent on me that in all respects I maintained the child (children) at my own expense and from my own resources and am not reimbursed therefor directly or indirectly in any manner or form whatsoever, and that evidence of the child's (children's) dependence upon me and my maintenance of it (them) has been filed with my pay accounts and is made a part thereof.

[Signature]

Name and Rank

ANGUS Z. SWERY

AG, P/C, AG

BPTC Form No. 33-9

30 Mar 45
Figure 11. Transportation requests used for dependent travel.
CHAPTER XI

MEAL TICKETS AND COST CHARGE REPORTS

Meal Tickets

The issuing of army meal tickets is often a minor part of the work
of a transportation officer, but their use plays an important part in
the journey of an enlisted man entitled to receive them.

An army meal ticket is a duly authorized and written request upon
an eating place to furnish the designated number of meals at a price
not to exceed that stipulated thereon, payment to be made upon presenta-
tion of the army meal ticket by the concern furnishing the meal to the
Finance Officer, United States Army, Chicago, Illinois. This definition
is taken from Army Regulation 30-2215, 4 January 1945, which governs the
use of meal tickets.

Meal tickets are issued by the commissioned officer so designated
by the Commanding Officer of posts, camps and stations. According to
army regulations this officer may be anyone appointed by the Commanding
Officer, but since the issuance of army meal tickets and transportation
requests go hand in hand, the transportation officer is usually the officer
designated. The furnishing of subsistence is actually a Quartermaster
function, but it is usually more expedient for the transportation officer
to handle army meal tickets.

Meal tickets are made on War Department Quartermaster Corps Form 464,
the new War Department Adjutant General's Office Form 10-130. Meal tickets
are procured the same way as government bills of lading and transportation requests. The publication officer will requisition a supply of blank forms for the transportation officer from the appropriate depot. He transfers the forms to the transportation office on WD AGO Form 410 and from that point on the transportation officer is responsible and accountable for these forms. In case meal tickets are cancelled, they are stapled to the corresponding memorandum copy. If it becomes necessary for the transportation officer to transfer unused meal tickets to a successor, WD AGO Form 410 is also used.

The officer responsible for issuing travel orders determines whether meal tickets will be used for subsistence during the travel or whether other means of subsistence is more practicable. Of course, transportation officers had rather see an order where men are paid a monetary allowance since their work is made easier as the monetary allowance is given by the finance officer. The advantages to giving a man meal tickets are: (1) the man will be assured of being able to eat since army meal tickets cannot be lost in "crap games" or spent for liquor, (2) extra allowance for probable delays can be made by giving army meal tickets, and (3) better meals and quicker service are often obtained by personnel provided with meal tickets. The chief argument against using army meal tickets is that total paper work is less if the finance officer pays men in advance. Also often times railroads do not have eating facilities; therefore, the enlisted man need not "waste" a meal ticket for a sandwich and fruit bought from a road-side vendor.

\footnote{Army Regulation 310-200.}
The order authorizing meal tickets can either state the number of meals to be provided for, or can authorize the issuing transportation officer to determine and issue the number necessary. It is desirable that the transportation officer be given the authority to determine the required number so that allowance can be made for last minute train schedule changes, et cetera, but which procedure will be followed depends on the office issuing the orders. The transportation officer is authorized to issue 2 extra army meal tickets for meals in cases of unavoidable delays enroute.²

Meal tickets are not for use of officers, warrant officers, or civilians. Under certain conditions evacuees, alien enemies, and prisoners of war can be subsisted by meal tickets, but the orders will always state when.

Meal tickets are prepared in duplicate. The original is given to the traveler and the duplicate copy is retained in the files of the issuing officer. In small groups traveling together, one army meal ticket will be issued for the entire group to person in charge for each meal. When delay enroute is granted or the party must be broken for other official reasons, the issuing officer must issue enough separate army meal tickets to insure that each man will be provided with meals for his official travel time. In cases of large groups traveling together, it is a good practice to issue army meal tickets for groups of 25 men each in case the group has to be dispersed to several eating places. (See Figure 12 for example of a regular army meal ticket.)

²Army Regulation 30-2215, par. 2.
Figure 12. Army meal ticket.
The man to whom the army meal ticket is issued is responsible for the proper use of such tickets during the journey and for the proper disposition of any unused tickets at the termination of the journey. Definite written instructions should be given him at the time the meal tickets are furnished. These instructions should include the following:

1. Tickets are to be used only for food and non-alcoholic beverages.
2. Tickets can only be used for 3 meals per day.
3. Tickets should be shown to the concern furnishing the meal prior to ordering.
4. Tickets are not to be surrendered until after the meal is eaten.
5. A maximum of $1.00 per meal on a diner or steamship line and 75¢ elsewhere can be charged against the ticket.
6. The bottom part of the ticket should be completely filled out and signed by the person in charge before surrendering the ticket.
7. Menu prices should be compared with prices charged.
8. All unused tickets are to be turned in to Commanding Officer of station at destination.
9. Instructions to follow in case unavoidable delays cause use of all tickets before journey is completed should be issued.

Conformation Meal Tickets

Dining car stewards and large restaurants have emergency meal receipt forms which a traveler can use to obtain a meal when his meal tickets are exhausted. These forms are sent to the Finance Officer, United States Army, Chicago, Illinois, who requests the transportation officer at station of origin to make an investigation and issue a conformation meal ticket. This is issued on the original travel orders and no amendment to the order is necessary. In case the investigation reveals the man
was not authorized to sign the receipt, the confirmation meal ticket
will be annotated "Cost Charged Entered" and a cost charge report made.

Cost Charge Reports

When it is necessary to issue transportation or subsistence to an
enlisted man, the cost of which is to be charged against him, the issuing
officer makes a report in letter form to the man's Commanding Officer,
outlining in detail the transportation or meal tickets furnished and
showing the cost of each. In computing the costs of transportation
requests and government bills of lading issued, the commercial cost (not
including tax) obtained from the carriers agent is used. Meal tickets
are charged for on the basis of $1.00 per meal, from which an allowance
for the value of the garrison ration at the issuing station, is deducted.
Government bills of lading, transportation requests, or meal tickets to
be charged against men, should be annotated "Cost Charged Entered".
In case rail tickets or meal tickets are returned for cancellation, an
amended cost charge report should be made, giving credit to the man con-
cerned. (See Figure 13 for example of "Cost Charged Entered" on an
army meal ticket.)
Figure 13. "Cost charge" Army meal ticket.
CHAPTER XII

ARMY RESERVATION BUREAU

It is the desire of the War Department that authorized accommodations be obtained for its personnel, but as yet, there has been no necessity to establish priorities for rail travel as has been done for air travel. Instead the rail carriers have voluntarily set up a system of allotting so much space to War Department personnel on each train or rather on enough trains to insure adequate accommodations. The carriers have formed Government Reservation Bureaus in large key cities to administer these reservations. The bureaus make arrangements for all space which is allotted by the various carriers for use by governmental agencies.

Definition of an Army Reservation Bureau

In accordance with War Department Commercial Traffic Bulletin No. 23, 1945, the Army has set up Army Reservation Bureaus in key cities under the direction of Army Service Forces Zone or District Traffic Officer to work with the Government Reservation Bureaus in handling reservations for space for army personnel. These Army Reservation Bureaus are entirely manned and staffed by the Army, whereas the Government Reservation Bureaus are staffed by the railroads.¹ Some of these Army Reservation Bureaus have changed their names to Military Reservation

¹War Department Circular 396, 1944.
Bureaus and have naval, marine and coast guard personnel working in them to accommodate these other armed services as well.

**Personnel Entitled to Receive Reservation**

Upon presentation of or proper reference to official orders or leave papers, the following types of personnel will be assisted: (1) All military personnel traveling on official orders. (2) All military personnel traveling on leave or furlough. This is a new service rendered since the issuing of War Department Circular 396, 1944. (3) Military personnel of Allied Governments traveling on official travel orders of their governments or orders of the United States. (4) Civilian employees of the War Department when on official travel orders which direct temporary duty or permanent change of station travel. (5) Personnel of Navy, Marine, Coast Guard if the bureau is a Military Reservation Bureau or if there is no Navy, Marine, or Coast Guard travel bureau in the same city. Under no circumstances will personnel make reservations for their friends or relatives or dependents. Also application for groups of more than 14 will not be made.

**Accommodation Handled**

The Army Reservation Bureau is primarily set up to obtain reservations for sleeping-car, parlor-car, and reserved seat coach accommodations. However, superior type accommodations are sometimes available and the Army Reservation Bureau will endeavor to obtain them if at all possible. An interesting point here is the fact that parlor-car seats are not
considered necessary and will only be reserved on trains departing from or arriving at a city which has an Army Reservation Bureau. They will not be reserved through Army Reservation Bureaus between intermediate points. The reason for this is easy to see, since parlor-car seats are for day travel and coach seats can usually be obtained without reservation.

Procedure for Making Application

There is a definite procedure to be followed in applying for reservations through the Army Reservation Bureau. The Army Reservation Bureau cannot let every person apply personally or it would be flooded with numerous uncoordinated requests. Applications will be made through the local transportation officer if at all possible, or in person to the Army Reservation Bureau by the person traveling. Unless the zone transportation officer permits otherwise, the Army Reservation Bureau will serve those army installations nearby first. To enable personnel to make application in person, branch offices of Army Reservation Bureaus can be set up in cities which have Government Reservation Bureaus. Application by individuals by telephone, wire or letter direct should not be made except in emergencies when no local transportation officer is available. Transportation officers are authorized to use official long distance telephone calls in contracting Army Reservation Bureaus.2

It is imperative that local transportation officers cooperate with the Army Reservation Bureaus. Space should not be requested until the itinerary is definite and the date of departure, route of travel, and

2T. G. Letter 106-1, 14 November 1944.
train preferred are finally determined. It is also imperative that space be cancelled promptly if plans are changed. Space not cancelled is un-used space and seems to defeat the purpose of the Army Reservation Bureau and Government Reservation Bureau organizations.

Handling of Requests by Army Reservation Bureaus

When the Army Reservation Bureau receives the application they contact the Government Reservation Bureau. The Government Reservation Bureau either allots space which it has or in the case of a long journey, and interconnecting lines, wires other Government Reservation Bureaus for the reservation. When the wires are answered, the Army Reservation Bureau can give the local transportation officer definite information concerning his application.

There are two methods by which travel reservations are protected by the Army Reservation Bureaus. First, the Army Reservation Bureau can make a reservation in the name of the person traveling or in charge of the group. When this is done, there is a time limit by which the traveler must purchase the ticket or exchange the transportation request for a ticket. This causes inconvenience especially when a traveler has a reservation in a city and makes close train connections there. The second method is by issuance of code numbers. Each Army Reservation Bureau has a code and a number is assigned each request reservation. When the transportation officer receives a reservation, he is given a code number under which the reservation is identified at the various interchange points. The transportation officer will give the traveler a note to the
local pullman agent and he will either buy his ticket or exchange his transportation request locally. The pullman agent will place the code number on the ticket issued. This code system is used only if application is made in time to receive answers from wires sent to the various lines. If the application is not made in time, the application will be wired ahead by name. When a reservation is held by code number, the local transportation officer, together with the Army Reservation Bureau officer, is responsible for seeing that the space is either used or cancelled before train time.

Often the Army Reservation Bureaus are able to consolidate small groups into large enough groups to obtain what is known as an overflow military sleeper. These sleepers are obtained from the Passenger Association by the Government Reservation Bureau. For example, the local transportation officer may have 10 men coming from a small field in South Texas through San Antonio enroute to Chicago. Also another transportation officer may have 6 men going to Chicago. By combining the two groups, the Army Reservation Bureau may be able to get a car from the carrier.
CHAPTER XIII

MILEAGE ADMINISTRATION AND RATIONING

Mileage Administration

Transportation officers designated mileage administrators.—War Department Circular 246, 1944, created Mileage Administration at all military installations. T. C. Memorandum 20-8 designates the local transportation officer as the Official Mileage Administrator. In general, the mileage administrator is responsible for coordinating official travel to achieve maximum utilization of private conveyances and government vehicles in connection with government business, that is, a maximum utilization involving a minimum of units. Also, as mileage administrator the transportation officer must regulate control, and be accountable for the issuance and distribution of the gasoline credit slip, CPA Form R-593 and R-594. Further, the mileage administrator acts for the commanding officer in certifying supplemental gasoline ration applications in connection with "in the course of work" and "home to work" driving by military and civilian personnel. Also, the mileage administrator will certify applications for tires for military and civilian personnel. The transportation officer, in most cases, is well informed of travel facilities available on and around his station and should be best qualified to administer decisions in accordance with rationing policies.
Only minimum procedures and requirements in connection with rationing are prescribed by higher headquarters, leaving many requirements up to the discretion of the transportation officer at the station level. Local conditions can cause problems quite different between localities; therefore, only minimum requirements which must be met as required by higher headquarters are mentioned in this chapter.

Procurement of OPA Forms R-593 and R-594.—The OPA Forms R-593 and R-594 will be requisitioned through the local publications officer or requisitioned direct from the appropriate Air Technical Service Command Depot. When a requisition is submitted it must contain the following information: (1) Number of OPA Forms R-593 required for a 60 day supply. (2) Number of OPA Forms R-594 required for a 60 day supply. (3) Number of unissued OPA Forms R-593 on hand, date and quantity. (4) Number of unissued OPA Forms R-594 on hand, date and quantity. (5) Number of Forms R-593 which were issued for the past 30 day period ending (date).

When these forms are mailed, it must be by a "hand-to-hand receipt" basis, preferably by registered mail.

Accountability, issuance and use of OPA Forms R-593 and R-594.—An inventory register must be maintained and when a new supply of forms is received, it will be recorded on the register by serial number as appears on the forms. The inventory register, in addition to recording receipts of OPA Forms R-593 and R-594, should also show issues, postings being made daily, weekly, or whenever practical, thus revealing at a glance the current balance of forms on hand. It is a "must" that an inventory

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1 AAP Regulation 75-10, par. 7.
register be maintained; however, the form used is at the discretion of
the mileage administrator.

CPA Form R-593 (titled Military Receipt for Delivery of Gasoline)
is a serially numbered form used in connection with the delivery of
gasoline for private conveyances of officers, enlisted personnel, and
civilian employees in connection with official travel in private au-
tomobiles. That is, when travel by private car is authorized, form R-593
will be issued so the traveler can purchase gasoline in lieu of gas
ration stamps A, B, and C. These R-593's are good for 5 gallons of
gasoline each. Normally R-593's are issued on a basis of 15 miles per
gallon of gas. However, upon acceptance of a certificate from the
traveler stating his car does not obtain 15 miles per gallon, the trans-
portation officer has the authority to issue gasoline forms on a basis
lower than 15 miles per gallon. This provision should be used with dis-
cretion. Mileage will be computed from standard (Rand-McNally) highway
mileage guides. When issuing CPA Forms R-593 this general rule should
apply: the change of station should be a permanent change and the letters
"TPA", meaning travel by privately owned conveyance is authorized should
appear on the travel orders. "TPA" is required on the orders because
some "permanent change of station" orders direct personnel to proceed to
Fort of Embarkation (FRE) or Overseas Replacement Depot (ORD) and,
naturally, it would be impractical to take a car knowing of a subsequent
overseas assignment. The mileage administrator has the right, however,
to issue these forms without "TPA", when he is satisfied that the use
of the vehicle is in the interest of the government.\(^2\) Transportation

\(^2\)War Department Circular 246, 1944.
officers should never abuse the authority. In rare instances 3-593's can be issued when temporary duty orders are issued when the travel by private conveyance is in the interest of the government and the only practical means of travel available.

A register must be maintained showing circumstances of issuance in each case. On this register must be shown: the date of issuance, name of traveler, reference to special order, destination, official mileage between the stations, basis of miles per gallon used, gallons authorized, and a record of the serial numbers on the forms issued.3

When an authorized traveler requests OPM Form 3-593, the transportation officer will require a copy of his special orders directing the travel, and then require that the traveler sign a receipt for the forms issued. This receipt will include the serial numbers of the forms. Also, this receipt will serve as an acknowledgement slip, whereby the traveler states he is cognizant of the regulations and requirements concerning authorized use of gasoline forms. The traveler is given a copy of the receipt and a copy is retained which is filed with the special order covering the travel. This form is called a "Receipt and Use-Acknowledgement" form. It is recommended that this record by filed by name of the traveler and that both this file and the register be cross-indexed. For the transportation officer's own record, additional information may be added to the receipt such as special order number, serial numbers of forms issued, and the mileage authorized. When this is done the file will give a complete picture of the whole transaction.

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3 T G Memorandum 75-6.
CFA Form R-594 is titled, "Acknowledgement and Authorization of Gasoline and Fuel Oil". This is also a serially numbered form which is issued to responsible personnel when they must procure gasoline from a source other than the government for use in government vehicles, vessels and equipment. These forms are not made up at any certain value for each coupon. The amount of gasoline authorized by each coupon is filled in according to the exact number of gallons delivered.

CFA Form R-594 can be used to cover the delivery of fuel into more than one unit of military equipment at one location, if one person is in charge and if the delivery is made from the same commercial vendor. For example, note the case of a convoy of many vehicles with one officer in charge. If he refuels all his vehicles at one commercial gas station, only one form need be completed for all of the vehicles. It would not be necessary to issue one form for each truck.

The responsible officer, to whom CFA Form R-594's are issued will, when gasoline is delivered, fill in his name, rank, and military address when acknowledging delivery. Prior to issuance, the mileage administrator should carefully estimate the number of the forms required for any trip. Of course, all unused forms must be returned to the mileage administrator. A complete record of all issuances of CFA Forms R-594 must be maintained, as with R-593's. Each instance of issue should be supported by competent authority. For example, in the case of a convoy, special orders should direct the move, and a copy of the order would be the supporting record of issue. In the case of army rescue boats, a Purchase Order covering payment for the fuel could be used as the supporting
Unused and mutilated or damaged CPA Form R-593's and R-594's should be listed by numbers and returned to the Air Technical Service Command. Inventory registers should be so noted accordingly.

Mileage administrator's report.—There are two purposes for making the Mileage Administrator's Monthly Report. First, printing control is interested in knowing the estimated required number of forms they will have to prepare. Secondly, gasoline issued on R-593's comes out of civilian allotments of gasoline and Office of Price Administration is interested in knowing the estimated amount of R-593's the transportation officers are going to issue. The report will be signed by the mileage administrator and will be sent to the post statistical control unit which will retain a copy of the report and forward it to the statistical control unit of the appropriate subordinate command.

Rationing

Local transportation and rationed items.—T C Memorandum 20-10 specifies that the Mileage Administrator, the Commercial Transportation Officer, will be the rationing officer. It is the responsibility of the transportation officer as rationing officer to handle all applications for personal and/or family rationed items. This covers not only the common rationed items such as food, gasoline, tires, et cetera, but all items rationed during the emergency, such as fuel oil, stoves, refrigerators, et cetera.

\footnote{AF Regulation 75-10.}
Since the transportation officer is not always familiar enough with Office of Price Administration procedures and regulations, when technical advice is needed it is recommended that the state Office of Price Administration headquarters be contacted and/or problems submitted through channels to the Chief, Traffic Section for assistance. The transportation officer is charged with the responsibility of handling all matters pertaining to local transportation of military and civilian personnel via privately owned, commercial or Government vehicles in "work-to-home" and "in the course of work driving". All problems of getting permanent party military personnel, and civilian employees, to and from their homes and place of employment is the job of the transportation officer. That is, the manner in which they are transported should be the most efficient, taking into consideration the prime purpose of rationing which is conservation of transportation facilities. Government vehicles can be used in transporting both military and/or civilian employees, when commercial facilities are not adequate. However, when government vehicles are used, arrangements and authorization must be approved through proper channels.

When government vehicles are used to transport civilian employees to and from their homes and their jobs on the station, reasonable fares must be charged for this service. Rates charged cannot be less than rates charged by any commercial facilities used for similar local transportation. In addition, if no comparative rates are available, a reasonable rate may be charged. Whenever fares are collected, it would be well to have the rates that are assessed approved by higher headquarters. A fare of 1/2 per mile is the minimum that can be charged.
The responsibility of the transportation officer with respect to commercial means of travel is that he should confer with local bus companies, street railway companies, et cetera, discussing various problems that often arise, such as advising that extra equipment be added at extremely heavy load times, suggesting new or improved routes of travel, interval of time between runs and any other assistance toward improved operation. Also mileage administrators should assist, to the best of their ability in helping commercial transportation companies, to secure scarce parts for repairs of their equipment and any rationed replacement items, such as tires. Confirming letters serving as certificates of necessity are extremely helpful to commercial transportation companies when applying to Office of Price Administration for new vehicles which require high priority.

Supplemental mileage rations and applications for tires.—The basic ration for gasoline to be used in civilian cars is the "A" book issued for each car. The supplemental mileage ration includes "B" and "C" books. The mileage administrator is designated the certifying officer in connection with all gasoline applications and applications for tires.

By certifying officer is meant that the transportation officer verifies that the statements contained within the applications of all military personnel and civilian employees are correct and that, to the best of his knowledge, he deems it is just and in the interest of the government that these mileage rations be issued. He so signifies his certification by signing applications. The applications are then processed through the local rationing board for issuance of the required coupons. Policies as
established by Office of Price Administration and by local ration boards must be strictly observed. Some exceptional cases require personal consideration as the circumstances of the particular case may be at variance with the usual policies. In all cases good judgment must be used, never forgetting the basic reason why rationing is in effect.

Mileage administrators are obligated to report any and all violations in the use of supplementary mileage rations which come to their attention. Violations should be reported to the proper Office of Price Administration officials and disciplinary action should be taken when deemed necessary. An example of disciplinary action a mileage administrator might take is suspension for 60 days of supplemental gas rations. Such action should have the backing of the Post Commanding Officer.

Mileage administrators and employees of the local ration boards should cooperate and work closely together. A definite prescribed procedure should be in effect so that the operation of turning in certified applications and their subsequent return from the local ration board can be done in the minimum possible amount of time.

Supervision of organized transportation plan.—The transportation officer is responsible that an organized transportation plan be in operation at his installation. He should operate a share-the-ride system, that is, maintain files of all persons, their names and addresses who either desire rides or who drive their cars and need passengers. By systematically grouping the riders and car drivers a good system can be established. Programs should be initiated for the purpose of educating civilian employees on the care of tires and automobiles. A good method is the use of posters,
placed at convenient spots about the station, that demonstrate and impress the importance of correct care of automobiles. Also talks by qualified automobile experts at general assemblies may be helpful. The supervising of an organized transportation plan, in the final analysis, includes any and all efforts resorted to with a view to conserving all rationed items.
APPENDIX I

TRAFFIC GLOSSARY

A large number of these definitions are based upon definitions published in the reports of the former Federal Coordinator of Transportation. All terms, however, have been defined from the viewpoint of the United States Army.

Abandonment. Refusal to accept a shipment from the delivering carrier because it has become so damaged in transit as to be rendered worthless. Abandonment can be exercised only by one who has a property right in the shipment. The term is to be distinguished from rejection, as defined in Army Regulation 55-150. When the property belongs to the Government, the provisions of Army Regulation 35-664.0 govern where the shipment was transported by common carrier, Army or Navy transport, or parcel post. As a general rule the destination transportation officer has no authority whatsoever to abandon Government property. Instances not covered by Army Regulations should be called to the attention of the property officer at destination for instructions.

Absorption. Local agents should be consulted.

Acceptance. The receipt by the consignee of the shipment, thereby terminating the carrier's liability both as a common carrier and as a warehouseman if the free time has been exceeded.

Accessory services. Services rendered by carriers which are secondary
to the transportation proper. Instances are storage, switching, and diversion. A carrier's tariff index will indicate accessorrial services which are offered to the public.

Agency. The legal relationship existing between two persons, artificial or natural, by which one is authorized to transact certain business for the other.

Agency tariff. A tariff issued by an agent for more than one transportation line.

Agent. A person authorized to act for another in the transaction of certain business.

Aggregated shipments. A number of relatively small shipments for one destination which are combined and shipped as one in order to reduce the transportation cost, as stated in Army Regulation 55-155.

Agreed valuation. The value of the articles in a freight shipment agreed upon as the basis upon which the freight rate is assessed. This valuation establishes a value beyond which recovery cannot be had in the event of loss or damage in transit, according to Army Regulation 55-150. The Government is a self-insurer. (See Released rates.)

Any quantity rate. A freight rate that makes no distinction between carload and less than carload freight.

Assemblage. Work or expense in assembling vehicles for, during, or after movement.

Association of American Railroads. An organization of American railways formed in April 1871 under the name of the American Railway Association. The membership of this association includes all of the
principal railroad companies of the United States, Canada, and Mexico. From the standpoint of the Army, the Association of American Railroads is a very important element of our national defense in that the association maintains a Military Transportation Section in the Office of the Chief of Transportation for the purpose of rendering assistance in the movement of troops and supplies both in peace and in war. In times of national emergency trained traffic experts are made available to Army officials at important centers to assist in the movement of troops and supplies. (See Chapter II.)

Atlantic coastwise (and inland) water carriers. Water line operators engaged in coastwise transportation along the Atlantic coast between Maine and Florida on tributary rivers and bays.

Atlantic-Gulf water carriers. Water carriers whose major operations are between the Gulf of Mexico and Atlantic coastal ports.

Authorized baggage. Household goods and other personal property; does not include, however, personal baggage carried free on tickets, professional books and papers, groceries, provisions, or automobiles, as related in Army Regulation 55-160.

Average agreement. Reference Army Regulation 55-175: Briefly, this type of agreement, authorized by the National Car Demurrage Rules of the railroads and published in tariff form, provides for a system of crediting and debiting in order to arrive at a monthly total for the assessment of demurrage charges for cars held in excess of the free time allowed by the carriers.

Baggage, checkable. Checkable personal baggage consists in general of
trunks and the hand baggage usually carried by travelers. The current Joint Military Passenger Agreement with the carriers provides that the following articles will be carried in baggage service under the terms and conditions specifically authorized in current baggage tariffs, the tariffs to be consulted to ascertain terms and conditions:

- Officers' bed rolls.
- Kit bags (including aviators' kit bags).
- Trunk lockers, shoulder packs, and squad boxes.
- Socks, field (company and regimental).
- Dispensaries (battalion and regimental).
- Litters with slings.
- Tools, cobbler's kits.
- Typewriters, properly enclosed.
- Ranges.
- Rations.

**Boxcar.** A car with sides enclosed and having a roof, used for general service and especially for lading which should be protected from the elements and which is susceptible to pilferage.

**Branch line.** Continuous section of railway over which a through freight or passenger train is not regularly operated each business day.

**Caboose.** Freight train car usually attached to the rear of a freight train for the use of trainmen in giving and receiving signals, handling car records, and performing other duties. Sometimes used incidentally for passengers, especially livestock caretakers or attendants.
Car. A vehicle used by railroads for the transportation of passengers or freight.

Arms palace. Specially constructed stock car with individual stalls. These cars are operated by the Arms Jaeger Horse Car Company. The cars permit feeding and watering of animals without unloading. Capacity is 16 to 20 animals. The per diem charge for these cars is almost double that of ordinary stock cars and the supply thereof is limited. Existing Army Regulations, especially Army Regulation 55-165, authorize the use of Arms Palace cars whenever obtainable and justified.

Kitchen. A baggage car used for kitchen purposes in which kitchen range may be installed and in which equipment and rations to be consumed enroute may be carried, according to Army Regulation 55-135.

Standard freight. The modern boxcar is 40 feet 6 inches long, inside measurements, and this length is used as a basis for establishing minimum carload weights, the minimum increasing with the length of the car.

Standard sleeping. The modern standard sleeping car as furnished by the Pullman company contains 12 sections and a drawing-room. The interior is finished with upholstery, and the car is equipped with large lavatories for men and women, modern standard lamps, and fans. It is lighted by electricity and is vaporheated.

Tank, War Department-owned. The War Department owns several thousand tank cars used for transporting various petroleum products,
ranging from Bunker "C" fuel oil to aviation gasoline, and acids and other liquids. Ordinarily War Department tank cars are pooled at refineries or other shipping points. War Department tank cars are assigned and operated by Office of Chief of Transportation, Traffic Control Division, Tank Car Branch, Washington, 25, D. C., to which all questions concerning War Department tank cars or requests for assignment of cars should be addressed, as verified by Army Regulation 55-105 and 55-150.

Tourist sleeping. Similar in all respects to a standard sleeping car, the general exception being that it is limited in comfort facilities in that it has no smoking room. This type of equipment is regularly operated west of Chicago, Illinois; St. Louis, Missouri; Memphis, Tennessee; Vicksburg, Mississippi; and New Orleans, Louisiana, the cost being lower than for standard sleeping-car equipment. Tourist equipment is available for troop movements anywhere in the United States, upon timely arrangements, when the duration of use and number of troops warrant utilization. (See Chapter VII)

**Car float.** A vessel equipped with tracks for the purpose of transferring railway cars by water between terminals which are adjacent to or near each other.

**Carload.** A quantity of freight which is loaded in or on a freight car and which is entitled to a certain rate of freight because the weight thereof equals or exceeds that specified in the carrier's tariff for the application of that rate.
Carrier, common. The common carrier of goods is one who holds himself out, in the exercise of a public calling to carry goods for hire for whomsoever may employ him.

Charges. Rates, fares, or any compensation demanded by a carrier for its services.

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. At points where a transportation officer is located, he will be shown on the bill of lading as the consignee, being so declared in Army Regulation 55-150.

Consignor. Officer or other person who issues original bill of lading.

Constructive placement. When, due to inability of the consignor or consignee to receive a car, the car is held by the carrier and the free time commences to run.

Constructive possession. This expression will be met with from time to time in connection with the shipping of property with troop movements. It means that the organizational property, accompanied by shipping tickets, is placed in the custody of the shipping transportation officer for the purpose of preparing bills of lading.

Container car. Flat or drop side gondola car, suitable for the transportation of containers interchangeable between railway and highway vehicle chassis.

Demurrage charge. An assessment against the shipper or consignee for the
detention of a vessel or railway car beyond the period of free time allowed for loading or unloading.

**Density (commodity).** Weight in pounds per cubic foot.

**Depot, or freight depot.** Station where freight or passengers are received by a carrier for transportation, or are delivered by a carrier after transportation.

**Destination.** Terminus of a passenger or a shipment.

**Destination carrier.** Carrier performing the last part of the road movement.

**Diversion and reconsignment.** Synonymous terms applicable to supplies turned aside to a new consignee or another destination, as explained in Army Regulation 55-125, paragraph 31.

**Dunnage.** Materials used for blocking, bracing the lading.

**Embargoes.** A prohibition imposed by law on commerce or on movements of freight into restricted territory. To obviate railroad congestion at military posts, camps, and stations, the Chief of Transportation is vested with the authority as Traffic Manager for the War Department of declaring embargoes on the movements of property of the War Department when necessary. When conditions at a post or station warrant an embargo, the Chief of Transportation will be advised of the number of cars on hand and enroute and the unloading capacity at the particular point in question, being so related in Army Regulation 55-170.

**Emigrant moveables.** This term is at times applicable to the movement of personal baggage of military personnel at Government expense.

(Consult current Consolidated Freight Classification.)
**Entraining officer.** The commanding officer of the troops involved in
the movement details an entraining officer for each train. The
duties of an entraining officer of a train are, in general, to
superintend the loading of property and personnel which will move
in that train and to make a reconnaissance of the approaches at the
entraining point, if such reconnaissance is not made by the command-
ing officer of the troops. Reference may be made to Army Regulation
55-145.

**Equipment.** Any vehicle, railway, highway, or waterway, used in freight
or passenger service.

**Express service.** An expedited type of freight transportation in special
cars equipped to travel on passenger or express trains.

**Facilities.** Any unit or units of property, real or personal, utilized
in carrier service.

**Ferry car.** See Trap car.

**Flat car.** A freight car having a floor laid over its sills and without
any housing or body above.

**Foreign car.** Car not owned by the railway by which it is being handled
at the time.

**Freight.** All property transported for hire, except mail, baggage, and
express.

**Freight train.** A unit or a combination of units of equipment (except
light locomotives), moved over tracks by self-contained motive equip-
ment in connection with the movement of freight.

**Gateway.** A junction for interchange between two or more railroads of
different regional groups.
Coneola car. A car with sides and ends but without a top covering, the
floor or bottom being level, or approximately so, and used for
freight in bulk or certain military equipment or impediments. Types:
high side, low side, drop end, drop bottom, general purpose, and
convertible.

Great Lakes system water carriers. Carriers operating on the Great Lakes,
St. Lawrence River system, and the New York Barge Canal.

Handling. The receipt, delivery, interchange, or intermediate switching
of freight traffic in a terminal.

Highway Carrier. A common carrier, or private carrier by highway.

Hopper car. A car with sloping floor which will discharge a major por-
tion of its load by gravity through hopper doors.

House track. Track within a terminal area serving the station of a carrier
on which and at which cars are loaded and unloaded.

Industrial assembly. Switching of cars on, to, or from industry tracks,
excluding classification, transfers, and interchange.

Industry track. Track upon which system trains receive or deliver freight
to or from patrons under a contract, arrangement, or practice, where
such patrons or group of patrons are served to the exclusion of the
general public, such as industrial spur tracks, industrial side
tracks, plant facility tracks, or industrial connecting tracks. It
includes assigned sidings. The Army uses this type of track for
both freight and passengers.

Inland waterway carriers. Carriers operating on all inland rivers and
canals (exclusive of those connecting the Great Lakes).
Interchange. Transfer of a shipment moving on a through bill of lading over a joint route of two or more carriers from one to another of the carriers whose lines constitute all or part of such joint route.

Interline traffic. Traffic handled by two or more road-haul carriers.

Intermediate carrier. Carrier other than the originating or delivering carrier participating in the movement of the interline traffic.

Joint facilities. Any carrier facility used jointly or in common by two or more carriers.

Joint Military Passenger Agreement. This is an agreement between the Chief of Transportation; Chief of the National Guard Bureau; Chief of Naval Personnel, United States Navy; The Quartermaster, United States Marine Corps; and the Commandant, United States Coast Guard, representing the armed forces of the United States on the one hand and the principal carriers, both rail and water, on the other. These agreements are revised yearly. The essence of the agreement provides that the carriers who subscribe thereto will extend special rates to the Government in return for an equitable share of the Government's business.

Joint Military Passenger Equalization Agreement. For the transportation of persons for whom the United States Government is lawfully entitled to reduced fares or charges over land-grant roads, when the movement is made under United States Government transportation requests of the issue of the War Department, Navy Department, Marine Corps, or Coast Guard, and the cost of the transportation is paid exclusively from appropriations of the four-named departments, certain lines other than land-grant roads have voluntarily entered into an agreement
with the Government to extend the same rate as land-grant railroads.

**Joint traffic.** The transportation of passengers or freight in which the services of two or more carriers are employed.

**Lading.** The equivalent term for loading or contents of a railway car or motor freight.

**Lake lines.** Water carriers operating on the Great Lakes.

**Land-grant railroads.** During the early settlement period of the South, west, and Southwest (1830-1890), the Government induced railroad companies to extend their lines into those territories by donating grants of public land for rights-of-way subject to certain conditions among which are reduced rates thereafter.

**Limited train.** A fast train which stops for passengers only at a limited number of important stations, as contrasted with a local train which stops at the smaller stations.

**Line haul.** Movement from one terminal area to another.

**Line-haul carrier.** A carrier moving a shipment between terminal areas.

**Local traffic.** Traffic handled by a single road-haul carrier.

**Main line.** A continuous section of a railway over which one or more through trains are regularly operated every business day.

**Manifest freight train.** A through freight train, the cars or character of equipment handled being limited because of the speed at which the train is scheduled or regularly operated.

**Metropolitan area.** A city and all surrounding territory cities, towns, and suburbs with which it constitutes a social, economic, trade, and physiographic unit connected by a system or systems of suburban service.
Military railways. See Army Regulation 55-650.

Military Transportation Section. A voluntary organization created by the railroads of the country to assist them in providing the United States Army with transportation facilities when and where desired, and to assist the Chief of Transportation in successfully performing his duties as Traffic Manager of the War Department. (See Association of American Railroads.)

Minimum carload weight. The lowest weight upon which a carload rate is applicable.

Pacific coastwise (and inland) water carriers. Water line operators engaged in coastwise transportation along the Pacific coast between Puget Sound and Southern California and on tributary rivers and bays.

Package. The term "package" where used in connection with rail shipments applies equally to boxes, crates, barrels, bundles, and all other loose pieces, according to Army Regulation 55-155.

Pick-up and delivery service.

Railroad. Supplementary motor vehicle service under the contract of shipment (bill of lading) in which the railroad company dispatches motor trucks to a consignor's place of business to pick up less than carload shipments and deliver them to a railroad station for forwarding via rail and/or to deliver the shipments by motor vehicles to the consignee's place of business.

Highway carrier. Motor carriers provide complete pick-up and delivery service from door to door or from platform to platform on both less than carload and truckload shipments.
Proportional rate. A specific rate to or from a basing point for combination with other proportional or local rates to form a through rate.

Rate territory. A geographic division of the country for rate-making purposes or for railway joint traffic bureaus or associations.

Rebilling. Issuing an additional waybill to extend or complete the final haul of freight.

Reciprocal switching rate. A rate charged one carrier by another carrier, usually lower than the rate for the same service accorded the public generally, for switching inbound or outbound cars to, and customarily absorbed by the line-haul carrier.

Reconsignment. See Diversion and reconsignment.

Released rates. A rate based on a limitation of the carrier's liability for loss or damage, and therefore less than a rate applied without such limitation. Whenever an interstate carrier publishes a rate of this kind, permission must be obtained from the ICC in the form of a released rate order. Released rates are not to be confused with rates based on actual value. (See Agreed valuation.)

Road haul. See Line-haul.

Road-haul carrier. See Line-haul carrier.

Road-haul interchange. Interchange between carriers, within a terminal area, of shipments which neither originated nor terminated within such area.

Road service. Movement of passengers or freight between terminal areas.

Routing. The determination, prescription, and establishment of through or joint routes, the provision of reasonable facilities, rules and
regulations for operating same, and the carriers or junctions over or through which joint traffic shall flow.

Schedule. The integrated movement of one or more carrier vehicles, such as trains, tugs, boats, trucks, or tractors with or without trailers.

Services. Any operations, methods, practices, functions, or acts performed in or incident to the transportation of passengers or freight, wholly or partly by carriers.

Shipment. Consignment of property transported by a carrier for hire from one consignor to one consignee.

Southeast Junctions. Interior junctions in the southeastern states at which railroads interchange.

Southwest Junctions. Interior junctions in the southwestern states at which railroads interchange.

Spotting (care). Switching to a specified location.

Storage. Act of or charge for providing space and custody for property. Actually storage, as the term is used by the carriers, falls within two classes, that is, voluntary and involuntary storage. Voluntary storage is that contemplated by the shippers, consignees, and carriers at the time the contract of shipment (bill of lading) is executed, and is generally commingled with the transportation itself. Certain "storage-in-transit" privileges are published in carriers' tariffs. Involuntary storage is the occupancy of the carriers' premises after the free time allowed by the carriers had expired, for which the carriers must receive additional compensation. There is no such thing as an average agreement in connection with storage.
Storage rules and charges are published in tariff form, filed with
the "TCC" and the several state regulatory commissions. The term
"storage" is generally applicable to incoming freight (less than car-
load lots) when left in the carriers' facilities beyond the period of
free time.

**Switching limits.** Boundaries of defined area beyond which certain switching services, privileges, or charges do not extend.

**Tariff.** A published schedule showing the rates, fares, charges, classification, rules, regulations, and other provisions applying to transportation and incidental services.

**Team track.** Track within a terminal area upon which cars are loaded or unloaded on, to, or from trucks or wagons and drayed to or from the warehouse of the consignor or consignee.

**Terminal carrier.** See Destination carrier.

**Terminal service.** Yard or depot service at origin and destination of shipments, or in connection with passenger traffic.

**Terminating carrier.** Final road-haul carrier (carrier possessing the waybill) of traffic terminated either upon the line or such carrier or by a connection switching delivery for its account.

**Trackage rights.** Permission to use tracks operated by others for the movement of trains, but without exclusive possession.

**Train.** A unit or combination of units of railway equipment in condition for self-propelled movement over railway tracks.

**Train commander.** The train commander (commanding officer of the train) is the sole intermediary between the troops and the railroad
personnel. He is responsible for the discipline and conduct of the troops aboard his train section and takes such other proper measures as will insure safety and order aboard the train. He is required to inspect the railway equipment upon the detrainment of the troops and issues certificates and reports that are required by current Army Regulation 55-145.

Train mess officer. A mess officer for each train is detailed by the commanding officer thereof. He will supervise the preparation and serving of the meals.

Train transportation officer. A transportation officer for each train is detailed by the commanding officer thereof. His principal duties are to prepare a list of all freight cars in train (prior to departure), to count (jointly with the train conductor) the passengers as soon as practicable after departure of train and prior to accomplishment of transportation requests, to be the custodian of the transportation requests and bills of lading covering the journey, to accomplish the bills of lading when there is no established transportation officer at destination, to make the required record of transportation requests turned over to him and such other reports that are required by Army Regulation 55-145.

Transcontinental gateways. Junctions at which western carriers interchange interterritorial traffic with eastern and southeastern carriers.

Transwest gateways. Junctions at which northwest and southwest railroads interchange interterritorial traffic.

Tram car. A car used within terminal limits for assembling or distributing
less than carload freight to or from one or more private sidings, subject to tariff minimum weight. Also called ferry car.

Utility railways. Railway facilities, standard gage or otherwise, at posts, camps, construction projects, and other establishments not in the theater of operations.

Vehicle. Any means of instrumentality of carriers, including cars, automobiles, trucks, buses, tractor-trailer, ships, tugs, and airplanes; particularly, motor vehicles.

Water common carrier. Carrier by water for the general public; a licensed carrier operating definite schedules over regular routes.

Water contract carrier. Carrier which procures cargo on individual contract basis rather than on the basis of published rates and fixed schedules and rates.

Waybill. A form used by common carriers covering and usually accompanying a shipment of freight showing the forwarding and receiving stations, the names and addresses of consignor and consignee, the car initials and number, the routing, the description and weight of the commodity, instructions for special services, the freight rate, total charges, advances for previous services, and any amount prepaid.

Yard. A connected, localized system of tracks on which railroad equipment is switched, serviced, or stored. Sometimes used in connection with motor vehicles.

Yard service. Movement, detention, or servicing of cars within a terminal area.

Yard switching. Switching service performed by yard locomotives in yards.
where regular switching service is maintained, including terminal
switching and transfer service in connection with the transportation
of passengers and freight.

Yard track. Track, within the limits of a yard, used exclusively to
effect switching service, provide storage of cars, and serve other
terminal purposes. Track extending through the yard, used as part
of the main track, although used incidentally for switching move-
ments, is not classed as yard track.
APPENDIX 11

REFERENCES

Military

The following publications should be obtained from the proper sources, on requisition, upon commencement of operations:

1. Army Regulations.
   AR 1-5.
   AR 1-10.
   AR 55-5.
   AR 55-25.
   AR 55-75.
   AR 55-105 through AR 55-175.

2. War Department Circulars pertaining to transportation.


4. Standardized Government Travel Regulations—This publication refers to travel of civilians who are officers or employees of the Government and is published by the Bureau of the Budget.

5. Official Mileage Tables of the War Department—Compiled by Office, Chief of Finance.

7. Decisions of the Comptroller General of the United States compiled by General Accounting Office—The majority of these decisions embrace matters which are not related to rail transportation. As a general rule, a complete file of these decisions will be found at every post transportation officer to obtain a complete file of them for his office. He should, however, make it a practice to acquaint himself with those decisions which are pertinent to transportation.


Any other publications which in the opinion of the transportation officer are necessary for the prompt and proper performance of the duties to which he is assigned.

Non-Military

The following publications when required may be obtained from the
proper sources on requisition:


2. Consolidated Freight Classification and effective supplements (published by Consolidated Classification Committee, Chicago)—This publication contains rules, adopted by the carriers who are parties to the publication, which govern the preparation of freight for shipment. The rules contained therein also cover the application of the ratings and other matters pertinent to the shipment of freight. This publication, in addition, contains a list of some 16,000 items usually shipped as freight, together with the ratings (but not rates) assigned to them. Certain exceptions to the rules and ratings may be found in so-called "Exceptions to the Classification" in other publications of the carriers.

3. Interstate Commerce Commission Regulations for Transportation by Rail of Explosives and Other Dangerous Articles in Freight, Express, and Baggage Services (including specifications for shipping containers).

4. Bureau of Explosives Pamphlet No. 6—Drawings and photographs illustrating methods for lading and stowing carload and less than carloads shipments of explosives and other dangerous articles (to conform with I.C.C. regulations) (published by the Bureau of Explosives, 30 Vesey St., New York).
5. Bureau of Explosives Pamphlet No. 6A—Drawings and photographs illustrating methods for loading and bracing carload and less than carload shipments of loaded shells (projectiles) and loaded bombs.

6. Bureau of Explosives Pamphlet No. 7—Explosives and other dangerous articles; general information relating to transportation, risks, fires, and accidents (published by the Bureau of Explosives, 30 Vesey St., New York).


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Army Regulation 55-120, Change 11
Army Regulation 55-125
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Army Regulation 55-130
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