

MIL-STD-212D  
NOTICE 2  
1 MARCH 1989

MILITARY STANDARD  
PREPARATION OF HOUSEHOLD GOODS  
AND UNACCOMPANIED BAGGAGE  
FOR SHIPMENT, STORAGE, INTRA-CITY  
AND INTRA-AREA MOVEMENTS  
TO ALL HOLDERS OF MIL-STD-212D

1. The following pages of MIL-STD-212D have been revised or reprinted and supersede the pages listed. An asterick by the change denotes revision, correction, or deletion.

NEW PAGES	DATE	SUPERSEDED PAGE	DATE
ii	1 MAR 1989	ii	3 NOV 1980
3	1 MAR 1989	3	3 NOV 1980
4	3 NOV 1980	4	3 NOV 1980
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2. RETAIN THIS NOTICE AND INSERT BEFORE TABLE OF CONTENTS.

3. Holders of MIL-STD-212D will verify that page changes and additions indicated above have been entered. This notice page will be retained as a check sheet. This issuance, together with appended pages, is a separate publication. Each notice is to be retained by stocking points until the Military Standard is completely revised or cancelled.

Custodians;  
Army - MT  
Navy - SA  
Air Force - 69

Preparing Activity;  
Army - MT

Other interest  
Review - SM, MT, SA, 99  
User - MC

(Project Pack 0903)

AMSC N/A

FSC - PACK

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DEPARTMENT OF DEFENSE  
WASHINGTON, DC 20301

Preparation of Household Goods and Unaccompanied Baggage for Shipment, Storage, Intra-City and Intra-Area Movements.

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1. This Military Standard is approved by the Department of Defense and is mandatory for use by all departments and agencies of the Department of Defense.

\*2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be use in improving this document should be addressed to: Commander, Military Traffic Management Command, ATTN: MT-PPQ-O, Department of the Army, 5611 Columbia Pike, Falls Church, VA 22041-5050 by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

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Federal Government activities may obtain copies of Federal specifications, standards, and DOD Regulations and Index of Federal Specifications and Standards from established distribution points in their agencies.

### 3. DEFINITIONS

3.1 Articles of extraordinary value and easily pilferable articles of substantial value. Items of extraordinary or substantial value are considered high valued (HI-VAL) and are defined as follows:

a. Small items of substantial value. These items will be determined in accordance with the guidelines of member's military service. Nonexclusive examples of items fitting this category are cameras, binoculars, watches, jewelry (pins, rings, earrings, bracelets, lockets, pendants, necklaces, tie clips, cuff links, belt buckles, and artistic charms), small transistor radios, pocket calculators, ornate cigarette cases and compacts, and small coin and stamp collections.

b. Items of extraordinary value. An item which, because of exceptional qualities of workmanship or design, the high value of the materials it contains, or its association with a past event or period, or historical figure, possesses a value far beyond the usual value of an item of like nature. Items of extraordinary value are normally limited to items which primarily serve an artistic or decorative purpose, or which are collectors' items. Nonexclusive examples are items of precious stones, items of gold, silver, and other precious metals, furs, antiques, or objects of art. Items of everyday use, such as household furnishings, sterling silver flatware, hollowware, oriental rugs, wearing apparel, and the like, which serve a utilitarian purpose, even though expensive, are not categorized as items of extraordinary value.

\*3.2 Household goods. The term "household goods" means furniture and furnishings or equipment; clothing; personal effects; professional books, papers, and equipment; and all other personal property associated with the home and all personal effects belonging to a member and a member's dependents. Also included are spare parts for a privately owned motor vehicles (extra tires and wheels, tire chains, tools, battery chargers, tops, seats, and miscellaneous associated hardware). Snowmobiles and vehicles such as motorcycles, mopeds, and golf carts may be shipped as household goods. Boats may be shipped as household goods. The term "household goods" does not include the following:

- a. Automobiles, trucks, vans and similar motor vehicles.
- b. Airplanes, mobile homes, camper trailers, and farm equipment.
- c. Personal baggage when carried free on tickets.
- d. Live animals not required in the performance of official duties, including birds, fish and reptiles.

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e. Cordwood and building materials.

f. Articles intended directly or indirectly for persons other than the member and his immediate family or articles for sale.

g. Dangerous items such as loaded firearms, ammunition, photo flashbulbs, flammables, acids, aerosol containers.

NOTE: Only the wording in Appendix J, Joint Federal Travel Regulations (JFTR), applies to the above exceptions.

**3.3 Ordering officer.** The ordering officer is the contracting officer, or anyone designated by the contracting officer to act as his representative, generally the installation transportation officer (ITO) and selected members of his/her staff.

**3.4 Packaging.** Application or use of protective measures, including appropriate protective wrappings, cushioning, and interior containers.

**3.5. Packing.** Assembling of packaged items into a shipping container or with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

**3.6 Professional books, papers, and equipment.** Reference materials, instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions; specialist clothing, such as diving suits, astronaut's outfits, flying suits and helmets, band uniforms, chaplain's vestments, and other specialized apparel not considered to be normal or usual clothing; communication equipment used by members in association with the Military Affiliate Radio System (MARS); and individually owned or specifically issued field clothing and equipment.

**3.7 Tare weight.** Tare weight is the weight of the empty shipping container. Tare weight does not include materials used for wrapping, cushioning, packaging, and blocking and bracing materials to include boxes, cartons, crates or wrapping, cushioning, packaging and blocking and bracing used therein.

**3.8 Unaccompanied baggage.** That portion of the member's authorized weight allowance of personal property which is not transported free on a ticket used for personal travel and which normally is shipped separately by expedited transportation from the bulk of his household goods. (It may include, but is not necessarily limited to, personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens, and baby carriages; small radios, portable televisions, and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member.)

## GENERAL REQUIREMENTS

4.1 Materials and workmanship. Materials used shall conform to applicable specifications. Materials and methods for the packing and containerization shall have prior written approval of the ordering officer. The many designs, shapes and sizes of household goods that will be handled are so diversified that it is not practical to prescribe detailed methods for each type of goods that will be handled. General standards have been established that show as much as possible the degree and quality of the work to be done. The services called for shall be performed in accordance with the general requirements outlined herein.

### 4.2. Wrapping Materials.

4.2.1 Wadding, cellulose. Cellulose wadding shall conform to PPP-C-843, Type II, Class B or C. The material shall have a kraft backing of not less than 30 pounds basis weight and shall not be less than 0.08" thick, with a flat facial tissue facing, when applicable.

4.2.2 Polypropylene foam wrapping material. Unicellular polypropylene foam shall conform to PPP-C-1797, Type VII, and shall be at least 1/8" thick.

4.2.3 Plastic open cell wrapping material. Plastic open cell wrapping material shall conform to PPP-C-1842.

4.2.4 Unicellular polyethylene foam wrapping material. Unicellular polyethylene foam wrapping material shall conform to PPP-C-1752, Type II, Class B, and shall be at least 1/8" thick.

\*4.2.5 Paper, kraft, wrapping. Kraft wrapping paper shall conform to UU-P-268, Type I, Grade A or B as applicable.

4.2.6 Paper nontarnish tissue. Nontarnish tissue paper shall conform to UU-P-553, Type II.

4.2.7 Paper newsprint (unprinted). Paper shall conform to UU-P-405.

### 4.3. Cushioning Materials, Flexible.

4.3.1 Wood excelsior pads. Wood excelsior pads shall conform to Type II of PPP-E-911. Use of loose excelsior is not permitted.

4.3.2 Shredded paper pads. Shredded paper pads shall be of standard commercial quality.

4.3.3 Wadding, cellulosic. Cellulosic wadding shall conform to PPP-C-843, Type II, Class B. The material shall have a kraft backing of not less than 30 pounds basis weight and shall not be less than 0.25" thick, with a flat facial tissue facing, when applicable.

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4.3.4 Bound fiber cushioning material. Bound fiber cushioning material shall conform to PPP-C-1120.

4.3.5 Macerated paper pads. Macerated paper pads shall conform to PPP-P-115.

\*4.3.6 Cushioning material, unicellular polypropylene foam. Material shall conform to PPP-C-1797 and shall be at least 1/8" thick.

\*4.3.7 Plastic open cell cushioning material. Open cell plastic cushioning material shall conform to PPP-C-1842.

4.3.8 Unicellular polyethylene foam cushioning material. Foam cushioning material shall conform to PPP-C-1752, Types I, II, III, IV, and V.

4.3.9 Fiberboard, single wall. Single wall, corrugated fiberboard shall comply with PPP-F-320.

4.3.10 Paperboard, wrapping and cushioning. Corrugated paperboard shall conform to PPP-P-291, Type III.

4.3.11 Polyurethane foam, rigid or flexible. Preformed blocks and/or pads of polyurethane foam shall conform to MIL-P-26514.

\*4.4 Cushioning material, expanded polystyrene loose-fill bulk. Loose fill polystyrene expanded cushioning material shall conform to PPP-C-1683.

4.5 Paper security blanket. Paper security blankets shall consist of a combination of three or more sheets of waffle paper, bogus kraft, chipboard, creped paper or kraft paper within a 30 pound kraft paper sleeve. The center ply of the interior sheets shall be indented, creped, or embossed to give thickness. The interior shall have a total basis weight of not less than 160 pounds, each sheet having a minimum basis weight of 40 pounds (500 sheets - 24" x 36").

4.6 Waterproof barrier materials. Waterproof barrier materials shall conform to PPP-B-1055, Class C2(a), E-1, E-2 or H-5, or MIL-B-121, Type II, Grade A, Class 1, as applicable.

4.7 Twine. Cotton twine shall conform to T-T-871 and jute twine shall conform to T-T-911.

4.8 Tape. Tape shall conform to A-A-883, PPP-T-60, PPP-T-97, as applicable.

4.9 Strapping. Flat steel strapping shall conform to QQ-S-781, Class I, (Type I or IV) and nonmetallic strapping shall conform to PPP-S-760, Type II or III.

\*4.10 Boxes, fiberboard, corrugated. Fiberboard corrugated boxes shall conform to PPP-B-640 (nonweather-resistant or weather-resistant) or PPP-B-1364 (Style E), as applicable.

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items shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identified. The original and all copies of the inventory will be legible and bear the name, mailing address and telephone number of the contractor, name of member, and signature of member (or agent) and contractor (or representative). Extreme care will be taken to list accurately articles of furniture and packing containers. The original of the inventory will be furnished the authorized Government agent; one copy to the owner, one copy for the contractor, one copy placed in a waterproof envelope on the number one (1) container and one copy of the packing list and inventory in an envelope and placed inside the number one (1) container in an easily accessible position.\*

a. Each container packed or item wrapped will indicate general contents, i.e., linens, pots and pans, etc. Articles and containers will be marked to show from which room they were packed or wrapped.

b. The use of words such as "household goods" or other general terms in the preparation of the inventory is prohibited.

c. Items of furniture will be described in as much detail as possible, i.e., television sets shall be identified as being either "color" (C) or "black and white" (B&W) and "console" or "portable", as appropriate. (When possible, notations will be made as to whether refrigerators, radios, TV's, are in operating condition.)

d. The contractor will use diligence to record any unusual conditions and special care will be exercised to insure that the inventory reflects the true condition of the property. The "Exception Symbols" and "Location Symbols", as shown in the Household Goods Descriptive Inventory (Figure 3), will be used to describe conditions such as marred, scratched, soiled, worn, torn, gouged, and the like. No other symbol will be used. If the condition of any article contained in the shipment is such that the use of one or more exception symbols is unnecessary, the omission of the symbols will indicate good condition, except for normal wear.

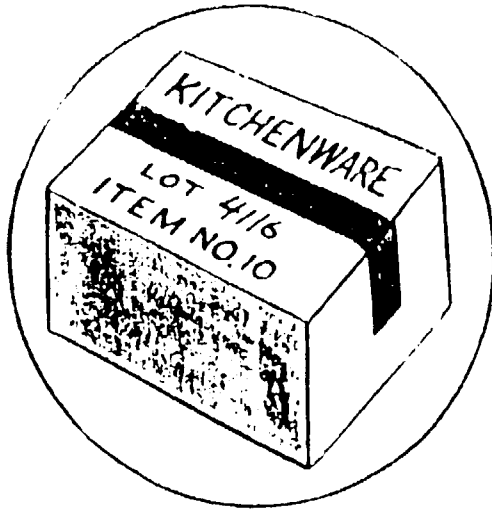
e. Items disassembled by the contractor at origin will be identified and recorded in the remarks section of the Household Goods Descriptive Inventory as CD; items disassembled by the owner will be recorded as DBO.

f. The terms "Professional Books" (PB), "Professional Papers" (PP) and "Professional Equipment" (PE) will be used to show such articles on the inventory, together with the cube and weight of the container, i.e., Carton PB, 6 cu. ft., 150 lbs.

g. The contractor will show packing done by the member as (PBO) or packed by contractor or Government activity (CP).

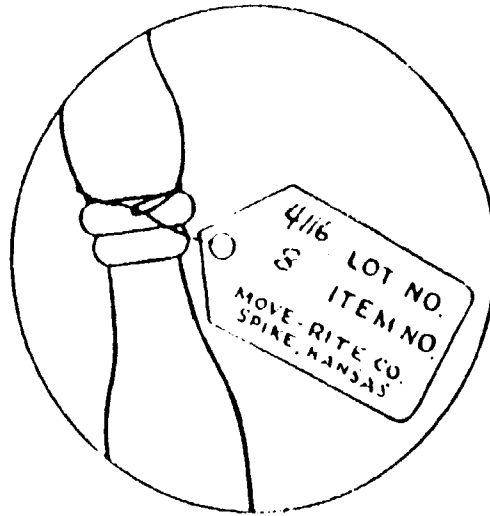
h. When an owner desires shipments to multiple destinations, the contractor shall prepare a separate inventory for each shipment. The inventory will bear the signature of the owner, or owner's agent, and the signature of the representative of the contractor authenticating the inventory(ies). Prior to pickup, the contractor will insert in the heading of the inventory(ies) the geographical destination of the goods to be listed.

# EXAMPLES OF METHODS OF IDENTIFICATION

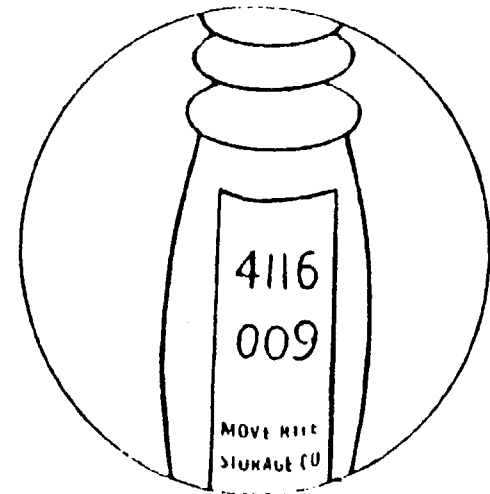


**IDENTIFICATION OF CONTAINERS**

**TYPE OF IDENTIFICATION USED AND METHOD OF AFFIXING IT TO ITEM MUST NOT BE INJURIOUS TO ITEM**



**TAGGING OF ITEMS**



**TAPING OF ITEMS**

**NOTE** ITEM NUMBER MUST CORRESPOND WITH ITEM NUMBER INDICATED ON THE INVENTORY SHEET



4.36.4 Additional markings. The following additional markings shall be stenciled on one side and one end on an orange background not to exceed 8 by 10 1/2 inches:

---DPM---

E X P E D I T E

"DPM" with a horizontal arrow shall be stenciled in black letters approximately 2 inches high. The word "EXPEDITE" shall be symmetrically spaced below in 1-1/2 inch high black letters.

4.36.5 Restrictive marking area. When the container size and/or configuration restricts the marking area, labels (DD Form 1367) or tags (DD Form 1387-1) will be used (Figure 7).

\*4.36.6 Special marking. The word "UP" with an arrow shall be marked on one end and one side, toward the top of the container. When applicable, the word "BLUEBARK" shall be stenciled above the GBL number.

#### 4.37 Unloading, Unpacking and Reporting Loss and Damage.

\*4.37.1 Unloading and unpacking. Unloading at destination will include the laying of rugs and the placement of furniture in appropriate rooms of the dwelling so they are readily available for the member's use. All articles disassembled by the contractor will be reassembled unless otherwise specified in the contract or by the member. On a one-time basis, all boxes, cartons and crates will be unpacked and the contents placed as designated by the owner, e.g., kitchenware in kitchen, unpacked and placed on counters, tables, or other flat surfaces. The contractor shall not be required to move the items from place to place within the rooms after the furniture has once been placed as originally requested. The unpacking service and removal of debris will be performed by the contractor unless specifically waived, in writing, by the member at the time goods are delivered to the residence. The waiver will be held in the contractor's files for further reference, but will not relieve the contractor from liability for any concealed damage reported in accordance with the contract.

\*4.37.1.1 Reporting of loss and damage. The contractor shall record loss and/or damage revealed while unloading or unpacking on a DD Form 1840, Joint Statement of Loss or Damage at Delivery (Figure 8). The contractor shall provide the owner three (3) copies of the DD Form 1840 and DD Form 1840R and obtain a receipt thereon in the space provided on the DD Form 1840. The contractor shall furnish the ordering officer one (1) copy of the DD Form 1840 within seven (7) working days from delivery.

4.37.2 Opening PPP-B-580 boxes on delivery. On boxes assembled with lag bolts, the container door will be opened by removing lag bolts with a wrench. Lag bolts will not be removed by a crowbar, hammer, or similar device. Doors and sides will not be pried open or removed by force. This procedure bends lag bolts and breaks or splits the plywood or framing. Boxes assembled with plates and clips will be opened by removing clips with a screwdriver. Clips must be retained for reuse when container is reassembled.

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MILITARY SHIPMENT LABEL		Form Approved OMB No 0704-0188	
1. TRANSPORTATION CONTROL NUMBER  F5253 237 15 7272HXX		2. POSTAGE DATA	
3. FROM ITO - 401 TAC FTR WG (GBLOC) TORREJON AB SPAIN		4. TYPE SERVICE DPM	
5. SHIP TO/POE  APOE - KJ1		6. TRANS PRIORITY  3	
7. POD APOD - 1GC		8. PROJECT	
9. ULTIMATE CONSIGNEE OR MARK FOR ITO - (GBLOC) FT. DIX, NJ 08640 FOR: JONES, JOHN X, MAJ, % RELIANCE VAN CO. USA 67 W. KINGS HIGHWAY 237 15 7272 MAPLE SHADE, NJ 08052		10. WT (This piece) T-450 NET 910	11. RDD 271
		12. CUBE (This piece) 195	13. CHARGES
		14. DATE SHIPPED 221	15. FMS CASE NUMBER
		16. PIECE NUMBER  1	
		17. TOTAL PIECES 4	

DD Form 1387, NOV 86

Previous editions are obsolete.

S/N 0102-LF-001-3871

MILITARY  
SHIPPING TAG



DD FORM 1387-1  
1 APR 83

TRANSPORTATION CONTROL NUMBER		RDD	PROJECT	TRANS PRIORITY
F5253 327 15 7272BXX		271		2
FROM: ITO - 401 TAC FTW WG (GBLOC) TORREJON AB SPAIN				
POE APOE - TOJ				
POD APOD - DOV				
TO: JONES, JOHN X, MAJ, USA 237 15 7272				
PIECE NUMBER	TOTAL PIECES	WEIGHT	CUBE	
1	4	66	7	

FIGURE 7. MILITARY SHIPMENT LABELS

#### 4.38 Government inspections.

4.38.1 Extent of inspection. All shipments of household goods and unaccompanied baggage will be subject to inspection to ensure that the materials used and the packaging, packing and marking conform to the requirements of this standard.

4.38.2 Inspection guide. This Standard and referenced publications shall be the inspection guide.

4.38.3 Record of inspection. The Government employee performing the inspection shall prepare a DD 2018, Report of Packaging and Crating Contract Violations (Figure 9).

4.39 Unaccompanied baggage. When unaccompanied baggage is shipped separately from bulk household goods shipments, it will be inventoried in accordance with 4.18 and packaged and packed as follows:

4.39.1 Packaging. Unaccompanied baggage shall be wrapped, cushioned and packaged in boxes consistent with the protection specified for items of household goods in Section 5. When boxes are required for interior packaging, fiberboard boxes will be used whenever possible.

4.39.2 Packing. Unaccompanied baggage, packaged as specified in 4.39.1, shall be packed in corrugated fiberboard boxes; triple-wall fiberboard boxes; weather-resistant high strength, double-wall fiberboard boxes; wood cleated fiberboard boxes; cleated plywood boxes or household goods boxes conforming to the following requirements.

\* a. Fiberboard boxes. Boxes shall conform to the non-weather resistant or weather-resistant class of PPP-B-640 or PPP-B-1364, Style E. The weight limitation will not exceed the weight limitation of the applicable box specification. Boxes shall be closed, waterproofed and reinforced in accordance with the Appendix to the applicable box specification.

b. Cleated plywood boxes. Boxes shall conform to Style A of PPP-B-601 and shall be caulked at time of assembly. Caulking compound shall conform to Federal Specification TT-C-1796, Type II, Class B (ribbon form).

c. Household goods boxes. When specified by the ordering officer, household goods boxes conforming to PPP-B-580 may be used. Boxes without weatherstripping shall be caulked with caulking compound conforming to TT-C-1796, Type III, Class B (ribbon form) at the time of assembly and closure.

4.39.3 Marking. Unaccompanied baggage will be marked in accordance with 4.36.2 and 4.36.5.

4.39.4 Items of extraordinary value. When items of extraordinary value are transported separately from bulk household goods shipments, items of extraordinary value shall be inventoried in accordance with 4.18 and packaged, packed and marked in accordance with 4.39.1, 4.39.2, and 4.39.3. The inventory requirement in 4.18 applies to items of extraordinary value packed inside cartons shipped within bulk household goods.

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JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY			
<b>Privacy Act Statement</b>			
<b>AUTHORITY:</b>	The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).		
<b>PRINCIPLE PURPOSE(S):</b>	The information requested is to be used in evaluating claims.		
<b>ROUTINE USE(S):</b>	The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.		
<b>DISCLOSURE:</b>	Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.		
<b>GENERAL INSTRUCTIONS:</b> The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.			
<b>SECTION A - GENERAL (To be completed by carrier/contractor)</b>			
1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE
4. NET WT OF SHIPMENT		5. ORIGIN OF SHIPMENT (City and State/Country)	
6. DESTINATION OF SHIPMENT (City and State/Country)		7. PPGBL/ORDER NUMBER	
8. PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.	
<b>SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)</b>			
13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. <b>THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.</b>			
a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)	
14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)		15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)	
a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used		a. Property was delivered in apparently good condition except as otherwise noted above.	
b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived		b. I will initiate tracer action for missing items.	
c. I estimate the amount of my loss and/or damage at \$		c. Name of delivering carrier/agent/contractor	
d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim.			
e. Telephone Number	f. Date Signed	d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
g. Signature		e. Signature	f. Date Signed

DD Form 1840, JAN 88  
J11012

Previous editions are obsolete

PAGE OF PAGES

FIGURE 8. RECORD OF LOSS OR DAMAGE

Supersedes Page 24 of 3 November 1980

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3 November 1980

## REPORT OF PACKAGING AND CRATING CONTRACT VIOLATION(S)

**THE PRIVACY ACT OF 1974 - Authority: Title 37, USC, Section 406; Title 5, USC, Section 5726. The Principal Purpose(s):**  
 If a contractor fails to conform to the terms of the contract, this form will provide the necessary documented evidence on a case basis. **Routine Uses:** (a) To be used as documented evidence when contractor fails to adhere to the terms of his contract. (b) To be used to build up a file of reports of contractor's noncompliance with the ASPR contract. **Voluntary:** The personal data (SSN) is disclosed automatically when the individual relinquishes a copy of the orders authorizing the shipment (these orders contain the individual's SSN). If disqualification action were to be taken against a contractor, it would be necessary to provide documented evidence. This would involve identifying unsatisfactory performance of packing/unpacking services as to name of member, grade, and SSN.

**INSTRUCTIONS:** When the contractor fails to conform to the terms of the contract, the Issuing Officer will submit three copies of this form. The Original will be submitted to the Contractor, Copy - 2 to the Contracting Officer, and Copy - 3 to the ITO (Quality Control File).

TO: (Contractor's Name and Address)

FROM: (Issuing Office - Name and Address)

CONTRACT NUMBER

ORDER NUMBER

CONTRACT ITEM OF SERVICE

OWNER'S NAME (LAST, FIRST, MI)

GRADE

SSN

NATURE OF VIOLATION

NAME AND TITLE OF ISSUING OFFICER (TYPE or PRINT)

SIGNATURE

DATE

DD FORM 2018  
1 MAR 76

FIGURE 9

5.5.4.9 Mattresses and box springs. Mattresses and box springs shall be placed in new cartons at the residence and sealed with tape. All cartons used shall have a minimum average bursting strength of 200 pounds per square inch.

5.5.4.10 Rugs. Rugs and rug pads shall be properly rolled (not folded) for movement and will not be subsequently folded or bent.

5.5.4.11 Appliances. Each appliance serviced shall be appropriately labeled to indicate that it must be serviced at destination prior to its use (reversing the process performed at time of pickup).

5.5.4.12 Washers. Washers requiring servicing shall be secured with washer kits, washer packs, washer locks or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

5.5.4.13 Surfaces. All finished surfaces shall be protected so as to prevent scratching or marring.

5.5.5 Inventory. In conjunction with the owner or his agent, the contractor shall prepare an inventory, listing all items received. Contents of furniture (bureaus, chest of drawers) or containers (footlockers, cedar chests) packed by owner should be identified on the inventory as packed by member (PBO). The inventory shall list the articles of furniture and words such as "Household Goods" or other general descriptive terms shall not be used. The contractor shall record on the inventory form any unusual condition of the items received. Notations shall be made opposite items on the inventory specifically identifying any mars, scratches, or broken items. The degree and specific location of each exception to condition must be noted on the inventory. General statements which take exception to the condition of the shipment are not acceptable. When possible, notation shall be made as to whether electric refrigerators, radios, and other like articles are in operating condition. The original of the inventory shall be furnished the ordering officer; one copy shall be retained by the contractor; one copy given to the owner or his agent (at time of pickup) and other copies distributed as instructed by the ordering officer.

5.5.6 Vehicles. Vehicles used to transport household goods shall be closed moving vans. The interiors shall be clean and shall be provided with clean pads, covers, and other protective equipment to ensure safe transit and delivery of personal property. Vehicles will be maintained to assure that van bodies are free from holes or other conditions which would permit the entry of water and that doors, when closed, fit tightly and securely. The same vehicle shall be used from origin to destination for each individual shipment. Split deliveries are not permitted.

5.5.7 Tailgate loading. Unless approved by the ordering officer, household goods shall not be loaded on the tailgate of motor vans. When tailgate loading is approved, the load will not extend beyond the sides or end of the tailgate or above the top of the exterior surface of the vehicle, and shall be covered by tarpaulin. In addition, no part of the load will be tied on the sides, roof, or undercarriage of the vehicle.

5.5.8 Removal of debris. Packing and loading at origin will include removing from the member's premises all empty contractor-provided containers, packing materials, and other debris accumulated incident to packing and loading.

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\*5.5.9 Determination of tare, net and gross weight. The tare weight of each vehicle shall be determined by having the vehicle weighed prior to the movement of each shipment by a certified weighmaster or on a certified scale. Neither the driver nor any other persons shall be on the vehicle at the time of either weighing. Fuel tanks on vehicles shall be full at time of weighing, or in the alternative, no fuel may be added between the two weighings when the tare weight is performed first. The vehicle shall contain only pads, chains, dollies, handtrucks, and other equipment needed in the movement of goods to be loaded thereon, when obtaining the tare weight. The contractor will retain in the vehicle, subject to inspection, a weighmaster's certificate or weight ticket for the vehicle showing the tare weight, date weighed and a list of the equipment needed to transport the shipment. After the vehicle has been loaded, it shall be weighed without the crew or any other person. The net weight will be determined by deducting the tare weight from the loaded weight. In the movement of partial loads, the provisions of this paragraph will apply, except that the gross weight of the vehicle containing one or more partial loads shall be used as a tare weight of the vehicle as to partial loads subsequently loaded thereon. Back weighing shall be permitted only when authorized in advance by the ordering officer.

5.5.10 Weighmaster's certificate. The weighmaster's certificate shall contain the name and address of the weighing station, the date, name of contractor, name of property owner and Government order number, truck number, and tare, net and gross weights of the shipment. The weighmaster's certificate will be submitted with the bill for payment, except when a constructive weight (seven pounds per cubic foot) is authorized by the ordering officer.

5.5.11 Unloading, unpacking and reporting loss and damage.

\*5.5.11.1 Unloading and unpacking. Unloading at destination will include the laying of rugs and the placement of furniture in appropriate rooms of the dwelling so they are readily available for the member's use. All articles disassembled by the contractor shall be reassembled unless otherwise specified in the contract or by the member. On a one-time basis, all boxes, cartons and crates will be unpacked and the contents placed as designated by the owner, e.g., kitchenware in kitchen, unpacked and placed on counters, tables, or other flat surfaces. The contractor shall not be required to move the items from place to place within the rooms after the furniture has been placed as originally requested. The unpacking service and removal of debris will be performed by the contractor unless specifically waived, in writing, by the member at the time goods are delivered to the residence. The waiver will be held in the contractor's files for further reference, but will not relieve the contractor from liability for any concealed damage reported in accordance with the contract.

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\*5.5.11.2 Reporting of loss and damage. The contractor shall record loss and/or damage revealed while unloading or unpacking on a DD Form 1840, Joint Statement of Loss and Damage at Delivery (Figure 8). The contractor shall provide the owner three (3) copies of the DD Form 1840 and DD Form 1840R and obtain a receipt on the space provided on the DD Form 1840. The contractor shall furnish the ordering officer one (1) copy of the DD Form 1840 within seven (7) working days from delivery.

5.5.12 Inspection. All movements of household goods shall be subject to inspection to insure that the materials used and the packing, wrapping, marking, loading and unloading and other services performed conform to the requirements of this Military Standard.

5.5.13 Ordering data. Acquisition documents should specify the following:

- a. Name of owner.
- b. Address where shipment will originate.
- c. Address where shipment will be delivered.
- d. Date the move is to take place.
- e. Government service order number.
- f. Item number of contract for which services were ordered.

Copies of specifications, standards, drawings and publications required by contractors in connection with specific acquisition functions should be obtained from the acquisition agency or as directed by the contracting officer.

Custodians:

Army-MT  
Navy-SA  
Air Force-69

Preparing Activity:

Army-MT  
Project PACK-0903

Other interest:

Review-SM, MT, SA, 99  
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Review/use of information is current as of the date of this document. For future coordination of changes to this document, draft circulation should be based on the information in the current DODISS.