

**MILITARY TRAFFIC MANAGEMENT COMMAND
PERSONAL PROPERTY PROGRAM
WEIGHT ESTIMATOR SHEET INSTRUCTION PAMPHLET**
Effective 31 December 2002

**Military Traffic Management Command
200 Stovall Street
Alexandria VA, 22332**

Unclassified

Table of Contents

- **Foreword**
- **Standard Operating Procedures (SOP) for Weight/Cost Estimator form.**

FOREWORD

The purpose of these tools is twofold: first to assist the Service Member, Civilian Personnel and the Installation Transportation office.

The “Weight Estimator” will help the Member to estimate the weight of their shipment(s) prior to the start of the move process. This estimate should be brought along to the counseling session to help establish the Member’s estimated shipping weight. This can be used to help prevent their shipment from being in excess weight status.

Secondly, this can assist the Installation Transportation office (ITO)/Traffic Management office (TMO) in preparing an estimated weight based on cube. The ITO/TMO has discretionary authority to use a constructed weight in lieu of certified scale ticket (weight). Most ITO/TMO’s use this for local moves that end up moving next door, or across the street and loading the truck, going to the scale and returning to the new residence would delay the move. NOTE: Most ITO/TMO’s base the constructed weight from the inventory and caveat this with the understanding of the carrier that under NO circumstances will the constructed weight exceed the Member’s weight entitlement. If this is NOT agreed to, then the only avenue is to load the shipment and go to a certified scale for weighing. The ITO/TMO from time to time is called on to “look” at a weight from a shipment to see if it “looks” to be within a reasonable tolerance. This tool can be used to do an after the fact analysis of the weight. In addition, many shipments have flight(s), long carry(s), elevator charges, etc., that are based on weight. This gives the ITO/TMO and the carrier a tool to use to construct the weight of those items that should not be included in the extended charge. As an example, a shipment that has an outside flight (consisting of 15 steps = 1 flight charge), with many items that went directly into the garage and basement located on the ground level and was not carried upstairs. These items can be identified on the inventory at the time of delivery and using the ITO/TMO’s “Weight Estimator” calculate the weight of those items and that weight be subtracted from the total net weight and apply the correct charges.

The Member’s “Weight Estimator” is primarily used prior to the moving of their shipment and the ITO/TMO’s automated “Weight Estimator” is used after the carrier has prepared an inventory and moved the shipment.

STANDARD OPERATING PROCEDURES (SOP) FILLING OUT YOUR WEIGHT ESTIMATOR FORM

- The purpose of this “Weight Estimator Form” is to assist you in constructing an estimated weight for HHG items to be shipped prior to shipping and to assist you in determining if your shipment(s) will place you in an overweight status.

**THE ACTUAL WEIGHT SHALL BE BASED ON A CERTIFIED
WEIGHMASTERS WEIGHT TICKET SUBMITTED BY THE
TRANSPORTATION COMPANY.**

Overweight portions are chargeable to you for all transportation and related services. This notice comes from DFAS and you are often notified several months after your move. This often comes as a surprise expense. Using this tool you can possibly prevent being overweight on your shipment(s) and incurring excess costs. .

It is recommended that you prepare a “Weight Estimator Form” for each shipment to be transported. You will be held accountable for the total weight shipped on a single PCS set of orders (this includes the total weight for all shipments). This automated “Weight Estimator” will calculate the weight chargeable to you.

- To prepare a “Weight Estimator Form”: Open the “Weight Estimator Form” and perform a “save as” function. Suggest that you use your name as the document name and if more than one shipment is going to be calculated, you may want to save as SmithHHG01, OR SmithHHG02, etc. You could have a HHG shipment, a Non-temporary storage shipment or an Unaccompanied-baggage shipment. By using a separate “Weight Estimator Form” for each shipment, you can make a decision on adding or subtracting item(s) from the applicable shipment(s). It is suggested that you calculate the largest shipment first, when you get the balance of your weight allowance you then enter on the second estimated worksheet in the weight allowance amount use the balance from the first worksheet.

**REMEMBER THAT THE WEIGHT ALLOWANCE APPLIES TO THE TOTAL
WEIGHT SHIPPED ON A SET OF ORDERS.**

After down loading the “Weight Estimator” you simply enter a number in the # of pieces column the number of items to be shipped. If the column is for chair, straight and you have five in this category you will enter 5 in that column.

- When you start the “Weight Estimator” and you have already entered a number and you find another item, you simply change the count from what was last entered and replace it with the new count. (I.e. if you had listed 5 chairs and you find an additional one you simply change the number to 6.) It is recommended that you start in one room and enter all the items in that room before moving to another room. Another way to use this “Weight Estimator” is to print a copy of the “Weight Estimator” and go room to room and fill in the # of pieces column in pencil and then transfer the count to the automated “Weight Estimator” The “Weight Estimator” program will calculate the estimated weight on the last page. There are several cells within the “Weight Estimator” that list “Other”. These cells are designed so the member can enter items not already identified. Using cubes already identified or multiples, enter that cube for the item. i.e., a German shrank might be the size of three bookcases (3X20 cube =60).

NOTE: A PACKING WEIGHT ALLOWANCE DOES NOT APPLY TO CIVILIAN EMPLOYEES MOVING UNDER JOINT TRAVEL REGULATION (JTR)