

09 MAY 03

FROM: CDRMTMC ALEXANDRIA VA//MTPP-PP//
TO: AIG 7591
AIG 7593
AIG 7595
AIG 7596
AIG 12481
CDRUSAREUR DCSLOG HEIDELBERG GE//AEAGD-TC//
CINCUSNAVEUR DET IBERLANT SUPPCMP LISBON PO//
513CCW RAF MILDENHALL UK//LGTT//
4722 SPTS CFB NORTH BAY ONTARIO CAN//LGTT//
CDR599THTRANSGPTML WHEELER AAF HI//
COGARD WASHINGTON DC//G-WPM-2/GLCL//
DIRMTMC598THTRANSGP VAIHINGEN GE//
ESDOC FLD OFF M ALICE SPRING NT AS//TO//
INFO: HQDA WASH DC//DALO-TSP-PP//
COMNAVSUPSYSCOM MECHANICSBURG PA//442//
HQUSAF WASHINGTON DC//ILTT//
CMC WASHINGTON DC//LFT-4//
COGARD WASHINGTON DC//G-WPM-2/GLCL//
CDRMTMC ALEXANDRIA VA//MTIM-TPPP//
USTRANSCOM SCOTT AFB IL//J3/J4//
DIRMTMC598THTRANSGP VAIHINGEN GE
CDR599THTRANSGPTML WHEELER AAF HI

SUBJECT: USE OF DD FORM 1840 IN LIEU OF DD FORM 619-1 FOR BILLING
UNPACKING CHARGES

1. WE CONDUCTED A REVIEW OF THE GENERAL SERVICES ADMINISTRATION'S (GSA) ACTION TO DISALLOW THE USE OF DD FORM 1840 AS A SUPPORTING DOCUMENT TO A CARRIER'S PAYMENT REQUEST FOR UNPACKING CHARGES IN LIEU OF THE DD FORM 619 WHEN IT IS THE ONLY ACCESSORIAL CHARGE BEING BILLED BY THE CARRIER. OUR CONCLUSION THAT THE DD FORM 1840 IS NOT AN APPROPRIATE DOCUMENT TO SUPPORT THE CARRIER'S PAYMENT REQUEST FOR UNPACKING CHARGES COINCIDES WITH GSA. THEREFORE, EFFECTIVE 15 MAY 03, BILLINGS FOR UNPACKING CHARGES MUST BE SUBMITTED ON THE DD FORM 619-1, EVEN IF IT IS THE ONLY ACCESSORIAL CHARGE. ALTHOUGH IT MAY HAVE BEEN PAST PRACTICE FOR CARRIERS TO SUBMIT THE DD FORM 1840 IN LIEU OF SUBMITTING UNPACKING CHARGES ON THE DD FORM 619-1 FOR BILLING, THIS PRACTICE WILL NO LONGER BE ACCEPTABLE.

2. THE DD FORM 619/619-1 IS REQUIRED SUPPORTING DOCUMENT FOR PAYMENT. THE DD FORM 1840 MAY STILL BE USED BY THE PERSONAL PROPERTY SHIPPING OFFICE (PPSO) FOR VERIFICATION PURPOSES WHEN THE PPSO CERTIFIES THE DD FORM 619-1.

3. POC IS THE OPERATIONS TEAM AT DSN 328-3049 OR (703) 428-3049.

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