



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF:

IMSE-BRG-LGT

11 JAN 2010

MEMORANDUM FOR Surface Distribution Hub Outbound Freight
Personnel and Customers

SUBJECT: Surface Distribution Hub (SDH) Outbound Freight
Standing Operating Procedure (SOP)

1. The enclosed SDH SOP establishes shipping procedures and responsibilities for all shipments departing from Fort Bragg, utilizing the Outbound Freight Office as the point of origin.
2. References:
 - a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 15 Nov 06.
 - b. DOD Regulation 4500.9-R, Defense Transportation Regulation, 8 Oct 09.
 - c. Fort Bragg Regulation 385-4, Safety Standards for Field Operations, 11 Aug 94.
 - d. CFR-49, Hazardous Material, 1 Oct 02.
 - e. Fort Bragg Regulation 385-10, The Army Safety Program, 7 Nov 05.
 - f. FM 5-19, Composite Risk Management, Jul 06.
 - g. SDDC MFTRP No. 1C-R, Freight Traffic Rules Publication, 27 Feb 09.
 - h. MIL-STD 129, Standard Markings for Military Shipments, 4 Oct 09.

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~~3. The point of contact for this SOP is Mr. Eddie Wooten at
(910) 396-7044 or e-mail: eddie.wooten@us.army.mil.~~

Encl



ROBERT F. FRANKS
Director of Logistics

Surface Distribution Hub (SDH) Outbound Freight
Standing Operating Procedure (SOP)

1. Purpose. To establish procedures and responsibilities for all organizations supported by Fort Bragg and to provide a systematic method of obtaining transportation services for shipping of government freight and cargo, utilizing commercial transportation assets. This SOP is applicable to all organizations on Fort Bragg to include tenants.

2. Scope. The procedures outlined in this SOP apply to and will be a reference for all customers and units supported by the Surface Movement Center.

3. General.

a. The Outbound Freight Office is located in building J-1950, Cook Street and operates Monday through Friday, excluding holidays, 0730-1630, with shipping operations conducted from 0800-1530. Weekends and after hours operation must be coordinated in advance with the Directorate of Logistics (DOL), Logistics Coordination Center (LCC), at (910) 396-1156/5240/2893 or (910) 907-3031.

b. All requests for transportation support must be processed 72 hours prior to the requested movement date. For less than the required 72 hours, the requests must be accompanied by a memorandum of justification signed by the first O-5 or civilian equivalent in the chain of command as the shipment may result in a premium.

c. In case of an emergency during normal hours, contact the Cargo Movement Section at (910) 396-5505/7314. After hours, contact the XVIII Airborne Corps Emergency Operations Center at (910) 396-5387 or (910) 907-5301 for immediate assistance.

4. Procedures.

a. All requests for shipment support will be submitted on a DD Form 1149, Requisition and Invoice/Shipping Document, or a DD Form 1348-1, DOD Single Line Item Release/Receipt Document. The DD Form 1348-1 is normally used in connection with supply activities and is computer generated using the Standard Army Retail Supply System (SARSS).

b. Cost estimates are necessary for funding and unit planning purposes. A cost estimate is the estimated cost to move the freight from point of origin to the designated destination.

(1) Once in receipt of all shipping documents, a cost estimate will be completed and returned to the requestor within 1 workday. A cost estimate is not required on shipments utilizing DD Form 1348-1. A separate DD Form 1149 is required for return movements or retrograde.

(2) Units may request delivery of all cost estimates by fax, or they can personally pick up the cost estimates from the Cargo Movement Office.

c. All Army units are required to provide a Transportation Account Code (TAC) in lieu of a standard line of accounting. All TACs must be verified to funds availability prior to movement of any freight or cargo. Funds managers must verify, using the sample format at appendix B.

d. Small package cargo is classified as weighing 150 pounds or less and is delivered to an address within the United States. Packages weighing 300 pounds or less for international delivery addresses are considered small; however, the packages must meet the length, width, and height requirements. Shippers are required to contact the Cargo Movement Section for current dimensional requirements. Small package shipments are shipped as express, overnight, 2d day, or ground service for certain locations. Small package shipments will be processed as follows:

(1) Requests received prior to 1400 are eligible for same day shipment. The DD Form 1149 must be completed at the processing time. The shipper must annotate accurate length, width, height, and weight. Requests received after 1400 can only be processed for next day shipment at standard rates. A premium rate is charged for same day shipment.

(2) The shipper must coordinate with the Cargo Movement Office for any one shipment consisting of 10 boxes or more.

(3) Shipment tracking numbers are maintained in the Cargo Movement Office. These numbers will be provided to the shipper upon request.

e. Packages exceeding small package dimensions or weight requirements will move as a Less Than Truckload (LTL) shipment. Total weight must be less than 10,000 pounds. If required by the shipper, the LTL shipment may be picked up in the unit area by the carrier.

f. Truckload (TL) shipments consist of all freight, overweight, or over dimensional cargo.

(1) All shippers are required to execute a memorandum of acknowledgement at time of request processing. The shipper is required to acknowledge conditions that may cause a delay in a carrier's scheduled loading or unloading time. Such delays normally result in the unit providing additional funds. Arranging Material Handling Equipment (MHE) support is a shipper's responsibility.

(2) Units are required to provide DD Form 1750, Packing List, inventory sheet for each container shipped. One copy must be attached to the container. Containers must be properly placarded when designated as hazardous.

(3) DD Form 2890, DOD Multimodal Dangerous Goods Declaration, must be executed by shipper for movements to the seaports or DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency, for CONUS moves. Hazardous Material (HAZMAT) documents shall be signed by HAZMAT certified personnel or a certified technician. All certifiers must meet the standards of HAZMAT training (AMMO-62) as required by the DOD Regulation 4500.9-R, chapter 204, and TM 38-250, Transportation of Hazardous Material Regulation, 1 Mar 97. Copies of the individual's appointment will be provided to the Cargo Movement Office.

(4) In order to efficiently support a large volume movement or contingency, an in-progress review (IPR) is necessary to coordinate all efforts. The requesting shipper must designate a single point of contact to coordinate all transportation requirements.

g. Soldiers on work detail are required to wear a safety vest or belt. This does not preclude additional unit requirements. All personnel utilizing loading and unloading ramps must follow established guidelines. For safety purposes, only those designated as detail shall be allowed in the

immediate loading/unloading area. Units are encouraged to apply the principles of the Composite Risk Management (CRM) as specified in the FM 5-19 when handling oversized and dangerous equipment.

APPENDIX A

MATERIAL HANDLING EQUIPMENT MEMORANDUM

Surface Distribution Hub (SDH) Outbound Freight

IMSE-BRG-LGT

DATE

MEMORANDUM FOR RECORD

SUBJECT: Freight Shipment

1. Per our discussion, the Surface Distribution Hub Freight Section, Movement Office, will assist in procurement of Material Handling Equipment (MHE) support for this cargo movement request. All training and deployment MHE requirements will be handled by the CLACC and/or Container Operations.

2. In addition, I have been advised that if the commercial carrier(s) for this mission is/are not loaded or in the process of being loaded (IAW MTMC Freight Traffic Rules Publication No. 1c, Section 3, Item 85) within 2 hours for rolling stock and 3 hours for all other freight after arrival on site, detention charges will be applied to the Transportation Account Code (TAC) provided for this movement request.

UNIT _____

PRINTED NAME _____

SIGNATURE _____

SDH REPRESENTATIVE _____

PRINTED NAME _____

SIGNATURE _____

APPENDIX B

TRANSPORTATION SERVICE											
FUNDS VERIFICATION											
TO: DOL, Installation Transportation Office, Fort Bragg, NC 28310-5000											
Document No:				Requesting Activity:				Date:			
Remarks: This verification is good for: <input type="checkbox"/> One shipment originating before <input type="checkbox"/> Multiple shipments originating before											
FUNDED LINE OF ACCOUNTING											
Transportation Account Code (TAC)											
Change in Funds Verified						Cumulative Funds Verified on this TAC					
					. 0 0						. 0 0
Fund Verification Officer's Name & Position:						Signature:					
Telephone No:						E-mail Address:					
Remarks:											

INSTRUCTIONS

The funds manager will complete this form to provide verified funds and a TAC to the TO for a specific SDN that is to fund shipments for a period of time. This form is to be forwarded to the servicing TO in advance of the shipping customer requesting shipment of material. Fill in fields identified.

TO - Mandatory: Enter the Name of the transportation office to whom funds are being provided.

Document No. - Optional: Enter a locally established control number.

Requesting Activity - Mandatory: Indicate the shipping customer who may use these funds and TAC.

Date - Mandatory: Enter the date of this funding action.

Remarks - Mandatory:

(1) Indicate if the funds are for one or multiple shipments and the ending date of the period of use for the funds verified on this TAC.

(2) Enter any additional information related to this funding document that is necessary to ensure proper use of the funds and TAC.

Transportation Accounting Code - Mandatory: Enter the 4 digit transportation Accounting Code (TAC) applicable to this funding document.

Change in Funds Verified - Mandatory: Enter the amount of the funds increase or decrease on this document. Enter a "+" or "-" in the first position to indicate an increase or decrease.

Cumulative Funds Verified on this TAC - Mandatory: Enter the cumulative amount of funds verified on this TAC. Round amounts up to the next whole dollar.

Financial Manager Information - Mandatory: Enter the name, telephone number, and e-mail address of the responsible funds manager.

Financial Manager Signature - Mandatory: Enter the signature of the responsible funds manager.