

DATE\_\_\_\_\_

MEMORANDUM FOR RECORD

FROM: Surface Distribution Hub Outbound Freight

SUBJECT: Freight Shipment

Per our discussion, the Surface Distribution Hub Freight Movement Office is not responsible for providing Materials Handling Equipment (MHE) support for this cargo movement request. The unit is responsible for acquiring all MHE to support this movement. My signature below is an acknowledgement that I have arranged MHE to support this load out request.

I have been advised that if the commercial carrier(s) for this mission is not loaded as follows IAW Military Freight Traffic Unified Rules Publication-1 and PWS HTC711-07-D-0032:

- a. Vehicles loaded on Motor Vehicle Transport Trailers: 1 hour
- b. Vehicles loaded on flat-bed equipment: 3 hours
- c. Fully palletized shipments, 20,000 lbs. and over: 2 hours
- d. Carrier power-unit, driver and one towed vehicle: 1 hour

Actual weight in pounds not palletized

- e. Less than 3,000 lbs: 1 hour
- f. 3,000 lbs. but less than 10,000 lbs: 2 hours
- g. 10,000 lbs. but less than 20,000 lbs.: 3 hours
- h. 20,000 lbs. and over: 4 hours

Detention charges will be applied to the Transportation Account Code (TAC) provided for this equipment movement request.

UNIT \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SDH REPRESENTATIVE

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_