

Requesting Transportation Procedures

- I. Upon receipt of the cost estimate the Freight Office must have a minimum of 72 hours prior to movement of equipment or packages.
- II. All documents pertaining to the move should be turned in before commercial trucks are ordered. Depending on nature of the move necessary document are as follows:
 1. Transportation Request (DD Form 1149), complete with signature and TAC
 2. Hazardous Material Declaration DD Form 836's for all Hazmat items.
 3. Inventory List for all containers (DD Form 1750).
 4. A spreadsheet with TCN's, weights, equipment type associated with each piece designated to ship.
 5. Funds Verification Document authorizing uses of TAC.
- III. Units are briefed on arranging MHE support and detention charges that will accrue do to delays in loading, because load support was not arranged. An Acknowledgement form will be signed by unit representative.
- IV. Freight will verify and coordinate movement with CLACC and Container Yard Operations (weighing).
- V. All communication will be channeled through the Unit's DST or Unit Movement Officer.