

SDH
OUTBOUND FREIGHT

SMALL PACKAGES FREQUENTLY ASKED QUESTIONS

QUESTION: What documentation will I need to submit in order to submit my small packages request?

ANSWER: Fill out and turn in DD Form 1149 or DD Form 1348 to the Outbound Freight Office for processing. You will need to know the dimensions and the weight of the package. Ensure the destination address has a point of contact with phone number, a correct shipping address and in some cases a correct DODDAC.

QUESTION: What is the cut off time for submission on a daily basis to the Freight Office for small packages processing?

ANSWER: You will need to have all proper documentation accompanied with the shipment prior to 2:00 p.m. daily at the Freight Office. In some cases, the shipment can be picked up at your unit's location at your discretion. The Freight Office can direct the carrier to your location for shipment your location.

QUESTION: What is the maximum weight allowed on the shipment which constitutes a small package?

ANSWER: The maximum weight for small package shipment is 150 pounds and less.

QUESTION: How can I track my shipment once it is enroute to its destination?

ANSWER: Once your shipment is processed you will receive documentation from the freight office which will provide you a tracking number that will enable you to follow up on the shipment.