

Container Yard Checklist

Outbound

The steps listed below are to be used to request a container from the Surface Distribution Hub Container Yard.

- Take the container request to the Installation Transportation Office, Unit Moves section for validation.
- Bring validated copy of request to the Container Yard office. A copy of Assumption of Command orders and Delegation of Authority (DA Form 1687) must accompany the validated request.
- Once the containers are delivered, the responsible person listed on the DA Form 1687 will sign for containers on hand receipt prepared by the Container Yard office staff.

Inbound

- When a container is received, Freight will verify the GBL/CBL with the TCN on container.
- The unit is notified and briefed on delivery process.
- The unit will request for Material Handling Equipment (MHE) and truck support for delivery using Ft. Bragg Form 2322.
- When Freight deliver containers to unit area, the point of contact will sign a Statement of Understanding informing him/her that the unit has 14 days to un-stuff all containers and return to the Container Yard.