

The Freight Office (Shipping & Receiving) is located in Building 2243, Bay 5 at the intersection of Hand and Gatley Roads. Personnel desiring to ship military cargo (TL, LTL, SMALL PARCEL) may submit the appropriate paperwork (DD Form 1149 (Requisition and Invoice/Shipping Document), DD Form 1348-1 (Issue Release/Receipt Document) the appropriate Transportation Account Code (TAC) fund letter (OPR: DA G44 D) from the authorized Budget office. The Freight Office will determine the appropriate mode of transportation of Government freight based on requesters needs.

The Freight Office will select, procure and monitor the performance of common carriers and other transportation services by rail, motor, air, and miscellaneous to ensure the best value service is obtained at the lowest overall cost. The Freight Office is responsible for issuing Bills of Lading, (BOL) for Government cargo shipments. Plans and submits Unit/Volume moves to SDDC for rating and routing. Initiates and prepares tracer actions and reports of survey on over/short and/or damaged Government freight. They render technical assistance on material movements based on a technical knowledge of commercial classifications, guides, tariffs, demurrage rules, equipment registers, and carrier rating directories. This office also maintains the ISO container (MILVAN) program and Defense Freight Railway Interchange Fleet (DFRIF) program.

The Freight Office coordinates with MTMC in the negotiation with carriers, to develop lower transportation costs through new classifications, rates, adjustments, alternative routes, etc. They also contact commercial carriers to expedite and/or to obtain improved services.

DD Form 1149 | DD Form 1348-1 | Memorandum | TAC
Authorization Letter (OPR: DA G44 D)