

## DOMESTIC FREIGHT ROUTING REQUEST AND ORDER

*(All items must be completed or otherwise explained. See instructions on back of this page.)*

TO (Name, Address and ZIP Code of Routing Authority):				1. Unit Identification Code and GBLOC	2. DATE OF REQUEST (YYYYMMDD)
FROM (Name, Address and ZIP Code of Requesting Agency):				3. DATE SHIPMENT AVAILABLE FOR LOADING (YYYYMMDD)	4. REQUIRED DELIVERY DATE (YYYYMMDD)
5. Moving Unit Name:					
6. COMPLETE COMMODITY DESCRIPTION: (National Stock Number (NSN) and freight nomenclature as shown in Standard Transportation Commodity Code (STCC) for rail and/or National Motor Freight Classification (NMFC) for motor. Additionally, UN number/Proper Shipping Name/Hazard Class/PG/NEW/CIIC or SRC as applicable for all HAZMAT/sensitive items.)					
7. Equipment					8. Gross Weight
	Number	Size	Type		
a. Railcars					
b. Trucks				9. Load Plan provided?	
c. Trailers				<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. Barges				10. Port Call Order?	
e. Containers				<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Accessorial Codes requested, as found in MFTURP 1 Appendix C					
a. Rail					
b. Motor					
12. Consignor			13. Consignee(s)		
a. Consignor (Title, Rank, Full Name, Contact #, Email and Address)			a. Consignee(s) (Title, Rank, Full Name, Contact #, Email and Address)		
b. Origin (Show actual shipping location and Single Point Location Code (SPLC))			b. Destination (Show actual shipping location and Single Point Location Code (SPLC))		
14. Remarks					
15. Typed Name and Title of Requestor			16. Office Phone and Extension		17. Signature

## INSTRUCTIONS

**This form is to be executed and distributed in accordance with instructions in the Defense Transportation Regulation, Part II, when it is necessary to obtain routings for shipments from SDDC routing offices.**

**1. REQUESTING AGENCY UNIT IDENTIFICATION CODE and GBLOC.** Enter number(s), letter(s), or any combination thereof. AGENCY UNIT IDENTIFICATION CODE is internal to requesting agency and is optional. GBLOC is mandatory.

**2. DATE OF REQUEST.** Enter date of request (YYYYMMDD).

**3. DATE SHIPMENT AVAILABLE FOR LOADING (YYYYMMDD).** Enter anticipated date equipment is expected to be on site for loading.

**4. DELIVERY DATE.** Enter the Required Delivery Date at destination (YYYYMMDD).

**5. UNIT NAME.** Enter number(s), letter(s), or any combination thereof. Ex: 1-101 ABCT, 2-1 ID, etc.

**6. COMPLETE COMMODITY DESCRIPTION.** Number (NSN), the military nomenclature (Supply Catalog Description) and the carrier's classification item number intended to be used will be furnished, using Standard Transportation Commodity Code (STCC) for rail and/or National Motor Freight Classification (NMFC) for motor and barge wherever possible for such information. Complete hazardous materials identification data (UN number, proper shipping name, hazard class, packing group, net quantity and SRC/CIIC required for all hazardous items. For shipments made up of multiple commodities an itemized listing/load plan is required.

**7. EQUIPMENT.** Enter the exact number of railcar loads, truckloads, barges, or containers required, including the size and type. When the exact number cannot be computed, an estimate based on the heaviest practicable loading of carrier's equipment will be entered.

**8. GROSS WEIGHT.** Enter gross weight of shipment(s).

**9. LOAD PLAN PROVIDED.** Self-explanatory.

**10. PORT CALL ORDER PROVIDED.** Self-explanatory.

**11. ACCESSORIAL CODES REQUESTED.** Commonly used **Rail** Accessorial Codes: Loading (LDA)/Unloading (LDL) by Transportation Service Provider; Carrier to Unblock, Unbrace, and Untie (TER); Blocking, Bracing and Tie Down Services for Vehicles and Military tractor tanks (BLK); Materials (AAM); Crane at Destination (495); Crane at Origin (500); Dedicated Switch Engine Crew at Origin (LTE); Dedicated Switch Engine Crew at Destination (LFD); Dedicated Switch Engine at Destination (LMD); Dedicated Switch Engine at Origin (LME); Technical Assistance for Loading Railcars (RDH); Inspector Requested for Loading (SUP); Rail Inspection Service (RIS); Drayage at Destination (DPD). Commonly used **Motor** Accessorial Codes: Signature and Tally Record Service (675); Over dimensional Freight Service (520); Overweight Permit Shipment (PER); Escort/Flagman/Telephone Service (MES/MEN/ MET); Pickup/Delivery on Saturdays (SAT); Sundays or Holidays (HOL); Normal Business Days before/after Normal Operating Hours (PUD); Protective Tarping Service (PTS). Commonly used Transportation Protective Services: Dual Driver Protective Service (DDP); Protective Security Service (PSS); Trailer Tracking Service (DCS); Satellite Motor Surveillance Service (SNS).

(FOR COMPLETE LIST OF ACCESSORIAL CODES SEE Military Freight Traffic Unified Rules Publication (MFTURP-1) (Appendix C))

**12. CONSIGNOR.** Enter Title/Rank, Full Name Contact #, email, address and shippers' actual shipping location name of station and Single Point Location Code (SPLC) from which freight will be forwarded.

**13. CONSIGNEE(S).** Enter Title/Rank, Full Name Contact #, email, address and destination actual delivery location name of station and Single Point Location Code (SPLC) to which shipments will be delivered by carrier.

**14. REMARKS.** Information that can be included in this block include but are not limited to detailed special requirements, loading or delivery schedule, origin and destination hours of operation, base access or vetting requirements, if return rates are needed, if the request requires the tender to be valid more than 30 days, if the request is only for a cost estimate, etc.

**15 - 17.** Self-explanatory.