

November 2, 2000

OUTGOING FREIGHT

A. REFERENCES.

1. DoD 4500.9-R, Part II, Defense Transportation Regulation (Cargo Movement), October 1999.

2. DLIS Directive 4500.1, Outgoing Freight, December 18, 1998 (hereby superseded).

B. PURPOSE. This directive outlines policy and responsibilities for outgoing shipments within the Battle Creek Federal Center. Supersedes reference A2.

C. APPLICABILITY AND SCOPE. This directive applies to all organizational elements of Defense Logistics Information Service (DLIS); Defense Reutilization and Marketing Service (DRMS); and other activities provided transportation service through Interservice Support Agreements.

D. DEFINITIONS. (Reserved for future use.)

E. POLICY.

1. All outgoing packages must be free of old labels and securely packaged.

2. When sending material to an international address, include a description of the contents as well as a dollar value of the material. Include a statement that the contents are for Government use and not for resale. If you do not, customs officials may hold the package.

3. Use authorized express shipments only when overnight or 2-day delivery is critical and mission essential. Use must be justified and cost-effective. Do not use overnight private carriers to meet a suspense date or to deliver recurring reports.

4. All express shipments must include a telephone number of the recipient in the justification letter. This information allows FedEx to call the recipient for directions if they are unable to find the location on the package or to call to ensure availability of someone to receive the package.

5. All FedEx and United Parcel Service (UPS) packages must have a physical location address (i.e., street address, building number, suite or room number, city, state, ZIP Code) and telephone phone number. They do not deliver to post office boxes or APO/FPO addresses. All FedEx and UPS packages shipped to a foreign address must have the street number, city, country, country code and phone number.

6. Ship packages via FedEx ONLY Monday through Thursday unless Saturday or holiday delivery is specifically requested and justified. FedEx must not have possession of a package potentially containing secret or confidential material over a weekend. Saturday or holiday delivery requires a statement in the justification

letter stating who will be there on a Saturday or holiday to use package contents and what they are going to do with it.

7. All items requiring next day FedEx service **must be** at the Shipping Office (room 4A-G-3) by 1430. The Federal Center uses an automated system for FedEx processing. This system automatically shuts down at 1500 daily for billing and processing cycles.

8. Call DLIS-RA at extensions 5395 or 4824 for emergency shipments after 1500. After normal business hours, call FedEx at 1-800-GO-FEDEX for local pick up stations and pick up times.

F. RESPONSIBILITIES.

1. The Transportation Officer, DLIS-RA, will:

- a. Determine which means of transportation will satisfactorily meet DoD requirements at the lowest overall cost from origin to final known destination, based on the customer's requirements.
- b. Order packing supplies as necessary.
- c. Prepare standard mailing label (available in supply) in advance for shipment of more than 10 outgoing boxes from any one requester in 1 day.
- d. Maintain this directive in a current status and review it biennially.

2. Heads of DLIS, DRMS offices/directorates and other supported activities will:

- a. Ensure use of express shipping carriers ONLY when overnight or 2-day delivery is critical and mission essential.
- b. Sign letters of justification for express delivery requests.

3. Requester and/or shipper will:

- a. Contact the Transportation Officer regarding large shipments. Prepare either a DD Form 1149, Requisition and Invoice/Shipping Document, or a GSA 1103, U.S. Government Bill of Lading, as recommended by the Transportation Officer or designee. Submit recommended form with the item(s) for shipment.
- b. Ensure all outgoing packages are free of old labels and securely packaged.
- c. Include a description of the contents as well as a dollar value of the material when sending to an international address. Include a statement that the contents are for Government use and not for resale. If you do not include this information, customs officials may hold the package. Complete a Department of Commerce Form 7525-V, Shipper's Export Declaration. See sample at enclosure 2.
- d. Notify the Shipping Office 2-3 days in advance if more than 10 outgoing shipments in 1 day are anticipated and provide list of addresses.
- e. Provide a complete mailing label to the shipping office. Ensure all FedEx and UPS packages have a physical location address (i.e., street address, building number, suite or room number, city, state and ZIP Code) and telephone number.
- f. Include the street number, city, country, country code and telephone number when shipping/ mailing packages to a foreign address.
- g. Prepare a letter of justification, including telephone number of recipient, for express shipments. See sample justification letter at enclosure 1.
- h. Deliver all items requiring next day FedEx service to the Shipping Office (room 4A-G-3) by 1430.
- i. Request insurance on the package in the justification letter, if required.
- j. Ensure someone is available at the delivery site to receive the package if Saturday or holiday delivery is requested.

k. If shipments must be sent after 1500, contact DLIS-RA at extension 5395 or 4824.

G. EFFECTIVE DATE AND IMPLEMENTATION. This directive is effective upon distribution.

H. INFORMATION REQUIREMENTS. This directive prescribes the use of the following forms:

1. DD Form 1149, Requisition and Invoice/Shipping Document.
2. GSA Form 1103, U.S. Government Bill of Lading.
3. Department of Commerce Form 7525-V, Shipper's Export Declaration.

BY ORDER OF THE COMMANDER

2 Encl

1. Sample FedEx Justification Letter.
2. Sample Department of Commerce Form 7525-V, Shipper's Export Declaration.

/s/
RICHARD B. MAISON
Deputy

SAMPLE EXPRESS SHIPMENT JUSTIFICATION LETTER

DRMS-

MEMORANDUM FOR DLIS-RA
ATTN: TRANSPORTATION ASSISTANT

SUBJECT: Justification for Express Shipping

The attached requires express (two-day or overnight - specify which) shipping. Please ship to the following address:

Jan Smith (701-555-1212)
DRMO Fudge
123 Specter Street
Building 3
Atlanta, GA 49016

The reason this item is mission critical is (be as specific as possible).

The impact on our operational mission if this is not received on time is (be as specific as possible).

This is a one-time request and not a recurring requirement and is not in answer to a late suspense. I considered but found use of facsimile transmission unacceptable.

Point of contact is Mr. Jim Smith, DRMS-C, at extension 4901.

MARY DOE
Deputy
Office of Contracting

Attachment

Readability Statistics	
Counts	
Words	986
Characters	5365
Paragraphs	72
Sentences	69
Averages	
Sentences per Paragraph	1.4
Words per Sentence	12.8
Characters per Word	5.2
Readability	
Passive Sentences	2%
Flesch Reading Ease	39.1
Flesch-Kincaid Grade Level	10.7

OK