

# SHIPMENT PLANNING CHECKLIST

## DOMESTIC MOTOR AND RAIL SHIPMENTS



The purpose of this checklist is to serve as a guide for shipping activities to use when preparing and shipping Department of Defense cargo via the Defense Transportation System (DTS) for Continental United States (CONUS) moves. It is the shipper's responsibility to follow current Department of Defense (DOD) Regulation 4500.9-R, Defense Transportation Regulation (DTR) (found here: <https://www.ustranscom.mil/dtr/index.cfm>) for every shipment. For questions concerning the content of this checklist, please send an email to the SDDC G3 Domestic Freight Services Branch at:

[usarmy.scott.sddc.mbx.g3-domestic-freight-services-branch@mail.mil](mailto:usarmy.scott.sddc.mbx.g3-domestic-freight-services-branch@mail.mil).

# SHIPMENT PLANNING CHECKLIST- DOMESTIC MOTOR AND RAIL SHIPMENTS

## CARGO COMPLIANCE

Cargo has been weighed by a calibrated scale and the weight(s) listed is (are) accurate

Cargo has been measured (length, width and height) and the measurements listed are accurate

Verified by: \_\_\_\_\_ On this date: \_\_\_\_\_

Determination has been made as to whether the cargo is overweight and/or over-dimensional  
**Refer to MFTURP -1 Section B, Item 119, DTR Part II Chapter 202, Paragraph O.1 and 3 and the United States Department of Transportation/Federal Highway Administration Oversize/Overweight Load Permits.**

Overweight and/or over-dimensional shipments use GFM electronic spot bid process  
**Refer to DTR Part II, Chapter 201, Para O.3.**

Shipments meeting Volume Move Request (VMR) thresholds, submit DD Form 1085 HQ SDDC Special Requirements Branch

**Estimated shipments from one origin point to a single destination will total 25 carloads (CL), 25 truckloads (TL), or 500,000 pounds (lbs) or more; the current routing in effect is insufficient; transportation factors indicate a better rate and/or service is obtainable, the shipment is a unique requirement that cannot be supported by GFM, or no carrier response from GFM electronic spot bid.**

**Refer to DTR Part II, Chapter 201 Paragraph M.**

Controlled Item Inventory Code (CIIC)/Security Risk Code (SRC) has been provided

**Check NSN on WebFLIS, FedLOG, get information from Item Manager, or use the JHCS/"Yellow Book" for ammunition and explosives; refer to DTR Part II Chapter 205, TPS Shipments. See Table 205-7.**

Identification of any hazardous materials in the cargo has been made and properly annotated

**Check with Item Manager or customer; refer to DTR Part II Chapter 204, HAZMAT. Ensure that the customer is using the most current copy of the DD Form 2890. If the item(s) have been drained or purged please make sure the customer provides you with a memorandum for record stating that the item has been drained and/or purged.**

Transportation Priority (TP)

**Refer to DTR Part II, Chapter 203, Paragraph B.3.**

Types of mode and method selection

**Refer to DTR Part II, Chapter 203, Para B.10.**

Required Delivery Date (RDD) can be met

**Refer to DTR Part II, Chapter 202 Paragraph N and Tables 202-2 and 202-3; DTR Part II, Chapter 203, Paragraph B.4.**

Accessorial services have been identified based upon commodity CIIC/SRC, hazardous materials considerations, transit time, and customer request

**Refer to TRANSCOM Reference Data Management/DTR/Accessorial Service Code-Standard for listing of accessorial codes and MFTURP-1, Appendix C for explanations of codes.**

Type of conveyance has been identified (utilizing most cost-effective, efficient type)

**Refer to MFTURP-1 Section G/Appendix A or USTRANSCOM's Defense Transportation Electronic Business (DTEB) website under Reference Data/Transportation Equipment Type Code for listing of Equipment Type Codes.**

Proper Commodity Code/National Motor Freight Classification (NMFC) has been identified for the cargo

**Refer to FedLOG, WebFLIS, DTR Part II, Chapter 203, Paragraph B.12.a. & b. and MFTURP-1, Appendix B.**

# SHIPMENT PLANNING CHECKLIST – DOMESTIC MOTOR AND RAIL SHIPMENTS - Continue

## ORIGIN CAPABILITIES AND CONSIDERATIONS

Origin Point of Contact (POC) has been identified and is able to be contacted during reasonable business hours

Origin Hours of Operation (to include exercises, construction or other outside-the-normal procedures) have been identified

**Refer to the Transportation Facilities Guide (TFG), listed under the “Site” tab- General Information. Also verify with customer.**

Origin Force Protection Condition (FPCON) has been identified

**Refer to the Transportation Facilities Guide (TFG), listed under the “Site” tab- General Information.**

Origin has been verified to have Materials Handling Equipment (MHE) and operators capable of loading the cargo onto a conveyance

**Refer to the TFG under the “Motor” tab. Also verify with the customer.**

Origin has been verified to have appropriate loading ramp(s) and/or dock(s) as required for cargo type  
**Verify with customer.**

Accessorial services have been identified based upon pick-up date/time (i.e., Saturday/Sunday/Holiday pick-up); Transportation Protective Services (TPS) required; carrier-provided MHE that may be required, and/or other carrier-provided accessories required for successful, safe loading

**Refer to TRANSCOM Reference Data Management/DTR/Accessorial Service Code-Standard for listing of accessorial codes and MFTURP-1, Appendix C for explanations of codes.**

## DESTINATION CAPABILITIES AND CONSIDERATIONS

Destination Point of Contact (POC) has been identified and is able to be contacted during reasonable business hours

Destination Hours of Operation (to include exercises, construction or other outside-the-normal procedures) have been identified

**Refer to the Transportation Facilities Guide (TFG), listed under the “Site” tab- General Information. Also verify with customer.**

Destination Force Protection Condition (FPCON) has been identified

**Refer to the Transportation Facilities Guide (TFG), listed under the “Site” tab- General Information.**

Destination has been verified to have Materials Handling Equipment (MHE) and operators capable of unloading the cargo from a conveyance

**Refer to the TFG under the “Motor” tab. Also verify with the customer.**

Destination has been verified to have appropriate loading ramp(s) and/or dock(s) as required for cargo type  
**Verify with customer.**

Accessorial services have been identified based upon delivery date/time (i.e., Saturday/Sunday/Holiday delivery); Transportation Protective Services (TPS) required; carrier-provided MHE that may be required, and/or other carrier-provided accessories required for successful, safe unloading

**Refer to TRANSCOM Reference Data Management/DTR/Accessorial Service Code-Standard for listing of accessorial codes and MFTURP-1, Appendix C for explanations of codes.**

# SHIPMENT PLANNING CHECKLIST – DOMESTIC MOTOR AND RAIL SHIPMENTS- Continue

## PROCESSING THE BILL OF LADING

Carrier performance at origin and destination locations has been checked

**Refer to DTR Part II, Chapter 207.**

Carrier has been allocated IAW Service/Agency standard operating procedures and the DTR

Accurate GBLOCs, DODAACs, SPLCs for origin and destination are annotated on the BL

**Refer to DTR Part II Chapter 206 and DTR Part II Appendix G, Attachment G-4 - CBL DATA. Ensure that the destination POC information is listed e.g. the Point of Contact (POC) name, a verified phone number and/or any special instructions. NOTE: For Port Shipments also include the following: Booking Number, Port Call File Number (PCFN), Hours of Operations and/or if an appointment is require for delivery.**

Carrier and driver(s) are authorized to haul the load

**Refer to MFTURP-1, DTR Part II Chapters 205 & 207 and United States Code of Federal Regulations.**

HAZMAT shipments

**Refer to the Approved Carrier List in GFM to ensure that the carrier can haul HAZMAT for SDDC.**

Transportation Protective Services (TPS) shipments

**Ensure that the DTTS block is checked. Once the CBL is release the information will flow into Transportation Geospatial Information System (TGIS).**

**Do not mark exterior containers to indicate the security classification or TPS required- Refer to DTR Part II, Chapter 205 Paragraph I.2.**

## RELEASING THE SHIPMENT

Personnel, equipment and cargo at origin is ready and able to load at the time the truck is scheduled to arrive

**Refer to MFTURP-1 Section B, Item 21.**

Carrier representatives will be engaged immediately or as soon as possible if and when circumstances require a change in plans

Cancellations will be done more than 24 hours prior to the time the carrier dispatches the vehicle, if at all possible

**Refer to MFTURP-1 Section B, Item 77- Vehicles Furnished But Not Used (VFN).**

Carrier conveyance and accessorial(s) has been checked for suitability, safety & functionality and has been approved to haul the cargo; DD Form 626 is requires for all vehicles marked or placarded IAW Title 49 CFR

**Refer to DTR Part II Chapter 204, G.1 (Forms), Table 204.4 & Chapter 207.**

For Drive-away and Tow-away services shipper is require to provide a DD Form 651, Carrier's Report of Damage or Breakdown to the driver

**Refer to DTR II, Chapter 202 Paragraph W.**

# SHIPMENT PLANNING CHECKLIST – DOMESTIC MOTOR AND RAIL SHIPMENTS- Continue

## RELEASING THE SHIPMENT- Continue

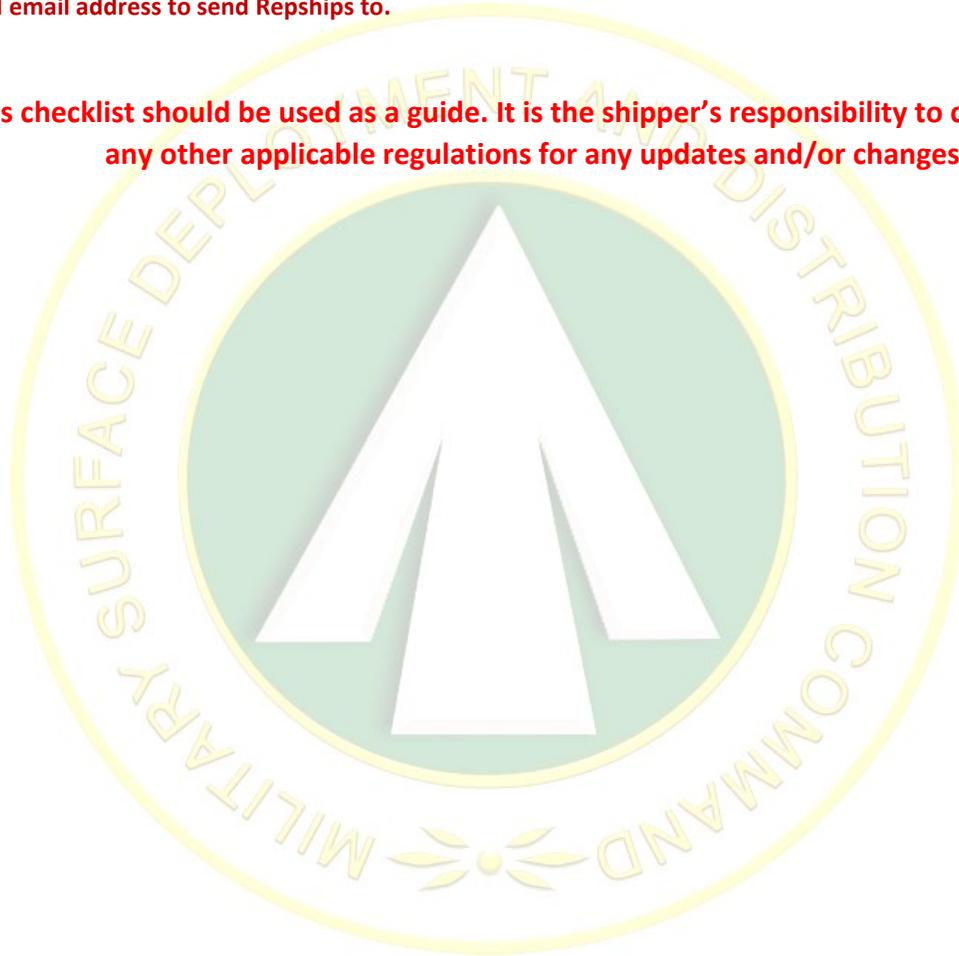
For shipments that require TPS service Satellite Motor Surveillance Service (SNS); after releasing the CBL within 20 minutes verify that shipment information was transmitted to Transportation Geospatial Information System (TGIS). If the information did not transmit to TGIS it is the shipper's responsibility to manually input the data into TGIS

**Refer to DTR Part II Chapter 205 Paragraph O.5.c and Chapter 202 Paragraph B.1.b.**

Report of Shipment (REPSHIP) requirements

**Refer to DTR Part II, Chapter 205, Paragraph L. Refer to the TFG under the "Motor" tab will list a phone number, fax number and email address to send Repships to.**

**Note: This checklist should be used as a guide. It is the shipper's responsibility to check the DTR and any other applicable regulations for any updates and/or changes.**



## SHIPMENT PLANNING REFERENCES

**Defense Transportation Electronic Business (DTEB):**

<http://www.ustranscom.mil/cmd/associated/dteb/>

**Defense Transportation Regulation (DTR) Part II:**

<http://www.ustranscom.mil/dtr/dtrp2.cfm>

**Electronic Code of Federal Regulations Title 49 Transportation (49 CFR):**

[http://www.ecfr.gov/cgi-bin/text-idx?SID=c71dab4d65bf0db7a4e9904657c84eb7&mc=true&tpl=/ecfrbrowse/Title49/49tab\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=c71dab4d65bf0db7a4e9904657c84eb7&mc=true&tpl=/ecfrbrowse/Title49/49tab_02.tpl)

**Military Freight Traffic Unified Rules Publication-1 (MFTURP-1):**

<https://www.sddc.army.mil/res/Pages/pubs.aspx>

**Munitions and Explosives Safety Community of Practice (Yellow Book)**

<https://www.dau.mil/cop/ammo>

**Munitions History Program (JHCS):**

<https://mhp.redstone.army.mil/>

**Transportation Geospatial Information System (TGIS)**

<https://tgis.sddc.army.mil/SSO/account/login>

**U.S. Department of Transportation- Federal Highway Administration Oversize/Overweight Load Permits:**

[http://ops.fhwa.dot.gov/Freight/sw/permit\\_report/index.htm](http://ops.fhwa.dot.gov/Freight/sw/permit_report/index.htm)

**USTRANSCOM Table of Reference Data Management (TRDM):**

<https://trdmws.maf.ustranscom.mil/trdm/index.html#/TRDM/home>

**WebFLIS Search:**

<https://fp.logisticsinformationservice.dla.mil/webflis.login>

## SDDC REFERENCES

**Carrier Performance:**

[usarmy.scott.sddc.mbx.carrier-performance@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-performance@mail.mil)

**Cost Disputes/Questions:**

[usarmy.scott.sddc.mbx.cost-questions@mail.mil](mailto:usarmy.scott.sddc.mbx.cost-questions@mail.mil)

**Customer Advisories:**

[usarmy.scott.sddc.mbx.g35-advisory-team@mail.mil](mailto:usarmy.scott.sddc.mbx.g35-advisory-team@mail.mil)

**Domestic Transportation Requirements/Freight Carrier Registration Program:**

[usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil)

**General Questions:**

<https://src.service-now.com/src/>

**GOCARE:**

[usarmy.scott.sddc.mbx.go-carriers@mail.mil](mailto:usarmy.scott.sddc.mbx.go-carriers@mail.mil)

**Special Requirements Team:**

[usarmy.scott.sddc.mbx.negotiations-team@mail.mil](mailto:usarmy.scott.sddc.mbx.negotiations-team@mail.mil)

**Transportation Discrepancy Reports:**

[usarmy.scott.sddc.mbx.hq-loss-damage-reporting@mail.mil](mailto:usarmy.scott.sddc.mbx.hq-loss-damage-reporting@mail.mil)

