

**DOMESTIC FREIGHT ROUTING REQUEST AND ORDER**

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

TO <i>(Name, Address and ZIP Code of Routing Authority)</i>	1. REQUESTING AGENCY IDENTIFICATION NUMBER	2. DATE OF REQUEST <i>(YYYYMMDD)</i>
FROM <i>(Name, Address and ZIP Code of Requesting Agency)</i>	3. DATE SHIPMENT AVAILABLE FOR LOADING	4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE
	5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE	

6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMENCLATURE AS SHOWN IN MILITARY FREIGHT CLASSIFICATION GUIDE SYSTEM WITH UFC, AND/OR NMDC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES

7. EQUIPMENT	NUMBER	SIZE	TYPE	8. GROSS WEIGHT
a. CARS				9. TOTAL NUMBER OF CUBIC FEET
b. TRUCKS				
c. BARGES				
d. CONTAINERS				

10. CONSIGNOR *(Show actual shipper)*

11. CONSIGNEE(S) <i>(Name and Address)</i>	12. ORIGIN <i>(Show actual shipping point)</i>
	13. DESTINATION <i>(Show actual point of delivery)</i>

14. RAIL CARRIER SERVING	c. PRIVATE SIDING		d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY
	YES	NO	
a. CONSIGNOR			
b. CONSIGNEE			

15a. IF "TRANSIT FREIGHT" SHOW INBOUND REFERENCES

(1)

(2)

(3)

b. DISABILITY COSTS AVAILABLE *(Paragraph 202015.a(2)(e). Military Traffic Management Regulation)*

NO		YES <i>(If "YES," furnish in "Remarks" below.)</i>
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16. REMARKS *(Include any other pertinent information which would affect aggregate delivered costs or selection of carrier or mode.)*

17. TYPED NAME AND TITLE OF REQUESTOR	18. OFFICE PHONE AND EXT.	19. SIGNATURE
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1ST ENDORSEMENT *(Valid for 30 days unless otherwise indicated)*

20. TO:	21. DATE OF RESPONSE <i>(YYYYMMDD)</i>	22. ROUTE ORDER NUMBER <i>(Must be shown on each BILL OF LADING)</i>
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23. ROUTES AUTHORIZED FOR SHIPMENT(S)

24. APPLICABLE RATE INFORMATION			25. REMARKS
RATE(S) <i>(Cents per 100 lbs.)</i>	MINIMUM WEIGHT <i>(Pounds)</i>	TARIFF OR OTHER AUTHORITY	
a.	b.	c.	
			26. NAME AND TITLE OF ISSUING OFFICER <i>(Please type)</i>
			27. SIGNATURE OF ISSUING OFFICER

## INSTRUCTIONS

This form is to be executed and distributed in accordance with instructions in the Military Traffic Management Regulation when it is necessary to obtain routings for shipments from MTMC routing offices.

**1. REQUESTING AGENCY IDENTIFICATION NUMBER.**

Enter number(s), letter(s), or any combination thereof as required.

**2. DATE OF REQUEST.** Enter date of request.

**3. DATE SHIPMENT AVAILABLE FOR LOADING.** Enter date shipment available for loading.

**4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE.** Enter the Transportation Priority (TP) (1, 2, or 3, as applicable) and the Required Delivery Date at destination.

**5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE.** Enter exact location where freight is to be accepted by the consignee. (For example, F.O.B. car or other carriers' equipment; shipside, warehouse, or other place of rest and location.) Enter the contract expiration date, if known.

**6.** For shipments made up of chiefly a single commodity, the National Stock Number (NSN), the military nomenclature (Supply Catalog Description) and the carrier's classification item number intended to be used will be furnished, using Military Freight Classification Guide System wherever possible for such information.

Whenever a numbered item in the rail or motor classification includes sub-descriptions with a different rating for the item to be shipped, additional identifying information will be shown; such as "SU", "KD", "Loose", "FF", "NSTD", "NOTNSTD", "WHEELS-ON-OR-OFF", etc., with the total weight applicable to each rating.

If a description different from that provided in carriers' classification is intended to be used (For example, when a different description is given in a Section 22 Quotation), it will be furnished in full, including reason and reference to the source.

In the case of shipment(s) consisting of numerous items, each being of considerable weight, the description will be limited to carriers' classification item number only, observing the requirements above with respect to sub-descriptions and grouping of articles taking the same item numbers or sub-description.

Items in shipments weighing less than 500 pounds which cannot be grouped by classification item number need not be listed, but reference thereto will be made by using the letters RS or L. (RS or L - and other articles rated the same or lower.)

The separate weight of items or groups of articles under a single listing will be shown therewith.

Whenever a large volume to be shipped involves both straight and mixed carloads or truckloads, indicate hereunder those commodities which will be shipped in mixed carload or truckload lots and those which will be shipped in straight carloads or truckloads. The modified commodity descriptions prescribed will not be construed as authority to depart from the requirement for properly describing shipments on Bills of Lading.

**7.** Enter the exact number of carloads, 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). (See Item 16.)

**9. TOTAL NUMBER OF CUBIC FEET.** Enter total number of cubic feet. When actual figures are not available, a reasonable accurate estimate will be furnished and marked "EST". (See Item 16.)

**10. CONSIGNOR.** Enter name of actual shipper.

**11. CONSIGNEE(S).** Enter correct name and mail address of consignee.

**12. ORIGIN.** Enter carriers' name of station from which freight will be forwarded.

**13. DESTINATION.** Enter destination station to which shipments will be billed by carrier. (Also local point of delivery, if known.)

**14. RAIL CARRIER SERVING.** a. Enter initials or name of rail carriers serving consignor's facilities, if known. (See appropriate "Terminal Facilities Guide".) At installations where various buildings are served by different carriers, the building in which the property is stored will be indicated as well as carriers actually serving such buildings.

b. Enter initials or name of carriers serving consignee's facilities, if known. At installations where various buildings are served by different carriers, the building to which the property is to be delivered, as well as carrier(s) actually serving such building, will be indicated.

c. Indicate if private siding available.

d. Indicate location, such as team-track, carrier's initials, and name of town.

**15a.** Reference in accordance with "Transit chapter" provisions of the Military Traffic Management Regulation will be shown.

When a second "Transit" is involved, an additional origin, routing, etc., must be shown.

If inbound billing is not available, indicate "None Available" and cite the reason, i.e., "Received by motor", "Expired", etc.

In case of insufficient tonnage credits available from any particular origin to equal the total weight (Item 7), the weight available will be included with the reference.

Each reference will be under a separate number, and each routing furnished will be preceded by an identifying number or numbers; i.e., 1, 2, and/or 3, etc., to indicate particular inbound tonnage to be applied thereto.

When inbound tonnage is not to be applied, routing space will be annotated "Do not apply Transit."

If the commodity description was different on the inbound move, indicate reference number and the description used in "Remarks" space.

b. If the answer is "Yes", furnish in Item 16, "REMARKS".

**16 - 23.** Self-explanatory.

**24.** Articles of unusual weight or size presenting problems of transportability or hazards in transit by any means of transportation necessitate the furnishing of accurate information as to each dimension (length, width, height), and actual or reasonable accurate estimate of weight which will be shown in this space.

In general, such information will be furnished for each article in shipment exceeding 8 feet in height or width. If movement is requested via mode of transportation involving a higher cost than by other means of transportation, justification therefore should be included in a statement in this item.

When information is available relative to a previous rate quotation, the rate, route, date, number and source will be shown.

Also, see paragraph 202015a(2), Military Traffic Management Regulation.

**25-27.** Self-explanatory.