

71K

Topic: Federal Express Domestic Shipping Instructions	Transportation Office 4-3816
Reference: None	

Procedure:

- FEDEX Shipments Under 150lbs will be received in Bldg 565 Mon-Fri between the hours of 0800-1100

- Customers must fill the following blocks on DD form 1149 blocks:

  - Block 1 - From: Office Requesting Shipment to be Mailed Out\*

  - Block 2 - To: Destination the shipment must go to (NO PO BOX, must be a street address)

    - May enter an "Attention TO POC" at destination

  - Block 4 - Must enter a TAC Code to pay for the shipment

  - Block 4 - Under Item No a. Customer Must provide a brief description of the contents being shipped

  - Block 8 - Priority Please type in 02 for overnight shipments or 13 for ground shipments

  - Block 10 – The Unit or Shipper approving official for shipment must Sign here

    - \*customer has an option to provide an email address in block 1 if they would like to track shipment via email.

- FEDEX Shipments Weighting 150 or more are to be dropped off at Bldg 934 these shipments will only be picked up by FEDEX on Mon, Wed, and Friday (may be dropped off M-F)

- Bldg 934 Will also require DD form 1149 with all the required information as stated above along with a package dimension and a declared value. Shipments will be picked up from Bldg 934 location.

- Packages containing items cold/frozen that require Dry Ice must not exceed 1lb (of Dry Ice)

- All processed shipments have a tracking number and the customer will be provided this number.