C05119817

Classify Appropriately When Filled In

MATERIAL TRANSPORTATION REQUEST

I. CUSTOMER INFORMATION

I certify that this shipment is for the official movement of classified and/or sensitive materials in support of government programs and does not contain personal items, unclassified office supplies, or items to circumvent weight limitations applicable to unaccompanied air freight or household effects. To the best of my knowledge, the information listed is accurate and complete.

1. Classification: ☐ U ☐ C ☐ S ☑ TS   2. Control Channel: ☐ SI ☑ TK ☐ RSV   3. Dissemination: ☑ NOFORN

4. Required Delivery Date: _____   5. ☐ Associated   ☐ Non-Associated

6. Requester's Full Name: _____

7. Secure Phone: _____   8. Non-Secure Phone: _____   9. Date of Request: 12 March 2019

10. Signature / Date: _____

11. Program and Directorate: COMM/IMSO/IRRG   (b)(3)

12. Government Validator's Full Name: _____

13. Secure Phone: _____   14. Office: COMM/IMSo

15. Remarks / Description of Material to be Shipped:

Mailed [ ] classified consult request: Consult memo, initial request, [ ] untreated consultation documents [ ] NRO-treated consultation documents.   (b)(3)

II. DESTINATION INFORMATION

1. Company: _____
2. Address:

3. City: _____   4. State: _____   5. Zip: _____   6. Stop Number: _____

7. Primary Contact's Full Name: _____

8. Secure Phone: _____   9. Non-Secure Phone: _____   (b)(3)

10. Alternate Contact's Full Name: _____

11. Secure Phone: _____   12. Non-Secure Phone: _____

13. Comments:

III. ___ AND TEAM OFFICE USE ONLY (Material / Package Processing)   (b)(3)

1. Tracking Number: _____   ☐ FED EX ☐ USPS ☑ Courier ☐ Hand Carry

5. ___ Initials: _____ Date: _____ Time: _____   6. Dispatcher Initials: _____ Date: _____ Time: _____   (b)(3)

7. Package Prep Initials: _____ Date: _____ Time: _____   8. OPS Initials: _____ Date: _____ Time: _____

OPR: MS&O _____ (b)(3)

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TOP SECRET//TK//NOFORN

PREVIOUS EDITIONS ARE OBSOLETE

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B-RCS: B-100-08

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MATERIAL TRANSPORTATION REQUEST

IV. SHIPPING INFORMATION

Material HAZMAT *(Please place an "X" in the applicable box)*
Examples of Hazardous Material include: aerosols, ammunition, corrosives (batteries), flammable liquid, magnetic material, radioactive substances, incendiary materials (road flares, matches). Refer to CFR 49 or AFMAN 24-204.

1. ☐ Non-Hazardous   2. Remarks: _____
   ☐ Hazardous

3. Proper Shipping Name: _____

4. UN Code: _____   5. Quantity: _____

6. General Cargo Description: *(e.g., serial #, model #, part #, nomenclature)*

7. Cargo LIST (To calculate the "CUBE", multiply length in inches X width in inches X height in inches and divide by 1728, rounded to nearest tenth)

	Item Description (box, crate, skid, etc.)	Length in Inches	Width in Inches	Height in Inches	Weight	Cube	Unit Price
1.						0	
2.						0	
3.						0	
4.						0	
5.						0	
6.						0	
7.						0	
8.						0	
9.						0	
10.						0	
11.						0	
12.						0	
13.						0	
14.						0	
15.						0	
16.						0	
17.						0	
18.						0	
19.						0	
20.						0	
21.						0	
22.						0	
23.						0	
24.						0	
25.						0	
	Totals	Pieces	Weight	Cube	Value		
		0	0	0	$0.00		

(b)(3)

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MATERIAL TRANSPORTATION REQUEST - INSTRUCTIONS

I. CUSTOMER INFORMATION

PLEASE READ: The Transportation Request enters cargo into a United States government transportation system for official purposes only. It is the shipper's responsibility to ensure that requests are submitted solely for this purpose. The shipper must provide accurate origin, destination, contacts, and classification information for transportation managers to schedule and deliver cargo in a safe, secure, and timely manner.

1. Classification - Check the highest classification of the MATERIAL to be moved. This block provides the classification of the material you are shipping but does not classify the form itself. To classify the form based on information you have entered, type the appropriate classification at the top of page 1; it will auto-populate at the bottom of page 1 and at the top and bottom of all other pages in the form.

2. Control Channels - Check the appropriate control channel, if required. Again, this block pertains only to the cargo being shipped not the form itself.

3. Dissemination - Check NOFORN if the material being shipped is not to be disseminated to or in the possession of Foreign Nationals at any time.

4. Required Delivery Date - Specify the date that the cargo must be delivered to avoid mission impact. Do not specify the date that you anticipate the shipment to arrive based on historical data from past shipments. Transportation managers will attempt to have cargo delivered prior to the date specified based on security requirements, cost, preparation, release of the cargo from the shipper, and available transportation resources.

5. Association - [____] use only. ([____] requests do not need to check either of these.) Specify if the relationship is open (associated) or closed (b)(3) (non-associated).

6-10. Requester's Name, Phones, Date of Request, and Signature - Enter the person's name who is requesting transportation followed by their secure and non-secure telephone numbers. Secure phone association could affect classification. Enter the date the request is submitted to [____] (current date), and then sign.

11. Program and Directorate - Enter the name of the program and/or the directorate that this shipment supports.

12. Government Validator - Enter the name of the government person who can validate that this request is in support of the program specified in block 10, and the required delivery date is a program-directed requirement. This person must be a government employee and is usually the program COTR, NIPR, or PSO. Transportation requests cannot be honored without specifying an appropriate government validator.

13-14. Validator's Phone/Office - Enter the validator's secure phone number, and office symbol. Transportation requests cannot be honored without specifying the validator's secure phone number, and office symbol.

15. Remarks - Enter any remarks that may provide information to help transportation managers keep your cargo safe and secure. Known prohibitions should be entered here. Requirements for technical escorts to accompany the cargo should be specified. NOTE: If moving via FEDEX, a phone number and a complete address must be entered (No P.O. BOX). [____] users may also use this section to provide FEDE (b)(3) justification, number of envelopes/boxes, description of material, etc.)

II. DESTINATION INFORMATION

1-13. Enter the company or program name and address of the receiver. Enter the transportation Stop Number, if known. Enter current primary and alternate contact names, and secure and non-secure phone numbers. Do not rely on contact information from a past shipment. Requester must confirm that destination contacts will be available to receive each and every shipment. Failure to provide accurate destination contact information may delay the delivery of the shipment, especially if the shipment is classified. Classified cargo cannot be delivered to anyone except the designated destination points of contact. It is the shipper's responsibility to confirm that destination contacts possess appropriate clearances to receive and handle the cargo. SSNs are only required for classified shipments processed through [____] (b)(3) Only the last four digits are required. Secure phone association could affect classification.

III. [____] AND TEAM OFFICE USE ONLY   (b)(3)

IV. SHIPPING INFORMATION

1-5. Material Hazmat - Please place an 'X' in the applicable box and provide Remarks, Shipping Name, UN Code, and Quantity, if applicable.

6. General Cargo Description - Enter a general description of the cargo (computer equipment, tapes, batteries, etc.). Please list specifics such as serial #, model #, part #, etc.

7. Cargo List - Enter the Item Description, Length, Width, Height, Weight, and Unit Price information. The Pieces, Weight, Cube, and Values are automatically calculated.