



"Proudly Serving Military Families"

NATIONAL FORWARDING CO., INC.

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DATE: May 25, 2018
TO: Agents of National Forwarding Co., Inc. & Affiliates
FROM: Cheryl Garamoni, Vice President, Agency Services
SUBJECT: Crate and Freight Code D Shipments

Crating Code D shipments has become pretty much a routine procedure with the shortage of drivers available to handle all military shipments, especially during Peak Season.

We thought it would be a good time to review the proper procedures in crating a Code D shipment. One difference between a Code D and a Code 2 shipment is the requirement of loading the Code 2 at residence. The crates must be weighed prior to arriving at residence and then loaded and sealed at residence in the presence of the military customer.

When we request a Code D to be crated, we request the origin agent get their light and heavy weight (just like an APU) and call it in upon returning to the warehouse. By getting the weight before crating we can meet the Military Requirement of entering the weights into DPS within 3 GBD. If the shipment is not weighed, then we request crating within 3 GBD days and the crate weights and crate count sent to us for routing. You can crate the Code D at residence if you prefer.

When asked to crate a Code D:

- If you need crates, call our Operations Department.
- Crates need to be in sound condition, no holes, not deteriorated and properly caulked, with old markings completely obliterated.
- Do not use warehouse vaults.
- Most common material used for cushioning is paper padding (overseas paper), corrugated paperboard or paper blankets.
- Low density shipments suffer damage due to shifting within the containers. Large heavy items such as refrigerators, washers and dryers must be placed on the floor using other heavy dense articles such as footlockers or boxes of books for bracing. Weight distribution should be equal, keeping the center of gravity in the center of the container. Less dense articles such as chairs, small electric appliances and linens will be used in the middle layer and light weight articles on the top layers. All space must be filled or top bracing installed to fill the container. Pack items tightly.
 - Crates should have the customer's name, GBL number and destination agent printed on the side of the crate.
 - Documents should be emailed to NFC and we will forward to the destination agent.

CJG/sc