

## APPENDIX G

## 2 Sample of DD Form 1659 - cont'd.

## GENERAL INFORMATION

This form will be used to obtain: (a) Government Bills of Lading under FOB origin contracts, (b) a Domestic Route Order under FOB origin contracts, or (c) an Export Traffic Release regardless of FOB terms, in compliance with DoD regulations and procedures. Prepare separate forms for each contract/purchase order or destination.

To insure that shipments are accomplished in accordance with your contract delivery schedule, application(s) should be submitted in duplicate, at least 10 days in advance of actual shipping date, to the Transportation Office of the contract administering office.

To avoid excess cost to your firm, do not order or load carrier's equipment until routing instructions are received.

NOTE: Export shipments require marking in accordance with MIL-STD-129, Marking for Shipment and Storage. Markings should not be applied until complete and accurate shipment information has been provided to you by the Transportation Office.

## INSTRUCTIONS FOR PREPARATION OF DD FORM 1659

Blocks 1, 3, 15, 18, 22, 23 and 24 are self-explanatory.

Block 2: Leave blank. The Transportation Office will complete.

Block 4: Enter serial number assigned by you.

Block 5: Enter the name of the actual shipper (prime contractor or subcontractor), as appropriate.

Block 6: Enter actual location where shipment will be tendered to carrier.

Block 7: Enter name of ultimate consignee (other than port of embarkation) shown in contract.

Block 8: Show city and state or country of the consignee shown in Block 7. Specify POE only when contract terms are FOB/FAS Port.

Blocks 9, 10, 11, 12, 13 and 14: If application covers a single shipment or an extended production period of repetitive type shipments, specify the number of shipments requiring GBLs, total weight and cube for each shipment, and the date(s) shipment(s) will be available. For block 13, enter date(s) only when specific instructions indicate shipment(s) must be delivered on or before

the date(s). For block 14, specify Transportation Priority (TP) or Issue Priority Designator (IPD) for each shipment as shown in contract. If not available, leave blank.

Block 16: Enter any special handling or protective instructions required for hazardous, sensitive or classified material, temperature limitations, fragility, etc. FOR TRANSPORTATION OFFICES: Add transit information or disability costs if appropriate. When there are no disability costs enter "NO DISABILITY COSTS."

Block 17: Show information for consignor only. FOR TRANSPORTATION OFFICES: Complete consignee information when applicable.

Block 19: Enter the complete contract (PII) number shown in Block 1 of SF 26 (Award/Contract), SF 33 (Solicitation, Offer and Award), or DD Form 1155 (Order for Supplies or Services). Specify also the shipping authority when different from contract or delivery order number when added to the basic contract.

Block 20: Indicate f.o.b. terms as found in contract (Origin, Destination, etc.).

Block 21: Identify the city and state where f.o.b. terms apply.