NRL SHIPPING REQUEST DOCUMENT

NRLINST 4600.1J

SHIP FROM	SHIP TO	DATE	CODE	DIV DOCUMENT NO.
N00173 TRANSPORTATION OFFICER NAVAL RESEARCH LABORATORY 4555 OVERLOOK AVE SW WASHINGTON DC 20375-5320		POC/PHONE NO. *(Destination Point)*		

PRIORITY*	MANDATORY JUSTIFICATION FOR EXPRESS/OVERNIGHT SHIPMENT *(Required for Priority 1 Delivery)*
REQUIRED DELIVERY DATE	

JOB ORDER NUMBER	ECC CODE/INITIALS	APPROVAL *(Authorized Signature)*	CODE

LIST ALL NRL AMS NUMBERS, SERIAL NUMBERS, RMA NUMBERS, AND/OR PURCHASE ORDER NUMBERS

DESCRIPTION AND REASON FOR SHIPMENT OF MATERIAL	QUANTITY	$ VALUE

Provide the following information for shipment being sent from NRL:

APPROXIMATE WEIGHT/NO. OF PIECES	MATERIAL LOCATION *(Site/Bldg/Rm)*	MATERIAL PICK UP REQUIRED? ☐ YES ☐ NO

POC/PHONE NO.	ALTERNATE POC/PHONE NO.
DOES THIS SHIPMENT CONTAIN HAZARDOUS MATERIAL? ☐ NO ☐ YES, MSDS** IS ATTACHED.	THIS SHIPMENT IS ☐ Unclassified ☐ Confidential ☐ Secret ☐ Other _____

Provide the following information for shipment returning to NRL:

WILL THIS MATERIAL BE RETURNED TO NRL?
☐ NO ☐ YES, the date material needs to be picked up is _____ (date), and it needs to be returned to NRL _____ (date) (provide special instructions under REMARKS or on an attached sheet)

POC/PHONE NO.	ALTERNATE POC/PHONE NO.	APPROXIMATE WEIGHT/NO OF PIECES

REMARKS/ADDITIONAL INFORMATION

***PRIORITY 1 (NEXT DAY DELIVERY (Requires written justification, complete next question)); PRIORITY 2 (2-3 DAYS); PRIORITY 3 (3-5 DAYS (Routine))**
****MATERIAL SAFETY DATA SHEET (MSDS) MUST BE ATTACHED WHEN SHIPPING HAZARDOUS MATERIAL (Obtain form from Code 1240 or company where material was purchased)**

HQ-NRL 4610/1 (Rev. 6-99) (e)

Clear Form