



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
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March 9, 2007

MEMORANDUM FOR GPC CARD HOLDERS AND APPROVING OFFICIALS

SUBJECT: Standard Operating Procedures (SOP) for Transportation of Government Purchase Card (GPC) Orders

A. PURPOSE: The purpose of this SOP is to establish guidelines and procedures for the procurement and management of the transportation of items purchased from stateside vendors using the Government Purchase Card (GPC) and the Surface Deployment and Distribution Command (SDDC).

B. APPLICABILITY: The guidelines and instructions set forth in this SOP are applicable to all DoDDS-E activities, including schools and offices.

C. SCOPE: The DoDDS-E Logistics Division in coordination with the DoDDS-E Procurement Office (DEPO) will have oversight of this program and will re-assess and implement changes as needed. This SOP outlines the responsibilities of the Logistics Division, DEPO, GPC Holders and Approving Officials when placing orders for supplies, material or equipment from stateside vendors.

D. GUIDELINES: Supplies, material and equipment purchased with government funds are for "Official Use Only". Additionally, items transported using government resources should be for "Official Use Only". GPC holders and Approving Officials are encouraged to contact closing schools within their districts to see if the items required are available from closing locations prior to purchasing items. If closing activities do not have the items needed GPC holders and Approving Officials should use GSA, SSSC, Ship Store, Base Supply or AAFES as their first sources when purchasing material, supplies and equipment for use in their activities. Currently AAFES offers a 10% discount for units using their GPC to purchase items for government use. Additionally, purchasing or ordering items through any of these resources would eliminate transportation costs and delays in receiving needed items. The second source for purchasing supplies, material and equipment should be vendors on the local economy; this again would eliminate transportation costs associated with these purchases. Once these sources have been reviewed activities should then seek the most economical source to purchase supplies, material and equipment for their activities.

E. PROCEDURES AND RESPONSIBILITIES: The procedures and responsibilities of this SOP are as follows:

- a. DoDDS-E, Logistics Division will:

1. Provide oversight of the transportation of supplies, material and equipment purchased from Stateside and European vendors for use in all DoDDS-E activities.
2. Provide and track Transportation Control Numbers (TCNs) to DoDDS-E activities when purchasing supplies, material or equipment from Stateside vendors, which require shipping using the SDDC.
3. Provide assistance to DoDDS-E activities locating missing or delayed shipments and to assist activities seeking reimbursement for damaged goods.
4. Maintain open and closed order files for all SDDC shipments, which require TCNs.

b. DoDDS-E, DEPO will:

1. Track and provide oversight of all GPC orders placed by DoDDS-E cardholders.
2. Provide GPC training to all new and existing cardholders, which will include methods of shipping for items purchased and maintaining open and closed order files.
3. Conduct audits on all GPC accounts as required or needed.

c. GPC cardholders will:

1. Use GPC to purchase supplies, material and equipment for "Official Use Only".
2. Coordinate with vendor to select the best and most economical method of shipping for items purchased.
3. Maintain the GPC purchase log, which will include a TCN for each purchase requiring SDDC transportation.
4. Submit a completed DoDEA GPC 8052 Purchase Request and a Transportation Control Number request to the DoDDS-Europe, Supply and Services Branch prior to purchase being made.
5. Provide selected vendor with a copy of the approved TCN request form, which the vendor will provide to SDDC for shipping instructions.
6. Maintain open and closed order files for GPC purchases as well as other items ordered for the activity by DoDEA Procurement and DEPD.
7. Provide a completed receiving report to the DoDDS-E, Supply and Services Branch for items shipped through SDDC.

The Point of Contact's (POCs) for this SOP will be the DoDDS-E, GPC Program Manager and the Chief, Supply and Services Branch, DoDDS-E.

F. EFFECTIVE DATE: This SOP is effective April 1, 2007.


Diana J. Ohman
Director, DoDDS-E

cc:
Division Chiefs, DoDDS-E
Superintendents, DoDDS-E