

14 FAM 300 DISTRIBUTION AND TRANSPORTATION

14 FAM 310 TRANSPORTING OFFICIAL SUPPLIES AND EQUIPMENT

(CT:LOG-127; 06-01-2012)
(Office of Origin: A/LM)

14 FAM 311 POLICY

14 FAM 311.1 Shipments of Official Supplies and Equipment from United States

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

The Department, the foreign affairs agencies and other U.S. Government civilian (i.e., non-DOD) agencies should utilize the U.S. Despatch Agents and their Consolidated Receiving Point (CRP) Programs whenever possible when shipping official supplies and equipment from the United States. The policies and procedures for shipping supplies and equipment through the Department's pouch facilities are located in [14 FAM 720](#).

14 FAM 311.2 Use of U.S.-Flag and Foreign-Flag Vessels

14 FAM 311.2-1 Provisions

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. The Cargo Preference Act of 1954 ([46 U.S.C. 55305](#)) and amendments

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thereto, require that U.S. Government agencies acquiring supplies that may require ocean transportation shall ensure that at least 50 percent of the gross tonnage of these supplies is transported on privately owned U.S.-Flag commercial vessels to the extent that such vessels are available. Supplies owned by the U.S. Government or in the possession of the U.S. Government, a contractor of the U.S. Government or a subcontractor of the U.S. Government shall be transported on U.S.-flag vessels when available.

- b. The Cargo Preference Act of 1954 (*46 U.S.C. 55305*) applies to the following types of cargoes:
- (1) Supplies owned by the U.S. Government and in the possession of:
 - (a) The U.S. Government;
 - (b) A contractor of the U.S. Government; or
 - (c) A subcontractor at any tier;
 - (2) Supplies for the use of the U.S. Government that are contracted for, and require subsequent delivery to a U.S. Government activity but are not owned by the U.S. Government at time of shipment; and
 - (3) Supplies not owned by the U.S. Government at the time of shipment that are to be transported for distribution to foreign assistance programs, but only if these supplies are not acquired or contracted for with local currency funds.

14 FAM 311.2-2 Exceptions to Use of U.S.-Flag and Foreign-Flag Vessels

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

The policy and procedures in this section do not apply to the following:

- (1) Shipments aboard vessels of the Panama Canal Commission or as required or authorized by law or treaty;
- (2) Ocean transportation between foreign countries of supplies purchased with foreign currencies made available, or derived from funds that are made available, under the Foreign Assistance Act of 1961;
- (3) Shipments of classified supplies when the classification prohibits the use of non-U.S. Government vessels; or
- (4) *Simplified acquisition* under Part 13 of the Federal Acquisition Regulation (FAR).

14 FAM 311.3 Use of U.S.-Flag and Foreign-Flag Air Carriers

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974, as amended by Section 21 of Public Law 96-192, requires that when a shipment of supplies is made by air, and U.S.-flag air carrier service is available, such service must be used for U.S. Government-financed international air transportation.

14 FAM 311.4 Applicability

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. The purpose of this chapter is to provide information on the transportation of official supplies and equipment. The policies and procedures are derived from the Foreign Service Act of 1980, various other laws, and amendments thereto. The policies and procedures contained herein apply to both Foreign Service and Civil Service employees.
- b. Foreign Service Act of 1980, various other laws, and amendments thereto: The policies and procedures contained herein apply to both Foreign Service and Civil Service employees; 14 FAM 312 through 14 FAM 318 (procedures, the rest of this subchapter) provide the details on the current Department policies and all related procedures. Direct any *operational* questions to A/LM/OPS/TTM.

14 FAM 312 CONSOLIDATION RECEIVING POINT (CRP) PROGRAM

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Under the *Consolidated* Receiving Point (CRP) Program, the official supplies and equipment (including official furniture, official vehicles, USAID mission-support items, and certain USAID commodity or project items) that are ordered by posts on a requisition or purchase order, are forwarded by the commercial vendors in the United States to one of four CRP contractors.

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Orders from the General Services Administration (GSA) are automatically sent to the appropriate CRP contractor. Under the supervision and control of one of *four* U.S. Despatch Agents, the contractors receive, temporarily store, and consolidate these items. The consolidation process includes export boxing, preparing wooden lift vans, palletizing or boxing for air shipments or containerization, and loading containers for onward shipment to the ordering posts.

14 FAM 312.1 Copy of Purchase Order (PO)/Requisition to U.S. Despatch Agent

*(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)*

Post must submit *all orders (including credit card) through the Ariba module of the ILMS Web-based requisitioning system to ensure pertinent data is available for the Despatch Agency/Consolidated Receiving Point (Despatch Agency/CRP). Ariba-generated purchase orders eliminate the need to send a copy of the purchase order (PO) to the DA office. Post should:*

- (1) Show the DA address as the "ship to" address (not post address);*
- (2) Include the transportation surcharge amount in Ariba;*
- (3) Ensure that the correct vendor name is used in the PO and avoid using "post ordered noncentral contractor registration (non-CCR) vendor"; and*
- (4) Use post name and PO number (no dashes).*

14 FAM 312.2 Special Instructions to Commercial Vendors

*(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)*

a. Items ordered from commercial vendors with a single purchase order (PO) will have shipping instructions that vary depending on the volume of the shipment. (Shipments less than 500 cubic feet are less than container load (LCL) and greater than 500 cubic feet are full container load (FCL).) Listed are instructions that are common to each:

- (1) All materials orders must be domestically packed and any skids/wooden packing materials used must be ISPM-15 compliant for international transport;*

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- (2) *Each shipment must be marked with:*
 - (a) *Final destination post [insert as appropriate]; and*
 - (b) *U.S. Government PO number [insert as appropriate]; and*
 - (3) *Show the Despatch Agent (DA) address as the "ship to" address (not post address); this allows the DAs to see the transportation surcharges and fiscal information in Ariba.*
- b. In addition, posts must:*
- (1) *Ensure that the correct vendor name is used in the PO and avoid using post-ordered non-CCR vendor as the name /vendor ID (this aids reconciling the received cargo);*
 - (2) *Use the Inbound Reports/Tools in ILMS Transportation Lite to resolve "frustrated" (i.e., problem) receipts and provide needed data for Despatch/ Consolidated Receiving Point facilities to export cargo;*
 - (3) *Show post name and PO number (no dashes or spaces) in the subject line on any correspondence to DA; and*
 - (4) *Posts should advise vendor to ship complete orders or consolidate items into one order before shipping to a CRP.*

14 FAM 312.2-1 *Instructions for Shipping Goods of Less than 500 Cubic Feet or 5,000 Pounds*

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. When the order is ready, forward the shipment prepaid directly to [insert the SHIP TO ADDRESS for the appropriate consolidated receiving point (CRP) contractor found in 14 FAM Exhibit 316].*
- b. A copy of the prepaid commercial bill-of-lading and a copy of the packing list must be scanned and emailed to the appropriate Despatch Agent (DA). The packing list should contain information about:*
 - (1) *The number of pieces shipped;*
 - (2) *Weight and cube of each piece;*
 - (3) *The "marks" listed above; and*
 - (4) *The email address of the appropriate DA.*
- c. Any question or comment relating to "marks" for the Department or any agency should be emailed to transportationquery@state.gov and any email to a DA should have the post name and PO number (no dashes or spaces) in the subject line for easy reference and archiving purposes.*

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- d. One additional copy of the packing list must accompany the shipment attached to the "lead" or No. 1 carton or package. If problems arise in complying with these instructions, please contact the DA at [insert email address and telephone number of appropriate DA from 14 FAM Exhibit 316].*

14 FAM 312.2-2 Instructions for Shipping Goods or Supplies Consisting of More than 500 Cubic Feet or 5,000 Pounds

(CT:LOG-127; 06-01-2012)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

- a. When the order is ready for shipment and its gross cube and weight are known, contact the Despatch Agent (DA) in [insert city location of the appropriate DA, email, and telephone number from 14 FAM Exhibit 316]. The vendor must consult with the DA to determine whether the shipment should be directed to the "SHIP TO ADDRESS" of the consolidated receiving point (CRP) contractor, or if it should wait at the vendor origin for the arrival of a DA-booked sea container for loading and eventual release and forwarding directly to post.*
- b. If the U.S. Despatch Agent (DA) advises you to send the domestically packed items to the DA's CRP contractor, forward the shipment prepaid directly to [insert the "SHIP TO ADDRESS" of the appropriate CRP contractor from 14 FAM Exhibit 316].*
- c. A copy of the prepaid commercial bill-of-lading and a copy of the packing list must identify:*
- (1) Number of pieces shipped;*
 - (2) Weight and cube of each piece; and*
 - (3) the "marks" listed above.*
- d. Paperwork must be scanned and emailed as a PDF attachment to [insert the email address of the appropriate U.S. Despatch Agent (DA) from 14 FAM Exhibit 316].*
- e. Any question or comment relating to "marks" for the Department or any agency should be emailed to transportationquery@state.gov and any email to a DA should have the post name and PO number (no dashes or spaces) in the subject line for easy reference and archiving purposes.*
- f. One additional copy of the packing list must accompany the shipment attached to the "lead" or No. 1 carton or package. If problems arise in complying with these instructions, please contact the U.S. DA in [insert*

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location of the appropriate U.S. DA and telephone number from 14 FAM Exhibit 316].

14 FAM 312.3 Consolidated Receiving Point (CRP) Receipt Notification by Email

(CT:LOG-127; 06-01-2012)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

- a. When an order arrives at the CRP contractor's warehouse from the commercial vendor, the CRP Receiving Report for each delivery received is created in the ILMS-T logistics application and is automatically sent via email to post. (**NOTE:** Each post must maintain a local mailbox or server distribution list and make sure that it contains the appropriate recipients for both receipt and shipment information. In most cases, ILMS will maintain **one** address for each post.) Receipt of delivery items is at the piece/box level as CRP contractors are prohibited from opening cartons to do line items receiving. This warehouse receipt is used to identify items against a single requisition or purchase order so the general services officer (GSO) and fiscal officer know what has been received and allow vendor payment in compliance with the Prompt Payment Act. Original paper receipts are no longer sent to post.*
- b. Despatch Agents depend on truckers' or vendors' documentation for a general description of items received and these descriptions are incorporated into the ILMS-T receipt application.*
- c. Posts should monitor incoming emails from Consolidated Receiving Points to ensure the widest distribution of notifications. Email any recipient address changes to transportationquery@state.gov.*

14 FAM 312.4 Consolidated Receiving Point (CRP) Packing List/Manifest

(CT:LOG-127; 06-01-2012)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

Once the CRP contractor consolidates items for one or more posts into one freight movement, an enroute notification email, formatted as a container packing list, is sent from ILMS to post showing:

- (1) Each container number with total pieces, weight, and cube (standard/metric measure);*
- (2) Each shipment number within the container with total pieces, weight,*

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and cube (standard/metric measure); and

- (3) Each receipt number attached to the shipment with a description, order number, and pieces, weight, and cube.*

14 FAM 312.5 Shipping Documentation

(CT:LOG-127; 06-01-2012)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

- a. An ocean bill-of-lading is *usually* issued (*3 to 5* days after the ocean vessel departs port with the shipment on board). *If the host country requires* copies of the original bill-of-lading (*BOL*) *and/or copies of the packing list(s), these are sent by the U.S. Despatch Agent (DA) or the DA's transportation service provider (TSP) to the post. Original BOLs are usually sent via courier service and final packing list information is electronically transmitted to post's general services officer (GSO). If post can utilize Express Release with the delivering ocean carrier, original BOLs will not be sent. The enroute notification email is electronically sent to the GSO at the embassy or consulate* to monitor arrival of the shipment and coordinate the release or pick-up of their official supplies and equipment.
- b. When the U.S. Despatch Agent books a consolidated shipment on a scheduled airline or with an air freight forwarder, an air waybill number is issued *and* is noted on the *electronically transmitted enroute notification email transmitted* to the post in the same manner as for surface shipments.
- c. *Post should advise its servicing DA if special origin documentation like certificates of origin or commercial invoices are required for host-country clearance.*
- d. *Post should ensure that all ordering entities at post have access to Inbound Reports/Tools in Transportation Lite so that shipping information is available to them, and so they can provide any required information to the servicing DA.*

14 FAM 312.6 Telegraphic Notification of Shipment En Route

(CT:LOG-127; 06-01-2012)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

- a. *When the ILMS shipment file is updated to show 'shipped' status, ILMS-T*

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will send *an email* "Notification of Shipment En Route" *message* to the *post's designated addresses (see note above about recipients)* to advise that the shipment of official supplies and equipment is en route. If the shipment is forwarded via ELSO, *the email* notice will be sent to ELSO with information to the post's general services officer (GSO).

- b. *Transportation Lite provides post's GSO and procurement staff with a self-service interface for determining Status of Cargo at a consolidated receiving point (CRP), cargo enroute to post, and cargo being held for lack of required information (frustrated receipts). These reports also provide other interactive functions through an Inquiry link that allows users to send questions to the Despatch Agency managing their shipment.*

NOTE: Do not send classified messages to any of the U.S. DAs or ELSO because they are capable of receiving unclassified messages only.

14 FAM 313 AIR FREIGHT SHIPMENTS OF OFFICIAL SUPPLIES AND EQUIPMENT

14 FAM 313.1 General

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. Air shipments of supplies and equipment are initiated *at post's request*. *Posts* in the consolidated receiving point (CRP) program (see 14 FAM 312) shall make all air freight shipping arrangements through their U.S. Despatch Agent.
- b. When the U.S. Despatch Agent (DA) books either a single item or a consolidated shipment of two or more items on a scheduled airline or through an air freight forwarder, *the* airline or air freight forwarder then completes an air waybill and provides the air waybill number to the U.S. DA, who then *updates ILMS-T* and *creates a* "Notification of Shipment En Route" *email* which is *transmitted* to the post.

14 FAM 313.2 Air Freight Forwarders

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. Agencies may use air freight forwarders that are engaged in *foreign* air

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transportation for U.S. Government-financed movements of property. The rule on disallowance of expenditures in 14 FAM 314.2 applies also to the air carriers used by these international air freight forwarders.

- b. Agency personnel shall inform international air freight forwarders that to facilitate prompt payments of their bills, they shall submit with their bills:
 - (1) A copy of the airway bill or manifest showing the air carriers used; and
 - (2) Justification certifications for the use of foreign-flag air carriers. A certification similar to the one shown in the clause at 52.247-63, Preference for U.S.-flag air carriers (*48 CFR 52.247-63*), satisfies the justification requirement.

14 FAM 314 U.S.-FLAG AND FOREIGN-FLAG AIR CARRIERS

14 FAM 314.1 Availability and Unavailability of U.S.-Flag Air Carrier Service

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. If a U.S.-flag air carrier cannot provide the international air transportation needed or if the use of U.S.-flag air carrier service would not accomplish an agency's mission or unless such use would involve delays which would jeopardize the shipment (for example, vaccines) or be incompatible with the purpose of the shipment (for example, medical supplies and equipment), foreign-flag air carrier service may be deemed necessary.
- b. U.S.-flag air carrier service is considered available even though:
 - (1) Comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;
 - (2) Foreign-flag air carrier service is preferred by, or is more convenient for, the agency; or
 - (3) Service by a foreign-flag air carrier can be paid for in excess foreign currency (unless U.S.-flag air carriers decline to accept excess or near-excess foreign currencies for transportation payable only out of such monies).
- c. Except as provided in 14 FAM 314.1, paragraph a, U.S.-flag air carrier service shall be used for U.S. Government-financed commercial foreign

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air travel if service provided by U.S.-flag air carriers is available. In determining availability of a U.S.-flag air carrier, the following scheduling principles shall be followed unless their application would result in the last or first leg of travel to or from the United States being performed by a foreign-flag air carrier:

- (1) U.S.-flag air carrier service available at point of origin shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;
- (2) When an origin or interchange point is not served by a U.S.-flag air carrier, foreign-flag air carrier service shall be used only to the nearest interchange point on a usually traveled route to connect with U.S.-flag air carrier service; and
- (3) When a U.S.-flag air carrier involuntarily re-routes the cargo via a foreign-flag air carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

14 FAM 314.2 Disallowance of Expenditure

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Agencies shall disallow expenditures for U.S. Government-financed commercial international air transportation on foreign-flag air carriers unless there is attached to the appropriate voucher a certificate or memorandum adequately explaining why service by U.S.-flag air carriers was not available, or why it was necessary to use foreign-flag air carriers.

14 FAM 314.3 Hazardous Supplies and Equipment

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. Passenger-carrying flights cannot carry hazardous supplies and equipment (e.g., matches, flammable or volatile liquids, paints, or pressurized containers) and not all areas are served by cargo-only flights. Even where such cargo-only flights are available, the cost of shipping these materials by air is usually prohibitive.*
- b. International shipment of hazardous materials requires additional declarations and assumption of liabilities, which result in additional contractor expenses. In addition, there are shipping and packaging restrictions that will add delay and expense to HAZMAT shipments. Posts*

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should carefully consider the implications of ordering hazardous materials through international shipping. Often, although local sourcing may be more expensive, it may be the better value. If no local source is available, every effort should be made to ensure that hazardous supplies and equipment be shipped via surface freight.

- c. Post general services officer (GSO) should verify shipping before ordering HAZMAT items from U.S. vendors to be sure that there are no issues which could cause delays or add exorbitant costs. Calcium hypochlorite and explosives are prime examples of such items that are nearly impossible to export via surface and additional charges are high. Export normally, but not in all cases, can be done via air freight at significantly higher cost. All costs associated with the disposal of hazardous items at a consolidated receiving point (CRP) that cannot be shipped, due to carrier availability, cost, post instructions, etc., will be the responsibility of the ordering post. Posts should instruct vendors to supply HAZMAT documentation such as MSDS sheets even if it is not required by the Department of Transportation (DOT) for domestic (U.S.) shipping. Providing this information will facilitate the international export process. Like any other shipment, any skids or wooden packing materials for a HAZMAT shipment must be ISPM-15 compliant.*
- d. These restrictions apply to APO/FPO/DPO as well. For air pouch restrictions, see 14 FAM 470.*

NOTE: *Lithium batteries **cannot** be shipped via pouch because of pouch labeling restrictions but these batteries (and associated devices) can be shipped via the Despatch Agencies.*

14 FAM 315 OTHER SHIPMENTS VIA SURFACE AND/OR AIR

14 FAM 315.1 Shipments for Schools

*(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)*

- a. U.S. *Despatch Agencies* are authorized to provide shipping services on behalf of U.S. Government-sponsored schools abroad. Books as well as other educational supplies and equipment may be forwarded to the appropriate CRP contractor by commercial suppliers for onward shipment to post by the U.S. Despatch Agency (DA).
- b. Posts electing to use the U.S. DA and their CRPs for shipment of

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educational materials must ensure that fiscal data are provided to cover packing, shipping, and related costs for forwarding the merchandise. In situations where the post orders educational material directly, procedures are exactly the same as for other direct purchases from vendors in the United States. That is, copies of the purchase order must be sent to the appropriate U.S. DA that will handle the shipment. Vendors should be advised to mark boxes or cartons with the purchase order number and to forward the goods to the appropriate CRP contractor's warehouse.

- c. In circumstances where educational materials are purchased by the school independently, the procedure for using the U.S. *Despatch Agencies* and their CRP programs requires another step. Based on the estimated weight and volume of goods to be ordered, the school representative should deposit sufficient monies with the embassy's cashier in a Suspense Deposit Account (SDA). The fiscal data created to identify the SDA would be used in the same manner as fiscal data for direct purchases.
- d. Educational materials which are received at the CRP contractor's warehouse normally will be forwarded with official supplies and equipment for the embassy in a consolidated steamship container or export lift van, consigned to the embassy as official supplies. Goods for the school then would need to be separated from GSA supplies and other cargo for the embassy after customs clearance and receipt at the post's warehouse facilities.
- e. If this procedure would cause problems for the post because of customs regulations in the host country, it is possible for the U.S. DA to arrange for separate packing and shipment of the educational materials. Such shipments can be consigned to the school directly or to a commercial customs house broker designated by the school. In the event such a procedure is necessary, it is extremely important that copies of the purchase orders be sent to the appropriate U.S. DA highlighting the need to pack, mark, and consign the shipment in a nonstandard fashion. Posts should ensure, through an exchange of correspondence with the appropriate U.S. DA, that these special procedures will be used for shipment of books and other educational material for the school.
- f. Use of the U.S. *Despatch Agencies* and their CRP programs should result in reduced costs for shipment of educational materials. The U.S. *Despatch Agencies* have negotiated special ocean freight rates to many destinations and are able to achieve economies through consolidation, and therefore can help avoid certain minimum ocean bill-of-lading charges.
- g. When significant quantities of educational materials are ordered, routing of the shipment by a U.S. DA is particularly recommended in lieu of mail or other alternative means of transportation. In fact, the DOD office

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controlling mail through the APO/FPO (i.e., the Military Postal Service (MPS)) and the Department's Diplomatic Pouch and Mail Division have advised that their facilities are to be used only for normal type mail (i.e., letters, testing material such as SATs, transcripts, recommendations, etc.) and for extremely small and limited quantities of books and educational materials.

14 FAM 315.2 Shipments for Employee Associations and Commissaries

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. U.S. *Despatch Agencies* are authorized to provide shipping services on behalf of U.S. Government-sponsored employee associations and commissaries. Nonperishable foods and other items stocked by the commissary may be forwarded to the appropriate Consolidation Receiving Point (CRP) contractor by commercial suppliers for onward shipment to post by the U.S. Despatch Agency (DA). Perishable foods that are required to be chilled or refrigerated during shipment must be ordered in sufficient quantities to be shipped in 20-foot refrigerated or chilled steamship containers. Some shipping lines offer only 35 or 40-foot refrigerated or chilled steamship containers. If the quantity of perishable foods to be ordered will not fill a 20-foot steamship container, or if air shipment of the perishable foods is required, interested parties should contact the appropriate U.S. DA handling their shipments of official supplies and equipment, specify their needs, and ask if the shipment can be handled.
- b. When ordering items for employee associations and commissaries, please follow 14 FAM 312; this includes procedures for documentation needed by the U.S. *Despatch Agencies* and fiscal data.
- c. *Bulk or personal consumables orders (see Bulk Consumables for information) may be procured through domestic U.S. vendors as well as through the consumables program sponsored by ELSO Antwerp.*

14 FAM 315.3 Personal Orders from Army and Air Force Exchange (AAFES) Catalog

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. The Army and Air Force Exchange Service (AAFES) publishes a gift

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catalog from which many Foreign Service personnel place orders. Employees are not authorized to use the offices of the U.S. *Despatch Agencies* in Baltimore, Miami, New Jersey, and Seattle as mailing addresses. Such use or procedure is NOT authorized for personal orders, nor is it authorized for orders placed by a commissary or employees' association at post.

- b. Prior to placing an order from the AAFES catalog, those eligible to make purchases should read instructions in each section of the catalog governing the shipment of merchandise and should understand the following:
 - (1) Personal orders shall NOT be sent via the U.S. *Despatch Agencies*, especially those shipments requiring the payment of import duty; and
 - (2) Personal packages received by U.S. *Despatch Agencies* will be refused, with a request that they be returned to sender.
- c. Personnel with APO/FPO mailing addresses should have their orders sent through the military postal address.
- d. Personnel who do not have access to an APO/FPO/*DPO* mailing address should not order from the AAFES catalog, except as permitted in the section "America—Part One: Deliveries Cannot be Made to Foreign Addresses."
- e. Interested parties should consult *14 FAM 760* for advice concerning registered and insured parcels, and the *14 FAM 760* section that defines personal mail.

14 FAM 316 POSTS SERVICED BY U.S. DESPATCH AGENT/CRP CONTRACTOR

(CT:LOG-127; 06-01-2012)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

- a. Geographical lists of posts with the servicing U.S. Despatch Agent (DA) and CRP contractor are found in 14 FAM Exhibit 316.
- b. An alphabetical listing of all Foreign Service posts and the U.S. DA and CRP contractor for each is provided as a quick reference guide in Part A of 14 FAM Exhibit 316. Once the DA or CRP contractor is known, one can easily refer to each of the four appropriate geographical lists in Part B of 14 FAM Exhibit 316 to obtain the correct addresses and phone numbers.

14 FAM 317 POSTS SERVICED BY EUROPEAN LOGISTICAL SUPPORT OFFICE (ELSO)

(CT:LOG-127; 06-01-2012)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

All posts in EUR, AF, and NEA may use the European Logistical Support Office (ELSO) for transshipping official supplies and equipment destined from the United States or for shipments of official supplies and equipment ordered in Europe (such as through RPSO/Bonn).

14 FAM 318 SHIPMENTS OF OFFICIAL SUPPLIES AND EQUIPMENT TO THE UNITED STATES

(CT:LOG-127; 06-01-2012)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

When processing shipments of official supplies and equipment from points abroad to the United States, all posts and the European Logistical Support Office (ELSO) in Antwerp, Belgium, must ensure that such shipments are sent through one of the U.S. *Despatch Agencies* for customs clearance. Do not send any shipments of official supplies and equipment directly to Dulles International Airport in Washington, DC or for customs clearance by the Department's Travel and Transportation Management Division (A/LM/OPS/TTM). The post initiating the shipment must, in addition to providing a full and complete description of the item(s), also indicate whether or not the item(s) are returning U.S.-manufactured goods previously exported, or if purchased abroad, must indicate the value (i.e., purchase cost) of the item(s). The delivery address and point-of-contact (including telephone number) must also be provided the appropriate U.S. Despatch Agency (DA). The telegraphic "Notification of Shipment En Route to the United States" must be sent to the appropriate U.S. DA as soon as the ocean bill-of-lading or air waybill number is known.

14 FAM 319 UNASSIGNED

14 FAM EXHIBIT 316

U.S. DESPATCH AGENT, CONSOLIDATED RECEIVING POINT (CRP) CONTRACTOR, AND SERVICED CRP DESTINATION POSTS

(CT:LOG-127; 06-01-2012)

PART A, ALPHABETICAL POST LIST

The following alphabetical listing of all Foreign Service posts and their U.S. Despatch Agents (DAs) and consolidated receiving point (CRP) contractors is a quick reference guide. Once a Foreign Service post's U.S. DA or CRP contractor is known, refer to one of the lists in Part B of this exhibit to obtain their addresses. For U.S. DAs, telephone and facsimile (fax) numbers are also included.

Despatch Agent/Post	CRP Contractor
Abidjan	New York/CCI
Abu Dhabi	New York/CCI
Accra	New York/CCI
Adana	New York/CCI
Addis Ababa	New York/CCI
Alexandria	New York/CCI
Algiers	New York/CCI
Almaty	New York/CCI
Amman	New York/CCI
Amsterdam	New York/CCI
Ankara	New York/CCI
Antananarivo	New York/CCI
Antwerp	New York/CCI
Apia	Seattle/Lincoln
Ashgabat	New York/CCI
Asuncion	Miami/CoCo's
Athens	New York/CCI
Auckland	Seattle/Lincoln
Baghdad	New York/CCI
Baku	New York/CCI
Bamako	New York/CCI
Bandar Seri Begawan	Seattle/Lincoln
Bangkok	Seattle/Lincoln
Bangui	New York/CCI

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Despatch Agent/Post	CRP Contractor
Barcelona	New York/CCI
Banjul	New York/CCI
Beijing	Seattle/Lincoln
Beirut	New York/CCI
Belfast	New York/CCI
Belgrade	New York/CCI
Belize City	Miami/CoCo's
Berlin (E or M)	New York/CCI
Bern	New York/CCI
Bishkek	New York/CCI
Bissau	New York/CCI
Bogota	Miami/CoCo's
Bonn	New York/CCI
Brasilia	Miami/CoCo's
Bratislava	New York/CCI
Brazzaville	New York/CCI
Bridgetown	Miami/CoCo's
Brussels	New York/CCI
Bucharest	New York/CCI
Budapest	New York/CCI
Buenos Aires	Miami/CoCo's
Bujumbura	New York/CCI
Busan	Seattle/Lincoln
Cairo	New York/CCI
Calgary	DIRECT/NONE
Canberra	Seattle/Lincoln
Cape Town	New York/CCI
Caracas	Miami/CoCo's
Casablanca	New York/CCI
Cebu	Seattle/Lincoln
Chengdu	Seattle/Lincoln
<i>Chennai</i>	<i>New York/CCI</i>
Chiang Mai	Seattle/Lincoln
Chisinau	New York/CCI
Ciudad Juarez	El Paso, TX
Colombo	New York/CCI
Conakry	New York/CCI
Copenhagen	New York/CCI
Cotonou	New York/CCI
Curacao	Miami/CoCo's
Dakar	New York/CCI

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Despatch Agent/Post	CRP Contractor
Damascus	New York/CCI
Dar es Salaam	New York/CCI
Dhahran	New York/CCI
Dhaka	New York/CCI
<i>Dili</i>	<i>Seattle/Lincoln</i>
Djibouti	New York/CCI
Doha	New York/CCI
Douala	New York/CCI
Dubai	New York/CCI
Dublin	New York/CCI
Durban	New York/CCI
Dushanbe	New York/CCI
Edinburgh	New York/CCI
<i>Erbil</i>	<i>New York/CCI</i>
Florence	New York/CCI
Frankfurt am Main	New York/CCI
Freetown	New York/CCI
Fukuoka	Seattle/Lincoln
Gaborone	New York/CCI
Geneva	New York/CCI
Genoa	New York/CCI
Georgetown	Miami/CoCo's
Guadalajara	Brownsville/USLC
Guangzhou	Seattle/Lincoln
Guatemala City	Miami/CoCo's
Guayaquil	Miami/CoCo's
The Hague	New York/CCI
Halifax	DIRECT/NONE
Hamburg	New York/CCI
Hamilton	New York/CCI
Hanoi	Seattle/Lincoln
Harare	New York/CCI
Havana	Miami/CoCo's
Helsinki	New York/CCI
Hermosillo	Nogales, AZ
<i>Ho Chi Minh City</i>	<i>Seattle/Lincoln</i>
Hong Kong	Seattle/Lincoln
Honiara	Seattle/Lincoln
Islamabad	New York/CCI
Istanbul	New York/CCI
Izmir	New York/CCI
Jakarta	Seattle/Lincoln

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Despatch Agent/Post	CRP Contractor
Jeddah	New York/CCI
Jerusalem	New York/CCI
Johannesburg	New York/CCI
Kabul	New York/CCI
Kaduna	New York/CCI
Kampala	New York/CCI
Karachi	New York/CCI
Kathmandu	Seattle/Lincoln
Khartoum	New York/CCI
Kiev	New York/CCI
Kigali	New York/CCI
Kingston	Miami/CoCo's
Kinshasa	New York/CCI
<i>Kolkata</i>	<i>New York/CCI</i>
Kolonia	Seattle/Lincoln
<i>Koror</i>	<i>Seattle/Lincoln</i>
Krakow	New York/CCI
Kuala Lumpur	Seattle/Lincoln
Kuwait	New York/CCI
Lagos	New York/CCI
Lahore	New York/CCI
La Paz	Miami/CoCo's
Leipzig	New York/CCI
Libreville	New York/CCI
Lilongwe	New York/CCI
Lima	Miami/CoCo's
Lisbon	New York/CCI
Ljubljana	New York/CCI
Lome	New York/CCI
London	New York/CCI
Luanda	New York/CCI
Lubumbashi	New York/CCI
Lusaka	New York/CCI
Luxembourg	New York/CCI
Lyon	New York/CCI
Madrid	New York/CCI
Majuro	Seattle/Lincoln
Malabo	New York/CCI
Manama	New York/CCI
Managua	Miami/CoCo's
Manila	Seattle/Lincoln
Maputo	New York/CCI
Marseille	New York/CCI

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Despatch Agent/Post

CRP Contractor

Maseru	New York/CCI
Matamoros	Brownsville/USLC
Mazatlan	Brownsville/USLC
Mbabane	New York/CCI
Medan	Seattle/Lincoln
Melbourne	Seattle/Lincoln
Merida	Brownsville/USLC
Mexico City	Brownsville/USLC
Milan	New York/CCI
Minsk	New York/CCI
Mogadishu	New York/CCI
Mombasa	New York/CCI
Monrovia	New York/CCI
Monterrey	Brownsville/USLC
Montevideo	Miami/CoCo's
Montreal	DIRECT/NONE
Moroni	New York/CCI
Moscow	New York/CCI
<i>Mumbai</i>	<i>New York/CCI</i>
Munich	New York/CCI
Muscat	New York/CCI
Naha	Seattle/Lincoln
Nairobi	New York/CCI
Naples	New York/CCI
Nassau	Miami/CoCo's
N'Djamena	New York/CCI
New Delhi	New York/CCI
Niamey	New York/CCI
Nice	New York/CCI
Nicosia	New York/CCI
Nouakchott	New York/CCI
Nuevo Laredo	DIRECT VIA Laredo/NONE
Osaka-Kobe	Seattle/Lincoln
Oslo	New York/CCI
Ottawa	DIRECT/NONE
Ouagadougou	New York/CCI
Palermo	New York/CCI
Panama City	Miami/CoCo's
Paramaribo	Miami/CoCo's
Paris	New York/CCI
Perth	Seattle/Lincoln
Peshawar	New York/CCI

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Despatch Agent/Post

CRP Contractor

Phnom Penh	Seattle/Lincoln
Ponta Delgada	New York/CCI
Port-au-Prince	Miami/CoCo's
Port Louis	New York/CCI
Port Moresby	Seattle/Lincoln
Porto Alegre	Miami/CoCo's
Port-of-Spain	Miami/CoCo's
Prague	New York/CCI
Praia	New York/CCI
Pretoria	New York/CCI
Quebec	DIRECT/NONE
Quito	Miami/CoCo's
Rabat	New York/CCI
Rangoon	Seattle/Lincoln
Recife	Miami/CoCo's
Reykjavik	New York/CCI
Riga	New York/CCI
Rio de Janeiro	Miami/CoCo's
Riyadh	New York/CCI
Rome	New York/CCI
St. George's	Miami/CoCo's
St. Petersburg	New York/CCI
Salzburg	New York/CCI
San Jose	Miami/CoCo's
San Salvador	Miami/CoCo's
Sanaa	New York/CCI
Santiago	Miami/CoCo's
Santo Domingo	Miami/CoCo's
Sao Paulo	Miami/CoCo's
Sapporo	Seattle/Lincoln
Seoul	Seattle/Lincoln
Seville	New York/CCI
Shanghai	Seattle/Lincoln
Shenyang	Seattle/Lincoln
Singapore	Seattle/Lincoln
Sofia	New York/CCI
Stockholm	New York/CCI
Strasbourg	New York/CCI
Stuttgart	New York/CCI
Surabaya	Seattle/Lincoln
Suva	Seattle/Lincoln
Sydney	Seattle/Lincoln

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CRP Contractor

Tallinn	New York/CCI
Tashkent	New York/CCI
Tbilisi	New York/CCI
Tegucigalpa	Miami/CoCo's
Tel Aviv	New York/CCI
Thessaloniki	New York/CCI
Tijuana	VIA SanDiego/NONE
Tirana	New York/CCI
Tokyo	Seattle/Lincoln
Toronto	DIRECT/NONE
Tunis	New York/CCI
Ulaanbaatar	Seattle/Lincoln
Valletta	New York/CCI
Vancouver	DIRECT/NONE
Victoria	New York/CCI
Vienna	New York/CCI
Vientiane	Seattle/Lincoln
Vilnius	New York/CCI
Vladivostok	Seattle/Lincoln
Warsaw	New York/CCI
Wellington	Seattle/Lincoln
Windhoek	New York/CCI
Winnipeg	DIRECT/NONE
Yaounde	New York/CCI
Yekaterinburg	New York/CCI
Yerevan	New York/CCI
Zagreb	New York/CCI
Zurich	New York/CCI

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PART B, POSTS LISTED BY CONSOLIDATED RECEIVING POINT (CRP)

The CRP destination posts that follow are serviced by *the*

U.S. Despatch Agent:

2800 S. 192nd Street - Suite 108
Seattle, WA 98188
Tel. 206-764-3805
Fax 206-764-6660
Email: Despatch Agency
Seattle@state.gov

and

CRP Contractor:

Lincoln Moving & Storage
8420 S. 190th Street
Kent, WA 98031

POSTS:

Apia
Auckland
Bandar Seri Begawan
Bangkok
Beijing
Busan
Canberra
Chengdu
Chiang Mai
Dili
Fukuoka
Guangzhou
Hanoi
Ho Chi Minh City
Hong Kong
Jakarta
Kathmandu
Kolonias
Koror
Kuala Lumpur
Majuro
Manila
Medan
Melbourne

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Naha
Osaka-Kobe
Perth
Phnom Penh
Port Moresby
Rangoon
Sapporo
Seoul
Shanghai
Shenyang
Singapore
Surabaya
Suva
Sydney
Tokyo
Ulaanbaatar
Vientiane
Vladivostok
Wellington
Wuhan

The CRP destination posts that follow are serviced by *the*

U.S. Despatch Agent:

7789 NW 48th Street - Suite 250
Miami, FL 33166
Tel FTS-8-848-2905
Tel 305-526-2906
Fax 305-526-2596
Email: Despatch
Agency Miami@state.gov

and

CRP Contractor:

Just in Time Services, Inc. - Suite *100*
11380 NW 34th Street
Doral, FL 33178

POSTS:

Asuncion
Belize City
Bogota
Brasilia

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Bridgetown
Buenos Aires
Caracas
Curacao
Georgetown
Guatemala City
Guayaquil
Havana
Kingston
La Paz
Lima
Managua
Montevideo
Nassau
Panama City
Paramaribo
Port-au-Prince
Porto Alegre
Port-of-Spain
Quito
Recife
Rio de Janeiro
St. George's
San Jose
San Salvador
Santiago
Santo Domingo
Sao Paulo
Tegucigalpa

The CRP destination posts that follow are serviced by *the*

U.S. Despatch Agent:

U.S. Route 1 *and 555 - Suite 110*
Iselin, NJ 08830
Tel 732-855-8880
Fax 732-855-8899
Email: Despatch Agency NewYork@state.gov

and

CRP Contractor:

Crating Container, *International* (CCI)

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1200 Fuller Road
Linden, NJ 07036

POSTS:

Abidjan
Abu Dhabi
Accra
Adana
Addis Ababa
Alexandria
Algiers
Almaty
Amman
Ankara
Antananarivo
Antwerp
Ashgabat
Athens
Baghdad
Baku
Bamako
Bangui
Banjul
Barcelona
Beirut
Belfast
Belgrade
Berlin (E & M)
Bern
Bilbao
Bishkek
Bissau
Blantyre
Bonn
Bratislava
Brazzaville
Brussels
Bucharest
Budapest
Bujumbura
Cairo
Cape Town
Casablanca
Chennai

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Chisinau
Colombo
Conakry
Copenhagen
Cotonou
Dakar
Damascus
Dar es Salaam
Dhahran
Dhaka
Djibouti
Doha
Douala
Dubai
Dublin
Durban
Dushanbe
Edinburgh
Florence
Frankfurt am Main
Freetown
Gaborone
Geneva
Genoa
Hamburg
Hamilton
Harare
Helsinki
Islamabad
Istanbul
Izmir
Jeddah
Jerusalem
Johannesburg
Kabul
Kaduna
Kampala
Karachi
Khartoum
Kigali
Kinshasa
Kishinev
Kolkata
Krakow

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Kuwait
Kyiv
Lagos
Lahore
Leipzig
Libreville
Lilongwe
Lisbon
Lome
London
Luanda
Lubumbashi
Lusaka
Luxembourg
Lyon
Madrid
Malabo
Manama
Maputo
Marseille
Maseru
Mbabane
Milan
Mogadishu
Mombasa
Monrovia
Moroni
Moscow
Mumbai
Munich
Muscat
Nairobi
Naples
N'Djamena
New Delhi
Niamey
Nicosia
Nouakchott
Oporto
Oran
Oslo
Ouagadougou
Paris
Peshawar

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Ponta Delgada
Port Louis
Poznan
Prague
Praia
Pretoria
Rabat
Reykjavik
Riga
Riyadh
Rome
Salzburg
Sanaa
Sofia
St. Petersburg
Stockholm
Strasbourg
Tallinn
Tashkent
Tbilisi
Tel Aviv
The Hague
Thessaloniki
Tirana
Tunis
Valletta
Victoria
Vienna
Vilnius
Warsaw
Windhoek
Yaounde
Yekaterinburg
Yerevan
Zagreb
Zurich

NOTE: All shipments of official supplies and equipment to all posts in Canada (i.e., Ottawa, Calgary, Halifax, Montreal, Quebec, Toronto, and Vancouver) are forwarded by motor freight carrier (i.e., trucker) directly to the post, while official supplies and equipment to interior posts in Mexico (i.e., Mexico City, Guadalajara, Monterrey, Matamoros, Mazatlan, and Merida) are forwarded to the U.S. Logistics Center in Brownsville, TX. Border posts in Mexico (Nuevo Laredo, Ciudad Juarez, Hermosillo, Nogales,

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and Tijuana) use freight forwarders in the U.S. sides of their sister cities; specific post information should be sought from the general services office at each post.

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