



DEPARTMENT OF VETERANS AFFAIRS  
Deputy Assistant Secretary for Acquisition and Materiel Management  
Washington DC 20420

IL 049-03-13  
September 11, 2003

**OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER**

**TO:** Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

**ATTN:** Head of the Contracting Activity, VA Contracting Officers

**SUBJ:** Shipping Policies When Contracting on Behalf of the Department of Defense

1. Attached is policy issued by the Under Secretary of Defense intended to facilitate vendor shipments to Department of Defense (DoD) locations outside of the United States, including shipments to units that may have been subsequently deployed following award of contracts. This policy applies to any contracts, purchase orders, or delivery orders for supplies or equipment issued by VA facilities on behalf of DoD, including delivery orders under Federal Supply Schedule contracts.
2. When it is known prior to award that shipments under the contract will enter DoD's overseas organic distribution system, the contracting officer must include a provision in the solicitation/contract requiring the contractor to comply with the attached business rules. The contracting officer must include a provision in all other contracts for supplies or equipment made on behalf of DoD requiring the contractor, in the event the contractor is unable to use door-to-door commercial transportation, to notify the contracting officer and to request alternate shipping instructions. VA contracting officers must ensure that any acquisitions for supplies or equipment made on behalf of DoD comply with these requirements.
3. Please direct any questions regarding the above guidance to Don Kaliher, Acquisition Policy Division (049A5A), at (202) 273-8819.

A handwritten signature in black ink, appearing to read "C. Ford Heard".

C. Ford Heard  
Acting Associate Deputy Assistant Secretary  
for Acquisitions

Attachment

Distribution RPC 7029



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

## THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

JUL 23 2003

### MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS DIRECTORS OF THE DEFENSE AGENCIES DIRECTORS OF THE DOD FIELD ACTIVITIES

**SUBJECT: Acquisition Policy on Facilitating Vendor Shipments in the DoD Organic Distribution System**

One of the Department's Future Logistics Enterprise (FLE) goals is to facilitate the flow of materiel to the warfighter outside of the continental United States. One way to achieve this goal is to reduce the number of "frustrated" shipments within the Department of Defense (DoD) organic distribution system. Many vendor contracts require vendors to distribute materiel using door-to-door commercial transportation. However, during certain circumstances such as crisis situations and contingency operations, door-to-door commercial delivery may not be possible. If this occurs, materiel enters the DoD organic distribution system for delivery to the ultimate customer. Such materiel is often insufficiently marked and labeled, and subsequently it becomes "frustrated." "Frustrated" materiel can also occur under contracts and under purchases made with the Government Purchase Card (GPC). "Frustrated" materiel from vendors and GPC purchases has hindered consolidation and containerization point and aerial port operations in all recent contingency operations.

To reduce the amount of "frustrated" materiel, all shipments that enter the Department's organic distribution system shall comply with the attached business rules. The DoD organic distribution system includes: the organic Defense transportation system managed by the United States Transportation Command; military department-operated ocean and aerial ports and facilities; defense consolidation and containerization facilities; and defense distribution centers.

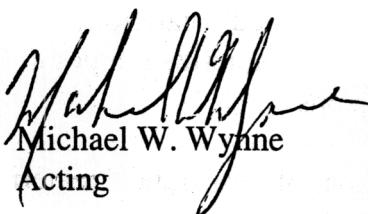
When it is known prior to award that shipments under the contract will enter the DoD organic distribution system, the contract and/or delivery order shall require the contractor to comply with the attached business rules. All solicitations issued after the date of this policy that will require that deliveries be made using door-to-door commercial transportation shall include a provision that requires vendors to notify the contracting officer or the contracting officer's designee when they are unable to use door-to-door commercial transportation and to request alternate shipping instructions. The contracting officer or contracting officer's designee shall expeditiously provide alternate



shipping instructions and make the appropriate contract price adjustments. Contracting officers shall take this same action if they become informed from someone other than the vendor that the vendor will be unable to complete deliveries using door-to-door commercial transportation. For existing contracts and delivery orders, military departments and defense agencies have the discretion, based on the Government's best interest and warfighter needs, to determine whether it is appropriate to modify existing vendor contracts consistent with this policy.

For purchases made with the GPC, when it is determined that door-to-door commercial transportation is not possible, cardholders shall provide vendors proper shipping instructions that will enable the shipment to enter the DoD organic distribution system. The cardholder's requiring activity will advise the cardholder responsible for making the purchase that the "ship to" point for the item is in an area in which commercial deliveries will not be possible. The requiring activity also will provide the cardholder with alternate shipping instructions conforming to the business rules (numbers 1 - 5) attached. Military departments and defense agencies must ensure that acquisition training for Government Purchase Cardholders includes the importance of providing shipping information and transportation considerations to vendors when items are to be shipped using the DoD organic distribution system rather than the preferred door-to-door commercial method of delivery.

This policy will be incorporated into the appropriate acquisition regulations and / or guidelines. Point of contact is Ms. Lisa Roberts, (703) 601-4461, extension 105.



Michael W. Wynne  
Acting

Attachment:  
As stated

cc:  
Chairman of the Joint Chiefs of Staff  
Under Secretaries of Defense  
Assistant Secretaries of Defense  
General Counsel of the Department of Defense  
Inspector General of the Department of Defense  
Deputy Commander, United States Transportation Command  
Deputy Commissioner, General Services Administration Federal Supply Service  
Department of Veterans Affairs Office of Management

Acquisition Policy on  
Facilitating Vendor Shipments in the DoD Organic Distribution System  
  
Business Rules

For vendor shipments entering the DoD organic distribution system, which includes organic transportation provided by the United States Transportation Command; military department-operated ocean and aerial ports and facilities; defense consolidation and containerization facilities; and Defense distribution centers, vendors must:

1. Adhere to military standard documentation and marking in accordance with MIL-STD-129, *Department of Defense Standard Practice Military Marking for Shipment and Storage*, to include but not limited to Military Shipping Label and bar-coding requirements. MIL-STD-129 may be accessed by clicking “quick search” at <http://assist.daps.dla.mil/online>.
2. In addition to the “ship to” address, include a “mark for” in-the-clear delivery address which includes ultimate consignee’s name, organization, unit/departmental name, office symbol, building number, room number, street address, city, state, country code designation, and consignee’s DoD Activity Address Code (DODAAC). For shipments moving to overseas locations and for mobile deployable units, the in-the-clear address must also include the host country geographic address (if available) and APO/FPO address
3. Include Transportation Control Number (TCN), Transportation Account Code (TAC), transportation priority, piece count (i.e. number of outer boxes), and required delivery date when available
4. Ensure that packages include a packing slip located in plastic pouch on the outside of the package to eliminate need to open boxes for shipment content identification
5. Appropriately package items to arrive safely in good condition at specified destination
6. During contingency operations, ensure that packages include hard copies of Material Safety Data Sheets for all hazardous materiel secured inside the packing slip
7. Appropriately package hazardous materials to comply with applicable modal requirements and arrive safely in good condition at specified destination
8. Provide in-transit visibility at the time the shipment is initiated (this is required whether or not the shipment is known to be entering the DoD organic distribution system). To simplify vendor compliance with this requirement, Military Departments and Defense Agencies are encouraged to implement automated tools such as the Navy’s SMART Transportation Solution (STS) or the DLA’s Distribution Planning and Management System (DPMS)

Attachment

Acquisition Policy on  
Facilitating Vendor Shipments in the DoD Organic Distribution System

Business Rules (Continued)

9. Provide advanced shipping notice to the first point in the DoD organic transportation system. To simplify vendor compliance with this requirement, Military Departments and Defense Agencies are encouraged to implement automated tools such as the Navy's SMART Transportation Solution (STS) or the DLA's Distribution Planning and Management System (DPMS)

Attachment