

6 FAM 190

TRANSPORTING OFFICIAL SUPPLIES AND EQUIPMENT

(CT:GS-125; 05-07-2004)
(Office of Origin: A/LM/OPS/TTM/TM)

6 FAM 191 POLICY

6 FAM 191.1 Shipments of Official Supplies and Equipment from United States

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/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 5 FAM.

6 FAM 191.2 Use of U.S.-Flag and Foreign-Flag Vessels

6 FAM 191.2-1 Provisions

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. The Cargo Preference Act of 1954 and amendments 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 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.

6 FAM 191.2-2 Exceptions to *Use of U.S.-Flag and Foreign-Flag Vessels*

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/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 (22 U.S.C. 2353);

(3) Shipments of classified supplies when the classification prohibits the use of non-U.S. Government vessels; or

(4) Small purchases under Part 13 of the Federal Acquisition Regulation (FAR).

6 FAM 191.3 Use of U.S.-Flag and Foreign-Flag Air Carriers

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/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.

6 FAM 191.4 Applicability

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. The purpose of this chapter and the accompanying handbook 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. The handbook (blue pages) provides the details on the current Department policies and all related procedures. Any questions should be directed to A/LM/OPS/TTM.

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; 6 FAM 192 through 6 FAM 198 (procedures, the rest of this subchapter) provide the details on the current Department policies and all related procedures. Direct any questions to A/LM/OPS/TTM.

6 FAM 192 CONSOLIDATION RECEIVING POINT (CRP) PROGRAM

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Under the Consolidation 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. Orders from the General Services Administration (GSA) are automatically sent to the appropriate CRP contractor. Under the supervision and control of one of three 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.

6 FAM 192.1 Copy of Purchase Order (PO)/Requisition to U.S. Despatch Agent

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

Post must submit one legible copy of the purchase order or requisition to the appropriate U.S. despatch agent. If a procurement office within the Department or Agency issues the purchase order or requisition, then three copies of the document must be sent to the appropriate U.S. despatch agent. If the order is placed by telegram, letter, or other means, the appropriate U.S. despatch agent must be an info addressee or be sent a copy of the order. The item(s) being ordered, the necessary fiscal data to cover consolidation and shipping charges, and the proper billing address for agencies other than the Department must clearly show on the order.

6 FAM 192.2 Special Instructions to Commercial Vendors

6 FAM 192.2-1 Shipping Goods of Less than 500 Cubic Feet or 5,000 Pounds

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

When goods or supplies ordered from one commercial vendor on a single PO are estimated to consist of less than 500 cubic feet or 5,000 pounds, the following instructions must be included as an attachment to the PO:

- (1) All materials ordered under this purchase order (PO) must be domestically packed. Each carton and package must be marked with:
 - (a) **POST:** (insert as appropriate); and
 - (b) **PO NUMBER:** (insert as appropriate);

(2) When the order is ready for shipment, forward the shipment prepaid directly to: (insert the SHIP TO ADDRESS for the appropriate CRP contractor from the table in 6 FAM 196 Exhibit 196);

(3) A copy of the prepaid commercial bill-of-lading and two copies of the packing list identifying the number of pieces shipped, the weight and cube of each piece, and the "marks" indicated above must be mailed to: (insert the MAIL TO ADDRESS of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196);

(4) Any question or comment relating to "marks" for the Department or any Agency should be referred to the State Department (A/LM/OPS/TTM); and

(5) 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. despatch agent in: (insert location of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196 at: [insert the telephone number of the U.S. despatch agent here]).

6 FAM 192.2-2 Instructions for Shipping Goods or Supplies Consisting of More than 500 Cubic Feet or 5,000 Pounds

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

For goods or supplies ordered from one commercial vendor on a single PO that is estimated to consist of 500 cubic feet or more or 5,000 pounds or more, the following instructions must be included as an attachment to the PO:

(1) All materials ordered under this purchase order (PO) must be domestically packed. Each carton and package must be marked specifically showing:

- (a) **POST:** (insert as appropriate); and
- (b) **PO NUMBER:** (insert as appropriate);

(2) When the order is ready for shipment and its gross cube and weight are known, contact the U.S. despatch agent in: (insert city location of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196) on: (insert appropriate telephone number). The despatch agent's instructions should be consulted to determine whether the shipment should be directed to the "SHIP TO ADDRESS" of the CRP contractor, or whether it should

wait for the arrival of a steamship container for loading and eventual release;

(3) If the U.S. despatch agent advises you to send the domestically packed items to the despatch agent's CRP contractor, forward the shipment prepaid directly to: (insert the "SHIP TO ADDRESS" of the appropriate CRP contractor from 6 FAM 196 Exhibit 196);

(4) Whether you ship the domestically packed items directly to the CRP contractor or load them into a steamship container at your facilities, a copy of the prepaid commercial bill-of-lading (for direct shipments only) and two copies of the packing list identifying the number of pieces shipped, the weight and cube of each piece, and the "marks" indicated above must be mailed to: (insert the MAIL TO ADDRESS of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196); and

(5) One additional copy of the packing list must accompany the shipment attached to the "lead" or No. 1 carton or package. If you have any problems in complying with these instructions, please contact the U.S. despatch agent as indicated in item (4) above of this section.

6 FAM 192.3 CRP Receiving Reports

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/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 contractor issues a receiving report for each shipment received. Most vendors do not provide explicit information and the CRP contractor is prohibited from opening cartons (a time-consuming, costly procedure which would destroy the integrity of the shipment). Because information is not exact, despatch agents must try to work from a trucker's or vendor's documentation for a general description of items received. These descriptions are incorporated into the CRP receiving reports that despatch agents mail to the post. This receiving report is used to identify items against a single requisition or purchase order so the GSO and fiscal officer know what has been received.

b. It is difficult to reconcile documents for incomplete purchase order shipments. Although GSA provides a manifest with each shipment which lists the items ordered and their quantities on a line-item basis, most commercial vendors have not been providing this kind of information for shipments. This missing information precludes the CRP contractors from keying their receiving reports to the purchase orders (PO) on a line-item basis stating exactly what was received and in what quantities. As a result, posts will experience difficulty identifying exactly what vendors have shipped in response to POs issued either by the post or on its behalf. By not knowing

exactly what was received by the CRP contractor or in what quantities, the post B&F officer will be unable to determine the appropriate payment to be made to the vendor under the Prompt Payment Act (*Public Law 97-177*).

6 FAM 192.4 CRP Packing List/Manifest

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Once the CRP contractor consolidates items for one or more posts or missions into one shipment, a CRP packing list or manifest is prepared by the contractor which lists the number of wooden lift vans which were used to consolidate the items (with the dimensions, cube, gross, and tare weights of each lift van), the CRP receiving reports (by number and including the purchase order or requisition number, number of pieces, cube, weight, and description) which are in each lift van, the steamship container number each lift van is loaded into, and the seal number on the steamship container, if applicable.

b. If the items consolidated are not export packed, but are loaded in their original cartons/boxes/crates directly into a steamship container, then the CRP packing list or manifest will list only the steamship container number and the CRP receiving reports (containing the same information as above) which are loose-packed (i.e., stowed) directly into the steamship container, and the seal number on the steamship container, if applicable.

6 FAM 192.5 Shipping Documentation

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. An ocean bill-of-lading is issued (usually three to five days after the ocean vessel departs port with the shipment on board) when the U.S. despatch agent books a consolidated shipment on a steamship line. Two copies of the original bill-of-lading together with the CRP packing list or manifest are mailed by the U.S. despatch agent to the post. A copy of the CRP packing list or manifest is also mailed to each Agency at post which has official supplies and equipment in the consolidated shipment. The advice copy of the CRP packing list or manifest mailed to other agencies at post will allow each Agency to monitor arrival of the shipment and coordinate the release or pick-up of their official supplies and equipment with the GSO at the embassy or consulate.

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. This air waybill number is **noted on** the packing list or manifest, and is mailed to the post and to each Agency at post in the same manner as for surface shipments above.

6 FAM 192.6 Telegraphic Notification of Shipment En Route

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. At the time the shipping documentation is mailed to post, the U.S. despatch agent will send a "Telegraphic Notification of Shipment En Route" to the post to advise the GSO that the shipment of official supplies and equipment is en route. If the shipment is forwarded directly to the post, the telegram goes directly to the post. If the shipment is forwarded via ELSO or another transshipment point, the telegraphic "Notice" will be sent to ELSO or to the transshipment point with info to the post's GSO.

b. Telegraphic requests from procurement officials at posts on shipment status, or on overages, shortages, damages, etc., on shipments of official supplies and equipment received, should be made directly to the appropriate U.S. despatch agency, with an info copy to the procurement or supply office of the appropriate Agency. Telegraphic requests on those shipments being forwarded via ELSO should be sent directly to that office (USOFFICE ELSO ANTWERP) with info copies to the appropriate U.S. despatch agent who originated the shipment and the procurement or supply office of the appropriate agency.

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

6 FAM 193 AIR FREIGHT SHIPMENTS OF OFFICIAL SUPPLIES AND EQUIPMENT

6 FAM 193.1 General

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Air shipments of supplies and equipment are initiated when an immediate requirement exists for the items *that* cannot be accommodated by official or military mail (i.e., APO/FPO) facilities. While GSA is capable of direct air freight shipments, posts in the CRP program (see 6 FAM 192) shall make all air freight shipping arrangements through their U.S. despatch agent, not GSA.

b. Unlike the U.S. despatch agent, GSA cannot always consolidate a multi-line order. Because GSA processes each line separately according to stock availability, more than one supply depot may fill the order and several air freight shipments could result, multiplying the cost of an already expensive shipment. Each item would incur minimum air waybill charges and any rate break for the larger shipment would be lost. The U.S. despatch agent is more proficient in initiating prompt follow-up action in the event that an air freight shipment is lost or delayed.

c. Requisitions for item(s) which require shipment by air freight should be addressed to GSA using FEDSTRIP document identifier "AOA" and a "08" priority code. The U.S. despatch agent must be provided with a copy of the order with instructions, and fiscal data, for the air freight shipment. If Form *DS-2092, Requisition for Equipment, Supplies, Furniture, Etc.*, is submitted, no reference to air freight shipment should be made on GSA's copy. Shipping instructions should appear on the U.S. despatch agent's copy only. When GSA processes the order, FEDSTRIP document identifier "AOA" will direct the shipment to the proper CRP contractor, which will be consolidated with other orders also carrying "AOA" and shipped by air freight by the U.S. despatch agent. If the request for air freight is telegraphic, both GSA and the appropriate U.S. despatch agent should be addressees. Mark that portion of the message containing the post's FEDSTRIP order "FOR GSA." In a separate paragraph marked "FOR U.S. DESPATCH AGENT (place city location of despatch agent here)," provide shipping instructions and fiscal data for shipping costs.

d. When the U.S. despatch agent books either a single item or a consolidated shipment of two or more items on a scheduled airline or through an air freight forwarder, a GBL is prepared by the U.S. despatch agent to present to the airline or air freight forwarder together with the shipment. The airline or air freight forwarder then completes an air waybill and provides the air waybill number to the U.S. despatch agent, who then places the number on the packing list or manifest and includes it in the "Telegraphic Notification of Shipment En Route" which is sent to the post.

6 FAM 193.2 Air Freight Forwarders

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Agencies may use air freight forwarders that are engaged in international air transportation (49 U.S.C. 1301 (24) (c)) for U.S. Government-financed movements of property. The rule on disallowance of expenditures in 6 FAM 194.2 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, satisfies the justification requirement.

6 FAM 194 U.S.-FLAG AND FOREIGN-FLAG AIR CARRIERS

6 FAM 194.1 Availability and Unavailability of U.S.-Flag Air Carrier Service

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/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 incom-

patible 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 6 FAM 194.1, paragraph a, U.S.-flag air carrier service shall be used for U.S. Government-financed commercial foreign 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.

6 FAM 194.2 Disallowance of Expenditure

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/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.

6 FAM 194.3 Hazardous Supplies and Equipment

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

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. Special packing is required (increasing the weight and cube as well as the expense of the shipment) and higher rates are charged. Every effort should be made, therefore, to ensure that these hazardous supplies and equipment are obtained via surface freight. These restrictions apply to APO/FPO as well. For air pouch restrictions, see 5 FAM.

6 FAM 195 OTHER SHIPMENTS VIA SURFACE AND/OR AIR

6 FAM 195.1 Shipments for Schools

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/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.

b. Posts electing to use the U.S. despatch agents and their CRPs for shipment of 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. despatch agency which 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. despatch agency 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. despatch agency 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. despatch agency, 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. despatch agency is particularly recommended in lieu of mail or other alternative means of transportation. In fact, the DOD office 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.

6 FAM 195.2 Shipments for Employee Associations and Commissaries

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/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. Perishable foods which 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. despatch agency 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 6 FAM 192; this includes procedures for documentation needed by the U.S. despatch agencies and fiscal data.

6 FAM 195.3 Personal Orders from Army and Air Force Exchange (AAFES) Catalog

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. The Army and Air Force Exchange Service (AAFES) publishes a gift 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 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 5 FAM for advice concerning registered and insured parcels, and the 5 FAM section which defines personal mail.

6 FAM 196 POSTS SERVICED BY U.S. DESPATCH AGENT/CRP CONTRACTOR

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. Geographical lists of posts with the servicing U.S. despatch agent and CRP contractor are found in 6 FAM 196 Exhibit 196.

b. An alphabetical listing of all Foreign Service posts and the U.S. despatch agency and CRP contractor for each is provided as a quick reference guide in Part A of 6 FAM 196 Exhibit 196. Once the despatch agency or CRP contractor is known, one can easily refer to each of the four appropriate geographical lists in Part B of 6 FAM 196 Exhibit 196 to obtain the correct addresses and phone numbers.

6 FAM 197 POSTS SERVICED BY ELSO

(CT:GS-125; 05-07-2004)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

All posts in EUR, AF, and NEA may use 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).

6 FAM 198 SHIPMENTS OF OFFICIAL SUPPLIES AND EQUIPMENT TO THE UNITED STATES

(CT:GS-125; 05-07-2004)

(Uniform State/BBG/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. The telegraphic "Notification of Shipment En Route to the U.S." must be sent to the appropriate U.S. despatch agent as soon as the ocean bill-of-lading or air waybill number is known.

6 FAM 199 UNASSIGNED

6 FAM 196 Exhibit 196

U.S. DESPATCH AGENT, CRP CONTRACTOR, AND SERVICED CRP DESTINATION POSTS

(TL:GS-77; 01-30-2002)

PART A, ALPHABETICAL POST LIST

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

Post	Despatch Agent/ CRP Contractor	Post	Despatch Agent/ CRP Contractor
Abidjan	New York/CCI	Belfast	New York/CCI
Abu Dhabi	New York/CCI	Belgrade	New York/CCI
Accra	New York/CCI	Belize City	Miami/CoCo's
Adana	New York/CCI	Berlin (E or M)	New York/CCI
Addis Ababa	New York/CCI	Bern	New York/CCI
Alexandria	New York/CCI	Bilbao	New York/CCI
Algiers	New York/CCI	Bishkek	New York/CCI
Almaty	New York/CCI	Bissau	New York/CCI
Amman	New York/CCI	Blantyre	New York/CCI
Amsterdam	New York/CCI	Bogota	Miami/CoCo's
Ankara	New York/CCI	Bombay	New York/CCI
Antananarivo	New York/CCI	Bonn	New York/CCI
Antwerp	New York/CCI	Brasilia	Miami/CoCo's
Apia	Seattle/Lincoln	Bratislava	New York/CCI
Ashgabat	New York/CCI	Brazzaville	New York/CCI
Asuncion	Miami/CoCo's	Bremen	New York/CCI
Athens	New York/CCI	Bridgetown	Miami/CoCo's
Auckland	Seattle/Lincoln	Brisbane	Seattle/Lincoln
Baghdad	New York/CCI	Brussels	New York/CCI
Baku	New York/CCI	Bucharest	New York/CCI
Bamako	New York/CCI	Budapest	New York/CCI
Bandar Seri		Buenos Aires	Miami/CoCo's
Begawan	Seattle/Lincoln	Bujumbura	New York/CCI
Bangkok	Seattle/Lincoln	Bukavu	New York/CCI
Bangui	New York/CCI	Cairo	New York/CCI
Barcelona	New York/CCI	Calcutta	New York/CCI
Banjul	New York/CCI	Calgary	DIRECT/NONE
Beijing	Seattle/Lincoln	Canberra	Seattle/Lincoln
Beirut	New York/CCI	Cape Town	New York/CCI

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Caracas	Miami/CoCo's	Hanoi	Seattle/Lincoln
Casablanca	New York/CCI	Harare	New York/CCI
Cebu	Seattle/Lincoln	Havana	Miami/CoCo's
Chengdu	Seattle/Lincoln	Helsinki	New York/CCI
Chiang Mai	Seattle/Lincoln	Hermosillo	VIA Nuevo Laredo/ NONE
Chisinau	New York/CCI		
Ciudad Juarez	VIA Nuevo Laredo/ NONE	Hong Kong	Seattle/Lincoln
		Honiara	Seattle/Lincoln
Colombo	New York/CCI	Islamabad	New York/CCI
Conakry	New York/CCI	Istanbul	New York/CCI
Copenhagen	New York/CCI	Izmir	New York/CCI
Cotonou	New York/CCI	Jakarta	Seattle/Lincoln
Curacao	Miami/CoCo's	Jeddah	New York/CCI
Dakar	New York/CCI	Jerusalem	New York/CCI
Damascus	New York/CCI	Johannesburg	New York/CCI
Dar es Salaam	New York/CCI	Kabul	New York/CCI
Dhahran	New York/CCI	Kaduna	New York/CCI
Dhaka	New York/CCI	Kampala	New York/CCI
Djibouti	New York/CCI	Karachi	New York/CCI
Doha	New York/CCI	Kathmandu	Seattle/Lincoln
Douala	New York/CCI	Khartoum	New York/CCI
Dubai	New York/CCI	Kiev	New York/CCI
Dublin	New York/CCI	Kigali	New York/CCI
Durban	New York/CCI	Kingston	Miami/CoCo's
Dushanbe	New York/CCI	Kinshasa	New York/CCI
Edinburgh	New York/CCI	Kishinev	New York/CCI
Florence	New York/CCI	Kolonia	Seattle/Lincoln
Frankfurt Am Main	New York/CCI	Krakow	New York/CCI
Freetown	New York/CCI	Kuala Lumpur	Seattle/Lincoln
Fukuoka	Seattle/Lincoln	Kuwait	New York/CCI
Gaborone	New York/CCI	Lagos	New York/CCI
Geneva	New York/CCI	Lahore	New York/CCI
Genoa	New York/CCI	La Paz	Miami/CoCo's
Georgetown	Miami/CoCo's	Leipzig	New York/CCI
Guadalajara	VIA Nuevo Laredo/ NONE	Libreville	New York/CCI
		Lilongwe	New York/CCI
Guangzhou	Seattle/Lincoln	Lima	Miami/CoCo's
Guatemala City	Miami/CoCo's	Lisbon	New York/CCI
Guayaquil	Miami/CoCo's	Ljubljana	New York/CCI
The Hague	New York/CCI	Lome	New York/CCI
Halifax	DIRECT/NONE	London	New York/CCI
Hamburg	New York/CCI	Luanda	New York/CCI
Hamilton	New York/CCI	Lubumbashi	New York/CCI
		Lusaka	New York/CCI
		Luxembourg	New York/CCI

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Lyon	New York/CCI	Niamey	New York/CCI
Madras	New York/CCI	Nice	New York/CCI
Madrid	New York/CCI	Nicosia	New York/CCI
Majuro	Seattle/Lincoln	Nouakchott	New York/CCI
Malabo	New York/CCI	Nuevo Laredo	DIRECT VIA Laredo/NONE
Manama	New York/CCI	Oporto	New York/CCI
Managua	Miami/CoCo's	Oran	New York/CCI
Manila	Seattle/Lincoln	Osaka-Kobe	Seattle/Lincoln
Maputo	New York/CCI	Oslo	New York/CCI
Marseille	New York/CCI	Ottawa	DIRECT/NONE
Maseru	New York/CCI	Ouagadougou	New York/CCI
Matamoros	VIA Nuevo Laredo/ NONE	Palermo	New York/CCI
Mazatlan	VIA Nuevo Laredo/ NONE	Panama City	Miami/CoCo's
Mbabane	New York/CCI	Paramaribo	Miami/CoCo's
Medan	Seattle/Lincoln	Paris	New York/CCI
Medan	Seattle/Lincoln	Perth	Seattle/Lincoln
Melbourne	Seattle/Lincoln	Peshawar	New York/CCI
Merida	VIA Nuevo Laredo/ NONE	Phnom Penh	Seattle/Lincoln
Mexico City	VIA Nuevo Laredo/ NONE	Ponta Delgada	New York/CCI
Milan	New York/CCI	Port-au-Prince	Miami/CoCo's
Minsk	New York/CCI	Port Louis	New York/CCI
Mogadishu	New York/CCI	Port Moresby	Seattle/Lincoln
Mombasa	New York/CCI	Porto Alegre	Miami/CoCo's
Monrovia	New York/CCI	Port-of-Spain	Miami/CoCo's
Monterrey	VIA Nuevo Laredo/ NONE	Poznan	New York/CCI
Montevideo	Miami/CoCo's	Prague	New York/CCI
Montreal	DIRECT/NONE	Praia	New York/CCI
Moroni	New York/CCI	Pretoria	New York/CCI
Moscow	New York/CCI	Pusan	Seattle/Lincoln
Munich	New York/CCI	Quebec	DIRECT/NONE
Muscat	New York/CCI	Quito	Miami/CoCo's
Naha	Seattle/Lincoln	Rabat	New York/CCI
Nairobi	New York/CCI	Rangoon	Seattle/Lincoln
Naples	New York/CCI	Recife	Miami/CoCo's
Nassau	Miami/CoCo's	Rejkjavik	New York/CCI
N'Djamena	New York/CCI	Riga	New York/CCI
New Delhi	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

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Santiago	Miami/CoCo's	Tirana	New York/CCI
Santo Domingo	Miami/CoCo's	Tokyo	Seattle/Lincoln
Sao Paulo	Miami/CoCo's	Toronto	DIRECT/NONE
Sapporo	Seattle/Lincoln	Trieste	New York/CCI
Seoul	Seattle/Lincoln	Tunis	New York/CCI
Seville	New York/CCI	Udorn	Seattle/Lincoln
Shanghai	Seattle/Lincoln	Ulaanbaatar	Seattle/Lincoln
Shenyang	Seattle/Lincoln	Valletta	New York/CCI
Singapore	Seattle/Lincoln	Vancouver	DIRECT/NONE
Sofia	New York/CCI	Victoria	New York/CCI
Stockholm	New York/CCI	Vienna	New York/CCI
Strasbourg	New York/CCI	Vientiane	Seattle/Lincoln
Stuttgart	New York/CCI	Vilnius	New York/CCI
Surabaya	Seattle/Lincoln	Vladivostok	Seattle/Lincoln
Suva	Seattle/Lincoln	Warsaw	New York/CCI
Sydney	Seattle/Lincoln	Wellington	Seattle/Lincoln
Tallinn	New York/CCI	Windhoek	New York/CCI
Tashkent	New York/CCI	Winnipeg	DIRECT/NONE
Tbilisi	New York/CCI	Yaounde	New York/CCI
Tegucigalpa	Miami/CoCo's	Yekaterinburg	New York/CCI
Tel Aviv	New York/CCI	Yerevan	New York/CCI
Thessaloniki	New York/CCI	Zagreb	New York/CCI
Tijuana	VIA	Zurich	New York/CCI
SanDiego	NONE		

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

The CRP destination posts which follow are serviced by

U.S. Despatch Agent:
2800 S. 192nd Street
Suite 108
Seattle, WA 98188
Tel. 206-764-3805
Fax 206-764-6660

and

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

Apia	Honiara	Rangoon
Auckland	Jakarta	Sapporo
Bandar Seri	Kathmandu	Seoul
Begawan	Kolonia	Shanghai
Bangkok	Kuala Lumpur	Shenyang
Beijing	Majuro	Singapore
Brisbane	Manila	Surabaya
Canberra	Medan	Suva
Cebu	Melbourne	Sydney
Chengdu	Naha	Tokyo
Chiang Mai	Osaka-Kobe	Udon
Fukuoka	Perth	Ulaanbaatar
Guangzhou	Phnom Penh	Vientiane
Hanoi	Port Moresby	Vladivostok
Hong Kong	Pusan	Wellington

The CRP destination posts which follow are serviced by

U.S. Despatch Agent:
P.O. Box 522396
General Mail Facility
Miami, FL 33152-2396
Tel FTS-8-848-2905
Tel 305-526-2906
Fax 305-526-2596

and

CRP Contractor:
CoCo's International
Packers, Inc.
11450 NW 34th Street
Miami, FL 33178

Asuncion	Caracas	Kingston
Belize City	Curacao	La Paz
Bogota	Georgetown	Lima
Brasilia	Guatemala City	Managua
Bridgetown	Guayaquil	Montevideo
Buenos Aires	Havana	Nassau

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Panama City	Quito	San Salvador
Paramaribo	Recife	Santiago
Port-au-Prince	Rio de Janeiro	Santo Domingo

The CRP destination posts which follow are serviced by

U.S. Despatch Agent:
485-B U.S. Route 1 South
Iselin, NJ 08830-3013
Tel 732-855-8880
Fax 732-855-8899

and

CRP Contractor:
Crating and Container,
Inc. (CCI)
1200 Fuller Road
Linden, NJ 07036

Abidjan	Bucharest	Harare
Abu Dhabi	Budapest	Helsinki
Accra	Bujumbura	Islamabad
Adana	Cairo	Istanbul
Addis Ababa	Calcutta	Izmir
Alexandria	Cape Town	Jeddah
Algiers	Casablanca	Jerusalem
Almaty	Chisinau	Johannesburg
Amman	Colombo	Kabul
Ankara	Conakry	Kaduna
Antananarivo	Copenhagen	Kampala
Antwerp	Cotonou	Karachi
Ashgabat	Dakar	Khartoum
Athens	Damascus	Kiev
Baghdad	Dar es Salaam	Kigali
Baku	Dhahran	Kinshasa
Bamako	Dhaka	Kishinev
Bangui	Djibouti	Krakow
Banjul	Doha	Kuwait
Barcelona	Douala	Lagos
Beirut	Dubai	Lahore
Belfast	Dublin	Leipzig
Belgrade	Durban	Libreville
Berlin (E & M)	Dushanbe	Lilongwe
Bern	Edinburgh	Lisbon
Bilbao	Florence	Lome
Bishkek	Frankfurt am	London
Bissau	Main	Luanda
Blantyre	Freetown	Lubumbashi
Bombay	Gaborone	Lusaka
Bonn	Geneva	Luxembourg
Bratislava	Genoa	Lyon
Brazzaville	Hamburg	Madras
Brussels	Hamilton	Madrid

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Malabo	Oporto	Stockholm
Manama	Oran	Strasbourg
Maputo	Oslo	Tallinn
Marseille	Ouagadougou	Tashkent
Maseru	Paris	Tbilisi
Mbabane	Peshawar	Tel Aviv
Milan	Ponta Delgada	The Hague
Mogadishu	Port Louis	Thessaloniki
Mombasa	Poznan	Tirana
Monrovia	Prague	Tunis
Moroni	Praia	Valletta
Moscow	Pretoria	Victoria
Munich	Rabat	Vienna
Muscat	Reykjavik	Vilnius
Nairobi	Riga	Warsaw
Naples	Riyadh	Windhoek
N'Djamena	Rome	Yaounde
New Delhi	Salzburg	Yekaterinburg
Niamey	Sanaa	Yerevan
Nicosia	Sofia	Zagreb
Nouakchott	St. Petersburg	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 all posts in Mexico (i.e., Mexico City, Ciudad Juarez, Guadalajara, Hermosillo, Monterrey, Tijuana, Matamoros, Mazatlan, Merida, and Nuevo Laredo) are forwarded to the U.S. Government warehouse in Laredo, Texas, with paperwork mailed to Nuevo Laredo (this post operates the warehouse in Laredo, Texas) and Mexico City, for customs clearance and forwarding on to final destination.