

# **14 FAM 300 DISTRIBUTION AND TRANSPORTATION**

## **14 FAM 310 TRANSPORTING OFFICIAL SUPPLIES AND EQUIPMENT**

*(CT:LOG-1; 05-27-2005)  
(Office of Origin: A/LM)*

### **14 FAM 311 POLICY**

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

*(CT:LOG-1; 05-27-2005)  
(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.

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

### **14 FAM 311.2-1 Provisions**

*(CT:LOG-1; 05-27-2005)*

*(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.

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

*(CT:LOG-1; 05-27-2005)*

*(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).

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

*(CT:LOG-1; 05-27-2005)*

*(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.

## **14 FAM 311.4 Applicability**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/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 questions to A/LM/OPS/TTM.

## **14 FAM 312 CONSOLIDATION RECEIVING POINT (CRP) PROGRAM**

*(CT:LOG-1; 05-27-2005)*

*(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.

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

*(CT:LOG-1; 05-27-2005)*

*(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 (DA). 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. DA. If the order is placed by telegram, letter, or other means, the appropriate U.S. DA 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.

## **14 FAM 312.2 Special Instructions to Commercial Vendors**

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

*(CT:LOG-1; 05-27-2005)*

*(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 14 FAM Exhibit 316);
- (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 (DA) from 14 FAM Exhibit 316);
- (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. DA in: (insert location of the appropriate U.S. DA from 14 FAM Exhibit 316 at: [insert the telephone number of the U.S. DA here]).

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

*(CT:LOG-1; 05-27-2005)*

*(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 (DA) in: (insert city location of the appropriate U.S. DA from 14 FAM Exhibit 316) on: (insert appropriate telephone number). The DA'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 (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);
- (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. DA from 14 FAM Exhibit 316); 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. DA as indicated in item (4) above of this section.

## **14 FAM 312.3 CRP Receiving Reports**

*(CT:LOG-1; 05-27-2005)*

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

*(Foreign Service and Civil Service)*

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.

## **14 FAM 312.4 CRP Packing List/Manifest**

*(CT:LOG-1; 05-27-2005)*

*(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.

## 14 FAM 312.5 Shipping Documentation

*(CT:LOG-1; 05-27-2005)*

*(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 (DA) 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. DA to the post. A copy of the CRP packing list or manifest is also mailed to each Agency at post that 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.

## 14 FAM 312.6 Telegraphic Notification of Shipment En Route

*(CT:LOG-1; 05-27-2005)*

*(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 (DA) 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. DA, 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. DA

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. 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-1; 05-27-2005)*

*(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 14 FAM 312) shall make all air freight shipping arrangements through their U.S. Despatch Agent, not GSA.
- 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, a GBL is prepared by the U.S. DA 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. DA, 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.

### **14 FAM 313.2 Air Freight Forwarders**

*(CT:LOG-1; 05-27-2005)*

*(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 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, 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-1; 05-27-2005)*

*(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 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 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-1; 05-27-2005)*

*(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.

## **14 FAM 314.3 Hazardous Supplies and Equipment**

*(CT:LOG-1; 05-27-2005)*

*(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.

## **14 FAM 315 OTHER SHIPMENTS VIA SURFACE AND/OR AIR**

### **14 FAM 315.1 Shipments for Schools**

*(CT:LOG-1; 05-27-2005)*

*(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 (DA).
- b. Posts electing to use the U.S. DA 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. 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 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-1; 05-27-2005)*

*(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 (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.

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

*(CT:LOG-1; 05-27-2005)*

*(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 that defines personal mail.

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

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/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-1; 05-27-2005)*

*(Uniform State/BBG/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-1; 05-27-2005)*

*(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 (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-1; 05-27-2005)*

### **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.

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
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

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
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
Bilbao	New York/CCI
Bishkek	New York/CCI
Bissau	New York/CCI
Blantyre	New York/CCI
Bogota	Miami/CoCo's
Bombay	New York/CCI
Bonn	New York/CCI
Brasilia	Miami/CoCo's
Bratislava	New York/CCI
Brazzaville	New York/CCI
Bremen	New York/CCI
Bridgetown	Miami/CoCo's
Brisbane	Seattle/Lincoln
Brussels	New York/CCI
Bucharest	New York/CCI
Budapest	New York/CCI
Buenos Aires	Miami/CoCo's
Bujumbura	New York/CCI
Bukavu	New York/CCI
Cairo	New York/CCI
Calcutta	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
Chiang Mai	Seattle/Lincoln
Chisinau	New York/CCI
Ciudad Juarez	El Paso, TX
Colombo	New York/CCI
Conakry	New York/CCI

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
Copenhagen	New York/CCI
Cotonou	New York/CCI
Curacao	Miami/CoCo's
Dakar	New York/CCI
Damascus	New York/CCI
Dar es Salaam	New York/CCI
Dhahran	New York/CCI
Dhaka	New York/CCI
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
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
Hong Kong	Seattle/Lincoln
Honiara	Seattle/Lincoln
Islamabad	New York/CCI
Istanbul	New York/CCI
Izmir	New York/CCI

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
Jakarta	Seattle/Lincoln
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
Kishinev	New York/CCI
Kolonia	Seattle/Lincoln
Krakov	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
Madras	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

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
Maputo	New York/CCI
Marseille	New York/CCI
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
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
Oporto	New York/CCI
Oran	New York/CCI
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

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
Paris	New York/CCI
Perth	Seattle/Lincoln
Peshawar	New York/CCI
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
Poznan	New York/CCI
Prague	New York/CCI
Praia	New York/CCI
Pretoria	New York/CCI
Pusan	Seattle/Lincoln
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

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
Strasbourg	New York/CCI
Stuttgart	New York/CCI
Surabaya	Seattle/Lincoln
Suva	Seattle/Lincoln
Sydney	Seattle/Lincoln
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
Trieste	New York/CCI
Tunis	New York/CCI
Udorn	Seattle/Lincoln
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

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

The CRP destination posts that 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  
Email: Despatch Agency  
Seattle@state.gov

**and**

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

Apia  
Auckland  
Bandar Seri Begawan  
Bangkok  
Beijing  
Brisbane  
Canberra  
Cebu  
Chengdu  
Chiang Mai  
Fukuoka  
Guangzhou  
Hanoi  
Hong Kong  
Honiara

Jakarta  
Kathmandu  
Kolonias  
Kuala Lumpur  
Majuro  
Manila  
Medan  
Melbourne  
Naha  
Osaka-Kobe  
Perth  
Phnom Penh  
Port Moresby  
Pusan  
Rangoon

Sapporo  
Seoul  
Shanghai  
Shenyang  
Singapore  
Surabaya  
Suva  
Sydney  
Tokyo  
Udorn  
Ulaanbaatar  
Vientiane  
Vladivostok  
Wellington

The CRP destination posts that follow are serviced by

U.S. Despatch Agent:  
7789 NW 48<sup>th</sup> 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:  
CoCo's International  
Packers, Inc.  
11450 NW 34th Street  
Miami, FL 33178

Asuncion  
Belize City  
Bogota  
Brasilia  
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

U.S. Despatch Agent:  
485-B U.S. Route 1  
South  
Iselin, NJ 08830-3013  
Tel 732-855-8880  
Fax 732-855-8899  
Email: Despatch  
Agency New  
York@state.gov

**and**

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

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

Madras	Nouakchott	Stockholm
Madrid	Oporto	Strasbourg
Malabo	Oran	Tallinn
Manama	Oslo	Tashkent
Maputo	Ouagadougou	Tbilisi
Marseille	Paris	Tel Aviv
Maseru	Peshawar	The Hague
Mbabane	Ponta Delgada	Thessaloniki
Milan	Port Louis	Tirana
Mogadishu	Poznan	Tunis
Mombasa	Prague	Valletta
Monrovia	Praia	Victoria
Moroni	Pretoria	Vienna
Moscow	Rabat	Vilnius
Munich	Reykjavik	Warsaw
Muscat	Riga	Windhoek
Nairobi	Riyadh	Yaounde
Naples	Rome	Yekaterinburg
N'Djamena	Salzburg	Yerevan
New Delhi	Sanaa	Zagreb
Niamey	Sofia	Zurich
Nicosia	St. Petersburg	

**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, 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.