

Global Shipping Guide



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

Prepared by HQ Logistics Division, Supply Policy Asset Management

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Introduction

The Shipping Guide is designed to provide Department of Defense Education Activity (DoDEA) personnel the most up-to-date information required to ship DoDEA supplies, equipment, and curriculum safely, successfully, and expediently.

DoDEA operates a total of 160 schools spread throughout the world, within eight districts which are in 11 foreign countries, seven states, and two territories, Guam, and Puerto Rico, across 10 different time zones.

DoDEA Regions and Districts

Americas	Europe	Pacific
Mid-Atlantic District	East District	East District
Southeast District	Central District	South District
	South District	West District
	West District	

Section 1

Shipping and Delivery Points of Contact (POCs)

BOTTOM LINE UP FRONT:

Prior to any shipment, the Vendor or Contractor is REQUIRED to coordinate with the POCs listed below and/or provided by the Contracting Officer's Representative (COR) in each respective Region, District, DoDEA School or Office, and the COR to provide the latest guidance and support to ensure successful delivery including any customs related questions or processes.

HEADQUARTERS:

Headquarters (HQ) or other Logistics Division staff are available to provide guidance and support regarding shipping during the contract development process. It may be helpful to consult and coordinate with the HQ POCs or specific Region and District POCs listed below during contract development, after award, and prior to actual shipment of any equipment, materials, or supplies to ensure successful delivery.

- HQ Supervisory Supply Management Specialist (to support HQ deliveries): Michael.Salata@dodea.edu for deliveries to HQ.

EUROPE:

- School contact information can be found at: [Europe | DoDEA](#).
- Europe Regional Logistics Chief: John Turner
John.Turner@dodea.edu for deliveries to DoDEA Europe Region
- Europe East District: Jeremy Mott
Jeremy.Mott@dodea.edu for deliveries to Europe East District
- Europe Central District: Anthony West
Anthony.West@dodea.edu for deliveries to Europe Central District
- Europe South District: Felita Collins
Felita.Collins@dodea.edu for deliveries to Europe South District

- Europe West District: EJ Harrison
Ernest.Harrison@dodea.edu for deliveries to Europe West District

PACIFIC:

- School contact information can be found at:
[Pacific | DoDEA.](#)
- Pacific Regional Logistics Chief: Dan Ray
Daniel.Ray@dodea.edu for deliveries to DoDEA Pacific Region
- DoDEA Pacific Regional Logistics Administrative Specialist: Kozue Higa
Kozue.Higa@dodea.edu for deliveries to DoDEA Pacific Region
- Pacific East District: James Calhoun
James.Calhoun@dodea.edu for deliveries to Pacific East District
- Pacific South District: Scott Hall
Scott.Hall@dodea.edu for deliveries to Pacific South District
- Pacific West District: Tim Glenn
Timothy.Glenn@dodea.edu for deliveries to Pacific West District

AMERICAS:

- School contact information can be found at:
[Americas | DoDEA.](#)
- Americas Regional Logistics Chief: Mike Ryan
Michael.Ryan@dodea.edu for deliveries to DoDEA Americas Region
- Americas Mid-Atlantic District: Paul Algarin
Paul.Algarin@dodea.edu for deliveries to Americas Mid-Atlantic District
- Southeast District: Edgar Tuttle
Edgar.Tuttle@dodea.edu for deliveries to Americas Southeast District

Section 2

Vendor/Contractor Guidance

Reminder - Bottom Line Up Front: Prior to any shipment, it is REQUIRED that the Vendor or Contractor coordinate with the POCs listed above in each respective Region or District and/or provided by the COR in each respective Region, District, DoDEA School or Office, and the COR to provide the latest guidance and support to ensure successful delivery including any customs related questions or processes.

Given the dynamics and complexity of supporting shipments to DoDEA's worldwide operations, vendors, prior to shipment, should coordinate with the COR and POCs listed above. If there are any concerns or questions related to shipping to any specific location, the COR or POCs can also provide guidance.

Regardless of the shipping method utilized, the vendor or contractor should provide tracking numbers or information to the COR to ensure successful delivery to the desired location.

Important Points to Remember

- For international shipments that are large (e.g., pallets of equipment, books, furniture, physical education equipment, etc.), shipments of live or preserved specimens, or shipments involving chemicals, commercial shipping options are the preferred or required option.

Rationale and explanation:

- For larger international shipments, the United States Postal Service (USPS) is not a preferred or a viable option because the shipments are delivered to an Army Post Office (APO) or Fleet Post Office (FPO) and school personnel do not typically have an effective means to pick up large shipments from the post office.
- For shipments of live or preserved specimens (e.g., insects) or chemicals, the USPS is not a preferred or a viable option because the shipments may not meet USPS regulations or may be stored for extended periods in locations that will damage the live or preserved specimens or chemicals. Any shipments of live or preserved

specimens or chemicals must be coordinated with the DoDEA HQ Science Instructional System Specialist or COR of the contract.

Guidance on Shipping

Simple Shipping Guidance

- Stateside DoDEA locations: Any means of shipping may be used to ship to local door to door locations except for locations listed in Option 1, Exceptions below.
- International DoDEA locations: Commercial shipping should be used to ship to local door to door addresses. If the USPS is the desired shipper, the shipment should be shipped to APO /FPO address to avoid customs related issues. The APO/FPO address is like an address for a post office box. An example of an APO/FPO address is as follows:

SHIRLEY LANHAM ELEMENTARY SCHOOL
PSC 477 BOX 38
FPO AP 96306-0005

Packing Instructions

Regardless of which shipping method a vendor or contractor utilizes, all contracts and delivery orders should include the following shipment and packing instructions:

- Ensure the packing slip, with a description of each item, is attached to the outside of each package.
- Each individual package being shipped must be addressed and marked appropriately, as provided in the Delivery Order (for example, “Box 1 of 5” or “Box 2 of 2,” etc.).
- A sticker must be placed on the outside of each package, which states either:

“FOR THE USE OF U.S. FORCES, EDUCATIONAL MATERIALS”

OR

“FOR THE USE OF U.S. GOVERNMENT DOD PERSONNEL”

- For commercial shipments, include **USA Department of Defense Education Activity** in the address line. For Example:

**USA DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
LIVORNO ELEMENTARY-MIDDLE SCHOOL
405TH AFSB, LRC CRP
VIN AURELIA SS1, EDIFICIO NUMERO 5010
56018 TIRRENIA, ITALY**

- For commercial shipment documents (e.g., waybill, bill of lading, etc.), include the following statement to ensure successful customs processing:
 - All shipments:
Consignee is a USA Department of Defense Education Activity
 - Europe Shipments:
*Consignee is a USA Department of Defense Education Activity –
NO EORI REQUIRED*
- **Please ensure that all local door-to-door shipments to Puerto Rico include EIN 26-2331642 in the address line.** For example:

**USA DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ANTILLES HIGH SCHOOL
EIN 26-2331642
1062 VICTORY ROAD
FT BUCHANAN PUERTO RICO, 00934-4604**

On-Site Delivery Instructions

Contracts and delivery orders should provide the following contractor /vendor delivery instructions:

- **Contractors or vendors are required to ensure that all materials are delivered directly to the DoDEA school or facility (not a consolidated customs point or any other location unless advised to do so by the COR**

or POCs listed in this guide or POCs provided by the COR).

- **Contractors or vendors are required to ensure that all required resources or the coordination of resources with POCs described in this guide (e.g., workforce, material handling equipment, forklifts, etc.) are available to ensure successful INSIDE delivery of materials.**

*****48-72 hours prior to delivery*****

- **To ensure successful delivery inside of the DoDEA school or facility, contractors or vendors are required to coordinate with the DoDEA school or facility POC provided by the COR or POCs listed in this guide.**
- Contractors or vendors are advised that all schools are not equipped with loading docks that access the ground floor and delivery may require a truck with a lift and material handling equipment. The contractor or vendor will be responsible for inside delivery to the locations in the school/building designated by Government receiving personnel.
- If appropriate, floor and wall protection must be utilized when moving deliveries within a school or building. When an elevator is used during delivery, the interior walls are to be protected with pads, floors are to be protected with plywood or Masonite board and door frames are to be protected with pads and/or cardboard.

Shipping Options

1. Preferred Shipping Option to International Locations

Commercial Shipping to DoDEA Activity Location (e.g., Local, Door-to-Door). This is the preferred shipping option for vendors to ship internationally directly to the activity. Shipments are required to reach the delivery destination based on the terms of the vendor contract agreement. All contracts should ensure inside delivery to DoDEA locations. This prevents issues with vendors being denied access to installations and/or not having resources to unload items properly and safely into the school. When appropriate, contracts should also include equipment installation or assembly as well as training on the use of the equipment.

Other points to consider and explanations for specific preferred shipping options.

- International locations typically require customs clearance and may involve other logistical coordination at the international location. In most cases, it is the responsibility of the vendor or contractor to coordinate the customs clearance and any other coordination. DoDEA personnel may be able to assist with customs clearance if coordinated with the POCs listed in this Shipping Guide or the Contracting Officer's Representative specific to the contract.
- Commercial shipments to the Shape Complex in Belgium require the commercial delivery carriers, excluding DHL, to contact the schools from the visitor center and verify that the schools are expecting a package prior to the visitor center processing a visitor pass for the delivery partner. Because of this visitor center processing requirement, DHL has been proven to be the most reliable delivery partner because DHL is cleared to enter Shape without processing through the visitor center. For all shipments to the Shape Complex in Belgium, DHL is the preferred shipping option.
- For deliveries to RAF Feltwell, commercial delivery carriers (e.g., UPS, FedEx, or DHL) use 3rd party contractors that are not typically cleared to enter RAF Feltwell. DoDEA personnel are required to go to the gate to accept all parcel deliveries. Often by the time DoDEA personnel are alerted to a delivery at the gate, the 3rd party contractors may have already left by the time they arrive to accept any shipments. Because of this, it is preferred

that all Feltwell deliveries are shipped via USPS as described in Exception 1 below.

Exceptions to Preferred Commercial Shipping Option. Certain DoDEA locations are not permitted commercial shipments for a variety of reasons. These exceptions are as follows:

- Exception 1: Due to local customs regulations, installation policies, and access restrictions for commercial shippers, the recommended shipment method for the schools listed below is via the USPS to each location's APO or FPO addresses if items meet USPS size and weight restrictions explained in Option 2.

1. W.T Sampson Elementary High School
2. Brussels Elementary High School
3. Shape Elementary School
4. Shape Middle School
5. Shape High School
6. Europe West District Superintendent's Office
7. Kleine Brogel Elementary School
8. Feltwell Elementary School
9. Lakenheath Middle School
10. Lakenheath High School
11. Feltwell Field Office
12. Ankara Elementary High School
13. Sevilla Elementary Middle School

- Exception 2. Turkey requires all Information Technology (IT) and furniture related purchases to be made in Turkey (i.e., Buy Turkey Program). Most shipments originating from the US will get held in customs. To ensure a shipment of IT or furniture is delivered successfully, it is recommended that all IT and furniture shipments to Turkey (i.e., Ankara EHS) be delivered to the Europe South District Superintendent's Office (DSO) utilizing the local door-to-door address via commercial shipping companies. The Europe South DSO local door-to-door address is as follows:

DODEA EUROPE SOUTH DSO DEPARTMENT OF DEFENSE
SCHOOLS VIA DELLA PACE BLDG 307
36100 VICENZA ITALY

2. United States Postal Service (USPS) Shipping Option

USPS Shipping to location (stateside) or APO or FPO (international)

If a vendor or contractor prefers to utilize the USPS to ship to a DoDEA location, it is important to remember the following:

- DoDEA schools within the United States except those listed in Exception 1 above. Shipments to be sent via USPS should be addressed to the local door-to-door address for addresses within the United States.
- DoDEA schools outside the United States or listed in Option 1 above. Shipments to be sent via USPS should be addressed to the APO or FPO address for international locations.
 - Note: Failure to use the correct APO or FPO address may result in customs clearance challenges or other logistical concerns. Please consult with the respective POCs listed in Section 1 or the COR for further information or guidance.
- To be eligible for USPS shipping, the shipment must be packaged to meet the following criteria or restrictions:
 1. Weigh less than 70 pounds per package or container.
 2. Be no greater than 108 inches in length and girth.
 3. If permitted by the international destination country, only lithium batteries that are properly installed IN equipment may be shipped via USPS internationally or to and from an APO or FPO. The vendor or contractor should consult with the or refer to USPS for specific criteria or restrictions related to shipping equipment with installed lithium batteries.
 - a. Lithium batteries that are packed separately are prohibited. Damaged or recalled batteries are also prohibited and may not be mailed internationally via USPS.

Criteria or restrictions may change depending on USPS policy or guidance and vendors or contractors should consult with their USPS office for further information.

3. Second Destination Transportation (SDT) Option for International Locations

- For shipments of large and/or heavy equipment (e.g., ovens, refrigerators, etc.) that are unable to be shipped commercially and must be shipped internationally, the POCs listed for the respective Region or District or the COR should be contacted for specific shipping instructions.


Section 3

Internal DoDEA Guidance

DoDEA Address Information System (DAIS)

The DoDEA Logistics Division developed an internal DoDEA Address Information System (DAIS) which identifies and maintains all the DoDEA Activity Transportation Address Codes (TAC), mailing addresses, and Local Door-to-Door shipping addresses. DAIS is an interactive website located at: <https://webapps.dodea.edu/dodaac/index.cfm>

Snapshot of DAIS

dodeaDoDEA DoDAAC Reports

Today is Friday, November 4, 2016Version 8.0 / Last Updated September 2, 2016

[Download DoDEA Shipping Guide](#) | [Download DoDAAC User Guide](#)Last Quarterly Address Verifications Date: June 03, 2015

*Regions	*Districts	*Locations	*Organizations (Short)	*Organizations	*DoDAACs
HEADQUARTERS AMERICAS EUROPE PACIFIC	HEADQUARTERS AMERICAS MID-ATLANTIC AMERICAS SOUTHEAST EUROPE EAST EUROPE SOUTH EUROPE WEST PACIFIC EAST PACIFIC SOUTH PACIFIC WEST	AFNORTH MILITARY COMMUNITY ANDERSEN AFB ANKARA AMERICAN COMMUNITY AVIANO AB BERLIN BRUSSELS MILITARY COMMUNITY CAMP DARBY MILITARY COMMUNITY CAMP FOSTER CAMP KINSER	AFNORTH ES (HE1402) AFNORTH MS/HS (HE1401) ALBRITTON MS (HENC82) ALCONBURY ES (HE1641) ALCONBURY MS/HS (HE1621) AMERICAS FOFC (HEXXXX) AMERICAS REGION SERVICE CENTER (HEVAS6) ANDERSEN ES (HEGUE1) ANDERSEN MS (HEGUE3)		

Addresses
☒ Mailing
☒ Commercial/Ship
☒ Billing
☒ Local Door to Door Shipping

Sort Orders
☒ Area, District, and Organization
☐ District and Organization
☐ Organization
☐ DoDAAC

Reports Exports Labels
☒ Adobe PDF
☐ Adobe PDF (Name only)

***Organization Types** Other Reports
Primary Schools
Elementary Schools
Middle Schools
Intermediate Schools
High Schools
Unit Schools
Offices
District Offices
Field Offices

*Hold CTRL or SHIFT key down on your keyboard to select more than one.

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Transportation Account Codes (TACs)

TACs are part of the DoD Activity Address Directory and are used within the DoD Supply System for requisitions and material shipping. There are typically three (3) TACs that support Vendor or Contractor shipments to DoDEA schools or locations.

- **TAC-1** - Mailing Address. TAC-1 addresses are used to identify the USPS mailing address. TAC-1 should be used for USPS deliveries to an APO, FPO, or stateside mailing address.
- **TAC-2** - Freight Shipping Address. TAC-2 addresses are used to identify the Freight addresses that may be necessary SDT shipments that involve large equipment (ovens, refrigerators, etc.). The POCs listed in this Shipping Guide should be consulted prior to shipment to any TAC-2 address.
- **Local Door to Door** – Local addresses and/or door-to-door addresses identify the local shipment and physical address of the activity for “Local Door to Door” delivery via a commercial shipper (e.g., FedEx, UPS, DHL, Global, etc.). This is an official non-DoD address provided by DoDEA District and/or POC listed in this guide. **This is the preferable option to ship all supplies, equipment, and materials to the desired DoDEA end location exception for those listed above.** If an alternate shipping method is intended, coordination with the POCs listed in this Guide should be consulted prior to shipment. *

Ensure all packages are visibly marked on the outside of each package with either:

“FOR THE USE OF U.S. FORCES, EDUCATIONAL MATERIALS”

OR

“FOR THE USE OF U.S. GOVERNMENT DOD PERSONNEL”

***Note:** Door to door addresses provide the most reliable information and availability for delivery especially in overseas or OCONUS locations. Door to door should always be included in any contract documentation requiring a vendor or contractor to deliver DoDEA assets to specific locations.

Final Reminders

- For commercial shipments, include **USA Department of Defense Education Activity** in the address line. For Example:

**USA DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
LIVORNO ELEMENTARY-MIDDLE SCHOOL
405TH AFSB, LRC CRP
VIN AURELIA SS1, EDIFICIO NUMERO 5010
56018 TIRRENIA, ITALY**

- For commercial shipment documents (e.g., waybill, bill of lading, etc.), include the following statement to ensure successful customs processing:
 - All shipments:
Consignee is a USA Department of Defense Education Activity
 - Europe Shipments:
***Consignee is a USA Department of Defense Education Activity –
NO EORI REQUIRED***