

Freight Routing Guidance

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1.0 EXPORT ROUTING PROCESS

This is a working document that captures summary export routing requirements for use in GSA system redesign and to assist current GSA operational efforts to improve end-to-end vendor order fulfillment for Outside Continental United States (OCONUS) GSA customers. This document will evolve as more is known on the capabilities and progressive stages of the Order Management System (OMS) redesign. Incorporation of the complexities of the legacy FSS-19 order processing will evolve in accordance with the OMS development and staff insights.

The primary purpose of this document is to describe the process of routing shipments from vendors to locations within the Continental United States (CONUS) for onward movement to customers located OCONUS. The following paragraphs describe the steps to determine the proper routing for export shipments. In general all GSA shipments intended for export will route to one of three options: a freight forwarder, a Defense Logistics Agency (DLA) Consolidation and Containerization Point (CCP), or a DLA export pack facility (PAC FAC)¹. Once at this interim node, defined business rules established within each facility will provide the specific direction for movement to the end customer. Freight forwarders are most often used by civilian federal agencies and for Foreign Military Sales (FMS) shipments. CCPs are designed to receive shipments that are ready for onward movement in the Defense Transportation System (DTS). The DLA PAC FACs replace comparable operations formerly performed by GSA distribution centers. These DLA PAC FACs will receive and inspect shipments, but will also perform corrective actions of discrepancies as well as perform additional functional requirements for onward movement. See Attachment 1 for the table of current PAC FACs.

An essential exclusion from PAC FACs applies to shipments that are so large as to fill an oceangoing container. These shipments will be processed manually by the appropriate transportation office supporting the acquisition center which issued the purchase order. (See Section 4.2)

2.0 USE OF THE CUSTOMER ADDRESSING FILE (CAF)

The CAF remains an integral part of the routing determination. However for the purposes of operations under the new Order Management System (OMS), Business Release (BR) 2.0 this document and described process supersedes data available in the CAF for the determination of Break Bulk, CRP and port code data fields. These fields must still be maintained and will play a

¹ PAC FAC is a FSS-19 three-digit field presently resident in the Constant Data file. PAC FACs in the legacy design sometimes “repeat” the “CCP” three-digit field contained within DOD processing systems; but can also reference an address established solely within GSA’s system as an alternate shipping point. Both “PAC FACs” and YY___ are used within GSA’s legacy system to provide an alternate, flexible, GSA-identified “consolidation point” kind of address. We anticipate that under OMS, the term Export Consolidation Point (ECP) will emerge as the name of the primary table of transshipment points, almost the same as the previous use of PAC FAC in the Constant Data File. There is benefit to following an easily identifiable format when GSA adds additional PAC FACs to an existing DOD PAC FAC, i.e., GSA appended additional addresses 102, 103, 104 to DLA’s “101” New Cumberland Facility CCP address.

key role if an acquisition center or other routing entity can make a more precise routing effort, and for development of future capabilities.

3.0 FACTORS IN DETERMINATION OF ROUTING

3.1 General steps in routing

The following bullets identify the general steps in determining routing. These steps are intended to be used by an individual attempting to determine routing, but are also applicable to any system development efforts related to routing determinations. These steps are presented in a hierarchy of decision-making and must be followed in sequence.

3.1.1 Determine if special provisions (exceptions) apply

Special provisions represent situations which will alter the normal routing of a shipment. These can be short or long term exceptions and both individuals and systems must respond quickly to changes in routing as these exceptions are often short notice. The most common and dynamic exceptions are special Project Codes which are developed for situations that occur on an unplanned and infrequent basis. The creation and promulgation of these Project Codes will occur outside of the routing environment. Requisitions or customer orders may contain Project Codes, however not every Project Code impacts routing. A special routing table for exceptions will be maintained by the Transportation Management section within Supply Chain Management. Attachment 2 is the proposed format for this table. The most common exceptions are:

- Special Activity Address Codes that impact routing
- Project Codes that impact routing
- Service Codes that impact routing
- Country Codes that impact routing

3.1.2 Determine the country to which the shipment is destined

This determination is based on the consignee (recipient) of the shipment and requires determination of the consignee and use of the CAF to determine the destination country. For most requisitions the document number is the key data element. The first six characters of the document number provide the AAC of the customer. The exception is if the Signal Code, card column 51, is "J", "K, or "L". Within the Defense Logistics Management System (DLMS) the supplementary "Ship To" address is a distinct data field and will reflect the Department of Defense Activity Address Code (DoDAAC) to which the shipment should be consigned. In the Military Standard Requisitioning and Issue Procedures (MILSTRIP) the DoDAAC in card columns 45 – 50, the Supplementary Address field is the shipment consignee. Once the consignee is determined the CAF provides the reference for the destination country for the shipment in the TAC 2 address for freight shipments.

In the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) the exception is the same. A Signal Code of "J", "K, or "L" in card column 51 means the shipment is to be consigned to the Activity Address Code (AAC) in card columns 45 – 50, the Supplementary Address field.

Once the consignee is determined the CAF provides the reference for the destination country for the shipment in the TAC 2 address for freight shipments.

Attachment 3 is a listing of countries with the associated PAC FACs.

3.1.3 Determine if the materiel is hazardous

This determination is based on the item data and whether the Hazardous Material Indicator Code (HMIC). If the material is identified as a Hazardous Material it should be routed to one of the identified hazardous materials export facilities.

3.1.4 Determine the customer agency

The determination of the customer agency begins with the requisition or order document number. While the same Signal Code and Supplemental Address provision of Section 3.1.2. apply, almost without exception the document number reflects the customer agency. If the first character is an alpha character it is a DoD customer and this first character can be used to determine the agency. If the first character is a numeric the first two characters of the AAC must be used to determine the agency. The primary export customers are:

- Army – DoDAAC begins with “A”, “C”, or “W”
- Air Force – DoDAAC begins with “E” or “F”
- Navy – DoDAAC begins with “N”, “Q”, “R” or “V”
- Marine Corps – DoDAAC begins with “M”
- State Department – AAC begins with “19”
- U.S. AID – AAC begins with “72”
- GSA Stores – AAC begins with “47”

4.0 OTHER CONSIDERATIONS

The following paragraphs introduce additional considerations to include when determining the routing of shipments.

4.1 CCP Eligibility

The CCPs are designed to receive shipments that are properly prepared for overseas movement without additional effort. The primary purpose of the CCPs is to increase efficiency in the onward movement of cargo. However, not all customers use or desire to use the CCPs on a routine basis. Specifically Air Force, Navy nor civilian agency shipments should not be routed to CCPs without direction from the customer.

The specific criteria for CCP eligibility are found in the Defense Transportation Regulation, but are quite complex and can be cumbersome. Most GSA commodities are CCP eligible as long as the shipments meet size limitations. Therefore, only those shipments ready in all aspects should be routed to the CCPs. The general CCP eligibility criteria include:

- Item is not classified, sensitive, and requires no special handling
- No single piece is larger than 84" X 104" X 96" or weighs more than 9600 pounds

4.2 Container Sized Shipments

For shipments that exceed 800 cubic feet in volume and/or 10,000 pounds vendors should be directed on the purchase order to contact the servicing transportation office. The transportation office will make all arrangements for movement from the vendor facility in accordance with established customer and GSA procedures.

4.3 DLA's Vendor Shipping Module (VSM)

VSM assists shippers in both routing and the creation of accurate and complete shipping labels. For those vendors with access to VSM and the capability to meet all requirements for creating shipments for overseas movement, use of the VSM is authorized and encouraged.

4.4 Foreign Military Sales (FMS)

Shipments for use by partner nations make up a special category. Although the shipments sometimes move on the same traffic lanes as shipments destined for U.S. units, other requirements regularly necessitate special considerations. In general, FMS shipments can be identified by a B, D, K, P, T or X as the first character in the activity address code. FMS requisitions and orders should be directed to the appropriate acquisition center transportation office for routing.

5.0 ROUTING DETERMINATION

Attachment 4 provides the initial decision tree for determining freight routing. Attachments 5 through 10 provide detail routing criteria for all customers. These routing directions are dynamic and can change, often on short notice. If any questions arise vendors should use the transportation office within the acquisition center that created the purchase order. For the acquisition centers the Central Office Transportation Management office is the primary support office.

One note of importance is that if the shipment can be routed more directly to the customer then it should be so. For example, if an acquisition center can obtain air clearance and direct the vendor to ship to the appropriate aerial port it should be done. The acquisition center transportation offices have a broad array of capabilities and these should be used to the maximum.

6.0 SUMMARY

Proper routing of a shipment requires adherence to a strict set of rules that can be complex and is optimized when the process is interactive between all parties involved. For GSA this optimization will evolve with systems and contract development. This guide provides the standard guidance for routing, but the transportation offices within the servicing acquisition centers remain the experts and primary focal points for understanding the requirements in

totality as well as the execution of routing. The default for all parties when questions arise or clarity is required should be those servicing transportation offices.

Attachment 1 PAC FAC Addresses

PAC FAC Code	Address
101	DDSP NEW CUMBERLAND FACILITY FAX BL TO 717-770-3029 24 HRS IN ADVANCE BLDG 2001 NORMANDY DRIVE NEW CUMBERLAND, PA 17070-5001
102	DLA DISTRIBUTION SUSQUEHANNA PA MARSH RUN ROAD BLDG 87 HAZARDOUS MATERIAL SECTION NEW CUMBERLAND, PA 17070-5000
103	W1BG DLA DISTRIBUTION DDSP NEW CUMBERLAND FACILITY 2001 NORMANDY DRIVE DOOR 167 NEW CUMBERLAND, PA 17070-5002
301	DLA DEFENSE DIST DEPOT TRACY DEPOT TRUCK CONTROL 209-839-4518/4519 25600 CHRISMAN ROAD WHSE 30 CCP TRACY, CA 95304-5000
302	DLA DISTRIBUTION SAN JOAQUIN 25600 S CHRISMAN ROAD WHSE 28 PH 209-839-5134 TRACY, CA 95304-5000
303	W1BG DLA DISTRIBUTION 25600 S CHRISMAN ROAD REC WHSE 29 DOOR 6A OR 6B TRACY, CA 95304-5000
1MJ	DDNV-O CALL 757-444-1125 24 HR ADV 9248 VIRGINIA AVENUE, BLDG CEP-201 NORFOLK, VA 23511-5000
YY0022	PACIFIC ALASKA FORWARDERS, INC. 2812 70 TH AVE E. FIFE, WA 98424

YY0032	ALASKA AIR FORWARDING 4443 SOUTH 134 TH PLACE TUKWILA, WA 98168
YY2046	CRATING AND CONTAINER INT'L INC 1200 FULLER RD LINDEN, NJ 07036
YY4059	JUST IN TIME WAREHOUSE COMM 305 477 4140 11380 NW 34 TH STREET DORAL, FL 33178
YY9047	LINCOLN MOVING AND STORAGE 8420 S 190 TH KENT, WA 98031 PHONE: 425-251-5900
YY9059	HONOLULU FREIGHT SERVICE 1717 SANGUINETTI LANE STOCKTON, CA 95205 PHONE: 800-367-4371

Attachment 2 Exception Routing Table

Condition 1	Condition 2	Condition 3	Routing
Example: If the requisition Project Code is 9HQ			Route to: Bldg CEP-201, Door 143 Attn: AERE NOB Norfolk, VA 23456
Example: If the Service is Air Force	And the destination is Bogota, Columbia		Route to: SA Exports Attn: J. Smith 123 Calle Ocho Miami, FL 33999

Attachment 3 Country to PAC FAC

COCOM	Country/Geographic designation	CCP	EPF	HAZ
CENTCOM	Afghanistan	101	103	102
AFRICOM	African Continent except for Egypt	1MJ	1MJ	1MJ
NORTHCOM	Alaska, Hawaii, Guam	301	303	302
EUCOM	Albania	101	103	102
EUCOM	Andorra	101	103	102
SOUTHCOM	Antigua and Barbuda	101	103	102
SOUTHCOM	Argentina	101	103	102
EUCOM	Armenia	101	103	102
PACOM	Australia	301	303	302
EUCOM	Austria	101	103	102
EUCOM	Azerbaijan	101	103	102
NORTHCOM	Bahamas	101	103	102
CENTCOM	Bahrain	101	103	102
PACOM	Bangladesh	301	303	302
SOUTHCOM	Barbados	101	103	102
EUCOM	Belarus	101	103	102
EUCOM	Belgium	101	103	102
SOUTHCOM	Belize	101	103	102
PACOM	Bhutan	301	303	302
SOUTHCOM	Bolivia	101	103	102
EUCOM	Bosnia and Herzegovina	101	103	102
SOUTHCOM	Brazil	101	103	102
PACOM	Brunei	301	303	302
EUCOM	Bulgaria	101	103	102
PACOM	Burma	301	303	302
PACOM	Cambodia	301	303	302
NORTHCOM	Canada	101	103	102
AFRICOM	Cape Verde	1MJ	1MJ	1MJ
SOUTHCOM	Cayman Islands	101	103	102
SOUTHCOM	Chile	101	103	102
PACOM	China	301	303	302
SOUTHCOM	Colombia	101	103	102
AFRICOM	Comoros	1MJ	1MJ	1MJ
SOUTHCOM	Costa Rica	101	103	102
EUCOM	Croatia	101	103	102
EUCOM	Cyprus	101	103	102
EUCOM	Czech Republic	101	103	102

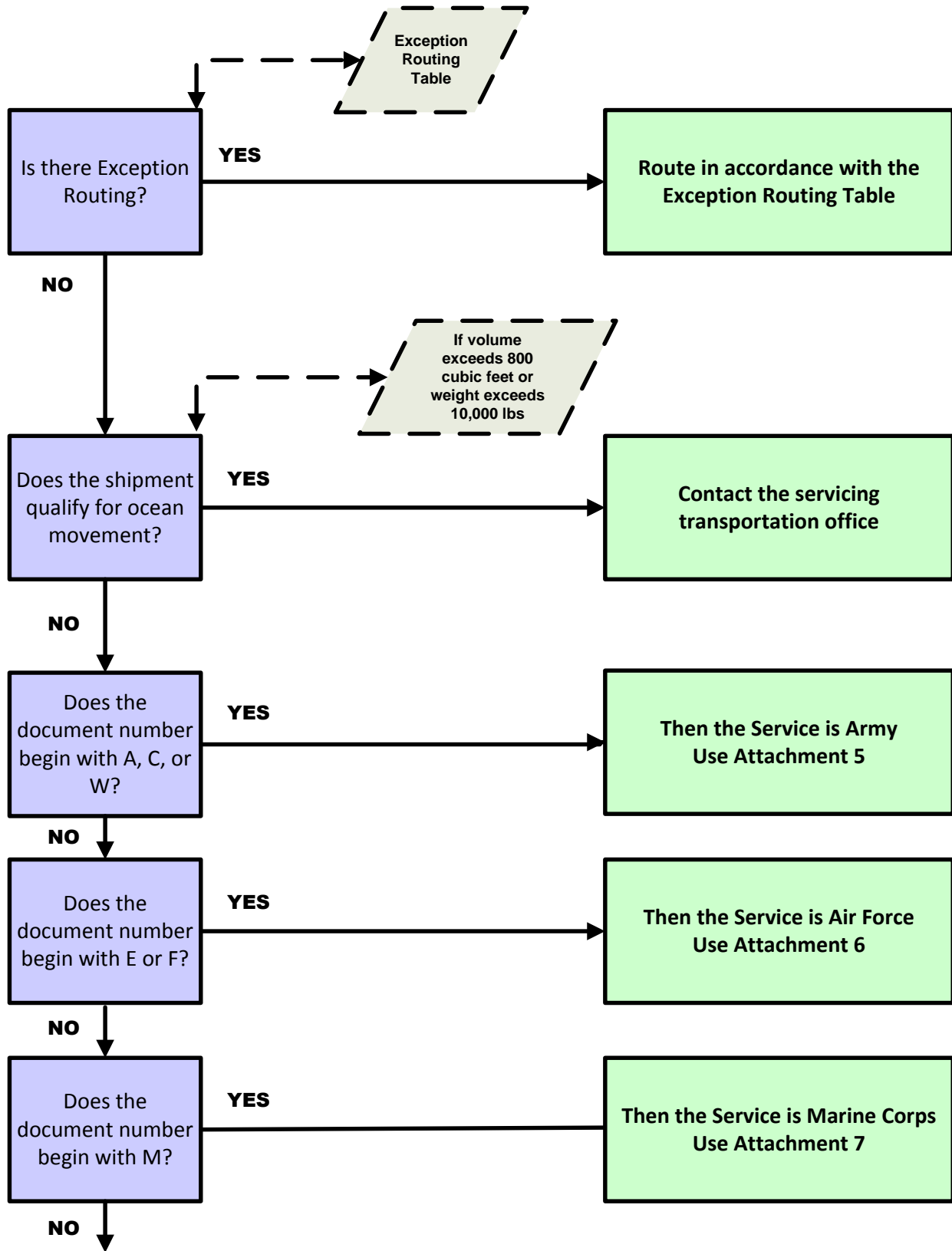
COCOM	Country/Geographic designation	CCP	EPF	HAZ
EUCOM	Denmark	101	103	102
SOUTHCOM	Dominica	101	103	102
SOUTHCOM	Dominican Republic	101	103	102
SOUTHCOM	Ecuador	101	103	102
CENTCOM	Egypt	101	103	102
SOUTHCOM	El Salvador	101	103	102
EUCOM	Estonia	101	103	102
PACOM	Fiji	301	303	302
EUCOM	Finland	101	103	102
EUCOM	France	101	103	102
EUCOM	Georgia	101	103	102
EUCOM	Germany	101	103	102
EUCOM	Greece	101	103	102
SOUTHCOM	Grenada	101	103	102
SOUTHCOM	Guatemala	101	103	102
SOUTHCOM	Guyana	101	103	102
SOUTHCOM	Haiti	101	103	102
EUCOM	Holy See (Vatican City)	101	103	102
SOUTHCOM	Honduras	101	103	102
EUCOM	Hungary	101	103	102
EUCOM	Iceland	101	103	102
PACOM	India	301	303	302
PACOM	Indonesia	301	303	302
CENTCOM	Iran	101	103	102
CENTCOM	Iraq	101	103	102
EUCOM	Ireland	101	103	102
EUCOM	Israel	101	103	102
EUCOM	Italy	101	103	102
SOUTHCOM	Jamaica	101	103	102
PACOM	Japan	301	303	302
CENTCOM	Jordan	101	103	102
CENTCOM	Kazakhstan	101	103	102
PACOM	Kiribati	301	303	302
EUCOM	Kosovo	101	103	102
CENTCOM	Kuwait	101	103	102
CENTCOM	Kyrgyzstan	101	103	102
PACOM	Laos	301	303	302
EUCOM	Latvia	101	103	102
CENTCOM	Lebanon	101	103	102
EUCOM	Liechtenstein	101	103	102

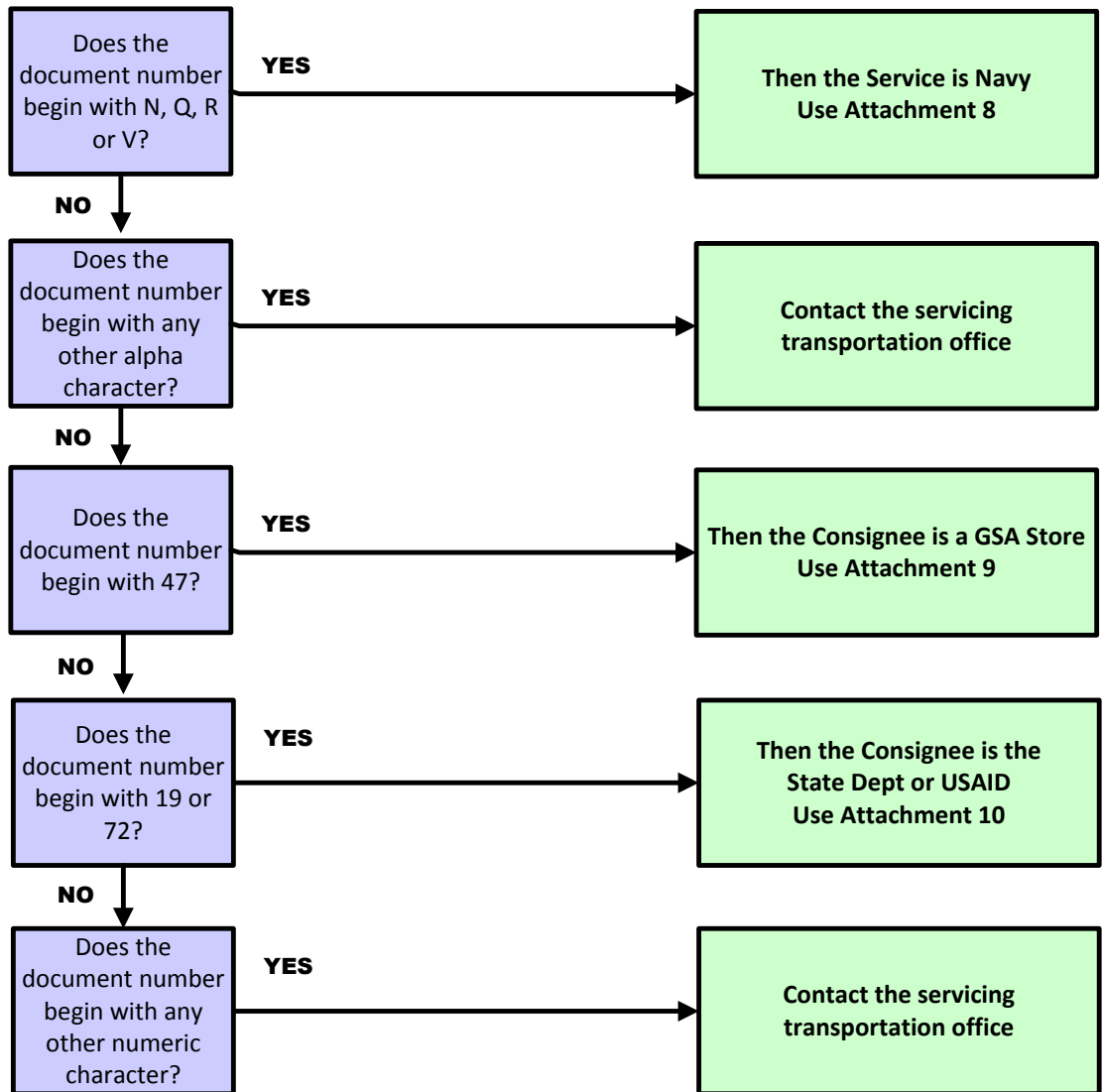
COCOM	Country/Geographic designation	CCP	EPF	HAZ
EUCOM	Lithuania	101	103	102
EUCOM	Luxembourg	101	103	102
EUCOM	Macedonia	101	103	102
AFRICOM	Madagascar	1MJ	1MJ	1MJ
PACOM	Malaysia	301	303	302
PACOM	Maldives	301	303	302
EUCOM	Malta	101	103	102
PACOM	Marshall Islands	301	303	302
AFRICOM	Mauritius	1MJ	1MJ	1MJ
NORTHCOM	Mexico	101	103	102
PACOM	Micronesia	301	303	302
EUCOM	Moldova	101	103	102
EUCOM	Monaco	101	103	102
PACOM	Mongolia	301	303	302
EUCOM	Montenegro	101	103	102
PACOM	Nauru	301	303	302
PACOM	Nepal	301	303	302
EUCOM	Netherlands	101	103	102
PACOM	New Zealand	301	303	302
SOUTHCOM	Nicaragua	101	103	102
PACOM	North Korea	301	303	302
EUCOM	Norway	101	103	102
CENTCOM	Oman	101	103	102
CENTCOM	Pakistan	101	103	102
PACOM	Palau	301	303	302
SOUTHCOM	Panama	101	103	102
PACOM	Papua New Guinea	301	303	302
SOUTHCOM	Paraguay	101	103	102
SOUTHCOM	Peru	101	103	102
PACOM	Philippines	301	303	302
EUCOM	Poland	101	103	102
EUCOM	Portugal	101	103	102
NORTHCOM	Puerto Rico	101	103	102
CENTCOM	Qatar	101	103	102
EUCOM	Romania	101	103	102
EUCOM	Russia	101	103	102
PACOM	Samoa	301	303	302
EUCOM	San Marino	101	103	102
AFRICOM	Sao Tome and Principe	1MJ	1MJ	1MJ

COCOM	Country/Geographic designation	CCP	EPF	HAZ
CENTCOM	Saudi Arabia	101	103	102
EUCOM	Serbia	101	103	102
AFRICOM	Seychelles	1MJ	1MJ	1MJ
PACOM	Singapore	301	303	302
EUCOM	Slovakia	101	103	102
EUCOM	Slovenia	101	103	102
PACOM	Solomon Islands	301	303	302
PACOM	South Korea	301	303	302
EUCOM	Spain	101	103	102
PACOM	Sri Lanka	301	303	302
SOUTHCOM	St. Kitts and Nevis	101	103	102
SOUTHCOM	St. Lucia	101	103	102
SOUTHCOM	St. Vincent and the Grenadines	101	103	102
SOUTHCOM	Suriname	101	103	102
EUCOM	Sweden	101	103	102
EUCOM	Switzerland	101	103	102
CENTCOM	Syria	101	103	102
CENTCOM	Tajikistan	101	103	102
PACOM	Thailand	301	303	302
PACOM	Timor-Leste	301	303	302
PACOM	Tonga	301	303	302
SOUTHCOM	Trinidad and Tobago	101	103	102
EUCOM	Turkey	101	103	102
CENTCOM	Turkmenistan	101	103	102
PACOM	Tuvalu	301	303	302
NORTHCOM	U.S. Virgin Islands	101	103	102
EUCOM	Ukraine	101	103	102
CENTCOM	United Arab Emirates (UAE)	101	103	102
EUCOM	United Kingdom	101	103	102
SOUTHCOM	Uruguay	101	103	102
CENTCOM	Uzbekistan	101	103	102
PACOM	Vanuatu	301	303	302
SOUTHCOM	Venezuela	101	103	102
PACOM	Vietnam	301	303	302
CENTCOM	Yemen	101	103	102

Attachment 4

Routing Determination





Indicates a decision point

Indicates a reference table

Indicates and action

Attachment 5 Routing of Army Shipments

If the Project Code is:	And if the requisition priority is	And the RDD is	And the COCOM is	And the Item is	And the Shipment is	Then route to:	Include in Remarks of PO
924	01-15	Any	PACOM	Is not hazardous		303	Ship via TDS
924	01-15	Any	Not PACOM	Is not hazardous		103	Ship via TDS
924	01-15	Any	PACOM	Hazardous		302	Ship via TDS
924	01-15	Any	Not PACOM	Hazardous		102	Ship via TDS
Any	01-15	Any	PACOM	Is not hazardous	CCP eligible	301	
Any	01-15	Any	Not PACOM	Is not hazardous	CCP eligible	101	
Any	01-15	Any	PACOM	Is not hazardous	Not CCP eligible	303	
Any	01-15	Any	Not PACOM	Is not hazardous	Not CCP eligible	103	

Attachment 6 Routing of Air Force Shipments

If the Project Code is:	And if the requisition priority is	And the RDD is	And the COCOM is	And the Item is	And the Shipment is	Then route to:	Include in Remarks of PO
Any	01-03	Any	PACOM	Is not hazardous		303	Ship via TDS
Any	01-03	Any	Not PACOM	Is not hazardous		103	Ship via TDS
Any	01-03	Any	PACOM	Hazardous		302	Ship via TDS
Any	01-03	Any	Not PACOM	Hazardous		102	Ship via TDS
Any	04-15	555, 777 or is within 21 days of shipment date	PACOM	Is not hazardous		303	Ship via TDS
Any	04-15	555, 777 or is within 21 days of shipment date	Not PACOM	Is not hazardous		103	Ship via TDS
Any	04-15	555, 777 or is within 21 days of shipment date	PACOM	Hazardous		302	Ship via TDS
Any	04-15	555, 777 or is within 21 days of shipment date	Not PACOM	Hazardous		102	Ship via TDS
Any	04-15	Any	PACOM	Is not hazardous		303	
Any	04-15	Any	Not PACOM	Is not hazardous		103	
Any	04-15	Any	PACOM	Hazardous		302	
Any	04-15	Any	Not PACOM	Hazardous		102	

Attachment 7

Routing of Marine Corps Shipments

If the Project Code is:	And if the requisition priority is	And the RDD is	And the COCOM is	And the Item is	And the Shipment is	Then route to:	Include in Remarks of PO
Any	01-15	Any	PACOM			301	
Any	01-15	Any	Not PACOM			101	
Any	01-15	Any	PACOM	Hazardous		302	
Any	01-15	Any	Not PACOM	Hazardous		102	
Any	01-15	Any	PACOM	Is not hazardous	Not CCP eligible	303	
Any	01-15	Any	Not PACOM	Is not hazardous	Not CCP eligible	103	

Attachment 8 Routing of Navy Shipments

If the Project Code is:	And if the requisition priority is	And the RDD is	And the COCOM is	And the Item is	And the Shipment is	Then route to:	Include in Remarks of PO
Any	01-15	Any	PACOM			303	
Any	01-15	Any	Not PACOM			103	
Any	01-15	Any	PACOM	Hazardous		302	
Any	01-15	Any	Not PACOM	Hazardous		102	

Attachment 9

Routing of GSA Stores Shipments

If the Project Code is:	And if the requisition priority is	And the RDD is	And the COCOM or Country is	And the Item is	And the Shipment is	Then route to:	Include in Remarks of PO
Any	01-15	Any	Djibouti			1MJ	GSA Retail Store Shipment
Any	01-15	Any	PACOM			303	GSA Retail Store Shipment
Any	01-15	Any	Not PACOM			103	GSA Retail Store Shipment
Any	01-15	Any	PACOM	Hazardous		302	GSA Retail Store Shipment
Any	01-15	Any	Not PACOM	Hazardous		102	GSA Retail Store Shipment

Attachment 10 Routing of State Department and USAID Shipments

If the Project Code is:	And if the requisition priority is	And the RDD is	And the State or Country is	And the Item is	And the Shipment is	Then route to:
Any	01-15	Any	U.S. Virgin Islands or Puerto Rico			YY4059
Any	01-15	Any	EUCOM			YY2046
Any	01-15	Any	PACOM			YY9047