



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO DESC-BQ

May 23, 2002

MEMORANDUM FOR DISTRIBUTION LIST

SUBJECT: DESC-BQ Policy Letter #02-01
Use of the FedEx Account to Transport Fuel Samples

This policy letter supercedes DESC-BQ Policy Letter 99-01 dated May 21, 1999.

The Quality Operations Division, DESC-BQ, has obtained an account with Federal Express (FedEx) under a GSA contract that will allow us to ship fuel samples to laboratories for analysis to various locations. This account can also be used to transport items internationally through offices utilized by FedEx. The following procedures must be followed in order to properly utilize this account.

First and foremost the fact that this account exists does not supercede and is not a replacement for already established avenues for getting your fuel samples to laboratories. Contracts, MOUs, agreements or any other arrangements already in place must continued to be employed by offices. This FedEx account is only to be used when all other measures for transporting fuel samples have been exhausted or are no longer viable.

If sample transportation services are required, prior approval for each request from this office must be obtained before the account can be used. To obtain approval, QARs or other DESC personnel must at a minimum provide the following information: what product is being shipped, how many and the size of the containers being shipped, from which location the sample(s) originated with a point of contact, and the destination address for the sample shipment to also include a point of contact if available.

This account with FedEx does not include the packaging of items, so it is the responsibility of the person requesting shipment to ensure that all items are correctly packaged for transportation. This takes on even more importance as the vast majority of all shipments made will be those classified as Hazardous Goods where extreme caution in the packaging, handling and shipping of such materials warrant specialized care.

It is not unusual for each FedEx office, or FedEx contracted shipping office to require their own site specific forms be filled out in order to process the shipment of material. Therefore all personnel attempting to ship any package must be aware that paperwork which might have been required at one location may not be required at another. In some offices there may be additional forms to fill out and in others a reduction of forms, but in any case you must be prepared to satisfy whatever requirements are asked of you at whichever location you utilize.



As this account can be used for International as well as CONUS shipments, it must be noted that for the purposes of this contract, Alaska and Hawaii are considered to be CONUS locations. When shipping from overseas locales it is important to be well versed in the specific country requirements in order to ship hazardous materials. The rules for such shipments may be much more stringent than those imposed by this country.

There are currently 4 individuals in this office authorized to give out the FedEx account number. They are: Primary – Dana Davidson
Alternate – Naomi Gomes
Alternate – Mike Purkey
Alternate – Lee Oppenheim

Regardless of which of these individuals you obtain the account information from, after the request has been approved and the shipment has been sent, the requestor shall provide this office, attention Dana Davidson, the original or a copy of the shipping invoice as soon as possible. Please ensure that all costs are either included on the invoice or is provided with the copy of the invoice sent to this office. This will better enable us to track accumulated costs and verify monthly statements.

Requirements for preapproval from DESC-BQ the official ordering office to use the FedEx account is required by law as this obligates funds on behalf of the U.S. Government. This office emphasizes in the strongest terms possible that failure to obtain the proper approval before using this FedEx account may result in personal liability to the individual requesting the sample transportation services, thus personally incurring all costs related to that shipment.

Should you have any questions or recommendations about this policy, please feel free to contact Dana Davidson at (703) 767-8362 / DSN: 427-8362, or by e-mail at: ddavidson@desc.dla.mil.



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