

U.S. Department of
Homeland Security

United States
Coast Guard



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CG BASE PORTSVA INST 4614.1

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BASE PORTSMOUTH INSTRUCTION 4614.1

Subj: FEDERAL EXPRESS (FEDEX) SERVICE AT BASE PORTSMOUTH

Ref: (a) Transportation of Freight Manual, COMDTINST 4610.5(series)
(b) U.S. Coast Guard Postal Manual COMDTINST M5110.1(series)

1. PURPOSE. Establish policy and procedure for FEDEX use as the mandatory provider of express delivery service per DHS/GSA contract.
2. ACTION.
 - a. The Comptroller Division, Accounting Branch Chief, Property & Logistics Branch Chief and Mail Services Center (MSC) Supervisor shall take action to minimize shipping costs.
 - b. Base Portsmouth Division Officers shall ensure that their Divisions and Branch Chiefs are aware of and comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. CG ISC PORTSVA INST 4614.1A is cancelled.
4. DISCUSSION.
 - a. It is mandated by contract that FEDEX will provide all outgoing express delivery service for urgent letters and small packages (up to 150 pounds). The following services will be provided: Same Day, Next Day (noon and afternoon), Second Day and Ground delivery, as well as International delivery to all countries FEDEX services commercially; DHL may also be used for International service. Classified material up to and including SECRET may be sent using this service. FEDEX service should only be utilized when there is an absolute need for one of the above shipping methods. Abuses of FEDEX services are a misuse of the Coast Guard's and unit's funds.
 - b. FEDEX does not deliver to Post Office boxes.
 - c. Reference (b) directs the use of cost effective means to reduce postage costs and to consolidate mailings. The same remains true with FEDEX service. FEDEX is not to be used for delivery confirmation. If delivery confirmation is required, units should use a less expensive service such as certified mail, registered mail or delivery confirmation service that is available through the US Postal Service at the MSC.

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- d. Under the FEDEX contract terms, there is a maximum allowable weight of 150 pounds per package. There is no restriction on the length or width of a package.

5. PROCEDURE.

- a. Members should first determine if FEDEX should be used. FEDEX should not be used as a replacement for non-urgent regular mail or as a convenience. FEDEX provides costly delivery services that shall only be used when one of the following four criteria are met:

- (1) Failure to send via overnight will create or extend a degradation of Coast Guard operational mission readiness or in other words, expedited delivery is mission essential.
- (2) FEDEX provides a cost savings over all other available regular delivery services.
- (3) Failure to guarantee timely delivery will cause embarrassment to the Coast Guard.
- (4) Extraordinary events requiring original documentation with original signature that must be delivered overnight.

- b. FEDEX shall not be used for:

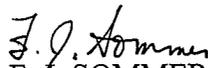
- (1) Items being shipped to Federal Archives.
- (2) Routine correspondence or paperwork such as orders, performance evaluations, etc.
- (3) Shipment of items to Guantanamo Bay (GTMO), Cuba. All shipments to GTMO should be delivered to the Base Mailroom or Warehouse and will be processed by Logistics personnel.

- c. The Mail Services Center Supervisor will screen all outgoing FEDEX packages for information that may indicate that the package does not meet the criteria outlined in paragraph 5.a. above. If orders, performance evaluations, routine correspondence or items destined to the Federal Archives must be delivered via FEDEX, please include justification with the package to the MSC so the package will not be returned. In most cases, orders, OERs or routine correspondence can be faxed or e-mailed if time critical with the original sent via regular mail.

- d. The MSC will maintain a log of all FEDEX shipping bills that are preprinted with Base Portsmouth's FEDEX account information. In some cases where divisions/branches routinely use FEDEX, preprinted shipping bills may be issued by the MSC to the respective branch. A single division or branch POC will be required to help track the shipping bills and for safeguarding against misuse or abuse of FEDEX services. The branch completing the FEDEX shipping bill should include their office routing symbol or side-router in the sender's box along with Base Portsmouth's address. Upon completion of the shipping bill, the branch should make a copy of it if they need to personally track the parcel. The entire shipping bill and parcel shall be delivered to the MSC. The MSC will retain the top copy of the shipping bill.

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- e. Once a month, the MSC Supervisor will deliver a shipping report to the Accounting Branch to be entered into the Financial and Procurement Desktop (FPD). Once entered, the Accounting Branch will return the shipping report to the MSC for filing.
 - f. Only the MSC Supervisor and the Accounting Branch Technician are authorized to call FEDEX to request and receive new FEDEX shipping bills preprinted with Base Portsmouth's FEDEX account information.
 - g. All tenant commands shall maintain their own FEDEX account.
 - h. The MSC will also maintain a stock of blank shipping bills to facilitate use of FEDEX by tenant commands that are deployed or for any other contingency. When blank forms are used and a Coast Guard FEDEX account is written on the form, the entire shipping bill with the parcel shall be delivered to the MSC. The MSC will keep the top copy if Base Portsmouth's FEDEX account is used, or forward to the tenant command if their account is used.
 - i. Items sent via FEDEX to deployed cutters shall be charged to the deployed cutter (receiving unit) FEDEX account.
6. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been satisfied.
7. FORMS/REPORTS. No forms or reports are required.


F. J. SOMMER

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