



DEPARTMENT OF THE AIR FORCE
HQ OPERATIONS AND SUSTAINMENT SYSTEMS
GROUP (OSSG)
MAXWELL AIR FORCE BASE, GUNTER ANNEX
ALABAMA

FROM: HQ OSSG/KAB
501 East Moore Drive
MAFB, Gunter Annex AL 36114-3004

3 January 2006
NETCENTS 06-001

SUBJECT: Shipping and Receiving Requirements

TO: All NETCENTS Prime Contractors

1. Lately, HQ OSSG/KAB has been receiving reports from the field of both incomplete shipments and incorrectly labeled shipping packages. Hardware orders have arrived at destinations without any tracking, order, RFQ number, or information as to who or what organization ordered it. These types of deliveries create confusion and leave a less than desirable impression on the NETCENTS program and can potentially negatively impact our vital mission. We have to get this under control. Partial and late deliveries impacts the mission. Therefore, I ask all NETCENTS prime contractors to stress shipping and tracking procedures. Our NETCENTS contracts contain the following clauses, which are applicable at all contract levels:

- a. AFMCFARS 5352.247-9005 SHIPPING CONTAINER MARKING (AFMC) (MAR 2003)
 - Para (a). Current edition. "To be cited in individual orders"
 - Para (b). Current edition. "To be cited in individual orders"
 - Para (c). Current edition. "To be cited in individual orders"
 - Para (c). Additional marking or bar code requirements: "To be cited in individual orders"
- b. AFMCFARS 5352.247-9006 MARKING OF WARRANTED ITEMS (AFMC) (JUL 1997)
- c. AFMCFARS 5352.247-9007 SPECIFICATION COMMERCIAL PACKAGING (AFMC) (JAN 2000)
- d. AFMCFARS 5352.247-9008 CONTRACTOR COMMERCIAL PACKAGING (AFMC) (SEP 1998)
- e. Contract Section D – Packaging and Marking Clause D001 PRESERVATION, PACKAGING, PACKING AND MARKING REQUIREMENTS (FEB 1997)

2. In the likely event an ordering office does not utilize the fill in options of AFMCFARS Clause 5352.247-9005, which will probably be the case from ordering offices outside the USAF, all shipments at a minimum must include on an outside label: the contract and delivery order number, and the customer name, phone number and address information provided by the customer/issuing contract officer. Furthermore, for US Government IMPAC Card (credit card) purchases, Section G – Contract Administration Data, Clause G022, states, "*Whenever an order is placed using the Government Purchase Card, the Contractor shall identify the name and telephone number of the credit card holder on each package list or shipping document.*" Please ensure that all shipments are sent with the contract number and destination office clearly applied on the shipping label.

3. I'm counting on your proactive efforts to review and keep a tight rein on all shipping processes and ensure compliance with contract terms and conditions. The direction in this letter does not replace or supersede the terms and conditions of your contract or individual orders. If you have questions concerning the NETCENTS contract, contact me directly at (334) 416-1660 or via Kenneth.caryer@gunter.af.mil

Happy New Year,


KENNETH R. CARYER, Major, USAF
Procuring Contracting Officer