Federal Transportation Officer Training Program: Intermediate (Level 2)

Session 6: Small Package Transportation
Intermediate (Level 2) Session 6: Small Package Transportation

Session Objectives

Upon completing this session given the sample cases and questions in the Knowledge Review section, you will be able to:

- Identify the factors to consider when deciding whether or not to use small package services.
- Indicate whether or not to use small package services to meet a described shipping need.
- Select the private sector service or government program for shipping small packages that best meets the shipping needs described.
Intermediate (Level 2) Session 6: Small Package Transportation

Session Outline

- What Is a Small Package?
- When Should Small Package Service Be Used?
- What Small Package Service Contracts and Tenders Are Available?
- Wrap Up
- Glossary of Terms
- Knowledge Review
- Continuing the Learning Process
Intermediate (Level 2) Session 6: Small Package Transportation

What Is a Small Package?

This section of Session 6 – Small Package Transportation will review the question "What is a Small Package" by exploring the following areas:

- What are general size and weight limitations for small packages?
- Are there restrictions for small package transportation?
**Intermediate (Level 2) Session 6: Small Package Transportation**

**What Is a Small Package?**

*Overview*

Small package service has changed significantly in the last decade with transportation service providers (TSPs) expanding services and the size of freight and cargo shipments they are willing to accept as a "small package."

The definition of "small package" has also changed greatly. Originally considered "small parcels," the term "small package" is now applied under various contracts, tenders, and blanket purchase agreements.

Government-wide small package movement programs such as the General Services Administration (GSA) Direct Delivery Service (DDS), a program under the Federal Strategic Sourcing Initiative (FSSI), and the U.S. Air Force Worldwide Express (WWX) have been developed providing savings and efficiency opportunities for federal agencies to use when shipping small packages.
Intermediate (Level 2) Session 6: Small Package Transportation

What Is a Small Package?

Overview (continued)

Shipments can weight up to 150 pounds for domestic shipments. For some international movements and those to or from the continental United States (CONUS) and Alaska, Puerto Rico, and Hawaii (and between those points), shipments can weigh up to 300 pounds.

In addition to weight, the physical dimensions of the shipment often define the acceptable limits for small package transportation. This is because many of the small packages must be consolidated into trucks or into specially shaped containers to fit the configuration of different types of aircraft used for expedited movements.
Intermediate (Level 2) Session 6: Small Package Transportation

What Is a Small Package?

Overview (continued)

Just a reminder, Material Safety Data Sheets (MSDS) applies to any shipment. MSDS may also be known as a safety data sheet (SDS) or product safety data sheet (PSDS).

MSDS is an important factor in transportation management and occupational safety and health. The MSDS provides the necessary information regarding the commodity being carried in the event of an event of an emergency or spillage. MSDS formats can vary within a country depending on national requirements.
What are general size and weight limitations for small packages?

There is no single definitive definition or set of rules for small package service. Each TSP chooses the levels of service it will offer to the shipper. For some types of service, there is strong competition. In others, one TSP may offer a wider range of options in order to secure more of the market.

Because TSPs offer different services and restrictions, the definition of a small package is most readily determined by the tenders or contract terms being used.

In order to ensure compliance with your agency requirements, you are advised to consult with your agency mail manager for small package transportation. Agency Points of Contact (POC) can be found at the GSA.gov Mail Management Policy website for the Federal Mail Executive Council (FMEC) and Interagency Mail Policy Council (IMPC).
**Intermediate (Level 2) Session 6: Small Package Transportation**

*What are general size and weight limitations for small packages? (continued)*

While small package details vary by contract, tender, and the individual TSP, here are some current guidelines:

- USPS has multiple specifications for its various classes of service. These include domestic service and overseas package service through the Air/Army Post Office (APO), Fleet Post Office (FPO), and Diplomatic Post Office (DPO) service.

  USPS states in their [Customer Guide for Mailing](#) weight for mail cannot exceed 70 pounds. For domestic mail, maximum length plus girth is 108 inches. For the Parcel Post program, the maximum length plus girth is 130 inches. For international shipments, dimensions vary by country.

- General Services Administration (GSA) Domestic Delivery Service (DDS) and Schedule 48 provides domestic delivery for both air and ground shipments between 48 states and the District of Columbia and from the 48 states to Alaska, Hawaii, and Puerto Rico. Maximum weight and size is 150 pounds and 165 inches (length + girth), or up to 108 inches in length.

- U.S. Air Force Air Mobility Command provides through Worldwide Express (WWX) international commercial express package service for the United States Federal Government for shipments up to and including 300 lbs. and 119 inches in length and 165 inches in length and girth, combined.
Intermediate (Level 2) Session 6: Small Package Transportation

What are general size and weight limitations for small packages? (continued)

How do you measure packages for determining length, width, and girth?

USPS provides the following illustration of how packages are measured to determine length, width, and girth.
Intermediate (Level 2) Session 6: Small Package Transportation

Are there restrictions for small package transportation?

There may be restrictions for domestic and international small package transportation. The restrictions depend on the commodity transported. For both domestic and international shipments, most TSPs have restrictions on the items they will take that are considered hazardous material or require special handling.

Most international shipments including small package transportation will be subject to specific guidelines or restrictions. These guidelines or restrictions may vary by country.
**Intermediate (Level 2) Session 6: Small Package Transportation**

**Are there restrictions for small package transportation? (continued)**

The classification and transportation of hazardous materials are regulated by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHSMA) ([http://phmsa.dot.gov/hazmat](http://phmsa.dot.gov/hazmat)).

Freight/cargo air transportation is under the authority of the Federal Aviation Authority ([www.faa.gov](http://www.faa.gov)) refer to Title 14 CFR Parts 0-139 and Title 49 CFR Parts 100 to 199.

Shipping small parcels by air containing hazardous materials is regulated by:


- [International Air Transport Association (IATA) Dangerous Goods Regulations](http://www.iata.org), and

- United Nations Economic and Social Council "[Transportation of Dangerous Goods](http://www.un.org)."
Intermediate (Level 2) Session 6: Small Package Transportation

Where can I find information on common small delivery TSP restrictions?

**USPS**

USPS publishes for APO/FPO/DPO mail service the most-current restrictions in its monthly Postal Bulletins. The restrictions are found in the "Pull Out Information" section of the bulletin. You can calculate postage by using the online cost estimator and entering the destination APO/FPO/DPO zip code.

Depending on the country, customs declarations forms may be required and USPS provides an on-line Customs Form Indicator.

Publication 52 – Hazardous, Restricted, and Perishable Mail, 34 Mailability by Hazard Class

**United Parcel Service (UPS)**

UPS provides information for hazardous material shipping on their website (http://www.ups.com/content/us/en/resources/ship/hazardous/index.html).

**FedEx**

FedEx provides information for shipping hazardous materials on their website (http://www.fedex.com/us/service-guide/our-services/dangerous-goods/).
Intermediate (Level 2) Session 6: Small Package Transportation

When Should Small Package Service Be Used?

This section of Session 6 – Small Package Transportation will review the question "When Should Small Package Service Be Used" by exploring the following area:

- Is small package service always the best answer?

Federal Agency policy and rules will dictate the use of small package service such as when the shipment priority is high and the weight, dimensions, and commodity class are eligible.

Federal Management Regulation 41 CFR 102-192 governs federal mail.
When Should Small Package Service Be Used? (continued)

If your agency does not provide the policy to direct when small package transportation service is to be used, several key factors should enter into your decision making during the shipment planning process:

- **Urgency:** Small package service focuses on expedited, time-definite delivery of shipments. While TSPs may offer a menu of delivery options ranging from overnight to same-day to several business days, your required delivery date should be the first criterion you consider. The longer lead time you have, the more options are available.

- **Economy:** The old saying "time is money" applies. Expedited service will normally cost more than routine service, and could be significantly more. While the use of small package service is convenient, shipment planners should be very cognizant of the cost when determining whether to use small package service. Consider using small package service when it provides a best value solution.

- **Control and visibility:** For some shipments, the need to track the shipment as it moves from location to location or across modes is paramount. Small package service TSPs normally have exceptional in-transit visibility (ITV) systems and can provide near-real-time tracking for a premium.
**Intermediate (Level 2) Session 6: Small Package Transportation**

**When Should Small Package Service Be Used? (continued)**

Transportation officers (TOs) typically use the following steps to plan a shipment.

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify Cargo Details</td>
<td>The cargo type, quantity, and volume may determine some initial packaging and marking requirements, as well as special handling requirements. Determine if the shipment contains HAZMAT. <strong>Determine level of control and visibility.</strong></td>
</tr>
<tr>
<td>2. Determine Shipment Origin and Destination</td>
<td>You may not always be shipping from your physical location, and either origin or destination locations may have specific delivery requirements, such as special security procedures to be followed.</td>
</tr>
<tr>
<td>3. Identify Delivery Date</td>
<td>Some shipments may have required delivery dates due to the <strong>urgency</strong> of the cargo, while others may have some latitude in delivery timeframe.</td>
</tr>
<tr>
<td>4. Determine Export-Import Restrictions (International Shipments)</td>
<td>All export restrictions from the origin country. All import requirements of the destination country (from forwarder or local embassy/consulate).</td>
</tr>
<tr>
<td>5. Evaluate and Select Mode(s)</td>
<td>Taking into consideration the type and quantity of cargo, the origin and destination locations, and the delivery date needed, different modes will make sense. In many cases, more than one mode may be needed along the way from origin to destination. Determine if and how HAZMAT affects your mode decision.</td>
</tr>
<tr>
<td>6. Handling, Packing &amp; Marking Requirements</td>
<td>Identify all special handling, packing and marking requirements specific to the mode and local, state, federal and country requirements.</td>
</tr>
<tr>
<td>7. Evaluate Carriers and Award Shipment</td>
<td>For each mode, evaluate carrier options, and select best-value carrier, based on your priorities and definition of best-value, and <strong>economy.</strong> Ensure your potential carriers have all necessary authorities and permits to move your HAZMAT.</td>
</tr>
<tr>
<td>8. Authority &amp; Documentation Requirements (International Shipments)</td>
<td>Determine authority and documentation requirements (export declaration, import declaration, etc.).</td>
</tr>
</tbody>
</table>
Intermediate (Level 2) Session 6: Small Package Transportation

Is small package service always the best answer?

Small package service is not always the best answer to meet your agency's mission requirements. Small package service should be chosen based not just on each individual shipment but also on potential synergies of multiple shipments.

You should ensure that the shipment planning staff is aware of the trade-offs when considering whether to use small package service.
Intermediate (Level 2) Session 6: Small Package Transportation

*Is small package service always the best answer? (continued)*

*What is an example of determining the trade-offs?*

An agency office in Germany orders a case of pencils using the government purchase card. The shipment is from Virginia to Ramstein, Germany.

The estimated value of the contents of the package is $70. The package weighs 12 pounds, and is $20 \times 15 \times 14$ inches. The buying office can select the shipping method.

The small package service rate for an international service identifies the cost at $344 for this shipment. The value of the shipment $70 versus the small package shipment cost of $344, leads one to make the decision that small package shipping may not be justified.
Intermediate (Level 2) Session 6: Small Package Transportation

Is small package service always the best answer? (continued)

What is an example of determining the trade-offs? (continued)

Next, reviewing the shipping via U.S. APO/FPO/DPO system and it is determined the shipping cost is $14.22. This is the cost that is charged to the agency, but does not reflect the actual total cost to the government.

The cost of mail to APO/FPO/DPO addresses is subsidized by the Department of Defense or U.S. Department of State. The additional hidden costs to the government run between $2–$3 per pound and should be considered. However, in this example, its use may be a reasonable alternative.

The transportation officer or ordering office should make the best-value determination based on urgency, desired level of control, and total cost.
Intermediate (Level 2) Session 6: Small Package Transportation

Is small package service always the best answer? (continued)

Another example of determining trade-off

An agency warehouse fills and ships multiple orders daily. Many of the orders are single units that could be labeled and entered into a small package system. Many of the orders are headed to the same destination address.

It is very convenient for the shipping personnel to label and create individual shipments as each box comes down the processing line and offer them to their small package service provider.

If 100 shipments are processed per day at $15 each, the transportation bill is $1,500. If processing each shipment into the TSP system takes 5 minutes, 500 minutes or 8.3 staff-hours are used to process the shipments.

Assuming that the required delivery date is not urgent, if the 100 shipments were consolidated into a single shipment and offered to a less-than-truckload (LTL) carrier, even an expedited LTL carrier, the transportation bill could be considerably less than $1,500.

Processing time for the shipment would also be considerably less than 8 staff-hours because the paperwork for one consolidated shipment is considerably less than for 100 individual sets of paperwork.
Intermediate (Level 2) Session 6: Small Package Transportation

What Small Package Service Contracts and Tenders Are Available?

This section of Session 6 – Small Package Transportation will review the question "What Small Package Service Contracts and Tenders are Available" by exploring the following areas:

- What small package services are offered to the Federal government?
- What about international small package shipping via DoD WorldWide Express (WWX)?
- What about U.S. Department of State's diplomatic pouch capability?
Intermediate (Level 2) Session 6: Small Package Transportation

What small package services are offered to the Federal government?

There are a number of options available for federal agencies in addition to USPS.

GSA is responsible for negotiating domestic small package services, and has delegated responsibility for international small package service negotiations to the Department of Defense (DoD). All federal agencies may use the resulting contracts.

GSA offers a range of services and products to government agencies through:

- Federal Strategic Sourcing Initiative (FSSI), and
- GSA Schedules.
Intermediate (Level 2) Session 6: Small Package Transportation

What small package services are offered to the Federal government? (continued)

Federal Strategic Sourcing Initiative. FSSI has been implementing strategic sourcing solutions for the government since 2005. FSSI has proven results that include:

- Cost savings
- Improved management visibility, and
- Adoption of industry and government agencies best practices.

FSSI has helped improve government management of commonly purchased goods and services.

An example of the FSSI is the Domestic Delivery Service. The Domestic Delivery Services (DDS) solution provides significant discounts to the already low prices available on GSA's Schedule 48 for express and ground delivery services.
Intermediate (Level 2) Session 6: Small Package Transportation

What small package services are offered to the Federal government? (continued)

GSA Schedules. GSA schedules use Indefinite Delivery, Indefinite Quantity (IDIQ) contracts that provide for an indefinite quantity of supplies and services during a fixed period of time. They are used when GSA can't determine, above a specified minimum, the precise quantities of supplies or services that the government will require during the contract period. IDIQs help streamline the contract process and speed service delivery.

Each GSA schedule is composed of Special Item Numbers (SIN). SIN is a categorization method that groups similar products, services, and solutions together to aid in the acquisition process.

GSA’s Domestic Delivery Services that provide express and ground routine delivery services are offered under GSA Schedule 48, Transportation, Delivery, and Relocation Solutions

- **SIN 451-1**, Express Small Package and Express Heavyweight Services, and
Intermediate (Level 2) Session 6: Small Package Transportation

What about international small package shipping via DoD Worldwide Express (WWX)?

DoD is responsible for providing military shippers a variety of small package options for domestic and international movements. Meeting the requirement for supports forces throughout the world, international small package shipping is an important capability. DoD U.S. Air Force WWX provides the avenue to meet the mission critical requirements.

WWX is a contract managed by U.S. Air Force Air Mobility Command (AMC) that offers expedited international express delivery service through multiple award contracts. The acquisition strategy for the international express delivery service is a "best value" service to purchase commercial services from express carriers. DoD’s goal is to leverage the government business base to provide the best rates and services.

The WWX program is available for the entire federal government.
Intermediate (Level 2) Session 6: Small Package Transportation

What about international small package shipping via DoD Worldwide Express (WWX)? (continued)

WWX program offers:

- International Small Package Express (up to 150 pounds)
- International Heavy Package Express (between 151 and 300 pounds)
- Choice of three contractors
- Express package delivery letter to 300 pounds actual weight
- Delivery to and from CONUS to international locations and between international locations
- Expedited customs clearance processing
- General commodities and limited hazardous materials
- Package tracking and proof of delivery
- Liability coverage available
- Time-definite door-to-door pickup and delivery, and
- Prices lower than commercial rates.
Intermediate (Level 2) Session 6: Small Package Transportation

What about U.S. Department of State's diplomatic pouch capability?

U.S. Department of State Foreign Affairs Manual (FAM) 14 FAM 700 Diplomatic Pouch and Mail provide guidelines for the use of diplomatic pouch and mail (DPM) service.

The Vienna Convention on Diplomatic Relations and international law limit the use of diplomatic pouches to diplomatic documents and articles intended for official use.
Intermediate (Level 2) Session 6: Small Package Transportation

What about U.S. Department of State's diplomatic pouch capability? (continued)

14 FAM 723 provides the following guidance:

- Unclassified items are sent to posts from Department offices through the unclassified diplomatic pouch but items are limited in size and weight (refer to 14 FAH-4 H-214 for limitations by type of container).

- "Items" does not mean official purchases from vendors. Posts must use the U.S. Despatch Agencies for shipment of official unclassified supplies or equipment from a vendor. In urgent situations, posts may use the unclassified pouch for official supplies or equipment, but posts are requested to limit orders to 6 cubic foot per shipment (approximately the size of 5 copy paper boxes), no longer than 29 inches on the longest side, and weighing no more than 250 pounds per shipment.

- While the Department of State places no size or weight limit on official items being sent through the classified diplomatic pouch, some posts have size or weight restrictions; these are listed on the DPM website (http://www.state.gov/m/a/c8028.htm).

- Guidance on bulk shipments through DPM are addressed in 14 FAM 723.3. Bulk shipments should normally be processed through the Despatch Agency and funded by the shipper.
Intermediate (Level 2) Session 6: Small Package Transportation

Wrap Up

- The definitions applied to small package vary by the mode of transportation and by TSP. The small package upper limit can now be as high as 300 pounds. Each TSP publishes its range of acceptable sizes (length, width, height, and girth) for the types of services it offers. For example, dimensions may be more restrictive for air movement than for surface movement.

- Many international and domestic rules apply to the movement of different commodities. Some restrictions are based on international standards, such as those advanced by the International Air Traffic Association (IATA) Dangerous Goods Regulations. Domestic rules are the responsibility of the U.S. Department of Transportation and are found in 49 Code of Federal Regulations (CFR). Each TSP must comply with these regulations, and may further restrict commodities or items, including hazardous material. When doing shipment planning, you should check with potential TSPs to determine if material is restricted or if there will be significant costs associated with handling the shipment.

- Small package services provide both advantages and disadvantages. The primary advantages are expedited delivery service and enhanced control and visibility of the shipment. Another characteristic is convenience, but this can also be a disadvantage if over-used. Because small package service is generally expensive compared to other shipping methods, it may not be your best transportation alternative. If delivery time allows, consolidating items into larger shipment units for movement as freight may satisfy the delivery requirement at greater economy.

- While you may pursue commerical small package arrangements with any TSP offering services, you should review your agency policy for participation with the Federal Strategic Sourcing Initiatives (FSSI) that the GSA Domestic Delivery Service (DDS) is a program of. For international shipments, U.S Air Force World Wide Express (WWX) may be an alternative. For some official business shipments, you may also want to consider using the APO/FPO/DPO services of the U.S. Postal Service, or the Department of State pouch service.
Intermediate (Level 2) Session 6: Small Package Transportation

Glossary of Terms

- **APO/FPO/DPO**: Air/Army Post Office, Fleet Post Office, Diplomatic Post Office.

- **Consolidated Receiving Point (CRP)**: CRP means the contractor under contract to a Despatch Agency to receive and prepare items for shipment to a post. The CRP receives, records, consolidates, and packs items for shipment overseas under the direction of the Despatch Agency. (48 CFR 602.1)

- **Despatch Agency**: U.S. Department of State office responsible for the transportation of supplies between the U.S. and posts within its specific geographic area as assigned by the Office of Logistics Operations. (48 CFR 602.1)

There are six Despatch Agencies, one each in Iselin, New Jersey; Baltimore, Maryland; Miami, Florida; Seattle, Washington; Brownsville, Texas; and the European Logistical Support Office in Antwerp, Belgium.

- **Indefinite Delivery, Indefinite Quantity**: IDIQ are contracts that provide for an indefinite quantity of supplies and services during a fixed period of time. IDIQ contracts are most often used for service contracts and architect-engineering services. Awards are usually for base years and option years. The government places delivery orders (for supplies) or task orders (for services) against a basic contract for individual requirements. Minimum and maximum quantity limits are specified in the basic contract as either number of units (for supplies) or as dollar values (for services).

- **Girth**: The distance around the thickest part (perpendicular to the length) of a shipment.

- **Diplomatic Pouch**: A method of moving diplomatic documents and articles intended for official use.
Intermediate (Level 2) Session 6: Small Package Transportation

Knowledge Review

Select the correct response(s):

When determining whether to use small package services versus other methods of transportation, which factors should the transportation officer consider?

☐ A. Distance to destination
☑ B. Required delivery date
☑ C. Cost relative to value of the shipment
☐ D. Convenience to the shipping office
☑ E. Whether the material is hazardous
☑ F. Federal and agency policies and rules

**Answer:** B - Required delivery date, C - Cost relative to value of the shipment, E - Whether the material is hazardous, and F - Federal and agency policies and rules

**Feedback:** Shipment characteristics and delivery dates will drive the selection of mode and type of carrier. However, transportation officers should be aware that, while convenient, over-use of small package service can result in excessive transportation costs when compared to other modes.
Knowledge Review

Based on the following scenario select the correct response(s):

Your agency has a requirement to move a shipment weighing 275 pounds from Minneapolis to another agency office in Bonn, Germany. The required delivery date is five days away.

Which of the following is your best transportation option to use?

A. USPS APO/FPO/DSO system  
B. U.S. Department of State (DOS) international shipping capability  
C. WWX  
D. A commercial tender with a freight forwarder  
E. DDS

Answer: C - WWX

Feedback: WWX International heavy lift can support international shipments up to 300 pounds at government-discounted rates.

The weight makes the shipment outside the limits of the APO/FPO/DPO system, and your consignee may not be a qualified recipient.

DDS does not support delivery to overseas locations with the exceptions of some U.S. territories.

DOS may be able to handle your shipment through a Despatch Agency, but moving the shipment there first, and then to Germany, may not meet your required delivery date.

A freight forwarder may be able to meet your timeline, but the overall cost of shipment may well exceed the discounted rate under WWX.
**Intermediate (Level 2) Session 6: Small Package Transportation**

**Knowledge Review**

**Based on the following scenario select the correct response(s):**

You have a requirement to move computer equipment from your location in Maryland to a new office location opening in South Carolina. The equipment consists of two network servers, four monitors, four desktop personal computers (PCs), two laptop computers, and two laser printers.

The servers, PCs, laptops, and printers are new and individually boxed, with individual dimensions and weights that are eligible for small package service. In their packaging, the servers each weigh 60 pounds, the laptops 10 pounds, and the printers 30 pounds.

The shipment is routine priority with ten days before the required delivery date.

What should you do?

A. Mark, label, and ship each item separately as a small package shipment.
B. Send only some of the items as small package shipments.
C. Consolidate all of the items into a single shipment unit and ship via LTL freight.

**Answer:** C - Consolidate all of the items into a single shipment unit and ship via LTL freight

**Feedback:** As the shipment is routine priority without an urgent delivery date, and without conducting a detailed cost analysis, the most economic and practical option is to consolidate the material into a single LTL shipment and move it by truck.
Intermediate (Level 2) Session 6: Small Package Transportation

Knowledge Review

Based on the following scenario select the correct response(s):

You have a requirement to move computer equipment from your location in Maryland to a new office location opening in South Carolina. The equipment consists of two network servers, four monitors, four desktop personal computers (PCs), two laptop computers, and two laser printers.

The servers, PCs, laptops, and printers are new and individually boxed, with individual dimensions and weights that are eligible for small package service. In their packaging, the servers each weigh 60 pounds, the laptops 10 pounds, and the printers 30 pounds.

The shipment is routine priority with ten days before the required delivery date.

What should you do?

A. **Mark, label, and ship each item separately as a small package shipment.**
B. **Send only some of the items as small package shipments.**
C. **Consolidate all of the items into a single shipment unit and ship via less-than-truckload freight.**

**Answer:** B - Send only the servers as small package shipments

**Feedback:** While this is not an absolute answer, the additional control and security offered by small package service may better suit the need for protecting the servers and their data, and ensuring the shipment can be tracked and delivery at the consignee's location confirmed.

It still may be feasible to consolidate the remaining equipment into a single shipment unit and use LTL service.
Intermediate (Level 2) Session 6: Small Package Transportation

Continuing the Learning Process

In addition to the sites identified in this session, you can find more information on the topic Small Parcel Transportation from the following:

- U.S. Air Force Air Mobility Command Commercial Services site provides information on the DoD Domestic Express Small Package Service, WWX, and domestic air tender programs.

- USPS service to APO/FPO/DPO addresses, refer to the postal bulletin archive (http://about.usps.com/postal-bulletin/welcome.htm). Locate the most-current bulletin, go to the "Pull-Out Information" and open it. Within this information, you will find "Other Information," which provides the restriction codes for all APO/FPO/DPO zip codes. At the end of the listing is the key to the restriction codes.

- Department of State diplomatic pouch policy, refer to Volume 14, Foreign Affairs Manual, Section 720 (http://www.state.gov/m/a/dir/regs/fam/).

- The classification and transportation of hazardous materials are regulated by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) (http://phmsa.dot.gov/hazmat).

- Common carriers of federal small packages
  - USPS
  - UPS
  - FedEx

- Small package transportation must meet compliance as well with the Prepayment and Postpayment Transportation Audit requirements identified in 31 U.S.C. 3726 and 41 CFR 102-118 Transportation Payment and Audit. Contact GSA Transportation Audits Division at AskAudits@gsa.gov or by phone (703) 605-3488 for further information.