

STANDARD OPERATING PROCEDURE FOR BULK BREAKPOINT PICKUPS

Purpose: To establish procedures and controls for the pickup of items from respective bulk breakpoints in a timely manner, to avoid the cost of reshipment and eliminate any delay in delivery of materials, equipment and furniture to district schools and offices.

Definition: A bulkbreak point (BBP) is a receiving location for the initial delivery of containerized shipments. These initial delivery points are located in Germersheim, Germany, and Chievres, Belgium. These BBP centers break down the shipments for distribution to the local BDP or TMO. The service organizations may use different terms for the BBP. Army locations use “Bulk Drop Point” (BDP) located at the smaller Army units. The Air Force uses “Transportation Management Office” (TMO) which is located at air bases.

Applicability: This guidance applies to all School Support Assistants (SSA’s) and other district personnel with responsibilities for pickup of materials, equipment, and furniture for district schools and offices.

Procedures:

1. School support assistants (SSA’s) are responsible for identifying their respective BBPs. Shipments to these locations are temporary due to limited storage capabilities. Therefore, it is essential that each SSA contact their local receiving point to become informed about any incoming shipments.
2. The delivery method to the school depends upon the capability and manpower at the receiving point (BDP or TMO) where materials are sent. Some locations are capable of delivering directly to the school, door-to-door, while others are not manned to provide this service. In this case, the SSA must make arrangements for pick up.
3. When notified of deliveries the SSA must initiate pickup and movement of the materials to the school. The SSA must contact the TMO/TMP Vehicle Operations unit to obtain a vehicle to pickup these materials. If a vehicle is not available in a reasonable amount of time (three days), an alternate method is for the SSA to use the Government Purchase Card (GPC) to procure a rental truck or van. Should the shipment be so large that a truck or van cannot move the materials, a moving company must be hired. In this case, the SSA must contact the DSO Logistics Office prior to making these arrangements.

4. A listing of the Kaiserslautern District receiving locations are as follows:

a. For AFNORTH ES/HS, Geilenkirchen ES, Kleine Brogel ES, and Volkel ES:

BMTC Schinnen	BMTC Schinnen
UNIT 21602	BORGERWEG 10
DoDAAC: SWE300	6365CW Schinnen
APO AE 09703	The Netherlands

b. For Ramstein ES/IS/MS/HS, Kaiserslautern ES/MS/HS, Landstuhl EMS, and Vogelweh ES:

Cargo Movement Center
86 Trans Unit 3255
Bldg 2127, Door 19
DoDAAC: FB5612
APO AE 09094
Phone Number: DSN 480-3211/5532/5222

c. For Baumholder HS, Neubruecke ES, Smith ES, and Wetzell ES:

104 ASG Central Receiving Point
Smith Barracks, Bldg 8724, Baumholder
DoDAAC: W81XG1
APO AE 09034
Phone Number: DSN 485-6827

d. For Bitburg ES/MS/HS and Spangdahlem ES/MS:

Spangdahlem TMO
DoDAAC: FB5621
Phone Number: DSN 452-5154

Controls:

1. All shipments delivered to receiving locations within three days.
2. No denials/refusals of shipments at bulkbreak points.

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