



DEFENSE LOGISTICS AGENCY
 DEFENSE DISTRIBUTION CENTER
 450 Fifth Street
 ROBINS AFB, Georgia 31098-1887

Cherry
 64-10
 23 Apr 01
 FAR Part 47
 POC: Christal Borum

IN REPLY
 REFER TO

DDWG-G

March 23, 2001

MEMORANDUM FOR WR-ALC/LG
 WR-ALC/PK

SUBJECT: Classified Material Shipped Improperly

The Defense Distribution Center Warner Robins Georgia (DDWG) and E G & G Logistics are constantly receiving classified material shipped to improper "general storage address". The DODAAC for Classified Material shipments is FY2066, however it doesn't matter what DODAAC you use as long as you have the official address of the Classified Storage Complex on the shipping label. Carriers as well as the US Postal service deliver by street address only. All classified material shipped to DDWG for storage/distribution should be sent to the following address:

DDWG
 Bldg 368, C Storeroom
 Robins Parkway
 Robins AFB GA 31098-1887

The majority of classified assets are shipped via Federal Express (Fed Ex) and we have no way of knowing the material is classified until the item is opened and inspected. If the asset has a "general storage address" like, Central Receiving, 455 Byron Street, Robins AFB GA, the material will be delivered to that address.

We as DOD employees must protect our classified assets to ensure the integrity of national security is not compromised. We all have a responsibility to ensure these assets are routed to the proper secure storage facility and handled according to DOD 5200.IR. Request the Prime Item Managers, along with Equipment Specialists, Contracting Laisons, Engineers and any person who may have classified material shipped to this center for storage/maintenance, ensure that all users are given correct shipping instructions for returning classified assets to DDWG.

	OPR	OCR	INFO
PKP			
PKX	✓		
PKO			
PK-(3)			
LJK			
LPK			
LJR			
LKR			
LNR			
LLN			
LVR			
LYR			
LZR			

2001-11-C

Other
 DATE IN: 4-5-01
 DATE OUT: 4-5-01

Additional questions may be referred to Margie Hodge, DDWG Security Specialist,
ext 926-5831.

CC: WR-ALC/LGS
78 SFS/SPA



TERRANCE G. MYKES
Colonel, USAF
Commander