SECTION 3
NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

3-1. General.

TSPs may file non-alternating, agency specific offers as identified below. Non-alternating offers will apply specifically to those Federal agencies/locations identified below and will not alternate with any other accepted offer. By submission of a rate offer under this RFO Section 3, the submitting TSP agrees to the following terms and conditions applicable to a specific agency. The offer is also subject to the provisions as set out in this RFO and the provisions of the HTOS, supplements thereto and reissues thereof (RFO Section 2-4).

3-2 Department Of Veterans Affairs (VA) – Domestic (DVADC)

TSPs submitting offers in accordance with RFO Section 3-2, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-2.1. Released Valuation.

In lieu of released value as provided for in Item 190-1 of the GRT, supplements thereto and reissues thereof, all domestic VA shipments shall be released at $6.50 with a maximum TSP liability of $117,000.00 applicable to both shipments in transit and SIT. Except as noted otherwise, the remaining provisions of Item 190-1 will apply. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-2.2. Excess Released Value.

3-2.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of $6.50 for domestic shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of domestic shipments released value of $6.50 times the weight or $117,000.00 whichever is less.

3-2.2.2. Storage-In-Transit.

In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $6.50 per pound released value or $117,000.00 whichever is less.

3-2.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA domestic shipments shall be subject to a 110% weight variance.

3-2.4. Rate Basis.

By submission of a rate offer under RFO Section 3-2, the TSP must have the ability to self-pack, load, and haul 85 percent or greater of VA interstate (including Alaska) and intrastate shipments. This is defined as a TSP who can contain a movement of property within its own operational capabilities without recourse to another TSP.

3-2.5. Volume.

The VA is estimating that the volume of domestic shipments under this RFO is 1,150 shipments.

3-3 Department Of Veterans Affairs (VA) – International (DVADC)

TSPs submitting offers in accordance with RFO Section 3-3, may file offers applicable between the points specified in RFO Section 5-2 and 5-3 and identified as Agency Specific Codes in RFO Section 5-1.

3-3.1. Released Valuation.

In lieu of the TSP liability at $5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, all international VA shipments shall be released at $8.50 with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-3.2. Excess Released Value.

3-3.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of $8.50 for international shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of international shipments released value of $8.50 times the weight or $153,000 whichever is less.

3-3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $8.50 per pound released value or $153,000.00 whichever is less.

3-3.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA international shipments shall be subject to a 110% weight variance.

3-3.4. Volume.

The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

3-4. Department of State (DOS) – International (DOSDC)

3-4.1. General

TSPs submitting offers in accordance with RFO Section 3-4 may file offers applicable between the points specified in RFO Section 5-2 and 5-3, and identified as Agency Specific Codes in RFO Section 5-1. DOS will only accept corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. The selection of the origin agent (s) will be at the sole discretion of the corporate level management.

3-4.1.1. Shipment Reporting

All TSPs offering rates will be required to provide weights and pieces within five calendar days for Unaccompanied Air Baggage (UAB) shipments and seven calendar days for surface shipments from the day after the shipment is picked up. Routing details must be provided within three calendar days for UAB shipments and seven calendar days for surface shipments from the date permission to ship was granted from post. Delivery information must be provided within one business day after the shipment is delivered to SIT or residence. A copy of the reporting form can be found in exhibit 3.

Reports must be submitted directly to the respective Originating Agency, Despatch Agency or office. In addition, a copy of the status report must be provided by the International through Government Bill of Lading (ITGBL) Forwarder to all parties involved: the employee, the Post General Service Officer (GSO), almarchive@state.gov, and almopsrlc@state.gov. DOS will periodically provide each TSP a list of e-mail addresses for all embassies and consulates. Our agency reserves the right to discontinue tendering any services if the TSP does not provide the reports as outlined under the above provisions.

A copy of the pre-move survey must be submitted to the booking counselor and ALMArchive@state.gov, The subject line of the email must contain Work Order Bill (Bill of Lading (BOL) number, shipment type, last name of the employee and "Pre-move Survey". The weight on the survey must be reported as part of the reporting procedures below.

See section 3-4.3.3. for reporting requirements for shipments missing the Required Delivery Date (RDD).

3-4.1.2. Use of Agents

1. **For all shipments**, the TSP must provide their selected local agent to the booking counselor within 24 hours from the time the initial booking was received.

2. **Use of Domestic Agents:** If services are being performed within the Washington, DC Metro area (defined as the 50 miles radius of the Washington monument), the forwarder is requested to utilize one of the local Non-temp storage (NTS) pack and crate companies if the employee has a permanent storage shipment. This will minimize the number of companies in the employee's residence. If there is no NTS shipment, or if the shipment is originating outside the Washington DC Metro area, the TSP may select an agent of their choosing.

3. **Use of International Agents**: TSPs may only use those designated agents abroad as defined under Section 9 of the RFO, The list of worldwide agents is updated monthly and changes will be shared with the active TSP currently participating.
4. **SCAC Code:** All TSPs used as agents in the United States must be registered with the Directory of Standard Multi-Modal Transportation Service Provider (NMFTA) and have an active Standard Carrier Alpha Code (SCAC). In addition TSPs must be registered and in good standing with the Better Business Bureau. Your packing company SCAC code must be unique to your organization and different from any of your affiliates.

3-4.1.3. Weight Variance

In lieu of the weight variance of 115%, as provided for in Section 2-7.12 of this RFO, all international shipments shall be subject to a 110% weight variance.

3-4.1.4. Storage in Transit (SIT) charges

Where storage and warehouse handling charges apply, based on location of the warehouse where SIT service is provided, SIT rates utilized are those of the destination point shown again on the Government Bill of Lading (GBL) rather than the actual point of storage.

3-4.2. Household Goods (HHG)

The percentage (%) cited in the submitting TSPs offer for the surface HHG represents a single-factor rate, based on the Base-Line Rates specified in Section 2-7.2.2.6, per 100 pounds net weight including full replacement value TSP liability as defined in HTOS, Section 10 and RFO Section 3-4.6. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. The minimum weight is 1,000 pounds.
Household effects (HHE) that is sent by air should be billed at the filed rate for UAB. UAB guidelines concerning minimum billable weight, air fuel surcharge and option to bill for dimensional weight apply.

3-4.2.1. Services included in rate

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Residence Delivery for HHE, CNS and UAB including unpacking and removal of debris on the day of delivery. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP. All lift vans must be of new wood and in compliance with the ISPM#15 Standard**.**
2. Servicing of appliances, except third party service.
3. Export and import documentation services involving customs clearances.
4. Removal and placement of each article in the residence/warehouse or other building.
5. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge.
6. Ferry, tunnel and bridge charges/tolls.
7. The first 30 Days of SIT and all associated SIT charges are inclusive of the filed rates. This includes all charges associated with pickup/delivery and warehouse related charges.
8. All rate offers solicited for the DOS must incorporate the following accessorial services:
   - ATC Charges
   - All long carry charges at origin
   - All long carry charges at destination
   - All stair carries
   - One-time elevator charge
   - Inside Lift
   - All charges associated with heavy or bulky items, to include piano/organ.
   - All charges for shuttle service
   - Crating up to $250 (any amount above this must be approved by DOS)
   - Only the standard charge for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from Mini Storage facilities must be included
   - Cost of special motorcycle container (Clip-Lok)
   - Bunker, War and Security Surcharges including 10-2 Rule Fees
   - All sea and air fuel surcharges
   - Television box (LCD, LED, and Plasma Televisions) requirements as identified in Section 2-7.2.2.1.2
   - Demurrage resulting from the packers discretionary consolidation of HHE and POV shipments
9. All land, water, and air transportation, EXCEPT 3-4.2.2.below:

3-4.2.2. Services excluded from rate that require pre-approval for payment

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable customs documents, or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 17, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.

2. Any Government or public authority ordered charges for inspection, disinfestations, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.

3. Servicing of articles requiring services of third parties.

4. Port congestion surcharges.

5. Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit.

3-4.3. Transit Times on International Shipments for HHE, CNS and Privately Owned Vehicles (POV)

In lieu of the transit times identified in Section 10 of the HTOS, the following criteria shall be used for determining international Required Delivery Dates (RDD) on DOS shipments to and from the United States and foreign countries:

3-4.3.1. Transit Times on International Shipments for UAB and HHE by air
RDDs for UAB and HHE by air shipments is 18 Days.

3-4.3.2. Transit Times on International Shipments
Required delivery dates for shipments going between international locations are specified in the chart on page 5 and 6. These RDDs will be adjusted as historical data becomes available to validate transit times.

Late Delivery Reduction. - INTERNATIONAL ONLY. (In lieu of Paragraph 11-1.4.)
A late delivery reduction of $100.00 per day will be payable to the Federal agency paying the transportation charges, for each calendar day or fraction thereof, when the actual transit time for direct delivery shipments exceeds the transit time as defined in Section 3-4.3 of the RFO, subject to the following items:

1. When the Government and the participant mutually agree to a transit time longer than the transit time as shown in this HTOS, the penalty will begin on the day after the agreed date.

2. When the Government and the participant mutually agree to a transit time chart other than the chart in this HTOS, the penalty will begin on the day after the agreed date;

3. When a shipment consigned to SIT at destination is en route and the destination is changed to a direct delivery, the transit time is negotiable and no penalty occurs for late delivery.

4. This item will apply only for shipments which: (a) weigh or are rated at 1000 pounds or more that are picked up during the period from October 1 through May 14 of each subsequent year; OR. (b) weigh or are rated at 1500 pounds or more that are picked up during the period from May 15 through September 30 of each year.

5. This item will not apply if delay is caused by reasons beyond the participant's control, described as “Impractical Operation” in the participant's governing Government Rate Tender.

6. This item will not apply to a shipment, or portion thereof, which is lost or destroyed in transit and cannot be delivered due to such loss or destruction.

7. This item will not apply to an overflow portion of the shipment when the overflow weight represents less than twenty (20) percent of the total shipment weight and contains nonessential items (possessions not needed to maintain day-to-day housekeeping during the period of time between delivery of the main portion of the shipment and delivery of the overflow).

8. This item will apply when reconsignment or diversion is made on a shipment, based on the applicable mileage and weight of the shipment from point of diversion to the new destination.

9. The total reimbursement shall not exceed an amount equal to total charges for the shipment, excluding SIT.

10. This payment satisfies the Government's right to equitable adjustment for failure to perform, but does not waive, mitigate, or satisfy any other right or remedy available to the Government on account of late delivery by the participant.

3-4.3.3. Calculating Transit Times
Transit times will be calculated from the last day of pick up until the shipment is available for delivery. See country and RDD Chart on page 5 and 6 for transit times. Transit time will not include the time between the request for permission from post to forward shipment and the response to send shipment. The request to forward shipment to post must be made within three business days after pack out is completed.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing Office and TTMContracts@state.gov. Contact the DOS Tender Administrator for a copy of the Missed RDD Form. A monthly report will be provided to all ITGBL providers listing total shipments completed within the calendar year and RDD statistics. Forwarders will have 10 days from receipt of this report to rebut any shipments that were completed within the month prior to receiving the report. Failure to meet the RDD resulting from the TSPs discretionary consolidation of HHE and POV will not be considered an acceptable exception to the RDD.

3-4.3. Transit Times on International Shipments For HHE, CNS and POV

In lieu of the transit times identified in Section 12 of the HTOS, the following criteria shall be used for determining international required delivery dates (RDD) on DOS shipments to and from the United States and foreign countries:

Country	RDD		Country	RDD		Country	RDD
AFGHANISTAN	60		GERMANY	59		NORWAY	55
ALBANIA	66		GHANA	75		OMAN	62
ALGERIA	60		GREECE	60		PAKISTAN	61
ANGOLA	75		GRENADA	56		PALAU	60
ARGENTINA	62		GUATEMALA	58		PANAMA	58
ARMENIA	61		GUINEA	75		PAPUA NEW GUINEA	73
AUSTRALIA	75		GUINEA-BISSAU	75		PARAGUAY	70
AUSTRIA	59		GUYANA	61		PERU	61
AZERBAIJAN	60		HOLY SEE	56		PHILIPPINES	75
AZORES	60		HONDURAS	58		POLAND	59
						PORT AU PRICE	45
BAHAMAS	45		HONG KONG	64		PORTUGAL	60
BAHRAIN	59		HUNGARY	56		QATAR	59
BANGLADESH	75		ICELAND	52		ROMANIA	66
BARBADOS	45		INDIA	74		RUSSIA	59
BELARUS	66		INDONESIA	73		RWANDA	75
						SAMOA	73
BELGIUM	56		IRAN	60		SAUDI ARABIA	55
BELIZE	58		IRAQ	60		SCOTLAND	60
BENIN	75		IRELAND	57		SENEGAL	61
BERMUDA	45		ISRAEL	61		SERBIA	66
BOLIVIA	60		ITALY	56		SIERRA LEONE	75
BOSNIA -HERZEGOVINA	54		JAMAICA	45		SINGAPORE	71
BOTSWANA	75		JAPAN	63		SLOVENIA	59
BRAZIL	75		JORDAN	61		SLOVAK REPUBLIC	60
BRUNEI	75		KAZAKHSTAN	75		SOMALIA	75
BULGARIA	66		KENYA	75		SOUTH AFRICA	75
BURKINA FASO	75		KOREA	67		SPAIN	59
BURMA	67		KOSOVO	57			
BURUNDI	75		KUWAIT	59		SRI LANKA	74
CAMBODIA	73		KYRGYZSTAN	60		SUDAN	75
CAMEROON	75		LAO PEOPLE'S DEMOCRATIC REP	73		SURINAME	61
CAPE VERDE	75		LATVIA	56		SWAZILAND	60
CENTRAL AFRICAN REPUBLIC	75		LEBANON	61		SWEDEN	55
CHAD	75		LESOTHO	60		SWITZERLAND	60
CHILE	62		LIBERIA	60		SYRIAN ARAB REPUBLIC	61

CHINA	75		LIBYA	60		TAIWAN	64
COLOMBIA	61		LITHUANIA	66		TAJIKISTAN	60
CONGO	75		LUXEMBOURG	56		TANZANIA	75
COSTA RICA	56		MACEDONIA	60		THAILAND	70
			REPUBLIC OF MADAGASCAR	75			
COTE D'IVOIRE	75					TOGO	60
CROATIA	56		MALAWI	75		TRINIDAD AND TOBAGO	51
CUBA	45		MALAYSIA	71		TUNISIA	56
CYPRUS	66		MALI	61		TURKEY	70
CZECH REPUBLIC	59		MALTA	46		TURKMENISTAN	75
DENMARK	55		MARSHALL ISLANDS	60		UGANDA	75
DJIBOUTI	75		MAURITANIA	61		UKRAINE	75
DOMINICAN REPUBLIC	45		MAURITIUS	60		UNITED ARAB EMIRATES	62
EQUADOR	63		MEXICO	48		UNITED KINGDOM	57
EAST TIMOR	75		MICRONESIA	56		URUGUAY	60
EGYPT	60		MOLDOVA, REPUBLIC OF	60		UZBEKISTAN	75
EL SALVADOR	58		MONGOLIA	60		WESTERN SAMOA	60
EQUATORIAL GUINEA	75		MONTENEGRO	60		VENEZUELA	61
ERITREA	75		MOROCCO	59		VIET NAM	73
ESTONIA	55		MOZAMBIQUE	75		YEMEN	75
ETHIOPIA	75		MYANMAR	67		ZAIRE	75
FIJI	73		NAMIBIA	75		ZAMBIA	75
FINLAND	55		NEPAL	75		ZIMBABWE	75
FRANCE	56		NETHERLANDS	56			
			NETHERLAND ANTILLES	61			
GABON	75		NEW ZEALAND	74			
GAMBIA	75		NICARAGUA	56			
GEORGIA	60		NIGER	75			
			NIGERIA	75			

3-4.4. Application of International Rates for Specific Cities within South Africa, Brazil China, Mexico and Russia
TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable to and from specific points within the countries of South Africa, China, Mexico, Russia and Brazil, as identified below. City codes are identified in RFO Section 5-3. To be accepted, rates must be broken down. For instance, if the carrier files only "South Africa" the rates will not be accepted. The carrier should file rates for Cape Town, Durban, Johannesburg, and Pretoria.

South Africa Cape Town, Durban, Johannesburg, Pretoria

Brasil	Brasilia, Rio De Janeiro, Recife, Sao Paulo
China	Beijing, Chengdu, Guangzhou, Shanghai, Shenyang
Mexico	Mexico City, Ciudad Juárez, Guadalajara, Hermosillo, Matamoros, Monterrey, Nuevo Laredo, Tijuana, Merida, Nogales
Russia	Moscow, St, Petersburg, Vladivostok, Yekaterinburg

3-4.5. Released Valuation –International

3-4.5.1. Transportation
In lieu of the TSP liability at $5.00 as provided for in the RFO Sections 2-7.5.3, the TSP must offer replacement or repair value for damaged or lost items or; in case of total loss, at a base value of $8.50 times the net weight of the shipment in

pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.6. Excess Released Value

3-4.6.1. Transportation

In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $8.50 times the weight. To seek a greater value the employee is to contact the TSP and seek a quote and make full payment to the TSP. A copy of the added policy and certification that payment was collected must be provided by the TSP to the DOS counselor prior to having the GBL issued. The counselor will issue the GBL with the additional valuation.

3-4.6.2. Storage-in-Transit

In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $8.50 per pound released.

3-4.7. International Volume

The DOS is estimating that the volume of shipments under this RFO is 10,000 shipments.

3-4.8. Instructions for Lift Vans to be used for shipment of Household Effects

Containers/Lift Vans to be used for a surface shipment of household effects must be new soundly constructed of ¾ inch plywood, lined with a waterproof barrier, and reinforced with an inside framework with a base for easy access for forklift or any other lifting equipments. Wooden containers must be heat treated or fumigated in compliance with ISPM 15 standard, and/or the requirements of the destination country. Full consideration should be given to eliminating damage to the effects from exposure to inclement weather, salt water, salt atmosphere, possible violent external forces incident to ocean and/or inland transportation, and rough handling, to insure safe and undamaged arrival of the effects at the destination. Caulking compound must be used when wooden container panels are assembled to insure watertight joints. The Department of State will not accept containers constructed of Oriented Strand Board (OSB). The dimensions of a standard container/lift van are 87 x 47 x 87 inches. Any special requests for unusual size lift vans shall be specifically stated in the written authorization.

Lining and Banding of All Shipping Containers

A. The interior of all containers or lift vans shall be lined with polyethylene with minimum thickness of .004 inch. Lining must be applied in such a manner that it is free from holes or tears and laps occur only where the ceiling liner meets the side and end liners. The floor of the container must be lined with similar waterproof material. Any other type of waterproof material barrier must have prior approval of the Department of State before use.

B. Steel tension banding shall be applied tightly and securely to all wooden and plywood containers after loading and sealing. On containers 1.36 cubic meters (48 cubic feet) or less, steel tension banding of a minimum size of 1.905 centimeters (3/4 inch) in width by .0889 centimeters thick (.035 inch) may be used. On containers over forty-eight (48) cubic feet steel tension strapping of a minimum size of 3.149 centimeters (1 1/4 inch) in width by .0889 centimeters thick (.035 inch) shall be used.

C. Containers 1.36 cubic meters (48 cubic feet) or less, shall be banded by a minimum of two steel bands perpendicular to the base positioned about one-fourth (1/4) the distance from each end of the container. Containers over 1.36 cubic meters (48 cubic feet) shall have two bands of steel tension strapping secured perpendicular to the base, positioned so they pass through the openings in the base left for the entry of handling equipment. Two additional tension bands shall be applied girth-wise, parallel to the base, around the four sides of the container, one band positioned approximately one-fourth (1/4) the distance from the top. Wood cleats, tie blocks, or braces are to be used under tension banding when necessary to insure stability or to bridge unsupported spans.

3-4.9. Preparation of Unaccompanied Air Baggage (UAB) for Shipment

A. All articles shall be packed into a shipping container of suitable capacity so all useable space is occupied, which will insure a shipment of the least tare weight and smallest cubic measurement compatible with safe transportation to destination without damage to container or contents.

B. All cartons, boxes, wrapping and cushioning materials, and shipping containers used by the contractor in the performance of services under this contract shall be new, clean, dry, and free from any substance injurious to the article to be packed and contain no wooden skids.

C. All shipping containers provided by the contractor(s) for the protection of baggage shall be tri-wall fiberboard boxes 5, 10 or 15 cube (inside measurement) with a minimum 900-pound test burst strength. The box is made of FOUR LINERS / THREE FLUTES as: liner1 / flute / liner 2 / flute / liner 3 / flute / liner 4. The thickness of the box is ½ inch.

D. If there are articles that are too large to fit into the standard containers, the contractor must first notify the Transportation Advisory Section to determine if those items are allowable.

E. The maximum weight of any packed container shall not exceed 90.72 Kilograms gross weight (200 pounds) without prior approval of the authorizing Government Agency.

F. All packed baggage must be completely wrapped in a reinforced kraft-asphalt-kraft waterproof material prior to banding.

G. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 inch) must be used for banding trunks, footlockers and wooden cases. Only glass filament tape shall be used for banding suitcases or other soft containers.

H. All banding of baggage shall be a minimum of three (3) straps to each piece, one (1) lengthwise and two (2) around the girth. After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the authorizing Government Agency. The gross weight in metric with the English equivalents in parenthesis of each and the serialized number (i.e. 1 of 1; 1 of 4; 2 of 4; 3 of 4; etc.) must also be stenciled on the outside of each piece of baggage.

I. D containers are not to be used.

3-5. Department of State (DOS) – Domestic (DOSDD)

3-5.1. General

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-5.2. Released Valuation – Domestic

In lieu of the TSP liability at $5.00 as provided for in the RFO Sections 2-7.5.2 the TSP must offer replacement or repair value for damaged or lost items or; in case of total loss, shipments being released at a base value of $6.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.3. Excess Released Value

3-5.3.1. Transportation
In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.50 times the weight.

3-5.3.2. Storage-in-Transit
In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $6.50 per pound released.

3-5.4. Application of Rate Offers
All domestic rate offers solicited for the DOS must incorporate the following accessorial services:

- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
- All stair carries
- One-time elevator charge
- Inside Lift
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- Crating up to $250 (any amount above this must be approved by DOS)
- All uncrating
- Extra labor, long carry and all charges associated with Mini-storage.
- All Surcharges or Security fees associated with ocean portion of Alaska Moves
- Any boxing or crating fees for LCD, LED and Plasma Televisions, Item 105 of the GSA01 Tariff does not apply.

3-5.6. Domestic Volume
The DOS is estimating that the volume of shipments under this RFO is 2,500 shipments.

3-5.7. Storage In Transit (SIT)
Service providers are required by the DOS to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DOS is instructing the carrier that any shipment placed in SIT outside the 50-mile radius will be considered SIT at carriers convenience (HTOS 7-4.4.2). Under the HTOS, carriers are required to place shipments within a 50-mile radius of the destination unless the issuing office authorized in writing SIT over 50-miles from the destination shown on the GBL.

(SPECIAL) SPECIAL SERVICES THAT APPLY TO TWO OR MORE SECTIONS

3-5.8. Billing through Department of State Domestic and International

Power Track Participation
TSPs submitting offers under RFO Section 3-5 must participate with Power Track. Questions regarding Power Track usage/participation or delayed payments may be forwarded to TransportationQuery.gov

3-5.9. Excess weight charges - Domestic and International.
Our agency will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)
Overweight shipments: If a shipment is overweight the proper procedure is to put the shipment on hold and notify the booking counselor of the shipment being overweight, a status report should also be sent in at this time. If the rate is on file with TMSS you should not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate from TMSS and collect from the employee. If it was an OTO bid, the overweight cost should be quoted to the booking office. All collections should be handled by DOS and not the ITGBL forwarder. **Under NO circumstances are you authorized to waive an overweight payment.** Weights should be reported 100% accurately and not modify to fit the employee's entitlement. Once payment has been received, DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

3-6. Shipment of Boats/Kayaks/Canoes – Domestic and International
DOS will not authorize the shipment of boats/kayaks/canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of boats/kayaks/canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs.

3-6.1. Packed By Owner - Domestic and International
TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-6.2. Non-acceptance of locked gun cabinets and other similar items - Domestic and International
TSPs shall ensure that packing lists do not include any items listed as "locked gun safe" or any other locked container. TSPs shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s).

3-6.3. Shipment Tracking - Domestic and International
All TSPs offering rates for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

3-6.4. Claims Report – Domestic & International
At the end of each tender cycle the TSP is required to submit a Claims report showing all claims paid during that tender period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

3-6.5. Staffing Requirement - Domestic and International
All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSPs personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel must also be fluent in language of foreign country.

3-6.6 Multiple Tender Numbers: A TSP may not submit multiple tender numbers when submitting rates for international or domestic moves. Only one tender number may be submitted for domestic and one for International. Submission of multiples could result in DOS selecting only one or not selecting any at all.

3-6.7 Shipment consolidations: Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP of Released Valuation as defined elsewhere in the tender. Excess demurrage caused be consolidation of HHE and POV shipments will not be acceptable

3-6.8 *Additional TSP Responsibilities*
The (ITGBL Freight Forwarder's) TSP's vehicle **MUST** be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

3-6.9 GSA Form 3080 Household Goods Carrier Evaluation Report:
In addition to: **2-6.5.6. Completion of GSA Form 3080,** the following provisions apply. To be admissible 3080 forms must be sent directly from the transferring employee to TTM Contracts, an email to the official email address will confirm any emails from private accounts. The TSP will create an excel or word version of the 3080 to be sent to the employee and complete the following fields before sending it to the employee. Old and New Duty station B/L for the appropriate shipment type and the carrier name. **Before sending the 3080 to the customer mark the SSN field "Leave Blank".**

3-7. Forms required for the exportation of POV
Exhibit 1 List of Forms
Exhibit 2 Power of attorney format
Exhibit 3 Reporting form (from 3-4.1.1)
Exhibit 4 Reporting locations

3-7.1 Forms required for the importation of Personal Effects including POVs
WITH THE EXCEPTION OF THE II RC-159 THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE HHG or POV FOR US IMPORTATION. **Do not request the SSN in association with any form.** If an SSN is requested the passport number shall be used in its place.

Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles	(All)		Dated 10-2009
Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation		(POV Only)	Dated 5-2006
Exhibit 7 EPA 3520-1 Air Pollution Compliance		(POV Only)	Dated 9-2009
Exhibit 8 II RC-159 Treasury Department Supplemental Declaration	(All)		See 3-4.9.4

Exhibit 1

THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE POV:

1. The front and back copy of the title OR a certificate of origin
(Forwarder will have a copy of the CFR 192.2 should U.S. Customs ask for the original title. Electronic copies of the title are not acceptable)

2. The original lien release (if the title shows a financial institution)

3. If the name on the title or lien is different than the name on the GBL, attach a copy of the marriage certificate.

4. The Government Bill of Lading (GBL)

5. A copy of the passport

6. A copy of the applicable travel authorization or travel order

7. Two copies of a power of attorney; (use the generic power of attorney form attached)

8. A copy of a valid driver's license

9. A completed Form JF 49 (State Department form) prepared by the employee. This form contains the required information on POV and pickup location)

Note to Transportation Counselor and Employee: All documents must be in the possession of the freight forwarder at least ten (10) calendar days prior to the pickup date

Note to Forwarder: If ALL documents are not received from the employee at least 10 calendar days prior to the pickup date, immediately notify the counselor and Operations Management at Transportationquery@state.gov that the POV pickup must be cancelled.
The employee will provide all of the POV documents to the forwarder except for the JF 49. The employee will provide the JF 49 to the Transportation Counselor

Exhibit 2

LIMITED POWER OF ATTORNEY
FOR
EXPORT/IMPORT OF PERSONAL EFFECTS AND VEHICLES

DATE_____

Applies to:
POV _____Initial
Personal Effects _____Initial

I hereby name and appoint_____
(Type or Print Name)
of_____ to be my lawful attorney-in-fact
to act on my behalf to conduct all transactions necessary with the U.S .Customs Service in the proper exportation or importation of the below stated personal vehicle or Household Effects which are described as

_____
Year Make Model Color Body

_____
Vehicle Identification Number (VIN) Title Number

OR

_____
Household Effects description

and to do all things necessary to ensure compliance with all requirements pursuant to section 192 of the Customs Regulations.

_____
Signature of Owner Owner's Name- Type or Print

_____
Signature of Co-Owner Co-Owner's Name - Type or Print

_____
Home Address of Owner City/State/Country Zip Code

Exhibit 3

Daily ITGBL Shipment Status Report- _____
HHE, UAB, CNS or POV

CARRIER'S NAME: _____

Packing Information Weight and pieces must be reported within five calendar days for UAB and seven calendar days for HHE, CNS and POV from the day after the shipment is picked up. Report should reach the DOS Office via e-mail to: TTMContracts@state.gov

Employee's Name _____
DA Shipment Number (Box 18 of GBL) _____
Pack Begin/Pack End/Pick-up Date _____/_____/_____
Origin/Destination (city, state and country) _____
GBL Number _____
Survey Weight _____
Pieces _____
Gross Weight _____
Net Weight _____
Cube _____
Date Requested Post's Permission to Ship _____
Date Permission Granted _____
*Date Info Emailed to State Department (update with current date when information changes)_____

Shipping Information Shipping details must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post.

Date delivered to Pier _____
Port of Origin (no abbreviations) _____
Full Name of Airline/Shipping Lines _____
Ship Name _____
Voyage/Flight Number _____
Departure/Sail Date _____
Port of Discharge (air/sea) no abbreviations _____
ETA at Destination _____
Booking Number or Airway/Master Bill # _____
*Date Info Emailed to State Department (update with current date when information changes)_____

Delivery Information: Delivery information must be reported within one business day after the shipment is delivered to SIT or residence.

RDD _____
Date available for delivery (or put in SIT) _____
Date Delivered to Residence (actual not scheduled date) _____
Remarks if any (such as delay in Notification, Change Booking Details etc.) _____
_
*Date Info Emailed to State Department (update with current date when information changes)_____

Exhibit 4

Notification Procedures for all DA's for the- Daily ITGBL Shipment Status Report.

Please copy ALMOPSRLC@STATE.GOV for ALL shipments.

Shipment number starting with **DC** Send report to TTMCONTRACTS

Shipment number starting with **AI** Send report to AID, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **MI** Send report to USDA Miami, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **SE** Send report to USDA Seattle, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **EL** Send report to USDA ELSO, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **BR** Send report to USDA Brownsville, Copy to TTMCONTRACTS and to the counselor

Instructions for completing CBP Form 3299 for Free Entry of Unaccompanied Articles Dated 10-2009 (see Exhibit 5).

The 3299 must be completed as defined below. The employee will complete 1-7, the carrier's port agent will complete 8. A-F. **DO NOT** include the Employee's social security number (SSN) on the form.

Part I
To be completed by The Employee

1. Employee's full name as it appears in the passport
2. Employee's Date of Birth
3. Date the Employee will arrive
4. Employee's US Address including phone number if available
5. City where the Employee will clear customs (if available)
6. Name of Arriving Vessel carrier and flight/train (if available)
7. Names(s) of Accompanying Household Members

To be completed by The Carrier

8. Importation information
   A. Date of Import
   B. Name of Vessel
   C. Origin of Shipment
   D. Bill of Lading or Air Way Bill number
   E. Number and kinds of containers
   F. Marks and Numbers (see above, **DO NOT include the Employee's social security number (SSN) on the form).**

Part II
To be competed by The Carrier

The Employee is returning U.S. Personnel. The carrier is responsible for ensuring that all staff (including origin agents) are aware that DOS staff are US personnel and thus must complete Part III not Part II.

Part III
To be completed by The Employee

1. Date of Employee's last departure from the U.S. To be obtained from the Employee.
2. Employees Travel Orders. To be provided by the Employee.

Part IV
To be completed by The Employee

A. If applicable.
B. If applicable If item B (7) is selected duties may be collected.
C. If applicable.
D. Must be filled in only if selections were made from items A, B and C.

Part V
To be completed by The Carrier.

1. Name, 2. Sign & Date

Part VI
To be completed by The Employee

1. B. To be Selected, 2. Signed and 3. Dated

Part VII **Leave Blank**

Exhibit 5

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES

19 CFR 148.6, 148.52, 148.53, 148.77

FORM APPROVED OMB NO. 1651-0014 Exp. 01-31-2010

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-2010. The estimated average time to complete this application is 45 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the CBP official for additional information or assistance. REMEMBER--All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle)	2. IMPORTER'S DATE OF BIRTH	3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS	5. IMPORTER'S PORT OF ARRIVAL	
	6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN	

7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED	A. DATE	B. NAME OF VESSEL/CARRIER	C. FROM (Country)	D. B/L OR AWB OR I.T. NO.
E. NUMBER AND KINDS OF CONTAINERS		F. MARKS AND NUMBERS		

PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES

9. RESIDENCY ("X" appropriate box)
I declare that my place of residence abroad ☐ is ☐ was

A. NAME OF COUNTRY B. LENGTH OF TIME Yr. Mo.

C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One)
☐ (1) Returning resident of the U.S. (2) Nonresident: ☐ a. Emigrating to the U.S. ☐ b. Visiting the U.S.

10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES
I the undersigned further declare that ("X" all applicable items and submit packing list) :

A. Applicable to RESIDENT and NONRESIDENT

☐ (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)

☐ (2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10,9804.00.15, HTSUSA)

B. Applicable to RESIDENT ONLY

☐ All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)

C. Applicable to NONRESIDENT ONLY

☐ (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)

☐ (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)

PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.	2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:

PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

A. For U.S. Personnel, Evacuees, Residents and Non-Residents

☐ (1) Articles for the account of other person.
☐ (2) Articles for sale or commercial use.
☐ (3) Firearms and/or ammunition.
☐ (4) Alcoholic articles of all types or tobacco products.
☐ (5) Fruits, plants, seeds, meats, or birds.
☐ (6) Fish, wildlife, animal products thereof.

B. For Residents and Non-Residents ONLY

☐ (7) Foreign household effects acquired abroad and used less than one year.
☐ (8) Foreign household effects acquired abroad and used more than one year.

C. For Resident ONLY

☐ (9) Personal effects acquired abroad.
☐ (10) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to CBP.
☐ (11) Articles taken abroad for which alterations or repairs were performed abroad.

CBP Form 3299 (10/09)

Exhibit 5 Continued

D. LIST OF ARTICLES

(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OF COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: *State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.*

PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom of upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with provisions of section 484(h), Tarriff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER	2. SIGNATURE OF AGENT (Print and sign) Date

PART VI -- CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY

I, the undersigned, certify that this declaration is correct and complete.

1. "X" One

☐ A. Authorized Agent* (From facts obtained from the importer) ☐ B. Importer

2. SIGNATURE	3. DATE

**An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).*

PART VII -- CBP USE ONLY (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE

CBP Form 3299 (10/09)

Instructions for completing DOT HS-7 Declaration for Motor Vehicles Importation Dated 5-2006 (see Exhibit 6)

A cleaner copy of this form may be obtained from www.nhtsa.gov. As of June 4, 2010 the form is at http://www.nhtsa.gov/cars/rules/import/hs799short.pdf

To be completed by The Carrier

- Port of Entry
- Customs Port Code
- Customs Entry No.
- Entry Date.

To be completed by The Employee

- Make of Vehicle
- Model, Year
- Vehicle Identification Number (VIN)
- The Employee shall select the appropriate eligibility number on the form (1-13). Re-imported US manufactured vehicles are eligible under 2A.
- Name of Importer
- Importer's Address
- Name of Declarant
- Declarant's Capacity (Owner)
- Sign and Date.

Exhibit 6

US Department of Transportation
National Highway Traffic Safety Administration

— DECLARATION —

Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards

OMB No. 2127-0002
Public Law 100—562, 49 USC Chap. 301

PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO.	ENTRY DATE
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER *(Required when Box 3 is checked)*			VEHICLE ELIGIBILITY NO. *(Box 3)*
DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT			

☐ 1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.

Date of manufacture: _____ [591.5(i)]

☐ 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale to the first purchaser for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and I hereby certify or label or tag it in the effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item, or to its delivery container, in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)].

☐ 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer confirms that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to all such standards except for the labeling requirements of Standards Nos. 101 and 110 or 120, and/or the specifications of Standard No. 108 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use. [591.5(g)].

Attachment: Copy of manufacturer's confirmation letter.

☐ 3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States; and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have furnished a bond, which is attached to this declaration, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that a vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export or abandonment to the United States. [591.8] and that

a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked; or

b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked. [591.5(f)].

Attachments: Copy of DOT Bond; and
Copy of Contract with a Registered Importer, if applicable.

☐ 4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export, and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect. [591.5(o)]

☐ 5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

a. I am a nonresident of the United States and the vehicle is registered in a country other than the United States;

b. I am temporarily importing the vehicle or personal use for a period not to exceed 1 year, and will not sell it during that time; and

c. I will export it not later than the end of 1 year after entry, and the declaration contains my passport number and country of issue. [591.5(d)]

d. Passport No. _____ Country of Issue _____

☐ 6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

a. I am a member of a foreign government on assignment in the United States, or a member of the Secretariat of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom free entry of motor vehicles has been authorized by the Department of State

b. I am importing the vehicle on a temporary basis for my personal use and will register it through the Office of Foreign Missions of the Department of State;

c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;

d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title to the vehicle good for export only, and

e. I have attached a copy of my official orders. [591.5(h)(1)]

Name of Embassy: _____

Attachment: Copy of Official Orders.

☐ 7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigations, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 591.7, and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period for which the vehicle has been admitted into the United States. [591.5(i)]

Attachment:

a. Copy of NHTSA permission letter, if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically [591.8(f)(1) or (2)];

b. Importer's statement describing the use to be made of the vehicle or equipment item, if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, this statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of the disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.6(f)(3)].

☐ 8. The vehicle was not manufactured primarily for use on the public roads and is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)]

Attachment: Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, or that the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)]

☐ 9. The vehicle or equipment item requires further manufacturing, operations to perform its intended function, other than the addition of readily attachable equipment items such as tires, wipers, or rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standard is marked in accordance with that standard. [591.5(e)]

Attachment: For a vehicle, a copy of the Incomplete Vehicle Document issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the final or manufacturing required for the item to perform its intended function. [591.6(b)]

☐ 10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of a show or display, and I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 591.7. [591.5(j)].

Attachment: Copy of NHTSA Permission Letter.

☐ 11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)]

☐ 12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

a. I am a member of the armed forces of a foreign country on assignment in the United States;

b. I am importing the vehicle on a temporary basis, and for my personal use;

c. I will not sell the vehicle to any person in the United States other than a person eligible to import a vehicle under this paragraph;

d. I will export the vehicle upon departing the United States at the conclusion of my tour of duty, and

e. I have attached a copy of my official orders. [591.5(h)(2)]

Attachment: Copy of Official Orders.

☐ 13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended, and has not been revoked. I have informed NHTSA that I intend to petition, or I have petitioned that agency to decide that the vehicle I to be imported is eligible for importation, or I withdrew my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry. Upon I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandon it to the United States, within 30 days from the date of the denial, dismissal, or withdrawal of my petition, as appropriate, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the new date I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date my petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandon it to the United States. If the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of that destruction within 15 days from the date that it occurs.

Attachment: Copy of NHTSA permission letter.

NAME OF IMPORTER *(Please type)*	IMPORTER'S ADDRESS *(Street, City, State, Zip Code)*	
NAME OF DECLARANT *(Please type)*	DECLARANT'S ADDRESS	
DECLARANT'S CAPACITY	DECLARANT'S SIGNATURE	DATE SIGNED

EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see www.epa.gov/otaq/imports/index.htm.

HS-7 (Rev. 05-2006)

OVER
70154-M3/d-

EPA 3520-1 Air Pollution Compliance (POV Only) Rev. 9-2009 (see Exhibit 7)

To be completed by The Employee

4. Vehicle Identification Number (VIN) .
5. Manufacture Date
6. Manufacturer (make)
7. Model
10. Owner
12. Signature
13. Date
14. Name, company and phone

To be completed by The Carrier

1.-3.
9. Importer
11. Storage location

Commercial imports, leave blank

8. Applies only to codes A,C,J,Z

U.S. conforming and "identical" vehicles

Appropriate box to be selected by employee. Notify TransportationQuery@state.gov if vehicle is non-conforming do not move without authorization from DOS Transportation Operations.

Exhibit 7

Form Approved OMB 2060-0095 Approval Expires 7/31/2010

EPA

United States Environmental Protection Agency
Declaration Form
Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations

U.S. E.P.A., Compliance & Innovative Strategies Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 http://www.epa.gov/otaq/imports Phone (734) 214-4100; Fax (734) 214-4676.

This form must be submitted to the U.S. Customs Service (Customs) (42 USC 7522, 7601: 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.

Penalties: Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to $250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to $32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).

Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)

1. Port code:	2. Entry date: mm/dd/yyyy	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (mo/yr):	6. Manufacturer (make):	7. Model:	
8. ICI imports only, codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate:			

Names, Addresses, and Telephone Numbers of Relevant Parties

Certification: I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.

9. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	10. Owner:	11. Storage location:	12. Signature: 13. Date: mm/dd/yyyy 14. Name, company and phone (type or print):

U.S. conforming and "identical" vehicles

☐ **code B - U.S. certified** - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.

☐ **code F - U.S. certified, catalyst restoration** - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.

☐ **code EE - identical in all material respects to a U.S. certified version -** either 1) **Canadian** vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) **vehicle from any country** with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use **code FF**.

☐ **code FF - Canadian "identical" models imported for resale or lease** - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFÉ requirements as specified by EPA.

EPA exempted vehicles

☐ **code M - miscellaneous exemption,** either 1) **Canadian** vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforseen and extraordinary circumstances is attached to this form.

☐ **code E - vehicle at least 21 years old** (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.

EPA Form 3520-1 (Rev. 9-09) Previous editions are obsolete Pg 1 of 2

Exhibit 7 Continued

United States
Environmental Protection Agency

Excluded vehicles

☐ **code L - racing vehicle** as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). **EPA letter of approval must be attached to this form.**

☐ **code U -2005 model year (or older) motorcycle, scooter or moped** with engine displacement less than 50cc and rated speed greater than 5000 rpm.

☐ **code W - non-chassis-mounted engine** to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.

☐ **code Y - unregulated fuel** - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.

Temporary imports

☐ **code G -** imported for **repair or alteration** in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.

☐ **code I -** imported for **testing** purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.

☐ **code K -** imported for **display** (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.

☐ **code N -** imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.

☐ **code O** - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.

Independent commercial importer (ICI) imports

☐ **code A -** imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.

☐ **code C -** imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.

☐ **code J -** imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). **Customs bond required**.

☐ **code Z -** imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.

OEM imports

☐ **code H -** imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.

☐ **code Q -** imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.

Paperwork Reduction Act Notice

This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 50 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

EPA Form 3520-1 (Rev. 9-09) Previous editions are obsolete — Pg 2 of 2

II RC-159 Treasury Department Supplemental Declaration (see Exhibit 8)

Background: Office of Management and Budget (OMB) has found that the II RC-159 Treasury Department Supplemental Declaration does not meet guidelines and cannot be demanded by customs officers as a routine form. Nonetheless, some customs officers still require this form possibly causing transportation delays if the form is unavailable. Although the form is not authorized, the forwarder should request the form as the traveler may not be available when the shipment is clearing customs. **Instruct the employee not to fill in the SSN field**. Supply a copy of the passport instead.

The carrier is directed to accept the form and keep it on file. It must not be submitted as a part of a standard customs package. If a customs officer requests the form the carrier is asked to contact our office with the name of the officer so the Department of State can work with CBP to resolve the issue. DOS will advise carriers of revised instructions as the situation develops.

Exhibit 8

TREASURY DEPARTMENT
U.S.CUSTOMS SERVICE

SUPPLEMENTAL DECLARATION FOR
UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS

1. OWNER OF HOUSEHOLD GOODS
(Last name, first and middle)

2. DATE OF BIRTH:

3. CITIZENSHIP

4. PASSPORT (Country and number)

5. SOCIAL SECURITY NO:

6. RESIDENT ALIEN NO:

7. U.S. ADDRESS

10. EMPLOYER

11. POSITION WITH COMPANY

8. FOREIGN ADDRESS

12. LENGTH OF EMPLOYMENT

13. NATURE OF BUSINESS

9. REASON FOR MOVING

14. NAME & TELEPHONE OF COMPANY OFFICAL WHO CAN VERIFY ABOVE INFORMATION

15. NAME AND ADDRESS OF FREIGHT FORWARDERS, PACKERS AND SHIPPING AGENTS

16. SHIPMENT ITINERARY
(Specific place of loading and intermediate ports)

17.CERTIFICATION A.AUTHORIZATION AGENT B.IMPORTER (Check One)

18. SIGNATURE

FORM II-RC-159

3-7. Drug Enforcement Administration (DEA) – Domestic (DEADD)

3-7.1. General
TSPs submitting offers in accordance with RFO Section 3-7, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-7.1.2. Weight Variance
In lieu of the weight variance of 115%, as provided for in Section 2-7.12 of this RFO, all domestic shipments shall be subject to a 110% weight variance. A copy of the pre-move survey must be submitted via email to the booking counselor and to the employee within two (2) days from the date of the pre-move survey. The subject line of the email must contain the Government Bill of Lading (GBL) number, shipment type, last name of the employee and "Pre-move Survey".

3-7.3. Released Valuation – Domestic
In lieu of the TSP liability at $5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer shipments being released at a base value of $6.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DEA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value**.**

3-7.4. Excess Released Value
3-7.4.1. Transportation
In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.50 times the weight.

3-7.4.2. Storage-in-Transit
In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $6.50 per pound released.

3-7.5. Application of Rate Offers
All domestic rate offers solicited for the DEA must incorporate the following accessorial services:

- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
- All stair carries
- One-time elevator charge
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- Crating up to $250 (any amount above this must be approved by DEA)
- All uncrating
- Extra labor, long carry and all charges associated with Mini-storage.
- All Surcharges or Security fees associated with ocean portion of Alaska Moves

3-7.6. Domestic Volume
The DEA is estimating that the volume of shipments under this RFO is 500 shipments.

3-7.7. Storage-In-Transit (SIT)
Service providers are required by the DEA to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DEA is instructing the carrier that any shipment placed in SIT outside the 50-mile radius will be considered SIT at carriers convenience (HTOS 7-4.4.2). Under the HTOS, carriers are required to place shipments within a 50-mile radius of the destination unless the issuing office authorized in writing SIT over 50-miles from the destination shown on the GBL.

3-7.8. Excess weight - Domestic
Our agency will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

All excess weight collection actions are handled by DEA. **The TSP is not to take any excess weight collection action and is not authorized to waive an overweight payment.** Weights should be reported 100% accurately and not falsified to fit the employee's entitlement.

TSP personnel at an employee's residence should not initiate discussions with the employee regarding the weight of the employee's household goods. If the employee initiates discussions with TSP personnel at an employee's residence regarding the weight of the employee's household goods, the only acceptable response is "the only way to determine the actual weight of your household goods is to have the moving van weighed once it is loaded with your household goods" and invite the employee to attend a weigh-in at either origin or destination. For billing purposes, two (2) sets of proper weight tickets are to be provided with excess weight shipments. The TSP is to notify the booking counselor via e-mail within two (2) days once the results of the first set of weight tickets have been obtained.

3-7.9 Shipment of Boats/Kayaks/Canoes – Domestic
The shipment of boats/kayaks/canoes requires advance approval. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. These items are to be identified during the pre-move survey and a written request for shipment approval are to be submitted to the booking counselor within two (2) days after the pre-move survey.

3-7.10. Packed By Owner - Domestic
TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." Such descriptions are an immediate flag for close attention by Highway Patrol/Law Enforcement Personnel who could place shipments on hold pending search, which will severely delay delivery. Once on-site TSP personnel encounter cartons marked "PBO" they must: open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-7.11. Shipment Tracking - Domestic
All TSPs offering rates for DEA shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

3-7.12. Claims Report – Domestic
At the end of each tender cycle the TSP is required to submit a Claims Report showing all claims paid during that tender period on all DEA shipments. Contact the Transportation Management Unit Chief (FAPM) to receive an electronic template/copy of this report.

3-7.13. Staffing Requirement - Domestic
All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSPs personnel must be fluent in English at origin and at destination. TSP's personnel must have company issued Identification and in presentable company issued uniforms when performing work.