

## SECTION 3 NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

### 3-1. General.

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

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

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

#### 3-2.1. Released Valuation.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic VA shipments shall be released at \$7.00 times the net weight of the shipment in pounds with a maximum TSP liability of \$126,000.00 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.

#### 3-2.2. Excess Released Value.

##### 3-2.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$7.00 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 a shipment's released value of \$7.00 times the net weight of the shipment in pounds or \$126,000.00, whichever is less.

##### 3-2.2.2. Storage-In-Transit.

In the event that the employee declares a value greater than \$7.00 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 declared in excess of a shipment's released value of \$7.00 times the net weight of the shipment in pounds or \$126,000.00, whichever is less.

#### 3-2.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12, all VA domestic shipments shall be subject to a 110% weight variance. Weight variances of 110% or less will not require an explanation from the TSP. Weight variances exceeding 110% will require an explanation from the TSP that must be accepted/approved by the VA to allow the TSP to bill for the additional shipment weight.

#### 3-2.4. Rate Basis.

By submission of a rate offer under 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 rate offers in accordance with Section 3-3, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

#### 3-3.1. Released Valuation.

In lieu of the TSP liability at \$6.00 as provided for in the Section 2-7.5.3, all international VA shipments shall be released at \$8.50 times the net weight of the shipment in pounds 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 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 a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, 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 declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds 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, all VA international shipments shall be subject to a 110% weight variance. Weight variances of 110% or less will not require an explanation from the TSP. Weight variances exceeding 110% will require an explanation from the TSP that must be accepted/approved by the VA to allow the TSP to bill for the additional shipment weight.

**3-3.4. Volume.**

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

**3-4. Department Of Interior, Interior Business Center (NBC), Denver, CO – Domestic and International (NBCCO)**

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

**3-4.1. Application.**

NBCCO applies to all domestic and international shipments for which the NBC office located in Denver, CO issues the Government Bill of Lading and/or Commercial Bill of Lading.

**3-4.2. Released Valuation - Domestic.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic NBCCO shipments shall be released at \$6.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NBCCO for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

**3-4.3. Excess Released Value - Domestic.**

**3-4.3.1. 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 a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00 whichever is less.

**3-4.3.2. 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 declared in excess of a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00 whichever is less.

**3-4.4. Released Valuation - International.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.3, all international NBCCO shipments shall be released at \$8.50 times the net weight of the shipment in pounds 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 NBCCO for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

**3-4.5. Excess Released Value - International.**

**3-4.5.1. 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 a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

**3-4.5.2. 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 declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

**3-4.6. Weight Variance – Domestic and International.**

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

**3-4.7. Provider – Domestic and International**

NBCCO is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

**3-4.8. Volume.**

The NBCCO is estimating that the volume of shipments under this RFO is 750 to 1,000 shipments.

### **3-5. US Geological Survey (USGS), Reston, VA – Domestic and International (GEOVA)**

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

#### **3-5.1. Application.**

GEOVA applies to all domestic and international shipments for which the USGS office located in Reston, VA issues the Government Bill of Lading and/or the Commercial Bill of Lading.

#### **3-5.2. Released Valuation - Domestic.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic GEOVA shipments shall be released at \$6.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the GEOVA 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 - Domestic.**

##### **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 a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00, whichever is less.

##### **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 declared in excess of a shipment's released value of \$6.50 times the weight of the shipment in pounds or \$117,000.00, whichever is less.

#### **3-5.4. Released Valuation - International.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.3, all international GEOVA shipments shall be released at \$8.50 times the net weight of the shipment in pounds 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 GEOVA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

#### **3-5.5. Excess Released Value - International.**

##### **3-5.5.1. 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 a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

##### **3-5.5.2. 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 declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

#### **3-5.6. Weight Variance – Domestic and International.**

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

#### **3-5.7. Provider – Domestic and International**

GEOVA is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

#### **3-5.8. Volume.**

The GEOVA is estimating that the volume of shipments under this RFO is 75 shipments.

### **3-6. US Forest Service, Albuquerque, NM – Domestic and International (FSVNM)**

TSPs submitting rate offers in accordance with Section 3-6, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

#### **3-6.1. Application.**

FSVNM applies to all domestic and international shipments for which the US Forest Service office located in Albuquerque, NM issues the Government Bill of Lading and/or the Commercial Bill of Lading.

#### **3-6.2. Released Valuation - Domestic.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic FSVNM shipments shall be released at \$6.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the FSVNM for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

### **3-6.3. Excess Released Value - Domestic.**

#### **3-6.3.1. 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 net weight of the shipment or \$117,000.00 in pounds, whichever is less.

#### **3-6.3.2. 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 declared in excess of a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00, whichever is less.

### **3-6.4. Released Valuation - International.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.3, all international FSVNM shipments shall be released at \$8.50 times the net weight of the shipment in pounds 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 FSVNM for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

### **3-6.5. Excess Released Value - International.**

#### **3-6.5.1. 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 net weight of the shipment in pounds or \$153,000.00, whichever is less.

#### **3-6.5.2. 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 declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

### **3-6.6. Weight Variance – Domestic and International.**

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

### **3-6.7. Provider – Domestic and International**

FSVNM is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

### **3-6.8. Volume.**

The FSVNM is estimating that the volume of shipments under this RFO is 1,000 shipments.

## **3-7. Department of Treasury, Administrative Resource Center (ARC), Parkersburg, WV – Domestic and International (ARCWV)**

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

### **3-7.1. Application.**

The ARC is a Relocation Resource Center which provides relocation services to other agencies. ARCWV applies to all domestic and international shipments for which the ARC office located in Parkersburg, WV issues the Government Bill of Lading and/or the Commercial Bill of Lading.

### **3-7.2. Provider.**

ARCWV is requesting rate offers for the provision of General Transportation Services (G rates) only. Rate offers for the provision of Move Management Services (MMS) (M rates) will not be accepted.

### **3-7.3. Released Valuation.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2. and 2-7.5.3., all ARCWV shipments shall be released at \$7.00 times the net weight of the shipment in pounds with a maximum TSP liability of \$126,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the ARC 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 \$7.00 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 shipment's released value of \$7.00 times the net weight of the shipment in pounds or \$126,000.00, whichever is less.

#### **3-7.4.2. Storage-in-Transit.**

In the event that the employee declares a value greater than \$7.00 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 declared in excess of a shipment's released value of \$7.00 times the net weight of the shipment in pounds or \$126,000.00, whichever is less.

#### **3-7.5. Weight Variance.**

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

#### **3-7.6. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.**

TSPs **MAY NOT** charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under ARCWW. All domestic rate offers submitted for ARCWW must be inclusive of all accessorial identified in Paragraph 3-7.7, below, and may not be billed as a separate charge(s).

#### **3-7.7. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.**

All DOMESTIC rate offers solicited for ARCWW must incorporate the following accessorial services:

- ATC charges
- Parking permits
- All long carry charges at origin and at destination
- All stair carries
- One-time elevator charges
- All charges associated with heavy or bulky items, to include pianos/organs (**weight additive is allowable**)
- Shuttle service
- Crating up to \$1,000 (any amount above this must have prior approval by the ARC)
- All uncrating
- Servicing of appliances, such as refrigerators and washing machines
- Debris pickup
- **All fees associated with servicing front load washer/dryers and pedestals**

#### **3-7.8. Pre-Move Survey.**

A copy of the pre-move survey must be submitted via email to the ARC 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 Relocation Number, the Employee's last name and first Initial, the ARC's Relocation Coordinator's initials and "Pre-move Survey." Example – PCS1400001 – Smith, J – RC – Pre-move Survey

#### **3-7.9. Excess Weight.**

The TSP must notify the ARC via email within two (2) days once the results of the first set of weight tickets have been obtained.

#### **3-7.10. Volume.**

The ARC is estimating that the volume of shipments under this RFO for ARCWW is **1,000** domestic shipments and **1,100** international shipments.

### **3-8. Drug Enforcement Administration (DEA) – Domestic (DEADD)**

#### **3-8.1. General.**

TSPs submitting rate offers in accordance with Section 3-8 may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in Section 5-1.

#### **3-8.2. Weight Variance.**

In lieu of the weight variance of 115% as provided for in Section 2-7.12, 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."

#### **3-8.3. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.**

TSPs **MAY NOT** charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a shipment moved under DEADD. All domestic rate offers submitted for DEADD must be inclusive of all accessorial identified in Paragraph 3-8.4., below, and may not be billed as a separate charge(s).

#### **3-8.4. 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

### **3-8.5. Domestic Volume.**

The DEA is estimating that the volume of shipments under this RFO is 500 shipments.

### **3-8.6. Storage-In-Transit (SIT).**

TSPs 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 TSP that any shipment placed in SIT outside the 50-mile radius will be considered SIT at TSP's convenience (HTOS 5-5.2). Under the HTOS, TSPs 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.

### **3-8.7. Excess weight.**

DEA 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.

### **3-8.8 Shipment of Boats/Kayaks/Canoe.**

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.

### **3-8.9. Packed By Owner.**

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.

### **3-8.10. Shipment Tracking.**

All TSPs offering rate offers 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.

### **3-8.11. Claims Report.**

At the end of each rate offer 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.

### **3-8.12. Staffing Requirement.**

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.

## **3-9. US Postal Service, Washington, DC – Domestic and International (USPDC)**

TSPs submitting rate offers in accordance with Section 3-9, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

### **3-9.1. Provider – Domestic and International.**

Brookfield Global Relocation Services is the US Postal Service's Move Management Provider; however, the US Postal Service has requested that the provisions of CHAMP apply for the relocation of their employees' personal effects. As a result, only rate offers for General Transportation Services (G rates) will be accepted for USPDC. Rate offers for the provision of Move Management Services (MMS) (M rates) will not be accepted.

### **3-9.2. Weight Allowance.**

1. USPDC is taking exception to the 2,000 pound allowance to cover packing materials as identified in §302-7.2 of the Federal Travel Regulations.
2. Most shipments for USPDC will be bound by the normal 18,000 pound maximum weight entitlement; however, for some employees, the USPDC will authorize up to 25,000 pounds. TSPs will be notified of those employees who have been authorized by USPDC to ship up to 25,000 pounds.

### **3-9.3. Weight Variance.**

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

### **3-9.4. Released Valuation.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2 and 2-7.5.3., all domestic and international USPDC shipments shall be released at \$10.00 times the net weight of the shipment in pounds with a maximum TSP liability of \$180,000.00 applicable to both shipments in transit and SIT. For shipments authorized by the USPDC at a weight exceeding 18,000 pounds, the maximum TSP liability will remain at \$180,000.00. There will be no additional cost to the USPDC for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

### **3-9.5. Excess Released Value.**

#### **3-9.5.1. Transportation.**

In the event the employee declares a value greater than the base valuation of \$10.00 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 \$10.00 times the net weight of the shipment or \$180,000.00, whichever is less.

#### **3-9.5.2. Storage-in-Transit.**

In the event that the employee declares a value greater than \$10.00 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 declared in excess of a shipment's released value of \$10.00 times the net weight of the shipment in pounds or \$180,000.00, whichever is less.

### **3-9.6. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.**

TSPs **MAY NOT** charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under USPDC. All domestic rate offers submitted for USPDC must be inclusive of all accessorial charges identified in Paragraph 3-9.7, below, and may not be billed as a separate charge(s).

### **3-9.7. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.**

All DOMESTIC rate offers solicited for USPDC must incorporate the following accessorial services:

- ATC charges
- All long carry charges at origin and at destination
- All stair carries
- One-time elevator charges
- All charges associated with heavy or bulky items, to include pianos/organs
- All charges for shuttle service
- Crating up to \$250.00 (any amount above this must have prior approval by the US Postal Service)
- All uncrating
- Extra labor, long carry and all charges associated with mini-storage
- All surcharges or security fees associated with the ocean portion of Alaska moves
- Cost of special motorcycle containers (Clip-Lok)
- All fees for reserving parking on streets or apartment buildings

### **3-9.8. Volume.**

The USPDC is estimating that the volume of shipments under this RFO is 1,300 shipments.

## **3-10. General Services Administration (GSA) – Domestic and International (GSADI)**

TSPs submitting rate offers in accordance with Section 3-10, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

### **3-10.1. Application.**

While there is no guarantee of any shipments or any future action, GSA's Employee Relocation Resource Center (ERRC) maintains a Memorandum of Agreement (MOA) with one or more MMS Providers submitting rate offers for GSADI. Shipments handled under any MOA would be for GSA's own internal employee relocations for which GSA issues the Government Bill of Lading (GBL) or Commercial Bill of Lading. In addition, one or more Federal civilian agencies with lower shipment volumes may enter into a Memorandum of Understanding (MOU) with the ERRC to participate in any existing and/or resulting MOA between the ERRC and a MMS Provider under this GSADI. These lower volume agencies would typically have less than 50 shipments per year and/or be agencies who request to use the ERRC's MOA to "bridge over" until they can enter into their own MOA with a CHAMP MMS Provider. Any MMS Providers with which the ERRC might enter in to an MOA with would be notified of any additional agencies allowed to use the services agreed to in a resulting MOA.

### **3-10.2. Provider – Move Management Services (MMS).**

GSA is requesting rate offers for the provision of MMS (M rates) only for GSADI. Rate offers for General Transportation Services (G rates) will not be accepted.

### **3-10.3. Provider – Domestic and International.**

TSPs submitting rate offers for GSADI must be approved for both GSA's Domestic and International programs. TSPs must also have one or more rate offers submitted under both the Domestic and International programs. If a TSP has approval for both the Domestic and International programs under two separate Standard Carrier Alpha Codes (SCACs), they may submit rate offers under this GSADI as long as all other requirements of GSADI are met.

### **3-10.4. Prepayment Audit Requirements.**

TSPs submitting rate offers for GSADI must have all Prepayment Audit requirements as identified in 41 CFR 102-118 and the U.S. Government Freight Transportation Handbook conducted by an independent, non-affiliated auditor that is either approved under GSA's Financial and Business Solutions (FABS) Schedule 520, Special Item Number 520-10 or has been certified by GSA's Audit Division (QMCA) to perform Prepayment Audit services. All costs associated with arranging for and the performance of Prepayment Audits by an independent, non-affiliated auditor as described above must be included in the submitting TSP's rate offers.

### **3-10.5. Postpayment Audit Requirements.**

TSPs submitting rate offers for GSADI must prepare and submit to QMCA all required documentation to satisfy the Postpayment Audit requirements identified in 41 CFR 102-118 and the U.S. Government Freight Transportation Handbook. Documentation must be submitted either electronically or via Compact Disk (CD). TSPs must also submit a completed summary Postpayment Audit Submission form as provided for in Attachment 1, Postpayment Audit Submission Form. All costs associated with the preparation and submission of the required Postpayment Audit documentation must be included in the submitting TSP's rate offers.

### **3-10.6. Initiation of GSA Form 3080 (3080).**

TSPs submitting rate offers for GSADI must initiate an electronic 3080 for all shipments moved under GSADI. Electronic 3080s must be initiated via the Transportation Management Services Solution (TMSS) system. In a July 11, 2013 email, TSPs were provided with three (3) options for initiating electronic 3080s along with formatting requirements. 3080s for shipments moving under GSADI must be initiated by either Option 1- accessing the 3080 module via TMSS and entering the basic shipment information to include: required employee and Agency Move Coordinator (AMC) contact information, origin/destination of shipment, TSP SCAC, pick-up date, delivery date, Federal Agency Identification Code (FAIC), Bill of Lading number, and type of shipment (HHG, UAB or POV); or Option 2 - uploading the basic shipment information identified in Option 1 into TMSS in accordance with the formatting instructions provided in the July 11, 2013 email. 3080s for shipments moved under GSADI MAY NOT be submitted via Option 3 which allows for the uploading of the basic shipment information along with the employee and/or AMC ratings/responses. 3080s for GSADI will only be accepted when initiated via Option 1 and/or Option 2.

### **3-10.7. Participation in GSA's Extended Storage Tender of Service (XTOS).**

While not a requirement to submit a rate offer for GSADI, it is preferable that TSPs have one or more rate offers accepted under GSA's current XTOS RFO.

### **3-10.8. Volume.**

The GSADI is estimating that the volume of shipments under this RFO is 300 shipments.

## **3-11. Department Of Interior, National Park Service (NPS) Omaha, NE – Domestic and International (NPSNE)**

TSPs submitting rate offers in accordance with Section 3-11, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

### **3-11.1. Application.**

NPSNE applies to all domestic and international shipments for which the NPS office located in Omaha, NE issues the Government Bill of Lading and/or Commercial Bill of Lading. NPSNE is currently responsible for the relocation



requirements for the NPS's Midwest, Southeast and Northeast Regions with the possibility of adding responsibility for additional regions in the future.

**3-11.2. Released Valuation - Domestic.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic NPSNE shipments shall be released at \$6.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NPSNE for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

**3-11.3. Excess Released Value - Domestic.**

**3-11.3.1. 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 a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00 whichever is less.

**3-11.3.2. 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 declared in excess of a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00 whichever is less.

**3-11.4. Released Valuation - International.**

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.3, all international NPSNE shipments shall be released at \$8.50 times the net weight of the shipment in pounds 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 NPSNE for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

**3-11.5. Excess Released Value - International.**

**3-11.5.1. 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 a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

**3-11.5.2. 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 declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

**3-11.6. Weight Variance – Domestic and International.**

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

**3-11.7. Provider – Domestic and International**

NPSNE is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

**3-11.8. Volume.**

The NPSNE is estimating that the volume of shipments under this RFO is 200 to 300 shipments.

## **3-12. Department of State (DOS) – International (DOSDC)**

**3-12.1. General.**

TSPs submitting rate offers in accordance with Section 3-12 may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1. The 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.

**3-12.1.1. Shipment Reporting.**

1. **General:** The DOS reserves the right to discontinue tendering any services if the TSP does not provide the reports as outlined under the provisions in this section. Reports must be submitted directly to the respective Originating Agency, Despatch Agency or office. The DOS will periodically provide each TSP a list of e-mail addresses for all embassies and consulates.
2. **Electronic Data Interface (EDI):** A copy of EDI reporting requirements has been published and is available under Sections 10 and 11 of this RFO. As the DOS continues to improve our transportation software additional fields may be added or changes made to existing fields. TSPs will have the 30 days to adjust and pilot changes to EDI requirements. A supplemental reporting form for new TSPs and to be used in case of EDI failure can be found in exhibit 3 this form shall only be used by new TSPs pending EDI implementation or upon request by the booking office.
3. **Pre-move Survey:** 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 the text "Pre-move Survey", shipment type, last name of the employee and, if it has been issued, the Work Order Bill (Bill of Lading (BOL)) number.

4. **Weights and Pieces:** All TSPs offering rate offers will be required to provide weights and pieces within three calendar days for Unaccompanied Air Baggage (UAB) shipments and seven calendar days for surface shipments from the day after the shipment is picked up.
5. **Inventories:** The TSP shall submit an electronic copy of the inventory to ALMArchive@State.gov no later than three days after the packout. The format of the email shall be: "Employee Name, Inventory, Shipment Number".
6. **Routing Details:** The TSP shall provide Routing details via EDI within three calendar days for UAB shipments and seven calendar days for surface shipments from the date permission to ship was granted by post. In cases where permission to ship requires an adjustment of the RDD, the TSP shall report a follow up date on their notice of missed RDD.
7. **Local Agents:** For all shipments, the TSP must provide their selected Agent to the booking counselor within 24 hours from the time the initial booking was received.
8. **Permission to Ship:** For US to Post shipments the TSP shall report via EDI requesting permission to ship or a follow up date of the destination GSO office no later than one day after pack end. Permission to ship shall be reported in the EDI file the day after destination GSO office grants it. The email granting permission to ship or the follow up date shall be forwarded to TTMContracts@state.gov and ALMArchive@State.gov. Failure of post to respond to a request to ship shall be reported after three business days to TTMContracts@state.gov and ALMArchive@State.gov.
9. **EDI Field 11, Arrival Date:** EDI field 11 is the ETA prior to delivery and it must remain a future date until the shipment has delivered. Reporting field 11 as a past date for a shipment that has not delivered is a false report and may be penalized.
10. **EDI Field 12, Available Date:** EDI field 12 is the available date, the date the TSP or agent has the shipment in their possession at destination and is prepared to deliver it. The arrival date shall not be reported as a past date without populating the available date field. Failure to report the available date may be grounds for a missed RDD.
11. **Foreign Flags:** The TSP shall report use of either US or Foreign Flag carrier via EDI per the procedures outlined in section 10 of the RFO (**See 3-12.3 Fly America for additional information and requirements**).
12. **Computer Software Requirement:** The DOS has developed an Automated Accessorial Program (paperless) to improve the efficiency of receipt, review, and processing of TSP accessorial requests. All TSPs must have Microsoft Office 2010 software to be in compliance with this requirement.

#### 3-12.1.2. Use of Agents .

1. **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 shall 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.
2. **Use of International Agents:** TSPs may only use those designated agents abroad as defined under Section 9 of this RFO. The list of worldwide agents is updated monthly and changes will be shared with the active TSP currently participating.
3. **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.

#### 3-12.1.3. Weight Variance.

In lieu of the weight variance of 115%, as provided for in Section 2-7.12, all international HHE surface shipments shall be subject to a 110% weight variance. CNS, UAB and HHE Air shipments are not subject to the weight variance. Additionally, when a shipment is surveyed at above 1,000 lbs and the actual net weight is under 900 Lbs, the RTO must authorize the TSP in writing for the shipment to proceed to leave the warehouse or the TSP may only bill the actual weight of the shipment not the contract minimum of 1,000 Lbs.

#### 3-12.1.4. 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.

### 3-12.2. Household Goods (HHG).

The percentage (%) cited in the submitting TSP's rate 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 Section 3-12.7 and HTOS, Section 9. 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) and Layette shipments that the RTO orders be sent by air should be billed at the filed rate for UAB. UAB guidelines concerning RDDs, minimum billable weight, air fuel surcharge and option to bill for dimensional weight apply.

#### 3-12.2.1. Services included in rate offer.

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, to include front load washing machines.
3. Export and import documentation services involving customs clearances.
4. Removal and placement of each article in the residence/warehouse or other building.
5. Hoisting or lowering of an article.
6. Elevator, stair and excessive **or long** distance (**origin/destination**) carry, piano/organ carry and/or heavy or bulky item (**to include piano/organ**) charge. **Elevator carry also referred to as inside lift. An elevator or lift is defined as part of the permanent structure of the building.**
7. Ferry, tunnel and bridge charges/tolls.
8. All fees for reserving parking on streets or apartment buildings.
9. The first 30 Days of SIT and all associated SIT charges are inclusive of the filed rate offers. This includes all charges associated with pickup/delivery and warehouse related charges. SIT at origin for POVs is ONLY permitted when Post reports Diplomatic Accreditation will be delayed at destination pending custom clearance. SIT for POVs will not be authorized for employee convenience. The filed rates are also inclusive for first 30 Days of POV SIT and all associated POV SIT charges at origin when shipments are held pending post permission to ship. POV SIT shall be billed as a pass-through charge.
10. All rate offers solicited for the DOSDC must incorporate the following accessorial services:
  - a. ATC Charges.
  - b. All charges for shuttle service.
  - c. Crating up to \$250 (any amount above this must be approved by the DOS). **Regardless of the actual cubic feet of the crate provided, compensation for internal crates will not exceed 3 inches beyond any single dimension (length, width or height) of the item being crated. All crating shall be done at the origin residence as identified on the Bill of Lading; all uncrating shall be done at destination residence as identified on the Bill of Lading. (See Section 12 of this RFO for 14 FAM Exhibit 611.6 Limitations)**
  - d. Only the standard charge ( HTOS 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from mini-storage facilities must be included.
  - e. Cost of special motorcycle container/**crate**.
  - f. Bunker, War and Security Surcharges including 10-2 Rule Fees.
  - g. All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier.
  - h. All sea and air fuel surcharges.
  - i. All cost and labor associated with television carton or box (LCD, LED, and Plasma Televisions) regardless of size. **TSPs may utilize the owner's previously used shipping container, if available and serviceable.**
  - j. Demurrage resulting from the packers discretionary consolidation of HHE and POV shipments
  - k. All taxes including Value Added Tax (VAT).
  - l. For shipments to Brazil and Venezuela only, rate offers must include all demurrage and or port changes charges.
  - m. The customer or their designated representative will be allowed a one-time access at the origin warehouse to their effects at no additional charge.
11. All land, water, and air transportation, EXCEPT 3-12.2.2.below:

**3-12.2.2. Services excluded from rate offer that require pre-approval for payment.**

1. International Accessorial Service Rules for Labor Charges. Shipments originated from the United States to destinations abroad may not exceed 120 % of the charges as identified in Section 12.7 of the HTOS. Waivers may be considered only under extraordinary circumstances and if submitted at least 3 work days prior to the pickup date.
2. 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 12.17, 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.
3. 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.
4. Servicing of articles requiring services of third parties.
5. Port congestion surcharges.
6. Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit.

**3-12.2.3. Services Not Authorized.**

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the TSP or their agents.

**3-12.3. Fly America.**

The Fly America Act of 1974 (49 U.S.C. 40118) mandates the use of U.S air carriers for passenger and cargo air transportation funded by the government. However, exceptions are sometimes given for foreign airlines transporting government-funded cargo, if it is consistent with the goals for international aviation policy stated in section 40401(e) and is provided under a bilateral or multilateral air transportation agreement. The language below speaks only to the transport of cargo by the Department of State as the HTOS and RFO do not cover passenger travel.

**3-12.3.1. Air Transport Agreements.**

Air transport agreements establish the basis for airlines of the countries involved to provide international air services for passengers, cargo, and mail. Open-Skies Agreements are a subset of air transport agreements that minimize government involvement in airline decision making about routes, capacity and pricing, and create a procompetitive operating environment for transportation services between the United States and foreign countries. Most air transport agreements do not address the Fly America Act. As of August 2014, five Open-Skies agreements include provisions that allow foreign carriers to compete to provide government-funded transportation (referred to as preference) for contracted cargo traffic.

**3-12.3.2. Cargo Preferences in Air Transport Agreements.**

The provisions for cargo preferences are unique to each agreement, as are the air transport rights for carriers covered by those agreements. The list below specifies current readings for all-cargo operations for each country with cargo preferences. This will give you a clear answer as to which countries' carriers are granted the right to carry cargo and/or passengers from the United States to their own country, and which countries' carriers have been granted the right to carry cargo and/or passengers to a third country. These rights apply to government-funded transport on both scheduled commercial and charter operations.

1. Air Transport Agreement Between the Government of the United States and the Government of the Kingdom of Saudi Arabia, signed May 2013: Annex I "Passenger and Cargo Preference"
  - o Saudi Arabian carriers have the right to compete for transport cargo on flights only between the United States and Saudi Arabia.
2. Air Transport Agreement between the United States and Australia, signed March 2008: Article 14 "U.S. Government Procured Travel"
  - o *Cargo:* Australian carriers have the right to compete for transport of cargo between points in the United States and points in Australia, and between Australia and any points outside the United States.
3. Air Transport Agreement Between the United States and the Swiss Confederation signed June 2010: Annex II "U.S. Government Procured Transportation"
  - o *Cargo:* Swiss carriers have the right to compete for transport of cargo between points in the United States and points in Switzerland, and between Switzerland and any other point.

4. United States Japan Memorandum of Understanding signed October 2010: Part XI
  - o *Cargo*: Japanese carriers have the right to compete for transport of cargo between point in the United States and points in Japan, and between Japan and any other point.
5. Air Transport Agreement between the Government of the United States and the European Community Member States signed April 2007: Annex 3 "Concerning U.S. Government Procured Transportation." Iceland and Norway became parties to this agreement pursuant to Protocol applied in June 2011.

Any air carrier that has received its Air Operator's Certificate (AOC) from an EU Member State, Iceland, or Norway is covered by this agreement.

o *Cargo*: Carriers of the EU, Iceland, and Norway have the right to compete for cargo operations between the United States and any other point, whether in the EU or elsewhere.

### 3.12.3.3. Other Situations.

U.S. carriers often reach code-share or blocked-space arrangements with foreign carriers. In such situations, U.S. government-procured cargo may be transported by that foreign carrier, provided that the contracting is conducted with the U.S. partner.

Use of carriers that fall under a bilateral or multilateral air transport agreement which the Department of Transportation has determined meets the requirements of the Fly America Act do not require an approved foreign flag waiver signed off by the Department of State. Use of any other foreign flag carrier that does not fall under a bilateral or multilateral air transport agreement will still require a foreign flag waiver. PRIOR authorization for use of a foreign-flag aircraft must be provided by the booking office making the shipment by means of a Justification Certificate Requests for permission to use a foreign flag carrier. Requests for permission to use a Foreign Flag carrier shall be made to RTO on the form "Request for Approval of Use of a Foreign Flag Carrier" (See Appendix C).

Use of a foreign flag carrier not covered by a U.S. Government bilateral or multilateral air transport agreement may be granted for one or more of the following circumstances:

1. no U.S. flag air carrier can provide the specific air transportation needed;
2. no U.S. flag air carrier can accomplish the agency's mission;
3. no U.S. flag air carrier can meet the time requirements in cases of emergency;
4. there is a lack of or inadequate U.S. flag air carrier aircraft; or
5. to avoid an unreasonable risk to safety when using a U.S. flag air carrier.

TSPs must request a foreign Flag waiver within three (3) days after receipt of freight via e-mail to the booking office. Excessive requests of foreign flag waivers not deemed necessary for any service lanes may result in the TSP's removal from that lane for the duration of the RFO for DOSDC. Failure to file Foreign Flag Waiver when a Foreign Flag carrier requiring a waiver is used may result in immediate removal of the TSP.

### 3-12.4. 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 the DOS shipments to and from the United States and foreign countries:

#### 3-12.4.1. Transit Times on International Shipments for UAB and HHE by Air.

RDD for UAB and HHE by air shipments is 18 Days. **In Iraq only, the RDD by air is 25 days.**

#### 3-12.4.2. Transit Times on International Shipments.

Required delivery dates for shipments going between international locations are specified in the chart in Section 3-12.5. These RDDs will be adjusted as historical data becomes available to validate transit times.

### Late Delivery Reduction. - INTERNATIONAL ONLY. (In lieu of HTOS 8.4.1)

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 3-12.5 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 re-consignment 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.

**3-12.4.3. 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 in Section 3-12.5 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, the TSP shall copy [ALMArchive@state.gov](mailto:ALMArchive@state.gov) on the request to ship.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing Office and [ALMArchive@State.gov](mailto:ALMArchive@State.gov). The GBL issuing office may specify a group email for notifications or waive this requirement. Missed RDD reports shall include the shipment number and "Missed RDD Report" in the subject line. Contact the DOS Tender Administrator for a copy of the Missed RDD Form. TSPs shall be notified via email by the GBL issuing office of missed RDDs and they will have 14 days from transmission of the notice to apply for exceptions to the RDD. A 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 respond in a timely fashion may alone be grounds to apply the missed RDD reduction (HTOS 8.4.1). In cases where 8.4.1 applies, payment shall be made within 30 days of notice. 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.

**3-12.5. Transit Times on International Shipments for surface HHE, CNS and 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 the 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

GSA 2016-2017 Request for Offers  
Centralized Household Goods Traffic Management Program (CHAMP)

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	75
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	SOUTH SUDAN	75
		KOSOVO	57	SPAIN	59
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	75
CENTRAL AFRICAN REPUBLIC	75	LEBANON	61	SWEDEN	55
CHAD	75	LESOTHO	75	SWITZERLAND	60
CHILE	62	LIBERIA	75	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	75
CROATIA	56	MALAWI	75	TRINIDAD AND TOBAGO	51
CUBA	45	MALAYSIA	71	TUNISIA	62
CYPRUS	66	MALI	75	TURKEY	70
CZECH REPUBLIC	59	MALTA	46	TURKMENISTAN	75
DEMOCRATIC REPUBLIC OF THE CONGO	75	MARSHALL ISLANDS	60	UGANDA	75

GSA 2016-2017 Request for Offers  
Centralized Household Goods Traffic Management Program (CHAMP)

DENMARK	55	MAURITANIA	75	UKRAINE	75
DJIBOUTI	75	MAURITIUS	75	UNITED ARAB EMIRATES	62
DOMINICAN REPUBLIC	45	MEXICO	48	UNITED KINGDOM	57
EQUADOR	63	MICRONESIA	56	URUGUAY	60
EAST TIMOR	75	MOLDOVA, REPUBLIC OF	60	UZBEKISTAN	75
EGYPT	60	MONGOLIA	75	VENEZUELA	61
EL SALVADOR	58	MONTENEGRO	60	VIET NAM	73
EQUATORIAL GUINEA	75	MOROCCO	59	WESTERN SAMOA	60
ERITREA	75	MOZAMBIQUE	75	YEMEN	75
ESTONIA	55	MYANMAR	67	ZAMBIA	75
ETHIOPIA	75	NAMIBIA	75	ZIMBABWE	75
FIJI	73	NEPAL	75		
FINLAND	55	NETHERLANDS	56		
FRANCE	56	NETHERLAND ANTILLES	61		
GABON	75	NEW ZEALAND	74		
GAMBIA	75	NICARAGUA	56		
GEORGIA	60	NIGER	75		
		NIGERIA	75		

**3-12.6. Application of International Rate Offers for Specific Cities within Countries.**

TSPs submitting rate offers should file in accordance with Section 5-3.1.1. International Country Codes. To be considered for the DOS shipments, TSPs must file desired destinations in countries split by destination. Rate offers filed for destinations will be considered only for those destinations and “All Other Points” will apply to “All Other Points” in a country and not to split destinations. For instance, if the TSP files only “South Africa – All Other Points,” the rate offers will be for South Africa – All Other Points. The TSP must file rate offers for Cape Town, Durban, Johannesburg, and Pretoria to be considered for those destinations. The following is a list of all countries that require rate offers to be broken down in to cities:

Afghanistan	Herat and Kabul
Australia	Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth and Sydney
Brazil	Brasilia, Recife, Rio De Janeiro and Sao Paulo
China	Beijing, Chengdu, Guangzhou, Shanghai and Shenyang
Iraq	Baghdad, Basrah, Erbil, Kirkuk and Mosul
Mexico	Ciudad Juarez, Guadalajara, Hermosillo, Matamoros, Merida, Mexico City, Monterrey, Nogales, Nuevo Laredo and Tijuana
Northern Mariana Islands	Saipan
Russia	Moscow, St. Petersburg and Vladivostock
South Africa	Capetown, Durban, Johannesburg and Pretoria
United Kingdom	London, Edinburgh and Northern Ireland

**3-12.7. Released Valuation –International.**

**3-12.7.1. Transportation.**

In lieu of the TSP liability at \$6.00 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. 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.

**3-12.8. Excess Released Value.**

**3-12.8.1. 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.

**3-12.8.2. 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.

**3-12.9. International Volume.**

The DOS is estimating that the volume of shipments under this RFO is 10,100 shipments.

**3-12.10. Sub-Forwarding.**

TSPs accepted under DOSDC shall not sub-forward for any other TSPs accepted under DOSDC. Neither shall they tender for sub-forwarding to any other TSP doing business with the DOS. TSPs filing rate offers under DOSDC may choose to work with other business partners so long as they are not doing business with DOS under DOSDC. In all cases, the TSP to whom we issue the move and the work order will be responsible for all aspects of the move. The TSP shall be the primary POC for DOS customers and for DOS counselors.

**3-12.11. 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 DOS 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.

**Sealing Lift Vans at residence**

In lieu of sealing requirements in HTOS 5.3.8 the following provision applies. Lift vans shall be nailed shut and sealed at origin residence. Four (4) serial numbered tamper evident self voiding un-reseal-able seals are required for each household goods lift van. These seals will secure both ends by overlapping two seals on each side to the ends of door panels about 1/3 the distance from the top and bottom of the container and one each from the top and bottom panels to the ends of doors of the lift van. Seal numbers shall be recorded on the inventory, either beside the container number or annotated by individual container number on the last page of the inventory. The employee or his or her representative will initial on the last page of the inventory attesting to the correct seal numbers listed on the inventory.

**Lining and Banding of All Shipping Containers**

Steel tension banding shall be applied prior to containerization but does not have to be applied at the residence.

A. Steel tension banding shall be applied prior to containerization but does not have to be applied at the origin residence.

B. 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 DOS before use.

C. Steel tension banding shall be applied tight and secure 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 (3/8 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.

D. 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.

### 3-12.12. 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: liner 1 / flute / liner 2 / flute / liner 3 / flute / liner 4. The thickness of the box is ½ inch.

D. UAB containers come in 3 sizes 5, 10 and 15 cube cartons. The dimensions of the cartons are:

Internal Cube		L	W	H	Inches
5	CUBE	30	18	16.5	
10	CUBE	37	19	27	
15	CUBE	37	24	30	

The carton dimensions will vary no more than two inches **per side (length/width/height)** due to the overwrap material and small manufacturing variance in the cardboard, in no case shall **the internal** dimensions exceed 15 cube **feet except for** written authorization for unusual circumstances.

E. Packed items of air freight may not exceed the following weights of 90.90 kilograms or 200 pounds per carton.

F. 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.

G. 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.

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

I. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 inch) must be used for banding trunks, footlockers and wooden cases.

J. **TSA requires a minimum of 4 heavy duty metal bands or break resistant plastic banding applied to all air shipments. The shipment must be banded on all sides for each piece: two (2) 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.

K. D containers are not to be used.

### 3-12.13. Billing through Department of State.

US Bank Freight Participation:

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment's fee for

this service is currently 1.33% of the invoice price, which is paid by the TSP. The 1.33% service fee is tied to the Wall Street Journal Prime Rate.

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact the [Transportation Analysis Section at TTM\\_Analysis@state.gov](#) and the [A/LM ARCHIVE at A/LMARCHIVE@STATE.GOV](#) within one week of receipt of this RFO. The Analysis Section will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be "US Bank Freight Payment Registration" and include the tender number(s) you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, the TSP will be provided with a contract to sign and return to DOS (no more than two weeks after receipt of the contract). Once the contract is received, US Bank Freight Payment will establish a "trading partner" relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

Registration has already been completed for those TSPs currently doing business with the DOS in US Bank Freight Payment. However, if a TSP has not yet been set up to use PAYMENT MANAGER or if a new or different SCAC will be utilized, they must contact DOS and obtain access.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents must be attached to each TSP invoice in US Bank Freight Payment (a function only available in PAYMENT MANAGER). Invoice numbers must not contain a comma, colon, semi-colon, apostrophe, parenthesis, nor any coded data.

*NOTE: The DOS's system will only accept one 1(one) Invoice per Work Order Number. Once an invoice has moved to the "Approval Final", "Payment Initiated" or "Payment Settled" status in US Bank Freight Payment, the TSP must contact the issuing office to request a SUPPLEMENTAL Work Order (i.e. NEW Work Order Number) for any additional charges due on the shipment.*

The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another "invoice." E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank Freight Payment.

#### **3-12.14. Excess Weight Charges.**

The DOS 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 TSP shall 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 offer is on file with TMSS the TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate offer from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. **Under NO circumstances are you authorized to waive an overweight payment.** The TSP shall report Weights shall be 100% accurately and not modified to fit the employee's entitlement. Once payment has been received, the DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

#### **3-12.15. Shipment of Boats, Kayaks or Canoes.**

The DOS will not authorize the shipment of boats, kayaks or canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP shall refuse the shipment of boats, kayaks, or canoes. Acceptance of boats, kayaks or canoes renders the TSP solely responsible for all related handling costs including returning the boat, kayak, or canoe to the point of origin.

#### **3-12.16. Packed By Owner.**

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.

**3-12.17. Non-acceptance of locked gun cabinets and other similar items.**

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).

**3-12.18. Shipment Tracking.**

All TSPs offering rate offers 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.

**3-12.19. Claims Report.**

At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

**3-12.20. 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. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDC or DOSDD.

**3-12.21. Pickup and Delivery Hours.**

Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder (s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out. Packout dates will be set when the shipment is assigned. TSPs shall not arrange a date change with the employee. Date changes must be initiated by the booking office. If an employee requests a date change, refer them to their DOS counselor.

**3-12.22. Multiple Tender Numbers.**

A TSP shall not submit multiple tender numbers when submitting rate offers for the **same type/mode** of international or domestic moves. **Only one tender number shall be submitted for Domestic Code D shipments, one tender number for Domestic Code C shipments and one tender number for International shipments.** Submission of multiple tender numbers could result in the DOS selecting only one or not selecting any at all.

**3-12.23. 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 RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorial expense.

**3-12.24. Electronic Filing of Customs Clearance Documents.**

When available and effective, TSPs must electronically file Customs Clearance documents. Waivers for Customs delays will not be granted where TSPs have failed to make use of the most effective clearance vehicle possible.

**3-12.25. 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.

**3-12.26. GSA Form 3080 Household Goods Carrier Evaluation Report:**

TSPs will initiate the 3080 via the electronic 3080 module in GSA's Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to TMSS and clicking on the link to TMSS/CHAMP Shipments. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on "Initiate." When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter DC3080@state.gov and enter 0190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 0190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. If you have any questions about GSA's electronic 3080, please contact Robyn Bennett at robyn.bennett@gsa.gov. **Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler's Social Security Number.**

**3-12.27. Forms required for the exportation of POV.**

Exhibit 1 List of Forms

Exhibit 2 Power of attorney format

Exhibit 3 Supplemental Reporting form (from 3-4.1.1)

Exhibit 4 Reporting locations

**3-12.28. 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

**3-12.29. Mold Mitigation.**

TSPs are expected to mitigate mold from occurring in all personal property shipments. Should mold occur, the TSP is responsible for all costs associated with the clean-up and/or removal of the mold. In accordance with Section 9.1.3.2.1 of the Household Goods Tender of Service, the maximum TSP liability for a lost, destroyed or damaged POV is the current value of the vehicle based on the National Automobile Dealers Association (in the month of landing converted to local currency) plus the cost of rental of a comparable vehicle for the period of time during which the vehicle is unavailable for employee use. However, the liability for the cost of rental shall not exceed the current value of the vehicle. The quality of repair, cleaning or replacement must equal or exceed the standards applied in the CONUS. The maximum TSP liability to replace or repair lost, destroyed, or damaged personal property, other than a POV, is \$8.50 times the net weight of shipment in pounds in accordance to Section 3-12.7 of this RFO.

**3-12.30. Additional Provisions.**

Refer to Sections 9, 10, 11 and 12 of this RFO for additional information and requirements for DOSDC.

## **3-13. Department of State (DOS) – Domestic (DOSDD)**

**3-13.1. General.**

TSPs submitting rate offers in accordance with Section 3-13, may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1. It is expected that 95% of all domestic shipments under DOSDD will be delivered to the DOS storage facility in Hagerstown, MD for NTS.

**3-13.2. Released Valuation.**

In lieu of the TSP liability at \$6.00 as provided for in the Section 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.. 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.

**3-13.3. Excess Released Value.**

**3-13.3.1. 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.

**3-13.3.2. 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.

**3-13.4. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.**

TSPs **MAY NOT** charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under DOSDD. All domestic rate offers submitted for DOSDD must be inclusive of all accessories identified in Paragraph 3-13.5, below, and may not be billed as a separate charge(s).

**3-13.5. Application of Rate Offers.**

All domestic rate offers solicited for the DOSDD must incorporate the following accessorial services:

- a. ATC Charges
- b. All long carry charges at origin
- c. All long carry charges at destination
- d. All stair carries
- e. Elevator charges also referred to as Inside Lift. An elevator or lift is defined as part of the permanent structure of the building.
- f. All charges associated with heavy or bulky items, to include piano/organ.
- g. All charges for shuttle service.
- h. All fees for reserving parking on streets or apartment buildings.
- i. Crating up to \$250 (any amount above this must be approved by the DOS). **Regardless of the actual**

cubic feet of the crate provided, compensation for internal crates will not exceed 3 inches beyond any single dimension (length, width or height) of the item being crated. All crating shall be done at the origin residence as identified on the Bill of Lading; all uncrating shall be done at destination residence as identified on the Bill of Lading. (See Section 12 of this RFO for 14 FAM Exhibit 611.6 Limitations)

- j. All uncrating
- k. Only the standard charge ( HTOS 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from Mini Storage facilities must be included
- l. Cost of special motorcycle container (Clip-Lok)
- m. All Surcharges or Security fees associated with ocean portion of Alaska Moves
- n. All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier

All inclusive final billing (excluding fuel) must not exceed the TMSS filed rate offer.

### **3-13.6. Services Not Authorized**

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the TSP or their agents.

### **3-13.7. Domestic Accessorial Service Rules for Labor Charges.**

Unless specifically approved in writing by the DOS at least 3 work days prior to the pickup date, charges for extra labor by the CHAMP approved TSP or by a 3rd party service provider, cannot exceed the discounted pricing identified in Item 120 of the GSA500A. Waivers may be considered only under extraordinary circumstances.

### **3-13.8. Domestic Volume.**

The DOS is estimating that the volume of shipments under this RFO is 3,000 shipments.

### **3-13.9. Domestic Affiliated Van Lines.**

International Transfers may have a domestic component. Where there is a domestic component of an international move forwarders shall have the ability to work with a single Van Line per cycle. The van line selected by TSP for the contract cycle must have DOS non-alternating rate offers on file in TMSS. Associated van lines with rates that are not cost effective may be grounds for non-use. The TSP and their affiliated Van Line for the current contract cycle shall have non-alternating rates available in TMSS for all 48 contiguous states as origin and or destinations in order to participate in the domestic or international TOS. For example, if a TSP has filed rate offers to Spain they shall have rate offers on file to and from Spain for all for all locations in the 48 contiguous states as origins and destinations. The majority of the domestic van line shipments affiliated with international moves originating outside of the DC area will go to our DOS Hagerstown storage facility.

### **3-13.10. Sub-Forwarding.**

TSPs accepted under DOSDD shall not sub-forward for any other TSPs accepted under DOSDD. Neither shall they tender for sub-forwarding to any other TSP doing business with the DOS. TSPs filing rate offers under DOSDD may choose to work with other business partners so long as they are not doing business with the DOS under this DOSDD. In all cases, the TSP to whom we issue the move and the work order will be responsible for all aspects of the move. The TSP shall be the primary POC for DOS customers and for our DOS counselors.

### **3-13.11. Storage In Transit (SIT).**

TSPs are required by the DOS to bill all SIT charges based on the destination listed on the Bill of Lading, not the actual SIT location. Any shipment placed in SIT outside the 50-mile radius shall be considered SIT at TSP's convenience (HTOS 5.5.2) unless the issuing office authorized in writing SIT over 50-miles from the destination listed on the Bill of Lading.

### **3-13.12. Billing through Department of State.**

US Bank Freight Participation:

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment's fee for this service is **currently 1.33%** of the invoice price, which is paid by the TSP. **The 1.33% service fee is tied to the Wall Street Journal Prime Rate.**

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact the **Transportation Analysis Section at [TTM\\_Analysis@state.gov](mailto:TTM_Analysis@state.gov) and the A/LM ARCHIVE at [A/LMARCHIVE@STATE.GOV](mailto:A/LMARCHIVE@STATE.GOV) within one week of receipt of this RFO.** The Analysis Section will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be "US Bank Freight Payment Registration" and include the tender number(s) you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, the TSP will be provided with a contract to sign and return to DOS (no more than two weeks after receipt of the contract). Once the contract is received, US Bank

Freight Payment will establish a "trading partner" relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

Registration has already been completed for those TSPs currently doing business with the DOS in US Bank Freight Payment. However, if a TSP has not yet been set up to use PAYMENT MANAGER or if a new or different SCAC will be utilized, they must contact DOS and obtain access.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents must be attached to each TSP invoice in US Bank Freight Payment (a function only available in PAYMENT MANAGER). Invoice numbers must not contain a comma, colon, semi-colon, apostrophe, parenthesis, nor any coded data.

*NOTE: The DOS's system will only accept one 1(one) Invoice per Work Order Number. Once an invoice has moved to the "Approval Final", "Payment Initiated" or "Payment Settled" status in US Bank Freight Payment, the TSP must contact the issuing office to request a SUPPLEMENTAL Work Order (i.e. NEW Work Order Number) for any additional charges due on the shipment.*

The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another "invoice." E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank Freight Payment.

### **3-13.13. Excess weight charges.**

The DOS 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 TSP shall 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 offer is on file with TMSS the TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate offer from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. **Under NO circumstances are you authorized to waive an overweight payment.** The TSP shall report Weights shall be 100% accurately and not modified to fit the employee's entitlement. Once payment has been received, the DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

### **3-13.14. Shipment of Boats, Kayaks or Canoes.**

The DOS will not authorize the shipment of boats, kayaks or canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP shall refuse the shipment of boats, kayaks, or canoes. Acceptance of boats, kayaks or canoes renders the TSP solely responsible for all related handling costs including returning the boat, kayak, or canoe to the point of origin.

### **3-13.15. Packed By Owner.**

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.

### **3-13.16. Non-acceptance of locked gun cabinets and other similar items.**

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).

### **3-13.17. Shipment Tracking.**

All TSPs offering rate offers 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.

### **3-13.18. Claims Report.**

At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

### **3-13.19. Staffing Requirement.**

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. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDC or DOSDD.

### **3-13.20. Pickup and Delivery Hours.**

Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder (s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out.

### **3-13.21. Multiple Tender Numbers.**

A TSP shall not submit multiple tender numbers when submitting rate offers for the **same type/mode** of domestic or international moves. **Only one tender number shall be submitted for Domestic Code D shipments, one tender number for Domestic Code C shipments and one tender number for International shipments.** Submission of multiple tender numbers could result in the DOS selecting only one or not selecting any at all.

### **3-13.22. 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 this RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorial expense.

### **3-13.23. 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.

### **3-13.24. Inventories.**

The TSP shall submit an electronic copy of the inventory to [ALMArchive@State.gov](mailto:ALMArchive@State.gov) no later than three days after the packout. The format of the email shall be: "Employee Name, Inventory, Shipment Number".

### **3-13.25. Reporting.**

All TSPs accepting shipments under DOSDD shall submit weekly updates of shipments in progress. Reports shall be submitted to [TTMContracts@State.gov](mailto:TTMContracts@State.gov) no later than 9:00 am Eastern Time each Monday covering undelivered shipments to date. Reports shall be in Excel format and comprised of the following fields: Customer Name, Broker, Origin City, Origin State, Destination City, Destination State, Load Date, Delivery Date, Estimated Weight, Miles.

### **3-13.26. GSA Form 3080 Household Goods Carrier Evaluation Report:**

TSPs will initiate the 3080 via the electronic 3080 module in GSA's Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to [TMSS](#) and clicking on the link to TMSS/CHAMP Shipments. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on "Initiate." When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter [DC3080@state.gov](mailto:DC3080@state.gov) and enter 0190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 0190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. If you have any questions about GSA's electronic 3080, please contact Robyn Bennett at [robyn.bennett@gsa.gov](mailto:robyn.bennett@gsa.gov). **Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler's Social Security Number.**

### **3-13.27. Forms required for the exportation of POV.**

- Exhibit 1 List of Forms
- Exhibit 2 Power of attorney format
- Exhibit 3 Supplemental Reporting form (from 3-4.1.1)
- Exhibit 4 Reporting locations

### **3-13.28. 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



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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

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### **3-13.29. Computer Software Requirement:**

The DOS has developed an Automated Accessorial Program (paperless) to improve the efficiency of receipt, review, and processing of TSP accessorial requests. All TSPs must have Microsoft Office 2010 software to be in compliance with this requirement.

### **3-13.30. Rugs/Carpets destined to permanent storage:**

All rugs and carpets destined to permanent storage shall be moth flaked, rolled, and wrapped in kraft paper, without folding, at the residence. Rugs which are 2.75 meters by 3.65 meters (9 FT X 12 FT) or larger must be identified on the inventory by color and size. The TSP shall be held responsible for all costs associated with additional services resulting from incorrect servicing of all rugs and carpets.

### **3-13.31. Additional Provisions.**

Refer to Section 12 of this RFO for additional information and requirements for DOSDD.

## **3-14. Department of State (DOS) – Hagerstown, MD (DOSHW)**

### **3-14.1. General.**

The DOS maintains a warehouse at the **United States Logistics Center** - Hagerstown, Maryland. In this warehouse are shipments of household goods effects that at some point in the past have been placed there in a permanent and/or extended storage status. Rate offers submitted in accordance with Section 3-14 are for the door-to-door delivery of these shipments to their final destination at an international location in accordance with the instructions provided on the government issued Bill of Lading. Shipments may be crated or loose. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

### **3-14.2. Application.**

Except for the exceptions and additions noted elsewhere in this Section 3-14, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSHW.

### **3-14.3. Volume.**

Between **May 1, 2015** and **April 30, 2016**, there were approximately **163** shipments with an average weight of **2,900** pounds. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from the selected TSPs.

### **3-14.4. Rate Offers.**

Rate offers will only be accepted for shipments originating from the Hagerstown, MD warehouse (Service Area MD00) to all international locations. Rate offers will not be accepted for shipments from the international locations back to the Hagerstown, MD warehouse. Rate offers will also not be accepted for Category 1, 2, or 3 vehicles or UAB. TSPs should zero fill these positions when submitting rate offers for DOSHW.

### **3-14.5. Department of State, Hagerstown Warehouse Responsibilities.**

Upon receipt of notification from the TSP that they accept an offered shipment, the designated Hagerstown Staff member will arrange to have the offered household goods effects staged and available within 48 hours of notification/acceptance from the selected TSP. For partial storage removals, the Hagerstown staff will be afforded ample time to communicate storage removal actions with the owner of the household goods effects. This is contingent on the owner's actions and timeliness. Upon completion, the designated Hagerstown staff member will notify the Operations staff and TSP that the household goods effects are available for pickup. Prior to the pack/pickup date, Hagerstown will notify the TSP of weights and pieces to be removed and any unusual items requiring special attention. TSPs will be provided with existing inventories on all shipments moving under DOSHW.

### **3-14.6. TSP Responsibilities.**

Upon receipt of the Allocation worksheet, the TSP shall contact the designated Hagerstown Staff member within 24 hours of receipt to obtain shipment availability. **The TSP is required to load the shipment from the USLC-Hagerstown within 3 business days (5 days during peak season) of issuance of Bill of Lading. Multiple shipments can be scheduled for loading on the same truck to maximize resources.** The TSP is required to pack all liftvans on site at the Hagerstown warehouse. TSPs must then deliver the household goods effects back to its agent's warehouse for preparation and shipment to its final destination in accordance with all DOSDC and DOSHW guidelines. The TSP will be self-supporting in all aspects of their operations. The TSP shall furnish all equipment, materials and tools needed to pack and transport the shipment. The TSP can be charged for use of government resources. All debris generated by the TSP must be removed by the TSP. **The TSP will ensure that brand new ISPM#15 standard crates (as defined in DOSDC) are used for all export shipments to post.** The TSP shall affix four (4) seals according to the standards laid out above in DOSDC to lift vans

loaded at the Hagerstown warehouse. The TSP shall band lift vans prior to containerization but banding is not required prior to departing the Hagerstown warehouse. The date that the shipment is reported by Hagerstown as available is the pack date to be used to compute the Required (RDD) Delivery Date. As previously noted, existing inventories are provided by USLC Hagerstown staff. TSPs who reinventory must cross-reference to the storage inventory provided by the USLC Hagerstown staff. All work at the Hagerstown warehouse facility must be completed during operating hours and the TSP must leave the premises prior to the warehouse closing at 4:00 PM.

**3-14.7. Claims.**

In lieu of the TSP liability at \$6.00 as identified in 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. 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. Please note that the TSP retains the option for reviewing the inventory and repacking to certify any questionable items provided the TSP honors the terms of 3-14.6.; TSPs must bring the required materials needed, complete work by 4:00 PM and remove any debris generated by the repacking. Failure to certify the inventory will not be accepted as a reason to deny a claim.

**3-15. Department of State (DOS) – Surface Air Pilot DOSSA**

**3-15.1. General.**

The DOS ITGBL program has historically been unable to meet the maximum 75 day transit to post with conventional ITGBL shipments. DOSSA is intended to expand the scope to recognize that in some cases a portion of the shipment may have to move by air to make a 75 day transit time. Under DOSSA, in all cases the final leg to post must move by air. Rate offers submitted in accordance with Section 3-15 are for the door-to-door delivery of shipments to their final destination at an international location in accordance with the instructions provided on the Government issued Bill of Lading. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

**3-15.2. Application.**

Except for the exceptions and additions noted elsewhere in this Section 3-15, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSSA.

**3-15.3. Volume.**

The DOS will implement the pilot at the post below and the count and gross weights for shipments for **period May 1, 2016 through August 12, 2106** are included below. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from any selected TSPs.

Post	Type	Count	Avg-Gross
Kinshasa	HHE	7	3,634

**3-15.4. Rate Offers.**

When submitting the Single-Factor Rate Offer for transportation, the Single-Factor Rate Offer must include the charges related to all modes of transportation used to get the shipment to its final destination. Rate offers will only be accepted for shipments originating from Washington, DC, Maryland and Virginia (rate filing codes DC00, MD00 and VA00) and all international locations. When submitting rate offers, the Destination Code of 2910 must be used; however, rate offers accepted under DOSSA will apply only to the post of Kinshasa and not the entire country of Democratic Republic of the Congo. DOS may request OTO rate offers from other areas of the United States for the period of the pilot.

**3-15.5. Performance of Services.**

The TSP shall make routing decisions to ensure a door-to-door transit of no more than 75 days. The TSP may route the first leg of the shipment by either air or surface as required to support the RDD. The final leg to Kinshasa must be by air.

**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](mailto: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

Note to Forwarder: Forwarder is required to brief the employee before pickup that at time of pickup the POV may not have more than ¼ tank of gas, no personal items, no after-market additions (i.e. ski / bike racks); you or anyone acting on your behalf will sign off on a condition report and accept a set of keys.

**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

Pursuant to the Customs regulation CFR 19 Part 111.29(b), if you are the importer of record, payment to the broker will not relieve you of liability for Customs charges (duties, taxes, or other debts owed to Customs) in the event the charges are not paid by the broker. Therefore, if you make payment by check, Customs charges may be paid with a separate check made payable to "U.S. Customs and Border Protection" which shall be delivered to CBP by the broker.

**Exhibit 3**

This form is only to be used by new carriers pending adoption of EDI or as requested by the booking office.

**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](mailto: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 \_\_\_\_\_ (If post fails to respond within 3 days notify the booking office).

\*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 [ALMarchive@STATE.GOV](mailto:ALMarchive@STATE.GOV) for ALL shipments.**

Shipment number starting with **DC** Send report to TTMCONTRACTS@state.gov

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 completed 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

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

**DECLARATION FOR FREE ENTRY  
 OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

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.)

<b>A. For U.S. Personnel, Evacuees, Residents and Non-Residents</b> <input type="checkbox"/> (1) Articles for the account of other person. <input type="checkbox"/> (3) Firearms and/or ammunition. <input type="checkbox"/> (5) Fruits, plants, seeds, meats, or birds.	<input type="checkbox"/> (2) Articles for sale or commercial use. <input type="checkbox"/> (4) Alcoholic articles of all types or tobacco products. <input type="checkbox"/> (6) Fish, wildlife, animal products thereof.	<b>B. For Residents and Non-Residents ONLY</b> <input type="checkbox"/> (7) Foreign household effects acquired abroad and used less than one year. <input type="checkbox"/> (8) Foreign household effects acquired abroad and used more than one year.	<b>C. For Resident ONLY</b> <input type="checkbox"/> (9) Personal effects acquired abroad. <input type="checkbox"/> (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. <input type="checkbox"/> (11) Articles taken abroad for which alterations or repairs were performed abroad.
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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: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.</i>

**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), Tariff 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) <span style="float: right;">Date</span>
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**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 <input type="checkbox"/> A. Authorized Agent* (From facts obtained from the importer) <input type="checkbox"/> 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).

<b>PART VII -- CBP USE ONLY</b> (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE
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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](http://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.

**GSA 2016-2017 Request for Offers  
Centralized Household Goods Traffic Management Program (CHAMP)**

**Exhibit 6**

		<b>— DECLARATION —</b> <b>Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards</b>		OMB No. 2127-0002 Public Law 100-662, 49 USC Chap. 301
		PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)	
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER <i>(Required when Box 3 is checked)</i>				VEHICLE ELIGIBILITY NO. <i>(Box 3)</i>
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 no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.
- Date of manufacture: \_\_\_\_\_ 581.5(a)
- 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards for the vehicle item not having safety or safety-related parts that will be attached to safety. It is offered for sale to the first purchaser for purposes other than resale and not intended, and is not for the prevention of fraud, and is not a component or label or tag to be affixed permanently to the vehicle or equipment item, and is not a component or label or tag to be affixed permanently to the vehicle or equipment item in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [59.15(b)].
- 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Federal 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 113 or 20, and/or the labeling requirements of Standard No. 108 relating to engine room lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and is not imported for personal use. [59.15(c)]
- 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 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 entire value of the vehicle as determined by the Secretary of the Treasury if the Administrator of NHTSA determines that the 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 [59.15(d) and (e)].
- a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and not under revocation; 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 not under revocation. [59.15(f)]
- Attachments:** Copy of DOT Bond, and Copy of Contract with a Registered Importer, if applicable.
4. The vehicle or equipment item 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, and 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. [59.15(g)]
5. The vehicle or equipment item 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 for 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. [59.15(h)]
- 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 who is in 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, and that 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. [59.15(i)]
- Name of Embassy: \_\_\_\_\_
- Attachment:** Copy of Official Orders.
7. The vehicle or equipment item does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but is being imported solely for the purpose of research, development, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions or importers of such vehicles as specified in 49 CFR 59.17 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. [59.15(j)]
- 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 entitled to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically [59.15(j)(1)(i)-(ii)].
- 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 entitled to conform to all applicable FMVSS. Use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported. The statement shall describe the purpose that makes such use necessary, state the estimated period of use 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. [59.15(j)(3)].
8. The vehicle was not manufactured primarily for use on the public roads and that it 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 this is not a motor vehicle or motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [59.15(k)]
- 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 motor vehicle equipment. [59.15(k)]
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 mirrors, wipers, air horns, and antennas, or other 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 the standard. [59.15(l)]
- Attachment:** For a vehicle, a copy of the incomplete Vehicle Declaration 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 manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function. [59.15(l)]
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 use as a display or if I state that I will comply with all applicable restrictions or importers of such vehicles as specified in 49 CFR 59.17, 59.15(m)]
- 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. [59.15(n)]
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 I have attached a copy of my official orders. [59.15(o)(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 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 have petitioned, that agency to modify the vehicle to be imported to comply with applicable, and NHTSA has granted the permission to import the vehicle for that purpose. If the Administrator of NHTSA clarifies my petition or documents that a vehicle is not eligible for importation, I will withdraw my petition or I will submit a petition covering the vehicle within 180 days from the date of my final determination that I will submit such vehicle, unless I so document to the Secretary of Homeland Security for export, or abandonment to the United States, within 30 days from the date of the final determination of my petition, as appropriate, or within 210 days from the date of entry if I had to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, I will state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entire value of the vehicle as determined by the Secretary of the Treasury, until 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 that 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 <i>(Please type)</i>	IMPORTER'S ADDRESS <i>(Street, City, State, Zip Code)</i>		
NAME OF DECLARANT <i>(Please type)</i>	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/taq/imports/index.htm](http://www.epa.gov/taq/imports/index.htm).

**EPA 3520-1 Air Pollution Compliance (POV Only) Rev. 10-10 (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](mailto:TransportationQuery@state.gov) if vehicle is non-conforming do not move without authorization from DOS Transportation Operations.

**Exhibit 7**

Form Approved OMB 2060-0095

		<b>United States Environmental Protection Agency</b>	
<b>Declaration Form</b>			
<b>Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations</b>			
U.S. E.P.A., Compliance & Innovative Strategies Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 <a href="http://www.epa.gov/otac/imports">http://www.epa.gov/otac/imports</a> , Phone (734) 214-4100; Fax (734) 214-4676.			
<p><b>This form must be submitted to the U.S. Customs and Border Protection (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.</b></p> <p><b>Penalties:</b> 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).</p>			
<b>Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)</b>			
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 (mm/yyyy):	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:			
<b>Names, Addresses, and Telephone Numbers of Relevant Parties</b>			
<p><b>Certification:</b> 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.</p>			
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:
			14. Name, company and phone (type or print):
<b>U.S. conforming and "identical" vehicles</b>			
<p><input type="checkbox"/> <b>code B - U.S. certified</b> - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.</p> <p><input type="checkbox"/> <b>code F - U.S. certified, catalyst restoration</b> - 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.</p> <p><input type="checkbox"/> <b>code EE - identical in all material respects to a U.S. certified version</b> - either 1) <b>Canadian</b> 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) <b>vehicle from any country</b> 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 <b>code FF</b>.</p> <p><input type="checkbox"/> <b>code FF - Canadian "identical" models imported for resale or lease</b> - 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.</p>			
<b>EPA exempted vehicles</b>			
<p><input type="checkbox"/> <b>code M - miscellaneous exemption</b>, either 1) <b>Canadian</b> 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 unforeseen and extraordinary circumstances is attached to this form.</p> <p><input type="checkbox"/> <b>code E - vehicle at least 21 years old</b> (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.</p>			

EPA Form 3520-1 (Rev. 10-10) 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 with 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.

**U.S. Department of Transportation Requirements**

**Note:** Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see [www.nhtsa.dot.gov/cars/rules/import/](http://www.nhtsa.dot.gov/cars/rules/import/).

**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 30 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.

**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 DOS 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		
9. REASON FOR MOVING		13. NATURE OF BUSINESS
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