

## **INTERNATIONAL RATE SOLICITATION I-20**

### **CHANGE 2, PAGE 2-6; 4-35**

Effective (1 APR 08)

1. GENERAL: This change will become effective 1 Apr 08, upon inclusion into the International Personal Property Rate Solicitation I-20.

#### 2. CHAPTER II - TERMS & DEFINITIONS

Page, 2-6, Item 252. Surcharge: Definition change.

#### 3. CHAPTER IV – TRANSPORTATION SFR – HHG

a. Page 4-34, Remove Justification certificate for use of a foreign flag aircraft that was required to be certified by AMC. Subsequent pages renumbered accordingly.

a. Page, 4-35 Item 432 a 4)(d) Verbiage revised for clarification.

b. Page 4-37, Item 433 a(3)(e). Verbiage revised for clarification.

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

Item 249. **Storage-in-Transit (SIT):** The term applied to the service under the PPGBL for the temporary storage, other than nontemporary storage, of a personal property shipment prior to final delivery.

Item 250. **Surface Deployment and Distribution Command (SDDC):** The Army Component of the U.S. Transportation Command. SDDC is responsible for all the Department of Defense's surface transportation shipments as well as several core transportation processes.

Item 251. **Supporting Documentation:** Documentation requiring Transportation Service Provider certification and submission to SDDC by designated dates provided in each cycle solicitation letter.

Item 252. **Surcharge:** An extra fee, levied to a shipment, paid by the transportation service provider and sometimes reimbursed by the U.S. Government. **Except for those five surcharges identified below,** surcharge reimbursement is considered on a case-by-case basis with reimbursement decision resting at the sole discretion of the Surface Deployment and Distribution Command. Specific surcharge definitions are provided below:

a. **Air Fuel Surcharge (100)** – An extra charge that is charged to the Transportation Service Provider (TSP) by the aerial TSP. This surcharge is applicable to codes of service 6 and 8.

b. **Bunker Surcharge (BSC)** – An extra charge, also known as Bunker Adjustment Factor (BAF) or Fuel Adjustment Factor (FAF), sometimes added to ocean TSP rates. This surcharge is justified by higher fuel costs. This surcharge is applicable to codes of service a 1, 2, 3, 4, and 7.

c. **War Risk Surcharge (WAR)** – Insurance coverage for loss of goods resulting from any act of war or as a result of the vessel “entering” the war risk area when billed by the ocean/air TSP. This charge is only applicable to areas deemed “war risk” areas, as provided for on the SDDC website, [www.sddc.army.mil](http://www.sddc.army.mil), Personal Property/POV, International, War Risk Areas. This surcharge is applicable to codes of service 1, 2, 3, 4, 6, 7, and 8.

d. **Port/Terminal Security Handling Surcharge (COF)** – An extra charge that is billed to the TSP for security of their cargo while at the port of embarkation/debarkation. This surcharge is applicable to codes of service 1, 2, 3, 4, 5, 6, 7, 8, T, and J.

e. **Port Congestion Surcharge (CON)** – An extra charge that is billed to the TSP for controlling the congestion of trucks/vessels entering/departing the port. This surcharge is applicable to codes 1, 2, 3, 4, 5, 7, T, and J.

Item 253. **Theatre Shipping and Consolidation Point.** The Theater Shipping and Consolidation Point is responsible for the rapid segregation, sorting, and consolidation of multiple consignee shipments from a range of sources and delivery to the customer.

Item 254. **Transportation Control Movement Document (TCMD), DD Form 1384:** A form used to control the movement of property while in the Defense Transportation System (DTS). Similar to a bill of lading in the commercial transportation system.

Item 255. **Transportation Service Provider (TSP):** Any party, person, agent or carrier that provides freight or passenger transportation and related services to an agency. **In the case of Personal Property Qualification and Rate filing, the term TSP will apply to Motor Carrier, Freight Forwarder and Broker, as applicable.**

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

**STATEMENT OF NON-AVAILABILITY OF U.S. FLAG AIR CARRIERS**

International air transportation of property by U.S. flag air carriers was not available and/or it was necessary to use foreign flag air carrier service for the following reasons:

Shipment Identification:

\_\_\_\_\_

I certify that it was necessary for \_\_\_\_\_ to use

\_\_\_\_\_ (Forwarder / SCAC) \_\_\_\_\_ (Foreign Flag Carrier)

Between \_\_\_\_\_ and \_\_\_\_\_ enroute from

\_\_\_\_\_

To \_\_\_\_\_ on \_\_\_\_\_ (Date) due to the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
***(Include description of efforts made to obtain U.S. Flag service.)***

\_\_\_\_\_  
Transportation Service Provider's Signature

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

Item 432 [LHS]

*Application of Transportation SFR - HHG*

a. Transportation SFR INCLUDE THE FOLLOWING SERVICES:

(1) Packing, including use of packing containers and materials from origin to destination and unpacking. When Government-owned containers are utilized or when packing is not required, reductions to the SFR will be annotated on the PPGBL. Shipping containers and packing materials furnished by the Transportation Service Provider will remain the property of the Transportation Service Provider.

(2) For all shipments from Germany to CONUS, Transportation Service Providers are responsible for providing the following services:

(a) Identifying clearly all outdoor articles consecutively on the last page of the HHG descriptive inventory.

(b) Packing all outdoor articles in the same container and as close to the front door as possible.

(c) Stenciling "OHA" on the exterior of all containers which include outdoor articles.

(3) Servicing and unservicing of appliances, except third party service.

(4) All land, water and air transportation, EXCEPT:

(a) Additional land transportation charges for shipments picked up or delivered from or to SIT.

(b) Port handling and stevedoring services within the military ocean terminal or within the commercial ocean terminal, when used in lieu of the military ocean terminal, and Government-arranged ocean movement (Code 5).

(c) Terminal services within the AMC terminal and Government-arranged air movement (Code T).

(d) Bunker fuel charges (BSC), air fuel surcharges (100), port security surcharges (COF), port congestion surcharges (CON), and/or war risk surcharges (WAR), where applicable, and when actually billed to the ITGBL Transportation Service Provider by ocean freight Transportation Service Provider, air Transportation Service Provider or port agent. Such charges will be separately stated on the GBL and supported by prorated ocean, air Transportation Service Provider or port agent invoices for the actual amount. (See Item 513 for application of the Fuel Surcharge for CONUS linehaul, including Alaska and Hawaii). **Note: port agents as used here means agents of the governmental body operating the seaport or air terminal where charges are incurred.**

(e) Over-ocean charges negotiated by SDDC Operations Center (Code 3).

(5) Customs Clearance:

(a) Transportation Service Provider will arrange all customs clearance and other related services that pertain to and influence the movement of personal property (gun control, quarantine, pest infestation, etc.) and will comply with all DOD, foreign, and domestic regulations.

(b) Export and import documentation services involving customs clearances. Movement of shipment, arriving in CONUS, in bond to the U.S. Customs House nearest the ultimate

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

consignee. The responsible destination PPSO will be notified in advance when a shipment is to move in bond.

- (6) Removal and placement of each article in the residence/warehouse or other building.
- (7) Hoisting or lowering of article.
- (8) Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (exception: see paragraph b.(5) below).
- (9) Ferry, tunnel and bridge charges/tolls.
- (10) Prelodge costs, i.e., those costs incurred as a result of the advance notification and document delivery of shipments to military ocean terminals (Code 5).

b. Transportation SFR WILL NOT INCLUDE:

(1) Storage, waiting time and/or handling charges (includes excess linehaul costs associated with movement of shipment in bond to the U.S Customs House nearest the ultimate consignee), caused by failure of the origin transportation officer to furnish acceptable custom documents or by refusal of customs officials to clear shipments. These charges will be billed at rates provided in this solicitation when performed by the Transportation Service Provider. When services are performed by a third party, billing will be at the actual cost charged to the Transportation Service Provider and supported by third party invoices. The billing will reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications. Charges for excess linehaul costs, associated with movement in bond, are those expenses over the Transportation Service Provider's normal linehaul operating expenses. Such expenses will be supported by an invoice for the actual charges, along with a copy of the freight agreement or other supporting documentation, to justify the excess cost.

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

(3) Servicing of articles requiring services of third parties.

(4) When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc.), the Transportation Service Provider, upon approval of the PPSO will be authorized third party service or labor rates under Item 502, if performed by a local agent. This exception is directed at the pickups and deliveries from high rise apartment buildings (higher than two floors) and is not intended to be used for minor hoisting and lowering, such as first floor balconies in apartments and single family dwellings.

(5) (a) Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 75 feet between the Transportation Service Provider vehicle and the outside entrance door of the actual storage area, the PPSO can authorize an excessive distance carry charge.

(b) Shipments picked up or delivered to a residence, with construction or other safety factors that prevents the Transportation Service Provider (through no fault of their own) from normal carry access within 75 feet, the PPSO can authorize an excessive distance carry charge. Approval must be granted prior to service being performed.

(c) Item 534 lists the schedule of charges.

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

NOTE: Charges will only be considered when DOD specific and/or temporary in nature

Item 433 [LHS]

*Application of Transportation SFR - UB*

The transportation SFR, per gross hundredweight, filed with SDDC, including shipments between or within overseas (intertheater/intratheater) command applies from origin area to destination area, on UB shipments controlled by and moving on PPGBL. The SFR includes pickup at any point within the origin area and delivery to any point within the destination area

a. Transportation SFR INCLUDES THE FOLLOWING SERVICES:

(1) Packing, including use of packing containers and materials from origin to destination.

(2) Servicing and unservicing of appliances.

(3) All land, water, and air transportation, except:

(a) Additional land transportation charges for shipments picked up or delivered from or to SIT.

(b) Port handling and stevedoring services within the military ocean terminal and Government-arranged ocean movement.

(c) Terminal services within the AMC terminal and Government-arranged air movement.

(e) Bunker fuel charges (BSC), air fuel surcharges (100), port security surcharges (COF), port congestion surcharges (CON), and/or war risk surcharges (WAR), where applicable, and when actually billed to the ITGBL Transportation Service Provider by the ocean freight Transportation Service Provider, air Transportation Service Provider or port agent. Such charges will be separately stated on the GBL and supported by prorated ocean, air Transportation Service Provider or port agent invoices for the actual amount (See Item 513 for application of the Fuel Surcharge for CONUS linehaul, including Alaska and Hawaii). Note: port agents as used here means agents of the governmental body operating the seaport or air terminal where charges are incurred.

(4) Arranging customs clearance and other related services that pertain to and influence the movement of personal property, in compliance with all DOD, foreign, and domestic regulations. All export and import service charges. Movement of shipments in bond, to the U.S. Customs House. The responsible destination PPSO will be notified in advance when a shipment is to move in bond.

(5) Placement of UB external shipping container/crate into member's residence, cutting of bands, and opening of external container/crate. If shipping container is too large for placement into residence, property must be removed and placed into residence as part of SFR.

(6) Ferry, tunnel, and bridge charges/tolls.

(7) For baggage shipments in excess of 250 pounds, Transportation Service Provider will notify the destination transportation officer in advance of delivery.

(8) For shipment weighing 250 or less, Transportation Service Provider will notify the destination transportation officer no later than 48 hours following delivery.

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

(9) At CONUS destinations where Transportation Service Provider is not represented by a UB agent, provide the PPSO the name, address, and telephone number of a point of contact who will make arrangements to accomplish those destination services that may be required by the local PPSO.

(10) Advise the destination PPSO by electrical transmission in advance of the RDD with the reason for delay and specify the date the shipment will be available for delivery in the event a shipment cannot be delivered by the RDD.

b. Transportation SFR WILL NOT INCLUDE:

(1) Storage, waiting time, and/or handling charges (includes excess linehaul costs associated with movement of shipment, in bond, to the U.S Customs House nearest the ultimate consignee), caused by failure of the origin transportation officer to furnish acceptable custom documents or by refusal of customs officials to clear shipments. These charges will be billed at rates provided in this solicitation when performed by the Transportation Service Provider. When services are performed by a third party, billing will be at the actual cost charged to the Transportation Service Provider and must be supported by third party invoices. The billing will reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications. Charges for excess linehaul costs, associated with movement in bond, are those expenses over the Transportation Service Provider's normal linehaul operating expenses. Such expenses will be supported by an invoice for the actual charges, along with a copy of the freight agreement or other supporting documentation, to justify the excess cost.

(2) Any Government or public authority ordered charges for disinfection, decontamination, fumigation, demurrage or other charges occasioned by such orders not the fault of the Transportation Service Provider.

(3) Servicing of articles requiring service of third parties, when ordered or authorized in writing by the PPSO.

(4) Unpacking of internal cartons/containers/crates when this service is preapproved by the PPSO and requested/verified by the member.

NOTE: Charges will only be considered when DOD specific and/or temporary in nature.

Item 434 ***Terms and Conditions for Code J Shipments***

These terms and conditions apply specifically to the handling and ITGBL management of Code J UB shipments moving between overseas areas and CONUS.

a. ITGBL Transportation Service Providers participating in Code J service agree to:

(1) Comply with requirements and procedures of AMC in reporting, documenting and handling military shipments. This includes palletizing shipments, preparation of the Transportation Control Movement Document (TCMD), DD Form 1384, for each pallet or individual shipment, delivery of pallet loads or individual shipments to the AMC air terminal, and the receipt of pallet loads or individual shipments from CONUS, from an overseas AMC air terminal, or from a Theater Shipping and Consolidation Point entity or conveyance.

(2) Accept 100 percent of the Code J traffic tendered.

(3) Assume on a door-to-door basis, full responsibility for shipments and liability to the limits prescribed in Item 410, Limitation of Transportation Service Provider Liability.

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

(4) Pick up cargo from AMC within one workday from time of notification and forward these shipments to their ultimate destination or take receipt of cargo from a Theater Shipping and Consolidation Point entity/conveyance no later than one workday from time of notification and forward these shipments to their ultimate destination.

(5) Configure all Code J pallets for DC-8 or DC-10 aircraft.

Item 435 ***Tender of Delivery of Containerized Shipments - HHG***

a. Transportation Service Provider must notify PPSO of arrival of containerized shipment and provide first available delivery date within one workday after arrival at agent's facility.

b. If notification is before 12 noon, the PPSO will furnish delivery instruction or SIT control number by 5 p.m. on date of notification. Delivery must be on the day of notification or following workday, otherwise SIT number must be provided.

c. If notification is after 12 noon, the PPSO will furnish delivery instructions or SIT control number by 12 noon the following workday. Delivery must be within 2 workdays following notification of delivery, otherwise SIT number will be provided.

(1) The PPSO will provide SIT control number or delivery instruction within 24 hours of time of notification.

(2) The SIT control number will be based on Transportation Service Provider's available delivery date, not the date of notification.

d. Waiting time will commence upon expiration of the time limits above.

NOTE: SIT control numbers in both scenarios b and c will be based on the Transportation Service Providers' available delivery date, not the date of notification.

Item 436 ***Tender of Delivery - UB***

a. Transportation Service Provider must notify the PPSO of arrival of a shipment within 1 working day after arrival at the agent's facility. Exception: Shipments weighing 250 pounds or less may be delivered direct and the PPSO notified within 48 hours of delivery.

b. If notification is before 12 noon, the PPSO will furnish delivery instructions or SIT control number by 5 p.m. on the date of notification. Delivery must be on the date of notification or the following workday, otherwise SIT control number must be provided. SIT will be effective on the date of notification.

c. If notification is after 12 noon, the PPSO will furnish delivery instructions or SIT control number by 12 noon the following workday. Delivery must be within 2 days following notification of arrival by Transportation Service Provider, otherwise SIT will be effective on the workday following Transportation Service Provider notification to PPSO.

Item 437 ***Special Provisions for Movement of Personal Property***

When circumstance beyond the control of the Transportation Service Provider or Government prevent the Transportation Service Provider/agent from performing services under normal means, special

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

provisions will be authorized to continue movement of property. Provisions will be added or amended, as required, in Chapter 5 of this Solicitation.

Item 438                    ***Special Provisions for HHG Shipments Arriving/Departing Portugal (PO)***

When HHG are shipped to Portugal as “LCL” or “groupage” in shipping containers directly to the port of Lisbon, which require to be separated and processed by different destination agents, they are placed by the Port Authority into a bonded warehouse pending customs clearance. SFR will be increased and provisions added under Item 533.

Item 439                    ***Use of Wardrobe Cartons***

At the option of the service member, either upright or flat wardrobe cartons will be used in containerized international codes of service (Codes 3, 4, 5, 6, and T). If the member expresses no preference, the Transportation Service Provider may select the type of wardrobe used. Upright wardrobe cartons are defined as wardrobe cartons with metal hanging bars. Cartons will be of sufficient cubic volume so that packed clothes will hang freely. Items will not be packed on the bottom of the carton. SFR will apply.

Item 440                    ***Partial Withdrawal from SIT***

- a.            Items for withdrawal should be indicated at the time of packing, when possible.
- b.            Only complete cartons or item numbers on the inventory may be withdrawn. Individual cartons will not be opened.
- c.            Inventory item numbers will be furnished by the member to the PPSO, who will, in turn, order the service.
- d.            Certification of DD Form 619 by the PPSO is required.
- e.            The member or any other person responsible for payment of the freight charges will have the right to be present at the Transportation Service Provider's facility during the sorting of the property. The Transportation Service Provider will deliver, or the member has the option to pick up, the property.
- f.            Transportation Service Provider is responsible for obtaining weight of portion withdrawn. See Item 531, for applicable charges.

Item 441                    ***Sealing of Containers***

All containerized HHG and UB external shipping containers will be sealed at the origin pickup point with accountable seals. Four seals are required for each HHG container. These seals will secure the access overlap door and side panels. Two seals, as a minimum, will be used on each UB external container and will secure the access overlap top and ends. If only two seals out of the four are used, the seals not used will be destroyed at the time of sealing or placed on the container. They cannot be used on another container or shipment. Seal numbers will be recorded on the inventory, either beside the container number or annotated by individual container number on the last page of the inventory.

Item 442 [MSG]                    ***Miscellaneous Charge***

Billing Note: Use Billing code 442A when billing a miscellaneous charge via CWA.

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

Any authorized charge incurred by the Transportation Service Provider, which is not covered by any other designated service code and not performed by a third party service, will be billed as a miscellaneous charge. A description of the service is required.

Item 443 ***Certification of DD Form 619 in the Republic of the Philippines***

- a. Air Force Shipments. DD Forms 619 must be sent to the following for certification:

Chief, Traffic Management Branch  
ATTN: LGTRT  
25 E Street, Suite I326  
Hickam AFB, HI 96853-5427

b. Navy Shipments. Certification of DD Form 619 for accessorial services may be accomplished by the service member or service member's designated agent, not the Transportation Service Provider's agent.

Item 444 ***Pickup at or Delivery to a Military Terminal***

When notified that an entire shipment is available for pickup at a military terminal (air or water), the Transportation Service Provider will pick up the shipment as soon as possible, but not later than 1 workday for military air terminals and not later than 5 workdays for military water terminals from date of receipt of notification. If the shipment is not removed within that period, the terminal PPSO has the option of charging storage in accordance with the rate tender beginning on the second or sixth day (whichever is appropriate) and/or terminating the PPGBL and issuing a new PPGBL for onward movement by the same or different mode/method of transportation. Upon delivery of a shipment to a military air or ocean terminal, the Transportation Service Provider agrees to provide the terminal PPSO with a memorandum copy of the PPGBL describing the shipment.

Item 445 ***General Average/Salvage***

On ocean shipments, in addition to its tariff/tender, the Transportation Service Provider assumes full liability for and will pay all contribution in general average or salvage assessed against personal property and will provide bonds or make arrangements for the prompt release of the shipments from any maritime lien arising therefrom.

Item 446 ***Unloading and Unpacking at Destination***

Unloading at destination will include the one-time laying of rugs and one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the member. All articles disassembled by the Transportation Service Provider or originating from NTS will be reassembled. On a one-time basis, all barrels, boxes, cartons, and/or crates will be unpacked, and the contents will be placed in a room designated by the member. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article(s) and in proximity of the area desired by the member; however, it does not include arranging the articles in a manner desired by the member. The unpacking service and removal of debris will be performed to the satisfaction of the member.

Item 447 ***Claims for Additional Charges***

Claims for additional transportation or additional accessorial charges over and above those originally assessed by the Transportation Service Provider and paid for by the Government will be presented first to the disbursing office of the military agency which paid the original bill. The claims will contain a full explanation as to the reasons why they are being presented and state specifically the amount

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-20

claimed. Disputes arising out of such undercharge claims or overcharge claims by the Government against the Transportation Service Provider, not otherwise settled to the satisfaction of either party, will be made the subject of correspondence directly between the Transportation Service Provider, and SDDC or GSA or both, or will be the subject of a discussion between the parties stated above within 60 days after either party makes such a request. The failure of the parties to reach an agreement or eliminate the dispute under the procedure will in no way preclude either party from subsequently exercising the legal and administrative remedies otherwise available, providing that no suit filed by the Transportation Service Provider will be prosecuted to trial before exhaustion of the administrative remedies described above.

Item 448

***Customer Satisfaction Surveys***

SDDC will survey members at the completion of each of their moves. These Customer Satisfaction Surveys will determine members' satisfaction with Transportation Service Provider services at origin, destination, and their overall satisfaction with the Transportation Service Providers performance. SDDC will use the results of these surveys to determine a Performance Score for each Transportation Service Provider. Each Transportation Service Provider's Performance Score will be part of Families First, the future personal property program's traffic distribution methodology. Transportation Service Providers are reminded that customer survey results will not be used prior to the implementation of Families First, and TQAP requirements will remain in effect. Shipments are currently projected to begin movement under Families First in October 2005

Item 449

***Military Shipment Label, DD Form 1387 Requirement for Code T Shipments***

Origin agents are responsible for preparing and attaching a DD Form 1387 (Military Shipping Label - MSL) in accordance with the Defense Transportation Regulation (DTR, 4500.9R) including the requirement for linear and two dimensional (2D bar coding). The 2D MSL bar code will be in accordance with Materials Handling Standard MH10.8.2. Please refer to Item 1103 for Code J 2D MSL requirements.