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PERFORMANCE WORK STATEMENT

FOR

NAVY ADVANCED TRACEABILITY AND CONTROL (ATAC V)
TAILORED TRANSPORTATION CONTRACT (TTC)

~~16 June 2026~~
29 June 2026

TABLE OF CONTENTS

1.0 DESCRIPTION OF SERVICES
1.1 Background
1.2 Scope
1.3 Specific Tasks
1.4 Task Area 1 – Contract Management
1.5 Task Area 2 – Transportation Services
1.6 Task Area 3 – Operations Support
1.7 Task Area 4 – Information Technology (IT)
1.8. Deliverables

2.0 SERVICE DELIVERY SUMMARY (SDS)

3.0 GENERAL INFORMATION
3.1. Contract Transition
3.2. Contractor Furnished Resources
3.3. Start of Contract Transition
3.4. Phased Implementation
3.5. End of Contract Transition

4.0 SECURITY (PHYSICAL, PERSONNEL, INFORMATION, ANTITERRORISM/FORCE PROTECTION AND INDUSTRIAL)
4.1 General Security Requirements
4.2 Contract Security Requirements
4.3. Pre-Employment Actions
4.4. Vetting Process
4.5. Information Systems Access
4.6. Contracting Officer's Security Representative

APPENDICES
Appendix A- Acronyms
Appendix B- Definitions
Appendix C- ATAC Document Identifier Codes
Appendix D- Electronic Retrograde Management System Data (ERMS) Feed Requirements
Appendix E- Pick Up/Delivery Sites
Appendix F- Carrier ERMS Processing Requirements
Appendix G- DISA Secure File Gateway Worksheet
Appendix H- Government Property/Equipment Listing
Appendix I- Applicable Documents
Appendix J- Accessorial Services
Appendix K - Vendor Threat Mitigation
Appendix L- Contractor Request for Authorization to Use
Appendix M – Economic Price Adjustment Schedule

Performance Work Statement (PWS) Navy Advanced Traceability and Control Program (ATAC) V

1.0 DESCRIPTION OF SERVICES

1.1. Background

1.1.1. The United States Transportation Command (USTRANSCOM) is responsible for providing the transportation needs of the Department of War (DOW), including the movement of DOW freight traffic. USTRANSCOM requires freight transportation services to support the U.S Navy Advanced Traceability and Control (ATAC) Program. The ATAC program is a Navy initiative for the tracking, tracing, packing, reporting, and movement of high dollar Depot Level Repairables (DLR) Product Lines such as Not Ready For Issue (NRFI) Carcass Express (CE) and Routine (RT) priority items from point of failure to a repair facility, and ultimately back to the end user after repair of assets that are Ready for Issue (RFI) or on a Redistribution Order (RDO). ATAC is also responsible for transporting RFI Offloads, Repair and Return (R&R), Marine Aviation, Ground Marine (GM), Coast Guard material, and Aircraft Engines. Transportation services identified in this PWS are critical as they directly support the movement of goods to the warfighter and are key to the US Navy's efforts to provide responsive, effective and efficient movement solutions.

1.2. Scope

1.2.1. The Government requires transportation services to move Freight All Kinds (FAK) repairable parts to all forty-eight contiguous states, Hawaii, Alaska, and Canada. The transportation services will include the consolidated movement of NRFI material, RDO material, RFI material, and CE & RT material. Other transportation services include express service for R&R shipments. Repair parts range in a wide variety of sizes, from circuit cards, cardboard boxes, wooden crates and metal cans to larger items. Services also include process improvements which will focus on distribution-related functions and their effects on the total Supply Chain, improving overall levels of support to the warfighter while significantly increasing efficiency.

1.2.2. Parts will be transported from two US Navy parent sites, located on the West (San Diego, CA) and East (Norfolk, VA) coasts, smaller sites called Nodes, and between other DOW and electronic Retrograde Management System (eRMS) enabled activities, including Contractor facilities. Repairables and mobile expeditionary node material from locations outside the Continental United States (OCONUS) will be occasionally shipped to a DoW point of entry using Government assets. Additional origins and destinations may be added in the future.

1.2.3. Cost-reimbursable Contractors (e.g., prime vendor, virtual prime vendor, on-demand manufacturing, quick response, and corporate contracts), as approved by the Contracting Officer, may also use the transportation services and rates provided under this contract for official business conducted on behalf of the US Government.

1.2.4. The following movements and commodities are excluded from the scope of this contract:

a. Fleet Ballistic Missile Components
b. Document Identifier Code A2_ (Except when part of the RDO/RFI portion of this program)
c. Radioactive material (SMCC L, X; Special Material Identification Code (SMIC) RS, RE)
d. RADIAC Material (Radioactive Assets, Federal Supply Class 6665)
e. All Class I AA&E, explosives Small Arms and Night Vision Devices
f. Uncertified and/or improperly prepared hazardous material
g. Any material with documentation that shows Cognizance (COG) Codes "1_" or "9_". The COG Code is found in the "Distribution Block" of a DD Form 1348-1 record positions (RP) 55-56. (Except as specified for RDO/RFI)
h. Over dimensional shipments – Ground exceeds 576 inches in length, 102 inches in width and/or exceeds 162 inches in height.

i. Overweight shipments – Ground: over 48,000 lbs. (45,000 lbs. for lowboy equipment).
j. Classified, Control Crypto-logical Items.
k. Non-ATAC Defense Logistics Agency Disposition Services (formerly known as DRMO) (DLADS)

1.2.5. Mission Essential Services. The entire PWS has been categorized as Contractor mission essential services in accordance with (IAW) Defense Federal Acquisition Regulation Supplement (DFARS) 252.237-7023. The Contractor shall be required to continue performance in a crisis IAW the Contractor's Plan for Continuation of Essential Contractor Services incorporated into the contract as an attachment.

1.3. Specific Tasks

The specific tasks required under this PWS are listed below:

Task Area 1: Contract Management
Task Area 2: Transportation Services
Task Area 3: Operations Support
Task Area 4: Information Technology (IT)

1.4. Task Area 1 - Contract Management. This task consists of the functional activities relating to the management and administration, staffing and reporting requirements of this effort.

1.4.1. Management and Administration. The Contractor shall manage its human and physical resources, including its subcontractors, to partner with DOW and its stakeholders to accomplish the tasks outlined in this PWS. The Government has no privity of contract with any subcontractors, and therefore will not be party to any reconciliation between the Contractor and its subcontractors. Further, the subcontractor shall comply with the requirements identified in this PWS.

1.4.1.1. The Contractor shall designate principal point(s) of contact (POC) for technical issues and provide the POC contact information to the Contracting Officer (CO) and Contracting Officer Representative (COR) within 5 workdays of contract award. The contractor is responsible for ensuring the POC contact information remains current throughout the life of the contract.

1.4.2. Monthly Reports. The contractor shall provide monthly reports to the Government. Reports shall be submitted to the COR electronically in a Microsoft Excel for Windows ".xlsx" format. The reports are due 15 calendar days following the end of the reporting period. For instance, a report covering data for the month of May shall be due on the 15th of June. The following four monthly reports are required.

1.4.2.1. Shipment Financial Statement: This report shall contain the reporting period (month and year) as well as the following headers and information: Origin; Destination; TAC code; Weight Level; Number of Shipments; Total Weight, Region, Equipment Type and Total Charges. This report shall list the shipments that occurred during the reporting period by location with the following three weight categories by pound: 151-499, 500 - 1999 and 2000 +.

1.4.2.2. Missing Proof of Delivery (POD) Report: This report shall detail any missing POD that occurred during the reporting period. This report shall contain the reporting period (month and year) as well as the following headers and information: Bill of Lading number; Manifest number; Proof of Receipt (POR) Date; POR Posted Date; Origin; Destination and Comments. The Contractor shall provide the reason for any missing POD and the actions taken under "Comments".

1.4.2.3. Transit On-Time Report: This report shall contain the reporting period (month and year) as well as the following headers and information: Manifest Number; Tracking Number; Proof Of Shipment (POS) date; POD date; Delivery Time; On-Time: Yes or No (Y or N); Origin; Destination and Comments. If the shipment was not on time (On-time = "N"), the Contractor shall provide the reason and the actions taken under "Comments".

1.4.2.4. Problems and Failures Report: The contractor shall self-identify any problem or failure that may impact contract performance. This report shall detail all problems or failures that occurred during the reporting period. The contractor shall detail the methodology for correcting the problem or deficiency in the report and provide an assurance of the specific time required to bring performance back to acceptable quality levels, as applicable. This report shall contain the reporting period (month and year) as well as the following headers and information: Problem/Failure; Situation; and Solution.

1.4.3. **Quality Control Plan.** The Contractor shall submit a Quality Control Plan to the CO and COR within 30 calendar days of contract award. The Contractor shall establish processes which will ensure quality services are provided throughout the life of the contract. The plan shall address how the Contractor will monitor performance of the tasks identified in the PWS to ensure quality service is being provided, and how the Contractor will measure performance to maintain or exceed performance objectives and customer expectations. The plan shall specifically describe how the Contractor plans to sustain shipment accountability, sustain manifest item count integrity, meet product line transit times, and meet consolidation time frames, and identify those areas the Contractor sees as critical to the customers for this contract. The plan shall also address the Contractor's procedure for notifying the Government when issues arise.

1.4.4. DoW Cost-reimbursable Contractors. The Contractor shall support shipment requests placed by approved DOW cost-reimbursable Contractors shipping in support of DOW programs or official business. DOW cost-reimbursable Contractors may be authorized to utilize the transportation services and rates established in this contract when the Contracting Officer determines it is in the Government's best interest. Shipments must be in the scope of movements of this PWS. The DOW cost reimbursable Contractor requests authorization by completing the request form at PWS Appendix L.

1.4.5. Shipment Billing. Shipments shall be billed at the greater of actual weight or dimensional weight, using the contract rate listed in the pricing schedule. Dimensional weight for ground shipments will be calculated as (Length X Width X Height) divided by 300.

1.4.5.1. One Time Only (OTO) Process. In instances where pricing is not established in the contract, the Contracting Officer may request a quote from the Contractor for a shipment. When the shipper requests an OTO movement, the Contractor shall compile a spot quote consisting of a linehaul quote, the Contractor's general and administrative overhead fee as defined in the Pricing Sheet, and any additional accessorial charges as applicable. The Contractor shall obtain competitive quotes for comparison. Where possible, a minimum of three quotes shall be provided. If three competitive quotes cannot be obtained, an explanation must be included with the OTO quote. The Contractor shall convey the total spot quote price to the Ordering Officer (OO) or the Contracting Officer (CO). Written approval from the CO is required for all OTO prices exceeding the threshold of $10,000 per individual item. The OO/CO may approve or deny the quote. The Contractor shall not execute any OTO shipment without prior Government approval of the OTO rate. The Contractor shall notify the OO/CO immediately upon learning of additional charges so the OO/CO can confirm or deny such charges. Once the shipment is complete, the Contractor shall invoice the Government. The invoice shall be uploaded into the Third Party Payment System (TPPS) and include the quote and invoice from the subcontractor(s) who performed the movement. The Contractor shall train all applicable employees on this process and maintain all rate documentation to support audits.

1.5. **Task Area 2 - Transportation Services.** The Contractor is responsible for providing reliable, secure, and quality transportation for US Navy ATAC material, ensuring compliance with all applicable regulations. This includes adherence to US and Canadian Customs requirements for shipments entering and existing Canada. Refer to PWS Appendix I for a list of applicable regulations, which is not exhaustive.

1.5.1. Transportation Channels. The Contractor shall move shipments for all Product Lines within the following transportation channels:

a. Hub to a Repair Site or Storage Point.
b. Node to a Hub, Repair or Storage Point.
c. Transshipment Point (Travis AFB to a Hub; Norfolk Air Terminal to a Hub, Storage or Repair Point).
d. Local Pickup (IAW PWS Appendix E) to a Node or Hub.
e. Repair Point to End User or Stock Point (RFI)
f. Stock Point to Repair Point (RDO).

1.5.2. Express Service Requirements. Express or Expedited Service is required for expedited, designated as "CE items", from a Hub or Node to locations throughout all forty-eight contiguous states, Hawaii, Alaska, and Canada. Express service is also required for R&R shipments. The Contractor shall provide the appropriate labor at the Hub for inbound processing and loading as well as the Contractor off-site facility. Express Service and Expedited Service are used interchangeable in this PWS and refer to the same requirements.

1.5.3. Regions. The following Regional Grouping Code Narrative Description are applicable to this requirement.

Region 0	0R	Canada: All provinces and territories
Region 1	1R	ME, VT, MA, RI, CT, NY, NJ, NH
Region 2	2R	PA, DE, MD, DC, VA, WV, KY
Region 3	3R	MI, WI, OH, IN, IL
Region 4	4R	NC, TN, SC, GA, AL, MS, FL
Region 5	5R	MN, ND, SD, IA, NE, MO, KS
Region 6	6R	AR, OK, LA, TX
Region 7	7R	MT, WY, CO, UT, NM, AZ
Region 8	8R	ID, WA, OR, NV, CA
Region 9	9R	Hawaii
Region 10	10R	AK

1.5.4. Mandatory Transportation Services Information.

1.5.4.1. Business Hours/Workdays. This section outlines the standard operating hours and days for both pickup (consignor origin) and delivery (consignee destination) points.

1.5.4.1.1. Consignor Origin (Pickup point). Unless otherwise specified, all Product Line pickups will be conducted Monday through Friday. After hours, weekend, and holiday pickups may be required and will be subject to an accessorial charge. Pickups points can be ATAC HUB's, Nodes, DoW entities, DoW Contractor sites, and commercial repair Vendors.

1.5.4.1.2. Pickups are typically performed between 0700 – 1500 local time. The Contractor is responsible for contacting the local pickup sites to arrange specific pickup times/appointments. The Contractor must consult with the COR for approval of any weekend pickups. If the Contractor requests a weekend pickup, the weekend pickup/delivery accessorial does not apply. The accessorial only applies to Government-directed weekend pickups.

1.5.4.2. Consignee Destination (Delivery Point). Consignee deliveries are at installations and facilities within CONUS, Hawaii, Alaska, and Canada including ATAC Hubs, Nodes, DoW Facilities, and DoW commercial repair vendors. A list of these sites will be provided to the Contractor.

1.5.4.2.1. The business hours of consignees are available in the Transportation Facilities Guide (TFG). The TFG is a tool used by Government activities and Carriers to coordinate transportation requirements. The TFG, along

with details on its objectives, functional capabilities, and password request procedures, can be accessed through the Electronic Transportation Acquisition (ETA) system under the Global Freight Management (GFM) system at https://eta-teams.transport.mil/teams/login. Deliveries may also be required after hours, on weekends and holidays subject to an accessorial charge.

1.5.4.3. Defense Table of Official Distances (DTOD). The DoW has mandated the use of DTOD as the source for mileage-based transportation payments, including all procurements covered by this contract. Where disputes about distances arise (e.g., radius around a facility for pickup) DTOD mileage shall be used to resolve all disputes and shall be authoritative. Information about DTOD, including the default settings for Freight and Cargo, may be accessed at https://dtod.transport.mil/Default.aspx. Access to DOW's Electronic Transportation Acquisition (ETA) system is required in order to access DTOD.

1.5.4.4. Government Property/Equipment and Services. The Contractor is authorized to utilize Government equipment as identified in PWS Appendix H to load and offload trailers at the ATAC Hub sites. Government equipment will not be loaned, transferred, or furnished to the Contractor and will only be available for use onsite. Use of Government Equipment is shared between the Government and the Contractor. All Government property/equipment is available in an "as-is" condition. The Contractor shall be responsible for replacement for any equipment that is damaged or destroyed because of its gross negligence. The Government will also provide the following:

1.5.4.4.1. All Hub and Node location and their addresses.

1.5.4.4.2. Government will load/unload assets weighing over 8,000 pounds or requiring specialized load/unload equipment (e.g., crane).

1.5.4.4.3. Limited Space for accepting freight and freight turned over to the carrier. Equipment and furnishings will not be provided beyond what is listed in PWS Appendix H. Limited indoor space (approx. 2,500 square feet) for Contractor consolidation will be provided at the ATAC Hub, Norfolk VA, Building SP237, at no cost to the Contractor. No space is available at the ATAC Hub in San Diego CA to support the Contractor consolidation and transshipment operations. The Contractor is required to provide offsite facilities to support these functions at both the San Diego, CA and Norfolk, VA ATAC Hub locations. The Contractor's offsite warehouse facility is preferred to be located within 25 miles of both ATAC Hub locations; however, the final determination and approval of the location will be at the discretion of the COR. Space identified at both ATAC Hub sites is the maximum that will be available for the life of the contract.

1.5.4.4.4. Utilities and phone lines. The Government provides utility services within the space provided at the Hubs, at no cost. Telephone service will be available at cost to the Contractor at both San Diego and Norfolk ATAC HUB's.

1.5.4.4.5. The Government will provide eRMS software and data format for the Contractor's use to enter the data elements detailed in Appendix D into the assigned electronic mailbox.

1.5.4.5. The Contractor shall provide all personnel and office equipment (i.e. copier, scanners, printers, and computers) required for the performance of services under this contract. The Contractor shall provide a toll-free number for Customers to call and schedule, cancel, or adjust pick up arrangements or for any other purpose as applicable. Vehicle passes and personnel identification badges are required for all sites.

Pickup and Delivery Services. The contractor shall receive assets documented by a Single Line-Item Release Document DD Form 1348-1 or an Issue Release/Receipt Document DD1348-1A in eRMS. These forms contain Document Identifiers (DOC ID), defined in PWS Appendix C, that determines the type of product line movement

and its associated priority for movement. PWS Appendix F identifies eRMS processing requirements. The Contractor may deliver direct to final destination, or to the area identified by ATAC for further processing and subsequent shipment to final destination. The Contractor is required to post proof of shipment for the shipper once the material is picked up, and proof of delivery when material is delivered to final destination.

1.5.4.6. DOC IDs "BC1" or "BC2" listed in record positions 1 through 3 of the DD 1348 indicate the asset has been returned to the Government in exchange for a usable asset. Occasionally, customers will attempt to return assets excluded by the ATAC program. These items can normally be identified by a review of the DOC ID described above and shall not be accepted by the Contractor. All cargo and cargo documentation shall be visually screened by the Contractor to ensure excluded items are not accepted, and to detect hazardous material not identified as such or not properly prepared and certified by the customer. If the documentation on an asset is missing or illegible, the Contractor shall refuse the asset. The Contractor or subcontractor is not authorized to pick up excluded items as identified in PWS Section 1.2.4.; however, if the Contractor accepts an excluded item by mistake, it must be turned over to the Government for handling at no additional cost.

1.5.4.7. RDO / RFI: For Redistribution/Ready for Issue (RDO/RFI) material pick-ups, the Contractor shall identify the freight having a DOC ID beginning with A2, A4, and A5. RDO – RFI DOC ID A2A pickup sites are prescheduled on a daily basis by the ATAC office (in the form of a Pick-up Directive (PUD)), or by the ATAC Dispatch. The Contractor will be notified electronically of the PUD for ATAC eligible material location and availability. Locations designated as daily or routine pick-up sites, identified in PWS Appendix E, may have ATAC material available on a daily basis with no PUD generated. The Contractor shall be responsible for ATAC eligible material pick up at these locations, although no PUD is generated. All RDOs and RFIs shall be picked up within 24 hours of notification with a project code of ZI7 assigned in record position 57 through 59 of the DD1348, for authorization. All material located at a Defense Distribution Depot (DDD) shall be picked up and any shipments not assigned a PUD shall be identified to ATAC for the PUD to be provided within 24 hours. Moves directed by the ATAC Dispatch function will be IAW the Weapons System Support (WSS) repair contracts and delivery times specified in 1.5.11.1. (Transit Times). The manifest must match the PUD.

1.5.4.7.1. The Contractor shall not accept any packages that do not meet the packaging requirements IAW PWS Section 1.5.6. If the packaging is acceptable, the Contractor shall perform a piece count upon receipt. Within 24 hours of receipt, the Contractor must provide a scanned validation of the net consolidation with the original manifest. The Contractor will sign the shipper manifest for each document, providing a signature as proof of receipt (POR). The POR shall contain the Contractor's printed name, date, and a place for a legible employee's signature. The contractor's file (physical or electronic, such as a scanned PDF) must also be stamped, dated and signed. The Contractor is responsible for the quantity of packaging not the quantity inside the package. RDO/RFI applies only to DLA or Contractor repair point shipments.

1.5.4.7.2. The Contractor shall maintain an electronic system at its receiving and consolidation facility points supporting the ATAC parent sites (West Coast - San Diego, CA and East Coast - Norfolk, VA) and smaller Node sites. The system must receive material data information, validate against a manifest, and be utilized to confirm on hand material. Further, this system must validate individual item receipt (DD1348) against the shipper's manifest to confirm received items and electronically transmit validation results, POR, and RDO material shipment data (Project Code ZI7) to ATAC within 24 hours of material receipt.

1.5.4.7.3. The Contractor's electronic validation record transmitted to ATAC must contain the following data information: Receipt Date, Location, Document Number, Original Document Number, Ship From UIC, Ship To UIC, NSN/NIIN, Actual received, RDO Quantity, Manifest Quantity, Comments, NO error, Damaged, Misidentification, Packaging Error, ESD, Insufficient Quantity, Missing Label, Missing Documentation, ATAC Misidentification, Leaking Material, Delivery Address Conflict, Return to ATAC, and Hazmat.

1.5.4.7.4. RDO-RFI DOC ID A2A Project Code ZI7 material is shipped to and from Defense Depots and Repair Facilities. These shipments must meet the PUD quantity cited on the DD1348. In the event of a quantity

discrepancy or if material is not provided, the Contractor shall enter an "Insufficient Quantity (NQ" or "No Record (NR)" respectively into eRMS to identify the missing quantity or absence of material. Any quantity that exceeds the PUD quantity must be returned to the originator.

1.5.4.8. NRFI / R&R: The Contractor shall provide daily pick up service at designated locations, as specified in PWS Appendix E, for NRFI and R&R assets. For on-call locations (where shipments are placed as needed but not ordered on a consistent, routine schedule), assets shall be picked up no later than the next working day after notification that material is available. Delivery times are specified in PWS Section 1.5.11.1. (Transit Times). NFI DOC ID BC1, as listed in PWS Appendix C, identifies ATAC eligible material must to be picked up locally within a 70-mile radius of a Hub or Node, as identified in PWS Appendix E, and delivered to the Node or Hub. The Contractor is required to provide signature of material received.

1.5.4.8.1. NRFI DOC ID BC2 identifies ATAC eligible material requiring pick-up and delivery to either a Hub or Node or Direct Shipment to a final destination. An eRMS manifest will indicate either a POT (Proof of Transfer), Direct Shipment (To Final Destination), or transfer on an ATAC manifest for further action. Region to region rates apply for the R&R Sites identified in PWS Appendix E.

1.5.4.8.2. For R&R DOCID BMD, the Contractor shall provide up to daily pick up service of ATAC eligible material at designated locations; however, pickups typically occur two to three times per week. Delivery times are specified in PWS 1.5.11.1 (Transit Times). These pick-ups are located at specific sites and require immediate shipment upon receipt. eRMS will generate a final destination manifest. The movement of R&R items is accomplished through round robin routes, and the Contractor is only authorized to pick up materials that are crated or containerized. Region to region rates apply for the R&R Sites identified in PWS Appendix E.

1.5.4.9. Ground Marine (GM) material: For Ground Marine material, the Contractor will be notified electronically for material location and availability. Ground Marine material shall follow RDO material for transit times as specified in PWS 1.5.11.1. (Transit Times). DOCID A5A identifies Ground Marine pickups, and the transporter will receive a prescheduled PUD from ATAC. These pick ups must occur within 24 hours of notification. DOC ID A5A Ground Marine deliveries can be consolidated with other material going to the same geographical location.

1.5.4.10. Off Loads DOCID: For off-loads DOCID D6K, pick-ups are typically performed from the pier side but may change to predetermined warehouse locations. The material is then delivered to a Hub/Node for further action. For San Diego, these offloads often fall under the 70 mile radius as local pickups and deliveries. For Norfolk Hub, these offloads/deliveries are outside the 70 mile radius for a local pickup/delivery and are covered by the round robin routes listed in PWS Appendix E.

1.5.4.11. Aircraft Engines: Aircraft Engines DOC ID A55, A5E, A2A can be transported on either a POT/ Carrier Manifest or a Direct eRMS Manifest. Engines can be consolidated with other shipments to their final destination or moved via a Direct Manifest by itself. A POT Manifest identifies candidates for consolidation to onward movements going to an identical final destination. It may be consolidated with other shipments, provided the delivery date/timeframe is met. A Direct Manifest will be on a one-to-one ratio since the manifests assigned are per the document number. A Direct Manifest identifies a direct shipment to the final destination and specific timeframe (see PWS 1.5.11.1.) within which it shall be delivered within. Prior to acceptance, the shipper is responsible for ensuring that all aircraft engines are properly drained and purged or drained of all residual fluids. The shipper must certify that the engines are prepared in accordance with the supporting Dangerous Goods Regulation. Condition code "A" (Ready For Issue) engines are not excluded from the Dangerous Goods Regulation. If completely drained and purged, they must be accompanied by a signed DD-1387 Special Handling and Data / Certification form.

1.5.4.12. DLADS: For DLADS DOC ID BGJ, A5J, the Contractor shall pick up material originated from the ATAC sites identified as San Diego, CA, Norfolk, VA, Jacksonville, FL and Puget, WA. Government personnel at the origin pickup site will prearrange these shipments for delivery. The ATAC San Diego and Norfolk Hubs will arrange DLADS pickups only for those items mistakenly sent to the HUBs; all other DLADS pickups will be

arranged by the origin units. Any material rejected by DLADS originally arranged by the origin pick up site shall be returned to them. Government personnel will enter POD and POS into eRMS.

1.5.4.12.1. DLADS deliveries must fall within a 70-mile radius of the pickup site. The delivery transit time shall be one (1) work day. This material may be picked up only if, the delivery has been prearranged by the pickup site, Node/Hub and the local DLADS will accept the delivery on the date and time agreed upon. This material may only be delivered if, the delivery has been prearranged by the Government pick up site at a Node/Hub and the local DLADS will accept the delivery on the date and time agreed upon. These require an ERMS Disposal Manifest. DLADS material shall be moved under this contract at ATAC sites, Norfolk, San Diego, Puget Sound, and Jacksonville and Pearl Harbor. Non-traditional ATAC activities can tender DLADS material to the carrier provided all arrangements with DLADS have been made by that activity. Carrier shall only be responsible for pickup and delivery of material to the DLADS location identified by the E-RMS generated manifest once DLADS has acknowledged pending receipt of said material." The DLADS manifest shall be signed and POD posted in eRMS. DLADS rejected material returns, shall be returned to the manifest originator. DLADS for ZI7 material shall be accepted when arrangements have been made for pick-up and delivery. Any material rejected at the time of DLADS delivery shall be returned to the originator. Any and all DMIL shall be completed by the originator prior to pick-up, including HAZMAT certification.

1.5.4.13. The on-call, daily and other scheduled pick up/delivery addresses identified in PWS Appendix E are not all inclusive and are merely the common pick up/delivery addresses within a 70-mile radius of the local areas. These shipments will be charged on a per day or per run basis. All material that is picked up in one region, and are consolidated, transported, and delivered to a different region, will be charged on a per-pound basis. As required, the Contractor shall provide an additional trailer/driver combination to cover the local 70-mile radius at a matching rate per trailer/driver to pick up/deliver ATAC freight as is already identified in the rate schedule to any address (even if not identified on PWS Appendix E) within the respective 70 mile radiuses of the specified local areas in PWS Appendix E. The following vehicle types maybe used Tractors w/ 53' Dry Vans, tractors with low boy, 24' straight truck and in some cases a flatbed is required. In rare cases a lowboy trailer may be required.

1.5.4.14. Round Robin: The Contractor is required to provide round robin service to/from the locations listed below:

(a) San Diego, CA to Tracy, CA to San Diego, CA
(b) Norfolk, VA to New Cumberland, PA to Norfolk, VA
(c) Jacksonville, FL to Warner Robins, GA to Jacksonville, FL
(d) Lemoore, CA to Fallon, NV to Lemoore, CA
(e) Lemoore, CA to China Lake, CA to Lemoore, CA
(f) Washington, DC to Beaufort, SC to Washington, DC
(g) Atlanta, GA to Ft. Worth, TX to Atlanta, GA
(h) New Orleans, LA to Atlanta, GA to New Orleans, LA
(i) New Orleans, LA to Ft. Worth, TX to New Orleans, LA

1.5.4.14.1. Transportation of NRFI assets are included in the round robin lanes. Each lane averages pickup and delivery service two times a week to/from a Hub/Node to an assigned Defense Depot. The Contractor shall bill the Government the lesser of either the assets consolidated region to region per pound rate (including fuel surcharge accessorial) or the round robin rate. See PWS Appendix F for eRMS processing requirements. See Round Robin Pickup / Delivery Schedule PWS Appendix E.

1.5.4.15. The Contractor shall load/unload the freight at Hubs and Nodes where Contractor personnel are located, including local deliveries as defined by this PWS. The Government or vendor will load/offload freight at other locations. The Contractor may be required to load/offload freight at locations where Contractor personnel are not routinely staffed. When notified by the Shipper or ATAC Transportation Officer, the Contractor shall provide material handling equipment (MHE) and load/offload freight as required. When MHE is required to be provided, the applicable

accessorial is Loading-Unloading by Carrier (URC). The URC accessorial is not applicable to the Hubs and Nodes where Contractor personnel are located and when MHE is not required for loading/offloading freight. During ship offload actions the Contractor will be provided with an estimated number of truck loads, estimated weight, and designated delivery locations.

1.5.4.16. Containers moved under this contract fall under the scope of the Container Reutilization Refurbishment Center (CRRC) program. These containers will not have a defined pick up or delivery requirement.

1.5.4.17. eRMS manifest type is called an "ATAC" manifest. This informs the Contractor to turn the freight over to ATAC Hub/Node for further action that includes additional packaging, deep screening or transshipment processing.

1.5.5. Receiving Material. The Contractor will utilize eRMS and/or other Government approved automated methods to record receipt of the material that the service provider previously picked up and delivered to the ATAC Hub. Each document number will be receipted individually (one for one basis). The receipt date entered into eRMS must reflect the actual date of delivery to the Hub, regardless of when the receipt was entered into eRMS (e.g., Delivery on Jan, receipt entered on 4 Jan, the receipt date in eRMS shall be 2 Jan).

1.5.5.1. Material that does not require additional packing and has already been screened (DOC ID BC2, BQD, BEI, BMD, A5_ (PWS Appendix C)) will be routed to shipment preparation. Material requiring additional packaging or crating will be routed to packing. Material that has not been screened (DOCID BC1 or left blank) will be placed in 'On Hand Received' for subsequent screening by the resident government agent.

1.5.5.2. If eRMS identifies an asset as an ATAC exclusion during the receipt process, the Contractor shall immediately turn the asset over to the resident government agent. Additionally, once material is received in eRMS, the Contractor will not return any freight to local customers without authorization from the Hub director or supply system analyst.

1.5.6. Packaging and Rejection of Articles/Shipments. The Contractor must inspect all cargo. Any items or shipping material packaged inadequately or unsafely must be rejected. The Contractor shall ensure the shipper packages all RDO and RFI assets with the minimum packaging necessary for safe transport, IAW NAVSUP P700-CNP, to prevent damage during transit. Turn-in parts identified as "F" condition require two layers of bubble wrap (or equivalent materials for protection) until received at the Hub. Once at the Hub, NAVSUP P700-CNP supersedes all other packaging requirements. Heavy and/or bulky items also require a wood crate or container.

1.5.6.1. The Contractor must reject assets not packaged appropriately to prevent damage during transit. The Contractor shall assume assets packaged in sealed boxes meet the minimum packaging requirements. If the packaging is acceptable, the Contractor will sign two copies of BC1 and BC2 DD1348-1A for each piece and provide a signed POR directly to the Customer. The POR shall contain the Contractor's name, date and a place for legible employee's signature. The Contractor's file (or electronic copy of document) must also be stamped, dated and signed. Note: In rare instances when the Contractor has damaged the outer packaging or crate during shipping, the Contractor is responsible for repackaging or re-cooperage services at no additional cost to the Government.

1.5.7. Shipment Consolidation. The Contractor shall consolidate individual ATAC assets, classified as Freight All Kinds (FAK), into the most cost-effective and efficient aggregate shipment while meeting transit time and delivery requirements. The Contractor shall maximize consolidation and bill the aggregated weight per destination based on consolidated shipments originating from the Contractor's facilities (including possible Contractor use of Government facilities). Contractor's facility must meet OSHA requirements.

1.5.7.1. Priority Based Consolidation. In some instances, consolidation shall be based on the materials Priority

Designation. For example, a Carcass Express item ready to ship on Thursday from Norfolk, VA to Jacksonville, FL might be held for designated Friday shipment to the same location.

1.5.7.2. Hub Consolidation. Freight consolidated at an original pickup location and then relocated to a Hub location shall be further consolidated with other freight from multiple pickup locations to maximize weight break allowances. For example, freight consolidated at ATAC San Diego Hub (Bldg. 661) from multiple origins, including previously consolidated freight received from the Seattle area destined for Region 2, shall be billed as a consolidated shipment for any deliveries within a 70-mile radius within Region 2. Deliveries exceeding the 70-mile radius in Region 2 will be billed individually.

1.5.7.3. Specific Location Considerations. Consolidated shipments delivered to Naval Base Norfolk and shipments destined to Cheatham Annex shall not be billed as separate destinations. Additionally, shipments from OCONUS nodes/e-RMS, as well as mobile expeditionary node material shipped to a DOW point of entry using Government assets, shall be picked up by the Contractor and brought to a consolidation point for integration into the overall consolidation effort. Consolidated shipment of these assets constitutes a shipment from a single point of origin to a destination within a designated region.

1.5.7.4. Shipments picked up at multiple sites within a 70-mile radius of the Norfolk or San Diego Hubs are considered one origin for billing purposes when shipped from the Hub. Consolidation of freight shall be from multiple points of origin to a single destination as determined by region, not by individual delivery location. For example, freight consolidated at ATAC Norfolk Hub (Bldg. SP 237) from multiple origins in Region 2 and destined for Region 6 shall be billed as a consolidated shipment for deliveries within a 70-mile radius within Region 6. Deliveries exceeding the 70-mile radius in Region 6 will be billed individually.

1.5.7.5. Non-Consolidated Shipments. The Contractor will notify the Government when small parcels cannot be consolidated with other shipments to meet the Required Delivery Date, for delivery to an isolated location with limited access to commercial freight, or for expedited delivery. The Government will direct the Contractor to move these parcels via the Next Generation Delivery Service (NGDS) small package contract using Government issued NGDS account numbers. The Contractor will enter the small package (1-150 lb.) shipment into eRMS, identifying the NGDS Contractor carrier as designated by the Government/ATAC COR. The NGDS carrier will be determined by the Government IAW the NGDS contract.

1.5.7.6. Consolidation Timeframe. The maximum time allowed for shipment consolidation is provided in the table below. These timeframes are in addition to the transit times specified in 1.5.11.1.

Product Lines	Additional Working Days
Routine	6
Carcass Express	1
RDO/RFI	3
Repair & Return	1
Engines	0
Local Deliveries	0
ATAC San Diego/ Norfolk HUBs	1

The Contractor shall achieve the maximum possible consolidation per shipment to the same destination region over multiple workdays while still meeting the required delivery timeframes. Consolidation performance will be measured by evaluating data extracted from the Third Part Payment System (TPPS) and eRMS databases to confirm

that the aggregate weight shipped from origin to destination reflects maximum consolidation.

1.5.8. Shipping Manifest. Once the Contractor has moved and properly staged the material in shipment preparation (i.e. all material that does not require additional packaging or has already been screened), the Contractor will utilize eRMS to re-manifest the material as a Proof of Transfer (POT). The Contractor will subsequently manifest the material for shipment as a Proof of Shipment (POS). The Contractor's POS Manifest preparation within eRMS must consider timeframe requirements (expedited or otherwise) and consolidation efforts, based on factors including, but not limited to: product type, dimensions, weight, geographic region, and final destination. The Contractor then creates a shipment entry within its freight management system, enabling thorough tracking and tracing milestones, with Proof of Delivery (POD) status sent back to eRMS via EDI or web services.

1.5.8.1. The Contractor shall close shipping manifests daily. The Contractor is responsible for picking up all shipments listed on those manifests and ensuring delivery within the required timeframes outlined paragraph

1.5.8.2. Custody turnover shall be accomplished by the Contractor by signing Government-provided manifests instead of individual DD1348-1A forms. Prior to any freight movement out of a Hub or Node, the Contractor shall print a copy of all open manifests associated with the material to be moved, either at the time of movement or at 3:00 p.m. each business day. The Contractor must ultimately close each manifest at time of shipment, ensuring all freight assigned to that manifest is shipped and delivered as a single delivery to each destination. For locations with a Fleet Logistics Center (FLC) detachment, FAK manifests will be created and provided by the FLC detachment at time of pickup. The Contractor shall ensure all eRMS generated manifests are signed by the final receiving activity and retained as Hard Copy Proof of Delivery (HCPOD).

1.5.9. Securing/Protecting Freight. The Contractor shall ensure all freight is safely secured for transport. The Contractor must furnish vehicles with equipment necessary as described in paragraph 1.5.14. to ensure the safe transport freight. The Contractor shall allow the Shipper to inspect all vehicles and equipment at the origin point. Further, the Shipper will reject any vehicles or equipment deemed unfit or unsafe for the required transportation. As an example, a T56 Aircraft Engine with dimensions of 181"x 88"x 97" cannot be loaded into an enclosed 53' van. If the vehicle or equipment is rejected, the Contractor remains responsible for meeting the pick-up and delivery requirements and shall not be paid a "Vehicle Furnished, Not Used" (VFN) charge for these shipments. (See Attachment J).

1.5.10. Blocking and Bracing. The Contractor is responsible for the necessary and proper blocking and bracing of the load for movement for shipments loaded by the Contractor. For shipments loaded by the Shipper, the Shipper will be responsible for the necessary and proper blocking and bracing of the load for movement. Nevertheless, the Contractor remains responsible for ensuring all cargo is safely secured and protected from the elements and other transportation hazards IAW Section 1.5.9.

1.5.11. On-Time Delivery. The Contractor shall transport cargo from origin to destination IAW table 1.5.11.1 Transit Times. Expedited (Carcass Express) items shall be clearly identified. Proof of Shipment/Delivery (POS/POD) shall be posted in eRMS within one workday of the actual delivery date.

1.5.11.1. Transit Times. Transit time begins the day after the shipment is picked up and ends on the day it is offered for delivery or actually delivered. A maximum total of one additional working day is allowed when Special Equipment (listed in Appendix J.) is required. When the Contractor uses this allowance, the Contractor must transmit remarks code "SE" for Special Equipment.

Transit Times By Type of Service	Calendar Days
Hub to Designated Overhaul Point (DOP) or Designated Storage Point (DSP) - Routine	7
Node to Destination - Routine	7

Carcass Express Shipments - Expedited	4
RDO Shipments - Routine	5
RDO Shipments - Expedited	4
RFI Shipments - Routine	5
RFI Shipments - Expedited	4
Repair & Return Shipments	4
Local Shipments	1
Shipments from AMC Terminal, Travis AFB to San Diego ATAC Hub* /ATAC-SAN Hub	1
Aircraft engines - Expedited, unless otherwise instructed IAW 1.4.17.1.1.**	6

* Freight is cleared daily from AMC terminal at Travis AFB and shipped no less than 2 times per week to San Diego.

1.5.11.1.1. Engine transit times are based on delivery location, with the following maximums:

Mileage	Working Calendar Days
Delivery locations 500 miles or less	1
Delivery locations 501 to 1,000 miles	2
Delivery locations 1,001 to 1,500 miles	3
Delivery locations 1,501 to 2,000 miles	4
Delivery locations 2,001 to 2,500 miles	5
Delivery locations greater than 2,500 miles	6

1.5.11.1.2. Increased handling at the ATAC-SAN Hub prior to consolidation requires additional labor, equipment, and handling time. All shipments originating from the ATAC San Diego Hub require an additional transit day for all material processing.

1.5.12. Safe Delivery. The Contractor shall ensure Product Line material handled is not lost, damaged, misused, subjected to deterioration by the elements of weather, or otherwise neglected.

1.5.13. Data Entry. The Contractor is required to ensure POS and POD are posted within two working days, unless circumstances are beyond Contractor control. POS/POD can be posted manually, electronically, or through a combination of methods. All postings must be made within eRMS, referencing the manifest number generated by eRMS. Further, all processing shall meet the requirements specified in PWS Appendix D for data entry into eRMS. A hard copy signature of POS/PD shall be provided upon request to the Government. Additionally, the Contractor is authorized to ship on eRMS manifests or PUD orders generated within the eRMS system. Access to eRMS requires a password, user login, and Government Public Key Infrastructure (PKI) certificate.

1.5.14. Equipment Supply. The Contractor shall be capable of providing the necessary equipment, programs, and training to properly handle freight. The Contractor shall furnish clean, safe, and odor-free equipment for the type of service requested by the Shipper. This includes various sizes of vehicles, such as small cargo vehicles, straight trucks, vans, regular flatbeds, single and double drop deck trailers, and forklift capability for handling freight that requires crating or containers. Further, the Contractor may stage no more than two 53’ trailers at the Hub sites; staged trailers are not permitted at the Node locations.

1.5.15. Passive Radio Frequency Identification (pRFID). The Government will provide the Contractor with a minimum of 45 days' notice prior to implementing a Passive Radio Frequency Program. If and when pRFID is initiated, the Contractor is required to apply pRFID tags to all outbound shipments at the pallet level from designated ATAC Hub and Node locations. The Government reserves the right to add or remove pRFID sites as needed. For multiple pallet shipments, each individual must have its own tag, as well as a master tag containing correlated sub-tag information. Once tagged, shipments shall maintain their integrity and cannot be separated for reconsolidation. Tagged shipments shall be delivered as a single delivery.
Note: While the pRFID program is currently inactive for the Navy the Government reserves the right to enable this program at any point during the contract period, as required.

1.5.16. Handheld Scanner. Contractor shall provide a handheld scanner and process material via handheld scanner at each Hub location and provide the Government with a copy of the scanner data daily. At a minimum, the contractor shall process material with the handheld scanner upon receipt and when shipped. Scanner data will be provided in a format (e.g., Excel, CSV) approved by the COR.

1.6. Task Area 3 – Operations Support. This task area encompasses various support services and activities required for the transportation of goods under this contract.

1.6.1. **Accessorial Services**. The Contractor shall comply with the accessorial identified in PWS Appendix J when providing transportation services. Some accessories are only applicable to certain equipment types or shipments, as specified in PWS Appendix J. Contract Attachment 2 – Pricing establishes rates for accessorial services. Accessorial services required for the safe movement of a shipment shall be ordered by the Shipper or authorized by the ATAC Transportation Officer.

1.6.1.1. If additional accessorial services are not initially ordered and identified, the Contractor shall document arrival and departure time with both the Contractor ATAC Program Representative and the responsible Shipper's or Receiver's representative before the driver leaves the installation after pickup, delivery, or performance of the accessorial service. The Contractor shall provide a form for documentation that includes the following information:

(a) Signatures of Contractor and Government representative.
(b) Vehicle Identification Numbers (including tractor and trailer numbers, as applicable).
(c) Exact date and time the vehicle was spotted for loading/unloading, and the date and time the vehicle was released to the driver.
(d) Contractor's TPPS billing stating the reason for the delay or accessorial service.

1.6.1.2. The Contractor shall bill the Shipper in the TPPS at the established rate for accessorial charges incurred, providing the associated assessorial code to clearly identify the additional charge. Disputed charges will be placed in a held/denied status until a mutual resolution is agreed upon between the Contractor and Government. The Contracting Officer is the final decision authority in any dispute.

1.6.2. Hazardous Material (HAZMAT). The Contractor shall provide pickup, handling, and the delivery of properly certified HAZMAT. The Contractor shall meet the following requirements when handling and transporting the properly certified HAZMAT: (1) provide special handling and delivery of materials that require a Shipper's Certification or Shipper's Declaration for Dangerous Goods; (2) Handle and ship HAZMAT IAW all applicable Federal, state, and local codes, ordinances, and regulations in connection with the transportation of HAZMAT including, but not limited to, Title 49 Code of Federal Regulation (CFR) for surface movement of shipments containing HAZMAT. The Contractor shall ensure all drivers picking up HAZMAT freight, regardless of quantity of regulated material, provide an appropriately equipped, inspected vehicle, and possess current HAZMAT endorsements annotated on the Commercial Driver License (CDL). If the driver does not provide proof of documentation, the Government may not release the cargo until the documentation is provided. The Government will not be held liable for any costs, including Vehicles Furnished but not Used (VFN) accessorial charges.

1.6.2.1. If the Contractor consolidates or repacks any shipment containing HAZMAT, the Contractor shall be responsible for any repacking or overpacking required and for recertifying the shipment IAW Title 49 CFR.

1.6.2.2. When HAZMAT placarding is required under Bureau of Explosives (BOE) Tariff 6000-series, or by CFR, Title 49 (including supplements or revisions), the Shipper will provide placards unless the Contractor already has them. The Contractor shall ensure that the appropriate placard for the shipment is posted on the back of the enclosed van and clearly visible.

1.6.3. Hard Copy Proof of Delivery (HCPOD), Proof of Receipt (POR), and Proof of Turnover (POT).

HCPOD. The Contractor shall obtain a properly signed eRMS manifest and a dated delivery receipt showing the manifested Lead Transportation Control Number(s) (LTCN) and the printed, legible, complete first an last name of the representative who certified the delivery obligation has been met. The Contractor shall collect, retain, and provide, upon Shipper request, a hard copy or electronic certificate of delivery. Additionally, at Shipper request, the Contractor shall provide a legible HCPOD for shipments included in a monthly Transit Time Report by TCN as specified by the Government.

1.6.3.1. POR / POT. The Contractor shall perform POR/POT by Product Line as follows:

1.6.3.1.1. NRFI. The Contractor shall pick up NFRI material on Form 1348-1A and provide the customer with a signed copy showing POT and Contractor's acceptance, using either a manifest or an individual DD1348 form.

1.6.3.1.2. R&R: The Contractor shall receive material on a manifest basis and enter POR and POT into eRMS. POR shall provide proof of custody transfer from the Government to the Contractor. Data entry will also generate a manifest on a destination basis. The Contractor shall send PORs by a Secure FLAT FILE via File Transfer Protocol (SFTP) Transmission (or other mutually agreed-to technology)within one workday of pick up.

1.6.3.1.3. RDO/RFI/GM Material: The Contractor will be notified via eRMS in the form of a pickup and delivery order. The Contractor shall identify freight with DOC ID beginning with A2, A4 and A5, and Project Code ZI7 (RP 57-59). Moves directed by the ATAC Dispatch function shall be in accordance with material type and delivery times identified in 1.5.11.1.

1.6.3.2. Records. The Contractor shall maintain ATAC's electronic records (including 24/7 internet accessibility) for all HCPOD, BC2 documents (DD1348), and all POTs, on an imaging system for all ATAC deliveries for one year. Before purging or archiving the records, electronic copies shall be provided to the Government in a mutually agreed-to media format that will allow the Government access to the data pertaining to all shipments without additional programming or use of the Contractor's systems. The Contractor shall retain all hard or electronic copy documentation relating to DLR transactions, including Transportation Discrepancy Reports (TDRs), for a period of three years after the completion of contract. These documents shall be able to be accessed by document number as annotated on DD-Form 1348-1/1A (RP 30-44).

1.6.4. **Prearranged Scheduling.** Upon request of Shipper, Receiver, or their designee, the Contractor shall, prearrange schedules for vehicle arrival for loading/unloading. The Contractor shall accept requests for prearranged scheduling, whether orally or written, and meet all delivery schedule requirements. These requirements may include making or canceling appointments, staging freight to meet strict acceptance policies, providing information on freight to be delivered (such as pieces and weight), using specific pallets that meet receiver's conveyor requirements, and following pallet presentation guidelines. Drivers shall also meet all security requirements at each pickup and delivery location.

1.6.5. Astray Freight and Emergency Notification Reports

1.6.5.1. Astray Freight. The Contractor shall ensure astray freight is located and reported to the Government. The Contractor shall ensure each shipment picked up is matched with the manifest. The Contractor and its subcontracted carriers shall participate in the U.S. Army Transportation Command (ARTRANS) Government Cargo Recovery Effort (GOCARE) Program to help resolve astray Government shipments. Information on identifying GOCARE Program (astray) freight is available at https://www.artrans.army.mil/SitePages/GOCARE.aspx. All astray freight shall be reported to the COR by the Contractor within five business days. Subcontractors are to notify the Contractor of any astray freight in its possession. In addition, the Contractor will report astray freight to the local GOCARE representatives as indicated in the DoW GOCARE Guidelines. Pending final disposition, a subcontractor may turn the astray shipment over to the nearest military transportation office.

1.6.5.2. All Other Notifications. The Contractor shall report all accidents, incidents, or emergencies to the COR within eight hours of the accident, incident, or emergency. Information reported to the Government shall include the transportation control number (TCN), Bill of Lading, location, date, and time of accident, incident, or emergency, name of driver and subcontractor (if applicable).

1.6.5.2.1. Further, the Contractor shall provide all problem reports in accordance with the following requirements using the following phone numbers for the purposes indicated:

Problem	Point of Contact	Telephone Number
Any/all problems or questions	ATAC Contracting Officer's Representative (COR) - ATAC West Coast	1-619-545-6129 / 8359
Astray freight or other nonemergency notifications	ATAC Contracting Officer's Representative (COR) - ATAC	1-619-545-6129 / 8359
	West Coast	
Government Cargo Recovery Effort	DoW GOCARE	618-220-6894
Accidents, incidents or other emergencies involving DOW hazardous cargo	DOW Hazardous Material (HAZMAT) Hotline	1-800-851-8061
Hazardous Material Spills	National Response Center	1-800-424-8802 1-202-267-2675

1.6.6. The provisions of this section 1.5.6, et al. shall apply and control with respect to Contractor liability notwithstanding any contrary provision(s) within this document.

1.6.6.1. Contractor Liability. Contractor will be held liable for loss, theft, delay, damage or destruction of any and all cargo/property transported pursuant to this Agreement while the cargo/property is under Contractor's care, custody or control. Contractor's liability extends to Contractor's election of sub-contractors and any loss, theft, delay, damage or destruction to cargo/property attributable to the Contractor's sub-contractor's action or inaction shall be wholly actionable against the Contractor as though the Contractor itself caused the alleged loss, theft, delay, damage, or destruction to cargo/property. The measure of damages in a claim for loss, theft, delay, damage, or destruction of cargo/property is the Actual Value of the cargo/property which is lost, stolen, delayed, damaged, or destroyed. "Actual Value" means the invoice price of the subject cargo/property, including associated transportation and other customary charges relating to its' shipment.

1.6.6.2. Damage Reporting. The Contractor shall immediately report any incident resulting in injury to personnel or damage to cargo, assets, or property to the COR. Furthermore, all lost or damaged freight will be reported to the ATAC San Diego Transportation Office for reporting as required in the Defense Transportation Systems Part II.

1.6.6.3. Contractors shall confer with the COR prior to operating any government-owned or furnished equipment to ensure Contractor possesses requisite qualifications and indemnification.

1.6.6.4. All DoW shipments governed by this contract are subject to the released liabilities stated in the paragraphs above. No other released liabilities, regardless of where they are published, apply.

1.6.6.5. Most DoW Installations require certification and proof of liability insurance for Contractor operation of various kinds of government-owned equipment. Before Contractor operation of any government-owned equipment, the Contractor shall query the COR about any such requirements and shall comply with any and all such requirements prior to operation of government-owned equipment.

1.6.6.6. All lost or damaged freight will be reported to the ATAC San Diego Transportation Office for reporting as required in the Defense Transportation Systems Part II.

1.6.7. **Surge/Contingency.** The Contractor, when requested, shall accommodate surges in Government requirements for services under this Contract that may occur in the event of a declaration of war, attack of the enemy, national emergency, or other contingencies. When a surge or contingency is declared by the Government, the Contracting Officer will issue a letter designating the Contractor as mission essential.

1.6.7.1. When directed by the Contracting Officer, the Contractor shall support the requirements of mobilization, surge, contingency, natural disaster, humanitarian assistance support, and similar CONUS unit movements, providing 24/7 support, maintaining operations necessary to support DoW activities, and responding to meet the time frames of the requirements. Further, the Contractor shall partner with DoW facilities to integrate contingency, surge, and deployment requirements into the Contractors' business commitment to the Government to ensure Contractor- owned assets will be available to provide the necessary transportation services.

1.6.7.2. Contingency requirements may not be distributed evenly throughout the performance period. Efforts are typically focused, sporadic events that can last a few weeks to months (in the case of supporting a global conflict).

1.6.8. Driver Requirements. The Contractor shall ensure that all commercial drivers performing under this contract shall be U.S. Citizens and carry adequate identification to verify their affiliation with the Contractor. Drivers handling shipments must carry a valid driver's license, medical qualification card, employee record card, or similar documents, one of which shall contain the driver's photograph.

1.6.8.1. As applicable, when assigned to pickup HAZMAT shipments, the driver's may be required to provide their Hazardous Driver's Endorsement during the check-in process at the shipper's location.

1.6.8.2. Per CNICINST 5530.14, Government personnel are prohibited from escorting commercial truck drivers on base. All Tailored Transportation Contractors (TTC) are required to obtain a Common Access Card (CAC) to gain access to the ATAC Hubs, Nodes and all other DOW installations/facilities. All TTC's commercial subcontractors and service providers are required to obtain a DBIDS card through the Defense Biometric Identification System in order to gain access to the ATAC Hubs, Nodes and all other DOW installations/facilities.

1.6.8.3. Drivers are required to meet any additional specific installation/ facility documentation requirements. If drivers are denied installation access due to failure to meet documentation requirements, the Government will not be held liable for any costs due to denied access (e.g., VFN accessorials).

1.6.8.4. Language Requirement. All Contractor employees and its subcontractors, including drivers, who have contact with Government shippers or other personnel working on behalf of the Government, must be able to fluently read, write, speak, and understand English. English shall be the only language used for written correspondence, discussions, and other business transactions.

1.6.9. Audits. The Contractor shall provide audit and quality systems documentation and shall support the Government assurance or audit activities regarding any process undertaken by the Contractor within the PWS, including providing user access to its Contractor systems.

1.6.10. Quality Assurance. The Contractor shall support Government agency reviews and audits of services and support provided under this contract. The Government reserves the right to authorize an independent verification and validation of the Contractor's procedures, methods, data, equipment, and other service provided at any time during performance of this contract.

1.7. Task Area 4 – Information Technology (IT). Government-owned IT systems will be used for this requirement. eRMS Shipment Manager and eRMS repairables management database are required to receive pickup directives, post proof of shipment and proof of delivery, and obtain access to tracking numbers and other data, as required. See PWS Appendix E, eRMS Data Feed Requirements and PWS Appendix F Contractor eRMS Processing Requirements, for detailed requirements. The contractor is required to establish secure data connections utilizing PWS Appendix G, DISA Secure File Gateway Worksheet. The Contractor's IT capabilities shall meet or exceed the requirements outlined in this PWS.

1.7.1. **In-Transit Visibility (ITV), Traceability, and Control.** The Contractor shall maintain complete in-transit visibility over material and provide verifiable POR, POT, POS and POD at each point where material custody changes through timely, daily updates using specified EDI transaction set information IAW PWS Appendix D, and the Contractor's website tracking capability IAW PWS Section 1.7.2. The Contractor shall provide daily data updates IAW PWS Appendix D to the assigned electronic mailbox in eRMS. The COR will provide Internet Protocol (IP) address and data set name on the assigned electronic mailbox as delineated in PWS Appendix D. The method of file transfer is at the Contractor's discretion but shall be compatible with the eRMS Government system and sent via secure File Transfer Protocol (SFTP).

1.7.2. **Web-Based Tracking.** The Contractor shall provide the web-based real time in-transit visibility (ITV) service with ability to track/trace shipments/packages by Lead Transportation Control Number(s) (LTCN) and Transportation Control Number(s) (TCN), accessible through the World Wide Web (WWW) and shall be available on the web within two hours after manifesting the shipment to the final destination. The Contractor shall allow the Government the ability to interface to the Contractor's shipment tracking system through an easily accessible web address. In the event of a website malfunction, the Contractor shall repair the website within one working day of Shipper notification or allow for manual tracking via a Contractor toll-free 800 telephone number. This service will be available at the start of the contract.

1.7.3. Integrated Data Environment (IDE) and Global Transportation Network (GTN) Convergence (IGC) Input Capability. United States Transportation Command (USTRANSCOM), on behalf of the DoW, is responsible for collecting logistical data to support the ITV of all DoW shipments from origin to destination. This visibility is for peacetime, contingencies, and exercises, and includes tracking movements of personnel, cargo, and equipment. The Contractor shall be IGC compliant 30 calendar days after contract award to electronically provide ITV tracking and tracing information. The Contractor shall send one American National Standards Institute (ANSI) ASC X.12 transaction set per shipment unit for each designated event throughout the life cycle of the shipment. Designated events include: (1) pickup at origin, (2) arrival at any transshipment or mode change location, (3) departure from any transshipment or mode change location, and (4) delivery to consignee/destination.

1.7.4. DoW Third Party Payment System (TPPS). The Contractor shall utilize the authorized DoW TPPS for payment of transportation services. The Contractor shall establish an electronic trading partner relationship with the TPPS to submit electronic invoices to and receipt payment from the Government. The details of the relationship are defined through a separately negotiated agreement between the TPPS and the Contractor, which is outside the scope of this contract. A fee may be required to participate in the TPPS program. The Contractor shall electronically

invoice the Government in a manner agreed to between it and the TPPS Contractor.

1.7.4.1. Questions or assistance regarding TPPS may be directed to the NAVSUP TPPS Team at 757-443-5533, 757-443-5448 or 757-443-5262.

1.7.4.2. The Contractor shall bill only for the services rendered. Methods used by the Contractor to pay its underlying carriers and subcontractors are a matter within the discretion of the Contractor. All bills submitted to TPPS shall include weight/pounds to ensure the Government is able to validate cost per pound rate for both single and consolidated shipments vice sole designation as Truck Load. Bills shall also include the eRMS assigned Lead Transportation Control Number or Manifest Number and the TAC. The Manifest Number is automatically generated from eRMS and shall be listed in the TPPS Buyer Document Number field. The Contractor shall also include all other billing details (e.g., Ship from/To address, dimensions, tracking number) and other details required by the Government. Accessorials shall be listed as a separate charge.

1.7.4.3. Use of Syncada for billing and payments to DoW cost reimbursement Contractors are optional subject to the agreement between the parties, and the TPPS.

1.7.5. General Cybersecurity Standards.

1.7.5.1. To comply with DFARS 252.240-7997, contractor is required to develop a SSP detailing the policies and procedures their organization has in place to comply with NIST SP 800-171. The SSP serves as a foundational document for the required NIST SP 800-171 self-assessment.

1.7.5.2. Operationally Critical Support. The services designated under this contract are "operationally critical support" as defined in DFARS 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting.

1.7.5.3. Cybersecurity Incident Reporting. In addition to the DFARS 252.204-7012 reporting requirements for unclassified systems reportable cyber-incidents include, but are not limited to, the following:

1.7.5.3.1. Cyber-incidents as defined in Table 1.

1.7.5.3.2. Notifications by a federal, state, or local law enforcement agency or cyber-center (i.e., National Cyber Investigative Joint Task Force (NCIJTF), National Cybersecurity & Communications Integration Center (NCCIC)) of being a victim of a successful or unsuccessful cyber-event, anomaly, incident, insider threat, breach, intrusion, or exfiltration.

Table 1.

Incident Category	Description
Root Level Intrusion	Unauthorized privileged access to an IS. Privileged access, often referred to as administrative or root access, provides unrestricted access to the IS. This category includes unauthorized access to information or unauthorized access to account credentials that could be used to perform administrative functions (e.g., domain administrator). If the IS is compromised with malicious code that provides remote interactive control, it will be reported in this category.

User Level Intrusion	Unauthorized non-privileged access to an IS. Non-privileged access, often referred to as user level access, provides restricted access to the IS based on the privileges granted to the user. This includes unauthorized access to information or unauthorized access to account credentials that could be used to perform user functions such as accessing Web applications, Web portals, or other similar information resources. If the IS is compromised with malicious code that provides remote interactive control, it will be reported in this category.
Denial of Service	Denial of Service (Incident)—Activity that denies, degrades, or disrupts normal functionality of an IS or DoW information network.
Malicious Logic	Installation of software designed and/or deployed by adversaries with malicious intentions for the purpose of gaining access to resources or information without the consent or knowledge of the user. This only includes malicious code that does not provide remote interactive control of the compromised IS. Malicious code that has allowed interactive access should be categorized as Root or User Level Intrusion incidents. Interactive active access may include automated tools that establish an open channel of communications to and/or from an IS.
Ransomware	Malware designed to encrypt files on a device, rendering any files and the systems that rely on them unusable. Malicious actors then demand ransom in exchange for decryption. Ransomware actors often target and threaten to sell or leak exfiltrated data or authentication information if the ransom is not paid. Ransomware is a reportable incident that may be associated with multiple incident categories depending on the attack vector and execution.

1.7.5.3.3. If the cyber-incident affects a classified system, vulnerabilities associated with the incident will be classified per the current version of USTRANSCOM Instruction 31-02, Security Classification Guide.

1.7.5.4. Cybersecurity Incident Reporting Timelines. In addition to providing the notification required by DFARS 252.204-7012, the contractor is required to notify USTRANSCOM as soon as practical, but no later than 72 hours after discovering a reportable cyber-incident. The reporting timeline begins when the incident is discovered or reported to the company, its employees, contractors, or cybersecurity firm responsible for providing cybersecurity and response for the company. The contractor shall contact the USTRANSCOM Cyber Operations Center (CyOC) via phone at 618-817-4222. If the contractor does not immediately reach the CyOC via phone, the contractor shall send an email notification to transcom.scott.tcj6.mbx.cyoc-dodin-operations@mail.mil.

1.7.5.5. Mandatory Reporting Data. The contractor shall work with the USTRANSCOM CyOC through resolution of the incident. Within 72 hours of becoming aware of a reportable cyber-incident, the contractor shall provide an initial notification of the incident, even if some details are not yet available, which includes, but is not limited to, the following information:

(a) Company Name
(b) Who will be the POC with contact information
(c) Contracting Officer POC (name, telephone, email)
(d) Overall Assessment –Description of incident, data at risk, mitigations applied
(e) Indicators of compromise
(f) Vector of attack (if known)
(g) Estimated time of attack (if known)

1.7.5.5.1. The contractor shall provide a follow-on cyber-incident report to the USTRANSCOM CyOC within 5 days of becoming aware of a reportable cyber-incident, which includes, but is not limited to, the following information:

(a) Contractor unique Commercial and Government Entity (CAGE) code

(b) Contract numbers affected
(c) Facility CAGE code where the incident occurred if different than the prime Contractor location
(d) POC if different than the POC recorded in the System for Award Management (name, address, position, telephone, email)
(e) Contracting Officer POC (name, telephone, email)
(f) Contract clearance level
(g) DoW programs, platforms, systems, or information involved
(h) Location(s) of compromise
(i) Date incident discovered
(j) Type of compromise (e.g., unauthorized access, inadvertent release, other)
(k) Description of technical information compromised
(l) Any additional information relevant to the information compromise

1.7.5.6. Incident Response Coordination. In the event of a cyber-incident, USTRANSCOM may conduct an on-site review of network or information systems where DoW information is resident on or transiting to assist the contractor in evaluating the extent of the incident and to share information in an effort to minimize the impact to both parties. Date and time of on-site visits will be mutually agreed upon by USTRANSCOM and the contractor in advance.

1.7.5.6.1. The contractor agrees to allow follow-on actions by the Government (e.g., USTRANSCOM, Federal Bureau of Investigation, Department of Homeland Security, DC3, etc.) to further characterize and evaluate the suspect activity. The contractor acknowledges that damage assessments might be necessary to ascertain an incident methodology and identify systems compromised as a result of the incident. Once an incident is identified, the contractor agrees to take all reasonable and appropriate steps to preserve any and all evidence, information, data, logs, electronic files and similar type information (reference NIST Special Publication 800-61, Computer Security Incident Handling Guide, (current version)) related to the incident for subsequent forensic analysis so that an accurate and complete damage assessment can be accomplished by the Government.

1.7.5.6.2. The contractor is not required to maintain an organic forensic capability, but must ensure data is preserved (e.g., remove an affected system, while still powered on, from the network) and all actions documented until forensic analysis can be performed by the Government or, if the Government is unable to conduct the forensic analysis, a mutually agreed upon third party (e.g., Federally Funded Research and Development Center (FFRDC), commercial security contractor, etc.). Any follow-on actions shall be coordinated with the contractor via the Contracting Officer.

1.7.5.6.3. The contractor agrees to indemnify and hold the government harmless for following any recommendations to remedy or mitigate the cyber-incident following the actions under 1.7.5.6. and 1.7.5.6.1.

1.7.5.7. Confidentiality and Non-Attribution Statement. The Government may use and disclose reported information as authorized by law and will only provide attribution information on a need-to-know basis to authorized persons for cybersecurity and related purposes (e.g., in support of forensic analysis, incident response, compromise or damage assessments, law enforcement, counterintelligence, threat reporting, and trend analysis). The Government may share threat information with other USTRANSCOM industry partners without attributing or identifying the affected contractor.

1.8. Deliverables.

All deliverables shall meet professional standards and fulfill the requirements outlined in contractual documentation. The Contractor shall provide all deliverables according to Table 2. While deliverables are not priced separately, their provision is included in the price per transaction. To the greatest extent possible, the Contractor shall provide all deliverables and other project related products (reports, etc.) as electronic attachments via email. The Contractor

shall generate all document deliverables in standard office automation software products, such as Microsoft Office (Word, Excel, PowerPoint, Project, etc.). If the Contractor determines that using non-standard office automation software would be more beneficial for creating any required deliverables, the Contractor must notify and receive approval from the Contracting Officer prior to generating and submitting those deliverables. Any deliverable due date that falls on a Saturday, Sunday, or holiday will be moved to the next normal business day.

Table 2. Deliverables.

Deliverable	**PWS Reference**	**Schedule**
Monthly Reports	1.4.2.	Monthly, 30 calendar days following the end of the reporting period (ex. Report for May data is due on 15 July)
Quality Control Inspection Reports	1.4.2.5.	Monthly after Quality Control Plan is approved
Quality Control Plan	1.4.3.	Within 30 calendar days after contract award
CD-ROM of Proof of Delivery Records	1.6.3.	Before purging or archiving the records
Certificates of Delivery	1.6.3.	As required
Astray Freight and Emergency Notification Reports	1.6.5	Immediately, as needed
System Security Plan	1.6.5.1	Immediate upon award of contract

2.0 SERVICE DELIVERY SUMMARY (SDS)

Table 3. SDS.

Performance Objective	**PWS Reference**	**Performance Threshold**
Reporting of Daily and Summary Activities	1.4.1	100% of timely reporting required within 30 calendar days after the reporting period.
Consolidation Level	1.5.8.	Contractor consolidates 98% of all freight
Posting POS and POD	1.5.5.	98% of the time POS and POD are posted within 2 working days
Meets Transit Time Requirements	1.5.8.6	98% of the time the Contractor delivers the asset within the time prescribed
Availability of web-based ITV services	1.7.2	100% system availability
Provide timely cyber-incident reporting.	1.7.5.4.	No more than one late cyber-incident report or unreported cyber-incident in a twelve (12) month period.

3.0 GENERAL INFORMATION

3.0. Contract Transition. This section outlines the requirements for both the start and end of the contract period to ensure smooth transition and continuity of service.

3.1. Contract Transition. Locations and Performance RDO screening and consolidation for ATAC San Diego, Norfolk and Jacksonville shall be performed by the Contractor at an off-site location within a responsible proximity, not to exceed ~~20~~ 25 miles from the nearest ATAC. Limited space will be provided at the ATAC Hub, Norfolk, Building SP237, at no cost to the Contractor to palletize (for custody turnover) and secure for safe transportation to their site.

3.1.1. Space identified at both ATAC Hub sites is the maximum that will be available for the life of the contract.

3.2. Contractor Furnished Resources

3.2.1. The Contractor shall provide all personnel and office equipment (i.e. copier, scanners, printers, and computers) required for the performance of services under this contract. The Contractor shall provide a toll-free number for Customers to call and schedule, cancel, or adjust pick up arrangements or for any other purpose as applicable.

3.3. Start of Contract Transition.

3.3.1. Start-up Overlap Period. During the last thirty days of the contract, the incoming Contractor may receive operational familiarization from the outgoing Contractor related to processes and procedures for performance of day-to-day duties, specifically deliverables. This familiarization is not functional training but is to acclimate the incoming Contractor to the work environment as it relates to the requirements of the PWS. The incoming Contractor shall provide minimal staffing for this period.

3.4. Phased Implementation. To prevent any lapse in service, the IT systems of both the Contractor and the Government must be fully functional at each site before transportation services begin. Transportation services will commence after all IT systems have been tested and are fully functional at a site. The Contractor shall provide and follow the Implementation and Joint Test plan(s) submitted with its proposal and approved by the Government during source selection. Unanticipated changes to the respective plan will require a revision to the plan unless determined by the Contracting Officer to be minor. A contract modification will not be required for a change to the plan(s) or schedule unless such changes result in additional contract costs. The Contractor shall submit a revised plan(s) within five business days of a Government-directed change, or as soon as possible for a Contractor-requested change, to the Contracting Officer's Representative (COR). The COR will have five business days from the date the plan(s) was submitted to review and approve or return for clarifications or changes. The COR will coordinate any changes to the plan(s) or schedule with the Contracting Officer prior to approval. The Contractor shall accomplish implementation activities in a manner that will result in minimal disruption to existing operations unless otherwise directed by the Contracting Officer. The most recent approved Implementation Plan and Joint Test Plan shall remain in effect until a new one is approved.

3.4.1. For Joint Test Plans, the Contractor shall prepare and deliver a summary level Operational Test Report that captures the areas tested and the test results for that site no later than 14 business days from the conclusion of site operation testing.

3.5. End of Contract Transition.

3.5.1. End of Contract Overlap Period. The Contractor shall provide operational familiarization to the incoming Contractor related to processes and procedures for performing day-to-day duties, specifically deliverables. This

familiarization is not functional training but is intended to acclimate the incoming Contractor to the work environment as it relates to the requirements of the PWS. The transition overlap period will occur during the last 30 calendar days of the last period of performance.

3.5.2. Continuity of Service. The Contractor shall ensure the continuity of service while implementing its transition plan for all affected activities, precluding any adverse impact on the mission. At start of the follow-on contract, the incumbent Contractor will remain responsible for all HUB and Node sites until transportation services have been implemented by the incoming Contractor. At that time, the incoming Contractor assumes responsibility for those sites.

3.5.3. Cooperative Work Environment. The Contractor shall maintain a cooperative work environment with other Government Contractors and personnel, avoiding interference, disagreement, or delays to work while upholding health, safety and security standards. The Contractor shall coordinate and cooperate with the incoming Contractor, as necessary, throughout the transition to minimize disruption. Conflicts or causes for delays shall be brought to the attention of the COR and the CO.

3.5.4. End of Contract Transition Planning. The Contractor shall provide the Government with a transition plan no later than sixty calendar days prior to the end of the contract. This plan shall detail the process for conveying all open work and freight in its possession (or its carrier's possession) to the Government. The plan shall also include a complete listing of all open tasks, indicating the status of completion (including recent, current, and pending actions) and any associated performance issues. This open tasks list shall be updated thirty calendar days and seven calendar days prior to the scheduled contract end date.

3.5.5. Transfer of Materials. The Contractor shall transfer to the Government all intellectual property belonging to the Government which was generated or provided by the Government for the performance of this contract. Additionally, the Contractor shall provide a complete list of all badges, vehicle passes, and Government software access permissions by individuals currently working on the contract. The Contractor must ensure no logistics or contract data is corrupted, changed, or altered in any manner.

3.5.6. Sunset period. At the end of the contract, the Contractor may be required to provide additional support to allow for the successful transition to the incoming Contractor. During this period, the Contractor shall resolve any open issues, such as shipments, TPPS billing invoices, claims, and astray freight.

4.0 SECURITY (PHYSICAL, PERSONNEL, INFORMATION, ANTITERRORISM/FORCE PROTECTION AND INDUSTRIAL)

4.1. General Security Requirements.

4.1.1. The Contractor shall comply with personnel identity verification procedures identified herein that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201 IAW FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel.

4.1.2. Contractor personnel requiring access to Federally Controlled Facilities and Federally Controlled Information Systems, as defined in OMB guidance M-05-24, must undergo a National Agency Check with Inquiry (NACI) and submit fingerprint cards. These employees will also be issued a DoW Common Access Card (CAC) with a DoW Public Key Infrastructure (PKI) certificate for their identity credentials. This requirement applies, at a minimum, to Contractor permanent on-site employees and those granted access to DoW shipper systems (e.g. eRMS) or other systems classified as Federally Controlled Information Systems per OMB guidance M-0524. Note: HSPD-12, OMB Memo M-05-24 states that a Contractor accessing a government system from their own facility or via a secure website, may not be subject to the personal identification credential and associated NACI requirement (see paragraph 4.5 Information System Access below). This requirement does not apply to intermittent access/visits

to any ATAC shipper locations as normal location specific visitor control/security procedures apply. This requirement applies to unique pickup/delivery points of ATAC freight on installations considered secure or points beyond what is considered acceptable for security purposes.

4.1.3. Work under this contract requires access to personally identifiable information (PII) and information protected by the Privacy Act of 1974. In addition to the security requirements below, Contractors performing work under this contract must meet the following criteria: Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be US Citizens; therefore US Citizenship is a requirement. In all cases contract employees must meet eligibility requirements for a National Security, Non-Critical Sensitive (NCS) position at a minimum.

4.2. Contract Security Requirements.

4.2.1. The work associated with this PWS will be at the UNCLASSIFIED level. No DD Form 254 will be issued for this contract. Classified access is NOT authorized in support of these deliverables by contract personnel.

4.2.2. Operational Security (OSPEC). Protecting critical information (friendly activities, intentions, capabilities, or limitations) is crucial to prevent adversaries from gaining advantage. Therefore, contractors must adhere to OPSEC requirements throughout the contract lifecycle. All information provided is for official use only. Additionally, mandatory initial and annual OPSEC training is required after contract award for all contractors working on-site at a DoW facility or off-site accessing a Federally controlled information system. Proof of completion must be available to the COR/CO. Training can be accessed at the following website: (https://securityawareness.usalearning.gov/opsec/index.htm).

4.2.3. Immediately consult the contracting office's OPSEC coordinator regarding the ARTRANS Critical Information and Indicators List (CIIL) and any OPSEC questions. Protect critical information (e.g., mission details, units, cargo) from unauthorized disclosure and coordinate with the government to minimize shared information. Report suspected/known compromises immediately to the COR and security office. Safeguard information (including FOUO and CUI) per the CIIL using measures like: encryption; locked storage; restricted distribution; secure destruction; limiting verbal discussions; avoiding unencrypted phones/foreign mail; prompt document retrieval; cover pages; and minimizing public disclosure. Contact the COR/CO for clarification.

4.2.4. Protection and Disclosure of Government Information. The Contractor shall safeguard and not disclose Government information related to shipments and shipment details to outside agencies or companies not directly supporting the deliverables outlined in this contract without the express written consent of the US Government, specifically the USTRANSCOM or NAVSUP Fleet Logistics Center San Diego (FLCSD) Security Office/Public Affairs Office. This includes computer systems and data, privacy act data, controlled unclassified information (CIU), and all government personnel work products obtained or generated in the performance of this contract. The decision to release information will be approved or disapproved and communicated to the Contractor by the COR or the CO.

4.2.5. Non-Disclosure Agreement. The Government does not require a non-disclosure agreement (NDA) for this contract. However, should an NDA be required at a later date, the Contractor shall ensure that all applicable employees assigned to this contract execute an NDA for delivery to the Government. This requirement is also covered by Joint Operations Security Regulations and negligent disclosure of information could result in non-punitive/punitive damages.

4.2.6. Employment Eligibility Verification. The Contractor shall comply with the HSPD-12, E-Verify, and Federal Acquisition Regulations (FAR) Clause 52.222-54. Due to security requirements, Foreign Nationals will not be authorized to perform on this contract.

4.2.7. Background Investigation. As applicable, contract employees are required to obtain and maintain, at a minimum, a favorably adjudicated Tier 3 (T3) investigation. A T3 investigation must be initiated, and favorable fingerprint results received, prior to commencement of work, including access to IT systems, and issuance of a CAC. This T3 investigation will result in "favorable" or "unfavorable" determination but will not result in a security clearance. The Contractor shall provide the Government with a list, updated as changes occur, of personnel requiring a background investigation to meet this requirement.

4.3. Pre-Employment Actions. All Contractor employees working within Department of Navy (DoN) spaces must be entered into the Joint Personnel Adjudication System (JPAS). The Facility Security Officer (FSO) must establish an 'owning' relationship, indicating the company's Commercial and Government Entity (CAGE) code. A Visit Authorization Request (VAR) will be submitted to the Security Management Office (SMO) via Safe Access File Exchange (SAFE) at: https://safe.apps.mil/ or in another secured manner:

(a) SMO code: 002445 for Contractors assigned or performing work for NAVSUP FLCSD.
(b) SMO code: 001895 for Contractors assigned or performing work for NAVSUP FLC Norfolk.

The point of contact to be used within the VAR shall be the COR or the Alternate Contracting Officer's Representative (ACOR), as appropriate. The NAVSUP FLCSD or NAVSUP FLC Norfolk Security Office will manage those individuals in their area of responsibility in JPAS for tracking and monitoring of their investigation status. The Contractor shall provide to all contract employees with picture identification cards.

4.3.1. For Contractors who do not have a FSO, the Chief Executive Officer (CEO)/President shall provide a VAR, written upon company letterhead, to the NAVSUP FLCSD or NAVSUP FLC Norfolk Security Office, as appropriate. The appropriate security office will then establish a servicing relationship for those individuals in JPAS for tracking and monitoring of their investigation status.

4.4. Vetting Process. The Contractor (through FSO/President/CEO/or person designated in writing by said persons) will coordinate with the NAVSUP FLCSD Security Office or the NAVSUP FLC Norfolk Security Office, as appropriate, to ensure timely completion of all vetting requirements.

4.4.1. The vetting process begins with the Contractor submitting the following documents to the NAVSUP FLCSD or NAVSUP FLC Norfolk Security Office, via the COR or the ACOR, as appropriate:

(a) Industrial Security Investigation Request: A request for an Industrial Security Investigation form. This request provides the information required to enter a Contractor employee into the e-QIP system. The Contractor employee must be listed on the VAR prior to sending the request.
(b) Proof of Citizenship. Acceptable proof of citizenship must be "verified as a true copy" and signed by the Contractor FSO, COR or Command Security Manager (or designate representative). Acceptable proof of citizenship includes:

(1) For individuals born in the United States: a birth certificate is the primary and preferred means of citizenship verification;
(2) For individuals that obtain citizenship by naturalization: a certificate of naturalization;
(3) For individuals that obtain citizenship by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence: a Certificate of Citizenship issued by issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization, a Report of Birth Abroad of a Citizen of the United States of America (Form FS-240), or a Certificate of Birth. (Form FS-545 or DS-1350);
(4) A passport, current or expired;
(5) A Record of Military Processing-Armed Forces of the United States (DD Form 1966), provided it reflects U.S. citizenship.

4.4.2. The Command Security Manager will notify the Contractor at various stages of the process, to include when the investigation package has been released to the Office of Personnel Management (OPM) and upon final adjudication.

4.4.3. An "Unfavorable" fingerprint result or Unfavorable Adjudication (including No Determination Made, Lost of Jurisdiction, Statement of Reasons, Letter of Intent to Deny or Revoke Eligibility, Any stage of pending due process, Denial, Suspension, or Revocation of the Contractor Employee's Investigation) will result in immediate termination of access to the work space an records.

4.4.4. All Contractor employees will in-process with the NAVSUP FLCSD or NAVSUP FLC Norfolk Security Office, as appropriate. If needed, the Information Assurance Manager, upon arrival to NAVSUP FLCSD or NAVSUP FLC Norfolk, will out-process prior to employee departure. Local CUI indoctrination will take place at that time.

4.5. INFORMATION SYSTEMS ACCESS

4.5.1. Contractor personnel require logical access to eRMS. The DoN has determined that all DoN Information Systems (NIS) are sensitive, regardless of whether the information is classified or unclassified. Therefore, all personnel accessing DoN computer systems must undergo a NACLC investigation for a National Security, Non-Critical Sensitive (NCS) position to verify their trustworthiness, and they must receive a CAC.

4.5.2. DON policy mandates that all unclassified data at rest (information stored on a computer or removable media device) that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology.

4.5.3. The FSO (or designee) will ensure that the System Authorization Access Request – Navy (SAAR-N) is forwarded to the NAVSUP FLCSD Security Office for receipt at least one week prior to the individual's start date.

4.5.4. All authorized users of DoW information systems shall receive initial Information Assurance (IA) orientation as a condition of access. To maintain an active user account, users must complete annual IA awareness refresher training. The COR can provide the Contractor employee with a current link.

4.6. CONTRACTING OFFICER'S SECURITY REPRESENTATIVE

The NAVSUP FLCSD Commanding Officer has designated the following individual as the Contracting Officer's Security Representative for this contract:

Name:	GLENN GREGOIRE
Mailing Address:	ATTN: FLC SAN DIEGO SECURITY FLC SAN DIEGO DEPT 0SD 3985 CUMMINGS ROAD SAN DIEGO CA 92136-4008
Telephone No:	(619) 556-2226/ (619) 556-3770
Facsimile No:	(619) 556-6227
E-mail:	flcsdsecurity@us.navy.mil

NAVSUP FLC NORFOLK COSR

Name:	CHRISTINA HASS
Mailing Address:	1968 GILBERT STREET SUIT B629, Code 00SD Norfolk, VA 23511
Telephone:	PH: 757-443-1518 DSN: 646-1518
Email:	Christina.i.hass2.civ@us.navy.mil

APPENDIX A
ACRONYMS

ACOR	Alternate Contracting Officer's Representative
ADP	Automated Data Processing
AFB	Air Force Base
AMC	Air Mobility Command
ANSI	American National Standards Institute
ASCII	American Standard Code for Information Interchange
ASU	Administrative Support Unit
ATAC	Advanced Traceability and Control
BOL	Bill of Lading
CBL	Commercial Bill of Lading
CFE	Contractor Furnished Equipment
CFR	Code of Federal Regulations
COG	Cognizant SymBOL
CONUS	Continental United States
COR	Contracting Officer’s Representative
DD FORM	Department of Defense Form
DDD	Defense Distribution Depot
DEP	Detention: Vehicle with Power Unit
DET	Detention: Vehicle without Power Unit
DLA	Defense Logistics Agency
DLADS	DLA Disposition Services
DLR	Depot Level Repairable

DOW	Department of War
DOP	Designated Overhaul Point
DOT	U.S. Department of Transportation
DSP	Designated Support Point
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
EDI	Electronic Data Interchange
ERMS	Electronic Retrograde Management System
EXP	Expedited Service

FAK	Freight All Kinds
FAR	Federal Acquisition Regulation
FLC	Fleet Logistics Center
FRC	Fleet Readiness Center

SFTP	Secure File Transfer Protocol
GTN	Global Transportation Network
GFE	Government Furnished Equipment
HAZMAT	Hazardous Material
HOL	Pickup/Delivery on Sundays or Holidays
HQ MTMC	Headquarters, Military Traffic Management Command
IAW	In Accordance With
ICP	Inventory Control Point
ITO	Installation Transportation Officer
ITV	In-Transit Visibility
KO	Contracting Officer
MAG	Marine Air Group
MALS	Marine Aviation Logistics Squadron
MCAS	Marine Corps Air Station
MFTRP	MTMC Freight Traffic Rules Publication
MHE	Materials Handling Equipment
MTMC	Military Traffic Management Command
NAS	Naval Air Station
NAVSUP	Naval Supply Systems Command
NIIN	National Item Identification Number
NRFI	Not Ready For Issue

NSN	National Stock Number
NSY	Naval Shipyard
OCONUS	Outside Continental United States
POD	Proof of Delivery
POR	Proof of Receipt
POS	Proof of Shipment
POT	Proof of Transfer
RDO	Redistribution Order
RFI	Ready For Issue

RFI-TDR	Request For Information – Transportation Discrepancy Report
RP	Record Position
SF	Standard Form
SIMA	Shore Intermediate Maintenance Activity
SPLC	Standard Point Location Code
TAC	Transportation Account Code
TCMD	Transportation Control and Movement Document (DD Form 1384)
TCN	Transportation Control Number
TDR	Transportation Discrepancy Report (SF 361)
TFG	Transportation Facilities Guide
TMP	Transportation Management Phase
TO	Transportation Officer
U/I	Unit of Issue
UIC	Unit Identification Code
VFN	Vehicle Furnished But Not Used

APPENDIX B DEFINITIONS

24' Straight Truck	Straight trucks, also called box trucks, bobtails, and dry freight bodies, are the standard mode of transportation when it comes to transporting freight.
Accessorial Services	An accessorial service is a transportation-related service in addition to the line-haul.
Astray Freight	Shipments or portions of shipments (1) for which billing (waybill, freight warrant, etc.) is not available or (2) that is being held for any reason except transfer.
ATAC Hub	A Navy DLR processing facility which provides technical identification, electronic Transaction Item Reporting (TIR) to the Inventory Control Point (ICP), and repacking for transshipment to a Designated Overhaul Point (DOP) or a Designated Storage Point (DSP).
Bill of Lading (BOL)	Written transportation contract between Shipper and Contractor; it identifies who receives the freight and the place of delivery. It also gives terms of the agreement.
Blocking and Bracing	Equipment used to secure a load to prevent shifting during transit.
Business Hours	See paragraph 3.1 and 3.2
Calendar Days	Consecutive days, without regard to weekends or holidays.
Carcass	A Depot Level Repairable that is not ready for issue.
Carcass Constrained	See Carcass Express.
Carcass Express	A Depot Level Repairable that is not ready for issue and has limited availability in the supply pipeline. These items shall be expedited. May also be referred to as Carcass Constrained.
Cargo	Supplies, material, or equipment transported by land, water, or air.
Carrier	The actual vehicle/corporate identity transporting a specific shipment and representing the Contractor during pickup, transport or delivery services.
Clean	A vehicle free from non-standard equipment with the floor of the cargo area unobstructed and swept to ensure that the vehicle is free of debris or residue, to include powder-like substances.
Collection Point	Any ATAC Hub, Node, DLA

Condition Code	A code that identifies the physical condition of an asset, e.g., "F" condition is not ready for use and "A" condition is ready for issue. H is DLADS

Contiguous United States (CONUS)	The forty-eight (48) Contiguous United States, the District of Columbia and Hawaii.
Contingency Operations	Operations declared by National Command Authority (NCA) that involve the use of U.S. Military Forces to achieve U.S. objectives, usually in response to an emergency caused by natural disasters, terrorists, subversives, or other required military operations. The NCA includes the President and the Secretary of War, or their duly deputized alternates or successors.
Contract Administration Office	The activity responsible for administering a contract. For the purposes of this contract, USTRANSCOM AQ is the Contract Administration Office.
Contractor	The Corporate Entity awarded this transportation contract.
Contractor's Representative	A person employed by the Contractor involved in handling shipments; designated by the Contractor to attend the conveyance; is knowledgeable of the safety, security and emergency procedures that shall be followed; and is authorized and has the means and capability to move the transportation conveyance.
Contractor's Terminal	The building owned, and/or operated by the Contractor that is used for freight transportation purposes.
DD-1348-1	A standard Department of War form used as a shipping document and source of information for the Navy designated databases. The form header is separated into 80 record positions (RP) of data. Individual RP's or groups of RP's contain information germane to the asset being shipped.
DD-1348-1A	A bar-coded version of a 1348-1A. This form contains the same data as the 1348-1A and is machine or human readable.
Defense Logistics Agency (DLA)	A logistics combat support agency whose primary role is to provide supplies and services to America's military forces, worldwide.

Defense Distribution Depot (DDD)	DLA storage, receipt, issue, packing, and preservation activity.
Defense Table of Official Distances	For mileage-based transportation payments
Depot Level Repair	The highest level of repair and the technical authority to condemn an asset as not repairable due to physical condition.

Designated Overhaul Point	Repair facility
Designated Storage Point	DLA warehouse
Detention	The delay of a vehicle beyond the time normally allowed for loading, unloading, etc.
Diversion	Change in the place of delivery within the original destination point; change in the original destination point; or any other change in delivery that requires an additional movement of the shipment.
Document Identifier (DOCID)	A three-character alpha-numeric code placed in RP 1-3 of the DD 1348-1 or 1348-1A.
Document Number	A 14-digit code which identifies the requisition, the Julian date of the document and the serial number of the transaction. This number is found in RP 30-43 of the DD-1348-1 or 1348-1A turn- in document. The first 6 characters are the activity Unit Identification Code (UIC) that identifies the source. The next 4 characters are the Julian date and the last 4 characters are the serial number. For NRFI only, a 15th character suffix code is used for duplicate turn-in document numbers or for multi-pieces turned in on one document number.
Electronic Data Interchange (EDI)	Computer-to-computer exchange of business data, using standards jointly developed by standards-setting groups such as the American National Standards Institute (ANSI) or the Electronic Data Interchange (EDI) Agency.

Emergency	Any situation that would prevent a shipment of classified, sensitive or hazardous material from safely reaching its destination, such as undue delay caused by accidents, equipment failure, civil disturbance, labor strikes, or natural disasters.
eRMS	Electronic Retrograde Management System (eRMS) enables the competitively selected single carrier to post transactions to provide In-Transit Visibility for shipments as required by the contract. The module is also utilized by the single carrier to receive notification that material is available at the customer site requiring pickup and delivery.
Exclusion	Items identified by the Government as not appropriate for movement within the ATAC system.
Expedited Service	Shipment requires delivery sooner than the transit established in the PWS paragraph 1.3.2.8.1.1 to include shipment pickup and/or delivery after hours and weekends.

Fifty-Three Foot Van Capacity	The capacity of a 53' van is defined as 3800 cubic feet.
Fifty-Three Foot Flatbed Trailer	A version of flatbed trailers, designed to haul freight that cannot be transported on a standard flatbed. This trailer accommodates freight with the maximum legal weight 48,000 lbs. length 53' width 8' 6" and height 8' 6"
Free Time	Time the Contractor spends waiting for the shipment to be loaded or unloaded, after the Contractor's employee notifies a responsible representative of the Shipper or receiver that the vehicle is available for loading or unloading, within the Shipper's or receiver's normal business hours shown in the TFG.
Free-Flow Asset	DLR's not processed at a manned collection point but shipped directly from the turn-in activity to a Hub or node.
Freight Charge	Payment is due for the transportation of freight.
Government Representative	A person who is employed by or under contract to the Federal Government and is authorized to ship or receive freight.

Hazardous Material (HAZMAT) or Hazardous Substance	A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and that has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, material designated as hazardous under the provisions of the Code of Federal Regulations (CFR) Title 49, Parts 172.101 and 172.102, and materials that meet the defining criteria for hazard class and divisions in CFR Title 49, Part 173.
Holidays	New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day.
Intact	A shipment is delivered intact when delivered in the same condition as it was at the time of pickup, without loss or damage to the shipment.
Interline	Transportation services performed by more than one Contractor, with the Contractor issuing the rate tender responsible for all loss, damage and overcharge claims. The interline Contractors merely act as agents for the prime Contractor.
Intermediate Level Repair	Repair activities authorized to do minor repair and testing of Depot Level Repairables.
Interstate	Between states.

In-Transit Visibility (ITV)	The ability to track the identity, status, and location of DOW cargo from origin to receiver or destination established by the Commanders In Chief, Military Services, or DOW agencies during peace, contingencies, and war. ITV data is to be provided in real time, meaning it is available for immediate viewing once it has been received from some external source and updated in the receiving computer system.
Intrastate	Within a state.
Julian Date	The calendar date expressed numerically, e.g., 31 January 2002 is 2031. It may also be expressed as 02031. (02 for year 2002, 031 for the 31st day of the year 2002).
Line Item	Individual assets.
Line-haul	Transportation of freight over Contractor routes from point of origin to destination, excluding local pickup and delivery.

Loading	Movement of cargo (vehicles or other articles) past the tailgate or onto the bed of a trailer of the vehicle or past the vehicle loading ramp, or over the side of a flatbed, or the removal of lading from a ramp extending into the trailer, as well as the stowing, securing, and tying down of the lading within such vehicle. Also, the attaching or coupling of a vehicle or vehicles to another vehicle for purposes of towing vehicles. This includes the attaching and securing of a tow bar or other device to both vehicles for purposes of combining the vehicles to form a highway train. Loading or coupling includes furnishing to the Contractor forwarding instructions, and/or other documentation necessary for forwarding and completion of the transportation requested.
Lowboy	A lowboy is a semi-trailer with two drops in deck height: one right after the gooseneck and one right before the wheels. It offers the ability to carry legal loads up to 12' tall
NAVEXPRESS	Fleet Logistics Center Local Command Transports
Net Weight	A measure of weight refers only to the contents of a package, and does not include the weight of the packaging material.
Node	A Navy DLR processing facility which provides technical identification, electronic Transaction Item Reporting (TIR) to the Inventory Control Point (ICP), and repacking for transshipment to a Designated Overhaul Point (DOP), a Designated Support Point (DSP), or an ATAC Hub.
Operations Center (OC)	The U.S. Army Transportation Command (ARTRANS) Operations Center
Overage	Any article of freight (packaged or loose) that is found to be in excess of the quantity recorded on the bill of lading, manifest, or other Government documentation covering the shipment.

Over-dimensional	(Ground Shipments) A shipment that contains one or more non-divisible articles which measure in excess of 576 inches (48 feet) in length (OVERLENGTH), 102 inches (8 feet 6 inches) in width (OVERWIDTH), or 162 inches (13 feet 6 inches) in height (OVERHEIGHT) from the ground to the top of the article after loading. Exception: A shipment shall not be considered over-length for interstate or intrastate movements, when the gross length dimensions of the tractor and loaded semi-trailer combination are within the maximum gross length for such equipment combination on interstate and federally designated highways or other state highways and supplemental routes.

Overweight	(Ground Shipments) A shipment shall be considered to be overweight when it contains a non-divisible article that exceeds 48,000 pounds (45,000 pounds when loaded on low boy equipment).
Pick up	The process of the Contractor obtaining the shipment from the Shipper.
Product Line	Category of shipment such as: Not Ready for Issue (NRFI); Carcass Express (CE); Routine (RT); Ready for Issue (RFI); Redistribution Order (RDO); RFI Offloads; Repair and Return (R&R); Marine Aviation; Ground Marine (GM) and Coast Guard material; Aircraft Engines
Project Code	A 3-digit code in Record Position 57-59 of the DD Form 1348-1/1A used to identify various projects and special processing requirements. The ATAC program uses project code "ZI7" to identify Redistribution Order (RDO) shipments.
Proof of Delivery	The date and signature of the designated receiver listed on the delivery manifest, certifying the condition of the item and the date received. The proof of delivery establishes transfer of custody and liability to the receiver.
Proper Shipping Name	The name of the hazardous material shown in either 49 CFR, part 172.101 or NAVSUP Pub 505, Table 4-1.
Protection from Elements	Ground shipments moved via flatbed or open vehicles, the protection and cover of shipments with tarpaulins when necessary. Also includes but not limited to protection from the cold/heat, moisture, and sand, etc.
Rate	The charge for transporting freight.
Re-consignment	A change made in the place of delivery before arrival at the built-up destination or any other change in delivery that requires an additional movement of the shipment. Only entire shipments, not portions of shipments, may be re-consigned.

Real time	The time in which a computer system processes and updates data as soon as it is received from some external source
Retrograde	Depot Level Repairables returned to the Navy supply system for repair.
Reusable Container	Container used to protect assets during transportation and storage. They are to be reused, if available, in the re-cooperage process and retained with the asset when unpacked at a Node or Hub.

Round Robin	Shipment which begins and ends in the same location. Round robin shipments are not necessarily completed in one day. Fuel Surcharge does not apply.
Securing the load	Ensuring that cargo is placed on Contractor conveyances with proper blocking and bracing; straps and fasteners; or chains and binders.
Shipment	For the purposes of ATAC, a quantity of freight tendered for transportation by one Shipper, from one location, to be consolidated by the Contractor and transported for delivery to one receiver at one destination.
Shipper	See Government representative; origin; consignor.
Shortage	The condition that exists when the number of pieces of freight (packaged or loose) received is less than the number recorded on the applicable shipment or movement document.
Staging	Placing a trailer at a specific site designated by Shipper, Receiver, or other designated party. It means detaching the trailer and leaving the trailer in full possession of Shipper, receiver or other designated party, unattended by a power-unit (tractor).

Stretch Flatbed Trailer	To move excessively long loads that are unable to fit on a standard type of trailer.
Standard Point Location Code	A code designated to provide each point originating freight and each point receiving freight with a unique code number so constructed as to identify the point within a geographic location.
Straight truck	Any vehicle without a detachable power unit.
Subcontractor	Subcontractors under this contract include transportation service provides, e.g., motor carriers, freight forwarders, railroad carriers, air carriers, brokers, regardless of how the prime Contractor enters into an arrangement with them, whether as a subsidiary/affiliate, formal contract, tender based bill of lading, etc.
Suffix Code	The 15th character of the document number that is used to differentiate multiple assets turned in on one document number for NRFI material. It is found in RP 44 of the DD Form 1348- 1/1A and may be alpha or numeric.
Surcharge	A charge above the usual or customary charge.

U.S. Army Transportation Command (ARTRANS)	An Army major command and United States Transportation Command component that provides cargo, passenger, and personal property traffic management services to all DOW Services. Previously the Surface Deployment and Distribution Command (SDDC).

Surge	An unexpected or sudden increase in traffic requirements, to include response to natural disasters, humanitarian assistance support, etc., above and beyond the normally identified tonnage that materializes at a specific origin, within a lane.
Tailgate Date	Date an asset is received from a Customer. For Hub or Node processing, it is the date received at a Hub or Node, or picked-up at a turn-in activity.
Tracing	Action to determine the location of a shipment.
Tractor	Mechanically powered unit used to propel or draw a trailer or trailers on the highway.
Transportation Control Number (TCN)	A unique 17-digit alpha-numeric designator assigned to a shipment for tracking and tracing purposes by the Transportation Officer or Ordering Officer to identify and control a shipment throughout the transportation cycle of the Defense Transportation System.
Transportation Discrepancies	Any deviations in a shipment received, e.g., quantity, condition, documentation, or deficiencies.
Transportation Discrepancy Report (TDR)	A reporting form, the Standard Form (SF) 361, used to report loss and damage information for a particular shipment.
Transportation Management Phase	The concept that divides the ATAC system into measurable regions, e.g., Node to Hub, Hub to DOP/DSP, Expedited Services, etc.
Transportation Officer (TO)/ Transportation Agent (TA)	A person(s) appointed by the installation commander or other appropriate authority to perform traffic management functions. The official at an activity who is appointed as Installation Transportation Officer (ITO), Traffic Manager (TM), or Traffic Management Officer (TMO)
Unloading	The removal or detachment of cargo at destination includes signing the delivery receipt and/or other documentation the Contractor requires for billing purposes and notifying the Contractor that the vehicle is released.

Vehicle	Motor vehicle, freight or passenger, including DOW-owned trailers, semitrailers, and tractor-trailer combinations, loaded or empty.
Workdays	Monday through Friday, except federal holidays.

APPENDIX C DOCUMENT IDENTIFIER CODES

A_	Document Identifier used in expedited services
A2_	Document Identifier used on a DD Form 1348-1 or 1348-1A (RP 1-3) to indicate an asset that is being sent from one supply point to another.
A2A	Redistribution Order used for shipment of assets under the RDO/RFI project
A2E	Redistribution Order used for the shipment of assets under the RDO project.
A4A	Referral Order used for shipments of assets under the RDO project.
A5_	A document Identifier used on a DD Form 1348-1 or 1348-1A (RP 1-3) to identify an RFI or non-RFI aircraft engine shipment.
A5J	DLADS ICP directed
BC1	A document Identifier used on a DD Form 1348-1 or 1348-1A (RP 1-3) to identify an asset returned to the supply system for repair.
BC2	A Document Identifier used on DD Form 1348-1 or 1348-1A (RP 1-3) to indicate "Not Ready For Issue" (NRFI) material moving to stow or from one stock point to another, or to a repair site. Also used for misidentified assets moved in the RDO project.
BEI	A Document Identifier used on a DD Form 1348-1 or 1348-1A (RP 1-3) to identify assets as an engineering investigation exhibit.
BGJ	A Document Identifier used on a DD Form 1348-1 or 1348-1A (RP 1-3) that identifies assets moving to disposal.

BMD	A Document Identifier used on a DD Form 1348-1 or 1348-1A (RP 1-3) that identifies assets moving between organization-level and intermediate-level repair sites under a Repair and Return program.
BQD	A Document Identifier used on a DD Form 13481 or 1348-1A (RP 1-3) to identify an asset as a quality deficient exhibit.
D6_	A Document Identifier used on a DD Form 1348-1 or 1348-1A (RP 1-3) to indicate an asset turned in as excess material.

APPENDIX D

ELECTRONIC RETROGRADE MANAGEMENT SYSTEM DATA FEED REQUIREMENTS

D.1 Electronic Instructions:

D.1.1. After completion of e-RMS account request and Secure File Gateway SAAR, NAVSISA will provide the carrier with a file name that will be used to provide Proof of Delivery (POD) information via a secure File Transfer Protocol (SFTP) within one day of shipment delivery.

D.1.2. Secure SFTP is the computer-to-computer exchange of business data and will be in ASCII, comma delimited, fixed length, padded with spaces format.

D.1.3. The delivery information being secure SFTP Flat File 80 card columns in length and will be strictly followed as described below:

(a) Lead Transportation Control Number, cc 1 – 17
(b) Comma, cc 18
(c) Proof of Delivery Date, cc 19 – 28 (MM/DD/YYYY)
(d) Comma, cc 29
(e) Name of the individual who signed for the delivery, cc 30 – 53
(f) Comma, cc 54
(g) Carrier's Tracking Number, cc 55-80

D.2 Secure Flat File Format, via SFTP, requirements for the Data fields to be submitted to the assigned electronic mailbox is shown below for required reports.

D.2.1. Redistribution Order (RDO): AC.1.0 Proof of Receipt (POR) and AC.2.0 Proof of Delivery (POD).

D.2.2. Ready for Issue (RFI): AC.3.0 Proof of Receipt (POR) and AC.4.0 Proof of Delivery (POD).

D.2.3. File Layout:

Name	Length	Type	Required	Notes
LTCN	17/17	AN	M	The lead TCN number.
DATE	10/10	AN	M	Delivery Date.
SIGNATURE	24/24	A	M	1 alpha char required, pad with spaces.
TRACKING #	30/30	AN	M	1 char required, pad with spaces.
Remarks Code	2/2	AN	M	1 char required, pad with spaces.

Legend to File Layout Headings:
Name: Data element name
Length: Number required characters/total length
Type: A = Alpha (no non-printing chars), N = Numeric, AN = Alphanumeric
Required: M- Mandatory, O- Optional (all fields required for this file)

Notes: Field Description

D.2.4. Exception/Transportation codes to be entered in "Remarks Code" field:

DM Over dimensional freight
RDO Processing

D.3 Redistribution Orders (RDO) Processing Remarks

Exception Codes for Proof of Receipt

HM Hazardous Material, Not properly prepared for shipment
PE Not properly packed
NH Nuclear reactor plant item
RH Radiac item
XC CONUS shipment
FB Fleet ballistic missile material
AI Incorrect pick-up address
NR Asset not ready for shipment
HZ Hazardous Material, certified for transportation
RA Force Majeure
SE Special equipment

Others may be added by the Government as necessary.

Exception Codes for Proof of Delivery

RD Refused/damaged
RH Refused/returned to the Hub
RI Refused/not intact
RT Refused/transshipped to another location
PF No POD available and penalty fee paid (NAVTRASNS use only)
RA Force Majeure
RR Refused/redelivered
HZ Hazardous material, certified for transportation

Others may be added by the Government as necessary.

D.4 Ready for Issue (RFI) Processing Remarks

Exception Codes for Proof of Receipt

HM Hazardous Material, not properly prepared for shipment
PE Not properly packed
NH Nuclear reactor plant item
RH Radiac item
XC OCONUS shipment
FB Fleet ballistic missile material
AI Incorrect pick-up address
NR Asset not ready for shipment
HZ Hazardous Material, certified for transportation
RA Force Majeure

Others may be added by the Government as necessary.

Exception Codes for Proof of Delivery

RD	Refused/damaged
RH	Refused/returned to the Hub
RI	Refused/not intact
RT	Refused/transshipped to another location
PF	No POD available and penalty fee paid (NAVTRASNS use only)
RA	Force Majeure
RR	Refused/redelivered
HZ	Hazardous material, certified for transportation
SE	Special equipment

Others may be added by the Government as necessary.

APPENDIX E

LOCAL AREA PICK UP/DELIVERY SITES

Location	Coordinated Pick up/Delivery	Daily Pick up/Delivery	Other Scheduled Pick up/Delivery
Norfolk, VA 70-mile radius of FLC Norfolk	Naval Station Piers NAB Little Creek Piers NAVBASE Bldg. CEP-126 NAVBASE Bldg. CEP-204	AMC Terminal, NAS Norfolk	
NAS Oceana, VA 70-mile radius of NAS Oceana		Bldg. 513 AIMD/ASD Jet Mar Bldg. 720	
Cherry Point, NC 70-mile radius of MCAS Cherry Point		MALS 26, MCAS New River Bldg. 542 MALS 29, MCAS New River Bldg. 4110 MAG 14, MCAS Cherry Pt, Bldg. 1016 MAG 32, MCAS Cherry Pt, Bldg. 1669	
Beaufort, SC 70-mile radius of MCAS Beaufort	Naval Weapons Station, Charleston NISE East, Charleston Government activities in Charleston		
Pearl Harbor, HI Entire island of Oahu		ATAC Pearl Bldg. 479 MALS 24 Bldg. 373 Kaneohe Bay DDDC Bldg. 1900, Pearl	
Jacksonville, FL 70-mile radius of FLC Jacksonville		NAS Cecil Field Bldg. 68 NAS Jacksonville, Hangar 1000 FRC Jacksonville, Bldg. 100W NAVSTA Mayport (including pier side)	NAS Jacksonville, HS-1 (Weekly)

San Diego, CA 70- mile radius of San Diego, CA Hub		MALS 11 & 16, Marine Corp Air Station Miramar; ACU 5 and MALS 39, Camp Pendleton; 32nd Street, Navy Piers Naval Base San Diego; North Island, Navy Piers, FRC, Naval Base Coronado; NIWC, Pacific Coast Highway	
Bremerton/Puget Sound, WA 70-mile radius of Bremerton/Puget Sound, WA		Twice Weekly pickups scheduled by Contractor and pickup location	
Yuma, AZ to San Diego, CA Hub (one way)		Once a week	
Travis AFB to San Diego, CA Hub (one way)	On Call*	Appointment Only	

Round Robin Routes/Repair & Return Sites			
Route	Coordinated Pick up/Delivery	Daily Pick up/Delivery	Other Scheduled Pick up/Delivery
From San Diego, CA to Tracy, CA back to San Diego, CA, From San Diego to Travis AFB back to San Diego		Appointment Only	weekly
From Norfolk, VA to New Cumberland, PA back to Norfolk, VA,		Appointment Only	Tuesdays and Thursdays
From Jacksonville, FL to Warner		Appointment Only	Tuesdays and Thursdays

Robins, GA back to Jacksonville, FL			
From NAS Lemoore, CA to NAS Fallon, NV back to NAS Lemoore, CA		Building 140 Building 375	
From NAS Lemoore, CA to NAVAIRWEPSTA China Lake, CA back to NAS Lemoore, CA	On call from Bldg. 1033	Building 140 Building 20171 Building 140	
From NAF Washington, DC to MCAS Beaufort, SC back to NAF Washington, DC		Building 3086 Building 611 Building 3086	
From NAS Atlanta, GA to NAS Ft. Worth, TX back to NAS Atlanta, GA		Building 30 Building 1251 Building 30	
From NASJRB New Orleans, LA to NAS Atlanta, GA back to NASJRB New Orleans, LA		Building 31 Building 30 Building 31	
From NASJRB New Orleans, LA to NAS Ft. Worth, TX back to NASJRB New Orleans, LA		Building 31 Building 1251 Building 31	

*On call means shipments are placed as needed but are not ordered on a consistent, routine schedule.

Sites with on call pick up can sometimes require special equipment i.e., Lowboy. When this occurs, the Contractor shall submit a “SE” in the Remarks Field in the POR transmission to the Assigned electronic mailbox.

APPENDIX F

CARRIER ERMS PROCESSING REQUIREMENTS

F.1 The electronic Retrograde Management System (eRMS) module enables the competitively selected single carrier to post transactions to provide In-Transit Visibility for shipments as required by the contract. The module is also utilized by the single carrier to receive notification that material is available at the customer site requiring pickup and delivery. The single carrier may deliver direct to final destination, or to the area identified by ATAC for further processing and subsequent shipment to final destination. The module requires the single carrier to post proof of shipment for the shipper once the material is picked up, and proof of delivery when material is delivered to final destination.

APPENDIX G

SECURE FILE TRANSFER

DISA Defense Information Systems Agency Department of Defense

S File Gateway

Source & Destination - *Project Management Contacts*: *Worksheet v2.0.6*

Name:		
Office Code:		
Location/Site:		
Email Address:		
Commercial/DSN Phone:		

Source & Destination - *Technical Support Contacts*:

Name:		
Email Address:		
Commercial/DSN Phone:		

Source & Destination - *Program Descriptions*:

Program:		
Description:		
DISA Customer Representative:		
Requested Service Level?	Self-Service:	Full-Service:

Source Systems (*Connections FROM...*): *NCAD Ticket #*

System Hostname(s)/IP Address(es):			
File Transfer Method?	FTP:	SFTP:	MQ:

Secure File Gateway - *DMZ Relay Service:*

System User ID(s):	

Destination Systems (*Connecting TO*): *NCAD Ticket #*

System User ID(s):			
System Hostname(s)/IP Address(es):			
File Transfer Method?	FTP:	SFTP:	MQ:

Additional Information:

Date Submitted:	
Desired Completion Date:	
Please return the completed form(s) to:	*Mec-SFGTeam@csd.disa.mil*
Questions: Please contact :	*Mark Lightner: 717-605-8164 (DSN 430)*

APPENDIX H

GOVERNMENT PROPERTY/EQUIPMENT LISTING

Location: Norfolk Hub*

Nomenclature	Qty	MFR	Model	Serial No	Estimated Cost
Electric Pallet Jack	1	T & S Equipment	S432343	S432343	1,500.00
**Forklift, propane	1	Hyster	H177G09306W	**Varies	24,014.00
**Forklift, propane	1	TCM	58500330	**Varies	24,014.00
Scale, Small	1	Salter Breckwell	N/A	N/A	50.00
Scale, Medium	1	Mettler Toledo	ULF00023	10089957-1LA	500.00
Shrink-wrap machine w/scale	1	LANTEC	QL-400XT	QX051725	30,260.88
Dolly	2	Unknown	N/A	N/A	350.00
Dock plate 1,000 LB	1	Unknown	31924	31924	1,500.00
Dock plate	1	Unknown	N/A	N/A	1,500.00
Trailer stand	3	Unknown	N/A	N/A	900.00
Chocks (4)	4	Unknown	N/A	N/A	500.00
Computer	1	HP	Elite Desk	5100742319	1,000.00
Computer	1	HP	Elite Desk	5100742395	1,000.00
Printer, Laser	1	RICOH	MP2554SPG	G146LC00067	1,776.00

* Equipment will not be loaned or transferred to Contractor. The Government will maintain possession.
**Shared w/ Government
Note: For NGDS Shipments at San Diego, CA and Norfolk, VA, packing tape printer paper.

APPENDIX I

APPLICABLE DOCUMENTS

I.1. Defense Table of Official Distances (DTOD).

I.2. Directory of Standard Carrier Alpha Codes (SCAC) NMF101-series, published by the National Motor Freight Traffic Association, Inc.,

I.3. Continental Directory of Standard Point Location Codes (SPLC), NMF 102-series, published by the National Motor Freight Traffic Association, Inc.,

I.4. Code of Federal Regulations (CFR), Title 49, Parts 100-199; 300-399; 500-599; and 1000-1399.

I.5. National Zip Code Directory, Vol. I and II

I.6. Transportation Facilities Guide (TFG), URL: https://eta-teams.transport.mil/teams/login

I.7. U.S. Army Transportation Command (ARTRANS) Freight Carrier Registration Program (FCRP)

I.8. Publications for import/exporting from Canada:

I.8.1 Code of Federal Regulations (CFR) Title 19 PART 10.103 American Goods Returned

I.8.2 Code of Federal Regulations (CFR) Title 22 Foreign Relations Parts 123, 125, 125

I.8.3. Harmonized Tariff Schedule of the United States, Section XXII, Chapter 98 Special Classification Provisions

I.8.4 Military Freight Traffic Unified Rules Publication (MFTURP-1)

I.8.5 Defense Transportation Regulation 4500.9-R-Part II (DTR)

APPENDIX J

ACCESSORIAL DEFINITIONS

J.1.1 **Vehicle Furnished but Not Used (VFN).**

J.1.1.1. When a Contractor, upon Shipper's request, furnishes a vehicle to load a shipment and through no fault of the Contractor the Shipper cancels loading of the vehicle before the scheduled pickup, or there is no freight available for pickup, the Contractor shall be paid for each vehicle furnished and not used, or the minimum line haul transportation charge, whichever is less. This charge shall not apply for those sites that are scheduled for daily pick up or delivery as shown in Appendix E.

J.1.1.2. These charges shall not apply when the Shipper rejects a vehicle upon inspection as unfit for the required transportation or when the Contractor receives the notice of cancellation prior to actual dispatch of vehicle from Contractor's terminal. VFN charges are not applicable when the Contractor is inbound with a loaded trailer that is scheduled for outbound loading from the same installation.

J.1.1.3. Claims for collection of charges under this item shall be supported by Shipper's certification of cancellation if the shipment was cancelled. Charges and documentation shall be submitted within five (5) working days after receipt of Shipper's certification of cancellation, or after Contractor attempted a pickup where there was no freight available for pickup.

J.1.1.4. If the shipper cancels a freight movement after a TSP vehicle has been dispatched, the TSP will be entitled to a VFN charge as shown in Appendix J Accessorial Pricing list, for each vehicle properly dispatched that was not used by the shipper per vehicle. These charges will not apply if 8 hours' notice of cancellation before time of pickup is provided.

J.1.2. **Re-consignment/Diversion (RCC).**

J.1.2.1. Upon written or oral request, the Contractor shall provide re-consignment or diversion service subject to the following:

J.1.2.2. Re-consignment and Diversion are considered similar terms, and the use of either term will mean:

J.1.2.2.1. Change in the place of delivery within the original destination.

J.1.2.2.2. Change in the original destination; or

J.1.2.2.3. Any other change in delivery, which requires an additional movement of the shipment.

J.1.2.3. When the performance of this service involves a change in the original destination (other than the same building) the Contractor shall be entitled to an additional charge per shipment as shown in Appendix J Accessorial Pricing list, subject to the Contractor providing sufficient justification and supporting documentation to the COR. When the service involves a significant change in the original destination (greater than 70 miles), the Contractor shall be entitled to the applicable published rate from origin to the point of interception and from the interception point to the final destination, plus the additional charge per shipment as shown in Appendix J Accessorial Pricing list. The Contractor shall contact the COR to confirm re-consignment or diversion, which subsequently shall be confirmed in writing. Only entire shipments may be re-consigned.

J.1.2.4. Payment of all charges for Re-consignment/Diversion shall be billed in the DoW Third Party Payment System, which is currently, Syncada®. Payment of all charges for Re-consignment/Diversion will be the responsibility of the requestor.

J.1.3. **Redelivery (RCL)**.

J.1.3.1. When final delivery of a shipment cannot be accomplished due to circumstances beyond the control of, and through no fault of the carrier, the Contractor shall comply with the following:

J.1.3.1.1. If a shipment is offered to a Receiver and refused for delivery or rescheduled for another time, the name and telephone number of the person refusing or rescheduling the delivery shall be indicated on the delivery report.

J.1.3.1.2. Make no further attempts to deliver the shipment until the COR and ACOR have been contacted for redelivery instructions.

J.1.3.1.3. Notify the COR that the shipment is on hand not later than the next business day after the day delivery was attempted and arrange for a mutually agreeable redelivery date.

J.1.3.2. When the COR authorizes redelivery, a charge for redelivery shall be assessed as shown in Appendix J and payment would apply to the Shipper. If, after being notified that the shipment is on hand, the receiver elects to pick up the shipment at the Contractor's terminal, redelivery charges shall not apply.

J.1.3.3. Multiple shipments redelivered on the same day to the same destination shall be considered as a single shipment.

J.1.3.4. A shipment shall not be considered late delivery if it involves circumstances that require a redelivery.

J.1.4. **Fuel Surcharge (405) - Ground Shipments**

J.1.4.1. Section 884 of the 2009 National Defense Authorization Act requires any government paid fuel rate adjustment, also known as a fuel related surcharge (FS), arising from a DoW transportation contract and funded by government funds be paid, to the maximum extent practicable, to the cost bearer of the fuel. The cost bearer is the person who actually incurred the cost of providing the fuel used for the motor transportation.

J.1.4.2. Fuel surcharge will be calculated in accordance with U.S. Army Transportation Command (ARTRANS) Policy TR-12, Fuel Related Rate Adjustment (FRA) Policy, Annex A. ARTRANS G3 Directorate calculates and publishes the Domestic Freight Fuel Related Rate Adjustment Table on a weekly basis. ARTRANS fuel surcharge policy and weekly updates are posted at https://gfm.transport.mil/gfmgateway. Application of a Fuel Related Rate Adjustment Surcharge will be determined every Monday of each week based on the National Average diesel fuel price as determined by the Department of Energy (DOE), Energy Information Administration (EIA). If a Monday is a holiday, the fuel price will be determined based on the price on the next business day.

J.1.4.3. The fuel adjustment will automatically apply to shipments picked up on or after the Tuesday following the Monday adjustment, or Wednesday if Monday is a federal holiday. The fuel adjustment applies only to the domestic line haul portion of the Contractor's rate and is not applicable, i.e., does not apply to local truck and round robin pickups/deliveries.

J.1.4.4. The diesel fuel prices published by the EIA may be found via the following sources:
1. EIA Website: https://www.eia.doe.gov/
2. EIA Weekly Petroleum Status Report
3. EIA Hotline: (202) 586-6966

J.1.4.5. Amount of Adjustment: The table listed in Annex A of ARTRANS Policy TR-12 shall be used to determine the fuel related rate adjustment factor. No fuel adjustment will be granted when prices are within the neutral range ("0"). Annex A demonstrates the percentage of the line-haul rate to be paid for fuel costs given a $2.50 baseline.

J.1.4.6. Readjustments: The surcharge is automatically recalculated and adjusted upward or downward depending on the DOE, EIA National Average price every Monday. In no case will the adjustment lower the original price offered in the Contractor's initial filing or response to a solicitation.

J.1.4.7. Billing Procedures: Contractor will clearly show fuel price adjustments on all paper and electronic commercial freight bills and Bills of Lading and invoices. The amount of any diesel fuel rate surcharge shall be shown as a separate item on the carriers' invoice.

J.1.6. Reserved

J.1.7 **Expedited Service (EXP)**

J.1.7.1 A shipper may request expedited surface delivery services to have a shipment delivered on a date which is earlier than it would be delivered based upon the transit times established in this PWS (paragraph 1.3.2.8.1.1), within legal parameters, such as speed, Hours of Service, etc. For Expedited Service, TSPs are permitted to pick up additional cargo along the route, unlike EXC. The Contractor shall be entitled to the additional charge as shown in Appendix J Accessorial Pricing list for each day delivery day has been accelerated. For example, if an engine with a transit time of 5 days is requested to be delivered in 3 days, the expedited service price would be twice the rate listed in Appendix J (2 days early).

J.1.7.2. When the requested Delivery Date (DD) is less than standard transit time, EXP is required to be annotated on the BOL. TSP must ensure BL is annotated with EXP request for charges to apply. If the DD is less than the standard transit time and EXP has not been annotated on the BL, the TSP is relieved from meeting the DD and shall deliver the shipment IAW the standard transit time.

J.1.7.2. The EXP accessorial also applies when a shipment requires pickup and/or delivery after hours or on weekends. EXP may only be charged one time per shipment. If the Contractor requests pickup and/or delivery after hours or on weekends at their convenience, the EXP accessorial does not apply.

J.1.8. **Exclusive Use (EXC).**

J.1.8.1. When requested by shipper, a TSP will dedicate the entire motor vehicle or separate cargo-carrying transport vehicle exclusively for that shipment, without breaking seals or locks and without the transfer of any cargo for a TSP's convenience. Therefore, once EXC is required a TSP shall be prohibited from loading any additional cargo. However, application of this Rule shall not preclude the transfer of a dromedary box from one conveyance to another. EXC can include a trailer, a dromedary attached to the power unit (tractor) or a single dromedary on a trailer (which can include several other dromedaries). The terms "transport vehicle" and "motor vehicle" shall be defined in accordance with 49 CFR, Part 171.8.

J.1.8.2. A carrier will verify and ensure that the BL is annotated in writing as follows:
"Exclusive Use of Trailer or Dromedary requested by the Shipper. Do not break seals except in case of emergency or upon prior written approval of the shipper or consignee. If the seal is found broken, or if the seal is broken for emergency/security/inspection reasons, TSP to apply seals as soon as possible and immediately notify both the shipper and the consignee."

J.1.8.3. If a seal or lock is removed by a TSP, the TSP will relock or reseal trailer or dromedary, annotate that fact on the BL and include the reason for removal of the original lock or seal. In no event shall additional freight be added to the trailer or dromedary at that time, except upon express authorization of consignee or shipper.

J.1.8.4. Line-haul charges for shipments in vehicles requiring Exclusive Use service shall be invoiced per pound, subject to per pound rates. The Contractor shall be entitled to the additional charge as shown in Appendix J Accessorial Pricing list for each shipment requesting Exclusive Use.

J.1.8.5. EXC is not a request for Expedited Service. Annotation of the Required Delivery Date shall not constitute a request by the shipper for Exclusive Use.

J.1.9. **Detention: Vehicles with Power Unit (DEP)**

J.1.9.1 Vehicles equipped with power units that are delayed or detained by the shipper or consignee for loading or unloading at shipper, consignee, or other customer approved location will have free time for loading/unloading.

J.1.9.1.2 Fully palletized shipments, 20,000 lbs. and over: 2 hours free time. Note, shipment will be considered "fully palletized" when at least 90 percent of shipment weight (not including pallet weight) is loaded on pallets.

J.1.9.1.3 Non-palletized shipments, less than 3,000 lbs.: 1-hour free time

J.1.9.1.4 Non-palletized shipments, 3,000 lbs. but less than 10,000 lbs.: 2 hours free time

J.1.9.1.5 Non-palletized shipments, 10,000 lbs. but less than 20,000 lbs.: 3 hours free time

J.1.9.1.6 Non-palletized shipments, 20,000 lbs. and over: 4 hours free time

J.1.9.2 Free time will commence once the carrier has notified the consignor or consignee that the trailer is positioned for loading or unloading. A trailer is considered positioned for loading or unloading when placed in a location with doors open so it can be immediately accessed for loading or unloading within the consignor's/consignee's normal operating hours or acceptance hours as annotated on the BOL. If the shipping/receiving facility requires pickup and/or delivery appointments, wait time spent due to early or late arrivals will not count towards free time. If a carrier is prepared to position its trailer for loading or unloading, but due solely to Government fault is prevented from doing so, free time will commence at that time.

J.1.9.3 Computation of time will be made within normal operating hours at the place of pickup or delivery. If both the carrier or its representative and the receiving Government personnel are permitted to work beyond normal operating hours, that working time will also be included. When loading or unloading is not completed by the close of business for that location, time will resume at the beginning of the next business day.

J.1.9.4 If loading or unloading extends beyond the allowable free time, then the carrier can assess a charge as shown in Appendix J Accessorial Pricing List, for each sixty minutes of delay that occurs during normal operating hours, which is known as detention time. If the delay is less than sixty minutes or exceeds sixty minutes, then the charge is prorated based on the actual minutes of detention time incurred.

J.1.9.5. All requests for detention payments based on Government-caused delays must include sufficient information to establish entitlement to these additional fees. Minimum information will include: date/time carrier arrived; date/time carrier available for load/discharge; date/time load/discharge complete; date/time carrier departed.

J.1.9.6. Detention time starts when a vehicle is delayed by the shipper, consignor, destination or consignee beyond the allowable free time and ends when the vehicle is released by the shipper, consignor or consignee either by notifying the driver or the carrier representative that the vehicle is ready for pickup.

J.1.9.7. Detention time only includes the time the vehicle is delayed during normal shipping and receiving hours. If the vehicle is delayed beyond the shipper's, consignee's or consignor's normal shipping or receiving hours, then the only delay time included in the detention time is the time occurring during normal shipping and receiving hours.

J.1.9.8 DET charges will apply to the shipper.

J.1.9.8.1 Requires that the tractor be disconnected from the trailer during loading or unloading and parked elsewhere on the shipper's or consignee's premises.

J.1.9.8.2 Directs the trailer to be left overnight.

J.1.9.9. In circumstances where at least 90 percent of non-palletized material can be handled by pallet jack, forklift, or other type of material handling equipment (MHE), then the calculation for free time allowed shall be one-half of the free time allowed for shipments not palletized. Fully palletized shipments weighing less than 20,000 pounds will be allowed for one-half the free time.

J.1.9. **Detention without Power Unit (DET)**

J.1.9.1 Subject to the availability of equipment and carrier's approval, carriers may drop or stage vehicles without power units (empty or loaded trailers) for loading or unloading on the premises of the consignor or consignee, or on other premises designated by them.

J.1.9.2 When such trailers are delayed or detained for reasons attributed to the consignor or consignee, the shipment (or the combined weight of multiple shipments) being loaded or unloaded will be allowed 24 hours of Free Time, as DET charges will apply to the Shipper.

J.1.9.2.3 Free time will commence once the carrier has notified the consignor or consignee that the trailer is positioned for loading or unloading. A trailer is considered positioned for loading or unloading when placed in a location with doors open so it can be immediately accessed for loading or unloading within the consignor's/consignee's normal operating hours or acceptance hours as annotated on the BOL. If the shipping/receiving facility requires pickup and/or delivery appointments, wait time spent due to early or late arrivals will not count towards free time. If a carrier is prepared to position its trailer for loading or unloading, but due solely to Government fault is prevented from doing so, free time will commence at that time.

J.1.9.2.4 Computation of time will be made within normal operating hours at the place of pickup or delivery. If both the carrier or its representative and the receiving Government personnel are permitted to work beyond normal operating hours, that working time will also be included. When loading or unloading is not completed by the close of business for that location, time will resume at the beginning of the next business day. Free time shall not begin on a Saturday, Sunday, or holiday, but at 8:00 a.m. on the next day which is not a Saturday, Sunday, or holiday. When any portion of the free time extends into a Saturday, Sunday, or holiday, the computation of free time will resume at 12:01 a.m. on the next day which is not a Saturday, Sunday, or holiday.

J.1.9.2.5 If loading or unloading extends beyond the allowable free time, then the carrier can assess a charge for detention time (DET) as shown in Appendix J Accessorial Pricing List, for each sixty minutes of delay that occurs during normal operating hours. If the delay is less than sixty minutes or exceeds sixty minutes, then the charge is prorated based on the actual minutes of detention time incurred. When a trailer is both unloaded and reloaded, each transaction will be treated independently of the other. Free time for loading shall not begin until free time for unloading has elapsed.

J.1.9.3 DET will end when consignor or consignee notifies Contractor by telephone that loading or unloading has been completed and that the trailer is available for pickup. Such notification shall constitute the release of contract's equipment; the Contractor shall then connect and pull the equipment in a timely manner.

J.1.9.3.1 DET will not apply if loading/unloading and Contractor's being notified of same has not extended beyond the free time. Contractor's credits earned on equipment held cannot be used by the Contractor to offset debits chargeable on equipment waiting to be moved.

J.1.9.3.2 Charges for detention of vehicles without power units that are detained beyond the allowable free time, will be as shown in Appendix J Accessorial Pricing list, per 24-hour day or fraction thereof.

J.1.9.3.3 All requests for detention payments based on Government-caused delays must include sufficient information to establish entitlement to these additional fees. Minimum information will include: date/time carrier arrived; date/time carrier available for load/discharge; date/time load/discharge complete; date/time carrier departed.

J.1.10 **53' Enclosed Dry Van (VAN)**

J.1.10.1 Upon approval by the Government, the contractor may consolidate loads to 53' Enclosed Dry Vans in order to provide cost savings to the Government. The contractor may provide 53' Enclosed Dry Vans for region to region moves, if necessary.

J.1.10.2 When a 53' Enclosed Dry Van is scheduled to be used, the contractor shall add the VAN accessorial to 24' Straight Truck rates.

J.1.10.3 Use of the VAN accessorial requires Government approval. If the Contractor utilizes a 53' Enclosed Dry Van for its convenience in accordance with the PWS, the VAN accessorial does not apply.

J.1.11 Pickup or Delivery on Holidays (HOL)

J.1.11.1 When the Government requests pickup or delivery to be provided at time other than an installation's normal operating hours, as indicated in the Transportation Facilities Guide (TFG), on a Federal Holiday, the shipment will be subject to a one-time per day charge for the required pickup/delivery. The HOL accessorial only applies to Government-directed pickups or deliveries outside normal operating hours on a Federal Holiday.

J.1.12 Pickup and Delivery on Weekends and After Hours (SAT)

J.1.12.1 When the Government requests pickup or delivery to be provided at time other than an installation's normal operating hours, as indicated in the Transportation Facilities Guide (TFG), after hours during the week or a weekend, the shipment will be subject to a one-time per day charge for the required pickup/delivery. The SAT accessorial only applies to Government-directed pickups or deliveries outside normal operating hours during the week or a weekend.

J.1.13 Loading – Unloading by Carrier (URC)

J.1.13.1 Except for freight at Hubs and Nodes where Contractor personnel are located and otherwise defined, when the Contractor is required to provide MHE for loading and/or offloading services, unassisted by consignor or consignee, is subject to a charge of URC per pound.

Charges will be based on actual weight handled. Consignor and/or consignee requesting MHE for the loading/offloading service shall provide certification that the service was performed and indicate the amount of weight handled by the Contractor.

URC shall be requested in advance. If URC is required at the point of pickup or delivery, but not initially noted, the

Contractor shall coordinate with the consignor, consignee, and/or COR as situationally appropriate.

APPENDIX K – Vendor Threat Mitigation

1. **Subcontractor Suitability.** The Contractor shall submit a semi-annual report to the Contracting Officer for each first-tier foreign service provider (i.e., subcontractor) operating as a separate legal entity that contracts directly with Contractor. This includes the foreign service provider's commonly-owned legal affiliate (if applicable) which has employees who may have physical contact with USG shipments in the ordinary course of contract performance. First-tier foreign service providers within scope include: cargo handling and trucking companies. The initial report is due 30 calendar days after contract award and every 6 months thereafter.

1.1 The report shall include the following information:

1.1.1 Legal Company Name (in native language if known)

1.1.2 Complete Address including Country

1.1.3 Name, phone number and e-mail address of at least one point of contact at the company

1.2 The report shall include the following information if it is commercially available in the Contractor's system:

1.2.1 Any Previous or Alternate Company Names

1.2.2 Fax number

1.2.3 Website URL

1.2.4 Owner(s)/Director(s) name(s) and e-mail address(es)

1.2.5 Manager(s) name(s) and e-mail address(es)

1.3 For foreign companies that fall within the scope of the reporting requirement, the Contractor shall provide a copy of business licenses required for the Contractor to legally operate in that country.

1.4 The Contractor is not required to limit reporting solely to first-tier subcontractors used for services under the contract, but rather, may provide a complete list of subcontractors within scope in the Contractor's network. However, subcontractors used within the last six months must be uniquely identified. Additionally, the Contractor shall be held to a collection and reporting standard measured by customary commercial practices; the USG acknowledges that this is a cooperative effort.

1.5 The Contractor is responsible for appropriately marking sensitive information as proprietary/trade secret. The USG will handle proprietary/trade secret information within the applicable statutes, rules, and regulations regarding the handling and release of such information.

1.6 Prior to contract performance and periodically throughout performance, the Contracting Officer will make available to the Contractor the name of active or potential subcontractors determined to be unsuitable. The Contractor shall not allow named entities to perform any role in performance under this contract. If the Contractor chooses to terminate the unsuitable subcontractor, the USG will not be liable for any costs incurred by the Contractor in establishing or terminating use of the unsuitable subcontractor. The Contractor may choose not to terminate the unsuitable subcontractor for use on its commercial contracts.

1.7 An unsuitable determination does not preclude the Contractor from nominating an unsuitable entity for reconsideration during the contract performance period. The Contractor is encouraged to provide the Contracting Officer additional information that may affect the subcontractor's suitability. Any entity listed in the USG Consolidated Screening List (http://export.gov/ecr/eg_main_023148.asp) or otherwise prohibited per FAR Part 25, Foreign Acquisition, will not be reconsidered.

APPENDIX L

Contractor Request for Authorization to Use Advanced Traceability and Control V Contract (ATAC)

1. Company Submitting Request:

   Company Name: _____

   Address: _____

   _____

   Requester's Name: _____

   Requester's Title: _____

   Telephone Number: _____

2. Company Contracting Official/Manager:

   Name: _____

   Address (If different from above): _____

   _____

   Telephone Number: _____

3. Government Contract To Be Supported By ATAC

   Contract Number: _____

   Contract Title: _____

   Contract Type (FFP, Cost, etc.) _____

   Current Option Year dates: _____

   Contract Expiration: _____

4. Government Contracting Officer Information

   Name: _____

   Agency: _____

   Agency Address: _____

   _____

   Telephone Number: _____

5. Agency Billing Office Point of Contact

   Name: _____

   Address: _____

   _____

   Telephone Number: _____

6. Shipment Profile. List the anticipated origins and destinations and the corresponding number of shipments and frequency for each as practical. For example:

Origin	Destination	Shipments	Frequency (Week, Month, or Year)
St. Louis, MO	Dallas, TX	1	Week
OKC, OK	Luke AFB, AZ	100	Month
Seattle, WA	Miami, FL	40	Year

   Anticipated Shipment Type (Less Than Truckload): _____

   Anticipated Equipment Types: _____

   _____

   Anticipated Percentage of Expedited Shipments: _____

7. Company Representative Signature. By signing, I agree to adhere to the terms and conditions of the ATAC contract during its use.

   _____ _____
   Name Date

   For Government Use:

   Information in paragraphs 1-5 has been validated, and use is authorized.

   _____ _____
   Contracting Officer Representative Signature Date

   _____ _____
   Contracting Officer Signature Date

APPENDIX M – ECONOMIC PRICE ADJUSTMENT SCHEDULE (EPA)

1. To protect the contractor and Government against significant market fluctuations, unit prices shall be adjusted at the start of base year two and every year thereafter. Allowable adjustments will be made upward or downward if the adjustment changes by at least 1% from the previous year's EPA.

2. The adjustment shall be applied based on the index described in the following paragraph, as well as the Contractor's proposed Discount (to be applied to Government-set price escalation) for each year of performance as identified in Attachment 1, Pricing Rate Table. The Discount will be subtracted from the EPA determined by the index to establish the final adjustment. As outlined in Attachment 1, Pricing Rate Table, the Discount shall be between 0% and 100%. For example, if the Discount is 0%, the full EPA will be applied for that period. If, however, the Discount is 2%, the EPA will be 200 basis points lower than the EPA determined by the index. The Discount is not applied when the calculated EPA results in a downward adjustment.

3. For all Contract Line Item Number (CLIN) X001 unit prices and accessorials, the EPA will be calculated based on the IHS Markit Cost Index, using a percentage for the following category: United States, Cost Index, General Freight Trucking Long-Distance Less-than-Truckload (LTL) (100%).

4. The United States, Cost Index, General Freight Trucking Long-Distance Less-than- Truckload (LTL) is determined exclusive of changes in fuel (e.g., diesel) costs since fuel rate adjustments are permitted in accordance with the TR-12 Fuel Related Rate Adjustment Policy. Removal of diesel costs in the Cost Index requires an adjustment to the cost index weight percentage. The formula for determining the adjusted cost index weight percentage is ((100-z1) x y1). Refer to Table 1 for Re-Weight Example.

   a. Where z1 equals the IHS determined weighted percentage of diesel fuel in the cost index

   b. Where y1 equals the remaining IHS categories in the cost index (e.g., Average Hourly Earnings, Truck Transportation)

5. In the event publication of any of the above indices is discontinued and/or unavailable, the parties shall agree upon an appropriate substitute index.

6. Index figures subsequently revised by IHS Markit (e.g., amending formerly released indices by removing or replacing components within the index, describing revisions by footnote or appendix, significantly altering the method of calculating the index, or any other method) shall not warrant a retroactive price adjustment under the terms and conditions of this contract.

7. Price adjustments shall be executed via a unilateral contract modification as an administrative change as the adjustment does not affect the substantive rights of the parties.

8. Any price adjustments under this EPA language shall be rounded to two decimal positions (e.g., $1.50).

9. The formula for determining the adjusted unit prices for all Contract Line Item Number (CLIN) X001 unit prices, minimum charges and accessorials is ((a2 – a1)/a1) x 1. A sample calculation that factors in each category is listed below in Table 2.

a. Where a1 equals the 4-quarter average of the future/historical index values of the United States, Cost Index, General Freight Trucking Long-Distance Less-than-Truckload (LTL), exclusive of fuel, for the current period of performance.

b. Where a2 equals the 4-quarter average of the future index values of the United States, Cost Index, General Freight Trucking Long-Distance Less-than-Truckload (LTL), exclusive of fuel, for the next period of performance.

10. The quarters will be determined as follows: first quarter is January, February, and March; second quarter is April, May, and June; third quarter is July, August, and September; and fourth quarter is October, November, and December.

11. In the event the period of performance begins at a time other than the start of a quarter, the index for the entire starting quarter will be used to determine the adjustment. Only four quarters are used in calculating the adjustment. For example, if performance begins on 20 February 2027, then 2027 Q1, 2027 Q2, 2027 Q3 and 2027 Q4 will be used in the calculation of the current period of performance and 2028 Q1, 2028 Q2, 2028 Q3 and 2028 Q4 will be used in the calculation of the next period of performance. Unit calculations will occur when the last quarter of available data is available. Using the example above, calculations will occur after 2027 Q4 data is available.

12. The Contractor may waive an EPA increase that results in higher prices, or any part thereof, for the entire contract or identified CLIN(s). Secondly, if the Contractor elects to do so, they can offer the Government an additional downward price adjustment, effective at the time of the option period one or additional option exercise, in lieu of an increased EPA adjustment. A Contractor may not waive a downward EPA adjustment.

13. All EPA calculations will be based on the current year's prices in the Attachment 2, Pricing Rate Table and the index calculations described above. A Contractor shall not recoup previously waived EPA increases.

14. Service Contract Labor Standards Price Adjustments. Rate adjustments required via application of the Service Contract Labor Standards Act and not included in the EPA will be processed IAW FAR 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment (Multiple Year and Option Contracts). When requesting a rate adjustment IAW FAR 52.222-43, the Contractor shall provide other than certified cost or pricing data to validate the labor rate adjustment as not included in the EPA. The Contractor is not authorized for duplicate labor adjustments under both the EPA and FAR 52.222-43.

Table 1
United States, Cost Index, General Freight Trucking Long-Distance Less-than-Truckload (LTL), exclusive of fuel costs re-weight example

*All calculations are rounded to the nearest two decimals.

**Weight percentages utilized below do not represent actual weights provided by IHS Markit and are utilized for example purposes only.

IHS Markit United States, Cost Index, General Freight Trucking Long-Distance Less-than-Truckload (LTL)		
Category	**Short Label**	**Weight**
Cost Index	United States, Cost Index, General Freight Trucking Long Distance LTL	100.00%
Direct labor	United States, Average Hourly Earnings, Truck Transportation	20.00%
Direct materials	United States, Producer Price Index, Diesel Fuel	12.50%
Direct materials	United States, Producer Price Index, Trucks Truck Tractors and Bus Chassis 14000Lb or Less	14.00%
Direct materials	United States, Producer Price Index, Truck and Bus (Including Off-Highway) Pneumatic Tires	10.00%
Indirect product costs	United States, Consumer Price Index, Automobile Insurance	7.00%
Indirect product costs	United States, Consumer Price Index, Motor Vehicle Maintenance and Repair	8.00%
Indirect product costs	United States, Employment Cost Index, Benefits, Private, Transportation and Material Moving	15.00%
Indirect product costs	United States, Consumer Price Index, All Items, All Urban	13.50%

Re-weight Calculation
The category of Direct materials - United States, Producer Price Index, Diesel Fuel is excluded from the calculation and the weight percentage is reduced to 0.00%. Weighted Percentage Total exclusive diesel fuel = 100.00% - 12.50% = 87.5% Re-weight calculation = 100 / 87.5 * each remaining category

IHS United States, Cost Index, General Freight Trucking Long-Distance Less-than-Truckload (LTL), exclusive of diesel fuel			
Category	**Short Label**	**Re-Weight**	**Calculation**
Cost Index	United States, Cost Index, General Freight Trucking Long Distance LTL	100.00%	100.00%
Direct labor	United States, Average Hourly Earnings, Truck Transportation	22.86%	=100/87.5 * 20.00%
Direct materials	United States, Producer Price Index, Diesel Fuel	0.00%	N/A
Direct materials	United States, Producer Price Index, Trucks Truck Tractors and Bus Chassis 14000Lb or Less	16.00%	=100/87.5 * 14.00%
Direct materials	United States, Producer Price Index, Truck and Bus (Including Off-Highway) Pneumatic Tires	11.43%	=100/87.5 * 10.00%
Indirect product costs	United States, Consumer Price Index, Automobile Insurance	8.00%	=100/87.5 * 7.00%
Indirect product costs	United States, Consumer Price Index, Motor Vehicle Maintenance and Repair	9.14%	=100/87.5 * 8.00%
Indirect product costs	United States, Employment Cost Index, Benefits, Private, Transportation and Material Moving	17.14%	=100/87.5 * 15.00%
Indirect product costs	United States, Consumer Price Index, All Items, All Urban	15.43%	=100/87.5 * 13.50%

Table 2
EPA Calculation Example
*All calculations are rounded to the nearest two decimals.

		Year 1				Year 2			
Category	**Weight**	**Q3 2024**	**Q4 2024**	**Q1 2025**	**Q2 2025**	**Q3 2025**	**Q4 2025**	**Q1 2026**	**Q2 2026**
United States, Cost Index, General Freight Trucking Long-Distance Less-than-Truckload (LTL), exclusive of fuel costs	100%	84.28	85.20	85.64	86.07	86.38	87.26	87.55	87.93

General Freight Trucking Long-Distance Less-than-Truckload (LTL), exclusive of fuel	Average from Q3 2024 - Q2 2025	Average from Q3 2025 - Q2 2026	(New Year Average - Old Year Average) / Old Year Average = Percent Change
	=(84.28+85.20+85.64+86.07)/4 = 85.30	=(86.38+87.26+87.55+87.93)/4 = 87.28	=(87.28-85.30) / 85.30 =2.32%
Application:	As 2.32% is greater than the allowable adjustment of 1%, all unit prices would be increased by 2.32%		