

Combined Federal Civilian Agencies  
Household Goods Relocation and Freight Committee Meeting  
Crystal Mall 3 – Room C-43, Arlington, VA 22202  
August 19, 2004, 9am - noon

Meeting Facilitator - Scott Tiedt, Chief, Transportation Programs Branch (FBLF)

Scott opened and facilitated the meeting. Rocky Loewner, Federal Emergency Management Agency, Executive Director of the Freight Committee, was unable to attend the meeting due to workload related to the hurricane disaster in Florida.

Tauna Delmonico, Director of the Travel and Transportation Management (FBL), welcomed the attendees and encouraged ongoing communication about transportation issues between GSA and civilian agencies.

Attendees introduced themselves.

Discussion Topics

1. New Ground Service. (Jon Jelacic, DHL Network Global Account Manager)

Jon spoke about DHL's newly awarded GSA contract for **ground small package delivery service**. He also explained DHL's new reorganization. DHL is now a subcontractor for Astar Air Cargo. For the US market, three companies became one – DHL Worldwide Express, Airborne Express, and Danzas. Astar has three government contracts: (1) GS-23F-0254L for same day, next day, second day, and ground domestic deliveries, GSA Schedule 48, SINS 451 – 1 & 2; (2) GS-10F-0078M Global Mail Contract IPA and ISAC with US Indicia to the world, GSA Schedule 36, SIN 733-3, and; (3) WWX F11626-01-D-005 international express small package, DoD multiple award contract available to civilian agencies.

Currently, DHL is the only awarded contractor on GSA Schedule offering domestic small package ground delivery service. Rates are discounted off commercial prices. DHL waived the pick-up and service account fees. Packages can be tracked. DHL offers a money-back guarantee for door-to-door delivery in 1-6 business days depending on the distance. They make three attempts to deliver, offer a full range of value-added services and flexible shipment preparation via paper waybills or electronic DHL shipping systems. For more information about DHL's domestic delivery services and rates on GSA Schedule, and other awarded contractors, visit <http://apps.fss.gsa.gov/services/express/awarded-cont.cfm>. DHL's new point of contact is Jon Jelacic, Regional Customer Manager for the Public Sector, (703) 413-2077 x214 or [jon.jelacic@dhl.com](mailto:jon.jelacic@dhl.com).

2. Cargo Security from a TSP's Perspective. (Roger Moore, Security Manager of Technology and Company Compliance, Yellow Roadway Corporation, Inc.)

Roger discussed Yellow Roadway's security initiatives to safeguard cargo from theft and terrorism.

3. Review of May 26<sup>th</sup> minutes. (Scott Tiedt, GSA)

Scott referred to a letter dated June 10, 2004 from Joe Harrison, Secretary for the Household Goods Carriers' Bureau Committee (HGCBC), clarifying discussion on Tariff 400-N at the May 26, 2004 Combined Federal Civilian Agencies Household Goods Relocation and Freight Committee Meeting. Mr. Harrison clarified some of the language and terminology used at the May 26<sup>th</sup> meeting. Following are excerpts from his letter.

Joe stated, "Our corporate customers are not paying 50% more than federal agencies are paying. The actual base rates vary based on geographic high and low cost areas—some rates may even be lower in 400-N...Overall the base rates in Tariff 415-G are a few percentage points lower than those in 400-N, because 400-N had at least one or two small percentage rate increases more than the 415-G rates, but again, it's the influence of the discount (rate bid) on the base rate that must be considered when making accurate comparisons."

"...it is accurate to state that 400-N accessorials are simpler to deal with than 415-G and that they eliminate disputes over measurements, estimating and billing, while streamlining the audit process...The HGCBC's extensive analysis of Tariff 400-N and 415-G shows that 400-N commercial shipments were on average a scant 0.3% higher on linehaul and only 0.5% higher on total revenue...based upon more than 100,000 2003 shipment records."

"It is true that Tariff 400-N has several factor differentials built into the linehaul to reflect the cost of doing business in different markets, however, the statement 'most accessorials are consolidated into the linehaul' is not true. The origin/destination charges are those representing a bundled accessorial charge; they are not consolidated into the linehaul."

"...there no longer exists an ATC [additional transportation charge] in 400-N. The ATC was bundled into the origin/destination charge."

No other comments were brought forward regarding the old minutes.

4. Transportation Manager Requirements to Commit Government Funds when Procuring Transportation (clarification from May 26<sup>th</sup> meeting). (Elizabeth (Beth) Allison, Office of Governmentwide Policy (OGP))

A working group is reviewing the transportation acquisition process within the federal civilian government (DoD already has a solidified process) to determine what authority employees must have to obligate agencies for contracts, tenders, or other agreements with transportation service providers (TSPs).

For example, under Federal Acquisition Regulations (FAR) procurements, the agencies' Administrator or Chief Acquisition Officer delegates authority to certain employees to buy products or services using the government purchase card. These individuals typically undergo initial and periodic training to qualify to perform these duties.

On the other hand, the working group is questioning what authority government employees have to purchase transportation services for tenders or other agreements.

DoD issues orders to Transportation Officers (TO), granting permission to procure transportation services. USTRANSCOM is in the process of implementing its delegated authority to procure commercial transportation services. But what do civilian agencies require before individuals obligate the government to pay for transportation services?

**USTRANSCOM given authority to procure commercial transportation services**

RELEASE NUMBER: 040816-1

August 16, 2004

SCOTT AIR FORCE BASE, Ill., (USTCNS) --- U.S. Transportation Command has received the authority to establish a contracting activity for procurement of commercial transportation services.

A 1993, Department of Defense Directive gave the Commander, USTRANSCOM the authority to procure commercial transportation services. The Delegation of Authority signed by Diedre A. Lee, director, Defense Procurement and Acquisition Policy, approves the establishment of a USTRANSCOM contracting activity to exercise this procurement authority.

"This is a dynamic tool for the Commander (USTRANSCOM) to streamline and accelerate support to the warfighter," said Gail Jorgenson, director of USTRANSCOM's acquisition office. "This will enhance and greatly improve our efficiencies for deploying, sustaining and redeploying forces."

As the single manager of America's Defense Transportation System, USTRANSCOM coordinates the aircraft, ships, trains and trucks that allow America to project power and sustain forces worldwide. During an average week, USTRANSCOM conducts more than 1,900 air missions, with 25 ships underway and 10,000 ground shipments operating in 75 percent of the world's countries.

USTRANSCOM is working toward an operational capability by March 2005.

The Delegation of Authority by Lee also gives Gen. John Handy, commander, USTRANSCOM "head of agency" authority for the purposes of the Federal Acquisition Regulation and the Defense FAR Supplement. In addition, Handy is delegated authority to act as the Senior Procurement Executive for USTRANSCOM, and the authority to appoint a competition advocate in accordance with the Office of Federal Procurement Policy Act.

The working group is considering what documents, training, or certificates should be required for individuals who procure transportation services. Few agencies formally appoint traffic managers with authority to perform this responsibility. Should those who buy high dollar volume services be warranted? We need to consider those who follow behind us who are

retiring—will they be properly trained and equipped to acquire transportation services?

Beth said OGP plans to seek comments via a Federal Register notice about including procurement requirements into the transportation regulations. Please send Beth your comments, ideas, and questions to [elizabeth.allison@gsa.gov](mailto:elizabeth.allison@gsa.gov).

5. Update on Food in Unaccompanied Air Baggage and Household Goods.  
(Luis Rogue, Chief, Traffic Management Branch, Department of State)

Luis downloaded from the Food and Drug Administration's (FDA) website the revised policy guidance for prior notice of foodstuffs in shipments, alleviating a concern about in-bound household effects, and shared a copy of the policy with the Committee. He plans to periodically visit FDA's website for updates to share with the group.

6. Implementation of the new TMSS Bill of Lading (BL) Numbering Format.  
(Scott Tiedt, GSA)

After reviewing input from TSPs and agencies, GSA implemented on August 10, 2004, for invoicing and billing purposes, an 8-character bill of lading numbering format.

The previous TMSS BL number was 14 characters in length (TMS, H or F, Agency Bureau Code, 6 digit serial number – e.g., TMSH1411000020).

The current TMSS BL number consists of a 6-character prefix and an 8-character suffix (Agency Code, Bureau Code, fiscal year, P5 for personal property shipments or F4 for freight shipments, 6-character serial number – e.g., 470904 **P5000001**). The prefix will be in small font on the TMSS BL and the suffix will be in a larger bold font.

The last 8 characters will be used for invoicing and billing purposes. The change was required since some TSP and federal government finance office systems could not handle more than an 8-character BL number.

7. Standard Tender of Service (STOS) Update. (Scott Tiedt, GSA)

GSA revised the Standard Tender of Service (STOS), General Freight Tender of Service No. 1-F. Section 1 - General, Section 2 - Participation, and Section 15 - Letter of Intent have been revised effective August 2, 2004 to correct outdated references and to clarify certain provisions. All changes are in BOLD.

Below is the STOS revision at No. 1-F, Section 1 – General, Item 1-1D:

D. CARRIER LIABILITY: Notwithstanding any provision of 41 CFR part **102-117** and 102-118, **cargo** transported under provisions of this TOS shall be valued at full value **unless otherwise stated on the document that constitutes the contract of carriage. However, the**

**shipper should provide the actual value of the shipment on the document that constitutes the contract of carriage between the shipper and carrier (also known as the Transportation Service Provider (TSP)) to ensure full value protection is provided. To avoid the risk of loss and damage claims, shippers should also describe the cargo on the document that constitutes the contract of carriage. Full value is stated in dollars and is considered the actual value of the cargo for reimbursement purposes. (Item 1-1.D. revised (see bold) on August 2, 2004.)**

Below is the STOS revision at No. 1-F, Section 1 – General, Item 1-3:

**ITEM 1-3 NON-PARTICIPATING AGENCIES: Any reference to any part of the STOS with regards to the solicitation of rate offers or the acceptance of a rate offer based on the GSA Tender of Service NO. 1-F, the GSA National Rules Tender No. 100-D, or the GSA Baseline Rate Publication No. 1000-D, supplements thereto and reissues thereof, by a non-participating agency (an agency not meeting the requirements of a participating agency identified in Item 1-2.A., above) is *prohibited*. (Item 1-3 revised (see bold) on August 2, 2004.)**

Below is the STOS revision at No. 1-F, Section 1 – General, Item 1-10:

**ITEM 1-10 APPLICATION OF THE TERMS AND CONDITIONS OF THE BILL OF LADING (BL): All Government shipments handled pursuant to this Standard Tender of Service (STOS) will be subject to the terms/conditions contained in 41 CFR §§ 102-117 and 102-118 and the U.S. Government Freight Transportation Handbook. BLs for any such shipments must contain the statement “This is a U.S. Government shipment.” (Item 1-10 revised (see bold) on August 2, 2004.)**

To review the other revisions, go to [www.gsa.gov/transportation](http://www.gsa.gov/transportation). Click on "What's New" and go to the August 2, 2004 posting.

8. Public Voucher for Transportation Charges (SF 1113) Update. (Ted Bembenek, Director of the Transportation Management Policy Division, OGP)

GSA issued a notice in the Federal Register, Volume 69, Number 123, on Monday, June 28, 2004. Written comments are due by August 27, 2004 to Ted J. Bembenek Jr., Office of Governmentwide Policy (MTL), General Services Administration, 1800 F Street, NW, Room 1221-B, Washington, DC 20405. Send e-mail comments to [ted.bembenek@gsa.gov](mailto:ted.bembenek@gsa.gov).

Summary. The General Services Administration (GSA) is proposing to discontinue use of the Standard Form (SF) 1113 Public Voucher for Transportation Charges, and its memorandum copy, SF 1113-A, in the current paper format. As the Federal Government continues to align its longstanding business practices to reflect the best and most successful business practices used commercially, conversion to electronic commerce

has become most significant. Accordingly, an approved electronic version of SF 1113 and SF 1113-A will be acceptable. Based on comments received, GSA also will determine the feasibility of allowing transportation service providers to use their individual invoices for the electronic billing of transportation charges.

The General Services Administration is interested in all comments, especially from Government paying, finance, and disbursing offices, that specify the minimum information that must be included in any billing documents submitted for payment.

Ted also announced that OGP hired consultants (Maximus and George Mason University) to ask federal agencies questions about transportation regulations, forms, what needs changing, what they like or don't like, etc. OGP will make the report available to all agencies.

9. Open Season – Household Goods and Freight TSP Application and Rate Filing. (Scott Tiedt, GSA)

Household Goods TSPs apply to GSA's Kansas City Program Management Office (PMO) to gain approval to participate in GSA's Centralized Household Goods Traffic Management Program (CHAMP). Each July, GSA loads onto the GSA web the CHAMP application package. The package is available for 60 days for TSPs to download and complete. An expedited and properly completed package may result in approval in approximately 6 months and if approved will allow a TSP to file rates during the supplemental filing the following February – March for May 1 effective date in response to a Request for Offer (RFO).

Freight TSPs apply to GSA's Kansas City PMO at anytime during the year for approval to participate in GSA's Freight Management Program (FMP). The approval process takes approximately 1 month allowing approved TSPs the ability to file rates in February – March for an initial filing or August – September for a supplemental filing, depending on the RFO, for May 1 and November 1 effective dates. The approval process for freight TSPs is less rigid than it is for household goods TSPs.

GSA issued its latest household goods RFO on August 12, 2004. Approved TSPs may file rates from August 12 to September 27, 2004. They may only file rates electronically via a file transfer protocol or online via TMSS. Rates will be effective on November 1, 2004.

GSA plans to issue its freight RFO during the week of August 23, 2004. Approved TSPs' supplemental rate filing open window will be on or about August 23 to October 4, 2004. They may file rates electronically the same way household goods TSPs do. These rates will also be effective on November 1, 2004.

10. Executive Director, Household Goods Relocation Committee Election.

Charlie Hill, recently retired from the National Oceanic and Atmospheric Administration (NOAA), was the Executive Director for the Household Goods Relocation Committee.

Anyone interested in filling this important role or nominating someone else should contact Scott Tiedt at (703) 305-7969; [scott.tiedt@gsa.gov](mailto:scott.tiedt@gsa.gov) or Mary Anne Sykes at (703) 305-7061; [maryanne.sykes@gsa.gov](mailto:maryanne.sykes@gsa.gov).

Below are the Executive Director's duties and responsibilities.

The Executive Director should be an individual with knowledge and experience in the household goods arena. The Executive Director performs an important part in the success of the Committee.

The Executive Director's role centers on the following areas:

- Raises agency issues
- Performs liaison role between GSA and the agencies
- Champions the cause of the agencies and GSA programs
- Express and raise differing opinions
- Submits agenda ideas and topics for meetings
- Possesses an understanding and working knowledge of GSA programs and the Transportation Management Services Solution system
- Encourages agency attendance and participation
- Participates in GSA industry meetings

Please ensure that anyone you nominate is willing to accept the position before submitting his/her name. Self nominations are welcomed! We will try to fill this position at our next meeting in November.

## 11. Events.

GSA Travel, Transportation, and Personal Property Workshop in Rosslyn, VA in November 2004. The General Services Administration's (GSA) Office of Transportation and Property Management is sponsoring a "Travel, Transportation and Personal Property Workshop" to be held on November 2, 3, 4, 2004, at the Holiday Inn Rosslyn at Key Bridge, 1900 Fort Myer Drive, Arlington, VA, for all federal government employees and Transportation Service Providers (TSPs) who arrange travel, ship freight or household goods, issue bills of lading, request/order transportation services, process or pay transportation bills, and manage excess or surplus personal property. There is a nominal cost of \$100. Visit "Events" at <http://www.gsa.gov/events> to register for this workshop!

Combined Federal Civilian Agencies Household Goods Relocation and Freight Committee Meeting in Arlington, VA in November 2004. The next committee meeting is Wednesday, November 17, 2004, Crystal Mall 3, Room C-43, from 9:00 a.m. until 12:00 p.m. Send agenda items to Mary Anne Sykes at [maryanne.sykes@gsa.gov](mailto:maryanne.sykes@gsa.gov) or Blaine Jacobs at [blaine.jacobs@gsa.gov](mailto:blaine.jacobs@gsa.gov).

GSA Household Goods and Freight Forum in Philadelphia, PA in February 2005. In July, GSA announced its premier Household Goods and Freight Forum to be held in Philadelphia, Pennsylvania, on February 23 through February 25, 2005. The theme is Transportation Trends & Technology. This forum is co-sponsored with the American Moving and Storage Association (AMSA) and is given in partnership with the household goods and freight transportation industries. This forum is supported by the American Trucking Associations, Inc., and the National Motor Freight Traffic Association, Inc. The host hotel is the Philadelphia Marriott Downtown, 1201 Market Street, Philadelphia, PA 19107.

This forum brings together the federal civilian agency transportation community and the transportation industry experts to learn more about transportation policies and programs mutually impacting their functional responsibilities. The forum gives government employees an opportunity to learn about the latest trends, procedures, and products within the freight and household goods arenas. Learn from those with practical experience and those who can provide insight and solutions to transportation challenges. The Atlanta, Georgia, event in February 2004 was a success, and the 2005 forum will be even larger and more dynamic.

Registration is free to all federal civilian agency employees at [www.gsa.gov/events](http://www.gsa.gov/events). Household Goods and Freight Transportation Service Providers and industry representatives must register via the AMSA website at [www.promover.org](http://www.promover.org), which will be available September 2004. An agenda will be posted at a later date.

For information, contact the individuals below.

Government:

Mary Anne Sykes; (703) 305-7061; [maryanne.sykes@gsa.gov](mailto:maryanne.sykes@gsa.gov).

Industry:

Cindy Simpson; (703) 706-4963; [csimpson@moving.org](mailto:csimpson@moving.org).

GSA EXPO 2005 in San Diego, CA in May. Over 10,000 attended the EXPO in May 2004. Registration for the GSA Expo 2005 begins September, 2004. Registration is free to government employees and military members. For more information, go to [www.gsa.gov/events](http://www.gsa.gov/events).

ERC Global Workforce Symposium in Washington, DC in October 2004. The Worldwide Employee Relocation Council's (ERC) Global Workforce Symposium at the Marriott Wardman Park Hotel in Washington, DC on October 27-29, 2004 brings together workforce mobility professionals from around the globe, providing an opportunity for higher learning, benchmarking, and networking. Divided into two segments, the Symposium offers the International Forum focusing on international assignment issues, and the U.S. Management Forum focusing on U.S. domestic workforce mobility issues for experienced relocation professionals looking to take their career to the next level.



Visit <http://www.erc.org> for more information. Bill Fouts, Department of Homeland Security, recommended this symposium for relocation professionals.

### Attendees

No.	Name	Agency
1	Pat Estep	BBG
2	Susan Pratt	BOP
3	Jon Jelacic	DHL (Speaker)
4	Bill Fouts	DHS/CBP
5	Bob Browning	DHS/CBP
6	Ric Miner	DHS/CBP
7	Norman (Gene) Mixon	DOJ
8	Luis Roque	DOS
9	Shawn Griffin	DOS
10	Al Demarcki	EPA
11	Connie Lindsay	FAA
12	Ivan Thomas	FAA
13	Kelley Wong	FAA
14	Tamera Joy	FAA
15	Garlette Jordan	GSA FBCP
16	Robert Watkins	GSA FBCP
17	Tauna Delmonico	GSA FBL
18	Lynnette Ju	GSA FBLE
19	Blaine Jacobs	GSA FBLF
20	Edward Kelliher	GSA FBLF
21	Raymond Price	GSA FBLF
22	Scott Tiedt	GSA FBLF
23	Bill Darter	GSA FLO
24	Elizabeth Allison	GSA OGP
25	Ted Bembenek	GSA OGP
26	John Wheeler	GSA Region 3
27	Mathis Gardner	GSA Region 3
28	Yvonne Johnson	GSA Region 3
29	Peggie Poss	GSA Region 4
30	Brian Kellhoffer	GSA Region 6
31	Carey Deforest	GSA Region 6
32	Alicia Jackson	NIH
33	Anita Holley	NOAA
34	James Bergeson	SDDC
35	Lee Strong	SDDC
36	Beatrice Gaither	SSA
37	Ken Martin	SSA
38	Elaine Plotkin	USDA
39	Bert Simon	USGS
40	Darrell Washington	USGS
41	Charles Paige	VA
42	Roger Moore	Yellow Roadway (Speaker)