The word "carrier" used in these instructions refers to all Transportation Service Providers (TSP's).

Note: Compliance, Safety, and Accountability (CSA) is required for all motor freight TSP's. TSP's with scores which exceed the threshold levels will not be approved in FCRP.

The following instructions outline the Military Surface Deployment and Distribution Command's (SDDC) FCRP. In order to transport Department of Defense (DOD) Freight, carriers must comply with the requirements of the FCRP as well as the requirements and safety and security standards contained in the Defense Transportation Regulation (DTR), Part II, Cargo Movement; the Department of Transportation Title 49, Code of Federal Regulations (DOT 49 CFR); and SDDC Military Freight Traffic Unified Rules Publication-1 (MFTURP-1); as well as the U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA); including the Safety and Fitness Electronic Records (SAFER) System; the National Motor Freight Traffic Association, Inc. (NMFTA); and U.S. Bank Power Track.

The link for the DTR is located at http://www.transcom.mil/dtr/part-ii/
The link for MFTURP-1 is located at: http://www.sddc.army.mil/GCD/default.aspx
> Under Publications, select Current Publications, Domestic, Military Freight Traffic Unified Rules Publication-1 (MFTURP-1) 26 September 2011 from the List of Publications.

Note: Carriers and individuals may not conduct business with the government if they are on the **Excluded Parties List (EPLS).** The list is published by the General Services Administration (GSA) and contains the names of contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. The list can be accessed at https://www.epls.gov.

Newly registered TSPs will not be approved if they are affiliated with a TSP who is currently in a disqualified status.

Prior to approval, carriers must complete the following:

1. Standard Carrier Alpha Code (SCAC) – All carriers must obtain a valid SCAC, a unique two-to-four letter code, issued through the National Motor Freight Traffic Association (NMFTA) that is used to identify transportation companies. To receive or be issued a SCAC, contact NMFTA at 1001 North Fairfax Street, Alexandria, VA 22314, Telephone Number: 703-838-1831 or www.nmfta.org. TSPs must ensure their SCAC is active at all times.

   Note: Each mode of transportation (motor, air, barge, ocean, pipeline and rail) requires a separate SCAC. Each SCAC requires a separate and distinct

bond and cargo insurance for filing tenders and for submitting of spot bid quotes.

Additionally, each DOT authority selected within FCRP must be represented by a separate SCAC. Only one SCAC is allowed for each DOT operating authority type. Multiple SCACs may not represent any one operating authority type. Examples: A carrier with active DOT Common, Contract, and Broker authority may have a total of 3 SCACS, 1 SCAC per operating authority type. If a carrier has only one DOT authority type (i.e., Freight Forwarder), they may have only one SCAC registered with the FCRP.

If a TSP has multiple active DOT authorities, a TSP is only authorized to move DOD freight in accordance with the DOT authority selected within FCRP.

2. US Bank – All companies must have an agreement with US Bank and be US Bank Syncada (formerly PowerTrack) certified in order to receive electronic payment for transportation services. US Bank Syncada is available at:

    - http://www.usbank.com/cgi_w/cfm/commercial_business/products_and_services/corp_payment/cps_ps.cfm

                                    -Or-

    - By contacting Customer Support c/o Syncada, 200 South Sixth St., Mail Stop: EP-MNL27C, Minneapolis, MN 55402, Electronic Mail: paymentsolutions@usbank.com, Telephone Number: 1-866-274-5898.

3. Carrier Registration Form – Located at https://stallion.eta.sddc.army.mil/ccp/jsp/CCPScac.jsp. (Copy and paste this link into your browser. Ensure your Pop Up blockers are turned off). Complete the registration form and click the *SUBMIT* button. **All carriers must be US Bank Syncada (formerly PowerTrack) certified first.**

    Note: DOD policy requires domestic motor carriers and brokers/logistics companies engaged in motor brokerage to provide Electronic Data Interchange (EDI) data feeds in order to trace and track domestic shipments. When filling out the registration form, select the "GFM ITV to GTN" method.

SDDC will review the registration form and send an e-mail notification of the status within five (5) working days.

4. Performance Bond – Carriers are required to submit a Performance Bond, as outlined below.

5. Cargo Insurance – Carriers are required to submit Cargo Insurance, as outlined below.

Note: TSP's are reminded that they must maintain updated and accurate information within the FCRP at all times. TSP's should ensure they review and validate their FCRP data no less than on a yearly basis.

A. Performance Bond:

Carriers are required to submit a Performance Bond. The Performance Bond secures performance and fulfillment of carrier obligations to deliver DOD freight. It will cover any instance where a carrier cannot or will not deliver DOD freight tendered to them. This includes default, abandoned shipments, and bankruptcy by the carrier. The bond will not be utilized for operational problems such as late pickup or delivery, excessive transit times, refusals, no shows, improper/inadequate equipment, payment of subcontractors, or claims for lost or damaged cargo.

TSP's must instruct the bond Surety Company or insurance agent to forward the bond information to: Usarmy.scott.sddc.mbx.carrier-registrations@mail.mil by email. The subject line of the email must contain the company name and SCAC; in the body, provide the bond number, amount and effective date; Surety Company name, Agent's name, address and telephone number. See Section A for bond amount requirements. **SDDC does not require the original or copy of the bond form.** Bond cancellation requests must be sent to the same e-mail address.

A listing of approved Surety companies can be found at http://www.fms.treas.gov/c570/index.html. Under "quick links" select "Treasury's Listing of Approved Sureties".

> **Note: Trust funds and letters of credit <u>are not</u> accepted in lieu of the bond.**

The amount of the bond is based on the size of the company and the number of states intended to service. Large companies may select 1 state for bond amount of $25,000; 2 to 3 states - $50,000; 4 or more states - $100,000.

Carriers registered with the Small Business Administration (SBA), http://www.sba.gov, or http://www.ccr.gov, may select up to 3 states with a Performance Bond of $25,000, up to10 states with a Performance Bond of $50,000 and 11 or more states for $100,000. To utilize these bond amounts, when submitting your bond information, you must provide supporting documentation that you are registered with the SBA.

> **Note:** When registering, ensure you select the states for movement in accordance with the appropriate bond amounts. Movements must begin and end in one of the selected states.

Carriers that have conducted business in their own name with DOD for 3 or more years will be required to submit a Performance Bond in the amount of 2.5% of their total DOD revenue for the previous 12 months, not to exceed $100,000 and not less than $25,000.

Bulk fuel carriers are required to submit a $25,000 Performance Bond.

The bond amount is set at $100,000 for Surface Freight Forwarders, Shipper Agents, Brokers, and Air Freight Forwarders due to the volume of traffic handled by these modes.

> **Note:** Local drayage, commercial zone, barge, rail, sealift and pipeline carriers are exempt from the bond requirements.

Note: Performance Bonds must remain active at all times. Updates and renewals must be forwarded to usarmy.scott.sddc.mbx.carrier-registrations@mail.mil. Failure to maintain and provide renewal information on Performance Bonds will result in TSP disapproval.

B. Cargo Insurance:

In accordance with the MFTURP-1, all motor carriers must maintain $150,000 cargo insurance (exception: bulk fuel carriers must maintain $25,000 cargo insurance) to transport DOD cargo. When registering, carriers must have their insurance company submit their certificate of cargo insurance to usarmy.scott.sddc.mbx.carrier-registrations@mail.mil. Cargo insurance must remain active at all times. Yearly updates to cargo insurance must be provided. Failure to provide updated information or retain active cargo insurance will result in TSP disapproval.

C. Operating Authority:

Carrier agrees to maintain valid operating certificates for its scope of operations. Operator's Number is a mandatory field on the registration form for motor carriers. TSPs must populate the FCRP form with their DOT/MC, or FF number. If not operating as a motor carrier, the company will be responsible to fill in the operating identification number. The below websites will assist:

Motor - www.safersys.org
Pipeline - http://ops.dot.gov/index.htm
Barge - www.fmc.gov
Rail - http://safetydata.fra.dot.gov/officeofsafety/

Carriers must ensure that the FCRP is maintained to reflect an active DOT operating authority.

Carriers who have multiple active DOT authorities are only authorized to move DOD freight in accordance with the DOT authority selected within FCRP.

D. Inspections:

Carrier agrees to permit unannounced safety and security inspections of its facilities, terminals, employees, and operational procedures by DOD civilian, military personnel, or DOD contract employees. Carrier further agrees to have visitor control procedures in place to verify individuals requesting access to or requesting information of DOD shipments.

Verifications can be made by contacting SDDC's Customer Service Hotline at 800-526-1465. Carrier agrees not to disclose any information to unauthorized persons concerning the nature, kind, quantity, destination, consignee, or routing of any protected commodities tendered to them.

E. CSA:

CSA is a DOT Federal Motor Carrier Safety Administration (FMCSA) initiative to improve large truck and bus safety and ultimately reduce crashes, injuries, and fatalities that are related to commercial motor vehicles. Compliance with CSA is required by all motor freight TSP's.

TSP's with scores which exceed the established DOT threshold levels will not be approved in FCRP.

CSA threshold levels for FAK (General Commodities) TSPs are: 65 or lower for Fatigued Driving (hours of service), Unsafe Driving, Crash Indicator. 80 or lower for Controlled Substances/Alcohol, Driver Fitness, Vehicle Maintenance, Cargo Related.

CSA threshold levels for HAZMAT TSPs, Protective Security Service (PSS) and Arms, Ammunition and Explosive (AA&E) TSPs must meet the CSA threshold levels for HAZMAT at: 60 or lower for Fatigued Driving (hours of service), Unsafe Driving, Crash Indicator. 75 or lower for Driver Fitness, Controlled Substances/Alcohol, Vehicle Maintenance, Cargo Related.

Information on CSA may be obtained at http://csa.fmcsa.dot.gov/about/

F. Astray Freight/Government Cargo Recovery Effort (GOCARE) Program:

Participation in the astray freight program is required by all DOD TSPs. GOCARE is structured to assist the carriers with any issues resolving astray freight. In order to expedite the processing of astray freight, SDDC requires all TSP's to submit terminal information for all locations to include address, POC name, email and telephone number. Unscheduled visits are not associated with GOCARE. However, committee members (Government employees) may request access to identify astray freight. GOCARE will also supply a contact poster for all terminals to easily identify the process for contacting committee members nearby. To submit terminal listings, or for further questions, please send an email to: usarmy.scott.sddc.mbx.go-carriers@mail.mil

G. TSP Affiliates

Carriers must provide a list of all SCACs and associated DOT/MC numbers for which you are affiliated to usarmy.scott.sddc.mbx.carrier-registrations@mail.mil. Failure to provide a list of affiliates may result in disapproval.

H. Defense Transportation Coordination Initiative (DTCI) Advisory:

It is recommended that you also become familiar with the DTCI. The DOD has partnered with one transportation service coordinator (Menlo Worldwide) to manage Continental United States (CONUS) distribution of freight for selected services and DLA shipping locations.

DTCI is a FAR-based contract that includes the transportation of FAK. Freight excluded from DTCI includes sensitive and/or classified shipments, AA&E, bulk and missile fuels, HHG and POVs.

Carriers interested in supporting the DTCI should contact the DOD selected Coordinator – Menlo Worldwide Government Services as outlined below.

Carriers interested in moving DTCI eligible freight should follow the procedures outlined below.

1. Open your Web browser and go to IP address:
      a. www.con-way.com
      b. Click on "Contact Us" tab near the top of the webpage.
      c. Under the heading "Ways to Contact Con-Way", find and click on
        "Menlo Worldwide Logistics"
      d. Click on "DTCI Carrier Message Form"
      e. A form will be displayed asking for information about your
        company - please fill in all applicable information. Be sure to include
        your company phone number.
      f. On completion hit the submit button. A Menlo representative will
        contact your POC as indicated on the submitted form with additional
        information.

I. External Certification Authority (ECA) Program:

The ECA program supports the issuance of DOD-approved certificates to industry partners and other external entities and organizations that conduct business with the DOD. The ECA program is designed to provide a mechanism for these entities to securely communicate with the DOD and authenticate to DOD Information Systems.

As of **1 October 2011,** The Military Surface Deployment and Distribution Command (SDDC) has met the DOD mandate by requiring the use of a digital certificate for industry partners requiring access to SDDC information systems.

The ECA Certificates can be purchased through three sources: VeriSign, Operational Research Consultants (ORC), or Identrust. The following links will provide additional information and links to purchase sources.
http://www.identrust.com/index.html
https://www.verisign.com/
http://helpspot.orc.com/ORCPortals/ECA/index.php

This ECA Certificate purchase information is provided as a convenience to our industry partners and does not constitute endorsement of particular commercial entities by the Military Surface Deployment and Distribution Command (SDDC), the United States Department of the Army (DA), or the Department of Defense (DOD). We do not exercise any control over the information you may find at these sites or the security of these sites; responsibility for such remains with the individual companies represented.

An alternative identification security option is the Transportation Worker Identification Credential (TWIC). TWIC is a common identification credential for all personnel requiring unescorted access to secure areas or DOD applications. TWIC requirements and how to get a TWIC can be found at the TWIC Website at: http://www.tsa.gov/public (search "TWIC").

Additional information can be found at: http://iase.disa.mil/pki/eca/ TSPs who have purchased the certificate and have questions may contact the SDDC Help Desk at sddc.safb.pki@us.army.mil for additional assistance. For TSPs who have not purchased the ECA/PKI certificate, you may address questions to sddc.safb.etaadmin@us.army.mil

J. Contacts:

We appreciate your interest in providing freight transportation services to the DOD and if we can be of further assistance you may contact us via email at: Usarmy.scott.sddc.mbx.carrier-registrations@mail.mil

Remember to include your SCAC in all correspondence. Pertinent information listed in the registration form will only be discussed and/or disclosed to the individuals listed on the form.

Once all requirements are met, SDDC will send an e-mail notification of approval to the email address provided within FCRP. Within this notification will be instructions for accessing the Electronic Transportation Acquisition (ETA) and DOD transportation programs, along with other pertinent information for doing business with the DOD.

K. FCRP Validation:

TSPs are responsible to ensure their FCRP information is accurate and updated at all times. TSPs are advised that the data in FCRP must be reviewed and validated at a minimum on a yearly basis.

Military Surface Deployment and Distribution Command
Freight Carrier Registration Program – Welcome Letter Post Approval
December 2011 Edition

A. Electronic Transportation Acquisition (ETA) and Department of Defense (DOD) transportation programs

Within notification of approval, you will also receive instructions for obtaining an Electronic Transportation Acquisition (ETA) password that will allow you access to DOD transportation programs including tutorials and on-line training for help with **Tender Entry** and **Spot Bid** on the Web. For questions on training, e-mail: usarmy.scott.sddc.mbx.omb-for-gfm-training@mail.mil.

B. Solicitations for volume moves and special services:

Carriers may e-mail SDDC's Negotiations Group at usarmy.scott.sddc.mbx.negoiations-team@mail.mil and request to be included on their e-mailed solicitations for volume moves and special services (for example; One Time Only, and/or Spot Bid).

Remember to include your SCAC in all correspondence. Pertinent information listed in the registration form will only be discussed and/or disclosed to the individuals listed on the form.

C. Transportation Protective Services (TPS) and Arms, Ammunition and Explosives (AA&E):

Carriers who wish to transport materials designated by DOD as protected or sensitive that require a TPS must meet the following "minimum" requirements. Requirements are amended periodically based on current and future missions.

> **Note**: **Brokers, Freight Forwarders, Shipper Agents and Logistic Companies are restricted from handling shipments requiring a TPS.**

1. Be registered and approved for twelve consecutive months as an "asset based" carrier.

2. Be in business at least 24 months with DOT common authority.

3. Have company ownership unchanged, with no significant changes to name, SCAC or authority for the previous 12 months.

4. Have a "satisfactory" safety rating on file (and maintained) with the Federal Motor Carrier Safety Administration (FMCSA).

5. Ensure compliance with FMCSA Compliance, Safety and Accountability (CSA) scores which fall within BASIC score criteria for AA&E and TPS requirements.

To obtain a full list of requirements, email request to: Usarmy.scott.sddc.mbx.carrier-registrations@mail.mil

D. Register to Receive Advisories:

Carriers are notified of essential updates via Advisories. Carriers should sign up for Advisories by emailing usarmy.scott.sddc.mbx.omb-for-conus-csc-team@mail.mil with the following information: Individuals name, phone number, email address to receive advisories, the company and/or organization, the transportation mode (i.e., ocean, pipeline; rail).

E. Trading Partner Agreement (TPA)

If an approved carrier chooses to use electronic data interchange (EDI) messages as a means to communicate with the government systems, ocean and/or freight, they need to complete a Trading Partner Agreement (TPA) with the Military Surface Deployment and Distribution Command's (SDDC's) G6 team. The G6 team monitors incoming and outgoing EDI transactions and requires valid points of contact and other appropriate information in order to establish and monitor the connection.

TPA is not required if the TSP utilizes IBS/OCI or GFM to enter their acceptance of the move.

TPA information may be accessed at:
http://www.sddc.army.mil/GCD/SiteAssets/TPA_Template%20Nov11.pdf

ALL questions regarding TPA must be addressed to Tina Woodbury or Sherry Verdu:
tina.m.woodbury2.civ@mail.mil or sherry.m.verdu.civ@mail.mil