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1.1 - Transportation and Delivery for Acquisition

Criteria. There are three primary areas of consideration when determining the transportation and delivery options and responsibilities. These are noted below:

- Destination/location of the consignee. There are three elements within this criterion:
 - Continental/Contiguous United States (CONUS) – these locations consist of the forty-eight contiguous states and the District of Columbia
 - Non-contiguous states and territories – these locations consist of Alaska, Hawaii, and Puerto Rico
 - Outside CONUS (OCONUS/Export) – these locations include foreign countries and any locations not described above
- Delivery terms. There are two elements, Free/Freight On Board (FOB) Origin and FOB Destination. These terms define responsibility for transportation and delivery arrangements as well as transfer of title to the goods.
 - FOB Origin means that responsibility and title pass to the customer at the beginning of the shipment, usually as the materiel crosses from the outbound loading area into the conveyance. The customer is responsible for all transportation, delivery and charges associated with the movement, unless otherwise agreed upon.
 - FOB Destination means that responsibility and title pass to the customer at delivery. The shipper (vendor) is responsible for all transportation, delivery and charges associated with the movement, unless otherwise agreed upon. These responsibilities do not change even if the transportation is directed to a specific mode or carrier by the government.
- Mode of shipment. There are three primary categories, air, surface, and mail/postal. While mail/postal is not usually defined as a differing mode, laws and regulations govern the movement of materiel dependent upon the mode. Vendors must be able to comply with all requirements regardless of the mode selected.
 - Air mode includes movement by commercial aircraft, military aircraft and small package carriers. Vendors should be thoroughly familiar with commercial

practices and the GSA Domestic Delivery Services (DDS) contract and the U.S. Transportation Command's Total Delivery Services (TDS) contract.

- Surface mode includes movement by truck, rail, and water borne carriers. Each of which may involve small package carriers. Vendors should be thoroughly familiar with commercial practices, the GSA Domestic Delivery Services (DDS) contract and have a working knowledge of the U.S. Transportation Command's Universal Services (USC) contract.
- Postal service/mail is the introduction of shipments into the U.S. Postal Service and the follow-on movement via the Military Postal Service for OCONUS shipments.

Governance. In addition to all laws, regulations and recognized practices, vendors should be thoroughly knowledgeable in the following government documents, and any documents incorporated by reference:

- Federal Standard 123 (FED-STD-123), Marking for Shipment (Civilian Agencies). This document establishes requirements for marking unit, intermediate and transport packages, and unit loads.
- Military Standard 129 (MIL-STD-129), Department of Defense Standard Practice, Military Marking for Shipment and Storage. This document provides the minimum requirements for uniform military marking for shipment and storage.
- Department of Defense Regulation 4500.9-R (DoD 4500.9-R), Defense Transportation Regulation. This document prescribes procedures and guidance for performing traffic management functions associated with movement of materiel destined for, or moving under the guise of the Department of Defense. This regulation also prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DoD.
- 49 CFR - Transportation. Identifies requirements for the domestic movement of hazardous materials.
- International Air Transport Agency (IATA) Dangerous Goods Regulation (DGR). Identifies requirements for the movement of dangerous goods internationally via air.
- International Maritime Dangerous Goods Code (IMDGC). Identifies requirements for the movement of dangerous goods internationally via water.

Deliveries within CONUS. Vendors must be able to arrange for and verify deliveries to locations throughout CONUS. The costs associated with these deliveries are the responsibility of the vendor, unless otherwise directed. Additional requirements are noted below:

- Packing, Marking and Labeling.

- For CONUS deliveries to DoD customers all shipments must be prepared in accordance with MIL-STD-129. Additionally, shipments must be organized by consignee.
- For CONUS deliveries to non- DoD customers all shipments must be prepared in accordance with FED-STD-123 unless otherwise noted in the purchase/delivery order. Additionally, shipments must be organized by consignee.
- Mode of shipment. The vendor will select the mode of shipment that supports the delivery requirements with consideration for the item characteristics.
- Delivery terms. Most CONUS shipments will be FOB Destination, unless otherwise noted. The purchase/delivery order will identify when this is not the case.

Shipments destined for OCONUS Customer. This category is also termed export. However, in most cases the vendors will be responsible only for the movement to the port of export/embarkation or consolidation point, but shipments should be prepared for the ultimate export movement. Many of the same principles that apply for CONUS shipments apply for export, but there are differences. For all export orders packing, marking and labeling in accordance with MIL-STD 129 are essential to ensure the continuous movement of the materiel.

The Contractor shall include in their proposal capabilities for delivery to Alaska and Hawaii.

The Contractor shall include in their proposal capabilities for delivery to U.S. Territories.

The Contractor shall include in their proposal capabilities for delivery to foreign countries.

Vendors must be able to arrange for and verify deliveries to locations to CONUS consolidation points. The costs associated with these deliveries are the responsibility of the vendor, unless otherwise directed. All deliveries for CONUS destinations should be made in accordance with the time frames as defined in the attached matrix.

- Packing, Marking and Labeling.
 - For OCONUS deliveries to DoD customers all shipments must be prepared in accordance with MIL-STD-129. Additionally, for orders that require more than a single pallet, and are destined for multiple consignees, shipments must be organized by consignee.
 - For OCONUS deliveries to non- DoD customers all shipments must be prepared in accordance with MIL-STD-129 unless otherwise noted in the purchase/delivery order. Additionally, for orders that require more than a single pallet, and are destined for multiple consignees, shipments must be organized by consignee.
- Mode of shipment. The vendor will select the mode of shipment that supports the delivery requirements with consideration for the item characteristics.

- Delivery terms. The movement to the port of Most CONUS shipments will be FOB Destination, unless otherwise noted. The purchase/delivery order will identify when this is not the case.

General Mode Descriptions. These descriptions are designed to provide an overview of how transportation modes will be determined by the GSA routing authorities. These descriptions apply to OCONUS shipments.

- United States Postal Service (USPS). These shipments will move to the appropriate Army/Air Force Post Office (APO) or Fleet Post Office (FPO). Deliveries to the APO/FPO will be made via USPS. In essence the vendor will just mail the shipment.
 - Package must weigh less than 70 pounds.
 - Maximum size is 130 inches in combined length and girth (distance around the thickest part).
- Total Delivery Services (TDS). This is a government contract for international commercial express package service.
 - Packages cannot exceed 300 pounds
 - Maximum length is 119 inches with a maximum combined length and girth of 300 inches
- Military Airlift. Vendors may be directed to route shipments for movement via military air lift either directly to the aerial port, or to a consolidation point.
 - No single piece may be more than 9600 pounds
 - Maximum dimensions are 84 inches by 104 inches length and width, and no more than 96 inches high
- Surface (ocean) movement. Vendors may have international shipping containers delivered to their facility for stuffing, or shipments may be directed to a consolidation point. Consolidation points include: the carrier location at a water port, a consolidation point, or a third party.
 - Maximum weight of any single piece is 10,000 pounds
 - Maximum dimensions are 228 inches by 85 inches by 85 inches
- Consolidation points. GSA will make extensive use of consolidation points in order to achieve efficiency in movement. These consolidation points will all be CONUS and may include aerial or water ports, government facilities or third party facilities. In each case the shipments should be packaged, marked, labeled and segregated as if the delivery was being made to the consignee.

Wood Packaging Materials (WPM). WPM means wood pallets, skids, load boards, pallet collars, wooden boxes, reels, dunnage, crates, frame and cleats. The definition excludes materials that

have undergone a manufacturing process, such as corrugated fiberboard, plywood, particleboard, veneer, and oriented strand board (OSD).

- All OCONUS shipments that require use of WPM must meet requirements of International Standards for Phytosanitary Measures (ISPM) 15, "Guidelines for Regulating Wood Packaging Materials in International Trade."
- All WPM shall include certification/quality markings in accordance with the ALSC standard. Markings shall be placed in an unobstructed area that will be readily visible to inspectors. Pallet markings shall be applied to the stringer or block on diagonally opposite sides of the pallet and be contrasting and clearly visible. All containers shall be marked on a side other than the top or bottom, contrasting and clearly visible. All dunnage used in configuring and/or securing the load shall also comply with ISPM 15 and be marked with an ASLC approved DUNNAGE stamp.

1.2 – Delivery Timelines for CONUS Shipments with no Special Provisions

All references to days are business days (Monday through Friday), unless otherwise specified, with the exception of Federal holidays or days the Government may otherwise be closed.

When the due date is a non-business day, the deliverable is due NLT the next business day.

If the shipment is	And	Then the delivery timeline is:
Less than 151 pounds and less than 108 inches in length, or 165 inches in length plus girth	Is not defined as a hazardous material	5 days after receipt of order
Between 151 and 10,000 pounds and no single piece exceeds 228" X 85" X 85"	Is not defined as a hazardous material	8 days after receipt of order
Exceeds 10,000 pounds or any single piece exceeds 228" X 85" X 85"	Is not defined as a hazardous material	16 days after receipt or order
Less than 151 pounds and less than 108 inches in length, or 165 inches in length plus girth	Is defined as a hazardous material	6 days after receipt of order
Between 151 and 10,000 pounds and no single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	10 days after receipt of order
Exceeds 10,000 pounds or any single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	18 days after receipt or order

1.3 – Delivery Timelines for OCONUS Shipments with no special provisions

All references to days are business days (Monday through Friday), unless otherwise specified, with the exception of Federal holidays or days the Government may otherwise be closed. When the due date is a non-business day, the deliverable is due NLT the next business day.

If the shipment is	And	And	Then the delivery timeline is:
Less than 70 pounds and no more than 130 inches in combined girth	Is not defined as a hazardous material	Is destined for an APO or FPO	5 days after receipt of order
Less than 300 pounds	Is not defined as a hazardous material	Is specified for Total Delivery Services (TDS) movement	5 days after receipt of order
Has no single piece greater than 9600 pounds and the dimensions do not exceed 84" X 104" X 96"	Is not defined as a hazardous material	Is specified for movement via military airlift	10 days after receipt or order
Less than 300 pounds and no single item dimensions exceed 84" X 104" X 96"	Is not defined as a hazardous material	Is specified for movement to a consolidation point	5 days after receipt of order
More than 300 and less than 10,000 pounds, and no single item dimensions exceed 84" X 104" X 96"	Is not defined as a hazardous material	Is specified for movement to a consolidation point	10 days after receipt of order
Less than 300 pounds and no single item dimensions exceed 84" X 104" X 96"	Is defined as a hazardous material	Is specified for movement to a consolidation point	6 days after receipt of order
Between 151 and 10,000 pounds and no single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	Is specified for movement to a consolidation point	10 days after receipt of order
Exceeds 10,000 pounds or any single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	Is specified for movement to a consolidation point	18 days after receipt or order

1.4 – Use of the Military Postal System

Current Guidelines. Vendors should be fully familiar with the USPS regulations as they relate to use of the APO and FPO. Shipments through the Military Postal System must conform to standard domestic mail addressing. To meet this need the USPS has created military city and state equivalents to be used in the normal addressing.

- Military “Cities”
 - APO – Army/Army Force Post Office
 - FPO - Fleet Post Office
 - DPO - Diplomatic Post Office
- Military “States”
 - AA – to be used for Armed Forces, (the) Americas
 - AE – to be used for Armed Forces, Europe
 - AP – to be used for Armed Forces, Pacific

Example: a typical overseas Military Mail address includes a name (or title), the postal service center + identifier, the military city and state, and the zip code, and may look like:

**Commanding Officer
USS Neversail
FPO AE, 01XXX**

There are additional restrictions based on content, preparation for shipment and handling, as well as size and weight. Current general restrictions for size and weight are a maximum of 108 inches in length, 130 inches combined length and girth, and 70 pounds.

1.5 – OCONUS Shipments

Customers. This section discusses shipments destined for overseas customers that will move via other than postal and small package arrangements. GSA overseas customers include both non-DoD and DoD. Each group has somewhat differing requirements, but the vast majority of OCONUS shipments will be destined for DoD customers. Vendors must be thoroughly familiar with the Defense Transportation Regulation, Chapter 202 and 203 to fully comprehend these requirements. For delivery timelines see Attachment 3.

- A. Non-DoD (Civilian) Agencies.** Contractors will not ship directly overseas. A GSA transportation office will issue routing instructions and a government bill of lading.
- B. DoD Customers.** Contractors will not ship directly overseas. Shipments to DoD customers must move via the Defense Transportation System (DTS).
- C. Export Procedures.** Contractors will be expected to meet all provisions required to ensure efficient and effective movement of materiel from origin to consignee. While air and surface shipments have differing characteristics, the primary requirements for each mode are the same.
 - a. Routing Instructions.** Contractors will be provided specific instructions from GSA either by interfacing with the acquisition center or via one of the available automated systems. For shipments over 800 cubic feet or 10,000 pounds coordination with the acquisition center transportation office will be required. These shipments are defined as a container load (CL)
 - i. System registration.** At time of award Contractors will register with the GSA Value Added Network System (VANS) and the DLA Vendor Shipment Module (VSM) unless otherwise directed. These systems provide automated interface to data that is important to ensuring transportation accuracy.
 - ii. Routing.** For shipments that do not meet the definition of container load, shipments will be routed to a consolidation point within CONUS, unless it is more economically advantageous to the government to move the shipment as a container load. For container load shipments the contractor will be provided a shipping container(s).
 - b. Packaging, Marking and Labeling.** For OCONUS shipments for both DoD and non-DoD customers, packaging, marking and labeling shall be in accordance with MIL-STD 129. For assistance with customer identity contact the acquisition center or National Customer Service Center.
 - c. Container load Shipments.** If a shipment is determined to meet the definition of container load the servicing acquisition center will arrange for the booking, delivery and pick-up of the required container(s). Contractors will be responsible for the proper stowage of the materiel within the container to

include all packing, dunnage and other materials necessary to ensure safe passage of the shipment. Any delays in meeting the established booking will be reported immediately to the servicing acquisition center.

- i. Radio Frequency Identification (RFID) Tags.** Shipments destined for DoD customers require RFID tags. For shipments to consolidation points to include aerial ports, the vendor is not responsible for any RFID requirements. For Container Load shipments, stuffed at the vendor location GSA will provide the RFID tag via express delivery. Contractors will be responsible for attaching the RFID tag to the container in a manner that will allow continuous monitoring of the container movement.
 - ii. U.S. Central Command (CENTCOM) Containers.** Containers destined for the CENTCOM AOR require additional security measures. These measures consist of cable seals (minimum 72 inches) and bolt seals (minimum ¼ inch). The contractor will be responsible for the procurement of these items and to ensure the requirements are met.
- d. Documentation.** Contractors will be provided all appropriate documentation for each shipment.