

AMENDMENT 4 EFFECTIVE MAY 1, 2016

The Department of State has amended their non-alternating, Agency Specific Code DOSDC to add the requirement of installing (adequate) desiccants into all POVs shipped under DOSDC. Attached is amended Page 3-20a which identifies the changes made to Section 3-12 of the 2015-2016 Request for Offers (RFO) issued on August 26, 2015. The additions are highlighted in "blue." Please refer to the existing RFO for the remainder of Section 3 as well as any other published Amendments that may apply. The 2015-2016 RFO, as well as all previous Amendments, can be found at www.gsa.gov/transportation. Click on "Household Goods Transportation" and then on "[HTOS and RFO Reference Library](#)."

If you have any questions, please contact Robyn Bennett at robyn.bennett@gsa.gov or 816-823-3644.

3-12.21. Pickup and delivery hours.

Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder (s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out. Packout dates will be set when the shipment is assigned. TSPs shall not arrange a date change with the employee. Date changes must be initiated by the booking office. If an employee requests a date change, refer them to their DOS counselor.

3-12.22. Multiple Tender Numbers.

A TSP shall not submit multiple tender numbers when submitting rate offers for international or domestic moves. Only one tender number shall be submitted for domestic and one for International. Submission of multiples could result in the DOS selecting only one or not selecting any at all.

3-12.23. Shipment consolidations.

Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP of Released Valuation as defined elsewhere in RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorial expense.

3-12.24. Electronic Filing of Customs Clearance Documents.

When available and effective, TSPs must electronically file Customs Clearance documents. Waivers for Customs delays will not be granted where TSPs have failed to make use of the most effective clearance vehicle possible.

3-12.25. Additional TSP Responsibilities.

The (ITGBL Freight Forwarder's) TSP's vehicle **MUST** be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

3-12.26. GSA Form 3080 Household Goods Carrier Evaluation Report:

TSPs will initiate the 3080 via the electronic 3080 module in GSA's Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to [TMSS](#) and clicking on the link to TMSS/CHAMP Shipments. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on "Initiate." When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter DC3080@state.gov and enter 190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. If you have any questions about GSA's electronic 3080, please contact Robyn Bennett at robyn.bennett@gsa.gov. **Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler's Social Security Number.**

3-12.27. Forms required for the exportation of POV.

- Exhibit 1 List of Forms
- Exhibit 2 Power of attorney format
- Exhibit 3 Supplemental Reporting form (from 3-4.1.1)
- Exhibit 4 Reporting locations

3-12.28. Forms required for the importation of Personal Effects including POVs.

WITH THE EXCEPTION OF THE II RC-159 THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE HHG or POV FOR US IMPORTATION. **Do not request the SSN in association with any form.** If an SSN is requested the passport number shall be used in its place.

- | | | |
|--|------------|---------------|
| Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles | (All) | Dated 10-2009 |
| Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation | (POV Only) | Dated 5-2006 |
| Exhibit 7 EPA 3520-1 Air Pollution Compliance | (POV Only) | Dated 9-2009 |
| Exhibit 8 II RC-159 Treasury Department Supplemental Declaration | (All) | See 3-4.9.4 |

3-12.29. Installation of POV Desiccants.

TSPs are required to install (adequate) desiccants in the interiors of all POVs to assist in the prevention of the growth of mold and/or mildew. The installation of the desiccants in POVs is a preventative measure only and does not absolve a TSP from any claims proceedings in the event that mold and/or mildew does occur. Any cost associated with the purchase and/or installation of the desiccants must be included in the TSP's rate offers submitted for the shipment of Category 1, 2 and 3 vehicles. Desiccants are to be removed by the employee.