

GSA Transportation Service Providers Partnership Meeting
Crystal Mall 3 – Conference Room C-43
March 18, 2005

Meeting Facilitator – Scott Tiedt, Transportation Programs Branch, Travel and Transportation Management Division

Scott opened the meeting and welcomed the attendees. This semi-annual meeting is held to provide a forum for Transportation Service Providers (TSPs) to discuss and raise their concerns as they relate to the GSA freight and household goods programs. TSPs are encouraged to take ownership, submit topic discussions, and actively participate. Scott also mentioned that some TSPs and some agency representatives were confused as to which meeting to attend (TSP or agency meeting). Scott covered the process of signing up for automatic email notifications on the Transportation portal page and provided a hard copy to the meeting participants.

Welcome – Tauna Delmonico, Director, Travel and Transportation Management Division

Tauna welcomed the group and thanked the attendees for their participation and interest in GSA programs. She encouraged TSPs to submit items they think should be on Schedules. She mentioned a recent request to include Packing and Crating as a Special Identification Number (SIN) under Schedule 48.

Request for Offers (RFOs) and International Program Changes – Brian Kellhofer, Kansas City Program Office

RFOs - Brian reminded the group of the Household Goods RFOs window that opened on February 14 and closes on March 31, 2005. Domestic rates filed during this supplemental window will be based on a 2 percent increase to the 415G tariff and will become effective May 1, 2005. The increase applies to line haul base rates, max-pack figures, accessorial services, water charges, and all storage related charges. The 2 percent increase also applies to all rates filed by TSPs that became effective November 1, 2004. Those TSPs who currently have rates on file can adjust their rates during the supplemental window to reflect the increase.

International Rates Tables – The international rate tables haven't been changed for some time. Some rates indicate discounts ranging from 300 to 1000 percent. The baseline rates need aligning to reflect more realistic percentages. This change would make it easier for the TSPs to file rates and explain discounts. The realignment will not impact the rates. It is a change to the rate tables and no one should use this process as a time to affect a price increase. Brian will work with the HHGFAA to identify a percentage increase to the base rate tables. Any recommended change will be coordinated with the TSPs and the agencies.

International Expansion – Effective November 1, 2005, 16 countries/points will be added to GSA’s Centralized Household Goods Traffic Management Program - International. GSA will send a letter to all approved international TSPs informing of the expansion and will identify the requirements for adding these countries/points to their scope of operations. The countries/points are:

Armenia	Belarus	Bosnia-Herzegovina	Congo
Cote D’ivoire	Czech Republic*	Dali, East Timor	Eritrea
Georgia	Iraq	Jerusalem	Libya
Serbia	Slovakia*	Togo	Turkemenistan
Uzbekistan			

*(*reflects name change)*

China will be dissected into the following rate areas: Shanghai, Beijing, Chengdu, Shenyang, Guangzhou, and China – All others.

Power of Attorney – Many TSPs are using different Power of Attorney forms to release shipments. GSA is looking at standardizing the form and may have to go through the Office of Management and Budget (OMB) for final approval. This concept is in the infancy stage. Once it is approved, it will be incorporated into the Forms library and Section 15 of the Household Goods Tender of Service.

Item 40 – The Household Goods Carriers’ Bureau Committee (HGCBC) has a docket proposal pending to establish Item 40, a gross product adjustment in the Tariff 415-G. This item would provide a mechanism for an annual general adjustment in rates based on two government indices. GSA raised this issue at the March 17th meeting of the Federal Civilian Agencies Freight and Household Goods Relocation Committee. A poll was taken with 15 “no” and 0 “yes” votes for the automatic increase. The committee requested GSA to get additional information from industry explaining the methodology and reason behind the request. The committee wanted to know the potential impact the adjustment would have on packing and accessories. The group questioned why HGCBC would seek an increase rather than have the TSP adjust their discounts. Industry will be required to explain why an automatic increase is warranted when discounts are already on average above 50 percent. Brian will report industry’s response to these questions when the committee convenes in May.

Freight Program Request for Offers (RFOs) and Specialized Tenders Automation – Blaine Jacobs, Transportation Programs Branch

Freight RFO – The initial freight rate filing window opened on March 8 and closes on April 11, 2005. The rates are effective May 1, 2005. TSPs may file, add or change rates during this time.

Specialized Tenders Automation – GSA will incorporate into TMSS flat bed, refrigerated van, drive away, truck away, and haul away specialized tenders by the end of the summer. Carey Deforest from GSA’s Transportation Program Management Office in Kansas City, MO, is leading this effort. He also would like to add air freight tenders and is interested in receiving input from both agency customers and TSPs. He needs requirements from customers and wants to know how TSPs structure specialized

and air freight rates. He needs TSPs to discuss rating and routing of air tenders, e.g., cubic feet, weight, distance traveled, fuel surcharge, and accessorials. Carey can be reached at (816) 823-3648 or carey.deforest@gsa.gov. Our objective is to convert paper tenders to e-tenders, and to comply with the Office of Governmentwide Policy mandate to have a complete electronic transportation system. Adding specialized tenders in TMSS will take time. Once we have established requirements, TMSS will need to be modified to accommodate TSP's specialized tenders.

Automation of GSA's EDC Tenders - GSA will soon automate in TMSS the paper tenders used by GSA's Office of Global Supply's Burlington, NJ, Eastern Distribution Center (EDC), similar to the automated tenders already in TMSS for GSA's French Camp, CA, Depot. GSA's Kansas City Program Management Office will issue a separate RFO to solicit rates for EDC. They are looking at requirements and establishing Destination Service Areas. The basis of past EDC bids will stay the same with the enhancement of collecting rates via an automated process.

TSP Survey and Industrial Funding Fee (IFF) Clarification – Lynn Ju, Evaluation Programs Branch

TSP Survey - The purpose of the TSP Survey is to get feedback on the effectiveness of our programs and identify areas to improve. The survey will be conducted via email by the CFI Group. Email surveys will be sent in the next few weeks. Your participation is very important. Anyone having questions should contact Lynn at (703) 305-7060 or lynette.ju@gsa.gov.

IFF Payment Calculation - CHAMP participants submit an IFF on shipments to GSA. The international IFF is 1.5 percent and the domestic IFF is 2.5 percent. TSPs should calculate the IFF out to two decimal points instead of rounding their IFF calculations. This clarification will be in the next RFO.

UAB Fuel Surcharge, TMSS Complete Shipment, Other TMSS Issues, EU Wood Packing Materials – Scott Tiedt, Transportation Programs Office

Unaccompanied Air Baggage (UAB) Fuel Surcharge – CHAMP currently does not permit a fuel surcharge for UAB. A fuel surcharge is currently allowed for bunker fuel charges (ocean) and domestic line haul. After discussion, Charles White, Household Goods Forwarders Association of America, agreed to follow-up and see how air fuel surcharges are calculated and the indices used by the air carriers. GSA, with agency and industry input, will determine the best way to calculate the fuel surcharge. Department of Defense (DoD) allows an UAB fuel surcharge as a pass through charge on the billing invoice. The Program Office will explain the various options at the next agency committee meeting. The agencies will vote on whether to adopt a UAB fuel surcharge and if adopted, how to allow for the calculation of charges at its May 17, 2005 meeting.

Complete Shipment Module – Programming is complete and two system testings were done for this module. Release date planned for April. All accessorial services require an electronic handshake approval. This should streamline the pre-payment audit process. The Complete Shipments Module will require TSPs to significantly

increase their interface with the TMSS system. Training will be provided on the Complete Shipment Module to TSPs and agencies prior to release. Check the TMSS website (www.moveit.gsa.gov) for training dates.

Federal Agency Identification Code (FAIC) - A FAIC notice was posted on the Transportation Portal "What's New" page on October 1, 2004, notifying HHG TSPs of their requirement to use the new FAICs incorporated in TMSS. Internally in the TMSS system, the new FAICs cross reference the TMSS user's userid to access TMSS. FAICs are required by the TSP to identify the shipper in their quarterly reports to GSA. This also means that all HHG shippers, whether they use TMSS or not, must register in TMSS to acquire a TMSS FAIC. The old ITMS based codes are no longer accepted effective with the quarterly report that reports CHAMP TSP activity for the months of Oct – Dec, 2004.

Populating Local Agents – Prime HHG TSPs are requested to populate their local agents in TMSS. Agencies have requested the ability to select local agents and to coordinate service requirements with the local agent vs the Prime TSP. Before we can accommodate the agencies, we must have the Prime HHG TSPs populate their local agents. In the TMSS Update Local Agent screen, Sonja Pullaro wants the ability to assign predetermined agent identification codes, and allow the entry of the agent's city, state, and ZIP code. Additionally, she would like the ability for TSPs to download local agents into TMSS without having to manually type in the information for each local agent. Scott Tiedt will meet with the programmers to see when these recommendations can be completed.

Freight Transportation Service Agreement (TSA) – Often freight TSPs need to know whether a federal agency has a freight agreement with GSA to help them properly invoice transportation services to the government. Agency participants must have a TSA on file to use TMSS freight modules. Freight TSPs now have a new radio button on their TMSS Main page which allows them to identify which federal agencies have a TSA with GSA.

TMSS Next Phase – After the Complete Shipments module is released in April, TMSS Pre-Payment Audit will be the next scheduled TMSS module to be released. Most freight pre-pay audits will be performed automatically within TMSS using a matching model concept. GSA plans to absorb Pre-Payment Audit charges for freight and household goods shipments whether the audit is performed via automation or by a third party pre-pay auditor. All household goods invoices will go to an external pre-payment auditor outside of TMSS. Later a more automated process will be put in place.

Scott Michael suggested that the 400N Tariff would assist with the Pre-Payment Audit. Scott Tiedt did not disagree, however; he also responded by saying that some agencies prefer the control (perceived or not) the 415-G Tariff provides. No decisions on the 400N Tariff have been made as of now. Consideration has been given to provide both tariffs in TMSS sometime in the future. Until TMSS is declared complete, there will not be a change in the tariff.

EU Enforcement of Wood Packing Materials – Effective on March 1, 2005, the European Union has banned untreated wood products from entering the EU. This may

include skids, pallets or other wood packing materials. TSPs should ensure that they are in compliance to prevent added expense and in the case of HHG shipments, hardship to the relocating employee. The United States is scheduled to begin enforcement against untreated wood products entering the US on September 16, 2005.

FTR Relocation Allowances and GRAB – Scott Tiedt, Transportation Programs Office

Scott gave the group a summary of Ed Davis' presentation to the agency committee.

FTR Relocation Allowances – The Office of Governmentwide Policy is reviewing proposed changes in the Relocation Allowances in the Federal Travel Regulations. OGP received 28 comments covering over 100 pages from individuals, government agencies, industry, unions and one association in response to its proposed changes in relocation allowances published in the November 24th Federal Register. OGP hopes to publish a final rule in September 2005. The thrust behind these changes is that the government wants relocations to be completed faster. Any recommendations may bump against proposed changes that the Governmentwide Relocation Advisory Board (GRAB) may propose. Travel allowances changes OGP is considering include:

- Increase UAB allowance up to 350 pounds
- Reduce relocation completion to 1 year plus one year extension for all PCS moves
- Mandate electronic relocation payment system effective September 2005
- PCS mileage rate will not change. It will never equate to the business POV rate
- House hunting trips will probably remain 10 days
- POV value versus shipping cost – value of vehicle must exceed shipping cost – this may not be doable
- Wanted to link storage to temporary quarters allowance; will keep initial storage period to 90 days and will not link the two

GRAB's mission is to improve the current federal government relocations. The board is comprised of 11 voting members. Tauna Delmonico is on the board. Tauna is also a voting member on one of the 5 sub committees. Scott Tiedt serves on another one of the sub committees. There was a GRAB Focus Group held at the Philadelphia Forum on February 24, 2005. The next GRAB board meeting is March 23, and it is open to the general public. The location is at the Omni Shoreham Hotel in Washington, DC.

Questions:

Question: Which procurement method does the industry prefer using CHAMP or Schedules?

Response: While not making the procurement decision, the industry prefers the flexibility of both methods.

Question: Does the industry think the 18,000 pounds weight capacity is adequate on household goods shipments?

Response: Commercial customers rarely exceed capacity. Scott Michael says AMSA's average shipment weight is ranging from 9300 to 9400 pounds. Scott Tiedt said that approximately five percent of government shipments are above 18,000 pounds.

Question to GSA: Schedules has a preference to use CHAMP TSP, but this rarely happens. Why isn't there compliance?

Response: Guy Galloway said TSP selection is a per agency decision. Schedules state that CHAMP should be given first consideration. It is the federal agency's responsibility to notify the Schedules contractor what tariff to utilize. No additional GSA monitoring is done during this process.

Transportation Forum 2006 – San Diego is the tentative location for the 2006 forum. Tauna Delmonico believes GSA's role is to educate and target the agencies. In addition to people working in the traditional transportation and traffic management functional areas, the Contracting and Human Resources personnel are looking for guidance on transportation issues. Scott Michael, American Moving and Storage Association, said that we need more industry folks to step forward and give presentations at next year's forum. Charles White, HHGFFA volunteered his services to assist with getting the message to potential attendees. RaeAnn Moore, Starck Van Lines, said future forums should include sessions for all transportation skill levels to include basic, intermediate, and advanced.

The next meeting is tentatively scheduled for Wednesday, October 26, 2005.

Meeting participants:

Number	<u>Name</u>	<u>Organization</u>
1	Rick Lewis	A Arnold
2	Jackie Ahmer	Advance Relocations
3	Nick Travelstead	Advance Relocations
4	Patricia Brooks	Advance Relocations
5	Scott Michael	AMSA
6	Chris Hood	Arpin International
7	Stephen Hollingsworth	Atlas Van Lines
8	David Loftin	Coleman American
9	Pavlos C. Livanius	Eagle Van Lines
10	Ian Valentine	Executive Moving Systems
11	Dave Caplan	Fanelli Trucking
12	Jol Silversmith	Farragut International
13	Joe Filipiak	FedEx Freight
14	Rock Loewner	FEMA
15	Michael Ewing	Graebel Companies
16	Ed Hodges	GSA
17	Guy Galloway	GSA
18	John Wheeler	GSA
19	Lynn Ju	GSA
20	Mary Anne Sykes	GSA
21	Raymond Price	GSA
22	Robert Watkins	GSA
23	Scott Tiedt	GSA
24	Tauna Delmonico	GSA
25	Charles White	Household Goods Forwarders Association
26	Art Ponack	Intermodal Logistics
27	Heather Pound	Landstar
28	Linda Rothleder	Military Mobility Coalition
29	Rick Curry	Pasha Group
30	Mike Grimes	Planes Moving & Storage
31	Kathleen Hansen	Prudential
32	John Ryan	Remax
33	Steven Garth	Roadway Express
34	Marla Dillon	Seaton Van Lines
35	Paul Dixon	South Hill Movers
36	RaeAnn Moore	Starck Van Lines
37	Peggy Wilken	Stevens Van Lines
38	Deborah C. Woodall	Sudduth Relocations
39	Matt Lamb	Sudduth Relocations
40	Charlie Kohl	Unigroup
41	Sonja Pullaro	Unigroup
42	Williford Thomas	USAID
43	Gary Reynolds	Wheaton
44	Rex Swing	Wheaton Van Lines
45	Brian Kellhofer	GSA