

**U.S. Army**

**Military Surface Deployment and Distribution Command (SDDC)**



**Stevedoring & Related Terminal Services**

**Performance Work Statement for**

**Military Operations Terminal – Concord (MOTCO), Oakland Port Operations,  
Long Beach Port Operations, and San Diego Port Operations**

**Stevedoring & Related Transportation Services PWS  
Concord, Oakland, Long Beach, San Diego**

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## **1.0 INTRODUCTION/BACKGROUND**

### **1.1 Streamlined, Performance-Based Processes**

The Military Surface Deployment and Distribution Command (SDDC) has streamlined the processes involved in soliciting, evaluating, awarding and administering contracts for Stevedoring and Related Terminal Services. The process maintains a competitive environment, while considering the needs of both customers and suppliers, focuses on reducing costs and implementing performance-based contracts.

### **1.2 Background**

Military Surface Deployment and Distribution Command, headquartered in Alexandria, VA is a major U.S. Army command and a vital component of the U.S. Transportation Command. Since its establishment in 1965, SDDC has played a vital role in our nation's defense by providing support to every war, major contingency, training exercise and humanitarian relief operation where our military forces have been deployed.

SDDC's mission is to provide global surface transportation to meet national security objectives in peace and war. With the help of our industry partners, SDDC accomplishes its mission. SDDC executes its mission through three core processes. They are: surface movements, personal property and passenger movement, and deployability engineering. Surface Movement Cargo movement and port management are the two critical components of the surface movement core process. In support of the port management function, SDDC serves as the single port manager at 26 locations worldwide. SDDC professionals handle all aspects of the ship loading process, from planning, staging, cargo loading, documentation and unloading of cargo. In addition to its 26 ports, SDDC can establish operations at any port where there is a need. The resultant contract will provide assistance with port management.

## **2.0 SCOPE**

### **2.1 Stevedoring and Related Terminal Services**

The Contractor shall provide stevedoring and related terminal services in connection with the receipt, processing, and/or loading/discharging of all vessels designated by the Contracting Officer. The Contractor shall provide sufficient qualified labor, gear and equipment and materials to satisfy the scope of this contract, and make every effort to rectify any shortfall, for which the Contractor will be paid at the applicable commodity or labor-hour rates as designated in Section B – Schedule of Services in this contract.

The general scope of services under this RFP includes:

- Stevedoring and Related Terminal Services – Inbound (Import)
- Stevedoring and Related Terminal Services – Outbound (Export)
- Management Expertise

This is represented graphically by Figure 1 below (page 5).

#### **2.1.1 Stevedoring and Related Terminal Services – Inbound (Import)**

Stevedoring and Related Terminal Services – Inbound (Import) includes the planning for, discharge of ocean-going vessels, lighters and barges, and the staging and loading of conveyances (rail and truck) for onward movement.

#### **2.1.2 Stevedoring and Related Terminal Services – Outbound (Export)**

Stevedoring and Related Terminal Services – Outbound (Export) involves the planning, receiving, un-securing, discharging of conveyance (rail and truck), staging, cargo preparation, intra-terminal transfer and loading of cargo outbound from the port via oceangoing vessels, lighters and barges.

#### **2.1.3 Management Services**

Management services include, but are not limited to, planning, supervision, quality control, staffing, safety, training, reporting and communications related to stevedoring and related terminal services as described in Sections 2.1.1.1 and 2.1.1.2 above.

## **2.2 Ground Rules and Constraints**

The Government requires that the following ground rules and constraints be observed over the course of the contract and across all services and duties performed within.

### **2.2.1 Persons Excluded from the Premises**

The Contractor shall not allow a person that has been banned by any authority from the premises to have access to terminal facilities, equipment, or other material related to terminal operations.

### **2.2.2 Persons with Restricted Duties**

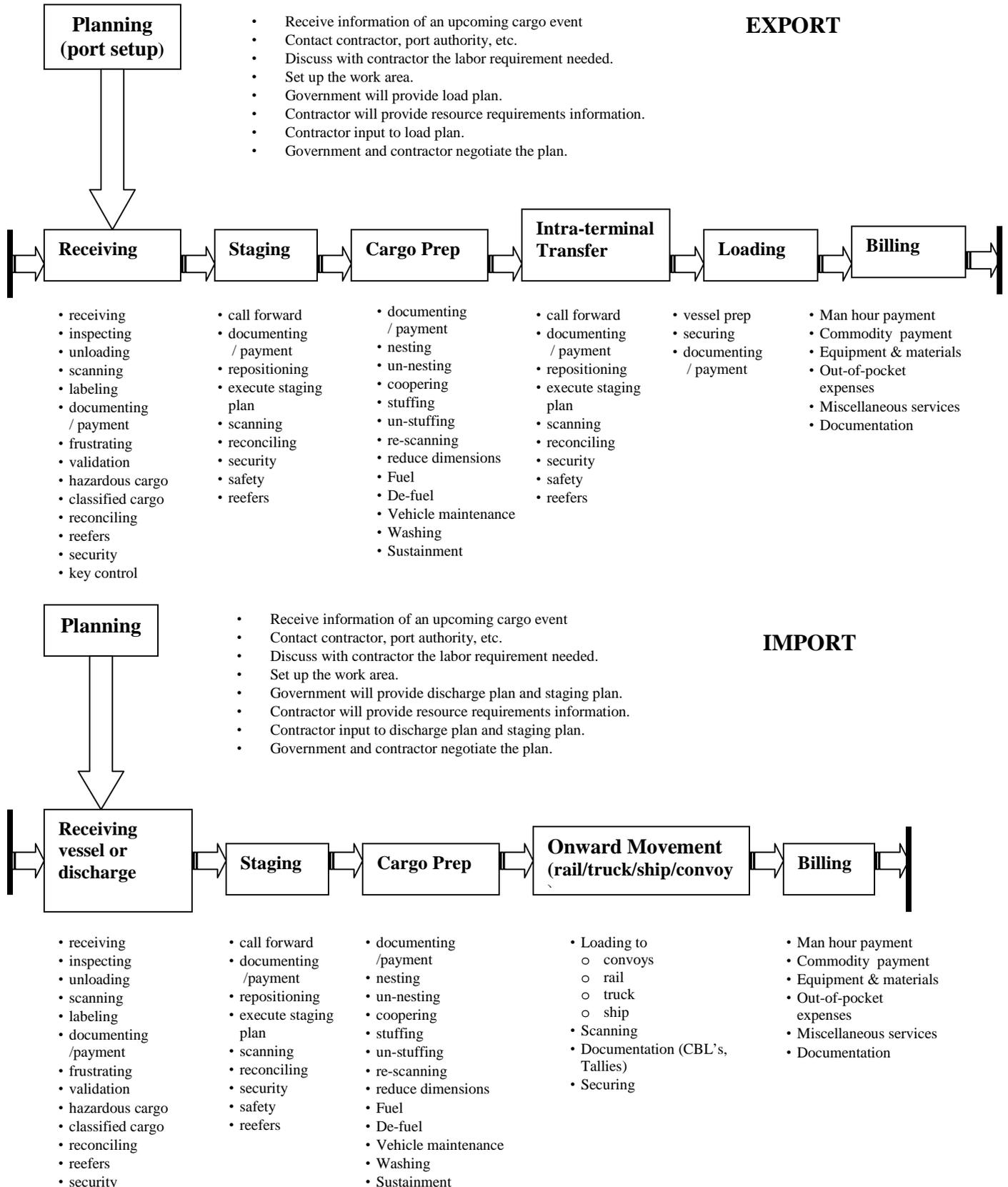
The Contractor shall not allow a person restricted by any authority from certain equipment or areas to operate that equipment or enter those areas.

## **2.3 Period of Performance**

The period of performance for this contract is a 12-month base period, with four one year option periods. The base period is \_\_\_\_\_ through \_\_\_\_\_. (Dates will be inserted upon contract award.)

Figure 1.

### S&RTS High-Level Processes



### 3.0 CONTRACTOR DUTIES

#### 3.1 General

General duties and requirements of the Contractor are defined within this section. Duties and requirements specific to the particular terminal(s) within the scope of this contract are defined in Section 6.0 below.

##### 3.1.1 Definition of a Performance Requirement

Performance Requirements are described as performance objectives, measures, and standards in the following manner:

- **Performance Objective** – A statement of the outcome or results.
- **Performance Measures** – The critical characteristics of the objective that will be monitored by the Government.
- **Performance Standards** – The targeted level or range of levels of performance for each performance measure, relating to the Acceptable Quality Level (AQL) for the objective.

The Government will evaluate specified Performance Measures and Standards.

##### 3.1.2 Use of Performance Measures/Standards

Not every performance objective in this contract has a related performance measure or performance standard. However, every performance objective is a contractual requirement. For those performance objectives that do not specify a measure or standard, the measures and standards are in accordance with standard commercial practices.

#### 3.2 Stevedoring and Related Terminal Services – Inbound (Import)

Stevedoring and Related Terminal Services – Inbound (Import) involves the planning, vessel discharge, staging and loading of conveyances for onward movement, to include cargo documentation.

##### 3.2.1 Vessel Discharge

Vessel Discharge/Unload includes preparing the vessel for cargo operation and the unlash and physical removal of cargo from a vessel.

Where possible, the Government will:

1. Utilize WPS to document cargo discharge
2. Provide scanners to the contractor
3. Provide a discharge plan and a staging plan to the contractor
4. Resolve cargo discrepancies (including Hazardous Material (HAZMAT))
5. Identify sensitive/classified/HAZMAT cargo and provide handling instructions
6. Identify reefers and provide handling instructions

**Performance Objective No. 1** – The Contractor shall discharge cargo in accordance with the Discharge Plan and stage in accordance with the Staging Plan within the agreed time frame. The Contractor shall handle sensitive, classified, HAZMAT and Reefer Cargo in accordance with discharge plan. [Commodity]

Prior to the start of each vessel operation, the COR will provide the Contractor with the mutually agreed upon timeframe for completion of discharge of the vessel. Vessel operation completion timeframes will be determined based on such factors as cargo volume, stow factors, RDD, cargo mix and vessel type being worked.

The Contractor will not be held accountable for delays in vessel operations resulting from circumstances not within the control or responsibility of the Contractor. (Numerous factors are known to affect productivity, including (but not limited to): weather; simultaneous vessel operations; reserve augmentation; and vessel condition.) The chart below contains goals for baseline vessel timelines for completion of loading as follows:

VESSEL TYPE	DISCHARGE HOURS
FSS	56
BREAKBULK	72
LMSR	36
RORO	36
CONTAINER SHIP	40
MPS	48
MPS/MAERSK	96

Performance Measures:

Discharge Plan

Performance Standards:

Discharge without damages...0% of cargo major damage, 1% minor (defined as \$500 or less of damage) 0% repetitiveness per mission -- 100% compliance

If cargo damage or loss occurs, or if cargo not discharged or mis-shipped, the Contractor will submit a full report on DA-285 or DA-239-R as appropriate to the Contracting Officer within 24 hours following the occurrence or discovery of the incident.

**Performance Objective No. 2** – The Contractor shall participate in daily operations meetings and other meetings regarding vessel discharge as required. [Commodity]

**Performance Objective No. 3** – The Contractor shall document cargo during discharge (billing record). [Commodity]

Performance Measures:

Discharge plan

Performance Standards:

100% compliance

**Performance Objective No. 4** – The Contractor shall identify and document frustrated cargo and notify the Government daily, using MT Form 239R. [Commodity]

**Performance Objective No. 5** – The Contractor shall participate with the government in conducting a reconciliation/validation of the cargo discharged with reports from WPS. [Commodity]

**Performance Objective No. 6** – The Contractor shall notify the Government of all discrepancies found with the cargo, to include HAZMAT (i.e. missing labels/placards, etc.). [Commodity]

**Performance Objective No. 7** – The Contractor shall police the vessel and surrounding area of securing materials and contractor debris following discharge. [Commodity]

Cleaning shall include but not limited to: removal of securing material and debris from the vessel and surrounding area, consolidating securing Government-owned material to facilitate storage and reuse (if appropriate), segregating by material/type, accounting for material, and removing material to designated area(s) for storage/disposal. Cleaning will be compensated in accordance with man-hour rates in Section B, Schedules of Rates.

3.2.2 Onward Movement

Onward movement is the disposition of cargo off the terminal.

**Performance Objective No. 8** – The Contractor shall load and secure cargo on outbound conveyances (rail and truck) in accordance with industry and SDDC standards and regulations. [Commodity]

Performance Measures:

Industry and SDDC standards and regulations

Performance Standards:

100% compliance

**3.3 Stevedoring and Related Terminal Services – Outbound (Export)**

Stevedoring and Related Terminal Services – Outbound (Export) involves the planning, receiving, un-securing, discharging of conveyance (rail and truck), staging, cargo preparation, intra-terminal transfer and loading of cargo outbound from the port via oceangoing vessels, lighters and barges.

**3.3.1 Planning**

Planning is the evaluation of stevedoring and related terminal services in connection with the receipt, processing and loading/discharge of vessels by providing qualified labor, equipment and materials to accomplish those services. This includes but may not be limited to: evaluation and review of communications, load planning, infrastructure, labor, marine and inland transportation, safety and security.

**Performance Objective No. 9** – The Contractor shall participate in daily operations meetings and other meetings regarding vessel loading as required. [Commodity]

**Performance Objective No. 10** – The Contractor shall receive and review cargo list and stow plan for accuracy and efficiency of terminal and vessel operations, and report discrepancies to the COR. [Commodity]

**Performance Objective No. 11** – The Contractor shall communicate to the COR any labor shortfalls, and make every effort to rectify the shortfall. [Commodity]

**3.3.2 Loading**

Loading Cargo is the movement of cargo from place of rest to point of stow on the vessel in accordance with the approved vessel stow plan furnished by the Government.

Where possible, the Government will:

1. Utilize WPS to document cargo discharge
2. Provide scanners to the contractor
3. Provide a discharge plan and a staging plan to the contractor
4. Resolve cargo discrepancies (including Hazardous Material (HAZMAT))
5. Identify sensitive/classified/HAZMAT cargo and provide handling instructions
6. Identify reefers and provide handling instructions

**Performance Objective No. 12** – The Contractor shall coordinate vessel activity with the COR, the vessel master/chief mate, and the Military Sealift Command (MSC) representative as required. [Commodity]

**Performance Objective No. 13** – The Contractor shall load cargo on the vessel from its place of rest to point of stow aboard vessel in accordance with the approved vessel stow plan furnished by the Government and within the agreed upon time frame. The Contractor shall handle sensitive, classified, HAZMAT and Reefer Cargo in accordance with stow plan. [Commodity]

Prior to the start of each vessel operation, the COR will provide the Contractor with the mutually agreed upon timeframe for completion of loading of the vessel. Vessel operation completion timeframes will be determined based on such factors as cargo volume, stow factors, cargo mix and vessel type being worked.

The Contractor will not be held accountable for delays in vessel operations resulting from circumstances not within the control or responsibility of the Contractor. (Numerous factors are known to affect productivity, including (but not limited to): weather; simultaneous vessel operations; reserve augmentation; and vessel condition.) The chart below contains goals for baseline vessel timelines for completion of loading as follows:

VESSEL TYPE	LOADING HOURS
FSS	72
BREAKBULK	96
LMSR	72

RORO	48
CONTAINER SHIP	40
MPS	72
MPS/MAERSK	120

Performance Measures:

Performance Standards:

Stow Plan

Load without damages...0% of cargo major damage, 1% minor (defined as \$500 or less of damage) 0% repetitiveness

**Performance Objective No. 14** – The contractor shall secure cargo aboard vessel within the agreed upon time frame, in accordance with SDDC TEA Regulation 97-55-22 and other applicable regulations contained in Appendix \_\_, and as approved by the COR. [Commodity]

**Performance Objective No. 15** – The Contractor shall provide the stow location and condition of the loaded cargo to the COR at the time of loading. [Commodity]

Performance Measures:

Performance Standards:

Stow plan

100% compliance

3.3.3 Intra-terminal Transfer

Intra-terminal Transfer is the repositioning of cargo from its initial point of rest to other locations within the terminal as directed by the COR.

**Performance Objective No. 16** – The Contractor shall reposition/re-handle cargo within terminals, and document and report its movement, as directed by the COR. Compensation will be in accordance with man-hour rates in Section B, Schedules of Rates (extra labor). [Man-hour]

**3.4 Management**

Management involves the allocation and coordination of resources to accomplish a mission/operation. The Contractor will provide a dedicated manager to serve as a single point of contact for interface with the government on all contract related performance activities and issues. The manager will attend quarterly performance review meetings and bi-annual evaluation meetings.

3.4.1 General

The Government will:

1. Provide command and control as Single Port Operator/Manager for SDDC Operations.
2. Identify specialized, unique military equipment requiring special handling and coordinate for handling this equipment as required.
3. Maintain log book/record of events/time
4. Provide daily reports to the Contractor.
5. Compare contractor furnished reports with the Government reports, identify discrepancies and reconcile.
6. Identify the COR to oversee contract operations.
7. Provide a qualified point of contact for hazardous materials (HAZMAT).
8. Provide ICODES pre-stow and final stow plan.

**Performance Objective No. 17** – The Contractor shall maintain and submit timekeeping reports for mission operations within 24 hrs following billing activity. [Commodity]

**Performance Objective No. 18** – The Contractor shall order labor based upon agreement with COR. [Commodity]

**Performance Objective No. 19** – The Contractor shall compare government reports to contractor documents and identify discrepancies and recommend reconciliations. [Commodity]

**Performance Objective No. 20** – The Contractor shall provide a single point of contact on-site for operations for each shift. This individual must have decision-making authority and shall act as the central point of contact. [Commodity]

**Performance Objective No. 21** – The Contractor shall provide a qualified point of contact for HAZMAT handling. [Commodity]

3.4.2 Out-of-Pocket Expenses

**Performance Objective No. 22** – The Contractor shall provide special equipment/supplies that will be paid out-of-pocket and reimbursed by the government upon the approval of the ACO (e.g., floating crane, other special equipment, lumber, reimbursable 3<sup>rd</sup> party services).

3.4.3 Quality Control Inspection Plan (QCIP)

**Performance Objective No. 23** – The Contractor shall establish a Quality Control Inspection Plan which will emphasize quality control over all contract requirements. The Quality Control Inspection Plan will contain a Quality Control Inspection Checklist (QCIC) which, at a minimum, will contain all elements of the Performance Requirements Summary (PRS). [Commodity]

#### 4.0 SPECIAL CONTRACT REQUIREMENTS

##### 4.1 Hazardous Cargo

The transportation and handling of hazardous cargo for shipment shall be subject to Title 49 of the Code of Federal Regulations, (49 CFR) and IMDGC.

##### 4.2 Security

4.2.1 Security Related to Personnel

If the Government notifies the Contractor that the employment or the continued employment of any Contractor employee is prejudicial to the interests or endangers the security of the United States of America, the Contractor shall make any changes necessary in the appointment(s).

4.2.2 Security – Damage and Loss Reporting

**Performance Objective No. 24** – The Contractor shall immediately notify the COR if any cargo is damaged, lost or pilfered while in the care, custody or possession of the Contractor, and the Contractor shall submit a full written report of the facts and extent of such damages or loss to the COR within 24 hours, using the Cargo Discrepancy Report furnished by the COR. [Commodity]

##### 4.3 Safety

4.3.1 Driver Safety and Training

**Performance Objective No. 25** – The Government will make available training for specialized Government cargo and related processes/procedures and the Contractor shall coordinate with local labor to attend the Government provided training so that sufficient pools of operators are available to operate specialized Government cargo within a port as required. Labor shall participate at no cost to the Government. [TBD]

**Performance Objective No. 26** – The Contractor shall ensure that personnel operating Government Vehicles possess a valid State Drivers License and a Commercial Drivers License. In addition, Contractor personnel who operate specialized Government Vehicles must also possess a U.S. Government Motor Vehicle Operators Identification Card, OF346, with endorsement for each type of specialized vehicle for which the Contractor is qualified to drive. [TBD]

All Contractor personnel who operate U.S Government or Contractor furnished munitions laden vehicles shall possess a Commercial Drivers License (CDL) with HAZMAT endorsement.

**Performance Objective No. 27** – The Contractor shall provide the COR with a list of drivers being used each day to handle HAZMAT. The list will include a statement from the contractor verifying that the individuals performing driving functions comply with paragraphs above. [Commodity]

The Government reserves the right to stop stevedore personnel at any time to verify their licenses against the approved list of personnel scheduled to perform ammunition/HAZMAT functions. Personnel found to be in non-compliance will be immediately removed from the facilities and the Contractor cited for non-compliance with the provisions of the contract.

4.3.2 Safety Briefings

**Performance Objective No. 28** – The Contractor shall conduct and document safety briefings for all workers at each shift change and must brief new workers as any new labor is added. [Commodity]

4.3.3 Safety – Operation of Equipment

**Performance Objective No. 29** – Equipment operated by the Contractor on any Terminal must be maintained and operated in accordance with applicable Federal / State laws and regulations, OSHA, Army and installation regulations. [Commodity]

4.3.4 Safety – Accident Reporting

**Performance Objective No. 30** – The Contractor shall immediately notify the Contracting Officers' Representative (COR) of any accident or incident which results in death or injury to personnel during or arising from performance under this contract, utilizing DA Form 285. [Commodity]

**Performance Objective No. 31** – In all instances where an accident or incident occurs, the Contractor shall submit a full written report to the Contracting Officers Representative within 24 hours of any incident, in accordance with AR 385-40. The Contractor shall assist the Government during any investigation of an accident or serious incident. [Commodity]

## 5.0 CONTRACT ADMINISTRATION

The Administrative Contracting Officer (ACO) performing contract administration for this contract will be:

Name: Mr. Harry Jones  
Address: 410 Norman Ave, Concord, CA. 94520  
Phone Number: 925 246-4175  
Fax Number: 925 246-4105  
Email Address: joneshd@sddc.army.mil

The ACO does not have the authority to change any terms and conditions of this contract. The Procuring Contracting Officer will make changes within scope of work by a properly signed written modification of the contract.

## 6.0 TERMINAL SPECIFIC REQUIREMENTS

### 6.1 Introduction

The 834<sup>th</sup> Trans BN is the principle tenant at the Concord Naval Weapons Station's Tidal Area and serves as the port operator for the Military Ocean Terminal Concord (MOTCO), conducting military munition vessel loads and discharges. The unit also serves as the Strategic Port Manager for military deployment and re-deployment operations at select major commercial ports in California, to include Oakland, Long Beach, and San Diego. As such, the 834<sup>th</sup> may rely on the S&RTS contractor's assistance to provide or obtain adequate port terminal facilities.

#### 6.1.1 Terminal-Specific Background – MOTCO Port Operations

The MOTCO terminal has three working piers, one of which has two gantry cranes for container ship operations. All three piers are serviced by rail and have multiple lanes of track beside a raised dock on each off-shore side. This track layout, by design accommodates three rows of boxcars (break bulk) by which forklifts could work cargo from the shipside loading dock. Munition pallets are thus moved into or out of any of the three rows of side-by-side boxcars, when connected with spanner ramps laid between each boxcar's opened center doors.

Break-bulk munitions account for less than 2% of the total volume of munitions work during the contract period.

Intra-terminal rail track system at MOTCO is very extensive. Railcar staging consists of two significant rail staging yards, four rail-to-trailer transfer areas, two rail-to-container transfer facilities and a rail car weighing station. Rail movements account for 95% of all munition movements into/out of MOTCO. Every effort is made to work the terminal efficiently. However, operational delays of up to 12 minutes per sequence can result from shifting strings of railcars and road-movement restrictions as locomotives pass through numerous unguarded intra-terminal railroad crossings.

Truck deliveries also routinely bring containerized (break-bulk (B/B) seldom; less than 2%) munitions to MOTCO. After clearing Pass & ID, trucks normally report to the Traffic Management Section at Building E-85 to await further instructions for movement to discharge or loading, usually within Lot 2. B/B trucks are usually worked at Pier 2. Truck movements account for 5 % of all munitions movements into/out of MOTCO.

The intra-terminal positioning of munitions within MOTCO may be required to sustain compliance with Net Explosive Weight (NEW) limits assigned to each explosive-approved geographic location within the terminal facility. Further, the installation has an overall NEW limit that cannot be exceeded without COSDDC authority. Terminal NEW is monitored and managed by the 834<sup>th</sup> Trans BN's Quality Assurance Specialist for Ammunition Surveillance (QASAS). The contractor may occasionally receive instructions from the COR for intra-terminal transfers of munition cargoes to insure compliance with NEW maximums within the terminal.

Certain traffic restrictions will affect transport times within the terminal. Munitions on trucks may not cross any commercial rail crossings, but only use the bridge over the Burlington Northern Santa Fe (BNSF) & Union Pacific Railroad (UPRR) rail lines. If the holding pads are being used, transit time out and back can take as much as 16 minutes per truck. As such, they are used as little as possible because of this negative time/distance impact on productivity. Also, one-way traffic patterns onto and off of the piers, plus moving through security barriers and reduced speed limits for munitions-laden trucks could cause transit times to be up to 12 minutes for one loop to/from Pier 3 to T-10/Lot 2.

Top pick loaders are used to discharge/load munition containers on all railcars and trucks.

#### 6.1.2 Terminal-Specific Background - Commercial Port Operations

##### 6.1.2.1 Routine Operations

The contractor will be required to have ready access to a facility at the commercial ports of Oakland, Long Beach, and San Diego. This facility will be the primary terminal for vessel operations. At a minimum, the facility requirements should accommodate military cargo volumes of 135,000 sq. ft of rolling stock, 80 TEUs, and provide 800 ft of functional dockside space with no less than 34' MLLW draft. Also, the contractor will provide the government with approximately 500 sq. ft of temporary, fully functional office space to perform the government's

mission functions. [Note: A fully functional office shall be securable and within one-half mile of government cargo and the dock. As a minimum, it must have ventilation, controllable heating, at least eight (8) 110-volt outlets, sufficient lighting for reading and writing, five (5) work tables (banquet style), or the equivalent height of counter space, twelve (12) chairs with back support, and access to restrooms.]

#### 6.1.2.2 Contingency Operations

If contractor facilities at any of these ports does not accommodate a port-specific military deployment terminal requirement (usually 750,000 sq ft accessible, contiguous staging and 1250' of berthing with minimum 35' depth alongside at MLLW per vessel operation), the contractor may be asked, upon approval of the ACO, to assist the government in arranging for other such within-port temporary terminal facilities with the port authority. The contractor may also be tasked to obtain temporary administrative facilities, equipment and services for the government's mission functions within the temporary facility. Contractor will be reimbursed for any prior-approved out-of-pocket costs directly related to providing any such additional-facility assistance for the government.

#### 6.1.2.3 Port Planning Orders

The commercial ports of Oakland, Long Beach and San Diego each, as designated Ports for National Defense, have Port Planning Orders (PPOs) which could be activated under Title 1 of the Defense Production Act (DPA) 1950. The government no longer maintains standing military port facilities at any of these three designated commercial ports in California. As such, the DOT Maritime Administrator could, with Presidential authorization, activate any or all of these PPOs regarding priority use and allocation of shipping services and facilities, under commercial terms. This could occur in connection with imminent or actual deployment of the Armed Forces of the United States, if specified port facilities are not available through established transportation procurement practices. While the PPOs have never been activated, the 834<sup>th</sup> Trans BN has periodically come to the port authorities of these Ports for National Defense for temporary terminal space. They have volunteered (on a reimbursable basis) to arrange terminal space to support deploying/ re-deploying military units through their ports.

#### 6.1.3 Port of Oakland Operations

The Port of Oakland's 7<sup>th</sup> Street complex is the principle commercial terminal within San Francisco Bay and serves as the main container port for the Bay Area, handling approximately 6% of the nation's container vessel activity. Minimal amounts of Defense Transportation System (DTS) cargo will move thru Oakland. Small movements or full contingency operations may occur at Oakland during the contract period.

#### 6.1.4 Port of Long Beach Operations

The Port of Long Beach, as the largest of the major commercial ports on the US West Coast is a designated deployment port for various military units tasked under certain DOD war plans. Minimal amounts of Defense Transportation System (DTS) cargo will move thru Long Beach. Small movements or full contingency operations may occur at Long Beach during the contract period.

#### 6.1.5 Port of San Diego Operations

The Port of San Diego is a moderately sized commercial port. However, with its proximity to major military installations, San Diego is a designated and often-used deployment port for various military units tasked under certain DOD War plans and post 9/11 deployment/ re-deployment moves. The contractor must be prepared to establish terminal operations in San Diego. Further, as some military cargo may be better accommodated through a terminal next to an airfield, the contractor may also be tasked to load or discharge such cargo on vessels docked at the Naval Station North Island.

## 6.2 Scope

The contractor shall provide Stevedoring and Related Terminal Services for the movement of military cargoes, to include conventional break bulk or container munitions (MOTCO only, except for limited quantities of small arms ammunition treated as general cargo), military vehicles and equipment through designated California ports in support of the national/strategic military interests of the United States of America. MOTCO is in Reduced

Operational Status (ROS), and anticipates an average of 4 munition vessels for full discharge (per year), in addition to the Turbocads annual munitions movement exercise.

Movements at the commercial ports have previously been in support of small (12 or fewer ships) contingency deployments and re-deployments, lasting less than 2 months duration. San Diego can anticipate 6 vessel movements per year. Long Beach can anticipate 2 vessel movements per year. Oakland can anticipate 2 vessel movements per year.

#### 6.2.1 Locations

This contract covers the handling of Department of Defense (DoD) sponsored export and import cargo at MOTCO as well as contingency movements through the commercial ports of Oakland, Long Beach and San Diego, California.

#### 6.2.2 Scope of Terminal(s) and Operations

6.2.2.1 At MOTCO, export munitions will normally be containerized in 20' TEUs and received by either truck at Building E-85, or rail - Container On Flat Car (COFC) which are unloaded at the T-10 transfer pad. Then they are sorted and staged in Lot 2 per the following criteria: segregated by the assigned Controlled Inventory Item Code (CIIC) if applicable, then by Destination (if a multi-POD load-out), then by Hazard Compatibility Group, then by weight groupings (e.g. < 10K, <25 K & >25 K) then again by height of container (e.g. 8', 8 ½', 9', etc.).

6.2.2.1.1 Occasionally, MOTCO will receive Break bulk (B/B) munitions, usually delivered by Truck Dromedary or by rail boxcars. These truck deliveries will normally be down loaded and placed into Lot 2, or possibly another location designated by the COR. Boxcar deliveries will either be held at the delivering boxcar until it is staged dockside and unloaded for lift-on, or transferred (usually at the Building 177 facility) into another boxcar organic to the terminal for holding until called pier side. The contractor will not manage, move or control munitions-laden boxcars in the terminal the same as they would manage "grounded" munitions staged in Lot 2 or another designated munitions-holding.

6.2.2.1.2 MOTCO Import munitions are moved from the discharge pier into Lot 2, unless a direct-to-rail load-up is feasible, based upon how cohesively-clustered the consignee destinations come out of the discharging vessel. They are cleared from the terminal by truck (loaded at Lot 2) and/or railcar (loaded at T-10). Should B/B import munitions be received, anything that cannot be expeditiously uploaded into a truck dromedary that same day will be secured into a base-organic boxcar, to be locked for re-positioned storage, per the COR's instructions.

6.2.2.2 Oakland – Provide service at the contractor's facility for the USC contract vessel, or for a small movement or a small, partial or full military contingency deployment or re-deployment.

6.2.2.3 Long Beach – Provide service at the contractor's facility, or at a temporary terminal arranged within the existing commercial terminals for military use to support a small, partial or full contingency deployment or re-deployment.

6.2.2.4 San Diego - Provide service at the contractor's facility, or at a temporary terminal arranged from within the existing commercial terminals for military use and/or at a military base to support a small or partial contingency deployment or re-deployment.

#### 6.2.3 Training and Contingency Operations

The Government reserves the right to conduct training and contingency operations for US Army personnel during a scheduled or contingency load or discharge for any vessel operation. The Contracting Officer or COR will advise the Contractor when such training or contingency operation is scheduled; such notification will be provided to the Contractor as soon as known, but should be provided at least 14 calendar days prior to the scheduled start of a

normal Government operation, or as soon as possible for contingencies. During these training/special operation events, the Contractor shall provide sufficient qualified labor as required to support vessel loading or discharge operations and related terminal operations. Such labor, when requested, will be compensated at the man-hour rates established in Section B – Schedule of Services.

The government reserves the right to bring in skilled military drivers to operate, load and unload specialized, unique military vehicles and equipment.

### **6.3 Hours of Operation**

#### **6.3.1 MOTCO / Oakland**

The normal hours of operation for MOTCO/ Oakland are as follows: 0800 – 1630 hrs for the day shift; 1900 – 0400 hrs for swing shift and 0300 – 0800 hrs hoot-owl,(a hoot-owl shift in these ports relieves the swing shift one hour earlier than if no hoot-owl shift came on).

#### **6.3.2 Long Beach / San Diego**

The normal hours of operation for Long Beach/San Diego are as follows: 0800 – 1700 hrs 1<sup>st</sup> (day) shift; 1800 – 0300 hrs 2<sup>nd</sup> (swing) shift, 0300 – 0800 hrs 3<sup>rd</sup> (hoot-owl) shift

### **6.4 Government Furnished Facilities, Supplies/Services, and Equipment**

#### **6.4.1 General**

There are no facilities furnished by the Government for contractor use during the performance of the contract except for those specified for MOTCO. There are limited supplies (e g security seals) or equipment (4 portable ramps are potentially available for truck/ rail rolling stock operations at any of the ports) furnished by the Government for contractor use during the performance of the contract at MOTCO, which is specified in Addendum One.

6.4.1.1 The contractor shall comply with all requirements of FAR 52.245-2 and FAR 52.245.8 listed in Section I of this contract for all Government property furnished under the contract.

6.4.1.2 All Government Furnished Equipment (GFE) used by the Contractor shall be hand receipted from the Cargo Operations Division.

#### **6.4.2 Government Furnished Facilities and Equipment**

The Government will, at MOTCO only, furnish:

- a. Space for offices, gear room, maintenance, and first aid room necessary for the performance of the contract which will be located in Building(s) E-106, plus designated sections in each of the three MOTCO pier offices or at the following designated locations:

- 1). Tidal Inert Lot (TIL)
- 2). Building 177
- 3). Building A-16 (or a similar maintenance facility within the vicinity of the tug pier complex)

- b. Equipment and supplies, as listed in Addendum One.

Prior to making any changes that require altering the existing structures, contractor will submit plans for approval to the Administrative Contracting Officer (ACO). All such costs will be at the contractor's expense. Upon completion of this contract, the contractor will be responsible for returning the facilities and premises to substantially the same condition as at the time of contract award if directed by the ACO, otherwise modifications will remain in place and become the property of the U.S. Government.

6.4.3 Government Furnished Supplies/Services

The Government will furnish:

- (a) Blank Government Forms (electronic versions included) required for operations as described within the Technical Exhibits.
- (b) Utility services, including “Class C” telephones and a Defense Switched Network Line, as applicable. This excludes commercial telephone service and electricity used to recharge contractor’s equipment.
- (c) Containers in which to accumulate debris and refuse generated by the contractor’s operations, to include pickup and disposal of material.
- (d) Pallets 40 X 48 inches for container stuffing operations. In the event that the Government does not provide pallets, the Government will require the contractor to furnish such pallets. Contractor will be compensated at out-of-pocket cost. Contractor will account for and advise disposition of Government-furnished pallets.
- (e) Seals (a government-controlled item) issued for cargo transporters and railcars.
- (f) Locks for securing militarily sensitive vehicles within the terminal.

6.4.4 Government Furnished Information

The Government will furnish Managerial Information as follows:

- (a) Advance information and documentation as is available concerning cargo released for shipment to the terminal and inbound ships due with retrograde cargo.
- (b) Manifests, bills of lading, or other documents on which the contractor's invoice for payment is based.
- (c) Names, berths, and dates ships are to be worked.
- (d) A listing of cargo to be loaded on each ship and the pre-stow plan(s) for vessel loading, and/or discharge plan(s) and staging plan(s) for discharge operations.
- (e) Disposition and marking instructions for retrograde cargo and the arrangement of inland transportation.
- (f) Specifications for the processing of military vehicles.
- (g) Cargo Status Reports, to include: Aged Cargo Reports and Weekly Open Transfer Reports, if deemed mission-relevant by the COR.
- (h) Daily On-Hand Reports - Import/Export, if deemed mission-relevant by the COR.

6.4.5 Care of Government-Furnished Gear, Materials, and Equipment

6.4.5.1 The Contractor, at his own expense, shall either repair all gear or equipment damaged in the course of his operations or reimburse the Government. When repair parts are not readily available to the contractor, the Government may supply such parts as it has in stock and the contractor will be billed at cost.

6.4.5.2 Contractor will provide operator-level inspection of GFE and communicate any deficiencies or maintenance requirements to the COR for their attention.

## **6.5 Contractor Furnished Supplies/Services and Equipment**

### **6.5.1 Contractor Furnished Supplies/Services**

The Contractor shall furnish:

- (1) Office equipment, such as furniture, telephones, and commercial telephone services, and other material as will be required to maintain the Contractor's operation. [Overhead, G & A]
- (2) Wire cables, turnbuckles, shackles, clips, lumber, dunnage, chocking, and blocking materials, which may be required in the performance of the services hereunder. All supplies purchased by the contractor with prior approval of the ACO will become property of the Government. The Government shall reimburse the contractor for such materials/supplies as an out-of-pocket cost. These materials will be used in performance of work under this contract and are obtained for and on behalf of the Government, who shall be the owner thereof at the time of acquisition. Serviceable material/supplies recovered from down-loading ships will be reused. Dunnage and lashing materials, furnished by contractor will be of grade, quality, size, and dimensions suitable for the intended use. The Contractor shall deliver these materials to shipside or other designated location(s), as required.

When the contractor furnishes any materials, from his own stock, he shall submit a signed certification listing such materials with itemized costs. The ACO's certification, indicating prior approval of the quantity and prices, will be presented with the invoice for reimbursement, otherwise reimbursement will not be made.

### **6.5.2 Contractor Furnished Equipment**

6.5.2.1 With the exception of equipment specified as Government furnished, the contractor must furnish all gear and equipment required to perform all services under this contract, to include appropriate material handling equipment (MHE) for handling 20 foot and 40 foot containers, with or without their lifting pockets, as required. Compensation for equipment is included in the Commodity Rates in Section B, Schedule of Rates.

6.5.2.2 Equipment operated on the terminal must be maintained and operated in accordance with applicable federal/state laws and regulations, OSHA, Army, and installation regulations.

### **6.5.3 Government Use of Contractor's Equipment**

6.5.3.1 If for any reason, the contractor is unable to perform services under this contract, it is agreed that the Government may elect to rent and that the contractor shall rent to the Government such of the contractor's gear and equipment as had customarily been allocated to the performance of this contract at rental rates negotiated at time of requirement. The Government will accept such gear and equipment as it may elect to rent where is and as is, and furnish fuels lubricants, and operators. A joint condition survey shall be made when the gear and equipment is turned over to the Government and also when returned to the contractor. The contractor shall deliver such gear and equipment to a mutually agreed location. The government agrees to maintain the gear and equipment and to return it to the contractor in as good condition as originally received, fair wear and tear excepted.

6.5.3.2 The rental period may continue for the duration of the contractor's inability to perform services under the contract, but not to exceed 180 days, unless extended or sooner terminated by agreement of the parties. The option to rent gear and equipment will cease upon the effective expiration date of the contract.

### **6.5.4 Contractor Inability to Perform Contract Services**

The ACO will determine whether the contractor is unable to perform services under the contract and will determine the duration of such inability, such findings of fact to be conclusive on the parties subject to the Disputes Clause.

6.5.5 Removal of Contractor’s Equipment and Supplies

Within three (3) working days after expiration date of the contract the contractor must remove from the Government-owned premises all equipment and supplies belonging to him. If removal has not been accomplished within three (3) working days the Government will remove them from the premises at the contractor’s expense. [Overhead, G & A]

6.5.6 Joint Physical Inventory(s) As Required

6.5.6.1 Joint Wall-to-Wall Inventory

The in-coming contractor, without additional compensation, must participate with the ACO and predecessor contractor (if applicable) in a joint wall-to-wall inventory of all Government Furnished Facilities, Equipment and Property for which the contractor assumes responsibility. These areas include vehicle staging areas, outside storage and warehouse areas. At least 24 hours advance notice of the inventory will be given the contractor. [Overhead, G & A]

6.5.6.2 Re-Keying / Replacement of Locks & Security Devices

When the contractor assumes responsibility for security and accountability, and joint inventories have been completed (or as they are completed with respect to a specific warehouse area), representatives of the contractor and the government will witness the re-keying or replacement of locks and/or application of such hasps, bolts or other locking devices, as the contractor deems necessary to secure the facility. The cost of the locking devices, locksmith(s), welders and general labor shall be reimbursed as a one-time out-of-pocket cost.

6.5.6.3 Periodic Cargo Inventory Procedures

The Contractor shall conduct inventory on a semi-annual basis at the discretion of the ACO. At least 24 hours advance notice of the inventory will be given to the contractor. [Overhead, G & A]

6.5.6.4 Final Inventory

At the completion of the contract, or prior to contract completion, as designated by the ACO, the contractor shall furnish the necessary labor to conduct a joint inventory of all Government Furnished Facilities, Equipment, and Property for which the contractor has been responsible so that a final reconciliation can be made pending contract completion. Compensation will be in accordance with man hour rates in Section B, Schedule of Rates.

**6.6 Contractor Duties**

6.6.1 Stevedoring and Related Terminal Services – Inbound (Import)

Stevedoring and Related Terminal Services – Inbound (Import) involves the planning, vessel discharge, staging and loading of conveyances for onward movement, to include cargo documentation.

6.6.1.1 Planning

Planning is the process of stating the objectives of the mission/operation, often in advance of complete information.

**Performance Objective No. 32** – The Contractor shall arrange for staging or pier space, to include covered storage, if requested by the government. [Commodity]

Performance Measures:

COR will monitor (typical)

Performance Standards:

100% compliance (typical)

**Performance Objective No. 33** – The Contractor shall prepare a staging plan, if requested by the government. (The Contractor shall provide the staging plan to the COR at least one (1) day prior to start of vessel discharge). [Commodity]

6.6.1.2 Staging

Staging is the process of placement/organization of cargo to facilitate port clearance/operations and onward movement. The Government will communicate changes/events that affect the staging plan.

**Performance Objective No. 34** – The Contractor shall stage cargo to initial point of rest (for munitions-loaded containers, this will normally be within the Lot 2 compound’s fencing, unless another location has otherwise been specified by the COR) in accordance with the staging plan. [Commodity]

**Performance Objective No. 35** – As requested by the Government, the contractor shall provide cleaning equipment and clean retro equipment to USDA standards and properly dispose of waste water and solid residual waste (if applicable). [Man-hours] [Out-of-Pocket to Sub-contractor(s)]

**Performance Objective No. 36** – The Contractor shall reposition and/or document moved equipment when directed by the Government. Compensation will be in accordance with man-hour rates in Section B, Schedules of Rates (extra labor). [PSA or Port Authority supported.].

6.6.2 Stevedoring and Related Terminal Services – Outbound (Export)

Stevedoring and Related Terminal Services – Outbound (Export) involves the planning, receiving, un-securing, discharging of conveyance (rail and truck), staging, cargo preparation, intra-terminal transfer and loading of cargo outbound from the port via oceangoing vessels, lighters and barges.

6.6.2.1 Receiving

Receiving is accepting custody and responsibility for cargo as it arrives at the terminal.

**Performance Objective No. 37** – The Contractor shall visually check and compare documentation and cargo (OS & D, priority) and report discrepancies daily to the COR. [Commodity]

**Performance Objective No. 38** – The Contractor shall record and report cargo received daily to the COR. [Commodity]

Performance Measures:

Performance Standards:

COR to review report accuracy

100% for hazardous material or sensitive cargo; 95% otherwise

**Performance Objective No. 39** – The Contractor shall maintain accountability on proper handling of HAZMAT, reefer, and sensitive cargo, in accordance with DoD, DHS/USCG and USDOT regulations. [Commodity]

**Performance Objective No. 40** – The Contractor shall unload conveyance in accordance with SDDC freight traffic rules and publications: 1A – Motor Carriers, 10 – Rail and in accordance with DoD, DHS/USCG and USDOT regulations. [Commodity]

Performance Measures:

Performance Standards:

Industry and SDDC standards and regulations

100% compliance

6.6.2.2 Staging

Staging is the movement of cargo to a place of rest within the terminal in anticipation of final disposition.

**Performance Objective No. 41** – The Contractor shall stage cargo in accordance with Government instructions. [Commodity]

### 6.6.2.3 Cargo Preparation

Cargo Preparation may include but not be limited to the following: documentation, nesting/un-nesting of cargo, cooping, stuffing/un-stuffing of cargo containers, scanning, reducing cargo dimensions, fueling/de-fueling and washing of vehicles.

**Performance Objective No. 42** – The Contractor shall perform cargo preparation in accordance with the Defense Transportation Regulation DoD 4500.9-R, and other applicable DoD, SDDC and SDDC TEA Regulations and Standards in Appendix A. [Man-hours; Commodity]

### 6.6.3 Terminal Related Services

#### 6.6.3.1 Vehicle Preparations

**Performance Objective No. 43** – The contractor shall prepare Government vehicles in transit for onward movement. Preparation may include but not be limited to: reduce configuration, fuel/de-fuel, secure secondary loads, USDA-required cleaning. [Manhour]

#### 6.6.3.2 Rail Car Cleaning

**Performance Objective No. 44** – The contractor shall remove debris from rail cars, following unloading. Debris may include but not be limited to: lumber, nails, fasteners, paper. The contractor shall also secure lashing chains. [Manhour]

#### 6.6.3.3 Rail Car Preparation

**Performance Objective No. 45** – The contractor shall raise and position corner pockets within the rail car to accept containers, and ensure locking pins or hooks are operational. [Manhour]

#### 6.6.3.4 Carpentry Services

**Performance Objective No. 46** – The contractor shall fabricate and install blocking and bracing, cooping and other similar services as directed by the COR and IAW munitions regulations. [Manhour]

#### 6.6.3.5 Measuring and Weighing

**Performance Objective No. 47** – The contractor shall verify or determine cargo weights and measures and report changes or discrepancies when discovered. [Manhour]

#### 6.6.3.6 Validation and Reconciliation

**Performance Objective No. 48** – The contractor shall validate cargo inventories on-hand and participate in inventory reconciliation with the Government. [Commodity]

### 6.6.4 Management

Management involves the allocation and coordination of resources to accomplish a mission/operation.

#### 6.6.4.1 General

For the terminal(s) within the scope of this contract, Government will provide a qualified point of contact for munitions operations.

#### 6.6.4.2 Training

Training is providing information, knowledge, and skills reinforcement to meet requirements.

The Government will:

- a. Provide training for the operation of government equipment (e.g., Government furnished equipment and cargo) and processes/procedures within the port environment, to include:
  - 1). LOGMARS Bar Code Scanners
  - 2). Driver familiarization on non-unique, non-specialized military vehicles as necessary
- b. Identify and provide port specific training requirements for the Contractor to acquire, to include:
  - 1). MOTCO specific: Mmunition Familiarization Training guidance to contractor for contractor's training classes; current within 3 years for all on-site contractor employees.

**Performance Objective No. 49** – The Government will make available training for Government furnished equipment (other than cargo) and processes/procedures and the Contractor shall coordinate with local labor to attend the Government provided training so that sufficient pools of operators are available to operate Government equipment within a port as required. Labor shall participate at no cost to the Government.

## 6.7 Special Contract Requirements

### 6.7.1 Security

#### 6.7.1.1 Security of Cargo, Facilities and Equipment

**Performance Objective No. 50** – The Contractor shall protect cargo, facilities and equipment entrusted to his care and shall exercise reasonable diligence to secure it and comply with all elements of the Contractors Security Plan. [Commodity]

#### 6.7.1.2 Security – Classified or Protected Cargo

**Performance Objective No. 51** – The Contractor shall immediately notify the Contracting Officer's Representative of the arrival of any classified or protected cargo shipments and obtain handling and/or disposition instructions. [Commodity]

#### 6.7.1.3 Security – Related to Munition Containers

**Performance Objective No. 52** – The contractor shall ensure that all Controlled Inventory Item Code (CIIC) - S, T, 1, 5 or 6 designated munitions grounded within the terminal are staged on the eastern side of LOT 2, readily visible to the guard shack or the video security system, or to a location designated by the COR.

#### Performance Measures:

Visual confirmation

#### Performance Standards:

100% compliance for CIIC designated munitions

### 6.7.2 Safety

**Performance Objective-No. 53** – The contractor shall insure all ILWU drivers of munitions laden vehicles comply with the base speed limits, or 15 MPH everywhere in the Tidal Area except for 5 MPH whenever on the main section of the three ammo piers or within Lot 2.

#### 6.7.2.1 Safety Regulations

**Performance Objective No. 54** – The Contractor shall comply with applicable Installation and Terminal safety and fire regulations.

#### Performance Measures:

Applicable fire and safety regulations

#### Performance Standards:

100% compliance

6.7.2.2 Communication Safety

**Performance Objective No. 55** - The Contractor shall provide, maintain, and use only Hazards of Electromagnetic Radiation to Ordinance (HERO)-approved communications equipment when conducting MOTCO munition operations. No cell phones, CB radios or other broadcast equipment allowed within MOTCO's munition/ explosive handling/ holding or operational jobsite areas. Contractor shall include the communication plan with the quality control plan. [Commodity]

Performance Measures:

Performance Standards:

Applicable HERO communications equipment standards

100% compliance

## **Appendix A**

### **Applicable Documents**

#### **FEDERAL AND DOD REGULATIONS**

Code of Federal Regulations, 29 CFR, Labor, Part 4, Labor Standards for Federal Service Contracts, 27 October 1983

Code of Federal Regulations, 29 CFR, Labor, Part 1910, Occupational Safety & Health, 1 July 2002

Code of Federal Regulations, 29 CFR, Labor, Part 1917, Marine Terminals

Code of Federal Regulations, 29 CFR, Labor, Part 1918, Safety and Health Regulation for Longshoring, 1 July 2002

Code of Federal Regulations, 46 CFR, Shipping. Part 146

Code of Federal Regulations, 49 CFR, Transportation

Federal Acquisition Regulation (FAR), Volume I, Parts 1 to 51, September 2001

Federal Acquisition Regulation (FAR), Volume II, Parts 52, 53, & Index, September 2001

Defense Federal Acquisition Regulation Supplement (DFARS), 17 August 1998

DoD Regulation 4145.19-R-1, Storage and Materials Handling, 19 September 1979

DoD Regulation 4160.21-M, Defense Utilization and Disposal Manual.

DoD Regulation 4500.9-R, Defense Transportation Regulation

DoD Regulation 4500.9-R, Defense Transportation Regulation 2003

DoD Regulation 5100.76M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives, 12 August 2000

DoD Regulation 5100.78-D, U.S. Port Security Program.

DoD Regulation 5200.1-R, Information Security Program Regulation.

DoD Regulation 6050.5-M, Hazardous Materials Information System.

DoD Instruction 6055.4, DoD Traffic Safety Program, 20 July 1999

DoD Instruction 6055.9, STD Ammunition and Explosives Safety Standards

#### **ARMED SERVICES REGULATIONS**

Army Federal Acquisition Regulation Supplement (AFARS), October 2001

AR 40-5, Preventive Medicine.

AR 55-1, CONEX/MILVAN Equipment Control Utilization & Reporting

AR 55-38, Reporting of Transportation Discrepancies in Shipment.

AR 55-359, Terminal Facilities Guide, United States Air Force.

AR 55-365, Terminal Facilities Guide, Commercial Contractors.

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

AR 190-13, The Army Physical Security Program

AR 190-22, Military Police: Searches, Seizures, and Disposition of Property

AR 190-29, Misdemeanors and Uniform Violation Notices Referred to US Magistrate or District Courts

AR 190-40, Serious Incident Report.

AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive), 30 September 1993

AR 200-1, Environmental Protection and Enhancement.

AR 210-10, Administration.

AR 220-1, Unit Readiness.

AR 380-5, Department of the Army Information Security Program.

AR 380-20, Restricted Areas.

**AR 385-1 Protective Clothing and Equipment**

**AR 385-4, Hazardous Materials Movement Program**

**AR 385-10, The Army Safety Program, 29 February 2000**

AR 385-11, Ionizing Radiation Protection.

**AR 385-32, Protective clothing and Equipment**

AR 385-40, Accident Reporting and Records

AR 385-55, Prevention of Motor Vehicle Accidents

AR 385-64, Ammunition and Explosive Safety Standards.

AR 420-90, Fire Prevention and Protection

AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 31 December 1993

AR 700-141, Hazardous Material Information System.

AR 735-5, Policies and Procedures for Property Accountability, 10 June 2002

DA Pamphlet 385-64, Ammunition and Explosive Safety Standards

SDDC 37-1, Financial Codes

SDDC Regulation 37-10, Financial Management-Contract Pay, 1 May 1989

SDDC Regulation 55-38, Loss and Damage Reporting and Analysis System

SDDC Regulation 56-69, Terminal Operations, 5 Aug 1989 w/ch 3, 22 Nov 1995

SDDC Regulation 190-1, SDDC Security Program

SDDC Regulation 715-1, SDDC Procurement Instructions.

## **PUBLICATIONS**

JP 3-11, “Joint Doctrine for NBC Defense”

FM 3-11.34, “Multi-Service Doctrine for the NBC Defense of Fixed Sites, Airports and Seaports”

International Maritime Organization (IMO) Dangerous Goods Code (IMDGC) Regulations, Books 1 thru 5

NFPA 30, National Fire Protection Association - Flammable and Combustible Liquids Code.

FC 55-50, Fast Sealift Ship User's Manual.

FM 19-30, Physical Security.

FM 55-21, Railway Operating and Safety Rules, July 1989

FM 55-65, Preparation of Unit for Movement Overseas by Surface Transportation.

LOGMARS SOP, from MOTCO TMS

MIL-Handbook-138A, Container Inspection Handbook for Commercial and Military Intermodal Containers

MIL-STD-1916, DoD Test Method Standard for DoD Preferred Methods For Acceptance of Product

MIL-STD 105-E w/ch 2, Sampling Tables and Procedures for Inspection by Attribute

MIL-STD-129H, Marking for Shipment and Storage of Military Property

SDDC NBC Defense Plan

SDDC TEA Pamphlet 55-19, Fifth Edition - Tiedown Handbook for Rail Movements

SDDC TEA Pamphlet 55-20, Third Edition, Tiedown Handbook for Truck Movements

SDDC TEA Pamphlet 55-21, Third Edition, Lifting And Tiedown of Helicopters

SDDC TEA Pamphlet 55-24, Second Edition, Vehicle Preparation Handbook For Fixed Wing Air Movements

SDDC TEA Reference 96-55-23, Containerization of Military Vehicles, September 1997

SDDC TEA Reference 97-55-22 -Second Edition - Marine Lifting And Lashing Handbook, October 1996

SDDCEA PAM 37-1, Financial Administration

TB-43-0142, Inspection/Testing of Lifting Devices

TB 55-46-1, Standard Characteristics for Transportability of Military Vehicles

TM 38-410, Storage and Handling of Hazardous Materials.

TM 55-607, Loading and storage of Military Ammunition and Explosives Aboard Breakbulk Merchant Ships

TM 55-1520-238-S, Preparation for Shipment for Army AH-64A Helicopter, 30 September 1990

TM-55-2220-058-14, Transportability Guidance Transport of Cargo on the Railcar, Flat, 140-Ton-Capacity, 9 January 1987

**FORMS**

MOTCO Form 1, COFC Container-to-rail load Card

DD Form 250, Material Inspection and Receiving Report

DD Form 577, Signature Card

DD Form 1384-2, Transportation Control and Movement Document (TCMD)

DD Form 1864, Vehicle Key Tag

DD Form 2271, Decontamination Tag

SF 361, Transportation Discrepancy Report

DA Form 285, Accident Report (AR 385-40)

DA Form 3161, Request for Issue and Turn-In

DA Form 5479-R, Contract Discrepancy Report

MT Form 191-R, Dangerous Cargo Manifest?

MT Form 192-R, Vessel Manifest?

MT Form 225-R, Dangerous Cargo Load List (SDDCR 56-69)?

MT Form 239-R, Frustrate Cargo - Hold for TCMD

MT Form 288, Stevedoring Activity Log Sheet (SDDC 37-10)

MT Form 290, Service Authorization

MT Form 375-R, Unit Equipment List

MT Form 768, Ship Checkers Rough Hatch Log

OF 346, U.S. Government Motor Vehicle Operators Identification Card (AR 600-55)

DD Form 626, Motor Vehicle Inspection

DA Form 2404, Equipment Inspection and Maintenance Worksheet



Appendix B

**Glossary of Terms**

Arc: see Explosive Arc

“A” Framing - Constructing and placing of lumber in an “A” configuration to support the forward end of two-wheeled trailers. Used in addition to normal blocking and bracing.

Acid/Label Box - Containers fabricated on a deck to specific measurements and generally consisting of a floor, sides, and cover. Other types of containers are constructed without a floor, and the sides are random, conforming to the cargo face, and may have a random cover accommodating lashing.

Aged Cargo Report - Cargo data printout showing the time-in-terminal of shipments on hand.

Agents - Includes subcontractors or other persons engaged by the Contractor to perform work or service under this contract.

Alert Message - An electrical communication prepared and transmitted by a terminal commander to aid in resolving an inventory discrepancy.

Amidships - In the center of a vessel. The section halfway between the stem and stern.

Amidships Guy - Single line or cable secured to the heads of two booms to pull them inboard.

Astern - To the rear of or behind the vessel.

Astray Freight - Shipments or portions of shipments found in carriers’ possession or delivered to a Government installation for which billing (waybill, freight bill, etc.) is not available.

Athwart ship - Across the vessel. From side to side; at right angles to the keel.

Backyard Labor - Labor-performing operations, other than those performed by Deep Sea labor, in accordance with applicable collective bargaining agreements.

Bail - Triangular plate of steel used to connect the bull chain, bull lines, and single topping lift.

Barge - Floating craft of full body and heavy construction, designed to carry cargo.

Batten Cleats (Hatch Cleats) - Right-angle brackets welded to the hatch coaming to securing battens.

Battens - Cross strips of iron or wood placed across the square of a closed hatch to hold tarps and hatch covers.

Battens, Hatch - Thin steel bars fitted tight against the hatch coaming to hold the hatch cover or tarpaulin in place.

Battens, Sweat (Cargo) - Long planks in the hold or between decks, secured to the side of the ship to protect cargo from sweat and rust.

Beam - Maximum width of a vessel.

Beam, Hatch - Steel or wooden beam which supports hatch covers.

Beam Sockets - Fittings in the coaming for hatch beams, into which flanges on the beam ends fit.

Belay - To wind or make turns with a running line around a belaying pin or cleat to hold secure, make fast, or stop.

Bight - Primarily the bend or loop in a rope.

Bilge - Rounded portion of a vessel's shell, which connects the bottom with the sides. The space in the lower part of a ship's hold where wastewater collects. Also the part of a barrel at its greatest diameter.

Bits - Heavy device with bed, plate, and two iron posts on which mooring lines are fastened to secure the ship.

Block - Metal or wooden frame or shell containing one or more pulleys or sheaves, generally set side by side and turning freely on the same pin.

Blocking - Placing timbers or blocks next to the sides and ends of vehicles, heavy lifts, and other cargo to prevent horizontal movement. Blocking must be braced to be effective.

Bollard - Short metal post on a wharf or pier, used for securing the lines of a vessel.

Bomb Cart - Modified trailer such that two TEUs can be loaded from a container crane spreader; additional corner wings to assist alignment of container corner fittings onto locking bayonet style locks, which only release for a straight up pull on the container for discharge from the trailer.

Booking - The reservation of ocean transportation space on a vessel.

Boom Table - Outrigger or shelf built around a mast or kingpost to support the pivots of a number of booms.

Bottom - Underwater part of the hull, extending from the keel to the curved portion of the vessel's sides.

Bottom Cargo - (Weight Cargo) - Cargo that is heavy in proportion to its size. Examples are tanks, machinery, and metal plates.

Bracing - Strengthening an item by supporting it in a horizontal direction.

Breakbulk Cargo - Packaged products that can be unitized into larger parcels and assembled together, for example, on pallet boards bound by wire, or gathered up in rope cargo slings as a means of lifting on and off a vessel.

Bridging - Build decking, including blocking and bracing when required, over void spaces, and generally over products (i.e., reinforcing bars, steel plates, steel rods, etc.).

Bridle - Span of line or chain, so fastened at the ends that another line or chain may be attached to its middle or bight.

Broken Stowage - Lost or unfilled space in a vessel's hold.

Bulkheads/Partitions - Use of vertical partitions to keep cargo from shifting or to keep it away from hot bulkheads. Generally used behind solid fencing and in conjunction therewith.

Bull Chain - Heavy chain on a single topping lift, used to hold the boom in a vertical working position.  
- Also, a substantial chain secured at each end to a vessel's hold, run across a deck to which cargo can be lashed in place; normally installed when insufficient deck lashing points are available on deck to secure cargo in stow.

Bull Line - Line used to top or lower a boom rigged with a single topping lift.

Bulwark - A short, solid continuation of the vessel's side plating above the edge of an exposed deck, providing protection from the sea and preventing the loss of material or personnel.

Bunker - Hull compartment used for the stowage of coal or fuel oil.

Burton - Tackle used for various purposes, as for hoisting rigging aloft. Also the outboard boom and fall.

Cantline - Recess caused by the curvature of cylinders stowed one against the other.

Capstan - Vertical revolving drum, spool-shaped, generally used for heaving or towing or mooring lines.

Cargo - Material moving within the Defense Transportation System.

Cargo Assembly Area - That area conforming to the standard of 250 feet from bow or stern of the ship, and 500 feet inland.

Cargo And Billing system – A software by which SDDC pays transportation providers, to include Stevedoring companies. Contractors have remote access to a relational database, wherein DTS cargo movement data is converted into financial data. The system consists of a client/server environment (database server, Web server and Personal Computers for workstations) with a World-wide Web accessible database.

Cargo Boom - Span extending from a mast or kingpost to handle cargo.

Cargo Hook - Heavy steel hook secured to the end of the cargo runners and used to hoist drafts of cargo.

Cargo Runner - Rope or cable used to draw up or lower cargo draft.

Cargo Status “N” - A Shipment Unit (SU) identified as being a TID will be assigned a status code “N” to identify a shipment that could not be located during pier or warehouse inventory (denotes it is non-shippable) and will undergo intensive research to locate.

Cargo Status “W” - A Shipment Unit (SU) identified as an “N” status TID, upon termination of all research, will be placed in Cargo Status “W” to indicate a report of survey has been initiated.

Cargo Status "Y" - A shipment identified as being a Terminal Inventory Discrepancy (TID) is assigned status code "Y" to indicate that it could not be located during a warehouse inventory or at the time it was to be loaded and that extensive research will be undertaken to locate it.

Cargo Transporter - Includes all reusable shipping containers (except those used exclusively for household goods) such as: CONEX, Navy Shipping Containers, Seavans, MILVANS, aircraft engine cans, etc. In the Schedule of Rates, Section B of the S&RTS contract, cargo transporters are only ISO ocean containers. Cargo transporter includes Flat-racks when used to transport cargo.

Cathead - Outside spool on a winch, used in handling hauling lines and in topping and lowering booms.

Catwalk - Footwalk, constructed around and over obstructions, for the convenience of the crew.

Ceiling Planks - Planking fitted on top of the floor or double bottom in the cargo hold.

Centerline - Imaginary fore-and-aft line extending from the bow to the stern through the center of the vessel.

Checking or Clerking - The act of counting, tallying, or checking cargo against appropriate documents.

Chock - Deck fitting through which mooring lines are passed; To block the cargo in stow with dunnage.

Class – International system of hazard classification used by DOD; of the nine hazard classes; two (Classes 1 & 6) contain most munition and explosive items. MOTCO deals primarily with Class 1 items.

Classified - Official information or matter in any form or of any nature which requires protection in the interest of national security

Classified Shipment - Official information or matter in any form, or any nature which requires protection in the interest of national security.

Cleat - Wood or metal fitting with two projecting horns to which a line is secured.

Coaming - Sidewall of the hatch that projects above the deck around the perimeter of the hatch.

Common-User Ocean Terminals - A military installation, part of a military installation, or a commercial facility operated under a contract or arrangement of the Military Surface Deployment and Distribution Command (SDDC), which regularly provides for two or more shipper services terminal functions of receipt, transit storage or staging, processing, loading, and unloading of passenger or cargo ships.

Compatibility Group – Ammunition and explosive items are assigned to one of 13 compatibility groups; a one position capital alpha character identifies each of these groups and appears immediately after the Hazard Class and Division hazardous material designators, as listed in DAP 385-64, Nov '97, w/change 1.

Consignee - The person or company that merchandise or cargo is forwarded to.

Consignor - The person or company that sends merchandise or cargo to another party.

Containers - Cargo containers including military vans (MILVANS) and commercial containers 20 feet in length and greater.

Container Bridge Crane - The rail mounted container crane used to transfer containers to and from railroad cars, trucks, and container chassis, as applicable.

Container Chassis - The trailer used to carry and transport containers.

Container Crane - The rail mounted pier crane used to load and discharge containers to and from railroad cars, trucks, and container chassis.

Container Handler - Forklift or other similar device used to handle and transfer containers.

Container holding pads - An in transit, hard-surfaced container holding area, adjacent to a wharf. In an ammo operation, the area is revetted.

Contingency Operations - Deployment of Armed Forces and equipment during a Defense need (such as a National Emergency)

Contingency labor operations - Support the deployment of DoD Armed Forces, assuring agreements are in place to supply \_\_\_\_\_ supplemental labor capacity when the local labor pool is exhausted.

Contracting Officer - The person executing a contract on behalf of the Government, and any other military or civilian employee who is properly designated Contracting Officer. The term includes the authorized representative of a Contracting Officer acting within the limits of his authority.

Contractor Furnished Equipment – Equipment provided by the contractor for the purposes of conducting work.

Controlled Cargo - Items, which require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.

Coopering - The act of making or repairing shipping pallets, boxes, or other shipping containers and reloading with cargo.

Cradle - Rest to support a boom in a horizontal position.

Cribbing - Built up structure of dunnage filling an empty space and supporting and securing cargo.

Critical - affecting mission success or failure

Cube - The space occupied by the measurements of length multiplied by width multiplied by height.

Defect - an error in executing a requirement, resulting in additional effort and/or cost(s).

Delivery Receipt - The document that shows proof of the physical and legal transfer of a shipment from consignor to carrier, between carriers, and from carrier to consignee.

Demurrage - A charge made on conveyances (normally railcars) held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose.

Detention - A charge made on trucks or cargo transporters held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose.

Direct Procurement Method (DPM) - The movement of household goods where the government provides all services and transportation to or from CONUS and overseas residences, including ocean transportation and terminal services, between the ports of embarkation and debarkation.

Division – Numerical designator within Hazard Class/ Division explosive coding that indicates the character and predominance of associated hazards and the potential for causing personnel casualties and property damage.

Documented and Verified (DoVe) Cargo - Cargo which has been receipted into the port, requires no maintenance prior to shipping, and after scanning has been verified to be in the host computer.

Documenting - Preparing or annotating documents that evidence or effect the receipt, shipment, or ownership of goods.

DoD Components - For the purpose of this regulation, DoD components include the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, the Military Departments, the Military Services, and the Defense Agencies.

Deckload - Cargo stowed on the weather deck of a vessel.

Deep Sea Labor - Labor performing pier side or container operations in accordance with applicable collective bargaining agreements.

Deep Tanks - Tanks located on a vessel's lower holds. They take up only a portion of a hold and may carry water ballast or dry cargo. See double-bottom tanks.

Detention Time - (Sometimes referred to as Standby Time or Waiting Time) is the time lost as a result of a stoppage, or inability to start due to causes beyond the control and without the fault or negligence of the Contractor's, including but not limited to, a breakdown of the ship's equipment or Government furnished gear, inclement weather, non-arrival of ship, non-readiness of the ship, non-arrival of cargo, or non-availability of equipment to be furnished by the Government.

Direct Labor - All of the categories of labor provided for in the man-hour rate schedule of the order.

Double-bottom Tanks - Watertight spaces between the bottom plating, the tank top, and the margin plates. The tanks may contain water ballast, fuel oil, boiler-feed water, or drinking water. See Deep tanks.

Draft - Single sling load of cargo.

Draft, Vessel Air Draft – The height of a vessel measured from the waterline to the highest point in the ship, often used to access if a ship will clear freely under a bridge or the lowest point of any other elevated object crossing over a navigational waterway.

Draft, Vessel - Depth of a vessel below the waterline, measured vertically to the lowest part of the hull, the bottom of the keel, propellers, or other reference points.

Drag - Difference between bow and stern draft when the stern is in the water deeper than the bow.

Dragline - Guide rope with blocks or blocks and tackle, with ship's gear, to pull cargo out of the wings or sides into the square of a hatch and from the square to the wings.

Drayage - The movement of cargo or a cargo transporter by highway or railroad between locations within the modified commercial zone of a city.

Drop-in-cargo - Cargo that was not pre-lodged.

Drum - Cylinder on a winch around which a wire rope or line is wound. Also a container for fluid cargo, especially bulk petroleum.

Dunnage - Cordwood, planks, or other material used solely to protect goods stowed on a vessel.

Eye Splice - Loop spliced in the end of a rope.

Expected Receipt List - A listing containing data for cargo which has been pre-lodged for receipt at the terminal.

Explosive Arc – the circular distance from an explosive item that gives an increased certainty of limiting damages should the explosive detonate; can be computed for any number of damage risk factors.

Fairlead - Fitting or device used in preserving the direction of a line, chain, or wire so that it may be delivered fairly, or on a straight lead to the sheave, drum, etc.

Fall - By common usage, the entire length of rope used in a tackle, through strict usage would limit its application to the end to which power is applied.

Fast - Made firm. Secure.

Filler Cargo - Small packages or other suitable cargo used to fill in what would otherwise be broken stowage.

Flange - Turned edge of a shape or girder, which acts to resist bending strain.

Flat rack (Platform Container) - A container with four ISO corner fittings without waterproof sides or top. Includes platforms that have no sides or ends, and flat racks with rigid or collapsible ends.

Floor - Plates placed vertically in the double bottom of a vessel, usually on every frame and running athwart ship.

Flooring off - Dunnaging cargo between tiers. Stowing bottom layers.

Fore (forward) - Direction toward the bow or front. From the amidships section to the bow.

Fore and Aft - Parallel with the vessel's keel. Fore-and aft stringer or girder.

Frame - Rib of a vessel.

Free time - The amount of time allowed by a carrier to load or unload cargo, or provide disposition instructions, before demurrage or detention charges accrue.

Fringe Benefits - Employee union and employer association assessments that accrue to the benefit of the individual employee in addition to his hourly rate of pay, for such things as vacation, retirement, medical care, etc.

Frustrated cargo - Cargo which is incorrectly marked or documented, requires maintenance, is being diverted, or for some other reason requires action before it can be shipped.

Gantline - Rope rove through a block at the masthead for temporary use in rigging and unrigging.

General Cargo - Cargo other than household goods, hazardous materials, and vehicles.

Gooseneck - Joint that connects the heel of a boom with a mast or mast table.

Government Furnished Equipment - The equipment, facilities, and supplies to be furnished by the Government for contractor use during the performance of this contract

Gradeability - Ability of a vehicle to go up a slope while carrying the payload for which it is designed and with its transmission in the lowest forward gear, usually stated in terms relating vertical rise to horizontal distance.

Guy - Line or cable to steady or swing a boom or spar.

Guy Pendant - Single wire with eyes in both ends for attaching them to the tackle and to a fitting on the boom, deck, or side.

Gypsy - Outside spool or drum end of a winch or windlass, usually fitted with ridges for heaving in mooring lines.

Hatch - Opening in a deck which gives access to a cargo hold.

Hatch Battens - See Battens, Hatch.

Hatch Beams - See Beam, Hatch.

Hatch Boom - Boom spotted over a ship's hatch in cargo work.

Hatch Cover - Cover on top of an opening in the deck of a vessel, fitted into recesses in the coaming and resting on the beams.

Hatch Wedge - Small wedges of wood, driven between cleat and batten to secure tarpaulin.

Hauling Part - Part of a rope in a tackle, which is hauled upon.

Hazardous and/or Dangerous Material - Material consisting of explosives, flammable substances, toxic chemicals, sources of ionizing radiation of radiant energy, oxidizing material, or corrosive material which, because of its nature, is dangerous to store or handle. Dangerous material is any material specified by the Interstate Commerce Commission, Federal Aviation Agency, U. S Coast Guard, U. S, Agriculture Department, U. S. Public Health Service, and federal or military documents which, under conditions incident to transportation, is liable to cause fires, create serious damage by chemical action, or create a serious transportation hazard. It includes explosives, flammables, corrosives, combustibles, oxidizing material, poisons, compressed gasses, toxics, unduly magnetic material, biologicals and radiologicals, pests and diseases, and substances associated therewith presenting real or potential hazards to life and property.

Head block - One shackled to the head of the boom through which the cargo runner leads.

Heavy Lift Equipment - Material handling equipment, dock and floating cranes capable of lifting in excess of five long tons (11,200 pounds).

Heal Block - One located near the heel of the boom through which the cargo runner leads.

Hold - Space below decks used for stowing cargo. More specifically, a space between the lowest deck and the bottom of the ship or tank tops.

Hold Cargo - Cargo that, for any reason, (damage, awaiting disposition instructions, etc.) is in a non-shippable status.

Integrated Booking System (IBS) - Provides a single, worldwide, automated booking system to support peacetime and wartime movement of unit and sustainment cargo, in an efficient and timely manner. IBS also supports SDDC business practices by automating the booking process between DOD shippers and ocean carriers.

Integrated Computerized Deployment System (ICODES) - A computer based automated stow planning system that assists in loading unit equipment and other types of cargo on vessels.

Inboard - From the sides to the centerline of a vessel.

Inland Cargo Conveyance - As used herein means truck, barge, railcar or watercraft, except ocean-going ships.

ISO Shelter - Cargo transporter that has been modified or converted to be utilized as a communications shelter, tool or maintenance kit, unit support van, or mobile command post, etc.

Julian Date - A four digit number indicating the year and date, e.g., 9128 would indicate May 8, 1999.

Job Bag - An individually numbered envelope or folder containing ERLs, TCMDs, source documents, etc., that are batched together for use when receiving shipments from a single conveyance.

Jumbo Boom - Heavy-lift boom capable of handling up to 240 tons.

Kingpost - Vertical spars, usually steel, stepped in pairs, one on each side of the centerline of the ship, supporting cargo booms.

Lashing - Fastening made by passing a rope, cord, or the like around an object or objects to prevent movement in a direction horizontal to the decks.

Lighter - Barge or flat-bottom vessel used to carry cargo from one point to another in a harbor, usually decked over, either roofed or unroofed, and usually not self-propelled.

Lightering - Act of transporting cargoes from ship to shore via a lighter vessel.

Line - Term given to fiber or wire rope.

Link band - Band fitted around the head of a cargo boom into which is shackled the topping lift, head block and boom guys.

List - Inclination of a vessel to one side from the vertical along its longitudinal axis.

Loading - Placing cargo into or onto vessels, railcars, trucks, dromedary boxes or trailers for transport.

Loading Plan - Stowage diagram of cargo in a vessel.

Long Ton - Sometimes referred to as “weight ton”, “long ton”, or “LT”, means a weight of 2,240 pounds.

Longshoreman - Usually applied to men employed in the handling of cargo in vessels when loading or unloading.

Loss - The act of losing or failing to maintain possession of an item.

Machine Floor - A lumber floor constructed to allow cargo to be stowed by the use of MHE.

MAFI - A RO/RO trailer that is 20/40/60 feet in length for handling breakbulk, oversized or deadlined cargo on and off a vessel.

Magazine - A storeroom in a ship used for storing explosives and ammunition.

Marking - Numbers, nomenclature, or symbols placed on items or containers for identification during handling, transport, or storage.

Materiel-Handling Equipment - Mechanical devices for handling of cargo and other items with greater ease and economy, e.g., a forklift.

Mean Lower Low Water – Some tributaries normally have semi-diurnal (twice a day) full tidal sequences the majority of days. As such, there are usually two different tidal highs and lows the majority of days. The average of the lower of the two low tides constitutes Mean Lower Low Water and is used as the depth datum reference for the listed depths on all the local navigational charts.

Measurement Ton - A volume of 40 cubic feet, frequently abbreviated as “MT”.

Metric Ton – 1000 kilograms (2406.8 lbs avoirdupois)

Military Surface Deployment and Distribution Command (SDDC) - The single manager operating agency for military traffic, land transportation, and common user ocean terminals.

Minimum Time - The time, in addition to the period actually worked, for which the Contractor is required to pay his employees to comply with the minimum time requirements of collective bargaining agreements under which the Contractor is obliged to compensate his employees.

Minimizing Hazardous Exposure – Limiting the number of people to perform a mission with hazardous materials to no more than the minimum number necessary to safely perform the work requirement.

Minor Repairs and Markings - Nailing, patching, caulking, banding, replacing, or tightening bolts, taping, re-labeling, obliterating existing markings, stenciling, or otherwise marking shipping containers.

Miss-shipment - The routing or shipment of freight or cargo by the Contractor to a destination other than that designated on the accompanying documents or markings on the cargo which will necessitate and result in a transshipment of the cargo to be effected by the Command to its proper destination.

Mousing - Yard or small rope or wire seized across the mouth of a hook to prevent slings from slipping off and to aid in preventing stretching of the hook.

Multiple Topping Lift - One made of a tackle system with one block shackled to the head boom, one to the mast, and one to the hauling part.

Nested/de-nested cargo - Cargo that fits or stacks on itself, conserving space, such as pails stacked inside other pails; or cargo loaded inside vehicles, such as cargo loaded by a shipper or SDDC in the bed of a trailer.

Net Explosive Weight – Amount of explosive contained in (pounds/kilograms) a munition or munition shipment unit.

Ocean Cargo Clearance Authority (OCCA) - An element of SDDC which accomplishes cargo booking, contract administration, surface passenger booking, and export/import surface traffic management functions for cargo moving in the DTS.

Onboard - On or in a vessel.

Out-of-pocket Costs Expenses paid out-of-pocket by the Contractor for which the Government compensates the Contractor, upon the approval of the ACO. Expenses may be paid out-of-pocket for the furnishing of equipment, materials, supplies or services (e.g., floating crane, other special equipment, lumber, reimbursable 3<sup>rd</sup> party services) that are required on an exception basis to complete work required by the Government that the Government throughout the contract’s statement of work has required or nor indicated intent to furnish. In addition to reimbursement for actual cost, the contractor shall be reimbursed for any transportation expense associated with the furnishing of materials, equipment, supplies or services compensated under the out of pocket provision.

Outboard - Away from the centerline, or at either side of a vessel.

Outboard Boom - Boom spotted over the pier lighter.

Outboard Guy - Cable or wire that pulls a boom outboard.

Overage - An inventory discrepancy in which a shipment or more pieces of cargo for a shipment, are on hand than the Terminal Inventory indicates, or a shipment or more pieces of cargo are received than accounted for in the shipping papers.

Pad eye - Fitting attached to a deck or flooring, having an integral base plate and an eye to which lashings and guys may be secured.

Peavy - Tool for handling wooden material, especially adapted for rolling or turning poles.

Performance Requirements Summary (PRS) - The listing of critical performance indicators, standards, and acceptable quality levels used in evaluating the contractor's performance.

Pier - Wharf running at an angle with the shoreline that provides berthing spaces on both sides for ships.

Pilferable Cargo - Items which are vulnerable to theft because of their ready resale potential. Pilferable items include cigarettes, alcoholic beverages, cameras, electronic equipment, etc.

Plumb - Weight of lead attached to a string, used to indicate a vertical direction.

Port Side - Left side of a vessel looking forward toward the bow or stem.

Portable Bar Code Reader (PBCR) - A piece of portable equipment used to automatically read LOGMARS labels.

Pre-lodge - A feature of the Defense Transportation System (DTS) whereby a transshipping activity is provided advance cargo documentation from within the system and carriers are required to give notification of cargo arrival for scheduling purposes.

Preventer - Auxiliary rope, spar, chain wire, or bolt to relieve an unusual strain and give additional security.

Protected Cargo - Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Protected cargo is subdivided into controlled, pilferable and sensitive cargo.

Quality Control Inspection Program Plan - A formal document prepared by the contractor that contains specific performance standards, methods, and frequency of inspections, assignment of responsibility, and manner of record preservation to support the Quality Control Inspection Program.

Quality Control Program - A formal internal control program prepared by the contractor to ensure consistent satisfactory performance of the terms and conditions of the contract.

Rack - To move a draft athwart ship.

Rail - Longitudinal member around the edges of the deck as a protection, sometimes an actual rail, sometimes the top edge of the bulwark.

Reduced Operational Status – Government facility status in which the facility is normally closed down from performing its function, but where the property and infrastructure are held intact and under government control. Not the same as being Congressionally released under the Base Realignment And Closure (BRAC) Act.

Reefer - Ship in which all cargo compartments are refrigerated.

Reeve - To pass or thread a rope through a block or hole.

Release Unit of Cargo - Release unit of cargo for surface shipment is usually 10,000 pounds; however, this is subject to exception based upon traffic management considerations, nature and sensitivity of cargo, and modes and methods of the shipments.

Required Delivery Date (RDD) - A calendar date that specifies when materiel is actually required to be delivered to the requisitioner.

Resistor - Device in an electric circuit offering electrical resistance for protection or control.

Retrograde - Cargo destined from overseas areas to the U. S.

Revenue Ton - The basis upon which compensation is computed for cargo handling. Commodities payable on a tonnage basis are paid on the basis of a measurement ton of 40 cubic feet.

Rig - To fit shrouds, stays, etc., of a vessel to their respective masts or other fittings.

Roller Chocks - Chocks with a short vertical roller fixed to reduce friction on a line.

Running Block - Single-sheave block supported in a bight and provided at the bottom with a load hood.

Running Rigging - Rope or wire that is hauled upon to adjust yards and booms.

Safe Working Load - Maximum weight or load which a part of the ship's gear will support with safety.

Samson Post - Same as kingpost.

Secondary Load - Cargo loaded on prime mover by the original shipper. Any weight and dimension changes are allocated to the prime mover in the shipper's documentation.

Segregation (sorting) of Cargo - The breaking out of discharge cargo and separating or assembling it into piles, bays, bins, or areas, by consignee as shown on the manifests or other documents, or for loading by transportation conveyance.

Seizing - Light strands tied about loose ends of cable or rope to prevent raveling. Three seizings are usually required on an end.

Separation Cloth - Sheet of gunny cloth used to prevent the mixture of cargo.

Service Codes - MILSTAMP codes that indicate the ocean carrier's responsibility for movement of the container. These codes are used in pairs to indicate the carrier's responsibility at origin and destination. For example, the service code ML indicates the carrier is responsible for linehaul transportation from origin to the port of embarkation and for local drayage within the modified commercial zone of the port of discharge.

Code "K" - The ocean carrier's responsibility begins or ends at the ocean carrier's terminal.

Code "L" - The ocean carrier's responsibility begins or ends within the modified commercial zone of the port of embarkation or the port of discharge.

Code "M" - The ocean carrier's responsibility begins or ends at an inland origin or inland destination.

Shackle - U-shaped iron link with a removable pin used to make lines or block fast.

Shaft Tunnel - Watertight passage housing the propeller shafting from the engine room to the bulkhead at which the stern tubes start. It provides access to the shafting and its bearings and also prevents their being damaged by cargo put in the spaces through which it passes.

Sheave - Wheel inside a block.

Sheathing - Installing a layer of protective lumber against the metal bulkheads of a cargo hold to protect loading munitions from having metal-to-metal contact with the metal of the hold's structural plates or framing.

Shifting Boards - Temporary partitions placed in holds to prevent the shifting of bulk cargo.

Shipment Unit - One or more items assembled into one unit which becomes the basic entity for control throughout the transportation cycle as defined in MILSTAMP.

Shipside - Area at or along the side of a ship.

Shoring - Act of supporting anything by bracing it from below.

Shortage - An inventory discrepancy when a shipment is not on hand, or fewer pieces of cargo for a shipment are on hand, than the terminal inventory indicates. A transportation discrepancy occurs when an entire shipment or fewer pieces of a shipment are received than shown on the shipping documents.

Shroud - Guy rope or cable, used to support a mast, running athwart ship from the top of the mast to both sides of the vessel.

Seizing - Wire run through the eye of a shackle pin and wrapped around the stock of the shackle to keep the pin from rotating loose under load.

Single Shipment - A shipment under one shipping document (TCMD).

Single Topping Lift - One made of only one line shackled to the head of the boom, rove through a block at the mast, and led below to the bail.

Slack - To ease up on or pay out a line.

Sleeper - Heavy piece of timber laid on the deck to support something, such as the wheels of a locomotive.

Sling - Arrangement of line or chain around a draft of cargo to make it safe for hoisting.

Snatch Block - Single block with a gate on one side of the frame which may be opened to allow the bight of a line to be placed on a sheave without reeving the end through the block.

Spanner Stay or Truss - Wire stay or structural steel span which runs athwart ship between the heads of a pair of kingposts.

Special Handling Code - The two-digit alphanumeric code following the Water Commodity Code. This code identifies the type of cargo and special handling. It is used to identify commodities for ocean manifesting, cost accounting, contractor payment and special handling. The various codes are defined in MILSTAMP, Volume I.

Specialized, Unique Military Equipment - Equipment which, by its uncommon complexity (such as an M1000 Heavy Equipment Transporter trailer), its inherent characteristic as a weapon (such as an M1 tank), or special security requirement (such as a Fox Nuclear/Biological/Chemical vehicle), is outside of the realm of normal in-port operations.

Splice - To weave loose ends of fiber or wire rope together.

Split Shipment - A shipment, which has been separated into two or more increments after receipt with each increment, identified and documented separately.

Spool - One, whose surface is concave, used as a winch head.

Spot - To swing the booms to any desired position by means of the boom guys.

Square of the Hatch - Space directly under the hatch and the same size as it.

Stability - Power of a vessel to right itself when it is rolled to one side.

Stanchion - Upright pillar of wood or steel supporting the decks, awnings, safety lines, etc.

Standing Rigging - Rigging which is not hauled upon.

Starboard Side - Right hand side of a vessel looking forward.

Stay - Line or wire running fore and aft and used to support the mast, spar, or funnel.

Step - Attach or fasten a mast or vertical spar to a ship's deck. To fasten booms to the mast table or to kingpost.

Stern - After or rear end of a vessel.

Stevedore - A person who contracts to load or unload a vessel.

Stiffener - Angle bar or stringer fastened to a surface to strengthen it.

Stopper - Piece of rope or chain used to secure a line under load.

Stowage - Compact placing of cargo aboard a vessel.

Stowage Factor - Figure denoting the number of cubic feet required to stow a long ton of any particular commodity.

Stowage Plan/Stow Plan - A completed stowage diagram showing what material has been loaded and its stowage location in each hold, between-deck compartment, or other space in a ship, including deck space. Each POD is indicated by colors or other appropriate means. Deck and between-deck cargo normally is shown in perspective, while cargo stowed in the lower hold is shown in profile, except that vehicles usually are shown in perspective regardless of stowage.

Stuffing - The placement of cargo into or onto cargo transporters, such as sea vans, MILVANs, flatbeds, and flat-racks, including all necessary blocking, bracing, lashing, or dunnage.

Surge - To slack off on line. To allow a line to slip slowly around a fitting.

Tackle - Assembly of ropes and blocks. A tackle system may be simple or compound; a simple system has one rope and one or more blocks; a compound tackle system has more than one rope and two or more blocks.

Tag Line - Length of small line used as a guide or to steady drafts of cargo.

Tank Top - Plating laid on the floors of a vessel.

Tarpaulin, Hatch - Painted or treated canvas covering for a hatch.

Terminal Inventory Discrepancy (TID) - A shipment unit (SU) which the terminal has listed on the on-hand inventory and which cannot physically be located and for which no lift record or other disposition is available.

Terminal Operator - The SDDC activity responsible for terminal operations to include both active and reserve components.

Terminal Support Module (TSM) - Microcomputer based terminal management and cargo documentation system that implements LOGMARS technology for automated data capture.

Thimble - Fitting for a closed eye splice.

Tie Rod - Rod serving as a tie between two pieces, acting in tension to keep them from separating.

Time in Terminal - The time measured in days from the date of receipt of the cargo until the date the cargo is shipped, transported, or otherwise disposed of.

Tipping Angle - Angle at which an item of cargo longer than the hatch opening must be tipped if it is to be lowered into a hold.

Tomming - Act of bracing anything from an above overhead down onto its own top to hold cargo down to the deck during underway lifting motions.

Top - To raise a boom from its cradle to a working position.

Top Mast - Mast above the lower mast.

Topping Lift - Wire rope extending from the head of the boom to a mast for the purpose of supporting the weight and permitting the boom to be raised or lowered.

Transferring - The act of moving cargo within the modified commercial zone.

Transportation Control and Movement Document (TCMD) - DD Form 1384, is the official cargo movement document prescribed by the Military Standard Transportation and Movement Procedures (DOD Regulation 4500.32R). The TCMD is used for the documentation and control of all cargo moving into and through the terminals.

Transportation Control Number - The number used to identify and control the shipment unit within the Defense Transportation System.

Trim – The fore and aft water draft (distance below the surface) differences from the vessel’s mean water draft at its transverse metacenter.

Tween deck - Any deck below the upper deck and above the lowest deck. Abbreviation of between deck.

Twenty foot Equivalent Unit – 20’ container length ocean cargo container with ISO corner fittings

Two-block - To draw two blocks together so that no more hoisting is possible.

Undocumented cargo - Any piece of equipment arriving at the terminal that is not listed on the final AUEL/UEL or is not in the data base.

Unitized Cargo - Cargo that is received, palletized or in a configuration comparable to a palletized load, does not require palletizing or reworking by the Contractor prior to stevedoring to the ship or loading on inland transportation, and is susceptible to machine handling in the ship.

Unloading - The act of removing cargo from trucks or trailers.

Unstuffing - The act of removing cargo from cargo transporters.

Vehicle - A self-propelled, boosted, or towed conveyance for transporting a burden on land such as: automobiles, trailers, trucks, motorcycles, scooters, and internal-combustion engines or battery-powered equipment (this includes all documentation and certification when required).

Ventilator - Device for furnishing fresh air to compartments below deck or for exhausting foul air.

Vessel Stowage Factor (VSF) - Amount of space available for each long ton/measurement ton of cargo a vessel can carry, exclusive of deck cargo.

Warp - Fiber or wire rope by which a vessel is moved about when at dockside in harbor.

Water Commodity Code - The three-digit numeric code used to identify commodities for ocean manifesting, cost accounting, contractor payment, special handling. The various codes and their noun descriptions are defined in MILSTAMP, Volume I.

Weight Cargo - See Bottom cargo.

Weight Ton - The term “weight ton” or “WT” means 2,240 pounds.

Wharf - Structure for loading or discharging vessels, particularly a platform of timber, stone, or concrete against which vessels may be secured to load or discharge.

Winch - Machine used for loading and discharging cargo or for hauling on lines.

Winch Head - Drum, usually of small diameter and concave, on a winch, designed for taking and holding the turns of a rope. See Cathead.

Worldwide Port System - A computerized system used to enter, document, and trace all import and export DOD-sponsored cargo processed through SDDC controlled and/or contracted ports.



Appendix C

**List of Acronyms & Abbreviations**

ACO - Administrative Contracting Officer

CAB – Cargo And Billing system

CBA: collective bargaining agreement

CBL - Commercial Bill of Lading

C/C: command & control

CFR - Code of Federal Regulations

CFS - Container Freight Station

CLOP: Cargo Left On Pier

CO - Contracting Officer

COA - Cargo Operations Area

CONUS - Continental United States

COR - Contracting Officer’s Representative

COTR - Contracting Officer’s Technical Representative

DDN - Defense Data Network

DHS – Department of Homeland Security

D/F - Damage Free

DISCORS - Discrepancy in Shipment Cargo Outturn Reporting

DOD - Department of Defense

DODAAC - Department of Defense Activity Address Code

DPM - Direct Procurement Method

DPSC - Defense Personnel Support Center

DSB - Deployment Support Brigade

DSN - Defense Switched Network

DTS - Defense Transportation System

ERL - Expected Receipt Listing

ETA - Estimated Time of Arrival

FIFO - First-In, First-Out

FORSCOM - United States Army Forces Command

FTX - Field Training Exercise

GBL - Government Bill of Lading

HAZMAT: hazardous materials

HHG - Household Goods

IAW - In Accordance With

IBS - Integrated Booking System

ICODES - Integrated Computerized Deployment System

IMDGC - International Maritime Dangerous Goods Code

IMO - International Maritime Organization

ISO - International Organization of Standardization

ITV - In-Transit Visibility

JDS - Joint Deployment System

LL - Load List

LOGMARS - Logistics Application of Automated Marking and Reading of Symbols

LO/LO - Lift-On/Lift-Off

LRU - Less Release Unit

MAFI - A RO/RO trailer that is 20/40/60 feet in length for handling breakbulk, oversized or deadlined cargo on and off a vessel.

MHE - Materials Handling Equipment

MILSTAMP - Military Standard Transportation & Movement Procedures

MLLW – Mean Lower Low Water

MSC - Military Sealift Command

M/T - Measurement Ton - 40 cubic feet

MT – Metric Ton

MTON - See MT

NEW - Net Explosive Weight

NICP - National Inventory Control Point

NLT - Not Later Than

NSN – National Stock Number

NSP - Not Separately Priced

OCCA - Ocean Cargo Clearance Authority

OCBO - Ocean Cargo Booking Office

OS&D: overages, shortages, and damage

OSHA - Occupational Safety and Health Act/Administration

PBCR - Portable Bar Code Reader

PCO - Procuring Contracting Officer

PCS - Permanent Change of Station

POD - Port of Debarkation

POE - Port of Embarkation

POV - Privately Owned Vehicle

PPSO - Personal Property Shipping Office

PSA - Port Support Activity

PWS - Performance Work Statement

RDD - Required Delivery Date

RFID - Radio Frequency Identification (Tag)

RO/RO - Roll-On/Roll-Off

RT - Revenue Ton

S&RTS - Stevedoring & Related Terminal Services

SU - Shipment Unit

TAC - Transportation Account Code

TCMD - Transportation Control and Movement Document

TCN - Transportation Control Number

TDR - Transportation Discrepancy Report

TEU – Twenty-foot Equivalent Unit

TID - Terminal Inventory Discrepancy

TMD - Traffic Management Division

TSA – Transportation Security Administration

TTBDE - Terminal Transportation Brigade

TTBN - Terminal Transportation Battalion

USCG – United States Coast Guard

VPC - Vehicle Processing Center

WPS - Worldwide Port System

WT - Weight Ton



Addendum One

**GOVERNMENT FURNISHED EQUIPMENT  
MOTCO**

RAILROAD EQUIPMENT

25	50 Ton Capacity Railway	Boxcars
5	80 Ton Capacity Railway	Flatcars

CONTAINER HANDLING EQUIPMENT

1	50K Clark Rough Terrain Container Handler
1	70K Container Handler/ Forklift Hyster
1	88K Top-pick Container Handler Superstacker
2	75.5K Terex Top-pick Container Handlers

FORKLIFTS

2	15K Forklifts
30	4K Forklifts
15	6K Forklifts

CHASSIS/ TRAILERS

14	45'. 20 Ton Semi-trailers,
46	20' Milvan Chassis Trailer