

## **S&RTS Functions and Related Performance Requirements**

### **IMPORT**

*An “\*” indicates that a performance objective is unique to one or a few port operations.*

#### **Planning**

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

The Government will:

1. Provide the contractor with notice ASAP of any inbound “vessels” or shipments and will provide specific guidance on the type of mission and cargo to be discharged.
2. Arrange for the staging area with Port Authority
3. Provide a discharge plan at least \_ days [to be filled in by port] prior to commencement of operations.

The Government and contractor will discuss and the contractor will arrange for specialized equipment, as needed, to facilitate vessel discharge.

#### **Performance objective:**

Contractor shall arrange for staging space, if requested by the Government.

#### **Performance objective:**

Contractor shall prepare a staging plan, if requested by the Government. [The Contractor shall provide the staging plan at least one (1) day prior to start of vessel discharge to ALCON.]\*

### **Vessel Discharge/Unload**

**Vessel Discharge/Unload** is the physical removal of cargo from a vessel.

The Government will:

1. Utilize WPS to document cargo discharge
2. Provide scanners to the contractor
3. Resolve discrepancy for cargo (including Haz Mat)
4. Identify sensitive/classified cargo and provide handling instructions
5. Identify reefers and provide handling instructions

**Performance objective:**

Contractor shall discharge cargo in accordance with the Discharge Plan and stage in accordance with the Staging Plan. Contractor shall handle sensitive, classified, and Reefer Cargo in accordance with Standard procedure (Reg #...). Contractor shall handle commodities in accordance with standard procedures (i.e., Haz Mat, TEA Regs)\*

**Measure:**

**Standard:** Discharge without damages...0% major, 1% minor \$500 0% repetitiveness per mission -- 100% compliance

**Performance objective:**

Contractor shall scan cargo for discharge (billing record).\*

**Performance objective:**

Contractor shall identify frustrated cargo.\*

**Performance objective:**

Contractor shall participate with the government in conducting a reconciliation/validation of the cargo discharged with reports from WPS.

**Performance objective:**

Contractor shall notify the Government of all discrepancies with the cargo, to include Hazmat (i.e. missing labels/placards, etc.).

**Performance objective:**

Contractor shall maintain a “secure” posture in accordance with standard practices. [CDL/NAC issue unresolved.]\*

**Performance objective:**

Contractor shall clean the vessel following discharge.

**Staging**

**Staging** is the process of placement/organization of cargo to facilitate port clearance/operations.

The Government will communicate changes/events that affect the staging plan.

**Performance objective:**

Contractor shall stage cargo in accordance with the staging plan, or as changed by the Government.

**Performance objective:**

Contractor shall reposition equipment when directed by the Government (extra labor).  
[PSA or Port Authority supported.]\*

**Performance objective:**

Contractor shall re-scan if moving between multiple yards.

**Onward Movement (rail/truck/ship/convoy)**

**Onward Movement** is the

**Performance objective:**

Contractor shall load and secure cargo on rail car(s) in accordance with the MTMC securing manual and COR direction.

**Measure:** COR will monitor

**Standard:** 100% compliance

**EXPORT**

**Planning**

**Planning** is the evaluation of Stevedoring services in connection with the receipt processing and loading/discharge of vessels providing equal 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:**

Contractor shall participate in daily meetings.

**Performance objective:**

Contractor shall review cargo list and plan for accuracy and efficiency

**Performance objective:**

Contractor shall, at the discretion of contracting officer, provide pier and terminal space, to include covered storage (\*Unique).

**Performance objective:**

Contractor shall consider labor availability and CBA

**Performance objective:**

Contractor shall coordinate vessel activity inland transport needs.

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**Performance objective:**

Contractor shall perform risk assessments with Coast Guard, OSHA and Dept of Defense Regs. This includes security assessments.

**Performance objective:**

Contractor shall receive cargo-booking information.

**Performance objective:**

Contractor shall, at the discretion of COR, prepare a staging plan (\*Unique).

**Receiving**

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

**Performance objective:**

Contractor shall visually check and compare documentation and cargo (OS & D, priority)

**Measure:** 100% inspection

**Standard:** 100% compliance

**Performance objective:**

Contractor shall record and report cargo received daily

**Measure:** COR to review report accuracy

**Standard:** 100% for haz mat or sensitive cargo; 95% otherwise

**Performance objective:**

Contractor shall maintain tight controls on haz mat, reefer, and sensitive cargo, in accordance with regulations

**Measure:** COR to monitor

**Standard:** 100%

**Performance objective:**

Contractor shall unload conveyance.

**Measure:** Within established free-time

**Standard:** 100% of time frame

**Staging**

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

**Performance objective:**

Contractor shall stage cargo.

**Measure:** locate cargo when required

**Standard:** 90% of the time; 100% of receipted cargo prior to scheduled vessel loading

## **Cargo Preparation**

**Cargo Preparation** is the preparation of cargo for export shipment. Cargo Preparation may include but is not limited to the following: documentation, nesting of cargo, un-nesting of cargo, coopering, stuffing of containers, un-stuffing of containers, scanning, reducing cargo dimensions, fueling / defueling vehicles, and washing of vehicles. A listing of applicable DoD, MTMC, and MTMC TEA documents will be provided to the contractor by the Contracting Officer's Representative.

### **Performance objective:**

The contractor shall perform Cargo Prep in accordance with the Defense Transportation Regulation DoD 4500.9-R, DoD, MTMC and MTMC TEA Standards.

## **Intraterminal Transfer**

**Intraterminal Transfer** is the positioning of cargo to expedite loading operations.

### **Performance objective:**

Contractor shall reposition/re-handle cargo within terminals.

## **Loading Cargo**

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

### **Performance objective:**

Contractor shall reposition/re-handle cargo within terminals take cargo from point of rest to point of stow on vessel, and secure cargo in accordance with MTMC TEA Ref 97-55-22 and other applicable regulations in Appendix \_\_\_.

**Measures:** Within allotted timelines

**Standard:** Within timelines established by the government and in compliance with stow plan.

## **Management**

Is the process of allocating and coordinating resources to accomplish a mission/operation.

The Government will:

1. Provide C/C as Single Port Operator/Manager for MTMC OPS.
2. Identify unique military equipment requiring special handling and coordinate for handling said special 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 “trained” point of contact for general haz mat.
8. Provide a “trained” point of contact for ammo “unique” operations\*

**Performance objective:**

Contractor shall maintain and submit timekeeping reports for mission operations within 24 hrs following billing activity

**Performance objective:**

Contractor shall order labor based upon agreement/negotiation with government.

**Performance objective:**

Contractor shall compare government reports to contractor documents and identify discrepancies and recommend reconciliations.

**Performance objective:**

Contractor shall provide a single point of contact for operations for each shift.

**Performance objective:**

Contractor shall provide a trained point of contact for Haz Mat “handling”.

**Performance objective:**

Contractor shall provide a trained Haz Mat certifier through DoD approved training, to recertify haz mat.\*

**Measure:** COR will monitor.

**Standard:** Certificate of completion every 2 years -- 100% .

## **Training**

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

The Government will:

1. Identify available DoD schools to contractor for haz mat training.
2. Provide trainers/certification for the movement of special military vehicles (e.g, M-1’s/Strykers) within the port environment.
3. Identify other training requirements based upon unique port operations (e.g., Concord ammunition handling certification).

**Performance objective:**

Contractor shall coordinate with local labor to attend special equipment training so that sufficient pools of operators are available to move special equipment within a port as required.

**Performance objective:**

Contractor shall identify and provide a contract person to attend DoD Haz Mat bi-annual training.

**Performance objective:**

Contractor shall provide labor to attend government provided training.

**Measure:**

**Standard:** Successful completion of training.

**Extra Labor**

Extra Labor involves

**Performance objective:**

Contractor shall provide extra labor for the convenience of the government to meet operation needs.

**Performance objective:**

Contractor shall provide extra personnel to augment existing gang force; carpenters/welders, etc.

**Out-of-Pocket**

Out-of-Pocket Expenses are

**Performance objective:**

Contractor shall provide special equipment/supplies that will be paid out-of-pocket and reimbursed by the government. I.e., floating crane, other special equipment, lumber, reimbursable 3<sup>rd</sup> party services.

**Performance objective:**

Contractor shall submit separate invoices within \_\_hours/days following the end of the activity.