

20 October 2016

MEMORANDUM FOR DOMESTIC AIR TRANSPORTATION SERVICE PROVIDERS

FROM: HQ AMC/A4TC  
402 Scott Drive, Unit 2A2  
Scott AFB IL 62225-5308

SUBJECT: Domestic Air Freight Transportation Service Provider (TSP) Registration Program

1. Welcome to Air Mobility Command's (AMC) Domestic Air Freight Transportation Service Provider (TSP) Registration Program. In order to transport Department of Defense (DOD) domestic air freight, TSPs must participate in the Civil Reserve Air Fleet (CRAF) program. CRAF carriers may register with a designated agent but remain legally responsible for tender performance, actions of their designated agent, and the actions of any other subcontractor used in order to perform domestic air tender business. TSPs must comply with the requirements of the Freight TSP (Carrier) Registration Program (FCRP), as well as the safety and security requirements contained in Part II (Cargo Movement) of the Defense Transportation Regulation (DTR), the Department of Transportation Title 49, Code of Federal Regulations (DOT 49 CFR), and the Military Freight Traffic Unified Rules Publication-1 (MFTURP-1).

- a. The DTR can be accessed on the web at: <http://www.ustranscom.mil/dtr/dtrp2.cfm>.
- b. The MFTURP-1 can be accessed on the web at: <http://www.sddc.army.mil/res/Pages/pubs.aspx>.

*Note: TSPs and individuals may not conduct business with the government if they are on the Excluded Parties List (EPLS). The EPLS, published by the General Services Administration contains the names of contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. You may access the list on the internet at <http://www.gao.gov/products/GAO-09-174>. Newly registered TSPs will not be approved if they are affiliated with a TSP who currently is in a disqualified status.*

**2. Prior to approval, TSPs must complete the following:**

- a. All TSPs require a valid Standard Carrier Alpha Code (SCAC). The SCAC is a unique two, three, or four letter code issued through the National Motor Freight Traffic Association (NMFTA) to identify the transportation company. If a CRAF TSP elects to register with a freight forwarder acting as its agent, the SCAC Code (SCAC) will reflect the CRAF TSP and agent partnership, not a SCAC for the agent only (i.e., freight forwarder). To establish a SCAC, use website <http://www.nmfta.org/Pages/welcome.aspx> or contact NMFTA at 1001 North Fairfax Street, Suite 600, Alexandria, VA 22314, telephone number: 703-838-1831 (e-mail address [scac@nmfta.org](mailto:scac@nmfta.org)). TSPs must ensure that their SCAC is active at all times.

- b. The CRAF carrier must notify our office if they will enter into a CRAF carrier/agent relationship via email at [AMC.A4TDR@us.af.mil](mailto:AMC.A4TDR@us.af.mil). This notification shall be on the CRAF carrier's company letterhead signed by a CRAF airline representative and include the following:
- 1) CRAF carrier and agent's name (if applicable).
  - 2) CRAF carrier and agent (if applicable) address, point of contract, e-mail address, and telephone number.
  - 3) Name(s) of individual(s) authorized to act on behalf of the CRAF carrier for purpose of domestic air tenders.
  - 4) CRAF carrier statement acknowledging that all payments made under the domestic air tender program will be made to the CRAF carrier.
  - 5) CRAF carrier agent (if applicable) DUNS number.
  - 6) Effective dates of partnership:
- c. All TSPs must have an agreement with US Bank and must be Syncada certified in order to receive electronic payment for transportation services. US Bank/Syncada is available on the internet at: [http://www.usbank.com/cgi\\_w/cfm/commercial\\_business/products\\_and\\_services/corp\\_payment/cps\\_ps.cfm](http://www.usbank.com/cgi_w/cfm/commercial_business/products_and_services/corp_payment/cps_ps.cfm) or by contacting US Bank C/O Syncada, 200 South Sixth St., Mail Stop: EP-MNL27C, Minneapolis, MN 55402, telephone number 1-800-417-1844.
- d. When an agent is used, they will be required to obtain and provide their Transportation Security Administration (TSA) Indirect Air Carrier (IAC) Certificate number by email to [AMC.A4TDR@us.af.mil](mailto:AMC.A4TDR@us.af.mil). Information on obtaining a TSA IAC Certificate can be found at: <https://www.tsa.gov/for-industry/cargo-programs>.
- e. Complete the TSP Registration Form located at: <https://stallion.eta.sddc.army.mil/ccp/jsp/CCPScac.jsp>; upon entering your SCAC, click the \*SUBMIT\* button. **You must be US Bank/Syncada certified first.**
- Note: DOD policy requires domestic carriers to provide Electronic Data Interchange (EDI) data feeds to track domestic shipments. When filling out the registration form, we initially recommend selecting the "GFM ITV to GTN" method.*
- f. AMC will review your registration form and send an e-mail notification of your status within five working days.
- g. Once the above requirements are met, GFM will send you an approval notification via e-mail. In this notification, you will receive instructions for obtaining an Electronic

Transportation Acquisition (ETA) password that will allow you access to DOD transportation programs to include tutorials and on-line training to assist with Tender Entry and Spot Bids on the web. For questions on training, e-mail [usarmy.scott.sddc.mbx.omb-for-gfm-training@mail.mil](mailto:usarmy.scott.sddc.mbx.omb-for-gfm-training@mail.mil).

- h. Upon receiving your approval notification, e-mail AMC's negotiations group at [AMC.A4TD@us.af.mil](mailto:AMC.A4TD@us.af.mil) to request to be included on their e-mailed solicitations for volume moves and special services. Remember to include your SCAC in all correspondences. Pertinent information listed in the registration form will only be discussed/disclosed to the individuals listed on the form.

*Note: TSP's are reminded that they must maintain updated and accurate information within the FCRP at all times, failure to do so may result in disqualification. TSPs should ensure they review and validate their FCRP data minimally on an annual basis.*

**4. Operating Authority:** TSPs agree to maintain valid operating certificates for their scope of operations. USDOT number is a mandatory field on the registration form. Your company's SCAC will automatically populate your DOT/MC number. TSPs will be responsible to fill in their operating identification number.

**5. Inspections:** TSPs agree to permit unannounced safety and security inspections of their facilities, terminals, employees, and operational procedures by DOD civilian, military, or DOD contract personnel. TSPs further agree to have visitor control procedures in place to verify individuals requesting access to or requesting information on DOD shipments. Verifications can be made by contacting AMC's customer service line at (618) 229-4684. TSPs agree not to disclose any information to unauthorized persons concerning the nature, kind, quantity, destination, consignee, or routing of any protected commodities tendered to them.

**6. Transportation Protective Services (TPS) and Arms, Ammunition and Explosives (AA&E):** TSPs who wish to transport materials designated by DOD as protected or sensitive that require a TPS must meet the following "minimum" requirements. To obtain a full list of requirements, send an email request to: [AMC.A4TDR@us.af.mil](mailto:AMC.A4TDR@us.af.mil).

- a. Be registered and approved for twelve consecutive months as an "asset based" TSP.
- b. Be in business at least 24 months with DOT common authority.
- c. Have company ownership unchanged, with no significant changes to name, SCAC or authority for the previous 12 months.
- d. Have a "satisfactory" safety rating on file (and maintained) with the Federal Motor Carrier Safety Administration (FMCSA).

*Note: requirements are amended periodically based on current and future mission scope. Brokers, Freight Forwarders, Shipper Agents and Logistic Companies are restricted from handling shipments requiring TPS.*

## 7. External Certification Authority (ECA) Program:

- a. The ECA program supports the issuance of DOD approved certificates to industry partners, external entities, and organizations that conduct business with the DOD. The ECA program is designed to provide a mechanism for these entities to securely communicate with the DOD and authenticate to DOD Information Systems.
- b. As of 1 October 2011, The Military Surface Deployment and Distribution Command (SDDC) will meet this DOD mandate by requiring the use of a digital certificate for industry partners requiring access to SDDC information systems.
- c. The ECA Certificates can be purchased through three sources: VeriSign, Operational Research Consultants (ORC), or Identrust. The following links will provide additional information and links to purchase sources.

<http://www.identrust.com/index.html>

<http://www.symantec.com/theme.jsp?themeid=eca-certificates>

<https://www.verisign.com/>

<http://www.eca.orc.com/>

- d. This ECA Certificate purchase information is provided as a convenience to our industry partners and does not constitute endorsement of a particular commercial entity by the Air Mobility Command, the United States Department of the Air Force (AF), or the Department of Defense (DOD). We do not exercise any control over the information you may find at these sites or the security of these sites; responsibility for such remains with the individual company represented.
- e. An alternative identification security option is the Transportation Worker Identification Credential (TWIC). TWIC is a common identification credential for all personnel requiring unescorted access to secure areas or DOD applications. TWIC requirements and how to get a TWIC can be found at the TWIC website at: <http://www.tsa.gov/public> (search "TWIC").
- f. Additional information can be found at: <http://iase.disa.mil/pki/eca/>

**8. Register to Receive Advisories:** Carriers are notified of essential updates via Advisories. Carriers should sign up for Advisories by emailing [usarmy.scott.sddc.mbx.g35-advisory-team@mail.mil](mailto:usarmy.scott.sddc.mbx.g35-advisory-team@mail.mil) with the following information: Individuals name, phone number, email address to receive advisories, the company and/or organization information, and location.

**9. Astray Freight/Government Cargo Recovery Effort (GOCARE) Program:** Participation in the astray freight program is required by all DOD TSPs. GOCARE is structured to assist the carriers with any issues resolving astray freight. In order to expedite the processing of astray freight, all TSPs are required to submit terminal information for all locations to include address, POC name, email, and telephone number. Unscheduled visits are not associated with GOCARE. However, committee members (government employees) may request access to identify astray freight.

GOCARE will also supply a contact poster for all terminals to easily identify the process for contacting committee members nearby. To submit terminal listings, or for further questions, please send an email to: [usarmy.scott.sddc.mbx.go-carriers@mail.mil](mailto:usarmy.scott.sddc.mbx.go-carriers@mail.mil).

**10. Carrier Appointment System (CAS):** CAS is a scalable, automated method for commercial transportation service providers to request appointment times to deliver cargo and for joint service facilities (depots, ports, terminals, etc.) to manage those appointments in a central, web-based environment. For customer support, please contact the CAS Helpdesk / System Response Center at (800) 462-2176 option 3 or [sddc.safb.cashd@us.army.mil](mailto:sddc.safb.cashd@us.army.mil).

**11. Carrier Performance Module (CPM):** CPM is an application used to record and track service failure and non-selection incidents recorded against TSPs. TSPs can view their service failures by selecting CPM in the Global Freight Management (GFM) application. It is the TSP's responsibility to keep track of their CPM record and the incidents recorded against their company. Training can be accessed through the GFM Home Page by selecting the "Online User Manuals/Help Files" (located under the "Training" menu located on the left side of the screen), then select "Carrier Performance Module (CPM) User Manual". If more assistance is required contact the GFM helpdesk (800) 462-2176.

**12. Contacts:** We appreciate your interest in providing domestic air freight transportation services to the DOD. If we can be of further assistance, please call us at 618-229-4684.

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